

STUDENT/PARENT HANDBOOK

2019 -- 2020

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## **BARNSTABLE UNITED ELEMENTARY SCHOOL**

**730 Osterville-West Barnstable Road  
Marstons Mills, Massachusetts 02648  
[www.barnstable.k12.ma.us/b45](http://www.barnstable.k12.ma.us/b45)**

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

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# BARNSTABLE PUBLIC SCHOOLS 2019-2020 CALENDAR





[www.barnstable.k12.ma.us](http://www.barnstable.k12.ma.us)

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

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

Students = 180 days  
Teachers = 183 days

Approved by the School Committee on February 5, 2019  
"You Belong in Barnstable"

| AUGUST                                                                               |                                                                                                                                             |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 26 <sup>th</sup>                                                                     | Staff Convocation/No School for Students                                                                                                    |
| 27 <sup>th</sup>                                                                     | Staff Day/No School for Students                                                                                                            |
| 28 <sup>th</sup>                                                                     | First Day of School for Grades 1 – 12 Students/<br>Orientation for Kindergarten* and Pre-K Only<br>*See individual school website for times |
| 29 <sup>th</sup>                                                                     | First Day for Kindergarten/Orientation for Pre-K                                                                                            |
| 30 <sup>th</sup>                                                                     | Schools Closed                                                                                                                              |
| SEPTEMBER                                                                            |                                                                                                                                             |
| 2 <sup>nd</sup>                                                                      | Labor Day/No School                                                                                                                         |
| 3 <sup>rd</sup>                                                                      | First Day of School for Pre-K                                                                                                               |
| 18 <sup>th</sup>                                                                     | District PD/Half Day for Students                                                                                                           |
| OCTOBER                                                                              |                                                                                                                                             |
| 11 <sup>th</sup>                                                                     | District PD Day/No School for Students                                                                                                      |
| 14 <sup>th</sup>                                                                     | Columbus Day/No School                                                                                                                      |
| NOVEMBER                                                                             |                                                                                                                                             |
| 11 <sup>th</sup>                                                                     | Veterans' Day/No School                                                                                                                     |
| 20 <sup>th</sup>                                                                     | District PD/Half Day for Students                                                                                                           |
| 27 <sup>th</sup> , 28 <sup>th</sup> & 29 <sup>th</sup>                               | Thanksgiving Recess/No School                                                                                                               |
| DECEMBER                                                                             |                                                                                                                                             |
| 3 <sup>rd</sup>                                                                      | Pre K – 7 Parent Conferences/Half Day for Students                                                                                          |
| 5 <sup>th</sup>                                                                      | Pre K – 7 Parent Conferences/Half Day for Students                                                                                          |
| 23 <sup>rd</sup> – 31 <sup>st</sup>                                                  | Holiday Recess/No School                                                                                                                    |
| JANUARY                                                                              |                                                                                                                                             |
| 1 <sup>st</sup> – 3 <sup>rd</sup>                                                    | Holiday Recess/No School                                                                                                                    |
| 6 <sup>th</sup>                                                                      | School Reopens from Holiday Recess                                                                                                          |
| 15 <sup>th</sup>                                                                     | District PD/Half Day for Students                                                                                                           |
| 20 <sup>th</sup>                                                                     | Martin Luther King Day/No School                                                                                                            |
| FEBRUARY                                                                             |                                                                                                                                             |
| 12 <sup>th</sup>                                                                     | District PD/Half Day for Students                                                                                                           |
| 17 <sup>th</sup> – 21 <sup>st</sup>                                                  | Winter Vacation/No School                                                                                                                   |
| MARCH                                                                                |                                                                                                                                             |
| 11 <sup>th</sup>                                                                     | District PD/Half Day for Students                                                                                                           |
| APRIL                                                                                |                                                                                                                                             |
| 1 <sup>st</sup>                                                                      | District PD/Half Day for Students                                                                                                           |
| 10 <sup>th</sup>                                                                     | Good Friday/No School                                                                                                                       |
| 20 <sup>th</sup> – 24 <sup>th</sup>                                                  | Spring Vacation/No School                                                                                                                   |
| MAY                                                                                  |                                                                                                                                             |
| 22 <sup>nd</sup>                                                                     | District PD/Half Day for Students                                                                                                           |
| 25 <sup>th</sup>                                                                     | Memorial Day/No School                                                                                                                      |
| JUNE                                                                                 |                                                                                                                                             |
| 6 <sup>th</sup>                                                                      | BHS Graduation                                                                                                                              |
| 17 <sup>th</sup>                                                                     | Last Day of School/Half Day*                                                                                                                |
| 24 <sup>th</sup>                                                                     | Last Day of School/Half Day - (Includes 5<br>Inclement Weather Days)                                                                        |
| *Pre-K Last Day is one day prior to the rest of the District                         |                                                                                                                                             |
| DISMISSAL TIMES/HALF DAY                                                             |                                                                                                                                             |
| BHS - 10:15 AM                                                                       | BIS - 11:00 AM                                                                                                                              |
| BUES - 11:00 AM                                                                      | ELEM - 12:00 PM                                                                                                                             |
|  | = District Prof. Dev. (PD) Day/<br>No School for Students                                                                                   |
|  | = District Prof. Dev. (PD) Half Day                                                                                                         |
|  | = Half Day for Students                                                                                                                     |
|  | = No School/Holiday Vacation                                                                                                                |

