

# **STUDENT/PARENT HANDBOOK**

**2021-2022**

---

## **BARNSTABLE UNITED ELEMENTARY SCHOOL**

730 Osterville-West Barnstable Road  
Marstons Mills, Massachusetts 02648  
[www.barnstable.k12.ma.us](http://www.barnstable.k12.ma.us)

Main Office: (508) 420-2272  
Main Fax: (508) 420-0185  
School Counseling Office: (508) 420-0190  
**Health Office: (508) 420-9054**

## TABLE OF CONTENTS

Academic Responsibilities	10
After-school Detention	15
Attendance/Absence Regulations	8
Barnstable United Expectations	10
Bus Rules and Discipline Procedures	12
Kindness Rocks Behavior Matrix	11
Breakfast/Lunch Programs	6
Bullying/Harassment - Reporting and Responding To	14
Care of School Books and Property	9
Computer Use Contract	19
Discipline Philosophy	13
Discipline Policy for Lunch and Recess	16
Dismissal Practices	8
Dress Code	10
English Language Learners (ELL)	5
Every Student Succeeds Act (ESSA)	3
Field Trips	7
Fire Drills/Lock Down Drills	9
Gateway Program	4
General School Rules	10
Goals and Expected Outcomes	3
Hall Passes and Procedures	9
Health – Wellness Program	4
Health Office/Policies	5
Library	7
Lockers	9
Lost and Found	6
Lunch/Breakfast Program	6
Main Office	3
Messages to Students	9
Parent Teacher Association (PTA)	7
Photo Release Opt-Out	20
Pick-Up Student and Drop-Off Student Procedures	13
Safety CallBack Program	8
School Calendar	2
School Counseling Office	4
School Wide Events and Assemblies	12
Special Education Office/Programs	6
Student Handbook Responsibility	21
Suspensions/Expulsion by the Principal	15
Technology Acceptable Use Policy	16
Technology Acceptable Use Agreement	18
Title One	4
Visitors to Our School	7
Web Publishing Guidelines	17

# BARNSTABLE PUBLIC SCHOOLS 2021-2022 CALENDAR

WWW.BARNSTABLE.K12.MA.US

**AUGUST**  
30<sup>th</sup> - 31<sup>st</sup> - Staff Day/No School for Students

**SEPTEMBER**  
1<sup>st</sup> - First Day of School for Grades 1-12 Students /Orientation for Kindergarten and Pre-K Only  
2<sup>nd</sup> - First Day for Kindergarten  
3<sup>rd</sup> - Schools Closed  
6<sup>th</sup> - Labor Day/No School  
7<sup>th</sup> - First Day for Pre-K  
15<sup>th</sup> - District PD /Half Day for Students

**OCTOBER**  
11<sup>th</sup> - Columbus Day/No School  
20<sup>th</sup> - District PD Day/Half Day for Students

**NOVEMBER**  
2<sup>nd</sup> - District PD Day/No School for Students  
11<sup>th</sup> - Veterans' Day /No School  
24<sup>th</sup>, 25<sup>th</sup> & 26<sup>th</sup> - Thanksgiving Recess/No School

**DECEMBER**  
7<sup>th</sup> - Pre K - 7 Parent Conferences/Half Day for Students  
9<sup>th</sup> - Pre K - 7 Parent Conferences/Half Day for Students  
23<sup>rd</sup> - 31<sup>st</sup> - Holiday Recess/No School

**JANUARY**  
3<sup>rd</sup> - School Reopens from Holiday Recess  
12<sup>th</sup> - District PD /Half Day for Students  
17<sup>th</sup> - Martin Luther King Day/No School

**FEBRUARY**  
9<sup>th</sup> - District PD Day/Half Day for Students  
21<sup>st</sup> - 25<sup>th</sup> - Winter Vacation/No School

**MARCH**  
16<sup>th</sup> - District PD Day/Half Day for Students

**APRIL**  
6<sup>th</sup> - District PD Day/Half Day for Students  
15<sup>th</sup> - Good Friday/No School  
18<sup>th</sup> - 22<sup>nd</sup> - Spring Vacation/No School9

**MAY**  
27<sup>th</sup> - District PD Day/Half Day for Students  
30<sup>th</sup> - Memorial Day/No School

**JUNE**  
11<sup>th</sup> - BHS Graduation  
17<sup>th</sup> - Last Day of School/Half Day  
20<sup>th</sup> - Juneteenth/No School  
27<sup>th</sup> - Last Day of School/Half Day - (Includes 5 Inclement Weather Days)

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

**AUGUST**

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

**SEPTEMBER**

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

(20 Days)

**OCTOBER**

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

(20 Days)

**NOVEMBER**

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

(15 Days)

**DECEMBER**

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

(16 Days)

**JANUARY**

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

(20 Days)

**FEBRUARY**

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

(15 Days)

**MARCH**

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

(23 Days)

**APRIL**

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

(15 Days)

**MAY**

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

(21 Days)

**JUNE**

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

(13 Days)

Students = 180 Days  
Teachers = 183 Days

DISMISSAL TIMES/HALF DAY  
BHS - 10:15 AM, BIS - 11:00 AM  
BUES - 11:00 AM, ELEM - 12:00 PM

Approved by the School Committee on Feb 3, 2021.

