

TRAFFIC AND PARKING CONTROLS

Driving and parking on school property are privileges granted by the Committee to persons who have reasons to be in the schools or on school property.

The school administration will develop in cooperation with local traffic authorities and traffic regulations, a plan for accommodating the flow of traffic on school roadways.

The assignment of parking areas to staff, students, and visitors to the school will be the responsibility of the school administration, consistent with School Committee policy.

Adoption: 4/11/2005

First reading 2012 revision: January 23, 2012

Second reading: February 9, 2012

Adoption: February 27, 2012

Proposed reconsideration: February, 2017

Hull Public Schools

ENERGY CONSERVATION

The Committee believes that measures should be taken to conserve energy resources and to curtail expenditures of funds.

The Committee directs the administration, supported by the school staff, to implement all operating procedures to reduce energy consumption in the schools as approved by the Committee. The Committee further directs the administration and the staff to continually assess the consumption of energy and make recommendations for improved use of energy resources.

Adoption: 5/23/2005

First reading 2012 revision: January 23, 2012

Second reading: February 9, 2012

Adoption: February 27, 2012

Proposed reconsideration: February, 2017

Hull Public Schools

MAINTENANCE AND CONTROL OF TEXTBOOKS AND INSTRUCTIONAL MATERIALS AND EQUIPMENT

In an effort to reduce educational costs and to promote individual responsibility for public property, the Committee shall establish the following policy:

1. All students shall be issued the necessary textbooks and other instructional materials (workbooks, manipulatives, supplementary texts, etc.) for their course work.
2. Adequate receipted records shall be kept on all textbooks, instructional materials and/or equipment issued to students and will indicate the condition of the materials and/or equipment at the time it was issued (good, new, fair).
3. Students who fail to return issued textbooks, instructional materials and/or equipment are required to pay the cost of replacing them.
4. Students who attempt to return a book in such condition as would make it unable to be issued to another student will be instructed to retain the textbook and will be required to pay the cost of its replacement.

Adoption: 6/20/2005

First reading 2012 revision: January 23, 2012

Second reading: February 9, 2012

Adoption: February 27, 2012

Proposed reconsideration: February, 2017

Hull Public Schools

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

The School Committee wishes to be of assistance, whenever possible, to other town departments and community organizations. Therefore, permission to use school equipment such as projection screens, audio/visual, computers, etc. may be granted by the Superintendent upon request by responsible parties or organizations.

Staff members may use school equipment when the use is related to their school employment, and by students when the equipment is to be used in connection with their studies or extracurricular activities.

Proper controls will be established by the Superintendent to assure the user's responsibility for, and return of, all school equipment.

Adoption: 5/9/2005

First reading 2012 revision: January 23, 2012

Second reading: February 9, 2012

Adoption: February 27, 2012

Proposed reconsideration: February, 2017

Hull Public Schools

STUDENT TRANSPORTATION SERVICES

The major purpose of the Hull Public School's transportation services is to aid students in arriving at and returning from school and selected school-sponsored activities in an efficient, safe, and economical manner.

The Hull Public Schools will contract for transportation services. The School Committee will award contracts on a competitive bid basis. Bus contractors and taxi contractors, who will be held responsible for the safe operation of school buses, will comply with all applicable state laws and regulations, including but not limited to:

1. Specifications for school bus design and equipment;
2. Inspection of buses;
3. Qualifications and examinations of bus drivers;
4. Driving regulations;
5. Small vehicle requirements, if applicable;
6. Insurance coverage;
7. Adherence to local regulations and directives as specified in bid contracts; and
8. Background checks.

The Superintendent, working with the bus contractor and other appropriate administrators, will be responsible for establishing bus schedules, routes, stops, and all other matters relative to the transportation program.

LEGAL REFS: M.G.L. 40:5; 71:7A, B and C; 71:37D; 71:48A; 71:68; 71:71A; 71B:4; 71B:5; 71B:8; 74:8A; 76:1; 76:12Bi; 76:14

Adoption: 5/9/2005

First reading 2012 revision: January 23, 2012

Second reading: February 9, 2012

Adoption: February 27, 2012

Proposed reconsideration: February, 2017

Hull Public Schools

WALKERS AND RIDERS

Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms to applicable provisions of the Massachusetts General Laws.

Reimbursement to the Hull Public Schools for transportation costs is given by the Commonwealth only for (a) students living at least one and one half miles from school, (b) students who live more than one mile from the nearest bus stop, and (c) students with special needs for whom transportation must be provided.