Report cards go home: December 2nd, March 13<sup>th</sup>, and on the last day of school.

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

**Principal** – Mr. Michael Wojkowski

**Assistant Principal** – Dr. Valerie Smith

**Assistant Principal** – Dr. Wendy Hesse

**Administrative Assistants** – Debbie Thew & Kristen Trabulsie

**GOALS AND EXPECTED OUTCOMES**

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

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

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

- *Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.*
- *Whether the teacher is teaching under an emergency license or waiver through which the state qualification or licensing criteria has been waived.*
- *The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field or discipline of the certification or degree.*
- *Whether the child is provided service by paraprofessional, and, if so, their qualifications.*

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

## **SCHOOL COUNSELING OFFICE: (508) 420-2272 x 1251**

**Grade 4 School Counselor:** Amy-Beth Veara

**Grade 5 School Counselor:** Jennifer Delaney

**School Psychologist:** Jennifer Wolf

**School Adjustment Counselor:** Kerri Moll

**Counseling/Special Education Administrative Assistant:** Rachel McNeil

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

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

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

## **GATEWAY PROGRAM (508) 420-2272 X 1329**

**Director:** Kari Morse

**Administrative Assistant:** Deana Pulsifer

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

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

**Title One Reading Teachers:** Erin Farrow and Susan Chalker

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

## **HEALTH - WELLNESS PROGRAM**

**Personal Development Director (K-7) (508) 428-3376:** Meg Drude

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

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

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

**Medications:** Parents should update the school nurse whenever new medications are being considered or prescribed and current medications are changed or discontinued. Whenever possible, medications should be given at home. When this is not possible, medications will be dispensed in the Health Office. **A signed authorization form, completed by the both parent/guardian and physician, is required by law.** The

nurse must receive this paperwork before any medication, including over-the-counter medication, can be stored or dispensed at school. All medication must be brought into the Health Office by a parent/guardian and must be in a current pharmacy labeled container or the original unopened container. Students may not carry any medications, except inhalers or rescue medication with previous school nurse and doctor approval.

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

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

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

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

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

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

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

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

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

### **SPECIAL EDUCATION PROGRAMS (508) 420-2272 x 1281**

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

The Barnstable United Elementary School provides specialized instruction to meet the needs of children requiring Individualized Education Plans. These services are provided collaboratively in a variety of settings

by members of the students' educational team. The staff is dedicated to the philosophy that all children can learn and are best serviced in the least restrictive environment.

