



**BARNSTABLE HIGH SCHOOL -  
STUDENT HANDBOOK**

**2022-2023**

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## BARNSTABLE HIGH SCHOOL STUDENT HANDBOOK

### BHS Vision Statement

Create an equitable educational environment for the world we are becoming as we transition from the one we have known. Empower students in their learning experiences by developing skills, knowledge and a sense of purpose; educating them through meaningful, connected and relevant learning, that will lead them to become thoughtful, productive members of a global society.

### Admission to Barnstable High School

Pursuant to Massachusetts General Law, Chapter 76, Section 5, the Barnstable School Committee recognizes the right of all otherwise eligible persons actually residing in the Town of Barnstable to be able to attend the Barnstable Public Schools, subject to policy JFAA School Admissions and Residency Requirements and any relevant federal, state, or local laws.

(M.G.L. Ch. 76, S5) Every person shall have the right to attend the public schools of the town where he actually resides, subject to the following section. No person shall be excluded or discriminated against in admission to a public school of any town, or in obtaining advantages, privileges and courses of study of such public schools on account of race, color, sex, gender identity, religion with national origin or sexual orientation.

### Enrollment (not promotion from Barnstable Intermediate School)

The following are required for enrollment

- a. A birth certificate or passport must be presented.
  - b. Residence in the Town of Barnstable must be established.
  - c. A parent/guardian must accompany all prospective students under 18 years of age.
  - d. Previous school records must be presented including attendance and disciplinary records.
  - e. Public school health requirements must be satisfied.
1. If on an I.E.P. or "504" then present the most recently signed copy.
  2. Students will be assigned to classes. All assignments, including teacher assignments, will ultimately be at the discretion of the Principal.
  3. Students will be assigned to a class, based on credit accumulation and the number of appropriate years in high school. Grade placement will be determined as of the final report card issued in June or after successful completion of summer school.
  4. Summer school, correspondence courses, independent study projects, etc. will be considered only when credit is earned.
  5. For students who are enrolling at Barnstable High School who have not been enrolled in another school during that school year prior to enrolling: In order to receive course credits at Barnstable High School, all students must have three quarters of grades at Barnstable High School. Students who enroll after second quarter progress reports (mid-December) will not be given credit for courses taken at Barnstable High School during that school year.
  6. For students who are transferring from a school that utilizes Block scheduling: If a student comes from another high school with a block schedule, the student will be placed in the (usually four) classes that the student had at the other school, earning the student a total of one credit for the year in each of these classes. For any other course that the student is scheduled for, the above policy will hold: they will need to be in the class for at least three quarters of the year in order for the student to earn credit.

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

1. Transfer to another school.
2. Change residence to another community.
3. Cannot be located for two weeks (10 consecutive school days) and do not respond to the school's re-engagement efforts.
4. Withdraw officially or withdraw by refusal to attend assigned classes as scheduled.

## Academics

### Academic Achievement Awards and Recognition Assemblies

- A. Awards are presented during the last term of the school year. Recognition Assemblies will be throughout the school year.
- B. Awards are based on placement on honor roll, successful completion of pathways, seal of biliteracy as well as for demonstrating improvement.
  1. The 8<sup>th</sup> Grade Academic Achievement Award is earned by placing on the honor roll the first three terms.
  2. *The Freshman Academic Achievement Award* is earned by placing on the honor roll the first three terms of the 9<sup>th</sup> grade year.
  3. *The Sophomore Academic Achievement Award* is earned by placing on the honor roll at least six times out of the first seven terms of the freshman and sophomore year.
  4. *The Junior Academic Achievement Award* is earned by placing on the honor roll at least nine times out of the eleven terms of three consecutive years.
  5. The fifth award, *The Outstanding Senior Academic Achievement Award* is earned by placing on the honor roll at least thirteen times out of the fifteen terms prior to the final term of the senior year.
  6. Strong improvement will be reviewed with students at the start of each school year.

### Academic Integrity

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

### Academic Success

Beyond prerequisite guidelines, students have open choices of courses available to them. It is expected that students will be committed to working towards academic excellence in all their classes. Students experiencing academic difficulty are encouraged to stay after school for help from their teachers, to enlist support from the National Honor Society tutoring program, or to learn about other supports and resources through their school counselor.

## Academic Levels

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

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

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

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

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

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

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

- A. A weighted GPA is provided to each senior by October 1 of the senior year and to each junior in the fall.
- B. The class rank procedure is figured by multiplying the value of the earned grade in a course (A=4, B=3, C=2, D=1, F=0) by the course level multiplier (AP=5, H=4.5, CP=4, Standard=4, multiplied by the number of earned credits for the course, divided by the total sum of credits. This formula determines class rank.

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

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

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

Foreign exchange students, 5<sup>th</sup> year students and selected special education students are excluded from the rank. Summer School Courses: Courses taken to make up a failing grade receive credit. Courses taken in summer school are not included in class rank.

### Course Selection

- A. parents/guardians and students, in collaboration with the school counselor, select the appropriate educational program for students at Barnstable High School, provided all course prerequisites are fulfilled. Certain required courses are scheduled for each grade level.
- B. parents/guardians and students will be given the opportunity to elect various courses; however, students will be scheduled and assigned based upon space available, available staff and student records. Some course requests may not be granted due to lack of enrollment in the course, or a conflict in the student's schedule. Schedules may be adjusted over the summer to balance class size.
- C. Schedule changes will not be allowed once the school year begins. Schedule changes to adjust for levels within the same course through progress reports of the second term (December). To balance student assignments, students and parent/guardian requests for specific teacher assignments are not able to be honored.
- D. All student athletes are responsible for reviewing and meeting NCAA eligibility requirements. Students are encouraged to review all NCAA eligibility requirements at [NCAA.org](http://NCAA.org).

### Dropping Courses

A student may not drop a class after the end of the third quarter unless permission is granted by the Principal or his/her designee. Withdrawn passing (WP) or withdrawn failing (WF) grades will be recorded on report cards and permanent records if courses are dropped after the first progress report.

### Course Assessment (Grades 8-12)

In lieu of separately school-wide scheduled mid-term and final examinations, course assessments will occur. Departments and teachers will communicate their course assessment procedures in the syllabus. This could include an in class mid-term and/or final exam or project.

### Course Grade Calculation

Each of the four quarters will be worth 25% of a student's overall grade.

### Graduation Requirements (Grades 9-12)

A total of 22 credits are required with the specific requirements for the graduating classes identified below:

#### Classes of 2023-2025

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

(17 credits) (need an additional 5 credits to graduate)

**Starting with the class of 2026** all students will be required to earn 25 credits to graduate.

- 4 credits of English

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

(17 credits) (need and additional 8 credits to graduate)

In Grade 8, all students are required to take the course “BHS Experience”. In grades 9-12, all students are strongly encouraged to select a Wellness elective each year. The school will fulfill the physical education requirement in the event students do not choose a Wellness Elective for each year grades 9-12.

\* Any 8th grader taking a course that is open to 9-12 graders will be awarded credit for that course. In addition, 8th graders who take Algebra and then go on to take Geometry in 9th grade, will be awarded credit for that Algebra class. If a student chooses to repeat Algebra in 9th grade, credit for the 8th grade class will not be awarded. **Courses that are specific to 8th grade will not incur credit.**

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

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

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

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

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

Health Education opportunities for health education are for 8<sup>th</sup>-12<sup>th</sup> grades that focus on healthy choices. The curriculum covers a wide variety of topics including issues dealing with human sexuality.

Under Massachusetts law and School Committee policy IHAMA Parental Notification Relative to Sex Education, parents/guardians or guardians have the right to exempt their children from any portion of a curriculum that primarily involves human sexual education or human sexuality issues by submitting written notification to the school Principal. The written notification should specify the course/class from which the child is to be exempted. A child who is exempted will not be penalized because of the exemption. We may provide an alternative assignment for exempted students. A copy of the health education curricula and related materials is available in the school.

Legal Reference: M.G.L. Chapter 71, Section 32

#### Home Tutoring

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

*coordinator if problems arise in the tutoring process.*

Generally, tutors can be arranged for English, social studies, mathematics, science, and foreign language only. Class work from the other subjects can be arranged between the student and the teacher. As a matter of school policy, a teacher is not allowed to tutor students presently in his/her classes for tutoring paid for by the parent/guardian.

#### Barnstable High School Homework Policy

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

#### Honor Roll

- Students must obtain grades of A's and B's in their scheduled classes.
- "High Honors" requires receiving "A's" in all subject areas.
- "Honors" requires receiving a "B" or better in all subject areas.

#### Make-Up Work

Upon returning to school after a period of absence, a student has a length of time equal to the number of school days absent plus three to complete missed work. A student who does not complete the missed work in the allotted time will receive a failing mark for said work.

