



FAMILY HANDBOOK

2025/2026

**165 Beares Way
Hyannis, MA 02601**

<https://bcis.barnstable.k12.ma.us/>

Full day school hours: 9:00 am - 3:55 pm

Half day school hours: 9:00 am - 12:00 pm

Dear Barnstable Community Innovation School Families,

Thank you for choosing our Innovation School! This Student/Parent/Guardian Handbook provides you with important information about Barnstable Community Innovation School policies, procedures, and expectations as well as those of the Barnstable Public School District.

Please review this handbook thoroughly and share its contents with your child. We hope it provides the information your family needs to have a successful year at BCIS! After reviewing, please sign and submit a copy of the student handbook responsibility signature page. This signature page will need to be submitted in order for your child to use school technology devices (iPads).

Feel free to contact us or the BCIS Main Office with questions or concerns.

Kind Wishes,



Kristen Mendl

Principal

[Barnstable Community Innovation School](#)

165 Bearses Way

Hyannis, MA 02601

mendl_kristen@mybps.us

508-790-6487 Ext. 1201

Work Cell: 1-774-487-6267

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BCIS MISSION STATEMENT:

At Barnstable Community Innovation School, every student matters. We educate students by creating a culture that supports each child's academic, social, and emotional needs in a safe learning environment where they are challenged and engaged. We are committed to cultivating a strong sense of belonging through family and community partnerships. BCIS prepares every student to succeed as global citizens in a constantly changing and culturally diverse world.

BCIS VISION STATEMENT:

- At Barnstable Community Innovation School, we embrace the boundless creativity and unwavering commitment of our stakeholders to co-create a school community where every individual feels a deep sense of belonging and partnership. Here, learning is not just an activity—it is a joyful, engaging, and purposeful journey.
- Guided by the principles of continuous improvement, we will evaluate and implement programs, resources, and initiatives that align with the evolving needs of our school community. Through a steadfast commitment to Project-Based Learning and enrichment for all, we will foster a culture of curiosity, motivation, and readiness in our students, empowering them to collaborate, investigate, research, and problem-solve with confidence.
- Our vision extends beyond the walls of our school. By forging dynamic partnerships with higher education institutions, we will create pipelines for innovative teaching practices, offer transformative professional development opportunities, and uphold equity and inclusivity as the cornerstones of our classrooms. Together, we will nurture a vibrant and culturally responsive learning environment where every student is empowered to think critically, lead with purpose, and thrive as a global citizen.
- In everything we do, we remain united in our shared purpose: to inspire and prepare our students to shape a brighter, more inclusive future for themselves and the world.

OUR INNOVATION

Our focus on Project Based Learning will provide students with the foundational skills that they require to become today's investigators, thinkers, and creative problem solvers. The school will remain autonomous in its curriculum selection and instruction will be tailored to meet the needs of the students enrolled.

Our Project Based Learning Program will provide all students the opportunity to participate in Project Based Learning experiences throughout the year. "Project Based Learning (PBL) offers a proven framework to help students be better equipped to tackle future challenges. Project Based Learning Teachers encourage active questioning, curiosity, and peer learning: create learning environments in which every student has a voice; and have a mastery of content but are also comfortable responding to student's questions by saying, "I don't know. Let's find out together." Project Based Teaching, by S. Boss with J. Larmer, ASCD 2018

The program will support the implementation of lessons that reflect grade level Massachusetts Curriculum Standards through student-interactive Project Based Learning experiences. Through these efforts, students will develop as creative, complex thinkers in real-life applications, make interdisciplinary connections, explore the arts as avenues for learning and be challenged to aspire to their personal best.

Additionally, all students will participate in Enrichment Clusters for six weeks, during the regular school day. Participants will select and be placed in their Cluster based upon their own interests. These small group experiences will be led by teachers, parents, and/or community volunteers. Each cluster will produce a real-world product, presentation, or service. Students will have opportunities to discover and engage in enrichment activities that extend in-class learning and/or expose them to experiences that are not typically offered during a traditional school day.