Additionally, the Committee will provide transportation for students as follows, subject to funding:

1. Kindergarten: All students, except those living in immediate proximity to the school, as determined by the Superintendent;
2. Grades 1 - 5: Students living more than one mile from school;
3. Grades 6 - 8: Students living more than one and one-half miles from school; and
4. Grades 9 -12: Students living more than two miles from school.

Exceptions to these guidelines may be made at the discretion of the Superintendent.

LEGAL REFS: M.G.L. 40:5; 71:7A; 71:68; 71B:5

Adoption: 5/23/2005

First reading 2012 revision: March 19, 2012

Second reading: April 9, 2012

Adoption: April 23, 2012

Proposed reconsideration: April, 2017

Hull Public Schools

SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Children will be instructed in the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard;
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations;
3. All vehicles used to transport children will be inspected periodically for conformance with state and federal safety requirements; and
4. Formal classroom instruction on school bus safety will be provided at the elementary school and other grade levels when appropriate.

LEGAL REFS: M.G.L. 90:7b as amended by Ch. 246 Acts of 1986
M.G.L. 90:1 et seq.; 713:2; 713:7L
Highway Safety Program Standard No. 17

Adoption: 5/23/2005

First reading 2012 revision: March 19, 2012

Second reading: April 9, 2012

Adoption: April 23, 2012

Proposed reconsideration: April, 2017

Hull Public Schools

BUS DRIVER EXAMINATION AND TRAINING

The Superintendent will reserve the right to approve or disapprove persons employed by the bus contractor to drive school transportation vehicles.

1. Courteous and careful drivers will be required;
2. Each driver will file with the bus contractor a copy of an annual physical examination;
3. Only persons who are properly licensed by the state and have completed the driver training program will be permitted to drive school buses;
4. The contractor will furnish the Superintendent, and subject to review by the School Committee upon request, with a list of names of drivers and their safety records for the last three years; and
5. CORI checks are required for all drivers.

LEGAL REFS: Highway Safety Program Standard No. 17
M.G.L. 90:7B; 90:8A; 90:8A ½

Adoption: 5/23/2005

First reading 2012 revision: March 19, 2012

Second reading: April 9, 2012

Adoption: April 23, 2012

Proposed reconsideration: April, 2017

Hull Public Schools

STUDENT CONDUCT ON SCHOOL BUSES

The School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges or have lost transportation privileges.

State law requires that smoking be prohibited on all school buses. All Hull High School policies are in effect at bus stops and on the bus. Students who take the bus are required to enter the high school immediately upon getting off the bus. Failure to do so will be considered leaving school grounds without permission.

Adoption: 5/23/2005

First reading 2012 revision: March 19, 2012

Second reading: April 9, 2012

Adoption: April 23, 2012

Proposed reconsideration: April, 2017

Hull Public Schools

STUDENT CONDUCT ON SCHOOL BUSES

Good behavior in the buses is essential to health, welfare and safety of all passengers. Any act or disregard for the rules that distracts the driver endangers the lives of all concerned. School buses are considered an extension of the school day; all safety rules must be observed. State law requires that smoking be prohibited on all school buses.

Procedures for Drivers and Parents:

1. In case of any misconduct on a bus, the incident will be reported on the proper form to the school Principal. The Principal will report the incident to the parent.
2. In case of a repetition of misconduct by the same student or initial serious misconduct, the Principal may suspend the student's transportation privileges.
3. After a second offense or an initial serious offense, if any subsequent incident of misconduct occurs, bus privileges may be denied or suspended for the student and the responsibility for transportation will then rest with the parent.
4. Students will not be allowed to change buses.

Loading and Unloading at Bus Stop:

1. Riders must be on time. Bus drivers will not wait;
2. Riders will enter or leave the bus at regular stops only;
3. Students are to approach the bus in an orderly fashion and only when the bus has come to a complete stop;
4. Orderly behavior and respect for private property will be required; and
5. The riders, when entering or leaving the bus, must follow instructions and directions of the driver, including the assignment of seats when necessary.

Required Conduct Aboard the Bus:

1. Riders must remain in seats or in place when the bus is in motion;
2. Whistling and shouting are not permitted;
3. Profanity and obscene language are forbidden;
4. Smoking is prohibited;
5. The following disturbances are prohibited:
 - a. Pushing or wrestling
 - b. Annoying other passengers or disturbing their possessions
 - c. Talking to the driver, except in emergencies
 - d. Throwing objects within the bus or out of windows
 - e. Climbing over seats

- f. Opening or closing windows without permission
- g. Leaning out of windows
- h. Littering the bus
- i. Bullying or other abusive behaviors

6. Parents will be held responsible for any defacing or damaging of the bus.

Failure to comply and cooperate may result in the loss of bus privileges. While on the bus, students are subject to all the rules and regulations of the School Committee.