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

#### Massachusetts Comprehensive Assessment System Requirements (MCAS)

The 1993 Massachusetts Education Reform Law, state law M. G. L. Chapter 69, section 1I, mandates that all students in the tested grades who are educated with Massachusetts public funds participate in MCAS. Barnstable High School is held accountable for testing all enrolled students in grade 8 and 10 in English Language Arts, Science Technology/Engineering and Mathematics. Students who do not participate affect the accountability status the State assigns to Barnstable High School. Accountability status dictates increased State intervention if not met. A passing score on the MCAS exams in English Language Arts, Science Technology/Engineering and Mathematics is required to earn a diploma. A student scoring at the "Partially Meeting Expectation" level on English Language Arts, Math, or Science Technology Engineering tests will need to demonstrate progress towards proficiency in those subjects during their junior and senior years. An Educational Proficiency Plan will be developed with the student's counselor detailing how the student will demonstrate proficiency. This typically means that the student will be required to take a fourth year of the subject and pass for the year. Students will also be required to complete a final assessment.

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

Retests of the MCAS for juniors and seniors who fail math or English will be administered in November

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

Students who do not pass the MCAS will not be eligible to receive a BHS diploma in June of their senior year. However, if they meet local graduation requirements they will be eligible for a certificate of completion. Students granted certificates of completion will be able to participate in the June graduation ceremony.

## National Honor Society

### Selection of Members

1. Procedure for selection of candidates for membership in the National Honor Society is that as prescribed in the NHS National Constitution that was approved for all chapters on November 6, 2015, by the National Association of Secondary School Principals (NASSP) Board of Directors
2. Candidates shall have spent at least one semester at BHS.
3. Selections for membership are made after the first quarter of the junior year.
4. The election of members to National Honor Society is made by the Principal upon recommendation of the National Honor Society Council after consideration is made of the student's:
  - a) Scholarship
  - b) Character
  - c) Leadership
  - d) Service to Community and School
5. The selection and application process of students for the National Honor Society is determined by the National Honor Society Council and includes the student's classroom experience, extra-curricular activities and general activity in the school.
6. Documented violations of the Barnstable Public School Student Handbook with regards to: cheating, plagiarism, vandalism, criminal activity, and poor citizenship may disqualify candidates for membership in the National Honor Society.
7. The national organization defines service as, "the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit." We expect our students to make significant contributions in our school and/or community.
8. Students are to required to have a 3.5 GPA
9. Candidates must submit an application explaining accomplishments and participation as evidence of the desired traits.
10. The application will then be reviewed by the National Honor Society Council. The National Honor Society Council consists of five faculty members appointed annually by the principal. The chapter advisor serves on the National Honor Society Council *ex officio*. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. Prior to notification of any candidates, the chapter advisor shall review with the principal the results of the Faculty Council's deliberations. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of NHS.
11. The Faculty Council shall reserve the right to award honorary memberships.
12. The principal appoints new members to the National Honor Society.
13. Students who are not selected for membership to the National Honor Society do not have a legal right to a hearing. The principal may reconvene the National Honor Society Council if

warranted by a procedural error (e.g. a name inadvertently left off a list, a mistake in averaging, etc.)

### Transfer Members

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

### Honorary Membership

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

### Promotion Policy

To be promoted to the next grade students need to earn:

- 5 credits to grade 10
- 10 credits to grade 11
- 18 credits to grade 12

### Report Cards and Progress Reports

Report cards are available electronically after the close of each term. The HUB office can provide a hard copy upon request. Progress reports are available electronically four times a year midway through each marking period. The HUB office can provide a hard copy upon request.

### Graduation

The official list of participants for the graduation program will be determined on the last official day of school for grade 12 students. All debts, equipment, and any other obligations need to be satisfied by 10:00am. **Students who do not meet the requirements at this time will not be permitted to participate in the graduation ceremony.** Seniors who do not qualify for a diploma by this date may arrange to meet graduation requirements at a later date.

There may be two levels of participation at graduation:

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

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

### Summer School

A student may retake a course in summer school that he/she/they failed. A student who has lost credit for attendance, but passed the course, can take the same course again in summer school to regain either the full or half credit lost. The student will be enrolled for the full five weeks and earn a letter grade. In both cases, the grades for both the school year course and the summer school course will appear on the transcript. Summer school courses are not factored into class rank. The disciplinary code of conduct of BHS that applies to all students during the regular school year is also applicable to all students enrolled

in summer school. Penalties incurred for misconduct that occur during summer school can be carried over into the following school year.

#### Attendance (Based on School Committee Policy JH)

Attendance matters. Regular and punctual school attendance is essential for success in school. Students are expected to be in school every day that school is in session, including half days. They are also expected to be on time for school.

#### Definitions

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

1. Present: To be considered present for the school day students must arrive prior to the ½ way point which is 10:38am
2. Absent: Any student arriving after 10:38 will be considered absent. If a student arrives at 7:20, leaves prior to 10:38 and does not return the student will be marked absent

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

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

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

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

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

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

#### **Excused and Unexcused Absences**

The District recognizes that sometimes absences are unavoidable. On occasion, parents/guardians may

temporarily excuse their children from school attendance under limited circumstances.

The Principal or his/her designee has the authority to determine whether a student's absence from school is documented as excused. Accordingly, parents/guardians will provide a written explanation for the absence or tardiness of a child. The provision of a written explanation will not automatically result in the absence being documented as excused. Excused absences are limited to the categories set forth above.

Family vacations will not be excused for attendance purposes and will constitute an unexcused absence, as will travel for non-school sponsored sports, activities and other programs.

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

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

### **Student Absence Notification Program**

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

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

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

### **Academic Impact of Absenteeism**

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

### **Adult Students**

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

### **Dropout Prevention**

No student who is sixteen (16) years old or older and who has not graduated from high school shall be considered permanently removed from school unless the Principal or his/her designee has sent notice to a student and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the

Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

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

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

### **Withdrawal**

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

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

The following are Barnstable High School attendance practices to support implementation of the Barnstable Public School Attendance Policy referenced on pages 2 and 3. Any proposal contrary to the following practices may be submitted in writing in a time sensitive manner for principal or designee consideration. Please note the end of the school is weather dependent and as indicated on the BPS calendar can be up to 5 school days later than the scheduled last day.

### **Tardiness to School**

1. From 7:20-7:40 students will get a tardy ticket printed in the school (busport & main entrance) and must bring this to their class and present it to their teacher.
2. After 7:40 they go to the Hub Office to get a pass
3. The student must present a note from their parent/guardian, within 24 hours, explaining the reason for the tardiness.
4. Parents/guardians notes verify tardy to school. There is no excused tardy.
5. Parents/guardians will receive communication when the student has been tardy to school.
6. Response to tardy and excessive tardiness can be found in the Student Behavior and Outcomes below.

### **Dismissals**

Students may leave school only upon a written parental/guardian request is presented to the administrative office a student is assigned to, or when a parent/guardian comes to the school.

Written requests must include the specific time the student is to be dismissed. In emergencies, phone call dismissals will be accepted from parents/guardians

## Vacations

Vacations should not be taken during school time. All absences will be subject to academic, attendance, and disciplinary policies and outcomes.

## Attendance Requirements to Earn Credit

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

## Loss of Credit Appeals Process

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

## Activities/Clubs

***Requirements for participation in all extra-curricular activities/club events/performance are aligned with athletic eligibility, academic, and attendance requirements.***

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

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

To participate in a performing group, student government, or any extracurricular group or club event/performance, a student must be enrolled in 6 full-time courses and obtain a passing grade in 5 out of 6 courses. Eligibility will be determined on the date when the report cards for that ranking period have been issued to the parents/guardians of all students or to all of the students. To be eligible for the fall marking period, students are required to have received a passing grade (final grade) in 6 courses on the last report card of the previous year. Students who violate the Rules of Conduct, either by persistent

disobedience, or by gross misconduct, may be removed or excluded from any activity, performing group, student office or leadership position (such as captain) particularly if such violations result in suspension.

Any student who attends a school activity, who is determined by an administrator, to have been involved in the distribution, possession or use of alcoholic beverages and/or illegal drugs on the day of that event, will be disciplined. As a performing group, students are obliged to attend all practices and events with the group unless excused by the advisor. Disciplinary action includes suspension from participation in one or more of the succeeding events. If a student has a conflict attending two activities scheduled at the same time, the student should attempt to resolve the situation with the advisor or coach. If it can't be resolved, the student should refer to the Administrator they are assigned to.

Students representing Barnstable High School athletic teams are held to a high standard of conduct. The conduct of these student athletes is governed not only by rules established by the MIAA but also those established in the Barnstable High School Student Handbook which states that a student will lose eligibility for the next consecutive interscholastic contest totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs.