### **BREAKFAST AND LUNCH PROGRAMS (508) 420-2272**

**Kitchen Supervisor – Lisa Zent**

**Breakfast Is Served Daily, Including Half Days.** Breakfast is free to all students and will be served in each homeroom.

**The Lunch Program Is Served Only On Whole Days.** The current cost is \$2.65 – reduced lunch is 40 cents. A calendar is sent home monthly listing the menu choices. Prices are subject to change.

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

#### **CAFETERIA RULES:**

1. While waiting in line, students are to behave in an orderly fashion and talk quietly.
2. Students must sit with assigned homeroom group.
3. Litter is to be picked up and students are to remain in seat until given permission from staff on duty to empty trays, use the bathroom, etc.
4. When any member of the school staff raises his/her hand, it is the signal for silence.

### **LOST & FOUND**

There is a Lost & Found area located in the cafeteria. We suggest that you do not bring valuables or large sums of money as the school is not responsible for lost items.

### **LIBRARY**

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

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

#### **Rules:**

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

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

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

1. Opening and maintaining lines of communication between and among all concerned, ever mindful that these are very special growing years for the young adolescent.

2. Affording an opportunity for the school to acquaint parents with the objectives, programs, methods, achievements, and plans of the school system, as well as the problems.
3. Bringing the educational expectations, questions, and concerns of the community to the attention of the school.
4. Presenting programs that will bring further understanding of the continuing educational programs' process and permit all parties to voice their concerns, as well as assist in implementing agreed upon changes.

### **FIELD TRIPS**

A field trip is just like any other school day, except the lesson is taught off campus. Educational field trips are for all students and relate to the curriculum. All students will attend unless an exception is made by administration. Signed permission forms must be brought in prior to a field trip in order to participate.

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

### **VISITORS TO OUR SCHOOL**

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

### **ATTENDANCE REGULATIONS**

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

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

### **SAFETY CALLBACK PROGRAM**

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

### **ABSENCES:**

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

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

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



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

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

### **DISMISSAL PRACTICES**

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

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

Students are permitted to walk and bicycle (helmet required) to and from school only if they present a note from their parent/guardian granting them permission. They only need to present one note to their teacher for the entire school year. Students will exit the main entrance after all buses have left.

If a student walks home or to a friend's house, or if they are going to be picked up by a parent or another person, they must bring in a note. *Verbal permission will not be accepted.* (Parents are asked to make special note of this rule and must realize that this rule is to be strictly followed, since it concerns safety.) Students will not be dismissed before the requested time stated on the note.

### **HALL PASSES AND PROCEDURES**

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

### **LOCKERS**

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

### **MESSAGES TO STUDENTS**

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

### **FIRE DRILLS**

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

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

## **LOCKDOWN DRILLS**

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

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

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

## **ACADEMIC RESPONSIBILITIES**

### **Report Cards:**

The school year is divided into a trimester grading system. Marking periods are from August 28th – November 20, 2019; November 21, 2019 – March 6, 2020; and March 9, 2020 – last day of school. Report cards are issued on December 2, 2019, March 13, 2020, and the last day of school.

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

**Make-Up Work:** Students who have been absent are encouraged to demonstrate a sense of responsibility by making up work and going to extra help sessions. Students who are absent for a prolonged period of time will be given sufficient time to make up the work missed.