Adoption: 5/23/2005

First reading 2012 revision: March 19, 2012

Second reading: April 9, 2012

Adoption: April 23, 2012

Proposed reconsideration: April, 2017

Hull Public Schools

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

School buses will be used for the transportation of students participating in “non-athletic” co-curricular or extra curricular activities. However, when buses are not available, private vehicles may be permitted to transport students to or from “non-athletic” school activities that fall within the academic day or extend the school day provided all of the following conditions are met:

1. The activity has the approval of the Superintendent of schools.
2. The owner of the vehicle being used in transporting students must have personal liability insurance coverage on the vehicle in the amounts of \$100,000 - \$300,000 or more.
3. The parents of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.
4. Only an adult (non-high school student) licensed driver shall be allowed to drive the vehicle.
5. The vehicle shall be equipped with seatbelts and the number of passengers limited to the number of seatbelts available. Seatbelts shall be used at all times by all passengers when the vehicle is in operation.

STUDENT SELF-TRANSPORTATION

Parents who seek permission for their son/daughter to provide their own transportation to district sponsored “non-athletic” activities shall file their request, in writing, with the Superintendent stating, specifically, the nature of their request.

In all cases, parents requesting permission for their son/daughter to self-transport shall be required to affirm and verify that:

1. The vehicle to be used is equipped with seatbelts, which are operable, and in good repair. Seatbelts shall be used at all times when the vehicle is in operation.
2. The vehicle and driver shall be insured and properly licensed by the Commonwealth of Massachusetts.
3. No other student “passengers” may be carried by the student under this policy and these rules without specific permission of the Superintendent.
4. A form verifying certain desired information to be signed by the driver of the vehicle shall be kept on file.

The Hull Public School District shall be held harmless from any claims, suits, liabilities, causes of action or responsibility of any type for any accidents, injuries or death connected with this policy.

Adoption: 8/18/2008

First reading 2012 revision: November 19, 2012

Second reading: December 10, 2012

Adoption: January 7, 2013

Proposed reconsideration: January 2018

Hull Public Schools

STUDENT TRANSPORTATION IN PRIVATE VEHICLE RELEASE

Dear Parent/Guardian:

During the school year many of our students are involved in community service projects and various other school related activities that may take them to off campus destinations. These off campus activities add a valuable component to our curriculum and provide the participating students with many exceptional, varied and rewarding learning experiences. Signing this form will allow your student to transport him/herself and others, or travel with another student or students to these locations.

Please read the attached policy, fill in the statement(s) that apply to your student, and sign below.

I give my child, _____ permission to drive him/herself to _____.

I am the owner of the private vehicle and hereby confirm that it meets the liability insurance coverage that is specified in Hull School Policy EEAG.

I give my child, _____ permission to drive other students to _____.

I am the owner of the private vehicle and hereby confirm that it meets the liability insurance coverage that is specified in Hull School Policy EEAG.

I give my child, _____ permission to ride in an "approved" student's car to _____.

I am the parent/guardian of the student who will be transported in another student's private vehicle, an hereby confirm that I have been fully informed as to the means of transportation and give my permission for my son/daughter to travel to off campus school related destinations with another "approved" student.

If any, please indicate special instructions regarding transportation that is specific to your child.

The Hull Public School District shall be held harmless from any claims, suits, liabilities, causes of action or responsibility of any type for any accidents, injuries or death connected with this policy.

I have read and understand the attached policy.

Signature of parent/guardian

Date

Adoption: 8/18/2008

First reading 2012 revision: November 19, 2012

Second reading: December 10, 2012

Adoption: January 7, 2013

Proposed reconsideration: January 2018

Hull Public Schools

**TRANSPORTATION POLICY
USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS
BY EMPLOYEES AND VOLUNTEERS FOR STUDENT TRANSPORTATION
AND OTHER PURPOSES**

The School Committee recognizes the need for some school employees and volunteers to use their own automobiles for school purposes regularly or occasionally. To safeguard the district, employees, and students in matters of liability, particularly as this relates to an employee or volunteer transporting a student or students, the following policy shall be observed:

