



**BARTON**  
ACADEMY

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ADVANCED WORLD STUDIES

## Parent/Student Handbook



@BartonAcademy



@BartonAcademyExplorers



@barton\_academyaws

**2024-2025**

## History of Barton Academy

**1826** – Led by Willoughby Barton, a state legislator from Mobile, the state establishes the Board of School Commissioners of Mobile County, the state’s first public school system.

**1830** – School commission buys an entire city block on Government Street as a site for its future school.

**1830-1836** – The commissioners have difficulty raising money to construct the school. Eventually the state legislature allows the commission to raise funds through a lottery. By early 1836, they have \$50,000 in lottery funds, a \$15,000 municipal loan and some private donations, including a large private donation from local millionaire Henry Hitchcock.

**1836** – James Gallier Sr. and brothers James and Charles Dakin are selected as the architects. They work simultaneously on Barton and Government Street Presbyterian Church.

**1836** – Construction begins on Barton.

**1839** – Barton is ready for students, but the school commission has accumulated too much debt to offer free classes. Classrooms are rented to private and denominational schools, with the school commission contributing support funds.

**1852** – After more than a decade on a semi-public plan, the commission reorganizes and reopens Barton as a true public school. Barton becomes the model for Alabama’s public school system.

**1860** – Barton is closed during the Civil War.

**1865** – Barton reopens after the war.

**1899** – Barton is expanded with wings on the east and west sides.

**1904** – J.D. Yerby School is added to the north side of Barton campus.

**1926** – Murphy High School opens and Barton becomes a middle school.

**1934-1937** – Barton is surveyed by the Historic American Buildings Survey, resulting in a large collection of photos and drawings maintained at the Library of Congress.

**1960s** – Barton closes to classes and becomes the central office for Mobile County Public School System.

**1970** – Barton is added to the National Register of Historic Places.

**2005** – Barton Academy is named to Alabama’s "Places in Peril" by the Alabama Historical Commission and the Alabama Trust for Historic Preservation.

**2007** – The school board relocates its central office to West Mobile.

**2009** – Barton Academy is re-named to Alabama’s “Places in Peril.”

**2009** – Local preservation groups – including Mobile Historic Development Commission, Historic Mobile Preservation Society and Downtown Mobile Alliance – rally support for preserving Barton and form the Barton Academy Historic Preservation and Restoration Committee to explore a new life for the historic complex.

**2012** – Barton Academy Foundation is incorporated as a 501(c)(3) non-profit organization. The foundation’s mission is to assist the school system in raising awareness and funds to create Barton Academy for Advanced World Studies as an innovative educational institution and an engine for growing Mobile’s economy.

**2013** – The Mobile County Public Schools allocates \$3.5 million from its \$100 million construction bond for repairs to the exterior of Barton Academy.

**2015** – Mobile County Public Schools completes a \$4.2 million exterior renovation – renewing every surface from the fence to the top of the dome.

**2020** – Barton Foundation reaches \$14 million goal to renovate Barton interior and construction begins.

**2021** – Barton Academy reopens to students in August for the first time since 1965 as Barton Academy for Advanced World Studies.

**Vision:**

The vision of The Barton Academy for Advanced World Studies is to develop life-long learners who graduate from high school prepared for future endeavors.

**Mission:**

The mission of The Barton Academy for Advanced World Studies is to create a safe and innovative learning community that promotes respect and high expectations, provides project-based, real-world learning opportunities and advanced tools for students to shape and create their future.

*\*Developed with input from Barton's Inaugural 2021-2022 9<sup>th</sup> Grade Class*

**Logo & Hashtags:**

*#BartonExplorers #undertheBartondome*

**2024-2025 School-Wide Quarterly Themes for PBL (Project-Based Learning):**

Under the Barton *Dome*....