Report cards go home at the end of each trimester and on the last day of school.

**MAIN OFFICE: (508) 420-2272**

**Principal** – Mr. Michael Wojkowski  
**Assistant Principal** – Dr. Valerie Smith  
**Assistant Principal** – Dr. Wendy Hesse  
**Administrative Assistant** – Debbie Thew  
**Administrative Assistant** – Kristen Vautrinot

**GOALS AND EXPECTED OUTCOMES**

1. All students will master a common core curriculum needed to be successful in elementary school and beyond. Our students will have a standards-driven education, based on the Massachusetts State Frameworks and the Barnstable Public Schools Curriculum.
2. All of our students will learn and attain high standards in academic subjects although they may vary in their learning style and the time they need to learn.
3. The progress of every student will be closely monitored using a technological database, writing prompts, internal assessments, culminating activities, and MCAS.
4. We will guide our students' behavior through the implementation of our Code of Conduct.
5. We will create a professional resource center and have ongoing professional development for staff. Teachers will have freedom to exercise their professional judgment in how they organize instruction, so that they best meet their students' needs.
6. We will use advanced technology to enhance our teaching, communication, and assessment.
7. We will maintain established lines of communication with our Barnstable K-3 elementary schools and intermediate school in order to offer a better educational program for our students.
8. We will serve as a model to other public schools, proving that public schooling ensures that children will acquire the knowledge and skills needed to become educated, responsible, and productive citizens.

**Every Student Succeeds Act (ESSA) - Parent Notification**

Parents & legal guardians of students attending Barnstable United Elementary School may request, and the district will provide the parent on request (and in a timely manner), information regarding **the professional qualifications of the student's classroom teacher(s)**, including, at a minimum the following:

- *Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.*
- *Whether the teacher is teaching under an emergency license or waiver through which the state qualification or licensing criteria has been waived.*

- *The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field or discipline of the certification or degree.*
- *Whether the child is provided service by a paraprofessional, and, if so, their qualifications.*

In addition, Barnstable United Elementary School shall provide each individual parent or legal guardian timely notice that the child has been assigned, or has been taught, for four or more consecutive weeks by a teacher who is not highly qualified.

**SCHOOL COUNSELING OFFICE: (508) 420-0190**

**School Counselor:** Jennifer Delaney

**School Counselor:** Laureen Cardoza

**School Counselor:** Amy-Beth Veara

**School Psychologist:** Jennifer Wolf

**School Social Worker:** Erin Canty

**School Social Worker:** Joanie Hogan

**School Counseling/Special Education Administrative Assistant:** Susan Powers

All students are encouraged to use the services of the School Counseling Office. The counselors are available to help with personal, school, social, or family issues.

**The procedures for getting an appointment are as follows:**

1. Obtain permission to go to the School Counseling Office to set up an appointment to meet with the counselor.
2. In an emergency, go directly to School Counseling.

**GATEWAY PROGRAM: (508) 790-6372**

**Gateway Director:** Kari Morse

**Gateway Administrative Assistant:** Deana Pulsifer

Barnstable's Gateway Program is designed to meet the academic needs of capable and motivated students in Grades K-12. Trained enrichment specialists work with students to broaden higher-level thinking skills, encourage creativity, and develop research skills. Gateway offerings to Grades 4 and 5 students may include: Critical & Creative Thinking Skills, Math Enrichment, STEM, English Language Arts, and Destination Imagination.

**TITLE ONE: (508) 420-2272**

**Title One Reading Teachers:** Annalysa Turcotte and Susan Chalker

**Title One Math Teachers:** Meghann Welsh and MaryBeth Nichols

**HEALTH - WELLNESS PROGRAM**

**Personal Development Director (K-7) (508) 428-3376: Julie Williams-Tinkham**

The essence of the Barnstable Public School System's Health Curriculum PreK-12 is to provide students with the knowledge and skills necessary to make responsible, well-informed, personal health decisions. The curriculum covers a wide variety of topics including issues dealing with human growth and development beginning at Grade 3. We strongly recommend that all students participate in lessons scheduled for their own grade level. If you do not want your child to participate, you have the right to exempt your child from class when these issues (topics) are taught by submitting a request in writing to the building principal. You are welcome to review our curriculum and related materials at our school libraries. Specific questions regarding this matter should be addressed to the principal and/or Julie Williams-Tinkham, Personal Development Director (K-7).