1. To use a private vehicle for school purposes, the employee or volunteer must have the written permission of the Superintendent or his or her designee;
 - a. This permission may be in the form of a standing permit for employees or volunteers who use their own cars regularly for school purposes. The permit shall state the particular purpose, and whether it includes transportation of students;
 - b. For all special trips involving students, including field trips, a special permit must be obtained in advance for the specific trip;
 - c. Drivers must have a current drivers license and proper insurance.
2. No student shall be sent on school errands using any automobile; and
3. Reimbursement for use of private vehicles will be made only when the staff person or volunteer has prior approval of the Superintendent, which shall indicate specifically the extent of reimbursment.
4. All safety procedures, including the use of seat belts and occupancy limits, shall be observed, including all applicable federal, state and local laws regarding the operation of motor vehicles
5. Any vehicle so used must be fully registered, have a current inspection sticker, be properly insured with limits of at least minimum coverage of \$100,000/\$300,000 coverage and be in a clean and safe condition.
6. The Superintendent, principal or authorized agent may impose additional conditions as the circumstances may warrant.
7. Any staff member or volunteer acting under this policy must acknowledge receipt, understanding and agreement to abide by the policy and have a current CORI on file.

I, the undersigned staff person or volunteer, acknowledge receipt of this policy, understand it and agree to abide by it.

Signature:

Print Name:

Contact Number:

Adoption: December 2014

First Reading 2014 Revision: October 6, 2014

Second Reading: October 20, 2014

Third Reading/Adoption: December 8, 2014

Proposed Reconsideration: December 2019

Hull Public Schools

**TRANSPORTATION POLICY FOR
USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS
STUDENT/PARENT/GUARDIAN ACKNOWLEDGMENT**

The School Committee recognizes the need for some school employees and volunteers to use their own automobiles for school purposes regularly or occasionally. To safeguard the district, employees, and students in matters of liability, particularly as this relates to an employee transporting a student or students, the following policy shall be observed:

1. To use a private vehicle for school purposes, the employee or volunteer must have the written permission of the Superintendent or his or her designee;
 - a. This permission may be in the form of a standing permit for employees or volunteers who use their own cars regularly for school purposes. The permit shall state the particular purpose, and whether it includes transportation of students;
 - b. For all special trips involving students, including field trips, a special permit must be obtained in advance for the specific trip;
 - c. Drivers must have a current drivers license and proper insurance.
2. No student shall be sent on school errands using any automobile; and
3. Reimbursement for use of private vehicles will be made only when the staff person or volunteer has prior approval of the Superintendent, which shall indicate specifically the extent of reimbursement.
4. All safety procedures, including the use of seat belts and occupancy limits, shall be observed, including all applicable federal, state and local laws regarding the operation of motor vehicles
5. Any vehicle so used must be fully registered, have a current inspection sticker, be properly insured with limits of at least _minimum coverage of \$100,000/\$300,000 coverage and be in a clean and safe condition.
6. The Superintendent, principal or authorized agent may impose additional conditions as the circumstances may warrant.
7. Any staff member or volunteer, or parent or guardian, acting under this policy must acknowledge receipt, understanding and agreement to abide by the policy.
8. I understand and acknowledge that it is my responsibility to provide transportation for myself and/or the student named herein to this activity and that the School Department is not responsible for same. I further acknowledge that the School Department may at its option from time to time provide transportation for myself and/or the student named herein via buses, staff or volunteer vehicles or other means of transportation. Unless I advise the School Department specifically in writing, I authorize myself and/or the student named herein to be so transported under this release and agreement via such buses, staff or volunteer vehicles or other means of transportation.

9. I further understand and acknowledge that from time to time students may arrange amongst themselves for transportation to school events, including students transporting students or others providing transportation. I agree and acknowledge that the School Department is not in any way responsible or liable for such transportation and that the same is not approved by the School Department. The School Department has no control over or responsibility for the condition of said means of transportation or the qualifications of any such drivers. Any assistance or facilitation provided in any manner by the School Department for any transportation that is not required by law is as a voluntary courtesy only.
10. I understand and acknowledge that it is my responsibility to be satisfied as to any particular transportation situations involving myself and/or the foregoing student.

I, the undersigned student, parent, or guardian of
acknowledge receipt of this policy, understand and agree to it and agree to the transportation of the foregoing child under this policy. I understand that this policy is not an explicit and specific assurance of safety and assistance. I understand that it is my responsibility to be satisfied as to any particular transportation situations involving the foregoing child.

Signature:

Print Name:

Contact number:

Adoption: December 2014
First Reading 2014 Revision: October 6, 2014
Second Reading: October 20, 2014
Third Reading/Adoption: December 8, 2014
Proposed Reconsideration: December 2019

FOOD SERVICES

Schools shall provide a food services program within the appropriate regulations of the U.S. Department of Agriculture and State Department of Education, or any other entity with proper jurisdiction over the program.