**D** - Discovery

**O** - Opportunity

**M** - Meaning

**E** - Exploration

Q1 - "The real voyage of discovery consists not in seeking new landscapes, but in having new eyes." Marcel Proust

Q2 - "Seize the opportunity. Learn and experience everything you can and use it to change the world." Rodney Williams, Jr.

Q3 - "If we want to make meaning, we need to make art. As long as we are creating, we are cultivating meaning." Dr. Brene Brown

Q4 - "Exploration is a wonderful way to open our eyes to the world, and to truly see that impossible is just a word." Richard Branson



Dear Parents, Guardians, and Students,

It is my honor and privilege to work with the students, parents, faculty, and staff at Barton Academy. Barton Academy for Advanced World Studies serves as a model of exemplary innovative educational practices. Our "Barton Explorers" engage in project-based learning which is a curricular approach that is driven by student questioning, exploration, critical-thinking, and problem-solving. Students are provided a wealth of educational experiences and advanced course options with a central theme of world studies, fine arts, entrepreneurial and design thinking.

I am passionate about creating an educational environment that teaches students to own their learning, encourages creativity, collaboration, communication, critical thinking, and values diversity. Our students and staff have been remarkably successful within our first three years since our grand reopening, and I am excited to begin another successful year with our Barton Explorers. I can't wait to kick-off our 2024-2025 school year and watch our inaugural group of 6<sup>th</sup> grade students finish their freshmen year #undertheBartonDOME! Please know that I and our faculty and staff are committed to providing a world-class education. We are dedicated to supporting our students as they experience all we have to offer.

Sincerely,  
Dr. Amanda Jones

## Lunch Schedule 2024 – 2025

|               |                |
|---------------|----------------|
| 10:55 – 11:20 | Seventh        |
| 11:41 – 12:06 | Eighth & Ninth |
| 12:20 – 12:45 | Sixth          |

*\*Barton Academy's meals are prepared at another school location and transported to Barton for breakfast and lunch. Students may choose to eat the school's meals at no-charge for breakfast and lunch or bring their own meals. Meals must be brought to school in a lunch bag when students come to school. Lunch may not be delivered to students by parents or any other method.*

*\*Please note that according to federal guidelines, outside food containers (i.e., fast food bags, boxes) are not to be brought into the cafeteria. If you bring outside food items they must be in non-labeled bags or packaging.*



**Barton Academy for Advanced World Studies**  
**UNIFORM REQUIREMENTS**

**2024-2025**

We want our Barton Academy students to dress for success! Our uniform is mandatory for grades 6 through 9. Parents may be called to bring uniform attire if students are out of uniform. Repeated uniform infractions may lead to disciplinary action.

*\*Contact our school counselor or principal if uniform assistance is needed.*

**Tops:**

**Zoghby's** Blue Oxford with Barton Logo. \*Tucked in\*

School approved spirit shirts may be worn on Friday's and to PE

**Bottoms:**

**Zoghby's** Light Grey Flannel Pant

Additional Girl's Option: **Zoghby's** Plaid 1D Skort

**\*During hot months, students may wear shorts underneath uniform for a quick PE "dress out" option.**

**Accessories:**

**Black leather-style belt** must be worn with uniform pants that have belt loops.

Black socks.

**Tights/Leggings** (on cold weather days) must be **solid black** when worn under skorts.

Headbands and/or bows must **MATCH UNIFORM**, be worn in hair, and not be distracting.

**Undershirts** must be **solid white or Barton spirit shirts (if wearing for PE)**.

**Shoes:** **SOLID BLACK** low-cut, closed-toe, closed heel shoe OR Zoghby's black/grey saddle oxford. (No high heels, wheels, high-tops, boots, or sandals.)

**\*Soles** may be black, white, or grey (NO OTHER COLORS)

**Other Items:**

**Backpacks-** Solid or two-toned color preferred (preferably blue, black, or grey). No rolling backpacks. School appropriate designs only.