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

### Student Funds

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

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

advisor must, with the knowledge and consent of the Principal, relieve him/her/them of his duties and arrange for the election of a new treasurer.

### Athletics

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

### Eligibility

All students are encouraged to participate in the athletic program, to participate in interscholastic competition. Standards set by the Massachusetts Interscholastic Athletic Association must be met. In addition, the ability to try out and/or participate in athletics is a privilege, not a right. It is the students' responsibility to check their eligibility for Division I and II colleges, as they progress through high school: [www.ncaa.org](http://www.ncaa.org)

### Academic Requirements

To be eligible for the **fall marking period ONLY**; students are required to have passed, for the previous academic year, the equivalent of four, one-year courses (final end of year grade). For the **winter and spring seasons** students must have received a passing grade (term grade) in 6 out of 7 courses. The academic eligibility of all students shall be considered as official and determined only on the date when the report cards for that ranking period have been issued to the parents/guardians of all students. A student who repeats work upon which s/he has once received credit cannot count that subject a second time for eligibility, in more than two courses. A student cannot count for eligibility for any subject taken during the summer vacation, unless that subject has previously been pursued and failed.

Student eligibility is fluid throughout the season for ***non-cut sports*** based on quarter grades issued on their report card (not progress report). Students who are determined ineligible at the beginning of the season may practice with the team, but cannot compete in competitions of any level (Freshman, JV, Varsity), and cannot be in uniform or with the team in any capacity during competitions/games until they become eligible.

As per the MIAA rules, transfer students may not gain academic eligibility if the student was not/would not be eligible at the sending school, unless transfer was necessitated by a move of parents/guardians and then eligibility would be determined by the receiving school.

An "Incomplete" on a student's report card is considered a failure for the purposes of athletics and therefore any student with an Incomplete on their report card is ineligible for the season as determined by the dates set forth by the MIAA. Incomplete grades may not be counted towards eligibility until they are made up following school policy. (MIAA 58.6)

### Attendance Requirements

All student athletes will be required to be present in school by **10:38** and be present for the remainder of the school day in order to participate in contests or practice on that day unless otherwise excused for extenuating circumstances by the Principal or Designee. If a student athlete skips a class during a day of practice or competition, they will not participate in the next scheduled contest (please note that the cut will be verified by the dean of students).

### Time Allowed for Participation

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

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

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

### Age Limits

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

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

### Graduation

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

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

### PENALTIES AND RECOMMENDATIONS FOR ATHLETIC ACTIVITIES

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

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

- a. Hazing: consequences - removal from team
- b. Harassment: consequences -possible removal from team

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

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

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

d. Minimum Penalties

1. **First violation:** When the principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive contests totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. During the suspension, the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 25% of the season
2. **Second and subsequent violations:** When the principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating 60% of the season.

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that the student is attending or issue a certificate of completion. If a student does not complete the program, the penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All Fractional parts of an event will be dropped when calculating the 40% of the season. **Penalties** shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall carry over to the student’s next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g. A student plays only football: he violates the rule in winter and/or the spring of the same academic year; he would serve the penalty[ies] during the fall season of the next academic year.

## Spectators Decorum

Barnstable High School supports the MIAA rules and emphasis on good sportsmanship. We embrace this fully by definition and in the spirit of intent. Proper human courtesies, kindness and decorum must apply to all relationships and situations, and sports are no exception. Scholastic sports exist to build character, allow students to express themselves through physical exertion, and to create a sense of community. There is no place for poor behavior toward anyone (athletes, coaches, parents/guardians, other fans, game workers, etc.)

Unacceptable behaviors:

- Disrespectful or derogatory yells, chants, songs or gestures
- Booing or heckling an official's decision; criticizing officials
- Antagonizing opponents or engaging an opposing fan in a dispute or argument
- Use of profane, vulgar or abusive language
- Unapproved costume or extreme dress or appearance

Spectators who display any of these unacceptable behaviors will be subject to, but not limited to, the following:

- Verbal warning
- Removal from the event or premises
- Banishment from attendance at athletic events for a period of time or even permanently
- School-based consequences as defined in the Behavior Response Matrix

Spectators should realize a ticket is a privilege to observe and support scholastic sports. Actions meant to demean opposing contestants, teams, spectators and officials are not in the highest ideals of interscholastic education and will not be tolerated.

## Parental Expectations

Both parenting and coaching are extremely rewarding but sometimes difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to athletes. As parents/guardians, when your child becomes involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your athlete's program.

- Please support your student-athlete's efforts to succeed
- Work to promote a positive environment that is conducive to the development of your student-athlete as a person, a student and an athlete.
- Treat all coaching personnel with courtesy and respect.
- Assure that your student-athlete will attend all scheduled practices and athletic contests.
- Promote and model mature and sportsmanlike behavior at all athletic events.

The coaches and administration of Barnstable High School welcome communication with student-athletes and their parents/guardians regarding appropriate athletic issues. The athletic director is available via phone

or email. Coaches may also inform student-athletes of their phone numbers or email addresses. Refer to the information handed out by the coach at the parent/guardian meeting in the beginning of the season.

Appropriate concerns to discuss with coaches:

- The treatment of your child
- Ways to help your child improve
- Concerns about your child's behavior

Issues NOT appropriate to discuss with coaches:

- Playing time
- Team strategy or play calling
- Other student-athletes

PLEASE DO NOT CONFRONT A COACH IMMEDIATELY BEFORE/DURING/AFTER A GAME OR PRACTICE. THESE CAN BE EMOTIONAL TIMES FOR ALL PARTIES INVOLVED, AND MEETINGS OF THIS NATURE RARELY ASSIST IN CREATING A RESOLUTION TO THE SITUATION

Encourage your child to speak directly to the coach. Many times the matter can be resolved through this discussion. You may also contact the coach to set up a meeting; if the coach cannot be reached, contact the athletic director, who can assist you in setting up the meeting.

THE ATHLETIC DIRECTOR WILL ONLY INTERVENE IF THE ISSUE HAS ALREADY BEEN DISCUSSED WITH THE COACH.

#### Social Media / Websites

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

#### Criminal Charges

If a student-athlete is charged with criminal activity, the charge will be reviewed jointly by the coach and athletic director, who may suspend or remove the student-athlete from a particular team or from the athletic department if they decide that the student-athlete's suspension or removal would be in the best interests of the team, the athletic department, or the school. The student-athlete may appeal a suspension or removal in writing to the assistant principal within one school day of the decision by the coach and athletic director. If the assistant principal denies the student-athlete's appeal, the student-athlete may then appeal to the principal in writing within one school day of the decision by the assistant principal. The principal's decision is final.

## Practice

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

## **\*\*Common Parent/Guardian Question\*\***

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

## Athletics Offered

### **Fall**

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

### **Winter**

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

### **Spring**

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

## Physical Examinations for Athletes

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

Physical examinations must be performed by a duly registered physician. (Defined under MGL Ch.71 as a person registered to practice medicine.) In Massachusetts, persons registered to practice medicine are

## M.D.'s or O.D.s (Doctor of Osteopathy)

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

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

## Boys and Girls on the Same Team

The Barnstable School Committee, in compliance with the law of the Commonwealth of Massachusetts (Chapter 76, Section 5) will allow equal access to all activities and programs to all students regardless of race, color, sex, gender identity, religion, national origin or sexual orientation.

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

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

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

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

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

All students are responsible for reviewing and meeting NCAA requirements. Please note that eLearning courses do NOT qualify as meeting NCAA course requirements.

## Communications and Publications

1. Approved notices for meetings, events, etc. of interest to students shall be displayed only in designated areas of the school (bulletin boards including the designated red, painted squares).
2. Students shall not be required to receive any printed material or other communications not approved by the school administration.
3. Occasionally, the distributors may have requested and obtained permission. On other occasions, authorities may be unaware of such distribution. Under no circumstances should such material be considered to have the support or backing of the Town of Barnstable or any of its agencies.
4. You do not have to accept any of this printed matter. You do not have to read it, and it does not have to be taken home.

5. Be particularly wary about unsigned or anonymous statements, invitations, etc. Anyone can use initials or a group name. Any responsible publisher identifies themselves personally and conspicuously, assuming full responsibility for their comments.
6. If you receive any publication at school that you think may be defamatory, libelous, obscene, seditious or otherwise unlawful, bring it immediately to the attention of your parents/guardians.
7. The school does not permit distribution of materials in school or on school property without prior administrative approval. The school has the right to determine where, how, and when any literature or other material will be distributed.