The food services shall be limited to providing school meals at school functions including students and/or staff, and community use of school facilities approved by the Principal and the office of the Superintendent.

The cafeteria vendor, in each school where cafeteria facilities exist, shall provide nutritionally adequate and attractive meals available to all pupils. Prices of the meals shall be fixed in accordance with the provisions of the Federal School Lunch Program and the School Committee.

Sanitary conditions in all phases of food preparation and serving shall be rigidly maintained at all times. The cafeteria vendor shall be responsible for the training of all food handlers in personal hygiene and techniques of sanitation.

Adoption: 8/18/2008

First reading 2012 revision: November 19, 2012

Second reading: December 12, 2012

Adoption: January 7, 2013

Proposed reconsideration: January 2018

Hull Public Schools

FREE AND REDUCED PRICE FOOD SERVICES

The Hull Public Schools will take part in the National School Lunch Program and other food programs that may become available to assure that all children in the schools receive proper nourishment.

In accordance with guidelines for participation in these programs, and in accordance with the wishes of the Committee, no child who a teacher believes is improperly nourished will be denied a free lunch or other food simply because proper application has not been received from his/her parents or guardian.

As required by state and federal regulations, the School Committee will approve a policy statement pertaining to eligibility for free milk, free meals, and reduced price meals.

LEGAL REFS: National School Lunch Act, as amended (42 USC 1751-1760)
Child Nutrition Act of 1966, P.L. 89-642, 80 Stat. 885, as amended
M.G.L. 15:1G; 69:1C; 71:72

Adoption: 8/18/2008

First reading 2012 revision: November 19, 2012

Second reading: December 12, 2012

Adoption: January 7, 2013

Proposed reconsideration: January 2018

Hull Public Schools

VENDING MACHINES

It is recognized that the placement of vending machines on public property can serve the public convenience. Vending machines shall be placed on school property upon adequate notice to and approval of the School Committee having jurisdiction over said property.

The installation and use of vending machines in the schools will be controlled (including times of use and offerings in the machine) so that they will not offer competition to the school lunch program or encourage students in poor eating habits.

Adoption: 8/18/2008

First reading 2012 revision: November 19, 2012

Second reading: December 10, 2012

Adoption: January 7, 2013

Proposed reconsideration: January 2018

Hull Public Schools

DATA MANAGEMENT (Public Use of School Records)

The Superintendent is hereby designated the custodian of all records, minutes, documents, writings, letters, memoranda, or other written, typed, copied, or developed materials possessed, assembled, or maintained by this school district.

The Superintendent shall keep or cause to be kept all suitable records of his/her activities and those of the schools, and compile or cause to be compiled, execute, submit, and file all reports, certificates, and other documents required of the Superintendent by law or by the Committee, including an annual report in form suitable for publication in the annual Hull Town Report. It shall be the duty of the individual Principal to supervise the keeping of enrollment, attendance, and other records, and preparation of reports. These records shall be kept secure from loss or damage. Parents and guardians shall be kept informed of their children's progress by means of formal report cards, progress reports, informal notes, and by personal conferences when deemed necessary.

All requests for public information are to be forwarded to the Superintendent immediately upon receipt. The Superintendent shall thereupon make a determination as to whether or not the information requested is public in nature.

If the Superintendent finds the information to be public in nature, he or she shall direct that it be released for reproduction on the premises at a nominal fee. The party requesting the information will be notified immediately when the information is available.

If the Superintendent finds the information not to be public in nature, he or she shall so inform the requesting party and shall not release such information.

If the Superintendent is unable to ascertain whether or not the information requested is public in nature, he or she is hereby authorized to request, on behalf of the School Committee, an opinion from the School Committee's Attorney as to the nature of the information. Such opinion requests will be made within ten (10) days of the original request for the information. The Superintendent shall notify the person requesting such information that an opinion is to be requested of the Attorney and shall notify such person immediately upon receipt of an answer from the School Committee's Attorney.

Information supplied to the School Committee by the staff will be presented in one of the following forms:

1. Memoranda that will not be supplied to the public. Pertinent factual information will be set forth in Appendices and will be treated as Public Records; and
2. Reports that are prepared in response to specific School Committee directives will be treated as Public Records.

LEGAL REF.: M.G.L. 4:7

Adoption: 8/18/2008

First reading 2012 revision: November 19, 2012

Second reading: December 10, 2012

Adoption: January 7, 2013

Proposed reconsideration: January 2018

Hull Public Schools