



BARNSTABLE
ACADEMY

2023 – 2024
STUDENT & PARENT
HANDBOOK



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,

Ashley Crowley

Ashley Crowley
Head of School

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 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 have created 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 Fusion Education 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, and Cognia. 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. During this time, teachers are available to assist students with work or to interact socially with the students as well.

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!

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 2023-2024 school year.

Monday– Thursday

Warning Bell	8:05
Period 1	8:10 – 8:53
Period 2	8:55 – 9:38
Period 3	9:40 – 10:22
Break	10:22 – 10:52
Period 4	10:52 – 11:15

Period 5	11:17 – 12:00
Period 6	12:02 – 12:45
Lunch	12:45 – 1:15
Period 7	1:15 – 1:52
Period 8	1:54 – 2:30

Friday

Warning Bell	8:05
Period 1	8:10 – 8:52
Period 2	8:54 – 9:36
Period 3	9:38 – 10:20
Break	10:20 – 10:50
Period 4	10:50 – 11:32
Period 5	11:34 – 12:16
Period 6	12:18 – 1:00

Delayed Opening

Warning Bell	10:05
Period 1	10:10 – 10:54
Period 2	10:56 – 11:40
Period 3	11:42 – 12: 25
Lunch	12:25 – 12:58
Period 4	None
Period 5	1:00 – 1: 45
Period 6	1:47 – 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.

Major Subjects

English – High School English 9-12 (American and World Literature), English Language Arts (6/7/8), Accent Reading, AP Language and Composition, and AP Literature and Composition.

Mathematics – Pre-Algebra, Algebra I, Algebra II, Geometry, Pre-Calculus, AP Pre-Calculus, Calculus, AP Calculus and Financial Literacy

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

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

Computer Science – Computer Applications, Advanced Computers I, II, III and IV, Program Design, Recording Arts, 3D Design & Printing, AP Computer Science Principles

World Languages – French, Spanish, American Sign Language and Foreign Language Culture

*Edge Program Curriculum Guide available upon request

Enrichment Classes – These period 4 classes meet three times a week and gives students a chance to investigate a broader range of subjects.

Endorsements in S.T.E.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 to find their passion.

BARNSTABLE ACADEMY ENDORSEMENT REQUIREMENTS

STEM Endorsement

Math

4 years including 1 year of Calculus

Science

4 years of lab sciences including 1 year of Biology

Engineering and Technical

4 years including 1 year of Advanced Computers III or higher

Humanities

2 years Humanities Electives and Enrichment Classes

Visual and Performing Arts

1 year combined Visual and Performing Arts Electives and Enrichment Classes

Humanities Endorsement

History

4 years

World Languages

Complete 2 years of a World Language (French, Spanish, American Sign Language, ASL)

Complete 3rd year of a World Language **OR** 1 year of Cultural Foreign Language **OR** 1 year of a language not yet taken

English Electives and Enrichment Classes

2 years

Engineering and Technical

2 years combined Classes, Electives and Enrichment Classes

Visual and Performing Arts

1 year combined Visual and Performing Arts Electives and Enrichment Classes

Visual and Performing Arts Endorsement

Performing Arts, Music, Visual Arts Electives and Enrichment Classes

4 years of chosen forte **OR** Visual Arts with PA or Music - 2/2 split

Engineering and Technical

2 years combined Classes, Electives and Enrichment Classes

English Electives and Enrichment Classes

1 year

Art History Enrichment Class

1 Quarter

Performing Arts, Music, Visual Arts Portfolio(s)

1 Portfolio - 4 years of chosen forte

2 Portfolios – 2/2 split

AFTERNOON ELECTIVES

At the conclusion of lunch, students participate in afternoon electives from 1:15 pm – 2:30 pm, Monday through Thursday. They must participate in a physical or non-physical elective 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

Physical Education is required for 3 quarters, 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.

Over the summer, 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.

Archery- Students have the opportunity to learn how to properly handle a bow and arrow while aiming at the target.

Non-Physical Education Activities

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

Journalism – Together, the students work to write and produce the school's newspaper. Yearbook will be offered as a club option.

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.

Middle School Character Workshop – This course focuses on issues relating to interpersonal relationships, group dynamics, peer interaction, growth mindset, 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 Sports Soccer and Cheerleading

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 and be in good academic standing. 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.

Our post-secondary counselor 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.

Please allow 3 business days to process a transcript request.

HOMEWORK

Students are expected to complete all homework assignments. In addition to classroom directions, homework assignments can be found on Schoology; there is no excuse for missing homework assignments. **Students who are absent are expected to check Schoology and complete the work.** If unable to because of illness, students must make-up assignments, classwork and tests within a reasonable length of time. In most cases, a reasonable length of time shall be the same number of school days as the days missed.

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 teachers will assign grades for class participation as well up to 10% of the total grade. 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.

Honors Classes

All classes may be elevated to honors level for a student with teacher, administrator, and parent approval by September 30th. Students or parents should make this request directly with the teacher or the Assistant Director. Requirements are as follows:

Returning students by September 30th who were previously enrolled in honors courses:

1. Successful completion of prior year's course at the honors level
2. Teacher Recommendation

Returning students by September 30th who were not previously enrolled in honors courses:

1. Teacher Recommendation
2. MAP Scores
3. Interview with Assistant Director
4. Benchmark Assessment (effective Spring 2024)

New Students enrolled by September 30th:

1. Teacher Recommendation
2. MAP Scores
3. Interview with Assistant Director
4. Benchmark Assessment (effective Spring 2024)

Rolling Admissions (after September 30th)

- If a student is previously enrolled in an honors course:
 1. Teacher Recommendation
 2. MAP Score
 3. Interview with Assistant Director
- If a student was not previously enrolled in an honors course, they will need to apply for the following school year.

GPA and Ranking

Students taking an honors class have 3 points added to the grade, for the purpose of GPA and ranking. Students taking an Advanced Placement class have 5 points added to the grade, for the purpose of GPA and ranking.

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

BARNSTABLE ACADEMY GPA CONVERSION SCALE

Letter Grade	Percentage	Standard GPA	Honors GPA	AP/IB GPA
A+	97-100	4.0	4.5	5.0
A	93-96	4.0	4.5	5.0
A-	90-92	3.7	4.2	4.7
B+	87-89	3.3	3.8	4.3
B	83-86	3.0	3.5	4.0
B-	80-82	2.7	3.2	3.7
C+	77-79	2.3	2.8	3.3
C	73-76	2.0	2.5	3.0
C-	70-72	1.7	2.2	2.7

D+	67-69	1.3	1.8	2.3
D	63-66	1.0	1.5	2.0
D-	62	1.0	1.5	2.0
F	61 or below	0.0	0.0	0.0

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. Semester courses do not qualify.

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 will 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.

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 each 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 are 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 will be 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 12 unexcused absences for that course
3. Students reaching 13- 18 unexcused 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 19 unexcused absences for any class must repeat that class, attend summer school to retrieve credit, or enroll in an EDGE class for credit retrieval.

Upon submission of proper documentation to the Attendance Office, the following are considered EXCUSED ABSENCES:

- Religious observance as documented by the parent
 - Student illness, physician’s note required within three (3) school days (medical note must be from a non-family member);
 - Examination for a driver’s license;
 - College Visitation (four for seniors and three for juniors);
 - Death in the immediate family;
 - Administrative Out-of-School or In-School Suspension;
 - Approved school activity (field trip, meeting, cooperative education assignment, scheduled athletic competition).
5. Students who are late five (5) times to **any** class during a quarter are subject to losing course credit for that quarter.

- 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.
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, he 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 must call or email the school before 8:00 a.m. to report an absence or tardy.
 - i. A voice message can be left by calling (201) 651-0200 x100.
 - ii. An email can be sent to **office@barnstableacademy.com**

If a student is scheduled to be picked up early from school, the following procedures must 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.**

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 get together 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 handwritten 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 after-school get-togethers, 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.

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 during classes including during the elective periods. Text messaging is not permitted during class. Students may use their cell phones during break and lunch only. Cell phone cameras may NOT be used. Exceptions are made for students who need to do this for academic purposes, including taking pictures of the board and class notes.