**Jewelry-** Must be suitable for business attire. No more than one or two bracelets per wrist.

Simple earrings and necklaces that do not distract from learning. No flair.

**Hair** – Natural hair tones and cuts/styles that do not distract from the learning environment.

Hair scarves and bows must match uniform. No hats (unless pre-approved) or character headbands.

**Outerwear:**

**SOLID BLACK** jackets or sweaters may be worn inside **or** Barton (sold) team wear. Zoghby's has several options that can be monogrammed with the Barton logo. Students will be asked to remove and put away any outer wear that is not **SOLID black or Barton**. The only permissible writing is our BARTON LOGO. Otherwise, the outerwear must be solid black with no writing.

**\*Please label outerwear so lost items can be returned to students.**

## **Barton Academy for Advanced World Studies Take-In and Dismissal Procedures**

Barton's beautiful Downtown location within the heart of the City of Mobile creates many wonderful opportunities for our students including business and community connections and walking field trips. Our location also requires deep consideration of traffic flow and parking to maintain positive community relationships.

### **Carpool Procedures:**

Routes were reviewed by Barton administration, City of Mobile traffic engineers, and the City of Mobile Downtown Police Precinct to determine the most efficient route for Barton carpool that would cause the least disruption to routine traffic. **Barton's take-in and dismissal routines for carpool and before and after school care will utilize St. Louis and Cedar streets ONLY.** The carpool route will be monitored and enforced. Follow the directions below to avoid concerns and to assist us in maintaining a positive relationship with our Downtown community. **Please do not begin lining up for carpool until at least 7:00 a.m. and 2:10 p.m. to avoid unnecessary traffic back-up.** Share these procedures and expectations with any person responsible for picking up your child.

**Directions from I-165 to Water Street:** Turn RIGHT from Water Street onto St. Louis. Travel St. Louis Street to Cedar. Turn LEFT onto CEDAR. **The Barton carpool line will BEGIN at the CEDAR and CONTI Stop sign.** PARK your car along the LEFT SIDE of the street in a single line being extremely careful to AVOID BLOCKING businesses, parking lots, and housing entrances. Also, AVOID BLOCKING INTERSECTIONS at St. Michael, St. Francis, and Dauphin Street.

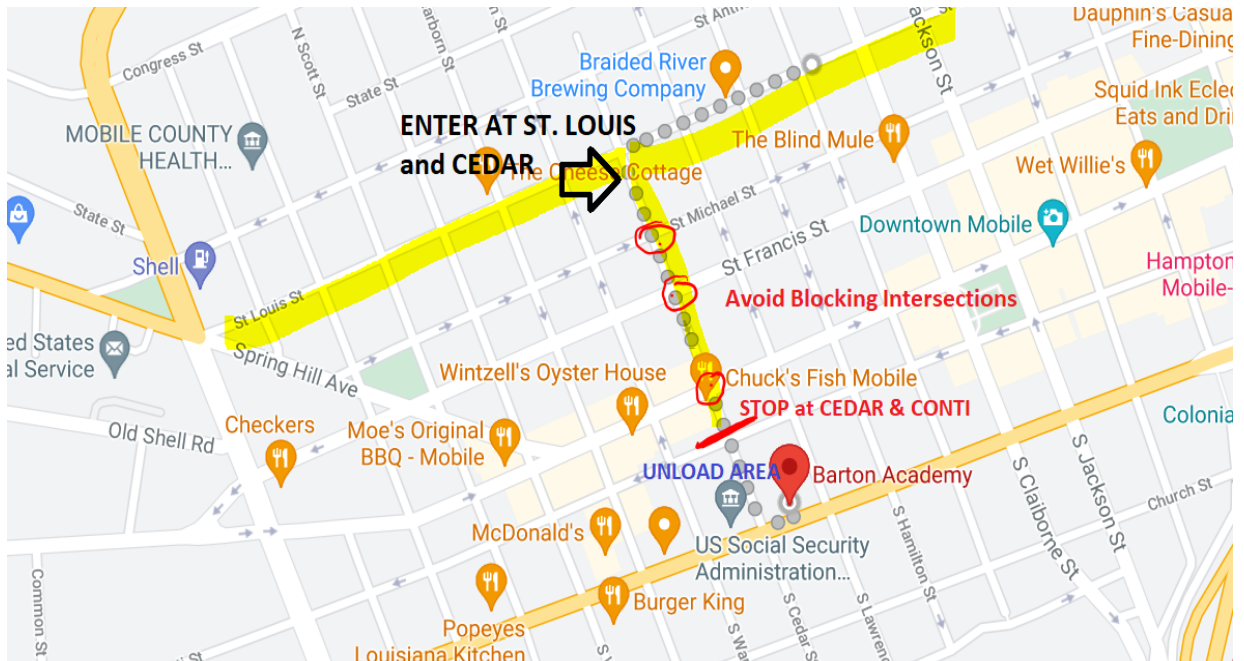
**Directions from Spring Hill Avenue:** At Spring Hill and Broad, merge left onto St. Louis Street. Travel along St. Louis until you reach Cedar. Turn RIGHT onto CEDAR. The Barton carpool line will BEGIN at the CEDAR and CONTI stop sign. PARK your car along the LEFT SIDE of the street in a single line being extremely careful to AVOID BLOCKING businesses, parking lots, and housing entrances. Also, AVOID BLOCKING INTERSECTIONS at St. Michael, St. Francis, and Dauphin Street.

