



BARNSTABLE
ACADEMY

Student and Parent
Handbook

2019 - 2020



Dear Barnstable Academy Students and Parents,

Welcome to Barnstable Academy! We hope that you are looking forward to an exciting and successful academic year.

This handbook is designed to be a useful resource for you while at Barnstable. It contains valuable information concerning coursework, behavioral expectations and sanctions, rules of attendance, as well as the educational opportunities through electives. All of the information included reflects the values of Barnstable Academy, which emphasize our caring community, academics, accountability, and respect.

In fact, Barnstable students wrote many of the guidelines. Those students took great pride in helping the administration put this handbook together.

“The rules which guide us through learning are strictly enforced so that all may have an equal opportunity to learn. They help us to structure our world so that we may benefit from our time at Barnstable and help each other to become active members in the Barnstable Family.”

Barnstable Student

We are delighted to have you be a part of the Barnstable Family and offer our best wishes for a productive and creative school year!

Sincerely,

Dr. Rebecca Eliason
Head of School

WHO'S WHO

Head of School	Dr. Rebecca Eliason	
Assistant Director	Mrs. Ashley Crowley	
Director of Student Advancement	Ms. Rhoda Kirschenbaum	
Director of Admissions and Outreach	Mr. Carlton Tanis	
Director of Operations	Mr. Robert Butler	
Director of First Impressions	Mrs. Patty Spirko	
School Counselor	Ms. Courtney Allen	
Humanities Department Head	Mr. Adrian Ford	
Math and Science Department Head	Mrs. Kim Jamgochian	
Business Office	iEducation Group, Grand Rapids, MI	
Billing	Ms. Sandy Skym	
English Department	Mrs. Laurelle Bennett	
	Ms. Diana Farnen	
	Mr. J.P. McKenna	
World Language Department	Mr. Adrian Ford	
History Department	Mr. Dan Kuhar	
	Mr. Joseph Asaro	
Science Department	Mr. Jeffrey Conklin	
	Mrs. Marisol Feinsinger	
Computer Science Department	Mr. Rob Houghton	
Mathematics Department	Mrs. Elizabeth Greenstein	
	Mrs. Kim Jamgochian	
	Dr. Kwan Kim	
Performing Arts Department	Mrs. Darlene Boniface	
	Mr. Rob Houghton	
Fine Arts and Photography	Ms. Kathleen Rutler	
Electives Coordinator	Mr. Adrian Ford	
Athletic Department		
Director of Athletics	Mr. Dan Kuhar	
Basketball Coach	Mr. Dan Kuhar	
Cheerleading Coach	Mrs. Darlene Boniface	
Soccer Coach	Mr. Joseph Asaro	
Edge Department	Mr. Jonathan Davis	Mr. Daniel Rynerson
	Mr. Joseph Hayes	Ms. Fran Curasco
	Mrs. Kaelyn Owens	Mrs. Maribel Greene
	Ms. Joy Tan	
	Mr. Alfred Streicher	

A BRIEF HISTORY AND PHILOSOPHY

Barnstable Academy was founded in 1978 to provide an education which builds self-esteem and is academically rich and strong. At the same time, the curriculum is designed to be creative, enlivening and stimulating for young people seeking higher levels of achievement.

The philosophy of Barnstable stems from an in-depth study of students who have been dissatisfied with their previous schools. They often feel that the “system” is too large and impersonal. Because they are unique individuals, they need an educational program designed for multi-faceted and diverse human beings – not for the masses within the “lowest common denominator.”

We at Barnstable Academy believe that students can and will carry more of a responsibility when given the right opportunities at the right times. We seek to create an environment which invites and encourages young people to participate actively and responsibly in their own education.

In March of 2007, Barnstable Academy partnered with the American Education Group (AEG) of Grand Rapids, Michigan. AEG, now iEducation Group believes the future of education is all about customization, personalization, and specialization. Visit www.fusionacademy.com.

Barnstable Academy is accredited by The Middle States Commission on Secondary Schools, AdvancEd. Barnstable does not discriminate against any youngster on the basis of race, creed, or national origin.

A TYPICAL DAY

Most of us do our best when we are fresh and alert. At Barnstable, classes are scheduled to allow students to take their five major academic classes before lunch. At mid-morning, there is a 20-minute break during which Café B is open for snacks and social interaction.

After morning classes, students can gather again in the café, game room or one of our student lounges for lunch. Barnstable students know that at the end of the morning’s concentration and hard work, they will be rewarded with more than just a good lunch.

Afternoon is a time when students participate in the elective courses of their choice. They get a chance to create, unwind, work out, and do what they generally enjoy most while expanding their abilities and interests in a variety of areas.