**HEALTH OFFICE: (508) 420-9054**

**School Nurses:** Katie Powell, M.S.N., R.N, and Susan McLaughlin, B.S.N., R.N.

**Medications:** Parents should update the school nurse whenever new medications are being considered or prescribed and current medications are changed or discontinued. Whenever possible, medications should be given at home. When this is not possible, medications will be dispensed in the Health Office. **A signed authorization form, completed by both parent/guardian and physician, is required by law.** The nurse must receive this paperwork **before** any medication, including over-the-counter medication, can be **stored** or **dispensed** at school. All medication must be brought into the Health Office by a parent/guardian and must be in a current pharmacy labeled container or the original **unopened** container. Students may not carry any medications, except inhalers or rescue medication with **previous** school nurse and doctor approval.

**Medical Equipment:** Any student coming to school with crutches, a cast, wheelchair, brace, or other medical equipment due to an injury must report to the health office with medical documentation and physician's orders.

**Dismissal for an Illness:** Any student not well enough to remain in school must report to the health office where a determination for dismissal will be made and the parent/guardian contacted. Parents are advised to list 3 alternate names on the Back to School Update Portal on the Barnstable Public School website in case the parent/guardian cannot be available.

**Physical Education Participation:** Footwear that is intended for the purpose of physical activity is necessary for the safety of all students. This excludes flip flops, sandals, platform sneakers, high-heeled sneakers, clogs/heelies and rocker sneakers, etc.

**Physical Education Excuses:** Students will be excused from one physical education class with a parent note. Any student being excused for a second consecutive week must have a doctor's note. A written excuse should be given to the nurse, who will, in turn, inform the homeroom teacher and the gym teacher of the gym excuse.

**Screening Programs:** Health screenings are conducted as mandated by Massachusetts General Law and the Department of Public Health. At the beginning of each school year, parents/guardians can request in writing that their child not participate. Students in grades 4 and 5 are screened for vision. Students in grade 4 are screened for height and weight. Postural screening is also completed for 5<sup>th</sup> graders. Parents/guardians are notified of any concerns.

**Notification of Injuries, Surgeries, Hospitalizations or Medical Information:** The school nurse must receive doctor's notes or hospital discharge paperwork for every student upon re-entering school with medical, emotional, and/or psychological diagnoses, as well as, students with casts, braces, slings, stitches, wounds, crutches, wheelchairs, etc., so that appropriate accommodations may be made before the student returns to the classroom. Please supply school nurse with copies of all Physical Exams, MD Evaluations, and Immunizations.

**ENGLISH LANGUAGE LEARNERS PROGRAM: (508) 420-2272**

**ELL Instructors:** Stacey Kennedy, Karen Murphy, Jiro Adachi & Kathy Astruckas

Students in their first year of school in the United States are placed into Sheltered English Immersion (SEI) classrooms with teachers and English Language Learners (ELL) staff who are trained to help these students learn the curriculum while they are learning English. These beginners also have an English class each day and extra help completing their assignments. Intermediate and advanced ELL students receive on-going support with homework, assistance with projects, and help finding suitable reading materials as needed.

**SPECIAL EDUCATION PROGRAMS: (508) 420-2272 x1281**

**Special Education Coordinator:** Melissa McCarthy-Kraus

**Special Education/School Counseling Administrative Assistant:** Susan Powers

The Barnstable United Elementary School provides specialized instruction to meet the needs of children requiring Individualized Education Plans. These services are provided collaboratively in a variety of settings by members of the students' educational team. The staff is dedicated to the philosophy that all children can learn and are best serviced in the least restrictive environment.

**BREAKFAST AND LUNCH PROGRAMS: (508)420-2272 x302**

**Kitchen Supervisor:** Deb Powell

**Breakfast is Served Daily, Including Half Days.** Breakfast is free to all students. ALL Meals are free for all families 21/22 SY.

**The Lunch Program is Served Only on Whole Days.** ALL Meals are free for all families 21/22 SY. A calendar is sent home monthly listing the menu choices.

A Free and Reduced Lunch Program is available to qualifying families. Forms are available in the cafeteria and must be returned to the Main Office.

**CAFETERIA RULES:**

1. While waiting in line, students must behave in an orderly fashion and talk quietly.
2. Students must sit with their assigned homeroom group.
3. Litter is to be picked up and students are to remain in their seats until given permission from staff on duty to empty trays, use the bathroom, etc.

4. When any member of the school staff raises his/her hand, it is the signal for silence.

## **LOST & FOUND**

There are Lost & Found areas located in the cafeteria and outside the gym. Students are not to bring valuables, large sums of money, trading cards or toys to school. The school is not responsible for lost, broken or stolen items. It is recommended that personal items, such as outerwear and lunchboxes, are clearly labelled in indelible marker with a student's name.

## **LIBRARY**

**K-7 Library/Media Specialist:** Kimberly White

The library is located on the second floor at the front of the building.

### **Rules:**

1. A pass is required to visit the library alone.
2. Books and materials must be returned to their proper place on the shelf or in the files.
3. Most books may be checked out for 2 weeks, and may be renewed.
4. Reference books and books on reserve may be used only in the library.