IMPORTANT PHONE NUMBERS

BARNSTABLE COMMUNITY INNOVATION SCHOOL PHONE (508) 790-6485

Kristen Mendl, Principal EXT. 1201

Peg Smith, Administrative Assistant EXT. 1723

Annmarie Melley, RN, School Nurse EXT. 1710

Kelly Mooney, School Psychologist EXT. 1713

Laudiene “Lori” DeSousa, Family Liaison/Interpreter EXT. 1522

Amber Higgins, School Counselor, Kindergarten & Grade 2 EXT. 1725

Krista Swanson, School Counselor, Grades 1 & 3 EXT. 1266

Kitchen Supervisor, Dani Best- Manager EXT. 1689

Kari Andrade, Gateway Director (508) 790-6460

Five Star Bus Company (508) 213-8916

Sandy Gifford, Transportation Office (508) 790-6498

Sara Ahern, Superintendent (508) 862-4953

BCIS FACULTY/STAFF

PRINCIPAL

Kristen Mendl ~ “Kristen “

ADMINISTRATIVE ASSISTANT

Margaret “Peg” Smith

KINDERGARTEN TEACHERS & TEACHING ASSISTANTS

Pamela “Pam” Autery & Amy Gregoire

Kate Murphy & Joan Garneau

Kara Roberts & Tatum Tropp

Amy Jones & Hailey Sears

GRADE 1 TEACHERS & TEACHING ASSISTANTS

Andrea Burnett & Jane Barabe/Heidi Coyle

Kaitlyn Gilson & Jane Barabe/Heidi Coyle

TBD & Jane Barabe/Heidi Coyle

Erin Meagher & Jane Barabe/Heidi Coyle

GRADE TWO TEACHERS

Nicole Chesley

Brenna Long

Kimberly “Kim” Macallister

Amanda Rogers

GRADE THREE TEACHERS

TBD

Madison Herrmann

Jill Kelley

Suzanne Howes

ENGLISH LANGUAGE DEVELOPMENT (Multi Language) TEACHERS

Corey Hayes

TBD

Patrice Michael

Marcia Ubertaccio

Jessica Field

MATH SPECIALIST

Jessica Burns

TITLE ONE MATH ASSISTANT

Helene Kennedy

READING SPECIALIST

Kelly White

TITLE ONE READING ASSISTANT

Catherine Scibelli

ART TEACHER

Keri Rutherford

MUSIC TEACHER

Kate Heaslip

PHYSICAL ED and HEALTH TEACHER

Anthony Clemente

SCIENCE/ TECHNOLOGY TEACHER

Amybeth D’Andrea

LIBRARY ASSISTANT

Silvia Vladmirov

SCHOOL PSYCHOLOGIST/ Team Chair

Kelly Mooney

SPECIAL EDUCATION ADMINISTRATIVE ASSISTANT

Maggie Williams

SPECIAL EDUCATION TEACHER

SPECIAL EDUCATION TEACHER - ILC

Kattia Franca

SPECIAL EDUCATION TEACHER ASSISTANT(s)

Sandra “Sandy” DelNegro

SCHOOL ADJUSTMENT COUNSELORS

Amber Higgins & Krista Swanson

SCHOOL ASSISTANT

TBD

Analise Mercado

SCHOOL NURSE

Ann Marie Melley

OCCUPATIONAL THERAPIST

Chelsey Campbell

ADAPTIVE P.T.

Tiffany Rogers

SPEECH and LANGUAGE

Michaela Donohue

GATEWAY DIRECTOR

Kari Andrade

GATEWAY ADMINISTRATIVE ASSISTANT

Deana Pulsifer

GATEWAY TEACHER

TBD

BEFORE AND AFTER CARE COORDINATOR

TBD

CAFETERIA

Dani Best- Manager

CUSTODIANS

Alex Mercado - Head Custodian

Anabel Quezada

Anthony “Tony” Rich

FAMILY LIAISON /INTERPRETER

Laudiene “Lori” DeSousa

COMMUNICATION

It is essential to have clear and consistent communication between home and school. If you have any questions, please contact the school directly and speak to the school Administrative Assistant. If you need to speak to your child’s teacher during the instructional day, please leave a message, and they will contact you when they get a chance. If it is an emergency, call the front office for assistance. Transportation changes and early dismissal should be communicated to the office immediately with an email and phone call confirmation.

EMERGENCY INFORMATION/CHANGE OF ADDRESS /TELEPHONE NUMBER

We need at least two consistent contact numbers for your child. This is in case of an emergency or a concern regarding your child. It is scary for a child to be at school when we cannot reach you.

During the first few weeks of school parents/guardians are required to complete the “**Annual Update of Your Child’s Contact Information**”. This can be found on our Barnstable Public School District website at [Student Annual Update](#). If your child’s information is not updated each year, he/she will be unable to attend field trips.

SCHOOL EMERGENCY NOTIFICATIONS:

The school uses a school-wide communication program called Blackboard Connect to send emails, text messages, and automated calls to inform you of pressing information. We must have your most up-to-date contact information so you do not miss these important notices.

NO SCHOOL ANNOUNCEMENTS

A delayed opening, early dismissal, or cancellation of school may occur due to inclement weather or other extraordinary circumstances. Announcements will be made on local radio stations WOCB, WQRC, WCOD, and Boston television stations will broadcast school delays and cancellations. They will also be posted to the [Barnstable Public School’s](#) website, District’s Facebook Page, Twitter, social media accounts and through our automated telephone message system.

VISITING OUR SCHOOL

Please enter and exit the school through the Main Entrance via the front door only. All visitors are required to buzz in at the front door, state their name and purpose for the visit, and wear a Visitor/Volunteer sticker at all times. These safety measures are enforced for the protection of our students. Visitors may be exposed to private information and are asked to maintain confidentiality.

ARRIVAL/DEPARTURE PROCEDURES

Arrival

- 8:50 - 9:00 Students enter the building and proceed directly to their classrooms.
*Students not enrolled in the Before Care program will not be allowed into the building before 8:50 am.
- 9:00 - School start time. Students arriving after 9:00 are marked “tardy” (late for school) and must be signed in by an adult. Breakfast ends soon after. All students should be in their classrooms at this time.

Dismissal

- 3:25 – 3:45 For safety purposes remain in your vehicle and follow the line of cars. Staff will escort your child to your car. Students not picked up by 3:45 will be escorted to the front office, considered a late pick-up.
- Bus students are escorted to buses. PLEASE DO NOT PARK OR DRIVE IN THE BUS LOOP DURING THIS TIME (3:10-3:45) Buses depart BCIS no later than 3:45 p.m.

