



2025 – 2026
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 educational opportunities through electives. All 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

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 30-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 elective 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 2025-2026 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 private college preparatory 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 – English Language Arts (6/7/8), English 9-12 (American and World Literature), Accent Reading, AP Language and Composition, and AP Literature and Composition.

Mathematics – Math 6/7, Pre-Algebra, Algebra I, Geometry, Algebra II, Pre-Calculus, AP Pre-Calculus, Calculus, AP Calculus, AP Statistics, and Financial Literacy

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

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

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 Cultural Foreign Language

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

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. 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 indicate their preferences for the 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.

Movement and Mindfulness – This elective invites students to explore the connection between body and mind through a variety of movement-based practices and mindfulness techniques.

Ping Pong – Students build agility, focus, and fun through fast-paced ping pong games and skill-building challenges.

Pickleball – Weather permitting, students will be transported to the Barbour Pond courts and are allowed to play singles or double matches on the outdoor courts.

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 an enrichment 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 in Q3 and Q4 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

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 by contacting our Post Secondary Counselor. Information can also be obtained on-line at www.collegeboard.org and www.act.org. **For** testing accommodations including extra time, please contact our Post Secondary Counselor.

Please note: Barnstable is not a national testing site. Tests are not held at Barnstable Academy unless pre-arranged by our Post Secondary Counselor and 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 homework assignments as assigned by teachers. In addition to classroom directions, homework assignments can be found on Schoology; Students who are absent are expected to check Schoology and complete the work as they are able. If a student is unable to complete schoolwork because of illness, students must make-up a within a reasonable amount of time all assignments and tests as directed by the teacher. In most cases, a reasonable amount of time shall be the same number of school days as the number of days the student missed due to illness.

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.

Class Participation

Your grade is based on both your performance on assignments and assessments and your level of engagement in class. Participation may include contributing to discussions, staying focused, working respectfully with classmates, and coming prepared. If a teacher includes class participation as part of their grading policy, it will count for no more than 10% of the overall grade.

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 as needed

New Students enrolled by September 30th:

1. Teacher Recommendation
2. MAP Scores
3. Interview with Assistant Director
4. Benchmark Assessment as needed

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
 4. Benchmark Assessment as needed
- 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
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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. Final papers must be turned in on or before the set deadline and will count as a test grade in Quarter 4. Students who do not submit a final paper will receive a zero (0) as a test grade. Students will lose 10 points each day a paper is late until one week after the due date and after that will not receive credit for this assignment. 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.

Please note the following important attendance policies for our school:

1. A student is considered if they miss more than half the class period.
2. A student may not receive credit for an academic course if they have exceeded 12 unexcused absences for that course over the course of the school year.
3. A student may not receive credit for an elective class if they have exceeded 3 or more absences per quarter.
4. Students with more than six unexcused absences within each semester must make up missed seat time. A required after-school Attendance Workshop will be held on a designated day at the end of each semester to recover seat time.

5. Students accruing more than 19 unexcused absences for any class may need to repeat that class or enroll in an EDGE class for credit retrieval during the summer or during the following school year.

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

- Religious observance as documented by the parent
 - Student illness, physician's note required (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).
6. Students must be in school in order to be eligible to attend extracurricular activities. Such activities include, but are not limited to, athletic contests, performing arts rehearsals and productions, the prom, field trips, and class trips.

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

1. Students **must** report to the Main Office when arriving late to school and receive a late pass to present to their teacher, as well as pick up their Yondr pouch.
2. Teachers take attendance at the beginning of each class period.
3. A parent or guardian must call or email the school before 8:00 a.m. to report an absence or that a student will be late.
 - 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 and/or an email sent to office@barnstableacademy.com.
2. Middle School students must be signed out in person by a parent or guardian at the main office; waiting in the parking lot is not permitted. High School students may sign themselves out only if a parent or guardian calls the main office at (201) 651-0200 x100 or emails office@barnstableacademy.com in advance.

*****Please try to schedule all doctor appointments after school hours. If your child is out sick and sees a doctor, please send in a doctor's note with your child upon return or email it to office@barnstableacademy.com**

NOTIFICATION PROCEDURES FOR CHANGES IN SCHOOL TRANSPORTATION

To ensure the smooth operation of our school transportation services and the safety of all students, it is crucial that changes to a student's transportation plan are communicated clearly. Below are the specific procedures for notifying the transportation dispatch as well as Barnstable regarding changes for both the morning and afternoon transportation.