## **PARENT TEACHER ASSOCIATION (PTA)**

The purpose of the Parent Teacher Association is to enhance the quality of our young people's education and to foster positive interaction among teachers, administration, parents, and other interested people of the community. The objectives of the PTA are as follows:

1. Opening and maintaining lines of communication between and among all concerned, ever mindful that these are very special growing years for the young adolescent.
2. Affording an opportunity for the school to acquaint parents with the objectives, programs, methods, achievements, and plans of the school system, as well as the problems.
3. Bringing the educational expectations, questions, and concerns of the community to the attention of the school.
4. Presenting programs that will bring further understanding of the continuing educational programs' process and permit all parties to voice their concerns, as well as assist in implementing agreed upon changes.

## **FIELD TRIPS**

A field trip is just like any other school day, except the lesson is taught off campus. Educational field trips are for all students and relate to the curriculum. All students will attend unless an exception is

made by administration. In order to participate, students must return their signed permission forms prior to the trip.

*Students who do not have permission will be placed in another classroom for the day.*

## **VISITORS TO OUR SCHOOL**

For safety reasons, all visitors must press our intercom system located at our main entrance. The visitor must then identify themselves and state the reason for their visit. Upon entering the building, the visitor must show identification and be screened through the Raptor Program. Then, they will receive a visitor pass which should remain visible for the duration of their visit.

## **ATTENDANCE REGULATIONS**

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 is absent from school for 10% or more of the available student attendance days, regardless of reason. Good attendance contributes to good work habits. 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.

Non-compliance with attendance regulations may result in a Child Requiring Assistance (CRA) petition through Barnstable District Court.

## **SAFETY CALLBACK PROGRAM**

Barnstable United Elementary School has a Safety Callback Program to ensure the safe arrival of our children each morning. Please call the school (420-2272) between 7:00 a.m. and 9:15 a.m. to report your child's absence. Beginning at 9:30 a.m. an automated program will begin calling the students whose parents/guardians have not notified the school of their child's absence.

## **ABSENCES:**

If a child is absent three days or less, a note (addressing the absence) is required from the parent/guardian to the health office when the child returns to school. The note should include the child's full name and homeroom number on it, as well as the nature of their absence.

If a child is absent 4 or more consecutive days, the parent/guardian should complete a Student Leave Absence Form and submit it to the health office.

Make-up work may be issued by the teacher. Please allow **24 hours** for the teacher to gather necessary materials. Attendance at school is critical to success. Students whose rate of absenteeism is deemed to be excessive will be investigated for further corrective action including submission of the aforementioned CRA petition.

The process we use for tardiness at Barnstable United Elementary School is as follows:

1. A student arriving after 8:12 A.M. is tardy and must report to the office for a tardy slip.
2. Excessive tardiness may result in further corrective action.

### **DISMISSAL PRACTICES**

A student may be dismissed from school with *written permission* from home. Students should bring the note to their classroom teacher when they arrive at school. When the student leaves, they should stop at the Main Office to check out, accompanied by the student's parent/guardian. If the student returns to school that day, they must stop at the office to check in as soon as they reenter the building.

A parent/guardian may come to the school and sign-out the student.

Students are permitted to walk and bicycle (helmet required) to and from school, only if they present a note from their parent/guardian granting them permission. They only need to present one note to their teacher for the entire school year. Students will exit the main entrance after all buses have left. If a student walks home or to a friend's house, or if they are going to be picked up by a parent or another person, they must bring in a note. *Verbal permission will not be accepted.* (Parents are asked to make special note of this rule and must realize that this rule is to be strictly followed, since it concerns safety.) Students will not be dismissed before the requested time stated on the note.

### **HALL PASSES AND PROCEDURES**

Any time a student has reason to leave the classroom without the rest of their class, they should have a pass. When walking in the halls or going up or down any staircases, students should *keep to the right*.

### **LOCKERS**

A locker is assigned to students for their use. Locks are not allowed to be used on lockers. The locker is to be used for the storage of school related materials such as books, notebooks, binders, etc. Students should not bring valuables or large sums of money to school. The school cannot be held responsible for materials missing from lockers.

### **MESSAGES TO STUDENTS**

During the course of each school day we receive messages and items for students. In order to minimize disruption to classes, unless there is an emergency, students will be called to the office twice a day (10:30 AM and 1:45 PM). Please include your child's homeroom number on all items that are dropped off. If parents find it necessary to call the school with an urgent message, or drop off an item for their child, please do so before 9:00 A.M.

### **FIRE DRILLS**

Fire drills are practiced at the discretion of the local Fire Department. The following practices are to be followed when a drill occurs:

1. No talking during the drill.
2. Know the proper exit from any place in the school.
3. Be familiar with the evacuation plan posted in each room.
4. Walk in a quiet and orderly manner.
5. Once outside, stay quietly in line with the class so the teacher can take attendance.

## **LOCKDOWN DRILLS**

In the event of an individual entering the school to do harm, Barnstable United Elementary School has taken steps to prevent and/or limit access and injury to students and staff utilizing the A.L.I.C.E. protocol.