After school Barnstable offers two programs including the Bengal Den for homework completion and executive functioning support as well as our Edge program where students can take courses in a 1:1 setting for credit, enrichment, and orientation. Students may also choose from a variety of 1:1 electives offered in our Edge program including learning management support, general tutoring, music classes utilizing our professional grade music studio and much more!

Barnstable Academy starts each day with core academic classes in the morning and offers physical and non-physical electives in the afternoon.

FRIDAY DISMISSAL

Each Friday, school is dismissed at 1:00 p.m. after the completion of an extended morning of major academic classes. This is to allow for parent conferences, individual tutoring, and faculty professional development. Below is our bell schedule for the 2019 – 2020 school year.

Monday – Thursday

Warning Bell	8:05
Period 1	8:10 – 8:54
Period 2	8:55 – 9:39
Period 3	9:40 – 10:24
Break	10:24 – 10:44
Period 4	10:45 – 11:10
Period 5	11:11 – 11:55
Period 6	11:56 – 12:40
Lunch	12:40 – 1:10
Electives	1:10 – 2:30

Friday

Warning Bell	8:05
Period 1	8:10 – 8:53
Period 2	8:54 – 9:37
Period 3	9:38 – 10:21
Break	10:21 – 10:41
Period 4	10:42 – 11:32
Period 5	11:33 – 12:16
Period 6	12:17 – 1:00

Delayed Openings

Warning Bell	10:05
Period 1	10:10 – 10:54
Period 2	10:55 – 11:39
Period 3	11:40 – 12:24
Lunch	12:24 – 1:00
Period 4	None
Period 5	1:01 – 1:45
Period 6	1:46 – 2:30

CURRICULUM

Barnstable Academy is a college preparatory private school with a 21st Century curriculum. Students take five major subjects, Physical Education and Health, and one non-physical education related elective each quarter. High School students must successfully complete 130 credits and meet the New Jersey State Department of Education course requirements to obtain a Barnstable Academy diploma.

Focus of Major Subjects

English – Reading, writing, and vocabulary skills with comprehensive literature, informational texts, and a non-fiction program. Included are great stories of Western Civilization, American, British, and World Literature, poetry, plays, short stories, essays, newspaper and journal articles, biographies, memoirs, historical, scientific and technical texts.

Mathematics – Pre-Algebra, Algebra I, Algebra II, Geometry, Pre-Calculus, Calculus, AP Calculus and Business Math

Social Studies – World History, U.S. History I and II, AP U.S. History, American Law, American Government, Economics, Contemporary Issues, and Senior Seminar

Science – Biology, Chemistry, AP Chemistry, Physics, Environmental Science

Computer Science – Keyboarding, Computer Applications, Advanced Computer Science I and II, Program Design

World Languages – French, Spanish, and Foreign Language Culture

Accent Reading – Vocabulary development, comprehension strategies and fluency, decoding, specific reading skills, and written reactions

*Edge Program Curriculum Guide available upon request

Enrichment Classes – These 4th period classes meet three times a week for under two hours and are designed to give students the opportunity to explore a broader range of subjects.

Endorsements in S.T.E.A.M., Humanities, and Visual and Performing Arts are available on a final transcript for a student who wants to go beyond the minimum graduation requirements and takes specific extra courses in their specified area.

AFTERNOON ELECTIVES

At the conclusion of lunch, students participate in afternoon electives from 1:10 pm – 2:30 pm, Monday through Thursday. They must participate in two, two-day activities or one, four-day activity. In order to fulfill the physical education requirement, the students must select one elective incorporating physical activity, compete on one of the four varsity teams, or participate in performing arts.

Physical Education and Health

(2-day Elective)

Physical Education is required each quarter, and Health is required for one quarter by Barnstable Academy and the State Department of Education. For all high school students to obtain a Barnstable Academy diploma, they must satisfy our Physical Education and Health curriculum requirements.

Prior to each quarter, students will select their non-Physical and Physical electives.

This rotation will not affect those students participating in four-day afternoon electives such as athletic teams or performing arts. Offerings vary year to year depending on teacher expertise and student interest, however below are some examples of the various offerings at Barnstable Academy.

Please note: The following activities are NOT always offered each quarter. Additional Elective options are available through our after-school Edge program.

Bowling – Students are transported to a local bowling facility where they learn to bowl recreationally.

Walk to the Beat – Students walk, jog or run together in the community accompanied by music and/or friendly conversation.

Volleyball – After learning to serve, pass, set, and spike, the students play exciting class tournaments.

Tennis – Weather permitting, students will be transported to the Oakland tennis courts and are allowed to play singles or double matches on the outdoor clay courts. Students must provide racquets.