Late Pick-ups

- Students not picked up by 3:45 or who are brought back to school by the bus (no parent/guardian at stop) will be escorted to the front office, considered a late pick-up. After 5 late pick-ups a reminder letter/call will be made to the parent/guardian.
 - After 7 late pick-ups a meeting with parent/guardian will be requested and additional action may be taken.

WALKERS/BICYCLE RIDERS

Students who walk or bike home from or to school are dismissed to adults (hand to hand) at the time of arrival and before the buses leave at the grade level parent pick-up door at 3:25pm. Parents should send a note to school at the beginning of the year to inform the office that their child will be walking home for the duration of the school year. Students will not be allowed to enter or leave the school without the presence of a parent/guardian.

PICKUP PATROL

BCIS uses PickUp Patrol to safely monitor and track our students' arrival and dismissal. We ask that all of our families use this digital program to communicate their child's arrival and dismissal plans and to alert us of changes in their plans. This is especially important on our ½ days and/or when a new adult is picking up your child from school.

Adults responsible for daily pick-up are required to show their school-issued Car Tag. The Car Tags will be sent home with your child on the first day of school.

We will not release your child to anyone without your permission. All *new* adults are asked to show ID when picking up a student from BCIS.

DRIVERS PLEASE USE EXTREME CAUTION WHEN ENTERING OUR CAMPUS

PLEASE:

- Please remain in your vehicles during drop off and pick-up.
- Be sure to put your car in PARK while your student is entering and exiting the vehicle.
- Stay in line, unless directed by a BCIS staff member to pass another vehicle
- Be sure to have your BCIS PickUp Patrol Car Tag hanging from your rear view mirror. (Contact the office if you need additional Car Tags)
- Allow BCIS Staff to help your student enter and exit the car.
- Obey traffic laws and be safe
- Be on-time for drop-off, 8:50 am-9:00 am. ALL students need to be in school on-time (no later than 9:00). Every minute that we have them at school is precious. Being on-time creates a happy, healthy and relaxed start to a very busy day.
- Be on time for pick-up: Students need to be picked up by 3:45 pm each day and 12:00 noon on half-days. Our teachers and staff's contractual work day ends at 3:45pm. We do not employ staff beyond the regular school day to accommodate late pick-ups.
- Be kind and courteous to others. Our staff are committed to ensuring our students' safety and to help students start and end every school day feeling safe, welcomed and loved.

ARRIVAL AND DISMISSAL TRAFFIC PATTERNS

Kindergarten Drop Off and Pick Up: Drivers will enter the HYCC (Hyannis Youth and Community Center) at the traffic circle and turn right (towards BCIS). K students will use the BLUE DOOR at the end of the building on the left side of the building, closest to HYCC.

Grade 1 Drop Off and Pick Up: Drivers will enter using the drive nearest the large playground, on the right side of the building. Grade 1 students will use the YELLOW DOOR to the left of the smaller (Kindergarten) playground and exit around the smaller playground towards HYCC.

Grade 2 & Grade 3 Drop Off and Pick Up: Drivers will enter using the drive nearest the large playground, on the right side of the building. Grade 2 & 3 students will use the ORANGE DOOR at the back of the building.

Older BCIS students who are ride-sharing/carpooling with younger students/siblings will use the same door as their younger brother(s), sister(s), or friend.

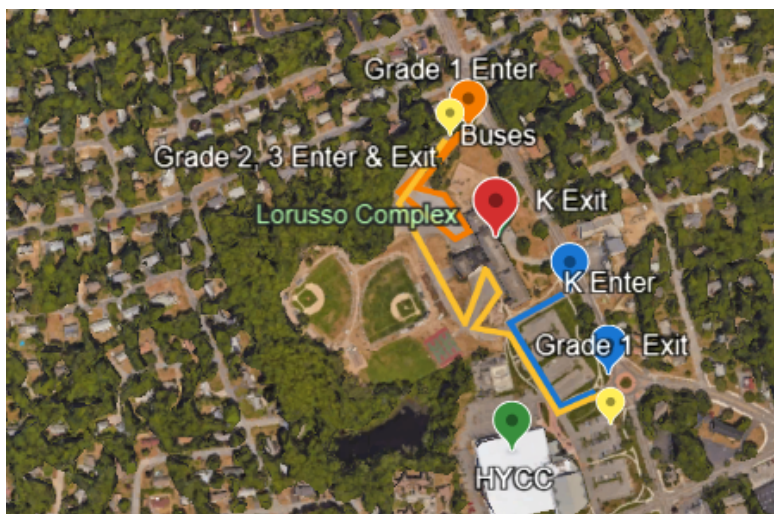
Before and After Care students and caregivers will use the PURPLE DOOR at the far end of the building, across from the large playground.

BUSES: Our buses arrive at BCIS between 8:50-9:00 and leave our campus by 3:45 each day. Please expect delays during the first few days of school. Other drivers are asked to avoid our bus loop located at the front of the building during bus arrival (8:45-9:00) and dismissal (3:10-3:45). Students and adults meeting the bus should be at the bus stop at least 10 minutes before the scheduled pick-up or drop-off time

*Riding the school bus is a privilege that can be revoked.

For more transportation information or to download forms, please visit: [Transportation](#)

Kindergarten students must be accompanied by an adult to and from their bus stop. Bus Drivers CAN NOT allow an unaccompanied kindergarten student off the bus. Instead, drivers must return the student to BCIS to be picked up ASAP by their parent/guardian.