**\*\*At approximately 7:15 and 2:25, Barton faculty and/or traffic guards will move the carpool lanes forward along Cedar beside Barton. Once traffic is pulled into the carpool "unload" /load area, you will be notified by faculty to unload vehicles. Students will unload and load their cars ONLY in the unload area (along the Barton gate on Cedar) and enter the Cedar side gate. DO NOT UNLOAD VEHICLES BEYOND CONTI. Afternoon dismissal students will receive carpool tags that should remain in your vehicle for pick-up.**

**Reminders: St. Louis at Cedar is the ENTRANCE to the Barton carpool line. DO NOT attempt entering the carpool line at another through street (i.e., St. Michael, St. Francis, or Dauphin).** Doing so may result in ticketing due to obstructing traffic flow. We cannot cause traffic back-ups on through streets, and "line cutting" will not be permitted or tolerated.

*\*Morning Explorer Extended Care students must be dropped by no later than 7:10 a.m. to avoid interfering with bus and carpool. Afternoon EEC should not be picked up earlier than 3:15 to avoid interfering with bus and carpool.*

### Carpool/ EEC Route Map:



### Bus Procedures:

Bus students will be picked-up from their ZONED middle school according to the magnet bus routes posted on [mcpss.com](https://www.mcpss.com). These will be updated by the MCPSS Transportation Division over the summer. To locate magnet bus routes, visit <https://www.mcpss.com/busroutes>. Your child will be transported from his or her zoned school to the magnet bus hub located at Clark-Shaw Magnet. From there, your child will catch their bus to Barton. Barton buses will unload at approximately 7:15 a.m. on Conti Street and enter the Cedar Street gate. Bus students will be dismissed at 2:20 p.m.

### Explorer Extended Care Procedures:

Parents will park on CEDAR STREET in parking spots near the social security building and enter the Barton Cedar Street gate to drop and pick-up their students from EEC. Students must be dropped between the hours of 6:30 a.m. – 7:10 a.m. and picked up between 3:15 p.m. – 5:45 p.m.