Street Hockey – After learning to pass, shoot, and defend the goal, students form teams and play full games of Street Hockey.

Turf Games – Students have the opportunity to play a variety of sports and games including but not limited to Kickball, Nukem, Ultimate Frisbee, and European Handball.

Non-Physical Education Activities (2-day Elective)

Studio Art – Students can design and develop art from clay, steel, paint, and other mediums. Advanced students may prepare a portfolio for college admission.

Publications and Yearbook – Together, the students work to write and produce the school’s newspaper, as well as the annual yearbook.

War Strategies – Students re-create various wars and historical events using models and army men pieces. They plan, prepare, and strategize ways to advance into opposing territories.

Strategy Games – Students compete against each other in various games requiring strategic manipulation. Games include backgammon, chess, checkers, and pool.

Film – Students watch and analyze in writing various films including science fiction, drama, and comedy as well as documentaries.

Middle School Social Skills – This course focuses on issues relating to interpersonal relationships, group dynamics, peer interaction, and self-assertiveness. Objectives of the course will be accomplished through informal discussions, group exercises, role playing, and occasional videos.

Middle School Executive Functioning – This class works on important executive functioning skills such as organization, time management, prioritizing, focus, studying and test taking. Students utilize a color coded system to track the subject material for each class. This class is designed to work with students’ strengths and supply strategies and techniques for areas of challenge.

Performing Arts – Members meet four times per week and participation fulfills the Physical Education requirement. During Performing Arts, students work hard to improve their dance skills, acting abilities, and voice range. In addition, they write and choreograph their own pieces. They also produce and perform in all the school plays as well as in “Barnstable’s Got Talent.”

Bengal Athletics – This is a seasonal activity where participants meet four times per week. The Department of Athletics competes in the Tri-County Athletic Association. Practices are conducted during the elective period. Games are played after school, Monday through Thursday.

Fall Sport	Soccer
Winter Sports	Basketball and Cheerleading
Spring Sports	Baseball, Softball, Co-ed Volleyball

All team members are expected to attend and participate in all practices and games as well as abide by the Code of Conduct for Student-Athletes. Failure to adhere to team policies can result in dismissal from the program producing a failing grade for physical education.

SAT'S AND ACT TESTING

Information regarding the SAT, SAT Subject Tests and the ACT is available in the Main Office. Information can also be obtained on-line at www.collegeboard.org and www.act.org.

For testing accommodations including extra time, please contact Ms. Kirschenbaum.

Please note: Barnstable is not a national testing site. Tests are not held at Barnstable Academy unless pre-arranged by Ms. Kirschenbaum with College Board or ACT approval.

COLLEGE/CAREER PLACEMENT AND GUIDANCE

Guidance is an on-going process that is the responsibility of the student, their families, and the administration. During the winter and spring of junior year, students begin to explore the possibility of college and careers.

Mrs. Rhoda Kirschenbaum meets with each student and his/her parents/guardians to discuss options, keeping in mind the needs, interests, and career objectives of the individual student.

HOMEWORK

Students are expected to complete all homework assignments. In addition to classroom directions, homework assignments for the week are typically posted Monday morning on the Barnstable Academy website; there is no excuse for missing homework assignments. Students who are absent are expected to check the website and complete the work.

Individual classroom teachers assign homework. All completed homework should be neat and word processed. Crumpled papers will not be accepted. Homework that is returned to students to be redone is not considered completed until satisfactorily finished.

GRADES AND EVALUATIONS

All grades and evaluations fall under the authority of the classroom teachers. Grades are reported to students and parents four times per year. Parent teacher conferences are scheduled twice a year. Additional parent-teacher conferences can be arranged during the school year.

All academic teachers will assign grades for class participation. Students are graded for on-time arrival, class behavior, preparation for class, and participation in class discussion. Teachers will hand out their class syllabus during the first week of the new school year.

HONOR ROLL

Students can be awarded for achievement and success in the classroom for the academic year.

AWARD	PERCENT
High Honor Roll (no C's)	94.0 +
Honor Roll (no D's)	90.0 – 93.9

Students who earn High Honor Roll and Honor Roll after the first and third quarter are honored at a special breakfast sponsored by Barnstable Academy.

SENIOR FINAL EXAM EXEMPTION POLICY

Seniors are eligible to be exempt from final exams in June. The student must earn 90.0 or higher in every quarter for a specific class throughout the entire year as well as demonstrate exemplary participation and behavior in order to qualify for this exemption. Seniors have the ability to earn this exemption in all 5 credit, full year academic classes.

AP COURSES

Barnstable Academy is pleased to offer an array of AP courses. In order to be eligible to register for an AP course the student must have successfully completed the pre-requisite courses, and obtain a teacher recommendation.