## **DRESS CODE**

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

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

## **GENERAL BPS RULES**

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

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

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

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

## **Barnstable United Elementary School Expectations**

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

**Be respectful and responsible**

**Understand and appreciate differences**

**Encourage others**

**Stand up and stay safe**

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

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

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

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

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

### **BUS RULES:**

1. Each student must be seated correctly and remain seated at all times.
2. Be on time for the bus.
3. No chewing gum, eating or drinking on the bus.
4. Keep your hands, feet and body to yourself while on the bus.
5. Keep arms and heads in the bus.
6. Always cross the street in front of the bus – before it starts moving.
7. Remember, students who make the bus ride a dangerous one for the other passengers may have to find their own ride to school.
8. Students are to enter and exit the bus at his / her designated stop.
9. **Students are not permitted to ride on another bus.**
10. Students will not open or close bus windows without the permission of the bus driver.
11. Students will conduct themselves in a proper manner on the bus; rough-housing and throwing things are not allowed.
12. Students will converse in normal tones; vulgar language and shouting will not be allowed.
13. Students will be courteous to the driver, to fellow pupils, and to the passerby.
14. Students will remain well back from the road while waiting for the bus.
15. Students will enter the bus in an orderly fashion, go directly to a seat, and remain seated until the destination is reached.
16. The bus driver may assign students individual seats if he/she feels it is in the interest of safety and/or good conduct.

17. Lighting of matches or cigarettes is not allowed.
  18. All articles such as book bags, athletic equipment, etc. are to be kept out of the aisles.
  19. Littering is not permitted.
  20. Student will be assessed charges for willful destruction/defacing of bus.
  21. The emergency door is for emergency use only. Safety equipment on the bus must not be touched.
  22. Students may be suspended from riding the bus for refusal to obey regulations. Smoking, use of obscene language, fighting, or any actions that jeopardize the safety of students on the bus, may result in immediate suspension of the right to ride the bus.
- In the event students are deemed to be a danger to themselves or others, and parent/guardian does not pick up their child when needed, police will be called.

#### **BUS INFRACTIONS:**

1. Bullying/Fighting/Pushing/Tripping
  2. Eating/Drinking/Chewing Gum
  3. Throwing Objects In or Out of Bus
  4. Behavior that Affects the Safety of Self or Others
  5. Improper Boarding/Departure Procedures
  6. Bringing Articles Aboard Bus of Injurious or Objectionable Nature
  7. Failure to Remain Seated
  8. Refusing to Obey Driver
  9. Hanging Out of Window
  10. Lighting Matches/Smoking on Bus
  11. Spitting/Littering
  12. Unnecessary Noise
  13. Tampering with Bus Equipment
  14. Rude, Discourteous and Annoying Conduct
  15. Destruction of Property (e.g., Vandalism of Bus Seats)
- **First Bus Incident Report:** The Principal and his or her designee will notify parent of student's assigned seat on the bus until further notice.
- **Second Bus Incident Report:** Temporary loss of privilege to ride the bus (1 to 3 days) at the discretion of the Principal and/or his designee. Student, parent/guardian, teacher, and bus contractor to be informed via phone call home and slip mailed to home.
- **Third Bus Incident Report:** Calls for parental conference with contractor, driver, principal and or his designee, and at least 1 parent/guardian of the child. Child to be removed from bus until conference is held and consequences are determined.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Step 2 – Phone call/meeting with parent regarding behavior

Step 3 – Problem-solving team meets to develop interventions

Step 4 – Student out of school suspended

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

#### **AFTER SCHOOL DETENTION**

A teacher may assign a student an after school detention as part of his/her classroom management. Parents need to pick-up their child promptly at the designated time. Upon arrival for student pickup, please check in

at the office and inform the receptionist who assigned detention to your child. Your child will meet you at the office. Appropriate behavior is expected from all students remaining after school.