Smoking/Vaping – Barnstable is a completely smoke-free campus. Smoking and vaping are 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 can 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 to 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 the following rules illustrate what clothing is appropriate for an educational environment. If Students are breaking the dress code they will be asked to change, parents will be notified if this code is breached more than once and repeat offenders may be sent home.

1. No clothing should be worn which would present a safety hazard to any student, or cause damage to school property.
2. Shirts must be neat, clean, and presentable. Clothing that depicts negative or offensive images or words are prohibited.
3. Students should wear shirts that cover their chests and mid-riff when sitting or standing (shirts should meet the top of shorts, pants, leggings, and skirts).
 - Sheer or see-through clothing is not permitted in school.
 - Straps must be at least the width of two fingers.
 - No clothing that exposes undergarments; bras are not acceptable shirts.
4. Shorts must have a two-inch inseam. Students must wear shorts under skirts and dresses that are shorter than fingertip length when arms are at side.
5. Students must be presentable for school and take care to manage basic hygiene.
6. Students are permitted to wear hats; hoods are not allowed. A student's face must be visible.
7. Students must wear proper footwear (e.g., sneakers, athletic shoes) when participating in physical education electives.

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. This type of behavior is subject to disciplinary action.

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 the 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 its students in a safe and disciplined environment.

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” pertains to 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.

This type of behavior is subject to disciplinary action.

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, ChatGPT, or any other AI source)
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.

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, air pods, 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).

Internet Use Outside of School – Cyber-Bullying

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

The most common places where cyberbullying occurs are:

- Social Media, such as Facebook, Instagram, Snapchat, and Tik Tok
- Text messaging and messaging apps on mobile or tablet devices
- Instant messaging, direct messaging, and online chatting over the internet
- Online forums, chat rooms, and message boards, such as Reddit
- Email
- Online gaming communities

At Barnstable Academy, cyber-bullying and harassment of any kind is not tolerated. If cyber-bullying occurs on or off school grounds and creates or would foreseeably create a risk of substantial disruption within the school environment that is considered bullying or harassment, the school will intervene and may impose consequences. This also includes harassment and bullying that is based on a person's race, disability, color, sex, weight, sexual orientation, national origin, gender, religious practice, and any other legally protected status. Administration may also report cyber-bullying to the police.

Please be aware that serious legal action can result from the use 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.

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

RESPONSE TO VIOLATIONS OF GENERAL BEHAVIOR GUIDELINES

Barnstable Academy recognizes the importance and need to consider 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 ‘Lunchtime Account,’ please contact Ms. Kachichian.

Break	10:22 a.m. - 10:52 a.m. 10:20 a.m. - 10:50 a.m.	Monday – Thursday Friday	Snacks available Snacks available
Lunch	12:45 p.m. - 1:15 p.m.	Monday - Thursday	Lunch may be ordered in advance

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 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 bags and equipment will 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 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 consulted with local authorities to create emergency plans and drills in the event of fire, bomb threats, intruder(s) in the building, unforeseen extreme weather events, internal lockdown, and shelter in place. These drills and emergency plans are practiced regularly.

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 the scheduled visit. 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. Lockers can be searched at any time during or after school, by the 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 may be required for elevator use.*

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 can be found in Café B. Clothing not picked up within a reasonable time frame will be donated.

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 Office Manager.
3. A medication consent form must be completed.
4. The Office Manager 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 using the Senior Driving Privilege Form. 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 the student to school should this occur.

Student and Parent Handbook 2023-2024

By signing below, you are acknowledging that you and your student 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 1, 2023 or on or before the student's first day of school.

Parent/Guardian Signature

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 encouraged use their Barnstable email addresses to communicate with Barnstable Academy staff.
- 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 during class time.
- Students may not email, message, game, use social media, chat rooms, participate in gaming platform transactions, or other electronic communication during class time.
- 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.
- Headphones 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 as 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, depending on the severity of the 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.

Parent/Guardian Signature

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 used during class.
- Cell phones will be placed in a cell phone basket at the beginning of class.
- 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 review with your student and sign below to signify receipt and understanding of these school policies and consequences.

Parent/Guardian Signature

Date

Print Parent/Guardian Name