## **CARE OF SCHOOL BOOKS AND PROPERTY**

If a student loses or ruins a school book, they must pay for it. It is the responsibility of students and parents to return school property when requested and to cooperate in keeping materials in circulation. Payment is required when school property is lost or damaged.

## **ACADEMIC RESPONSIBILITIES**

**Report Cards:** The school year is divided into a trimester grading system. Report Cards will be made available at the end of each trimester and the last day of school.

**Homework:** Homework at Barnstable United Elementary School will consist of reading and math practice Monday through Thursday.

**Make-Up Work:** Students who have been absent are 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 sufficient time to make up the missed work.

## **DRESS CODE**

Generally speaking, students are allowed to dress in a manner that, by ordinary standards, is considered neat and decent. Studies show that a student's behavior and academic performance in school is often reflective of his/her attire.

Clothing, footwear, and hair should conform to reasonable standards for health, safety, and cleanliness. Clothing that could create disruption may not be worn. Examples of inappropriate attire include shirts and dresses with spaghetti straps, bare midriffs, offensive words/graphics, low riding pants, and dresses/skirts/shorts that are excessively short.

## GENERAL BPS RULES

**Rule 1:** Treat all members of our school with respect.

**Rule 2:** Electronic devices from home are not allowed at school. If a parent feels it is necessary for their child to have a cell phone for use outside of school, it must be placed in the child’s locker with the power off. The school is not liable for lost, damaged or stolen property.

**Rule 3:** Gum chewing is not allowed at school, including the bus ride to school.

**Rule 4:** When any member of the school staff raises his/her hand, it is the signal for silence.

### Barnstable United Elementary School Expectations

The foundation of our school expectations is to create unity and a clear direction for all members of the school community. Having a set of four basic expectations, framed in a positive tone, is one way of providing a framework for unity and direction. Students are taught these expectations by all staff in the building and they learn how to apply these expectations in all areas of the school.

- Be** respectful and responsible
- Understand** and appreciate differences
- Encourage** others
- Stand up** and stay safe

### KINDNESS ROCKS MATRIX

	<i>Classroom/ Specialist</i>	<i>Bathroom</i>	<i>Hallway</i>	<i>Recess</i>	<i>Cafeteria</i>	<i>Bus</i>
<i>Be Respectful</i>	<ul style="list-style-type: none"> <li>• Focus on your teacher’s words</li> <li>• Ask questions</li> <li>• Wait your turn to talk</li> <li>• Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>• Keep our bath-rooms clean</li> <li>• Respect the privacy of others</li> <li>• Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>• Follow your teacher’s directions</li> <li>• Walk on the right side of the hallway</li> <li>• Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>• Allow others to join in</li> <li>• Share equipment</li> <li>• Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>• Use a calm voice</li> <li>• Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>• Use a calm voice</li> <li>• Be kind to your classmates</li> <li>• Use kind words</li> </ul>

	<b><i>Classroom/ Specialist</i></b>	<b><i>Bathroom</i></b>	<b><i>Hallway</i></b>	<b><i>Recess</i></b>	<b><i>Cafeteria</i></b>	<b><i>Bus</i></b>
<b><i>Be Responsible</i></b>	<ul style="list-style-type: none"> <li>• State your concern</li> <li>• Think of solutions</li> <li>• Listen to feedback from your teachers</li> <li>• Stay focused on your task</li> </ul>	<ul style="list-style-type: none"> <li>• Return to class promptly</li> <li>• Report any issues to your teacher</li> </ul>	<ul style="list-style-type: none"> <li>• Use a quiet voice</li> <li>• Stay in line with your class</li> </ul>	<ul style="list-style-type: none"> <li>• Ask for help in a calm, firm voice</li> <li>• Return equipment when finished</li> <li>• Take care of your personal belongings</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your hands to yourself</li> <li>• Only eat your food</li> <li>• Ask permission before leaving your seat</li> </ul>	<ul style="list-style-type: none"> <li>• Keep track of your belongings</li> <li>• Watch for your stop</li> <li>• Be on time</li> </ul>
<b><i>Be Safe</i></b>	<ul style="list-style-type: none"> <li>• Use a strategy to calm down</li> <li>• Keep your hands and body to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Use toilets and sinks as intended</li> <li>• Keep your hands and body to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your hands and body to yourself</li> <li>• Walk slowly</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your hands and body to yourself</li> <li>• Ask an adult for help</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the directions of your teachers</li> <li>• Keep your hands and body to yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the directions of your bus driver</li> <li>• Stay in your seat</li> <li>• Keep your hands and body to yourself</li> </ul>

### **SCHOOL-WIDE EVENTS AND ASSEMBLIES**

From time to time the entire school community will come together for performances and enrichment activities. The following expectations are in order:

1. Come quietly, single file, into the assembly.
2. Fill in seats as directed.
3. Be a polite and courteous audience.
4. Remain seated until the conclusion of the program.

### **BARNSTABLE PUBLIC SCHOOLS ELEMENTARY BUS RULES AND DISCIPLINE PROCEDURES**

Transportation to and from school is a special service that the town provides for students. The School Discipline Code is in effect on the school bus with the driver being the authority. Therefore, violation of the School's Discipline Code on the bus may result in consequences as defined under this code.