### Walkers:

There will be a special permission form for students designated as “walkers”. For safety, we prefer students be monitored by an adult, but the permission form will allow parents to make that final decision with the understanding that Barton faculty and staff are not held liable for students once they leave campus. Walkers must reside within a 1.5-mile radius to be granted permission to walk or bike home *or* to a parent place of employment. Otherwise, utilize our carline for the safety of our students and the appropriate flow of traffic. **Students may not walk and meet parents in parked cars on side-streets or local establishments unless it is the parent’s place of employment. Some parents grant permission for students to walk to the Mobile Public Library teen center after school. If this is your choice you may write this location on your walker form, but again, the parent is responsible for the safety and care of their walking child once the student leaves campus.**



## MORNING TAKE-IN: 7:15 – 7:35

\*Doors will be closed and locked at 7:35. Students are then required to buzz-in and come to the office for a tardy slip. *Tardies will begin the 2<sup>nd</sup> week of school to allow time for everyone to become familiar with carline routines.*

## AFTERNOON DISMISSAL: 2:20 (Bus Students)

2:22 (Car Riders)

2:35 approx. (Walkers) -Dismissed with 2<sup>nd</sup> round of carline students

\*Once students and parents become acclimated to routines our carline is complete by 2:40-2:45. The first week or two typically takes longer due to everyone becoming familiar with new routines. Please exercise patience.

\*ANY student remaining on-campus beyond school hours without permission (late pick-up from carpool, missed bus, late pick-up from after school practice, etc.) will be taken to EEC and charged a \$15.00 daily fee which will be expected at pick-up.

***\* Refrain from texting and talking on cell phones while on campus.***

***\*Loud music is not allowed in carpool. Turn your radio down prior to arriving in the pick-up/drop off lane.***

***\*Smoking (i.e., vapes, cigarettes, weed, cigars) on campus (including the carpool line) is prohibited.***

***\*Parents are asked to remain in their cars. Staff will assist your child getting to their car.***

***\*Please practice car pool numbers with your child daily. This helps the line flow quickly and smoothly.***

***\*It is expected that traffic laws are obeyed in carpool. (i.e., Children buckled appropriately, children not allowed in truck beds, no texting and driving) We reserve the right to report unsafe traffic behaviors to authorities for the safety of our students.***

## **General Information**

### **Teacher Conferences and Classroom Visits**

Parent conferences can be arranged through our office or by written request to the teacher via letter or email. Should you need to speak with a teacher, please leave a message with the school secretary so your call can be returned during the teacher's planning period. **All teacher conferences and/or classroom visits must be prearranged and preapproved. Conferences and/or classroom visits must be kept to a maximum of 30 minutes to ensure that the instructional day is not interrupted.** Teachers are teaching with the exception of their planning period and are sometimes involved in meetings during their planning. Please understand they may not be available to respond to emails or phone calls immediately. **Teachers are not expected to respond to communications outside of their workday.** Please be respectful of their time and allow ample opportunity for them to respond during workhours. **Do not text or use social media for parent/teacher or admin communication.** Utilize email or leave phone messages out of professional courtesy. Always work with your student as your FIRST mode of communication. We want our students to own their learning and gain academic independence, therefore, our students in most cases should be able to communicate their school day to parents without excessive need to contact the teacher.

### **Administrator Conferences**

Administrator conferences **must be scheduled**. Should the need arise, call the office to schedule administrator conferences or email the principal or assistant principal (if applicable) with your concerns. Please email the principal directly when concerns arise if your concern cannot or wasn't addressed by a teacher. School business should be discussed with school administrators or personnel – not other parents or through social media. Concerns cannot be addressed if they are not appropriately reported.

### **Media Access**

#### **\*PUBLIC NOTICE TO PARENTS WITH CHILDREN IN MOBILE COUNTY PUBLIC SCHOOLS**

Occasionally, representatives of the news media seek access to public schools within the Mobile County Public School System. Quite often these visits involve filming, taping, and interviewing students. Furthermore, students are sometimes filmed, taped, or interviewed in the production of educational or promotional material for use by the Mobile County Public School System. If you object to your child or children being filmed, taped, or interviewed, you must notify your child's teacher in writing. Be advised, while every effort will be made to honor your written request, it is necessary for parents to explain to their children that they are not to be filmed, taped, or interviewed. The parents should also make sure teachers and administrators are aware of their objections.