BEFORE / AFTER SCHOOL CHILD CARE

Barnstable Community Innovation School offers affordable before/after school child care to students in grades K-3. Before school care is available starting at 7:00 a.m. After school hours are 3:45 - 5:30 p.m. Children must be picked up by 5:30 p.m. or you will be subject to additional fees. For program information and the daycare cost, please email Daycare Coordinator, **TBD**,

TARDINESS/ATTENDANCE/DISMISSAL PROTOCOL

Barnstable Community Innovation School considers consistent daily attendance essential for maximum academic growth. This includes arriving on time, staying until the end of the school day, and being present every day.

TARDINESS

- It is imperative that your child arrives at school on time. The academic day begins at 9:00 a.m. If your child arrives after 9:00 a.m. they are considered tardy and you will need to accompany him/her to the front door to sign him/her into school.
- When tardiness interferes with your child's learning, a letter may be sent home and a parent/guardian meeting may be requested.

DISMISSAL DURING SCHOOL HOURS (EARLY DISMISSAL)

- The school day is from 9:00-3:45. When a child leaves school early they are missing important learning. However, we do recognize that there are times when a child must be dismissed early for a doctor's appointment or other important reasons. Please do your best to schedule appointments outside of school hours.
- When you request early dismissal for your child, a PickUp Patrol Alert or a note is required. Please indicate the time of dismissal and the name of the person who will pick up the child. NO child will be dismissed to anyone other than their parent or legal guardian unless approved

verbally or in writing in advance by the parent or guardian. Photo Identification (Driver's License or Passport) will be required.

- When frequent early dismissals interfere with a child's learning, a letter may be sent home and a parent/guardian meeting may be requested.

ATTENDANCE

It is essential that students attend school on time, all day, every day. Regular attendance is necessary if your child is to progress academically. Regular attendance enables students to benefit from classroom discussions, presentations, and interactive activities. These shared academic experiences are integral to the learning process and social development of the child. They cannot be re-created or replicated.

If your child is going to be absent from school, please call (508) 790-6495, to notify the school nurse. If a parent has not contacted the School Nurse by phone, a note explaining the reason for the absence is required and should be sent in with the child on the first day of their return to school and given to the classroom teacher. A doctor's note may be requested upon a prolonged illness at the discretion of the School Principal. The School will call the parent/guardian any time the student is absent and no call or message has been received. We need to account for each student every day.

Addressing Absenteeism and Preventing Chronic Absenteeism:

Students who miss at least 10% of days enrolled (i.e., 18 days out of 180) are considered chronically absent.

- Each school will have a committee (consisting of principal/designee, counselors and nurse(s)) who meets monthly to examine attendance data and develop multi-tiered levels of intervention focused on attendance.
- The principal/designee will receive weekly attendance reports to review and monitor trends.
- If a student is on an Individualized Education Program (IEP), as appropriate, the team will convene to address any impact of the student's disability on attendance and any changes needed to the IEP.
- Formal letters will be sent to both parents/guardians* when a student has accumulated 5 or more unexcused absences requesting a meeting to develop an attendance improvement plan. The plan will include strategies and interventions, which will be documented for each student. Documentation will be placed in the student's ASPEN record.
- If attendance does not improve, a second letter will be sent at 7 unexcused days and the team will consider additional interventions or strategies and document, as appropriate, for each student.
- If attendance does not improve, a third letter will be sent at 10 unexcused days. And the team will consider additional interventions or strategies and document them, as appropriate, for each student.
- If a child is deemed to be habitually truant, meaning a school-aged child who is not excused from attendance and who "willfully" fails to attend school for more than 8 school days in a quarter, the school team (including Principal/designee, nurse and counselor) will consider filing a Pre-CRA/CRA or 51A as deemed appropriate.

*Provided there is no prohibition about parent/guardian communication per custodial arrangements. See also 603 CMR 23.07 for limitations on information sharing with non-custodial parents/guardians.

RECESS

A supervised recess is held each day for all students immediately before or after lunch. Students will go outdoors, weather permitting. They must be dressed appropriately for the weather conditions of the day. It is recommended that students not wear flip flops or open toe shoes for safety reasons.

SUPPORT SERVICES

Barnstable Community Innovation School has a number of support services and resources available to our students and families. Please contact a BCIS School Counselor should your family need help acquiring food, clothing, a backpack or school supplies for your child. They can also connect you with outside services and supports.

- Mrs. Amber Higgins for Grade 1 and Grade 3 students: higgins_amber@mybps.us
- Mrs. Krista Swanson for Kindergarten and Grade 2 students: swanson_krista@mybps.us
- OR call BCIS' Main Office: 508-790-6485 Ext. 9636

GATEWAY PROGRAM

The Barnstable Public Schools Gateway Program is designed to broaden thinking skills, decision making skills, to encourage creativity, and to train students in skills necessary for independent research and projects. Students in Kindergarten through grade 3 participate in Gateway activities. For more information about the Gateway Program, please call Kari Andrade, Director of the Gateway Program, at (508) 790-6372.

ENRICHMENT SUBJECTS (specials)

Students in grades K-3 receive specialized instruction in Art, Music, Physical Education/Health, and Science/Technology. All specials are held once per week with each being sixty minutes in length and with an extra rotational special on Fridays.

HOMEWORK

Homework assignments are at the discretion of the classroom teacher. Generally, we recommend that students read every night. If homework is assigned, it should be completed and turned in on time.