## **BUS RULES:**

1. Each student must be seated correctly and remain seated and facing forward at all times.
2. Be on time for the bus.
3. No chewing gum, eating or drinking on the bus.
4. Keep your hands, feet and body to yourself while on the bus.
5. Keep arms and head in the bus.
6. Always cross the street in front of the bus – before it starts moving.
7. Remember, students who make the bus ride a dangerous one for the other passengers may have to find their own ride to school (bus suspension).
8. Students are to enter and exit the bus at his / her designated stop.
9. **Students are not permitted to ride on another bus.**
10. Students will not open or close bus windows without the permission of the bus driver.
11. Students will conduct themselves in a proper manner on the bus; rough-housing and throwing things are not allowed.
12. Students will converse in normal tones; vulgar language and shouting will not be allowed.
13. Students will be courteous to the driver, to fellow pupils, and to the passerby.
14. Students will remain well back from the road while waiting for the bus.
15. Students will enter the bus in an orderly fashion, go directly to a seat, and remain seated until the destination is reached.
16. The bus driver may assign students individual seats if he/she feels it is in the interest of safety and/or good conduct.
17. Lighting of matches or cigarettes is not allowed.
18. All articles such as book bags, athletic equipment, etc. are to be kept out of the aisles.
19. Littering is not permitted.
20. Students will be assessed charges for willful destruction/defacing of the bus.
21. The emergency door is for emergency use only. Safety equipment on the bus must not be touched.
22. Students may be suspended from riding the bus for refusal to obey regulations. Smoking, use of obscene language, fighting, or any actions that jeopardize the safety of students on the bus, may result in immediate suspension of the right to ride the bus.

In the event students are deemed to be a danger to themselves or others, and the parent/guardian does not pick up their child when needed, police will be called.

## **BUS INFRACTIONS:**

1. Bullying/Fighting/Pushing/Tripping
2. Eating/Drinking/Chewing Gum
3. Throwing Objects In or Out of Bus

4. Behavior that Affects the Safety of Self or Others
5. Improper Boarding/Departure Procedures
6. Bringing Articles Aboard Bus of Injurious or Objectionable Nature
7. Failure to Remain Seated
8. Refusing to Obey Driver
9. Hanging Out of Window
10. Lighting Matches/Smoking on Bus
11. Spitting/Littering
12. Unnecessary Noise
13. Tampering with Bus Equipment
14. Rude, Discourteous and Annoying Conduct
15. Destruction of Property (e.g., Vandalism of Bus Seats)

**First Bus Incident Report:** The Principal or his/her designee will notify the parent of the student's assigned seat on the bus until further notice.

**Second Bus Incident Report:** Temporary loss of privilege to ride the bus (1 to 3 days) at the discretion of the Principal or his/her designee. Student, parent/guardian, teacher, and bus contractor to be informed via phone call home and slip mailed to home.

**Third Bus Incident Report:** Calls for parental conference with contractor, driver, principal and or his designee, and at least 1 parent/guardian of the child. Child to be removed from the bus until a conference is held and consequences are determined.

### **STUDENT PICK-UP AND DROP-OFF PROCEDURES**

Due to the flow of the buses in the morning, we are asking that all parents dropping off a child do so in the designated area (outside the gymnasium entrance). Students are to enter the building through the front entrance.

**Parent Drop-Off:** Students may be dropped off **no earlier than 7:50 A.M.** Morning care is available for registered students. Please inquire.

**Parent Pick-Up:** Students are to be picked up promptly at the designated area at **2:30 P.M.**

### **BARNSTABLE UNITED ELEMENTARY SCHOOL DISCIPLINE PHILOSOPHY**

Students at the Barnstable United Elementary School have a right to an education, basic safety, and security. To help achieve this, the district encourages respect and cooperation among all members of the school family – students, parents, teachers, and administrators. Discipline procedures are necessary so that the rights of everyone are protected. Serious behavior problems will result in a phone call home in addition a copy of the discipline referral will be sent home.

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

**Parents** are vital to any discipline process. They play a major role in developing the behavior of their children because the parent is the child’s first teacher and remains the most important one. The school encourages parental support of the discipline process.

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

**School Administrators** must follow disciplinary policies, which guarantee the rights of each student. The long-range goal of our partnership with parents is to prepare disciplined students for productive and meaningful adult lives. The day-to-day goal is to have a school where quality learning takes place in an orderly, safe atmosphere.

**Discipline In Our School Is Based On The Expectations That Are Easily Understood:**

1. Your main goal in school is to learn.
2. To learn requires being able to listen, share, and concentrate without interference. You’ll find that most problems in a classroom center on discipline behavior. The school protects your right to an education without interference.
3. You are expected to show respect for all adults and students in our school community.

**DISCIPLINE CODES: In listing the prohibited conduct below, we cannot anticipate every eventuality that could arise in discipline. Students should realize that if they engage in any behavior, which is inconsistent with maintaining an appropriate educational environment, they could be subjecting themselves to disciplinary action.**

**DISCIPLINE CODES**

OFFENSES	RANGE OF ACTION
<b>Arson</b>	This may result in: A conference with parent, suspension, or expulsion. <b>Police Notified.</b>
<b>Possession, Use, and Distribution of Alcohol/Drugs and/or Tobacco</b>	This may result in: A conference with parent, suspension, or expulsion. <b>Police Notified.</b>
<b>False Alarm</b>	This may result in: A conference with parent, suspension, or expulsion. <b>Police Notified.</b>
<b>Theft</b>	This may result in: Parent conference, loss of recess up to suspension.
<b>Possession of Fireworks/Explosives</b>	This may result in: A conference with parent, suspension, or expulsion. <b>Police Notified.</b>
<b>Possession of Dangerous Materials</b>	This may result in: A conference with parent, suspension, or expulsion. <b>Police Notified.</b>

<b>OFFENSES</b>	<b>RANGE OF ACTION</b>
<b>Vandalism</b>	This may result in: Replacement of said value, cleanup, parent conference, and loss of recess, to suspension or expulsion. <b>Police Notified.</b>
<b>Fighting/Physical Assault</b>	This may result in: Loss of recess, to suspension or expulsion.
<b>Inciting /Harassing</b>	This may result in: Loss of recess to suspension.
<b>Bullying</b>	This may result in: Loss of recess to suspension.
<b>Verbal Abuse on Staff</b>	This may result in: Loss of recess to suspension, parent conference, or expulsion.
<b>Threat to Do Harm</b>	This may result in: Loss of recess to suspension, parent conference, or expulsion. <b>Police Notified.</b>
<b>Physical Assault on Staff</b>	This may result in: Parent conference to out-of-school suspension 1 to 10 days or expulsion. <b>Police Notified.</b>
<b>Unauthorized Sale or Distribution of Any Materials or Products</b>	This may result in: A conference with parents, suspension, or expulsion. <b>Police Notified.</b>
<b>Disruptive Behavior</b>	This may result in: Parent/teacher conference, loss of recess, to suspension.
<b>Disrespectfulness/ Insubordination</b>	This may result in: Parent/teacher conference, loss of recess, to suspension.
<b>Swearing/ Vulgarity</b>	Loss of recess up to a suspension.
<b>Willful Refusal to Follow Directions</b>	Loss of recess up to a suspension.
<b>Inappropriate Use of Computer</b>	Loss of computer privileges for a time to be determined, and loss of recess, to suspension.
<b>Forgery</b>	Loss of recess up to a suspension.
<b>Racial Comments</b>	Loss of recess up to a suspension or expulsion.
<b>Inappropriate Sexual Comment</b>	Loss of recess up to a suspension or expulsion.
<b>Bribery</b>	Loss of recess up to a suspension or expulsion.

**NOTE: Students and parents should be aware that suspected criminal activity will be reported to the police in addition to discipline the school may take based upon the student's actions.**

**Note:** If and when a student becomes involved in any of the actions previously listed, he/she will be referred to the Assistant Principal on a Disciplinary Referral Form. A single incident or serious misconduct may result in immediate disciplinary action. Consequences may range from a warning, parent conference, loss of recess, in school suspension, out of school suspension, to expulsion. Consequences for misbehavior will increase for repetitive offenders.

### **Chronic Offender Discipline Program:**

A chronic offender is a student who has received multiple discipline referrals and consequences.

Step 1 – Student completes a Reflection Sheet during his/her lunch or in class.

Step 2 – Phone call/meeting with parent regarding behavior

Step 3 – Problem-solving team meets to develop interventions

Step 4 – Student out of school suspended

Failure to comply with the above will result in additional disciplinary action.

## **AFTER SCHOOL DETENTION**

A teacher may assign a student an after school detention as part of his/her classroom management. Parents need to pick up their child promptly at the designated time. Upon arrival for student pickup, please check in at the office and inform the receptionist who assigned detention to your child. Your child will meet you at the office. Appropriate behavior is expected from all students remaining after school.

Note – Parents will be given at least 24 hours advance notice of an assigned detention.

## **DISCIPLINE POLICY FOR LUNCH AND RECESS:**

The cafeteria is a place where students go to eat, relax, and socialize with friends and classmates. The outdoor play areas are where students are able to exercise and have fun with each other. In order to ensure the well-being of all students in both of these areas of the school, there are expectations all students should follow. When any member of the school staff raises his/her hand, it is the signal for silence.

Any student who does not follow the rules of the cafeteria or the playground will receive corrective consequences. Cafeteria and recess rules will be posted.

## **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 4/5 School and Barnstable Public Schools, and may be accessed at any time by the Barnstable 4/5 School and 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/Parent Handbook. Federal and State law may cover other violations. The Internet User Log shall be archived for a period of 6 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, which are defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or intended to harass (cyberbullying).
- 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 secrets.
- Download files, programs, or join listservs or newsgroups without express permission of instructional staff.
- Install personal software or share software on any Barnstable 4/5 School computer or district computer.

**Network Etiquette:** Users are expected to follow the rules of Network Etiquette. These include, but are not limited to the following:

- Use of polite and appropriate language in messages.
- Avoidance of information including: name, address, phone number, or any other revealing information.

## **WEB PUBLISHING GUIDELINES**

The Barnstable United Elementary School website and the Barnstable Public School District website are designed to provide an electronic environment to improve communication among teachers, students, staff, administration, and the community. Student web authoring will be encouraged and supported throughout the schools. 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 4/5 School and the Barnstable Public School District.

**To ensure the safety of our students and the accuracy and security of Barnstable United Elementary School information, the guidelines and procedures listed below must be followed:**

1. 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.
2. Requests to post material on the Barnstable United Elementary School website and the Barnstable Public Schools' 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.
3. Photographs and images used must have the written parent permission of not only the person or organization that owns the image but of any person or persons included within the image.
4. All copyrighted material used must have the express written permission of the person or organization that owns the copyright.
5. Logos or trademarks used must have written permission from the person or organization that owns the trademark.

6. All official home pages must have at least one link back to the District Home Page.
7. Student directory information may not be published.
8. Students will not have access to the Barnstable United Elementary School server or the district server to either upload or edit information.
9. The creator of the home page is responsible for ensuring 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 Webmaster should be contacted to make the necessary corrections.

**Note: The Barnstable United Elementary School’s name or logo and the Barnstable Public School District’s name or logo may not be used on a personal web page without permission of the Principal/Superintendent.**

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

### **Technology Acceptable Use Agreement**

**Student Agreement to Comply:** I have read and understand the Barnstable Public Schools’ Technology Acceptable Use Policy. I understand that the use of school computers, including Internet access, is a privilege not a right. I also understand that my failure to comply with the policy could result in disciplinary action.

**Signature of Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Name: (Please print)** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Parent or Guardian Agreement to Comply:** Computers and the Internet are available to students to enhance the curriculum and promote educational excellence. The School District has taken reasonable precautions to assure student safety; however, it is technically impossible to avoid questionable materials and communications. I understand that the use of school computers, including Internet access, is a privilege, not a right. I will not hold the Barnstable Grade 4/5 School or the Barnstable Public Schools, responsible for any material acquired by my child using the School’s computers. As the parent or guardian of this student, I have read and understand the Barnstable Grade 4/5 School and the District’s Technology Acceptable Use Policy. I have reviewed these rules with my child and grant permission for my child to have Internet access.

**Signature of Parent/Guardian:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Student Name (Please print):** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Parent or Guardian Web Publishing Agreement:** The Barnstable Grade 4/5 School and Barnstable Public Schools maintain web pages for each school in the District. Photo images, names and student work are sometimes displayed on the web pages as a means of communicating and sharing student achievements with the community and other schools. Examples of such displays include sports teams and captains, play casts, artwork/show winners, writing contests, etc. I understand that other persons accessing the World Wide Web who are not part of the educational community may view these images. I give permission to the Barnstable 4/5 School and Barnstable Public Schools to display on the school web pages pictures of my child, his/her work, and name (first name only), as they relate to activities, projects, and programs at the school. Names and photos will not be displayed together. The posting of material to the Barnstable United Elementary School's web page and the Barnstable Public School District's web page must have prior approval of the Principal/Superintendent. The use of the Barnstable United Elementary School's name or logo and the Barnstable Public School District's name or logo may not be used on personal web pages without the Principal's/Superintendent's approval.

**Signature of Parent/Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

**Note : Signature signifies a contractual agreement for the period of time that the student attends school in the Barnstable United Elementary School.**

Adopted: February 6, 2001 - Barnstable School Committee

## **BARNSTABLE PUBLIC SCHOOLS' COMPUTER USE CONTRACT**

I \_\_\_\_\_ agree to abide by the following rules when using any computers at the Barnstable United Elementary School. I understand that failure to follow these rules will jeopardize my being allowed further use of computers and may result in my removal from the class.

**I will:**

- Use the proper procedures to start up, restart, and shut down the computer.
- Use only the computer assigned to me.
- Ask the teacher if I have any questions about proper procedure.
- Treat the computer as an expensive, breakable tool.
- Use the computer only for assigned tasks.

**I will not:**

- Abuse the computer.
- Attempt to change any system settings.
- Use any computer without permission.
- Attempt to install any software on any of the computers.

Attempt to copy any software from any of the computers.  
Use the computer for profanity or any inappropriate activity.  
Use any diskette or CD without explicit instructions from the teacher.

**Signature of Parent/Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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

### **PHOTO RELEASE OPT-OUT**

I **DO NOT** grant permission to photograph my son/daughter or to publish his/her work in conjunction with articles in newspapers, TV, school yearbook, and the Annual Report.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

### **Student Handbook Responsibility**

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

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

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

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