### **Health Room**

We are only permitted, by state law, to administer medication that has been prescribed by a physician. Forms are available in the first aid office and must be completed before medication can be administered. Directions on medications and forms must have the same information or the medicine will not be administered. Over the counter medication must also be labeled with the physician's instructions and accompanied by doctor's prescription and other forms required by the school.

Each teacher will send students to the office to receive medication prescribed by a physician.

**Students should never have medications on their person or in their bookbag. This is a violation of the MCPSS Student Code of Conduct.** It is also unsafe for our students. *Please notify the school immediately of phone/address changes during the school year. In case of an emergency, the school must have the phone number of someone to contact at all times.*

### **Lost & Found**

Money or other valuables found should be submitted to teachers or administration personnel. **Please label all outer clothing.** Please be aware that expensive items or those with personal worth need to stay at home. **Lost items are the owner's responsibility.**

Items accumulated and unclaimed in lost and found will be donated to a local charity.

### **Visitors and Volunteers**

**ALL** visitors are expected to sign-in at the school office and obtain a visitor's pass. This is for the protection of the children. Volunteers coming to assist at the school are also required to sign in and wear an identification tag. As an added security measure Barton has doorway cameras and a "call" button at the front door. Press the call button to reach a staff member who will assist you prior to entering the building. **All visitors are required to present a driver's license and be currently listed on the student's contact information.**

### **Honors Ceremony**

We hold a yearly honors ceremony in May. Additional awards/treats are provided quarterly (or by semester) for grades and any other award we deem appropriate.

### Textbooks

The majority of subject matter is taught through a variety of resources. Each individual teacher will share information concerning major resources used in his or her classroom when they provide their syllabus. If a student textbook is removed and used by a student, it is the student and parent's responsibility to return the book in good condition or a fee will be charged.

If an assigned textbook is damaged or lost, the student/parent is responsible for the cost of repairing or replacing the damaged or lost textbook. *Please understand* that teachers use a variety of resources for their instruction and do not simply teach directly from a textbook. All standards are not covered directly in a textbook. Should you need additional resources for your child, place this request in writing to your teacher and they will assist where possible.

### Library

The media center is the hub of our school and is open during school hours. Books are checked out for a "one week" period with three (3) week renewals. Overdue notices will be sent home when necessary. After **three** (3) overdue notices, the student is expected to pay for the book. No refunds will be made if the book is found after payment has been made to the library.

### Field Trips

Field Trips are educational excursions that occur during school hours. These excursions are planned by a teacher to correlate with the regular classroom instructional program. In planning a field trip, the following guidelines and procedures should be followed:

1. Permission slips: Our legal responsibility requires that we obtain parental permission for each field trip that must be turned in prior to the trip. Students may not participate without a permission slip. A "walking field trip" permission form will be sent home with each student to provide walking permission for various excursions throughout the year.
2. Trips that require pupils to pay entrance fees or any other monies are kept to a minimum. *Please contact your child's teacher if you are unable to pay for a field trip.*
3. Students must wear school uniforms on all field trips and school-sponsored events.
4. **No refunds** are given when students are unable to attend field trips. Buses/tickets are reserved and paid for in advance; therefore we are unable to make refunds.
5. Parents chaperoning field trips should ride the bus with students. Parents/Chaperones MAY NOT follow in personal vehicles per the MCPSS field trip policy unless an exception is made. Chaperones must sign stating they agree to follow MCPSS procedures.
6. **Siblings are not allowed on field trips.** When attending as a chaperone, make arrangements for siblings.
7. Field trips AND Extra-curriculars are considered a privilege. We desire for all students to have the opportunity to attend educational excursions and participate in extracurriculars; **however, the school reserves the right to withhold "extras" for students who have frequently struggled with following school rules and procedures or are not maintaining magnet grade standards.**