THESIS REQUIREMENT

All 8th grade and high school students are required to submit a formal research paper conforming to college standards. Topics need to be approved by the English teacher and specific requirements (style, footnotes, works cited, etc.) will be taught. Papers must be turned in on or before the set deadline. Students who do not submit a paper will receive a zero (0) as a test grade. Students who submit a late paper or one that does not meet the English department's requirements will receive a fifty-five (55) as a quarter grade. Either one of these grades, a zero or a fifty-five, may result in a significantly lower or possibly failing final English grade. A failing final English grade will require summer school to recover these lost credits. Graduation may also be in jeopardy.

STUDENT GOVERNMENT – THE BARNSTABLE STUDENT GOVERNMENT

Each year, Barnstable Academy conducts an election for the student government. The Barnstable Student Government consists of two senior representatives and one representative from the underclasses in high school. Middle School has one student representative. Students running for office are given the opportunity to campaign and present election speeches to their respective classes. Once elected, the Student Government members serve as representatives of their classes.

Student Government members are role models for their peers. They are responsible for abiding by all school policies and procedures. Members will be removed from office should a violation occur or if they cannot maintain good academic standing. An alternate will be inducted if a member is on Academic Probation two marking periods in a row.

Student Government members meet with the administration to discuss school policies and design and implement new policies when deemed appropriate. They serve as the liaison between the administration and the student body. Members will also meet with their respective class advisors to arrange various school functions including fundraisers and class trips.

ATTENDANCE POLICY

Regular attendance is fundamental to the academic achievement of students in school. Barnstable Academy places a high value on student attendance and requires high standards for its students. As we prepare our students for future success we expect that students are in full attendance for all of their classes and that they report to school on time. Attendance is not only required of all students enrolled at Barnstable Academy, but also by the New Jersey State Department of Education.

“Although a student may satisfactorily complete the course objectives, he/she may not receive credit if the attendance requirement is not fulfilled.”

Please note the following important attendance policies for our school:

1. A student is marked absent when 20 minutes or more of a class is missed.
2. A student may not receive credit for a course (including electives) if they have exceeded 18 absences for that course.
 - a. Absences are applied toward the maximum number that a student may have for a course.
 - b. The number of absences are prorated per quarter and if exceeded, a student will receive “NC’s” (No Credit) on the report card.
3. Students reaching 19 – 22 absences are required to attend the Academic Workshop week scheduled in June.
 - a. Classroom teachers will provide assignments which must be completed in the course of the week.

4. Students accruing more than 22 absences for any class must repeat that class, attend summer school to retrieve credit, or enroll in an EDGE class for credit retrieval.
5. Students who are late five (5) times to **any** class during a quarter are subject to losing course credit.
 - a. An assignment of extra credit work may be given at the discretion of the teacher in order to maintain credit.
 - i. Assignments must be fully completed within the teacher's pre-determined time frame and before the quarterly grades are due.
 - ii. Loss of credit results in the absence of teacher assigned make-up work.
 - b. Accumulated three or more tardies may result in loss of credit for the entire academic year.
6. Students must be in school in order to be eligible to attend extracurricular activities.
 - a. Such activities include, but are not limited to, athletic contests, performing arts rehearsals and productions, the prom, field trips, and class trips.
 - b. If an absent student shows up to any of these events, will be required to leave.

If a student is absent or late to school, the following procedures must be followed:

1. Students **must** report to the Main Office when late to school and receive a late pass to present to their teacher.
2. Attendance is taken by your child's individual teachers each period.
 - a. A parent or guardian should call the school before 8:10 a.m. to report an absence or tardy. A voice message can be left by calling (201) 651-0200.

If a student is scheduled to be picked up early from school, the following procedures should be followed:

1. A phone call to the school **MUST** be made or a note must accompany your child to school and be given to the front office upon arrival.
2. The parent or guardian **MUST** come into the main office and sign the child out for the day, and may not wait for them in the school parking lot.

*****Please try to schedule all doctor appointments after school hours. If your child is out sick and sees a doctor, please have a doctor's note accompany your child upon return. This does not excuse the absence, but confirms the child as not truant. Truancy is a student's absence from all or part of the school day without permission.**

ALTERNATE MEANS OF TRANSPORTATION TO AND FROM SCHOOL

If alternate arrangements for a student to travel to and/or from school are made e.g. a play date with another student, the following procedures must be followed:

1. Prior to making arrangements, you must first get authorization from the other child's bus company and/or driver. Please be advised that DISTRICT buses are NOT ALLOWED by law to transport students who are not residents or registered in their districts.
2. A hand written note or email from BOTH parties must be on file in school. **Phone calls will not be accepted.**
3. You are responsible for notifying your own child's bus company, district bus, or bus driver when your child is absent, late, or picked up early by other means of transportation. This includes play dates, after-school athletic contests, performing arts rehearsals, etc.

GUIDELINES FOR STUDENT CONDUCT

The guidelines in this handbook are meant to emphasize the values all of us share and the respect we have for each other and our learning environment. We assume that being a part of Barnstable Academy indicates your willingness to assume responsibility for your actions and to abide by school rules. Students violating these guidelines can expect in-school detention or out-of-school suspension, suspension of privileges, assigned essays, and even dismissal from school.

GENERAL BEHAVIOR GUIDELINES

Citizenship – Citizenship is an important aspect of your education. Good citizenship is important from the time you enter school until you graduate. We believe that it is the role of the school to help develop good citizens for our community and our country. Courtesy and respect for others are expected of all members of Barnstable Academy.

Gum Chewing – The faculty and student body have agreed that permission to chew gum may be granted by the individual teacher. Gum should be disposed of in the proper receptacles. Improper disposal may be considered vandalism.

Cell Phones– Students and their parents/guardians must sign the Cell Phone Policy Form and return it to the main office. Cell phones must not be in sight nor used within school buildings or on school grounds including during the elective period. Text messaging is also not permitted during class. Students may use their cell phones during break and lunch only. Cell phone cameras may NOT be used during the school day.

Smoking – Barnstable is a completely smoke-free campus. Smoking, vaping, and Juuling is not permitted within 100 yards of the campus. Possession of cigarettes, e-cigarettes, chewing tobacco, all nicotine devices, lighters, and smoking paraphernalia are prohibited from campus and will be confiscated. Students who violate this policy are subject to suspension or even permanent dismissal from school.

Weapons – The possession of a deadly weapon or the use of any object to threaten or cause bodily harm will result in immediate dismissal from Barnstable Academy. Local police will be notified, if necessary.

Drugs/Alcohol– The possession, use, or being under the influence are all prohibited on school property, at school functions, on school trips, or within close proximity of Barnstable Academy. Barnstable reserves the right to search any student anytime, anywhere, with or without notice or provocation. If a student refuses to be searched, the parents/guardians must withdraw him/her from school without a tuition refund. Students suspected of use or under the influence will be required to have a urinalysis administered on campus. If a student is found to have drugs, alcohol, or related paraphernalia, he/she is subject to immediate dismissal.

Dress Code – Clothing should be clean, neat, and appropriate for an educational environment. Students will be asked to change or sent home and parents will be notified if this code is breached.

1. No clothing should be worn which would distract others from the basic educational purposes of the school, present a safety hazard to any student, or cause damage to school property.
2. Shirts must be neat and presentable. Clothing that depicts negative or offensive images or words are prohibited. Students wearing shirts deemed inappropriately fitting will be required to change. If students fail to abide by this policy, they will be asked to leave school immediately and accept an unexcused absence.
3. Bare backs, bare midriff, low neck lines, and tank tops are not appropriate for school. Spaghetti straps are not permitted. Straps must be at least the width of three fingers.
4. Sleeveless athletic shirts are not permitted.
5. Pants/jeans must fit appropriately.
6. Appropriate shorts may be worn. Shorts must reach the bottom of the fingertips when arms are placed at one's side.
7. No pajamas or slippers may be worn.
8. Students are expected to dress appropriately for the weather conditions, i.e.; long sleeves, sweatshirts, sweaters, etc. in the colder months.

9. Students must be presentable for school and take care to manage basic hygiene. If a student's presentation is impeding learning or acting as a distraction, the Administration reserves the right to enforce policy on an individual basis.
10. Hats and heavy jackets may not be worn inside the building. Additionally, students may not wear do-rags, bandanas, hoods, or sunglasses inside the school building. Please note that our hat policy is related to public health policy as hats can transmit lice.
11. Facial piercings are prohibited with the exceptions of a single stud in the nose and earrings.

Injurious Behavior - Such behavior, including slapping, punching, or physical or emotional intimidation is prohibited on school property, at school functions, on school trips, or within close proximity of the school.

Stealing and Vandalism – Vandalism is willful destruction of school property and/or personal property. Stealing and vandalism are considered serious offenses and are prohibited on school property, at school functions, on school trips, or within close proximity of the school. Parents will be notified and depending upon the seriousness of offense, police may be notified as well. Students involved in the offense will be responsible for payment of labor, repair, and replacement cost.

Harassment, Intimidation, and Bullying Policy – Barnstable Academy prohibits acts of harassment, intimidation, or bullying of a student. We have determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors is a conduct that disrupts both a student's ability to learn and a school's ability to educate it's students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, and staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect and refusing to tolerate harassment, intimidation or bullying.

Bullying is repeated, unwanted aggressive behavior among school age children that involves a real or perceived power imbalance. Sexual harassment happens when someone uses words, gestures, or actions of an explicit or implied sexual nature and creates an environment which is offensive, intimidating or which makes another member of the school community feel uncomfortable.

“Harassment, intimidation or bullying” means any gesture, any written, verbal, or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression, or a mental, physical, or sensory disability or by any other distinguishing characteristic that takes place on school property, at any school sponsored function, on a school bus, or off school grounds as provided in section 16 of P.L. 2010, c. 122 (c.18A: 37-15.3) that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a. Bullying can include physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property

- b. Bullying has the effect of insulting or demeaning any student or group of students.
- c. Bullying creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Profanity – Students must avoid cursing, name-calling, and using obscene gestures. Students who directly curse at a faculty or staff member or administrator may be removed permanently from school grounds.

Sleeping in Class – Students who fall asleep in class may be removed from class and sent home. An unexcused absence will be credited on the student's record.

Cheating and Plagiarism– Cheating (including the use of prohibited or covert aids such as notes, preprogrammed calculators, or other devices when taking a quiz, test, or examination), plagiarism, and copying homework will result in serious penalties. Ignorance or dishonesty in academic matters is not an acceptable excuse.

Plagiarism is the act of representing, as one's own, the work or ideas of another. Plagiarism includes, but is not limited to:

1. Submitting as one's own essays or portions of essays written by other people (including peers), work prepared by tutors, or commercially prepared term papers (including work obtained from the Internet)
2. Failing to acknowledge through proper footnotes and bibliographical entries, the source of ideas essentially not one's own
3. Failing to indicate through proper use of quotations and footnotes, paraphrase, ideas, and verbatim expressions not one's own;
4. Submitting to one course an essay written for another course without having sought prior permission from both teachers.

TECHNOLOGY POLICY

Recording Devices Visual or audio recording functions of electronic devices may pose threats to the personal privacy of individuals, may be used to exploit personal information, and/or compromise the integrity of educational programs. Accordingly, the use of any audio or camera functions of electronic devices is strictly prohibited on school premises or at school related functions. Should pictures or video of other students or staff be taken and posted without knowledge or consent from that student or staff member, Barnstable Administration will manage the situation as they would for bullying or harassment.

Security of Personal Property and Devices Students shall be personally and solely responsible for the security of electronic devices brought to school. Devices include but are not limited to cellular phones, smart phones, computers, video games, video cameras, MP3 players, iPods, current or emerging wireless handheld technologies, and sound recording devices. The school shall not assume responsibility for theft, loss, or damage of these devices. If devices are loaned to or borrowed and misused or lost by non-owners, device owners and borrowers are jointly responsible for the misuse or policy violation(s).

Technology Policy

Please refer to Appendix A to read and sign our technology policy.

Internet Use Outside of School – Cyber Bullying

Students who send emails consisting of material likely to be offensive, by using obscene, profane, lewd, vulgar, rude, threatening or disrespectful language or images should be reported to the proper authorities.

Students who post on social media or create websites which degrade or defame other individuals should also be reported.

Please be aware that serious legal action can result in the form of slander and defamation of character. Barnstable Academy has to take a firm stand and those students involved will be subject to disciplinary actions if these situations carry over into school. Such actions can result in suspension or dismissal from school.

IMPORTANT: Barnstable Academy does NOT permit the use of its name on any website or social media site.

RESPONSE TO VIOLATIONS OF GENERAL BEHAVIOR GUIDELINES

Barnstable Academy recognizes the importance and need of considering each person as an individual. However, clear consequences must follow unacceptable behavior. If the administration decides that a student is facing expulsion, the student will have the right to state their case in front of the administrative team for review prior to a final decision being made.

GUIDELINES FOR THE CAFETERIA

Food service is provided by “Café B.” Students are responsible for busing their own trays and placing garbage and recyclable items in the appropriate receptacles. Students may not order food to be delivered to our campus at any time. For information regarding Barnstable’s ‘GET Account,’ please contact Mr. Robert Butler.

Break	10:24-10:44 a.m. 10:21-10:41 a.m.	Mon-Thursday Friday	Limited snack items Limited snack items
Lunch	12:40-1:10 p.m.	Mon-Thursday	Full lunch menu

GUIDELINES FOR SCHOOL TRIPS

Trips are an important part of the educational and social life of Barnstable students. In fact, many trips have been suggested and attended by students who creatively designed such excursions. However, because of the potential danger and extensive costs involved, all trips adhere to the following guidelines or they do not take place.

1. The faculty and administration must agree that a student merits the privilege of joining the other students on a particular trip. Students may be disqualified from attending based on chronic discipline problems, chronic attendance or tardiness problems, academic difficulties, or drug and alcohol violations.
2. Students on Academic Probation may not participate in a field trip which causes them to miss the class(es) for which they are on probation.
3. All signed permission slips must be submitted in writing prior to departure. Verbal permission will not be accepted at any time.
4. Students conduct on trips is governed by the same guidelines as outlined in this handbook. Students who violate these guidelines are subject to the same repercussions and sanctions for infractions committed in school. In the event of egregiously bad behavior, the faculty chaperons have the right to send a student home, but only after consultation with the school and the parents. If this occurs, all money paid for the trip will be forfeited. Local authorities will be notified if students possess drugs or alcohol at any day or overnight school trip, regardless of trip location. Parents/guardians will be required to deal directly with authorities and students in violation will be immediately dismissed from school should this occur.
5. All student luggage may be thoroughly searched prior to the departure of the trip by school administrators or their delegates. Any refusal of the luggage search will eliminate the student from the trip

OFF-CAMPUS PRIVILEGES

Only those Seniors who have all school responsibilities in proper order, may get permission from the administration to leave campus for lunch. Such responsibilities include completed and satisfactory homework assignments, good academic standing, proper class conduct, and fulfillment of attendance obligations. Students permitted to leave school grounds must have parental/guardian consent in writing on file in the Main Office. Barnstable Academy reserves the right to revoke this privilege at any time

ADDITIONAL INFORMATION

Emergency Plan – In this time of uncertainty in the world, we need to make contingency plans in the case of an emergency. We have spoken with local authorities and they have indicated to us that probably the safest action that we can do is to consolidate the children into the center core of our building. We have been advised against moving the children to any other location, because the thought is that any action which may occur would involve either nuclear, biological or chemical weapons, all of which are airborne.

We will move the children into the core areas which include the student lounge, the computer center, the dance studio, and the café. Extra water and food have been stored in these areas. Beyond these plans, this is new territory for all of us and we will do the best that we can if any situation occurs. We also have an emergency plan in place should there be an intruder in the building. Both of these emergency plans are practiced regularly.

Fire Drills – When the fire alarm sounds, students must leave their classroom in complete silence and go to the nearest exit. When exiting the building, students should locate their teacher in the designated area for attendance. Students are not to return to the building until given clear instructions to do so. Upon re-entering, students are expected to return promptly to their classes.

Bomb Threat Drills – Students will exit the building in silence with their teachers and walk to a designated place about ¼ mile from the building. Attendance will be taken and re-entry to the building will occur when instructions are given by the administration.

Visitors are welcome at Barnstable Academy. All visitors must register in the Main Office upon entering the building. Before bringing a friend to sit in on classes, permission must be granted by the administration at least one day prior to scheduled visit. In order to have a visitor, permission in writing must be received from the visitor's parents/guardian as well as the host's parents/guardian. As a courtesy, teachers should be notified as well.

Telephones in the Main Office may only be used for school related or emergency purposes. Students requiring telephone use must get permission from an administrator.

Lockers – Each student is provided with a locker and a combination lock and is responsible for keeping the locker locked at all times. Students may not bring locks from home. Books, clothing, lunch, and other personal property should be placed in the locker. Barnstable Academy is not responsible for items

removed from the locker rooms. Students may not go to their lockers during class time as it disrupts classes in session. Lockers can be searched at any time during or after school by school administration.

Elevator – Students **may not** use the elevator without permission and need. Permission will be granted should students be unable to use the stairs for medical purposes only. *Doctors' notes are required for elevator use.*

Skateboards, etc. – Due to insurance regulations, skateboards, hover boards, roller blades, and Razor scooters are not permitted on school grounds. They will be confiscated!

Books – Students are issued books for their subjects at the beginning and during the school year. Students are responsible for the upkeep and security of these books. Books which are not returned or are returned in such a state as to not be usable, will result in a replacement fee. Students' report cards will not be issued until all fees have been paid.

School Closing and Delays – Occasionally, school must be closed because of inclement weather. Once a decision is made, a school-wide automated phone announcement will begin as early as 5:30 a.m. Barnstable Academy currently subscribes to an automated telephone alert and notification system. Please be sure to answer the phone normally as the system is voice activated.

Lost and Found – Students are responsible for their personal belongings. Books and other lost school supplies can be found in the Main Office. Missing clothing that has not been discarded can be found in the Den. Clothing not picked up within a reasonable time frame will be given to The Good Will Foundation.

Medication – Barnstable Academy does not have a school nurse, though we do have staff trained by the American Red Cross in basic first aid and CPR/AED for the professional rescuer and health care provider. Students required to take medication must adhere to the following rules:

1. Medication must be properly labeled with name and instructions.
2. Labeled medication should be given in to the DFI.
3. The DFI or an administrator will distribute medication.

Medical Coverage – Please be advised that Barnstable Academy does not carry any medical or injury insurance for students. This pertains to all school related and sponsored activities including interscholastic and intramural sports. Any student who is injured during school should submit medical bills through their parents' insurance.

Driving Privileges – Students who obtain legal state driving licenses may drive to school provided the make and model of the car is registered in the Main Office. Students who are chronically late or abuse safety procedures and driving laws in and around school grounds will lose driving privileges. It will be the responsibility of the parent/guardian to transport student to school should this occur.



Student and Parent Handbook 2019/2020

By signing below, you are acknowledging that you have received, read and understand our Student and Parent handbook. Your signature further signifies you agree to the conduct commitments that help keep the Barnstable school culture one that allows for all students to learn in a safe, respectful and bully-free environment.

This form must be signed and returned to the school prior to September 5, 2019 or on or before the student's first day of school.

Signed:

Student **Date**

Parent/Guardian **Date**

Parent/Guardian **Date**

Appendix A

TECHNOLOGY POLICY

Barnstable Academy supports the use of technology in school as a means to bolster education. We request your support in providing an optimal educational environment.

- Students may only use a device at the discretion and direction of the classroom teacher.
- Students are not permitted to circumvent computer or network security.
- Students may only access the ‘Student’ Barnstable WiFi Network: no other networks are allowed including VPN’s and hot spots.
- Students are prohibited from accessing inappropriate sites or information.
- Students may only access sites directly connected to teacher directed educational activities.
- Students may not email, message, game, use social media, chat rooms, participate in gaming platform transactions, or other electronic communication during class time.
- Students may not download files unless permission is granted by the teacher.
- Students are not to establish connections to sites that contain pornographic, perverse, profane material, or connect to any inappropriate sites.
- Students are not to use the internet to violate copyright laws including inappropriate reproduction and/or distribution of music, movies, computer software, copyright text, images, etc.
- Head phones and ear buds may not be used during class.
- Students are not to “hack” or attempt to hack into any website or internal site.

New Jersey State Law classifies computer hacking, the intentional spread of computer viruses, interfering with the network, or revealing confidential password information as a crime.

Students who participate in any such activity will be prosecuted under the law as well as subject to school disciplinary measures.

- *If a student uses technology inappropriately during the school day:*
 - They will be required to turn the device over to his or her teacher until the end of the day on the first offense.
 - On subsequent offenses the device will be turned in to the main office where a parent or guardian must retrieve it.
 - Chronic offenders will be required to check their devices in at the beginning of the day each day or will not be allowed to bring any devices to school.

Please sign below to signify receipt and understanding of these school policies and consequences.

Appendix A: Technology Policy

Parent/Guardian

Date

Appendix B

CELL PHONE POLICY

In order to promote a productive learning environment, cell phones are not to be used in class without the express permission from a teacher or other staff member. To promote more sociability among our students, we ask and encourage our students to minimize use of their cell phones between classes and during lunch and break. The ability to converse with one's peers is an important and community building skill. Our hope is to develop well-rounded students who can interact with others and communicate well.

- Student cell phones are not to be displayed or used during class.
- Students must place their phones in the classroom basket at the beginning of each period and cell phones may not be charged during class time.
- Students who need to use the telephone must receive permission from a teacher or an administrator and must use the phone in the main office.
- Students are not allowed to call or text parents or guardians from a cell phone during class. This includes bathroom and other out of the class destinations.
- Parents and guardians must call the main office to contact their child during class-time.
- Cell phones may only be used in the classroom for instructional purposes at the request of the teacher.
- Cell phones must be silenced at school.
- Cell phones may not be used to record, transmit, or post photos or videos of a person or persons on campus, on school property, on the bus, or during school events and activities.
- The school is not responsible for the loss or theft of cell phones.
- Students may only use their own cell phone.
- ***If a student uses a cell phone inappropriately during the school day:***
 - They will be required to turn the phone over to his or her teacher until the end of the day on the first offense.
 - On subsequent offenses the cell phone will be turned in to the main office where a parent or guardian must retrieve it.
 - Chronic offenders will be required to check their cell phones in at the beginning of the day each day or will not be allowed to bring cell phones to school.

Please sign below to signify receipt and understanding of these school policies and consequences.

Appendix B: Cell Phone Policy

Parent/Guardian

Date