## Transportation

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

## School Counseling

### School Counseling Mission Statement

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

### School Counseling Department Staff

The Barnstable High School Counseling Department consists of:

- **School counselors** work closely with all students on their caseload and follow Massachusetts Model for Comprehensive School Counseling, as described below.
- **School adjustment counselors** work closely with the school counselors in meeting the personal/social needs of students. They work with families to help secure services and help students to be able to better access the curriculum and experience academic success.
- **School psychologists** work with students with diverse educational needs and contribute to their educational planning and assist with testing for consideration of special education services.
- **The career counselor** develops programs and collaborates with staff and community members to help ensure all students are college and career ready.

### Comprehensive School Counseling Program

The Comprehensive School Counseling Program at Barnstable High School is based on the Massachusetts Model for Comprehensive School Counseling. School counselors take a systemic approach to deliver a standards-based curriculum to all students in grades 8-12 through individual

counseling, small group counseling and classroom guidance lessons to facilitate student learning and development in three domains:

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

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

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

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

#### Testing Information (PSAT/SAT/ACT/TOEFL/ASVAB)/ACCESS/WIDA

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

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

##### The Scholastic Aptitude Test (SAT)

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

##### SAT Subject Tests

Some more competitive four-year colleges require one or two SAT Subject tests in addition to the SAT Reasoning test. Subject tests are one-hour long and are given in multiple subjects. For more information see your school.

##### ACCESS for ELLs

A summative English language proficiency assessment for English learners (EL). The ACCESS is taken annually by EL students in kindergarten through grade 12 and scores are used to determine ESL services.

##### WIDA Screener for ELLs

A screener given to multilingual students in grades K-12 when they enter the district to determine if they need ESL services.

### The American College Testing Program (ACT)

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

### Fee Waivers

Fee waivers for the SAT, ACT, college applications and the College Scholarship Service (CSS) profile form are available from the school counselors.

### Accommodations for Students with Disabilities

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

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

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

If English is not your native language, and you have been in the United States for only a few years, you can take a test the TOEFL. Consult your counselor for more information about the TOEFL or go to [www.toefl.com](http://www.toefl.com)

### Armed Services Vocational Aptitude Test (ASVAB)

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

### Junior Book Awards

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

### Scholarship Information

Scholarship bulletins are posted in advisories and on the Student Support website.

[www.barnstable.k12.ma.us/domain/245](http://www.barnstable.k12.ma.us/domain/245). These are scholarship organizations that use their own applications and have their own deadlines. Bulletins are posted periodically throughout the year starting in October.

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

**Applying for scholarships does not guarantee a student that he/she will receive an award. Students are encouraged not to rely on local scholarships as a significant source of funding for college. Awards**

**range greatly in amount awarded, the extent of the application process, and criteria in deciding upon recipients.**

#### Alternative Evening School Program

The Alternative Evening School Program is a structured, interdisciplinary, trauma-sensitive environment with a work component for students who would thrive in a supportive small community. Students will enroll through a staff recommendation and application process.

#### Project Excel

**The online learning coordinator** works with students in various online learning programs, including Virtual High School and Edgenuity. The online learning coordinator also works closely with school counselors and department heads to ensure students have every opportunity to complete graduation requirements and/or engage in enriching learning experiences.

#### Health Services

##### Description of BHS Health Services

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

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

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

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

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

#### Injuries

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

#### School Safety

Suspected or witnessed use/abuse of, and/or possession of prescription drugs including alcohol and marijuana is prohibited. Students suspected of, or witnessed ingestion of any of the aforementioned during school hours will be referred to the school nurse for medical assessment and triage. The School

Resource Officer and parent/guardian will be notified. (See for the district policy regarding medication during school hours.)

### Breath Alcohol Testing Policy

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

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

### Procedure

1. During the normal school day or at school-sponsored events (excluding dances, Prom, and Celebration). Deans of students or other administrators may determine possible student alcohol use without the aid of a breath alcohol testing device by observing one or more of the following indicators:
  - a. Slurred speech
  - b. Unsteady gait
  - c. Impaired motor control
  - d. Flushed face
  - e. Smell of intoxicating liquor on breath, clothing or person
  - f. Vomiting
- b) If the Administrator determines that a student is intoxicated or has used alcohol based on one or more of the above indicators:
  - a. Parent/Guardian is notified and requested to take the student home.
  - b. Emergency help is called if a student is assessed to be at risk for alcohol poisoning or in need of medical assistance.
  - c. The police may be called to take the student into protective custody.
  - d. Disciplinary action may be taken as indicated in BHS Student Handbook.
- c) If a student is suspected of being under the influence of alcohol or is suspected of having consumed alcohol.
  - a. The Administrator may administer a breathalyzer.
  - b. The Administrator checks the calibration of the breath alcohol testing device according to instructions for use.
  - c. The test is administered in privacy in the presence of two administrators.
  - d. If the test is positive (.01BAC) the student may request a maximum of two additional tests taken at least 2 minutes apart.
- d) If these additional tests are positive:
  - a. The parent/guardian is notified and requested to take the student home.
  - b. Emergency help is called if the student is assessed to be at risk for alcohol poisoning or in need of medical assistance.
  - c. Disciplinary action may be taken as indicated in the BHS Student Handbook and may result in suspension.

- e) If the test is negative:
  - a. The student will be allowed to resume activity if the Administrator does not suspect the use of other drugs.
  - b. His/her/their parent/guardian will be notified that the breathalyzer was administered.
- f) If a student who is suspected of being under the influence of alcohol or who is suspected of having consumed alcohol refuses the test:
  - a. The Administrator will notify parents/guardians/guardians/guardians/guardians/guardians/guardians to pick up the student and detain the student until the parent's/guardian's arrival.
  - b. The Administrator may consider the refusal and all other evidence to determine whether or not the student is intoxicated or has consumed alcohol and may discipline the student in accordance with the BHS Student Handbook.
  - c. If any student suspected of intoxication leaves the scene against the school official's request:
  - d. Parent/Guardian is notified.
  - e. Disciplinary action for insubordination is taken as indicated.

*Policy at dances, the Prom and Celebration*

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

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

the MIAA but also those established in the Barnstable High School Student Handbook which states that a student will lose eligibility for the next consecutive interscholastic contest totaling 25% of all interscholastic contests in that sport. For the student, these penalties will be determined by the season the violation occurs.

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

## Emergencies

*Closing of School* –Because of severe weather conditions the Superintendent of Schools may determine that the road conditions may be a threat to the safety of the students traveling to and from school. The Superintendent will notify the local radio stations (WCOD and WQRC) as well as the major Boston television stations of school closures. Notification will also be issued via email, phone calls, and text messages through Blackboard Connect; social media; and the District’s website.

*Delayed Opening of School* – Weather conditions may dictate that a delayed opening of school is necessary. The Superintendent will make this decision and notify the local as well as the major radio stations in Boston. Notification will also be issued via email, phone calls, and text messages through Blackboard Connect; social media; and the District’s website. School will begin at 9:20 a.m. which is two hours after the normal starting time.

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

## Search and Seizure

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

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

#### K-9 Search

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

#### Safe Schools Policy

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

#### Weapons, Illegal Substance, Excessive Force

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

#### M.G.L. – Ch. 269 S.10(j) Prohibition Against Firearms in Schools

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

#### Safety

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

#### Trespassing

Students have the right to attend school in safety, without disruption or disturbance, and without

interference of any kind.

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

Any person in the building without supervision and authority is trespassing. Failure to leave the school building, or the school grounds, when requested, will result in prosecution.

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

### Visitors

All visitors to BHS will complete entry into the RAPTOR systems to verify background.

### Permitted

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

### Prohibited

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

### Student Life

#### Food Delivery

Food delivery methods such as DoorDash or outside food deliveries are disruptive to the educational environment and cause safety concerns. We do not have a secure or reasonable way to process food deliveries for students during the school day. All food deliveries are prohibited.

#### Dances/Social Events/Prom

1. Dances/Social Events are reserved exclusively for BHS students who are in good academic and behavioral standing.
2. ALL School rules are in effect during ALL BHS events including dances, social events, and prom.
3. Homecoming and prom are designated grade 9-12 events, grade 8 students may not attend.
4. Students may not leave an event, dance, or prom and return.
5. **(Prom Only)** A non-BHS-date must be determined to be in good standing. In addition the person will complete the proper BHS Non BHS-Date form.

#### Parking

Students are permitted to drive vehicles to school. Both students and their parents/guardians are expected to fully cooperate with all traffic and safety regulations at all times. Proper operation and proper parking of vehicles should be routine, especially in view of the crowded conditions. For security

purposes, school officials reserve the right to inspect the interior of any automobile on school property. "No parking" is enforced at all entrances to the school and all roadways. Students may park in all other areas designated for parking. There is no parking within 30 feet of the building. Visitor parking is reserved in the designated spaces in front of the main office and in the back lot. This area will be reserved between 7:00 am and 2:30 pm. ***The School reserves the right to suspend or revoke parking privileges for students who commit driving violations that endanger others. Students who violate the tardy expectation excessively or cut class/school may be subject to losing their driving privilege.***

#### Bus Transportation and Policies

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

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

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

Bus Supervision - Bus contractors and their employees are responsible for the overall control of their vehicles. These owners will supervise the operation and management of their own buses. They thus have the duty and the authority to provide for the safety and protection of bus riders at all times.

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

#### Bus Policies

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

1. Pupils are subject to the discipline of the drivers.
2. Principals and parents/guardians must help support the drivers.
3. Bus stops, routes, schedules, and load factors are developed by the Superintendent's Office in cooperation with the bus contractors. Concerns regarding these areas should be referred to the Superintendent's Office (Business Manager).
4. No unauthorized persons shall ride on any bus. Appropriate identification will be required from students.

5. When there is a discipline problem on the bus, the driver should attempt to resolve the situation immediately. If this action fails to resolve the difficulty, the driver may issue the appropriate referral to the parent/guardian and/or school. A transportation notice may be issued by the driver directly to the parent/guardian. This warning is to be returned to the driver with parent/ guardian signature before the child may ride on the school bus.
6. Behavior of pupils at bus stops is the responsibility of parents/guardians, though the school has the right to intervene in serious incidents.
7. Pupils shall not be put off a bus at any point except at their designated stop unless in extreme emergency and the safety on the bus and pupils is in jeopardy, with consideration of the age, physical and emotional status of the youngster. The driver must notify the bus owner as soon as possible.
8. The school discipline code is in effect on the school bus and when loading and unloading. Therefore, violation of the school's discipline code on the bus or when loading/unloading may result not only in removal from the bus, but also exclusion from school, up to and including expulsion.
9. There shall be an on-going education program involving pupils, teachers, parents/guardians, drivers, and owners.

#### Dress and Appearance

Student dress codes should support equitable educational access and should not reinforce gender stereotypes. Student dress codes and administrative enforcement must be enforced in a non-discriminatory manner consistent with the laws that protect students on the basis of race, gender, ethnicity, religion, sexual orientation, household income, gender identity, or cultural observance.

The primary responsibility for a student's attire resides with the student and parents or guardians.

The Barnstable Public Schools supports students' freedom of expression (including through attire) and does not seek to abridge that expression, provided that such expression does not cause any disruption or disorder within the school. The school district and individual schools are responsible for seeing that student attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

Student dress, plus any jewelry or other personal items may not:

- be pornographic, contain profanity, contain threats, or promote illegal or violent conduct.
- demonstrate hate group affiliation or use hate speech (targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups), or otherwise create a hostile or intimidating environment based on a protected class.
- show private parts.
- cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose).
- demonstrate gang association/affiliation.
- have vulgar references or imagery of inappropriate topics such as drugs and alcohol (or any illegal item or activity).
- contain sharp elements that could potentially be harmful.

Students who violate the dress code will be spoken to with the utmost discretion and will need to change their dress to adhere to the policy. Violations of the dress code will be handled in accordance with the code of conduct.

### Student ID's

School ID's must be visible upon entering the school and at all times while on school grounds.. The student ID not only allows staff to identify students, but creates a safe school environment as it allows ALL (faculty, staff, and students) to be aware of a possible intruder.

### Special activities

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

### Performing Groups

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

### Insurance

Student accident insurance is offered each year and policies may be purchased by parents/guardians as an option. Some form of medical insurance is encouraged but any action or decision is strictly up to the family. All insurance dealings are conducted between the family and the insurance companies. The school helps simply with clerical assistance.

Under no conditions do school employees have the authority or responsibility for insurance claims or settlements. parents/guardians are urged to read whatever insurance contracts they may have. All non-sports injuries should be referred to the school nurse immediately; athletic injuries should be referred to the athletic trainer. All students who participate on school athletic teams are referred to the school nurse via the coach.

### CellPhone & Personal Technology Use Policy

In today's world we must learn to use our personal technology appropriately. Research shows that high use of screens can make concentrating and learning difficult. Rather than ban student use of this technology during the day, students will be allowed to use their personal technology during breakfast,

passing, and scheduled lunch in an appropriate manner, If airpod/headphone is used only one should be in for safety During class time personal electronic devices must be put away or put in a container supplied by the teacher. This means **no cell phone/smart watch use in the classroom**. Using your personal technology to video, take pictures, or record audio of others in classrooms, restrooms, hallways or any other area on the school campus or at school sponsored event is strictly prohibited. Students may only use personal technology in the classroom for educational purposes at the discretion of the classroom teacher for appropriate and legitimate educational objectives. Students are expected to follow the classroom rules in regards to personal technology. The classroom teachers may secure the personal technology if being used inappropriately, if a student refuses an administrator will be called to confiscate the personal technology. Additionally, any administrator may secure the personal technology if being used inappropriately. The technology will be secured in an administrative office and returned with ensuing discipline (see Behavior and Outcomes tables page 66 under Inappropriate Behavior). Students, staff, and volunteers utilizing Barnstable telecommunication equipment must sign an Acceptable Technology Use Contract.

### Internet and Technology Use Policy

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

#### Users may not

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

## Network Etiquette

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

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

## Content Filtering

Barnstable Public Schools uses hardware and software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act (CIPA) (U.S. Code, 2000). Barnstable Public Schools is aware that not all inappropriate information can be filtered and the District will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age-appropriate content by staff and students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile.

Through monitoring and filtering processes, Barnstable Public Schools receives notification of student searches and work products (i.e., emails, documents) on school-owned devices and while logged into any device in our environment ([@mybps.me](mailto:@mybps.me)) content that may be considered inappropriate. While filtering and monitoring of student devices or accounts occur 24/7, school district officials will only respond to notifications of such content during school hours. Notifications occurring after school hours will be reviewed by school officials during the next school day.

## Internet Acceptable Use Policy

All students are expected to comply with the Barnstable Public Schools Technology Acceptable Use Policy. Use of school computers and the Internet is a privilege not a right and access will be provided to those who agree to act in a considerate and responsible manner. Information sent or received by e-mail, the Internet or other means over the computers available to students and staff is the property of the Barnstable Public Schools and may be accessed at any time by the Barnstable Public Schools for its review. In the event that a review reveals that this policy has been violated in any way or that the privilege of using the computer and the Internet is being abused in any way, appropriate action will be taken against the individual or individuals involved. Violations will be referred to a school administrator for disciplinary or legal action. Use of electronic devices in school, including personal cell phones, laptops, headphones, and District-issued devices, must comply with the directives of school administration and teachers. Teachers may prohibit use of personal cell phones, headphones, laptops, etc. in the classroom in accordance with the school rules.

## Overview

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

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications, which are not suitable for school-aged children. The Barnstable

Public School District views information gathered from the Internet in the same manner as reference materials identified by the schools. Specifically, the district supports resources that will enhance the learning environment with directed guidance from the faculty and staff. Exploration and manipulation of resources is encouraged. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information.

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

*Direct supervision is required.*

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

### Guidelines

Internet access is coordinated through a complex association of government agencies and regional networks. The operation of the Internet relies heavily on the proper conduct of the users, who must adhere to strict guidelines. The policy includes the use of personal technology and communication devices, including but not limited to cell phones and lap-top computers. Internet access is a privilege, not a right. If a district user violates any of the acceptable use provisions outlined in this document, his/her account will be terminated and future access will be denied. Some violations may also constitute a criminal offense and may result in legal action. Any user violating these provisions, applicable state and federal laws, or posted classroom and district policies, is subject to loss of access privileges and any other District disciplinary options.

### Acceptable Use

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

Product advertisement or political lobbying is prohibited.

### Privileges

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

### Netiquette

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

### *Security*

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

### *Vandalism/Harassment*

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

### *Penalties*

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

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

### *Disclaimer*

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

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

### *Guidelines and Procedures*

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

1. Students must have assigned seats in computer labs
2. Computers are placed in a room so the teacher can see all screens (if this is not possible Internet access will be denied)

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

#### *District Web Page Guidelines and Procedures*

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

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

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

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

#### *Library Services*

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

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

1. Return all library materials on time. Students may borrow materials for two weeks, with an

option to renew them for an additional two weeks.

2. Pay for lost or damaged library materials.
3. Obtain a pass to use the library during class time for independent study/research or for group work. Students may come to the library after school without passes.
4. Respect the needs of staff and students using the library.
5. Refrain from bringing food or beverages into the library.
6. Use time in the library to work on class assignments and projects or pursue leisure reading.
7. Observe the Acceptable Use Policy when using library equipment and materials and follow the obligations regarding school property as stated in this handbook.
8. Resources in the school library collection support school curricula and the Massachusetts Curriculum Frameworks to facilitate student success. Selection of resources both print and non-print, are carefully considered. The library uses reviews from School Library Journal, Kirkus and Booklist to guide the selection process. School Library Journal provides a suggested grade level for fiction and nonfiction books. Because some materials may contain mature or content objectionable to some, we encourage parents/guardians to be involved with their student's reading choices. parents/guardians/ may access reviews via the Barnstable High School Library website or through Amazon. The library is usually open Monday through Thursday after school for your convenience.

### Lockers and Security

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

### Lockers

Lockers are loaned for student convenience in the corridors and in the physical education department. Generally, student privacy will be respected, but all must understand that parents/guardians, school officials and civil authorities have access to lockers as part of the school premises. Valuables should not be stored at school. Books, needed clothing, and school supplies should be the only items left in lockers. The privilege of using a locker will be revoked when it is abused. School lockers that are provided for student use remain the property of the school; students have no expectation of privacy in their school lockers; and such lockers are subject to search at any time.

### Locker Problems

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

### Lost and Found

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

### Obligations/Debts Regarding School Property

Many books, uniforms, musical instruments, and other materials are loaned to students throughout the year. Therefore, it is the responsibility of students and parents/guardians to return loaned property when requested, and to cooperate fully in keeping materials in circulation.

Prompt monetary payment is required when school property is lost, or damaged. Due to budget restrictions, it is preferable to have the property returned in usable condition, rather than to receive monetary payment.

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

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

### Students-Teacher/Administrator Rights Hearing Process.

If a conflict or grievance between a student and teacher /administrator should arise, the student must express the grievance in writing.

#### Student grievance procedure:

1. Student discusses grievance with teacher.
2. If grievance is not settled:
  - a. student discusses grievance with the department chairperson if the grievance is of an *academic* nature.
  - b. Student discusses grievance with the Administrator, if the grievance is of a *disciplinary* nature.
3. If the grievance is not settled the student discusses grievance with the assistant principal.
4. If not settled the student discusses grievance with the principal.
5. In steps 1 through 4, student or school personnel may involve parents/guardians of the student involved. The teacher may be involved at all steps, 1 through 4. The guidance counselor may be involved in steps 2 through 4. The Administrator may be involved in steps 2 through 4. The assistant principal may be involved in steps 3 and 4. The principal may be involved in all steps.

### Use of School Property (from Policy KF – Community Use of School Facilities)

It is the Barnstable School Committee's desire that maximum use of school property be enjoyed by the townspeople. It is the School Committee's intent that such use will maintain safe conditions and preserve the property for school program use.

Use of school buildings and other facilities by organizations will be permitted only when a worthy educational, civic, or charitable purpose will be served; or a substantial group of citizens from the community will benefit.

School facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent and approved by the Barnstable School Committee.

Permission for the use of facilities must be obtained through the office of the Director of School Facilities where applications are available for this purpose.

### Work Permits

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

### Student Behavior

The Student Code of Conduct applies to all students while at school or attending a school-sponsored event or activity, including on and off campus sporting events and field trips.

Students are expected to follow the Student Code of Conduct in the classroom, in the hallways and in common areas, while on District provided transportation and while attending any school-related event. The Student Code of Conduct also applies when a student is using the District's internet and networks, District-provided accounts (such as email) and District-provided devices.

The Student Code of Conduct may also apply to conduct that occurs outside of school if the conduct has a direct and immediate effect on the school environment. Interventions may be used in response to behaviors that occur outside the District's disciplinary authority in order to avoid an escalation of the behavior at school and provide a safe, nurturing learning environment for all students.

### Student Behavior & Outcomes

**WE TEACH**

If a child doesn't know how to read... **we teach.**  
If a child doesn't know how to swim... **we teach.**  
If a child doesn't know how to multiply... **we teach.**  
If a child doesn't know how to drive... **we teach.**  
If a child doesn't know how to behave we... **teach?...punish?**

**Why can't we finish the last sentence as automatically as we finish the others?**

*- Tom Herner, National Association of State Directors of Special Education (NASDE) President, Counterpoint, 1992*

It is the expectation of the Barnstable Public Schools that all students will contribute positively to the

school community and follow all school expectations. We realize there are times that a student may not meet the expectations and when that happens we seek to teach so they may learn better decision making skills . Supporting students in making appropriate decisions that foster growth for themselves and others, while reflecting the care and respect for the facilities. We will adhere to the roots of progressive discipline and restorative practices. Barnstable High students are expected to demonstrate our values on/off BPS grounds and at all school related events (i.e. dances, athletic events, plays, field trips, summer school, etc.) and in daily interactions with others.

The theory of progressive discipline is founded on the notion that students, even with intervention and support, will make mistakes. Each and every mistake provides an opportunity for learning and skill development and when necessary restoration to what has been lost through these mistakes.

Barnstable High’s philosophy is to work with each individual whose action has violated our codes to help them learn from each situation. In listing prohibited conduct, we cannot anticipate every eventuality that could result in discipline. If students engage in any behavior which is inconsistent with maintaining an appropriate educational environment, they could be subject to disciplinary action. *Students should be aware that the responses listed represent the tiers of responses, but certain situations may raise the incident to a higher tier.*

The Behavior Outcomes Table applies to all students while at school or attending a school-sponsored event or activity, including on and off campus sporting events and field trips and transportation. The Student Code of Conduct also applies when a student is using the District’s internet and networks, District-provided accounts (such as email) and District-provided devices.

The Behavior Outcomes Table may also apply to conduct that occurs outside of school if the conduct has a direct and immediate effect on the school environment. BHS students who violate the rules of conduct at any time of year while on school property will be subject to the penalties described in The Student Handbook.

Interventions may be used in response to behaviors that occur outside the District’s disciplinary authority in order to avoid an escalation of the behavior at school and provide a safe, nurturing learning environment for all students.

The Behavior Outcomes Table under our Behavior Matrix, provides staff and administrators guidance on how to identify, categorize and respond to student behavior. The Table identifies five levels of response to student behavior. Each behavior is assigned to one or more Response Levels. Repeated behaviors will escalate the level of disciplinary consequence/response. Staff and administrators will use the Response Levels identified with each behavior, generally beginning at the lowest Response Level, as a guide in their disciplinary decision making.

**The responses indicated in this Behavior Outcomes Table are intended solely as a guide for administrators to use in making decisions regarding student discipline and consequences. An administrator may, in their discretion, impose different or additional disciplinary consequences beyond those listed in the Behavior Grid based on the nature**

and severity of the disciplinary infraction, including imposing short term suspension, long term suspension, or expulsion in accordance with M.G.L. c. 71 §§ 37H, 37H1/2, 37H3/4. Disciplinary response to ANY first time offense may include long-term suspension or expulsion (Level 5) if determined to be appropriate by administration based on the nature of the conduct and all circumstances surrounding the conduct.

*An intervention, designed to provide the student with an opportunity to learn and develop their skills, may be put in place before progressing to the next Response Level if the student repeats the same behavior, as appropriate and as determined by an administrator*

*The Behavior Outcomes Table(Table 1) below gives the five (5) categories that behaviors may fall under. Below is the BHS Student Behavior Grid with some baseline basic expected behaviors and some of the possible consequences that may be imposed for those behaviors. Additional consequences may be imposed at the discretion of administration.*

**Behavior Matrix**



The poster features a red background on the left and a grey vertical bar on the right. The red section is divided into three categories: RESPONSIBLE, RESPECTFUL, and SAFE. Each category has a list of expectations. The grey bar contains a large stylized 'B' with a red eagle head and the word 'BARNSTABLE' written vertically.

<p><b>RESPONSIBLE</b></p> <ul style="list-style-type: none"><li>■ Be in class on time.</li><li>■ Be prepared: -Complete your work.</li><li>■ Be accountable for your words and actions.</li></ul>	 <p><b>BARNSTABLE</b></p>
<p><b>RESPECTFUL</b></p> <ul style="list-style-type: none"><li>■ Be polite with words and actions.</li><li>■ Be kind to self, others and school.</li></ul>	
<p><b>SAFE</b></p> <ul style="list-style-type: none"><li>■ Be mindful of your hands and feet. -Use school materials appropriately.</li><li>■ Be mindful for kind words and actions.</li></ul>	

**Table 1: Behavior and Outcomes Table**

Student Behavior	LEVEL 1  Classroom Managed	LEVEL 2  Classroom Managed- Up to 2 Day ISS	LEVEL 3  Up to 3 Days OSS	LEVEL 4  Up to 10 Days OSS	Level 5  Up to Long Term Suspension and/or Expulsion
<b>BE RESPECTFUL</b>					
<b>Disruptive and Uncooperative Behaviors (Disorderly Conduct, Willful Disobedience, Rude/Discourteous Behavior)</b>					
Behavior that disrupts instruction and the learning of other students in the classroom.	X	X			
Intentionally kicking, throwing or releasing an object that has the potential to cause a disruption, injury or property damage (including a ball or snowball) and the object makes physical contact with another student or peer	X	X	X		

Entering school grounds or a school building or space within a school building without permission to do so or remaining in such a space after being told to leave by staff or a volunteer	X	X	X		
Any serious misconduct not otherwise addressed within the matrix that detrimentally impacts the general welfare of the school. or a combination of any behaviors whether addressed or not within the matrix that are deemed inappropriate conduct by administration **			X	X	X
<b>Inappropriate Use of Technology (Willful Disobedience, Rude/Discourteous Behavior, Violation of School Rules)</b>					
Refusal to follow classroom or school rules regarding use and possession of electronic devices (i.e cellphones) – off and away	X	X	X		
Violation of the District’s Acceptable Use Policy	X	X	X		

The nonconsensual making, transmitting or distributing any recording of the voice or image of any other student, staff member or other person that has not been approved by or authorized by the school		X	X	X	
<b>Physical Contact with School Personnel (violation of school rules, Disorderly Conduct, Battery)</b>					
Unintentional contact with school personnel	X	X			
Unintentional contact with school personnel who are intervening in a fight or other physical altercation			X	X	
Physical intimidation (including offensive touching, poking, pushing and bumping) of school personnel				X	X
Physical attack on school personnel					X
<b>Threats, Verbal Aggression, Insults and Profanity(Rude/Discourteous Behavior, Obscene Language, Verbal Abuse of Staff, Threat)</b>					

Swearing, cursing or making obscene gestures, or written or verbal put-downs/name calling directed toward another person	X	X	X		
Verbal, written and non-verbal threats directed toward a person where there is no reasonable apprehension of physical harm	X	X	X		
Verbal, written or non-verbal threat toward a person that places the person in a reasonable apprehension of physical harm **			X	X	X
<b>Bullying and Harassment (Bullying, Harassment)</b>					
Engaging in bullying or harassment of another, including engaging in discrimination based on a protected class (race, sex, gender, gender identity, sexual orientation, religion, ethnicity, national origin)			X	X	X
<b>Sexual, Explicit, Obscene or Lewd Materials (Obscene, Sexual Offenses)</b>					

Possessing, observing/watching and/or sharing/disseminating pornographic material			X	X	X
Possessing, making, transmitting or disclosing any image of any student, staff member, parent/guardian, school volunteer or other adult in a nude or partially nude state regardless of consent, including "sexting" and all other forms of potential child pornography				X	X
BE RESPONSIBLE					
<b>Academic Dishonesty (Violation of School Rules)</b>					
Cheating, including plagiarism and copying another student's work <ul style="list-style-type: none"> <li>• <b>Student will attend afterschool support to complete equivalent work in academic can earn up to a 50.</b></li> </ul>	X	X	X		
<b>Forgery (Forgery)</b>					

Forgery	X	X	X		
<b>Taunting or Baiting (Violation of School Rules, Disorderly Conduct,</b>					
Taunting, baiting, video recording, inciting and/or encouraging a fight, disruption other violation of school rules **		X	X	X	
<b>Skiping Class (Cut, Willful Disobedience, Insubordination)</b>					
Leaving class without permission	X	X			
Being in the hallway, or elsewhere in the building without permission and not returning to class when directed to do so or elsewhere in the building		X	X	X	
<b>Failure to Respect the Property of Others (Rude Discourteous Behavior, Disorderly Conduct, Vandalism)</b>					
Failure to respect the materials or property of others, including stealing (including but not limited to stealing and/or damage to cell phones, other electronic devices and credit/debit cards). Restitution expected		X	X	X	

**Dress Code (Violation of School Rules, Willful Disobedience)**

Dress Code Violation	X	X			
Failure to have school ID visible	X	X	X		

BE SAFE \*\*\*

**Weapons/Firearms (Violation of School Rules, Weapons Possession, Threat)**

Possession of a toy weapon without threatened use *	X	X			
Possession of a toy weapon that is used to threaten, intimidate or harm another person or to cause a disruption		X	X	X	
Possession of a weapon other than a firearm, other gun, or explosive (e.g. knife, taser, stun gun, brass knuckles, etc.)*** *			X	X	X
Possession and actual, attempted or threatened use of a weapon other than a firearm, other gun or explosives					X

Possession of a firearm as defined by 18 USC 921 of the Federal Code (e.g. handgun, rifle, shotgun, starter pistol, etc.)					X
Possession of a gun of any kind, other than a firearm, including, but limited to, a BB gun, pellet gun, flare gun and air rifles*** *					X
Use of any instrument or object as a weapon with the intent to cause physical injury				X	X
Making a verbal or written threat involving weapons against the school community, regardless of actual possession				X	X
<b>Alcohol (Alcohol)</b>					
Possession and /or being under the influence of alcohol *** *			X	X	
<b>Drugs/Controlled Substance (includes THC and/or marijuana) (Drug Possession/Use, Alcohol Possession/Use, Marijuana Possession/Use, Drug Distribution)</b>					
Possessing, sharing and/or being under the influence of drugs and/or a controlled substances ***				X	X

Distributing or selling drugs and/or controlled substances					X
<b>Tobacco/Nicotine/Vaping/Electronic Cigarettes (Tobacco Possession/Use)</b>					
Possessing and/or using any tobacco and/or nicotine product including the use of any “vaping” and/or electronic cigarette device or paraphernalia ***		X	X	X	
<b>Felony Complaints or Felony Convictions/Adjudication</b>					
Issuance of a felony or felony delinquency complaint against a student				X	X
Student is convicted of a felony or felony delinquency or an adjudication or admission in court of guilt with respect to such a felony or felony delinquency				X	X
<b>Arson/Explosives/Flammable (Arson, Fire Alarm, Threat, Violation of School Rules)</b>					
Setting a fire or attempting to set a fire				X	X
Activating the school’s fire and/or other alarm systems, reporting a fire when a fire does not exist				X	

or making a false alarm call to 911					
Possession of fireworks, smoke bomb, munitions, pepper spray/gas, MACE, tear gas, stink bomb or any illegal device, illegal product or illegal material that is not specifically covered elsewhere*** *			X	X	X
Actual or attempted use of a firework, smoke bomb, pepper spray/gas, MACE tear gas or stink bomb					X
Possession of bomb or other explosive device not specifically listed above					X
Making a bomb threat or threatening to detonate an explosive devise without actual possession of the bomb or explosive devise				X	X
<b>Physical Attack of Another Student (Disorderly Conduct, Battery, Physical Altercation)</b>					
Physical aggression by one student directed at another student that does not rise to the level of a fight or physical attack **	X	X	X		

Physical attack of another student **				X	X
Two or more students physically attacking another student **				X	X
<b>Fighting (Fighting)</b>					
<p>Fighting- repeated physical contact between two or more students. **</p> <p>Note: Self-defense is an action taken to restrain or block an attack by another person or to shield oneself from being hit. Responsive action, such as hitting another person back is not self-defense and will be considered fighting.</p>			X	X	X
<b>Inappropriate Touching, Exposure and/or Sexual Contact (Sexual Harrassment, Sexual Battery, Sexual Offenses)</b>					
Touching another student's private areas			X	X	X
Participating in "consensual" sexual conduct.			X	X	
"Flashing"/displaying one's private areas		X	X	X	

“Pantsing” another student or otherwise manipulating another student’s clothing in a manner that exposes the other person’s undergarments or private areas			X	X	
Engaging in nonconsensual sexual contact and/or conduct with another person including sexual intercourse, oral sex, sexual fondling or other contact with another person’s private parts (directly through clothing)					X
<b>Safety Plan (Willful Disobedience)</b>					
Refusal to follow any aspect of an individual safety plan			X	X	X
<b>Bus Behavior (Disorderly Conduct)</b>					
Engaging in bus behavior that distracts the driver or requires the driver to divert attention from the road **		X			

**\*Surrender for safety**

**Surrender for safety acknowledges that students make mistakes and may unintentionally bring inappropriate items to school. Students are expected to learn from these mistakes. If a student voluntarily surrenders possession of a weapon or other inappropriate item to a school or alternative program staff member before being asked about the item or being**

discovered to be in possession and before anyone has been threatened with and/or harmed by the weapon or other inappropriate item in his/her possession, they may not be subject to the disciplinary consequences set forth above. Possession includes any weapon, other than a firearm, or an object that may be used as a weapon, or any other inappropriate item, including, but not limited to, alcohol, drugs, any other inappropriate item/material (i.e., fireworks, smoke bombs, etc.).

**\*\*May also result in a suspension from the bus**

**\*\*\* Students who violate the rules of conduct regarding drugs, alcohol, and/or acts of violence will not be allowed to attend or participate in Barnstable High extra-curricular events including but not limited to; club meetings and or events, athletic events, dances, school/class trips, prom, and graduation ceremony.**

Repeated instances of misconduct may lead to discipline exceeding those listed for specific offenses. Administrators may also consider the circumstances surrounding the infraction and the nature and severity of the infraction and impose additional or different discipline not listed in this table. All infractions may result in a contract with the student’s dean of students.

A student convicted of felony or delinquency felony may be expelled from school if the student’s continued attendance would have a substantial detrimental effect on the general welfare of the school.

**Table 2: Outcomes**

	<i>Staff Response</i>
Response Level 1	<p>Classroom managed:</p> <ul style="list-style-type: none"> <li>● Used when behaviors are supported within the classroom by staff assigned to that classroom</li> <li>● Appropriate to address most day-to-day classroom behaviors using preventative classroom practices, such as universal school-wide and classroom strategies and immediate response and scaffolding</li> <li>● Entered into Aspen X2 journal feature or</li> <li>● Disciplinary Responses may include the loss of privileges or a brief, temporary removal from the social structure of the classroom environment for the purpose of calming in accordance with 603 CMR 46.00</li> </ul>

<p>Response Level 2</p>	<p>Classroom managed</p> <ul style="list-style-type: none"> <li>● Used when additional adult support for the student is necessary, which may be provided in the classroom, outside of the classroom or in another environment.</li> <li>● Appropriate to address repeated classroom behaviors that are persistent despite classroom-based interventions and disciplinary responses and continue to negatively impact the learning environment</li> <li>● Entered into Aspen X2 by staff</li> <li>● Disciplinary Responses may include formal family outreach and conferencing, temporary non-disciplinary removal from the classroom environment for the purpose of calming in accordance with 603 CMR 46.00, loss of privileges</li> </ul> <p>Administrative managed</p> <ul style="list-style-type: none"> <li>● May result in an up to 2 day In-School Suspension (ISS), if the school implements an ISS location</li> </ul>
<p>Level 3</p>	<p>Principal or designee managed:</p> <ul style="list-style-type: none"> <li>● Appropriate to address behavior that poses a risk to student safety and/or the orderly operation of the learning/school environment.</li> <li>● Entered into Aspen X2 by Administrator and/or Administrative Assistant</li> <li>● Disciplinary Responses may include formal family outreach and conferencing, temporary non-disciplinary removal from the classroom environment for re-regulation, loss of privileges</li> <li>● Up to 1 to 3 day Out-of-School Suspension (OSS)</li> </ul>
<p>Level 4</p>	<p>Principal or designee managed:</p> <ul style="list-style-type: none"> <li>● Appropriate to address behavior that poses a risk to student safety and/or the orderly operation of the learning environment.</li> <li>● Entered into Aspen X2 by Administrator and/or Administrative Assistant</li> <li>● Disciplinary Responses may include formal family outreach and conferencing, temporary non-disciplinary removal from the classroom environment for re-regulation, loss of privileges</li> <li>● Up to 3 to 10 days OSS</li> </ul>
<p>Response Level 5</p>	<p>Principal or designee managed:</p> <ul style="list-style-type: none"> <li>● Up to long-term suspension of more than 10 days and/or an expulsion</li> <li>● Expulsion may only be imposed in limited circumstances in accordance with M.G.L. c. 71 §§ 37H, 37H1/2, 37H ¾: possession of a dangerous weapon; possession of a controlled substance and/or assault of a staff member; or conviction of a felony or felony delinquency charge or adjudication or admission in court of guilt with respect to such a felony or felony delinquency.</li> </ul>

**Overview of Outcomes and Classroom Removals, In-School Suspension, Out-of-School Suspension, Expulsion and Other Procedures \***

The following are a list of support, interventions and logical consequences that may be imposed that we hope will help students learn from their actions and make good choices

**Academic Support (Afterschool)**- School staff will be available to work with students around academics to support missing of classroom instruction.

**Chemical Health Counseling (Afterschool)**--students who are struggling with chemical use may be assigned for a selected period of time. This is held after school and is led by the School Adjustment Counselors.

**Staff /Student Meeting**- Administrator(s) facilitate restorative discussion about behavior and how to repair impact to the educational environment.

**Community Service (Afterschool)**--students who have violated the student handbook may be assigned an afterschool community service opportunity to give back from actions that have been taken away from the school community.

**Peer Mediation**--students who are involved in conflicts in school can opt to resolve their issues with a peer mediator. Students will be trained to handle incidents that result in restorative consequences and in lieu of disciplinary repercussions

**Saturday School Intervention**--students who have violated school rules may be assigned a Saturday school intervention. Students here will reflect on their behavior and create a plan to make better choices moving forward.

**Guidance Counselor Check in**--students may be assigned a consistent check in with a teacher/dean/teacher to reexamine expectations. The time frame and duration will be determined by the offense and the progress of the student.

**SAC/Counselor Assessment/Tier 3**--students may be assigned consultation with Jackie Davis as a Tier 3 service for our more chronic offenders

**Administrative Contract**-- mutual contracts between 2 students assigning expectations for future interactions

#### **Behavioral probation and social restriction**

- a. Probation should be for a definite time period during which a critical examination and evaluation as to the student's progress should take place. During the probation period, the student may be denied the privilege of participation in all extra-curricular activities. A period of behavioral probation may be implemented by the school principal or designee.
- b. The parent/guardian will be notified by the principal or their designee that the student is being placed on behavioral probation including the length of period, the terms of probation and the possibility of suspension if the student is found in further violation of school rules during probation.
- c. While on probation, the student will be required to report periodically to an administrator,

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

### **Removal for the purpose of re-regulating**

A temporary removal of a student from the scheduled learning environment for the purpose of providing support and an opportunity for calming or reregulation, in accordance with 603 CMR 46.00. Such a removal is designed to be supportive in nature and is not disciplinary. Students may return to class when appropriate.

### **In-School-Intervention (ISI)**

An In-School Intervention is a disciplinary response in which a student is removed from the classroom environment due to their behavior for a prescribed period of time. When assigned to ISI, a student is expected to complete assigned work and complete a reflection on the behavior, impact and any restitution needed. See the District Handbook for Disciplinary Due Process Procedures applicable to In-School Intervention.

### **PASS program**

The Cape Cod Pass Program is a safe and supportive environment for high school students facing suspension. The problem behavior that leads to suspension can indicate an underlying issue.

The moment of suspension is also a moment for intervention and a vital opportunity to change outcomes for these students. Students will benefit from a therapeutic environment where they are also able to access their academics. Students can be referred by the schools for infractions including but not limited to:

- Substance use
- Violence /threats
- Skipping class/truancy/ school avoidance
- Support in waiting for additional services or returning from outside services

### **Out of School Suspension**

Generally, Barnstable Public Schools believes that school removals, including out-of-school suspensions and expulsions, should be employed in only very limited circumstances. The research demonstrates that school removals, in most circumstances, do not positively impact student behavior or support students to meet behavioral expectations. Additionally, school removals, when deployed too frequently, may undermine overall school culture and climate by undermining established positive relations and eroding trust.

In Barnstable Public Schools school removals are a permissible response when a student's conduct poses a substantial disruption to the educational process or poses a risk to the health and safety of the student or others. OSS is a response used when alternatives to suspension are determined to be inappropriate.

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

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

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

Make-up work will be provided for an out-of-school suspension period in a manner consistent with M.G.L. c. 76, § 21. This will be explained by the principal or designee both verbally and in writing. Please see the District Handbook for more information.

*Attendance:* Under MGL chapter 37 H ¼ ALL out of school suspensions are excused absences.

*Re-admittance:* The student and parents/guardians may be expected to meet with the Associate Principal or other administrator prior to the student's return to classes.

**\*Please note that any of these interventions can be used in addition to the stated consequences.**

Progressive responses are confined to the current school year. Documentation expectations will generally apply to all students, including students with a disability, unless a different expectation is included in a student's Individualized Education Plan (IEP) or Behavior Support/Intervention Plan.

**Disciplinary Due Process Procedures for all school exclusions are included in the Barnstable Public Schools' District-wide Student Handbook.**

**The District Handbook may be accessed here:**

**[Barnstable Public Schools District Student Handbook](#)**

**Hazing Policy (School Committee Policy JICFA – Prohibition of Hazing)**

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

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

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

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

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

CH. 269:17, 18, 19 (School Committee Policy JICFA-E-Hazing) Ch. 269.S.17. Crime of Hazing; Definition; Penalty

### [School Committee Policy JICFA-E – Hazing](#)

#### [Crime of Hazing; Definition; Penalty \(Ch. 269.S.17\)](#)

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

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other persons to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provision of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

#### [Duty to Report Hazing \(Ch. 269.S.18 \)](#)

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

#### [Hazing Statutes to be Provided; Statement of Compliance and Discipline Policy Required \(Ch. 269. S.19.\)](#)

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

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

governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such a report.