**Birthday parties are not allowed on campus.** Parents are welcome to send a "special snack" as long as it has been **prearranged with the child's teacher.**

**\*No balloons, flowers, guests, presents, etc.**

### Holiday Activities, Presents, Etc.

**Children are not allowed to receive delivered presents (i.e., balloons, flowers, stuffed animals) at school for any occasion (birthday, Valentine's Day, etc.)** Unfortunately, this can serve as a disruption to the school day and may pose difficulties during dismissal.

### **Snacks**

Most days students may be allowed time within the instructional day to eat an additional snack. Please understand that instructional time must be safe-guarded and students will often eat snack while learning and/or working on a task. Please be mindful of the type of snack you provide for your child. Snacks should be something that your child can manage on his or her own and NOT cause mess or distraction. Avoid sending snacks with strong odors or snacks that may become messy (i.e., cheesy, powdery, crumby) Also, please understand that occasionally the day may not lend itself to an additional snack time. **Snacks should come to school with the child. Do not drop snacks/lunches by the office.** School snacks may also be sold throughout the year as a fundraiser for our athletic department.

### **Classroom Interruptions:**

Our primary concern is the safety, well-being and education of our students. Classroom interruptions MUST be kept to a minimum. Please make every effort to send all needed materials to school with your child each day and avoid bringing items to the office for delivery (snacks, bookbags, homework, lunch, messages, etc.) We recognize that emergencies arise and occasional mistakes happen, but this should be a rare occasion. **We will not interrupt instruction to call students or make deliveries except on a rare occasion or in case of family emergency. Please plan accordingly.**

### **Dismissal Changes:**

**ALL** changes in dismissal routine MUST be made in writing. SEND THESE CHANGES TO YOUR CHILD'S TEACHER THE MORNING OF OR DAY BEFORE THE NECESSARY CHANGE. We cannot accept dismissal changes over the phone. Again, this causes disruption to the instructional day when having to call or deliver messages regarding changes. We understand emergency situations arise, but we will not allow constant day to day changes through the office. Please plan accordingly.

## **ADDITIONAL SERVICES**

### **Counselor**

Barton Academy has a full-time counselor on staff. The Counselor provides a neutral non-judgmental and caring environment in which a child feels comfortable working out his/her problems. The counselor also assists students in their adjustment to school and the development of good study skills in order for them to better meet the challenges of the school year.

### **Report Cards/Student Progress**

Report cards are issued four (4) times during the school year. Parents are notified of student progress through mid-quarter reports. Parents may check grades at any time using the **Schoology** portal.

**EXTENDED DAY PROGRAM** Barton houses its own Extended Day Care Program. It is a fee-based program. The hours are 6:30 am until 5:45 pm five days a week. Students who arrive on campus prior to faculty supervision at 7:15 or are not picked up by 3:00 pm in the afternoons will be placed in this program and a fee will be charged.

We understand that emergencies arise, but this will reassure you that your child will be under adult supervision.

## **Barton Academy for Advanced World Studies Barton Explorer Behavioral Norms**

**Students, faculty, and staff will maintain a high standard of conduct and are expected to treat others with respect. The following school behavioral norms will guide our learning community:**

Barton Explorers maintain a respectful atmosphere conducive to learning.

Barton Explorers care for the property of the school, others, and ourselves.

Barton Explorers treat others with kindness and respect, even when we disagree.

Barton Explorers come to school prepared to learn.

Barton Explorers find an adult to help with our problems.

**The following norms will guide technology use at Barton Academy:**

Technology use should enhance student learning and not serve as a distraction to student learning. Therefore, **students are expected to place technology out of sight unless the technology is being used for learning purposes.**

Technology use should positively promote Barton students and our school both during the school day and outside of the school day.