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

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

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

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

### **BARNSTABLE PUBLIC SCHOOLS TECHNOLOGY ACCEPTABLE USE POLICY**

Computers and the internet are available to students and staff to enhance the curriculum and promote educational excellence. Use of school computers and the Internet is a privilege, not a right, and access will be provided to those who agree to act in a considerate and responsible manner. Information sent or received by email, the internet, or other means over the computers available to students and staff is the property of the Barnstable 4/5 School and Barnstable Public Schools, and may be accessed at any time by the Barnstable 4/5 School and Barnstable Public Schools for its review. In the event that a review reveals that this policy has been violated in any way, or that the privilege of using the computer and the internet is being abused in any way, appropriate action will be taken against the individual or individuals involved. Violations will be referred to a school administrator for disciplinary or legal action. Building administrators will determine the consequence for inappropriate use that includes, but is not limited to, loss of computer/internet use. Some consequences may be based on policies established in the Student/Parent Handbook. Federal and State law may cover other violations. The Internet User Log shall be archived for a period of 6 months.

#### **Users May Not:**

- ▶ Change in any way the configuration of a computer or network without permission of instructional staff.
- ▶ Damage or vandalize computers, computer systems, or networks.
- ▶ Trespass in other's folders, work, or files, or use another's password.
- ▶ Intentionally waste resources such as paper, ink cartridges, ribbons, storage space, diskettes, etc.
- ▶ Use computers/internet for any purpose that is inconsistent with the educational purpose intended.
- ▶ Use computers/internet to play non-educational games or other non-academic activities.
- ▶ Use computers/internet for commercial purposes.
- ▶ Use computers/internet for political lobbying.
- ▶ Participate in any type of teleconferencing or chat without permission of instructional staff.
- ▶ Use email without instructional staff permission/supervision.
- ▶ Send, display, or receive offensive messages, pictures, or other media, which are defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or intended to harass (cyberbullying).
- ▶ Use computers/internet for the transmission of material in violation of U.S. or Massachusetts regulation. This includes, but is not limited to, copyrighted material, threatening or obscene material, or materials protected by trade secret.
- ▶ Download files, programs, or join listservs or newsgroups without express permission of instructional staff.
- ▶ Install personal software or share software on any Barnstable 4/5 School computer or district computer.

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

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

## **WEB PUBLISHING GUIDELINES**

The Barnstable United Elementary School website and the Barnstable Public School District website are designed to provide an electronic environment to improve communication among teachers, students, staff, administration, and the community. Student web authoring will be encouraged and supported throughout the schools. The sharing of ideas between students and the global community will enhance the learning process. Student material posted on the World Wide Web must reflect the high educational standards of the Barnstable 4/5 School and the Barnstable Public School District.

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

1. No student's personal information such as last name, home address, and telephone number may be posted on the website. Students must submit a signed permission form from their parent/guardian granting permission to post the student's work.
2. Requests to post material on the Barnstable United Elementary School website and the Barnstable Public Schools' website must have prior approval of the principal or assistant superintendent. After approval, the material must be submitted in HTML on disk to the District Technology Coordinator or the designated School Web Master.
3. Photographs and images used must have the written parent permission of not only the person or organization that owns the image but of any person or persons included within the image.
4. All copyrighted material used must have the express written permission of the person or organization that owns the copyright.
5. Logos or trademarks used must have written permission from the person or organization that owns the trademark.
6. All official home pages must have at least one link back to the District Home Page.
7. Student directory information may not be published.
8. Students will not have access to the Barnstable United Elementary School server or the district server to either upload or edit information.
9. The creator of the home page is responsible for ensuring that the information contained therein is of the highest editorial standards (spelling, punctuation, grammar, style, etc.). The information should be factually accurate and current. If errors are observed, the District Technology Coordinator or designated School Web Master should be contacted to make the necessary corrections.

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

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



## **Technology Acceptable Use Agreement**

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

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

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

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

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

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

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

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

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

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

Adopted : February 6, 2001  
Barnstable School Committee

**BARNSTABLE PUBLIC SCHOOLS'  
COMPUTER USE CONTRACT**

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

**I will :**

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

**I will not :**

- Abuse the computer.
- Attempt to change any system settings.
- Use any computer without permission.
- Attempt to install any software on any of the computers.
- Attempt to copy any software from any of the computers.
- Use the computer for profanity or any inappropriate activity.
- Use any diskette or CD without explicit instructions from the teacher.