Morning Transportation Changes:

1. **Direct Notification to Dispatch:** If there are any changes in the morning, such as a student running late or a student feeling unexpectedly sick and not needing a ride to school, parents must inform the transportation dispatch directly. In addition to contacting the transportation dispatch, parents are also required to inform the school about their child's absence or delay. Please send an email to the Director of Operations and Events and the Office Manager.
2. **Notification for Changes After Hours:** If you realize after 4:30 PM that your student will not be attending school the next day and this was not previously communicated, please reach out directly to the transportation dispatch. In addition to contacting the dispatch, parents are also required to inform the school about their child's absence or delay. Please send an email to the Director of Operations and Events and the Office Manager.

Afternoon Transportation Changes:

1. **Authorization Requirements:** If your child is traveling home with a schoolmate or making any other alternate travel arrangements, documented permission from both families involved must be submitted to the school at least 24 hours prior to the scheduled ride. Please send an email to the Director of Operations and Events and the Office Manager.
2. **Pickup Procedures:** If you are picking up your student before the end of the school day, you are required to come inside the office to sign them out. If your student is traveling home with a schoolmate, we require documented permission from both families involved. Please send an email to the Director of Operations and Events and the Office Manager.
3. **Compliance with Transportation Schedules:** If we do not receive advance advisement and documented permission for alternative travel arrangements, your child will be sent home on their regularly scheduled transportation. Our vehicles will not leave Barnstable until we have accounted for each contracted rider. We do not permit riders who are not contracted to use our transportation under any circumstances.

District Transportation Policy:

1. **Parental Responsibility:** Parents are responsible for directly communicating with the district buses. This includes informing them of any changes, sharing the academic calendar, reminding them of half days, and providing updates on school schedules as necessary.

By adhering to these notification procedures, we can maintain a reliable and safe transportation system for all students. Parents are encouraged to make these notifications as early as possible to facilitate smooth operations.

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 & Wearable Device– Barnstable is a cell phone free environment. This includes other wearable devices as well, such as smart watches and air pods. Students will use a Yondr pouch to store and secure their phone and other wearable devices each day.

Smoking/Vaping – Barnstable is a completely smoke-free campus. Smoking and vaping are not permitted within 100 yards of the campus. Possession of cigarettes, vapes, 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 permanent dismissal from school.

School Transportation - Students are expected to maintain school-like behavior while using school-arranged transportation:

1. **Conduct:** Behave as if you are still on school grounds. Respectful behavior and language are required at all times.
2. **Language:** Only use appropriate language. Avoid any offensive or disruptive remarks.
3. **Physical Interaction:** Keep your hands to yourself. No physical contact or aggressive behavior is allowed.
4. **Respect for Property:** Treat the vehicle with care. Damage or vandalism may result in repair fees and disciplinary action.
5. **Compliance with Instructions:** Follow all directives from the bus driver, including seating arrangements and safety procedures.

6. **Noise Level:** Maintain a low noise level to avoid distracting the driver and disrupting other students.
7. **Electronic Devices:** Use devices with headphones and keep them on silent to minimize disturbances.

Adhering to these guidelines helps ensure a safe and positive environment for everyone. Failure to comply may lead to disciplinary measures.

Weapons – The possession of a deadly weapon or the use of any object to threaten or cause bodily harm can result in immediate expulsion 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 come to campus to pick the student up and the student may be subject to further disciplinary action. Students suspected of use or under the influence may be required to complete a drug test administered by a medical professional within 24 hours at the family's expense. If a student is found to have drugs, alcohol, or related paraphernalia, they may be subject to suspension or permanent dismissal from school.

Dress Code – Clothing should be clean, neat, and appropriate for an educational environment. If students are breaking the dress code they may 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 or accessories should be worn which would present a safety hazard to any student or cause damage to school property.
2. Clothing must be neat, clean, and presentable. Clothing that depicts negative, offensive or lewd images or words is prohibited.
3. Students must dress appropriately for school and take care to manage basic hygiene.
4. Students are permitted to wear hats; hoods are not allowed. A student's face must be visible.
5. 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 may be responsible for payment of labor, repair, and replacement cost and could be subjected to further disciplinary action.