FIELD TRIPS

Field trips enhance the curriculum and are a worthwhile means of learning. Each teacher will provide families with specific field trip information. A signed permission slip is required for each student. Students not participating in a field trip should be in attendance at school. A student who does not have written permission to attend or whose conduct is considered disruptive and/or unsafe may be denied participation. **Online updating of your child's contact information MUST be completed annually for your child to attend field trips.**

FAMILY INVOLVEMENT

BCIS SCHOOL COUNCIL

The School Council is an advisory committee that works together to provide ideas and opinions to help our school administration. The group meets one time per month for one hour to discuss the educational needs of our students, review the school budget, and review the school's improvement plan. The School Council members consist of our school administration, several teachers, parents,

and community members. All meetings are open to the public. A public comment period is offered at the beginning of each meeting. We are looking for more parents to be part of our School Council. It's a great way to get involved and help to make our wonderful school even better! If you are interested, please contact our Principal, Kristen Mendl at mendl_kristen@mybps.us

PARENT-TEACHER ORGANIZATION (PTO)

The BCIS PTO is an active and supportive group consisting of parents/guardians and staff members. The PTO is involved in many fun activities that take place at school including:

- Fundraising Events (Book Fair, Yearbook, Paint Night, Fun Run, and more!)
- Fall Festival
- Garden Clean Up
- Field Trips
- Guest Speakers
- Teacher Appreciation Events
- Scholastic Book Fair
- Field Day

All parents/guardians are encouraged to be involved. Meetings are once a month in our school conference room and child care is offered free of charge. Meetings are usually completed in one hour. Announcements of specific meeting dates and agendas will be sent home in advance. In addition to recruitment of new members, the BCIS PTO board is in need of some new members for the 2025-2026 school year! Please join us!

Our group needs help to organize fun activities for all of our students. For more information email the PTO: bcispto@gmail.com

VOLUNTEER OPPORTUNITIES

Family and community involvement is welcomed at BCIS! Opportunities are available to assist with classroom activities and school-wide events, enrichment cluster presenters, chaperone field trips, etc. Look for volunteer opportunities to be offered in backpack notices and principal/classroom/PTO newsletters. Any person wishing to volunteer for a school activity must have a CORI (Criminal Offender Registration Information) check conducted by the Barnstable Public Schools within the past three years. All volunteers that enter the school need to sign in at the front office and receive a volunteer sticker that they must wear at all times while on school property.

PARENT TEACHER CONFERENCES

Parent Teacher conferences are formally scheduled. For the 2025-26 school year, you will be scheduled to meet with your student's teacher on October 21 or October 23. However, conferences may be held at any time during the school year. Please contact your child's teacher or the office should you need an additional conference. Open communication between families and our BCIS staff is encouraged!.

CLASSROOM ASSIGNMENTS

The Principal, in consultation with the BCIS Staff, determines classroom assignments for students. A great deal of time is spent considering the individual needs of each child as well as creating balanced classrooms. As per the policy of the Barnstable Public Schools, the building principal shall have the final decision in regards to assignment of students to grades and/or classes, including retention.

INTERPRETER SERVICES

Interpreter services are available to assist those with language, hearing impairments and for families who require assistance.

FOOD SERVICES ~ BREAKFAST/LUNCH

Meals will be **FREE** for all MA students through school year 25-26. Although meals will be free for all, it is very important for families to complete the household [Application for Free and Reduced Price Meals](#), which allows our district to establish eligibility for P-EBT benefits and other school programs. The lunch program offers a choice of hot or cold lunches. Menus are sent home monthly and are also posted on the Barnstable Public Schools website: <https://barnstablefood.abbeygroup.info/menus.aspx>

REPORT CARDS

Report cards for Grade K-3 are issued in December, March and June. To access your child's Report Cards, login to our ASPEN X2 Portal. An explanation of the grading system is provided on the report card itself. Examples of report cards and rubrics for each grade level are available on our school website.

HEALTH POLICIES

HEALTH EDUCATION

The essence of the Barnstable Public School system's Health Curriculum Pre K – 12 is to provide students with knowledge and skills necessary to make responsible, well-informed, personal health decisions. The curriculum covers a wide variety of topics including: Nutrition and Fitness, Drug Prevention, Personal and Mental Health, Human Growth and Development, the Second Step Program and Safety and First Aid. We strongly recommend that all students participate in the lessons scheduled for their own grade level. However, if you do not want your child to participate, you have the right to exempt your child from class when a particular issue is being taught by submitting a request in writing to the building principal. Specific questions regarding the elementary curricula should be addressed to the Director of Health Education Pre K – 8.

PEDICULOSIS (HEAD LICE) POLICY

A notice to parent/guardian will be hand carried home by every child associated with a classroom in which there are three (3) or more identified cases of head lice/nits. Those children identified with head lice/nits will not be readmitted to the classroom upon return until reexamined.

IMMUNIZATIONS (105 CMR 220.000)

No student shall attend a preschool, elementary school or secondary school program without a certificate of immunization documenting that the child has been successfully immunized in accordance with current Department of Public Health required immunization schedules.

Exemptions: Students may be exempt from immunization requirements under one of the following exemptions (religious and medical exemptions must be renewed annually):

1. Religious - A signed and dated parent/guardian statement that immunization(s) conflict(s) with sincerely held religious beliefs,
2. Medical - a physician statement that immunizations are waived for medical reasons.
3. Homelessness - if a homeless student lacks immunizations or medical records, the student may attend school while the records are obtained.

MEDICINES

In order to receive medication at school, the following forms must be on file in your child's health record prior to any medication administration:

1. Signed consent by the parent or guardian.

2. Signed physician order.

Procedures Regarding Medications:

1. Medications must be delivered by the parent/guardian to the school nurse; parents/guardians may designate another responsible adult to deliver the medication provided the nurse is notified in advance of the arrangement and the quantity of medication being delivered is specified.
2. All medications (prescription and over-the-counter) must be in the original pharmacy container/packaging, labeled with the child's name, the date, and the name, strength, and dosage of the medication.
3. No more than a 30-day supply of the medicine may be stored in school.
4. Select over-the-counter medications (such as acetaminophen (Tylenol) and ibuprofen (Advil)), may be administered to students with consent by the parent/guardian via the online Registration Gateway and/or Annual Update. Verbal consent may be given for a one-time administration and must be followed up with written consent. If more than 10 doses are administered during the school year, or at the nurse's discretion, parents/guardians will be contacted for physician documentation.
5. All required paperwork and procedures must be completed prior to students receiving medication at school.

SCHOOL CELEBRATIONS

Given our role to promote student health, Principals and staff will promote alternative non-food celebrations. Schools should limit celebrations that involve food during the school day to no more than one party per class per month. No outside food that is prepared at home for sharing will be allowed during the school day. Only products that are labeled, pre-packaged or purchased from a licensed vendor will be allowed or food can be ordered through the district's food service provider by the staff member.

DRESS CODE

The way we dress and look has an impact on our educational atmosphere. Students are expected to dress in a manner that by ordinary standards is considered neat and decent. Any form of dress that is considered distracting or disruptive to the purpose of education or conduct of the school will not be allowed. Clothing that could be considered distracting or disruptive includes (but is not limited to):

- Extremely short skirts or shorts, tank tops, halter-tops or other garments that reveal the midriff.
- Clothing with language or pictures that are profane or suggestive.
- Clothing, pins, insignias, colors, jewelry, or emblems that identify students as a member of a gang.

It is also assumed that children will dress properly for the weather conditions during outdoor recess.

Sneakers are required for the weekly Gym class. Parents may be contacted when a student does not comply with the dress code.

TECHNOLOGY POLICY (use of iPads and Computers)

BARNSTABLE PUBLIC SCHOOLS TECHNOLOGY ACCEPTABLE USE POLICY

Computers and the Internet are available to students and staff to enhance the curriculum and promote educational excellence. Use of school computers and the Internet is a privilege not a right and access will be provided to those who agree to act in a considerate and responsible manner. Information sent or received by email, the Internet or other means over the computers available to students and staff is the property of the Barnstable Public Schools and may be accessed at any time by the Barnstable Public Schools for its review. In the event that a review reveals that this policy has

been violated in any way or that the privilege of using the computer and the Internet is being abused in any way, appropriate action will be taken against the individual or individuals involved. Violations will be referred to a school administrator for disciplinary or legal action. Building administrators will determine the consequence for inappropriate use that includes, but is not limited to loss of computer/Internet use. Some consequences may be based on policies established in the Student Handbook. Federal and State law may cover other violations. The Internet user log shall be archived for a period of six months.

Users may **not**:

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

Network Etiquette

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

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

Content Filtering

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

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

Approved by the Barnstable School Committee on June 1, 2022

Each student and his/her parent/guardian are required to sign an acceptable use agreement prior to initial computer/internet use.

ELECTRONIC DEVICES/TOYS

Electronic devices such as computer games, cell phones, tablets, and other toys are not allowed on school grounds or the school bus. They are disruptive to the learning process, expensive, and easily broken or stolen. Exceptions will only be made via the written permission of the classroom teacher or parent. BCIS will not be responsible for objects students bring to school from home.

BEHAVIOR

At Barnstable Community Innovation School we utilize the Responsive Classroom approach to teaching and learning that promotes a safe, challenging, and joyful school.

Our students are:

Respectful, Responsible, and Safe!

Owl Ways - School-wide Expectations

Barnstable Community Innovation School

	Classroom	Cafeteria	Bathroom	Hallway	Bus	Playground	Community Meetings
We are Respectful	Use Kind words Raise hand to speak Focus attention Quiet Voice	Quiet voice Use table manners Voice off when lights go out Use kind words	Give privacy to others Use one pump of soap	Quiet voice Respect the belongings of others.	Quiet voice Use kind words	Use Kind words Share Invite others to play	Face the speaker Raise hands before speaking
We are Responsible	Complete your work Take care of materials	Raise your hand for help Keep area clean Stay in seat	Flush when done Wash hands Put trash in trash can Return to your class as soon as possible	Stay in line	Follow adult directions Keep bus clean	Walk to line up when the whistle blows Follow game rules Put equipment back	Sit criss cross Clap appropriately
We are Safe	<u>Use hand Sanitizer when needed</u> Use materials appropriately	<u>Wash hands before and after eating food</u> Keep hands and feet to yourself Eat your own food Walk	<u>Wash hands immediately after bathroom use</u> Keep your hands and feet to yourself	Walk Keep hands and feet to yourself	Stay in your seat Keep hands and feet to yourself	Use equipment correctly 2 whistles - stop, look and listen Keep hands and feet to yourself	Hands and feet to yourself Walk



Succeeding in Learning and Life Through Actions that are Respectful, Responsible and Safe

Comportamento das corujas - Expectativas para toda a escola

Barnstable Community Innovation School

	Sala de Aula	Refeitório	Banheiro	Corredor	Ônibus	Parque	Reuniões Comunitárias
Nós somos respeitosos	<p>Use palavras gentis</p> <p>Levante a mão para falar</p> <p>Foco de atenção</p> <p>Voz Silenciosa</p>	<p>Voz Silenciosa</p> <p>Use bons modos na mesa</p> <p>Não fale quando as luzes apagam</p> <p>Use palavras gentis</p>	<p>Dê privacidade a outros</p> <p>Use uma pompa de sabão</p>	<p>Voz Silenciosa</p> <p>Respect the belongings of others.</p>	<p>Voz Silenciosa</p> <p>Use palavras gentis</p>	<p>Use palavras gentis</p> <p>Compartilhe</p> <p>Convide outros para jogar</p>	<p>Fique de frente para quem está falando</p> <p>Levantem as mãos antes de falar</p>
Nós somos Responsáveis	<p>Complete seu trabalho</p> <p>Cuide dos materiais</p>	<p>Levante sua mão para pedir ajuda</p> <p>Mantenha sua área limpa</p> <p>Fique sentado</p>	<p>Descarga quando terminar</p> <p>Lave as mãos</p> <p>Coloque o lixo em lixeiras</p> <p>Retorne à classe o mais rápido possível</p>	<p>Fique na fila</p>	<p>Siga as instruções dos adultos</p> <p>Mantenha o ônibus limpo</p>	<p>Caminhe para fila quando o apito soprar</p> <p>Siga as regras do jogo</p> <p>Coloque o equipamento de volta</p>	<p>Sente-se com as pernas cruzadas</p> <p>Bate palmas apropriadamente</p>
Nós somos cautelosos	<p><u>Manter 3 pés um do outro</u></p> <p><u>Use o higienizador de mãos quando necessário</u></p> <p><u>As MÁSCARAS têm que ser usadas a menos que estão comendo</u></p> <p>Use materiais adequadamente</p>	<p><u>Manter 3 pés um do outro</u></p> <p><u>Lave as mãos antes e depois dos alimentos</u></p> <p>Mantenha as mãos e os pés para si mesmo</p> <p>Coma sua própria comida</p> <p>Caminhe</p>	<p><u>Manter 3 pés um do outro</u></p> <p><u>Lave as mãos imediatamente após o uso do banheiro</u></p> <p><u>Use máscaras o tempo todo</u></p> <p>Mantenha as mãos e os pés para si mesmo</p>	<p><u>Manter 3 pés um do outro</u></p> <p><u>Use máscaras o tempo todo</u></p> <p>Caminhe</p> <p>Mantenha as mãos e os pés para si mesmo</p>	<p><u>Manter 3 pés um do outro</u></p> <p><u>Use máscaras o tempo todo</u></p> <p>Permaneça em seu assento</p> <p>Mantenha as mãos e os pés para si mesmo</p>	<p><u>Manter 3 pés um do outro</u></p> <p>Use o equipamento corretamente</p> <p>2 apitos - pare, olhe e escute</p> <p>Mantenha as mãos e os pés para si mesmo</p>	<p><u>Manter 3 pés um do outro</u></p> <p>Mantenha as mãos e os pés para si mesmo</p> <p>Caminhe</p>



Ter sucesso na aprendizagem e na vida através de ações que sejam respeitosas, responsáveis e cautelosas

Comportamiento de los búhos - Expectativas para toda la escuela

Barnstable Community Innovation School

	Clase	Cafetería	Baño	Corredor	Autobús	Parque	Reuniones comunitarias
Somos respetuosos	<p>Utilice palabras amables</p> <p>Levante la mano para hablar</p> <p>Foco de atención</p> <p>Voz silenciosa</p>	<p>Voz silenciosa</p> <p>Utilice buenos modales en la mesa</p> <p>No hables cuando se apaguen las luces</p> <p>Utilice palabras amables</p>	<p>Dar privacidad a los demás</p> <p>Usa una pompa de jabón</p>	<p>Voz silenciosa</p> <p>Respete las pertenencias de los demás.</p>	<p>Voz silenciosa</p> <p>Utilice palabras amables</p>	<p>Utilice palabras amables</p> <p>Comparta</p> <p>Invita a otros a jugar</p>	<p>Manténgase adelante de la persona con la que se habla</p> <p>Levante la mano para hablar</p>
Somos responsables	<p>Completa tu trabajo</p> <p>Cuida de los materiales</p>	<p>Levante la mano para pedir ayuda</p> <p>Mantenga su área limpia</p> <p>Permanezca sentado</p>	<p>Tira de la cisterna cuando termines de usar el baño</p> <p>Lávese las manos</p> <p>Deposita tu basura en los contenedores</p> <p>Vuelve a tu clase cuanto antes</p>	<p>Manténgase en la fila</p>	<p>Seguir las instrucciones de los adultos</p> <p>Mantenga el autobús limpio</p>	<p>Camine hasta la fila cuando suene el silbato</p> <p>Sigue las reglas del juego</p> <p>Ponga el equipo en su lugar</p>	<p>Sentarse con las piernas cruzadas</p> <p>Aplaudir apropiadamente</p>
Somos precavidos	<p><u>Mantenga 3 pies de distancia</u></p> <p><u>Utilice desinfectante de manos cuando sea necesario</u></p> <p><u>Hay que usar MASCARAS o menos que estas comiendo</u></p> <p>Utilizar correctamente los materiales</p>	<p><u>Mantenga 3 pies de distancia</u></p> <p><u>Lávese las manos antes y después de comer</u></p> <p>Mantenga sus manos y pies para usted</p> <p>Coma su propia comida</p> <p>Camine</p>	<p><u>Mantenga 3 pies de distancia</u></p> <p><u>Lávese las manos inmediatamente después de ir al baño</u></p> <p><u>Usar máscaras todo el tiempo</u></p> <p>Mantenga sus manos y pies para usted</p>	<p><u>Mantenga 3 pies de distancia</u></p> <p><u>Usar máscaras todo el tiempo</u></p> <p>Camine</p> <p>Mantenga sus manos y pies para usted</p>	<p><u>Mantenga 3 pies de distancia</u></p> <p><u>Usar máscaras todo el tiempo</u></p> <p>Permanezca en su asiento</p> <p>Mantenga sus manos y pies para usted</p>	<p><u>Mantenga 3 pies de distancia</u></p> <p>Utilizar el equipo correctamente</p> <p>2 silbatos - parar, mirar y escuchar</p> <p>Mantenga sus manos y pies para usted</p>	<p><u>Mantenga 3 pies de distancia</u></p> <p>Mantenga sus manos y pies para usted</p> <p>Camine</p>



Tener éxito en el aprendizaje y en la vida mediante acciones respetuosas, responsables y prudentes

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Consequences for inappropriate behavior will be based upon the severity of the behavior. Parents will be notified of serious behavior incidents. Due process will be followed.

The following actions may be taken for inappropriate behavior:

- Verbal reminder/warning
- Work in alternative location
- Loss of recess/supervised recess
- Restitution
- Loss of special activities/privileges
- Parent/guardian meeting
- School suspension (in or out of school)
- Expulsion

BARNSTABLE SCHOOL BUS RULES AND REGULATIONS

If you have questions regarding bus stops, pick-up or drop off times or other concerns please contact First Student Bus Company 508-362-4663 or Barnstable Public Schools Transportation Coordinator, Sandy Gifford at 508-790-6498.

Students are expected to obey the directions of the driver, and to behave in a safe and courteous manner. The school discipline code is in effect on the school bus and when loading and unloading. Any of the following rules violations may result in a School Bus Incident Report being filed with the Principal.

BUS RULES:

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

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

BUS INFRACTIONS:

1. Bullying/Fighting/Pushing/Tripping
2. Eating/Drinking/Chewing Gum
3. Throwing Objects In or Out of Bus
4. Behavior that Affects the Safety of Self or Others
5. Improper Boarding/Departure Procedures
6. Bringing Articles Aboard Bus of Injurious or Objectionable Nature
7. Failure to Remain Seated
8. Refusing to Obey Driver
9. Hanging Out of Window
10. Lighting Matches/Smoking on Bus
11. Spitting/Littering
12. Unnecessary Noise
13. Tampering with Bus Equipment
14. Rude, Discourteous and Annoying Conduct
15. Destruction of Property (e.g., Vandalism of Bus Seats)

First Bus Incident Report: The Principal or his/her designee will notify the parent of the student's assigned seat, or more significant consequence if warranted, on the bus until further notice.

Second Bus Incident Report: Temporary loss of privilege to ride the bus (1 to 3 days), or more significant consequence if warranted, at the discretion of the Principal or his/her designee. Student, parent/guardian, teacher, and bus contractor to be informed via phone call home and slip sent home.

Third Bus Incident Report: Calls for parental conference with contractor, driver, principal and or his designee, and at least 1 parent/guardian of the child. Child to be removed from the bus until a conference is held and consequences are determined.

RETURN HOME BUS POLICY - KINDERGARTEN STUDENTS

The safety of the child is of paramount importance to Barnstable Public Schools. Therefore, a parent or a named authorized person is expected to be out at the bus stop as the bus arrives. If the aforementioned person is not out at the bus stop as the bus arrives, the bus driver will take the youngster back to school. The principal or his/her designee will make a reasonable attempt to notify the parent of the whereabouts of the child. At the end of an hour, if a parent has not been reached, the Police Department will be notified to request an officer be assigned to immediately work with school personnel in attempting to locate parents or relatives and, if it becomes necessary, an appropriate agency to take custody of the child. Each school year the parent, via a written note, has the right to waive this procedure. However, in doing so, the parent assumes full responsibility for the safety and well-being of the child. A telephone call is not an accepted form to waive the above policy.

[2025-2026 School Calendar](#)

For all other topics, procedures, and regulations not addressed please refer to the Barnstable Public Schools Handbook 2025-26

The following is the Barnstable Public Schools Student Handbook, which applies to each school, student, and staff member in the district. Each school also publishes a Student Handbook, which applies to students and staff within that school.

To access the Barnstable Public Schools District Handbook online, [visit here](#).



BARNSTABLE COMMUNITY INNOVATION SCHOOL

FAMILY HANDBOOK 2025/2026

SIGNATURE ACKNOWLEDGEMENT and AGREEMENT

My signature indicates that I (we) have reviewed the contents of the student handbook and understand all of statements, policies, rules, and regulations set forth, including the information concerning attendance and technology use.

Signature of Parent/Guardian: _____

Signature of Student: _____

Student's Name (Please Print): _____

Date of signature: _____