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

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

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**PERMISSION TO PHOTOGRAPH AND PUBLISH**

I hereby grant permission to photograph my son/daughter and to publish his/her work in conjunction with articles in newspapers, TV, and the Annual Report.

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

## **Barnstable Public Schools Student Handbook Information**

### **Notice of Nondiscrimination**

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

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

### **Notification of Rights under FERPA**

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

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

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

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

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

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

### **FERPA Directory Information Notice**

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

- A playbill, showing your student's role in a drama production;
- The annual yearbook;

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

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

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

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

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

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

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

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

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

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

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

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

- Instructional material used as part of the educational curriculum.

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

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

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

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

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

### **Massachusetts Student Records Regulations**

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

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

#### Inspection of Records

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

#### Confidentiality of Records

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

#### Amendment of Records

The parent and student have the right to add relevant comments, information, or other written materials to the student

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

#### Destruction of Records

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

#### Transfer of Records

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

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

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

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

#### **Harassment Policy**

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

#### Definition of Harassment

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

#### Sexual Harassment

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

### Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. In addition, retaliation against any individual who had brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Barnstable Public Schools.

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

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

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

The Title IX/Section 504/Title II Coordinator for the District is: Gina Hurley, Ed.D., Director of Student Services, Barnstable Public Schools, 230 South Street, P.O. Box 955, (508) 862-4951. As used in these procedures, the term "complainant" means any student, parent, employee, or other District patron who believes he or she has been subjected to discriminatory action by the District in violation of Title IX, Section 504, or Title II.

### **Grievance Procedure**

A complainant who believes that they or someone else has been subject to discrimination on the basis of sex or disability may first discuss his/her concerns with the Title IX/Section 504/Title II Coordinator in an attempt to resolve the matter informally. If the Title IX/Section 504/Title II Coordinator is not successful in achieving a resolution that is satisfactory to the complainant within 10 calendar days, or if the complainant wishes to bypass the informal process, he/she may notify the Title IX/Section 504/Title II Coordinator that he/she would like to file a formal grievance. This must be filed within 90 calendar days after the complainant becomes aware of the alleged discrimination. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.) To file a formal grievance the complainant must inform the Title IX/Section 504/Title II Coordinator that he/she is filing a formal grievance and provide, either verbally or in writing: the name and address of the person filing and a brief description of the alleged discriminatory action, including the date the action occurred and the name(s) of the person(s) believed to be responsible. When this information is provided verbally, the Title IX/Section 504/Title II Coordinator will document the information provided. Upon receiving the grievance, the Title IX/Section 504/Title II Coordinator will conduct an investigation with respect to all timely filed grievances which raise issues under Title IX, Section 504, or Title II. This grievance procedure contemplates informal but thorough and impartial investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a grievance. The District will provide a prompt and equitable resolution, including taking steps to prevent recurrence of any discrimination that it finds has occurred, and to correct the effects of such discrimination on the complainant and others, if appropriate. The Title IX/Section 504/Title II Coordinator will issue a written determination as to the validity of the grievance and a description of the resolution, if any, and forward a copy to the complainant no later than 30 calendar days after the grievance was filed. A complainant who is dissatisfied with the resolution can request a reconsideration of the case. The request for reconsideration must be made in writing to the Title IX/Section 504/Title II Coordinator within 10 calendar days after the complainant's receipt of the written determination. The Barnstable School Committee will consider the request for reconsideration within 60 days after the District's receipt of the request. At the meeting at which the request for reconsideration is considered, the complainant may address the School Committee concerning the grievance, in public or executive session, as appropriate and lawful. The School Committee will provide the complainant with a written decision within 10 calendar days after the meeting at which the request for reconsideration is considered.

### **General Provisions**

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

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

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

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

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

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

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

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

### **Definitions:**

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

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

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

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



Cyberbullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

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

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

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

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

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

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

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

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

1. **Reporting by Staff:** A staff member will report immediately to the principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.
2. **Reporting by Students, Parents or Guardians, and Others:** The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken

against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report

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

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

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

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

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

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

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

student.

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

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

#### **M.G.L. Chapter 71, Section 37H¾**

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

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

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

#### Long-Term Suspension

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

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

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

#### **Suspensions and Expulsions**

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

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

##### Long-term Suspension/Expulsion

1. The student is excluded from the Barnstable Public Schools. When expelled from school, the student may not attend school or to take part in or attend any school functions.
2. Following an expulsion, a student may not be readmitted to any school within the Barnstable Public School System, without the express consent of the superintendent. Additionally, it should be noted that when a student is expelled

under the provisions of M.G.L. Chapter 71, Section 37H, no school district within the Commonwealth shall be required to admit such student or to provide educational services to such student.

3. Expulsion of students for possession of a dangerous weapon, controlled substance or a student who assaults school personnel is under the authority of the principal. The principal may also expel a student who has been convicted, adjudicated, or admitted guilt with respect to a felony charge. See the sections in this handbook entitled “M.G.L. Chapter 71, Section 37H” and “M.G.L. Chapter 71, Section 37H½.”

4. Expulsion for any other reason than those stated in M.G.L. Chapter 71, Sections 37H and 37H½, is under the authority of the Barnstable School Committee. After careful examination of all factors involved, if the superintendent determines there are grounds for expulsion, s/he will arrange to convene the School Committee for a hearing under M.G.L. Chapter 76, Section 16.

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

1. Prior to long-term suspension or expulsion, the student will be provided with the following (except as otherwise provided in M.G.L. Chapter 71, Section 37H ½):

- a. written notice of charges (in primary language of student)
- b. right to be represented by a lawyer or advocate (at student’s expense)
- c. adequate time to prepare for the hearing
- d. right to present witnesses and to question witnesses presented by the school department.
- e. a reasonably prompt written decision, including specific grounds for the decision.
- f. The school department will record (by tape or other appropriate means) the hearing and a copy of such will be made available to the student upon request. Notices and proceedings will be translated into the student’s/parent’s primary language if necessary for their understanding of the proceedings.

2. Students may appeal expulsions imposed by the principal to the superintendent within 10 days of the receipt of the written decision of the principal to expel. The appeal does not stay the expulsion. In addition, students may appeal a long-term suspension decision to the superintendent within 10 days of the receipt of the written decision of the principal to long term suspend.

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

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

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

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

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

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

#### **Disciplining Students with Disabilities**

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

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

Any time the school wishes to remove an eligible student from his or her current educational placement for more than 10 consecutive school days in any school year, or if a student is removed for disciplinary reasons for more than a total

of 10 days in any school year when a pattern of removal is occurring, this is a “change of placement.” A change of placement invokes certain procedural protections under federal law. These include the following:

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

(b) Prior to any disciplinary removal that constitutes a change in placement the school district must inform the parent that the law requires that the school district consider whether or not the behavior that forms the basis for your child’s disciplinary removal is related to his or her disability. This is called a “manifestation determination.” The parent has the right to participate as a member of the group of people making this determination.

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

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

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

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

Additional information regarding the procedural safeguards for students with IEPs can be obtained from the Director of Special Education (508-862-4993), and for students with 504 plans from the Director of Student Services (508-862-4951.)

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

### **Gun Free Schools Act**

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

### **Administration of Medication**

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

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

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

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

#### School Policy Regarding Medications:

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

#### School Responsibility

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

#### Yearly Health Screenings

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

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

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

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

Postural screening will be conducted in grades 5-9.

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

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

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

[www.barnstable.k12.ma.us/health/index/htm](http://www.barnstable.k12.ma.us/health/index/htm).

#### **Wellness Policy- Additional Guidelines**

The Barnstable Public School district is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. School districts are required by public health law 108.25, Section 204, to have a wellness policy, as childhood obesity has reached epidemic levels in the United States. Obesity rates have doubled in children and tripled in adolescents over the last 2 decades, and physical inactivity and excessive calorie intake are the predominant factors. Heart disease, cancer, stroke, and diabetes are responsible for two-thirds of deaths in the US, and major risk factors for those diseases, include unhealthy eating habits, physical inactivity, and obesity, often established in childhood. Our goal is to create an environment that promotes healthy lifelong eating and exercise habits, and therefore the following guidelines have been established.

**Competitive foods/beverages, vending machines, and other foods provided in schools will follow the Massachusetts School Nutrition Regulations for foods and beverages sold individually (signed into law in 2010).**

**Nutritional Standards for food items:**

- No more than 35% of calories from fat and no more than 10% of its calories from saturated fat. All foods shall be trans-fat-free. Fat exemptions: 1 ounce servings of nuts, nut butters, seeds and reduced-fat cheese.
- No more than 35% of total calories from sugar. Exceptions: 100% fruit with no added sugar and low-fat or non-fat yogurts with no more than 30 grams of total sugars, per 8 ounce serving.
- All breads or grain-based products shall be whole grain or partial grains.
- No food or beverage shall contain more than trace amounts of caffeine.
- No food or beverage shall contain an artificial sweetener.
- No food shall contain more than 200 mg of sodium per item. A la carte entrees shall not contain more than 480 mg of sodium per item.
- Beverages: Water without added caloric or artificial sweeteners; fruit and vegetable juices and fruit based drinks that contain 100% juice and that do not contain additional sugar; unflavored or flavored low-fat (1%) or fat-free milk. Portion sizes: juice no greater than 4 oz. and milk no greater than 8 oz. No beverage other than juice, milk, milk substitute and water shall be provided or sold.

**Snacks**

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

**Rewards**

If schools provide food or beverage rewards for academic performance or good behavior they shall meet the MA school nutrition regulations. Schools are encouraged to use other options besides foods for rewards. Food or beverages will not be held as a punishment.

**Celebrations**

Schools should consider limiting celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually. The district will make available a list of healthy party ideas to teachers. Elementary Schools can consider having one birthday party per month for all students born in a particular month, and will look at alternative offerings rather than food. Parents will be notified of guidelines.

**Fundraising activities**

To support children's health and school nutrition-education efforts, the use of foods that meet the nutrition standards will be encouraged to be used by schools groups engaged in fundraising activities. Schools will encourage fundraising activities that promote physical activity. The school district will make available a list of ideas for acceptable fundraising activities. PTOs will be notified of guidelines.

**School-sponsored Events** (such as, but not limited to, athletic events, dances, performances, presentations) Foods and beverages offered or sold at school-sponsored events during the school day and outside the school day will be encouraged to meet the nutritional standards for meals or for foods and beverages sold individually.

**Communication with Parents/Guardians**

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

**Staff Wellness**

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

**Physical Activity Opportunities and Physical Education**

Physical activity and education is provided at each grade level.

**Physical Activity Opportunities Before and After School**

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

**Physical Activity and Punishment**

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

**Health Education**

Health Education is provided at each grade level that focuses on healthy choices.

**Monitoring**

The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies.

In each school, the principal or designee will ensure compliance with those policies in his/her school and will report on the school's compliance to the school district superintendent or designee. Each school is highly encouraged to have a Wellness Taskforce to address issues/communications in their building and improve compliance in their school. School food service staff, at the school or district level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent, or if done at the school level, to the principal. Each year the Barnstable Health Advisory Council will monitor policy compliance, provide updates, and resource information to schools as needed and requested.

**Latex Safety**

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

**Smoking**

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

**Student Handbook Responsibility**

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

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

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

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