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. (see Response to Violations of General Behavior Guidelines section below)

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

Cheating– Cheating (including the use of prohibited or covert aids such as any form of AI, 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.

Academic Dishonesty - Academic dishonesty is when a student acts unfairly or dishonestly to gain an advantage in schoolwork. It includes any attempt to cheat, copy someone's work, share one's own work, or misrepresent one's own or another person's work. It also may include using

notes when the teacher says it's not allowed or sharing test questions or answers with classmates who haven't taken the test yet

Plagiarism - Plagiarism is the act of using someone else's words, ideas, images, or work without giving proper credit and presenting them as your own. This includes copying from books, websites, classmates, or AI tools without citing the source. Plagiarism is a form of academic dishonesty and violates the principles of honesty, responsibility, and respect for others' work. 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. Using AI or other tools to write assignments without your own input or understanding
3. Failing to acknowledge through proper footnotes and bibliographical entries, the source of ideas essentially not one's own
4. Failing to indicate through proper use of quotations and footnotes, paraphrase, ideas, and verbatim expressions not one's own
5. Using someone else's project, essay or work and turning it in as your own
6. Giving your work to another student to copy or use as their own
7. Rewording someone else's ideas or paraphrasing without giving credit
8. Submitting to one course an essay written for another course without having sought prior permission from both teachers.

Artificial Intelligence (AI) - The following guides the responsible and honest use of Artificial Intelligence (AI) technologies in the school community. Use of AI to complete assignments or assessments dishonestly is prohibited.

Acceptable Uses of AI - AI tools may be used as a starting point in the creative or academic process, but students must not submit AI-generated text as their own work. Any AI-generated content must be revised, rephrased, cited and meaningfully integrated into the student's original thinking and voice. Students may use AI for assistance with:

- Brainstorming topic ideas for essays, projects, or creative writing
- Outlining or organizing thoughts before beginning a draft
- Research support to learn background information key vocabulary

Prohibited Uses of AI - Students **may not** use AI tools in the following ways:

- Submitting AI-generated writing, responses, or projects as if they are entirely your own work
- Asking AI to complete entire assignments or essays without contributing your own thinking
- Using AI during quizzes, tests, or any other assessments unless explicitly allowed

Consequences - Cheating, Academic Dishonesty, Plagiarism and using AI dishonestly violate the core values of learning, fairness, and trust. Each of these is a serious offense. We believe in giving students the opportunity to learn from their mistakes while also upholding academic integrity. Our goal is to help students grow into independent thinkers who act responsibly and take ownership of their work.

First Offense:

- The student will meet with the teacher to review the seriousness of the violation
- The student will be allowed to redo the assignment or assessment, but can earn a maximum of 50% credit
- The student's parent or guardian will be notified of the violation, the impact on the student's grade, and the plan for moving forward via email or a phone call

Second Offense (or repeated violation):

- The student will receive a zero (0) on the assignment or assessment with no opportunity to redo it for credit
- A parent meeting will be held with the teacher and a member of the Director of Education to discuss next steps and potential disciplinary actions
- Additional consequences (such as loss of privileges or course credit) may follow

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 without prior permission from administration. 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 SnapChat, TikTok, Instagram, Discord, and X (formerly Twitter)
- Text messaging and messaging apps on any device
- Instant messaging, direct messaging, and online chatting over the internet
- Online forums, chat rooms, and message boards, such as Reddit, Discord, and Twitch
- 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.

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. Barnstable follows a progressive discipline approach involving administrator discussion(s), conversations with parents and outside professionals as necessary, conflict resolution(s), detention(s), suspension(s), and expulsion. 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 cleaning up after themselves. Students may not order food to be delivered to our campus at any time. For information regarding Barnstable's 'Lunchtime Account,' please contact the Director of Operations and Events.

Break	10:22 a.m. - 10:52 a.m.	Monday – Thursday	Snacks available
	10:20 a.m. - 10:50 a.m.	Friday	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 during break and lunch with prior permission from the administration. All visitors must register in the Main Office upon entering the building.

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. High school student lockers contain a combination lock and each student is responsible for keeping the locker locked at all times. Middle school lockers do not contain locks. 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 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. If the books are not returned or are returned in such a state as to not be usable, students will be responsible for 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 due to 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 the Main Office. Clothing not picked up within a reasonable time frame will be donated.

Medication – Barnstable Academy does not have a school nurse, although 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 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.