Students are expected to report any misuse or unsafe digital behavior to an adult at school.

Technology use in restrooms is **prohibited**.

Technology use during lunch or designated breaks (with teacher permission) should positively promote Barton students and our school and should never serve as a distraction or negatively impact our school or students.

Technology can serve as a powerful tool for student learning and research when used appropriately. If used inappropriately, technology use will be suspended or prohibited on campus. Use technology wisely. Remember, your digital footprint follows you for years to come.

## **Barton Academy for Advanced World Studies**

### **Teacher and Staff Procedures Regarding Student Misconduct:**

**“A” or minor “B” offenses -**

- 1) Individually conference with student (warning)**
- 2) Contact parent via email, phone, or notification letter**
- 3) Counselor Referral**
- 4) Parent/Teacher Conference**
- 5) Refer to Administrator for Consequence: (Detention, In-School Suspension, or Out of School Suspension)**

**\*Maintaining appropriate conduct is required for magnet school continuation. Students are expected to come to school ready to learn and give their best effort. More severe “B” offenses or “C”, “D”, and “E” offenses will result in immediate administrator referral.**



## Barton Academy for Advanced World Studies Digital Learning Agreement

**As a student and a digital citizen, I agree to:**

### **Be responsible. I will ...**

- Do my best to complete my schoolwork and assignments.
- Store my personal cell phone and earbuds **away** unless or until my teacher has granted permission for use.
- Maintain a positive digital footprint.
- Never share negative or degrading information about my peers or school.
- Take care of my school-issued device by:
  - not dropping or tossing it.
  - putting it down on a clean, flat surface.
  - not eating or drinking when I use it.
- Tell my teacher and parent or caregiver if my device is broken, stolen, or lost.

### **Stay safe. I will ...**

- Not share my personal or school account passwords with anyone other than my teacher and parent or caregiver.
- Not create accounts or share private information without my family's permission. (This includes my full name, date of birth, address, phone number, and photos or videos of myself.)
- Tell my teacher or an adult I trust if anything makes me feel uncomfortable online, or if anyone acts inappropriately toward me.
- Only visit sites and apps that my school and family permit.

### **Think first. I will ...**

- Remember that teachers and administrators can see whatever I say and do on a school-issued device during video meetings, in emails and chats, and on shared documents.
- Not post anything online that I wouldn't want my family, teachers, college admissions officers, or future employers to see because posts and comments can be saved and shared without my knowledge.
- Investigate whether a source is credible because not all information online is true.
- Give proper credit whenever I use, reference, or share someone else's creative work online.

### Speak up. I will ...

- Communicate with my teacher if I'm confused about or need help with anything, if I'm having trouble managing my workload, or if I can't access something I need for class.
- Be a good friend to my classmates by not bullying, humiliating, or upsetting anyone online, and also by speaking up or asking for help if I see someone being treated poorly.

### Stay balanced. I will ...

- Avoid multitasking while I'm focusing on schoolwork or homework.
- Help my family come up with a reasonable media plan and follow it.
- Include time in my day for doing activities that don't involve electronic devices including communicating and interacting with my friends at lunch.
- "Pause for people" by looking up and paying attention if someone wants to talk to me when I'm on my device.
- Be free from phones and earbuds while walking and transitioning around the school.
- Store my phone away while engaging in physical education activities.

### In exchange, my parent or caregiver will ...

- Support my digital learning and set me up for success by monitoring my device use.
- Communicate regularly with my teacher about my progress.
- Ask me how I'm using technology responsibly to learn, create, and participate as a digital citizen.
- Limit device use if devices are used inappropriately.

\*I have read and understand the expectations of digital citizenship at Barton Academy. I understand that misuse of my device may result in removal of my device from my possession and/or disciplinary action in accordance with the MCPSS Code of Conduct.



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Signed by student:

Signed by my parent or caregiver: