

**Memorial Middle School**  
81 Central Avenue  
Hull, Massachusetts 02045

**School Committee**

David Twombly, Chair  
Kyle Conley, Vice Chair  
Liliana Hedrick, Secretary  
Ernest Minelli, Member  
Regan Yakubian, Member

**Central Administration**

Ms. Judith Kuehn	Superintendent of Schools
Ms. Kristen Ryan	Director of Student Services
Mrs. Christine Cappadona	Director of Curriculum and Assessment
Ms. Diane Saniuk	School Business Administrator

**Memorial Middle School Administration**

Mr. Anthony Hrivnak	Principal
Ms. Deborah Casey	Secretary
Ms. Alison Caputo	School Psychologist
Ms. Rebecca MacDonald	School Social Worker
Ms. Sharon Striglio	School Nurse

**Telephone Numbers**

Central Office 781-925-4400  
Memorial Middle School 781-925-2040  
Fax 781-925-8002

**E-Mail Address**

ahrivnak@town.hull.ma.us

**Web Site**

[www.hullpublicschools.org](http://www.hullpublicschools.org)

**Facebook**

[www.facebook.com/hullmms1](http://www.facebook.com/hullmms1)

**Twitter**

[Twitter.com/MMSHull1](https://twitter.com/MMSHull1)

**Please use Aspen to keep track of homework assignments, attendance, and grades.  
Students, parents, and guardians can obtain login information from the front office:**

Aspen: <https://ma-hull.myfollett.com>

The Hull Public Schools admits students and makes available to them its advantages, privileges, and course of study without regard to Age, Race, including, but not limited to, traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles, Color, National Origin, Sex, limited English proficiency, Gender Identity, Homelessness, Disability, Religion, or Sexual Orientation.

## TABLE OF CONTENTS

<b>TABLE OF CONTENTS</b>	<b>2</b>
<b>SCHOOL MISSION STATEMENT</b>	<b>5</b>
<b>PROCEDURES &amp; POLICIES</b>	<b>7</b>
Daily Procedures	7
Attendance Policy	7
Absence/Tardy Appeals	8
Tardy to School Procedure	8
Attendance Procedures	8
Tardy to Class Procedures	9
Dismissal Procedures	9
Visitors and Security	9
Assemblies	10
After School Activities	10
Late Bus	11
Athletic Events	11
Co-curricular and Extra-curricular Activities	12
School Dances and other Social Events	12
ID Badges	12
Cafeteria	12
Food & Drink – Outside Cafeteria	13
Field Trips	13
Lockers	19
Overdue Fees	20
iPad/Chromebook Initiative	20
Book Bags	20
Lost And Found	20
Library Materials	20
Money and Valuables	20
Bicycles	20
Fire Drills	21
Lock Down Procedure	21
Emergency Release	21
Schedule	21
Day Length	21
<b>COMMUNICATION &amp; RECORDS</b>	<b>22</b>
School Messenger (phone, email, social media messaging system)	22
School Cancellations and Delayed Openings	22
Social Media	22
Telephone System	22
Parent Conferences	23
Records – Incoming Transfer Students	23
Records – Outgoing Transfer Students	23
Student Records	23
NCLB Parent Notification Provisions Related to Teacher Qualifications	24

Private School/Vocational School Application Process	24
Change of Address	25
<b>STUDENT SERVICES</b>	<b>25</b>
Crisis Response	25
Health Services/School Nurses	25
Confidential Health Information/Medical Concerns/Special Health Care Needs	25
Health Screenings	25
Medication Policy	26
Physical Exams	26
Immunizations	26
Emergency Cards	26
<b>ACADEMICS</b>	<b>27</b>
Accelerated Mathematics Program	27
Letter Grades and Numeric Equivalents	28
Pass / Fail	29
Honor Roll	29
Homework Policy	29
Make-up Work and Extra Help	30
Tests	30
Report Cards and Progress Reports	30
Summer Reading and Math Projects	30
Promotion/Retention	31
Step-Up Day	31
<b>CODE OF CONDUCT</b>	<b>31</b>
Infractions and Consequences	32
Classroom Rules	34
Detention	34
Social Probation	34
Court Involvement	34
Procedures for Short-Term Suspension	34
Procedures for Emergency Removal	35
Procedures for an In-School Suspension	35
Procedure for Long-Term Suspension	35
Possession of Weapons or Controlled Substances or Assault of Educational Personnel	36
Suspension/Expulsion Based Upon a Felony Charge/Conviction M.G.L. c71, § 37H½	37
Additional Procedural Protections for Special Education and 504 Students:	38
Dress Code	39
Corridor Passes	39
Care of School Property/Vandalism	39
Hazing	39
Prohibited Items	40
Electronic Devices	40
Computer Privileges	41
Plagiarism and Cheating	41
Smoking and Vaping	41
Search and Seizure	41

Breathalyzer/Alcohol & Drug Recognition Testing	41
<b>PHYSICAL RESTRAINT GUIDELINES</b>	<b>42</b>
<b>NOTICES OF CIVIL RIGHTS</b>	<b>42</b>
Notice of Equal Opportunity	42
Notice of Non-Discrimination	43
Notice of McKinney-Vento Homeless Education Assistance Act	43
Notice of Sexual Harassment/Title IX Policy	44
Notice of Bullying and Cyber-Bullying Policy	50
ABBREVIATED REFERENCE TO THE LEGISLATION	53
<b>INTERNET AND OTHER TECHNOLOGY RESOURCES ACCEPTABLE USE POLICY AND ACKNOWLEDGEMENT</b>	<b>55</b>
<b>MOBILE COMPUTING DEVICE ACCEPTABLE USE POLICY</b>	<b>61</b>
<b>GOOGLE'S G-SUITE FOR EDUCATION NOTICE</b>	<b>68</b>
<b>ATHLETIC CONCUSSION POLICY</b>	<b>70</b>
<b>STUDENT SUBMISSION TO EDUCATIONAL SURVEYS AND RESEARCH</b>	<b>79</b>
<b>NOTICE OF ASBESTOS MANAGEMENT PLAN</b>	<b>80</b>
<b>STUDENT HANDBOOK SIGNATURE PAGE</b>	<b>81</b>
<b>STUDENT HANDBOOK RECEIPT PAGE</b>	<b>82</b>

**SCHOOL MISSION STATEMENT**

*The Memorial Middle School community strives to engage learners in rigorous and vibrant academic experiences while guiding students to make responsible and informed decisions in an ever-changing global society.*

**SCHOOL CORE VALUES**

**Growth Mindset**

*A community of learners that fosters a growth mindset and promotes intellectual curiosity.*

**Citizenship**

*A community of learners who participate appropriately in digital and social issues.*

**Accountability**

*A community of learners who are responsible for their social and academic behavior and well-being.*

**Respect**

*A community of learners who respect themselves, others, and their environment.*

## Hull Public Schools

### **DISTRICT MISSION STATEMENT**

*Hull Public Schools provide a challenging and supportive learning environment to encourage all students to reach their greatest potential. We foster the growth of creative, curious, critical thinkers who are equipped to succeed as responsible, compassionate, and productive members of a diverse society.*

### **DISTRICT VISION**

*The Hull Public Schools, in partnership with our entire community, will nurture a culture of personal success, collaboration, and support. We will develop well-rounded, enthusiastic learners and leaders who think critically and innovatively while mastering the essential skills to advance in and contribute positively to our diverse and changing world.*

### **DISTRICT CORE VALUES**

#### **Pirate PRIDE**

*Partnership with families and community*

*Rigorous, comprehensive academic and social emotional curriculum*

*Inclusive and respectful culture for all*

*Dedication to a safe and secure learning environment*

*Essential skills for success in a 21st century global society*

## PROCEDURES & POLICIES

### Daily Procedures

- All students enter and exit the building from the main entrances. Students may not leave the school for any reason after arriving, unless dismissed to an authorized adult via the office.
- Students may **NOT** arrive at school before 7:45 a.m. unless prearranged through the main office or when students are having breakfast. Breakfast begins at 7:35 a.m. Students must use the cafeteria entrance when having breakfast. Students may also enter the building due to inclement weather. When this is necessary, 6<sup>th</sup> grade students will report to the cafeteria. 7<sup>th</sup> and 8<sup>th</sup> grade students will report to the gymnasium. Otherwise, teachers are not on duty beforehand. Students must be in homeroom or their first period class by 8:00 a.m.
- Students must walk directly to their class, keeping to the right while passing in the halls. Loitering, running and horseplay are prohibited in the corridors.
- Students are expected to bring proper materials (iPad/Chromebooks, pencils, pens, books, notebooks, etc.) to all classes. All textbooks must be covered.
- The school day ends at 2:45 p.m. When students are dismissed, they will proceed directly to the bus area or to their after-school activity.

### Attendance Policy

Regular and punctual school attendance is essential for success in school. The Committee does recognize that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children between the ages of 6 and 16 attend school regularly, in accordance with state law. State law requires the school system to investigate cases of excessive school absence. For this purpose, the Committee defines excessive absence as more than five unexcused absences per year. All absences (even those authorized by parents) are considered unexcused unless the required documentation is provided.

Therefore, students may be excused temporarily from school attendance for the following reasons:

- Illness or quarantine (with a doctor's note)
- Bereavement or serious illness in family
- Weather so inclement as to endanger the health/safety of the child
- For observance of major religious holidays
- Legal (with documentation from the court, lawyer, etc.)
- Other – a student may be excused for other absences with approval from the school administrator.

Documentation for the above absences should be provided to the school principal or designee within ten (10) school days of the absence. **Documentation needs to specifically identify the date/dates of absence.** Documentation provided after ten school days may require a meeting with the school administrator.

Clear communication between parents and the school is imperative to ensure the safety of students and to reinforce a student's understanding of the importance of day-to-day schoolwork. Accordingly, parents will provide a written explanation for the absence and tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

Unexcused absence from school is considered truancy and will be treated as such. This includes absence from any class, or activity during the school day for which the student is scheduled. It also includes any after-school special help session or disciplinary session that the student has been directed to attend. Disciplinary action shall be taken in such case, beginning with notification of parents.

Unexcused absences in excess of five per year will require assessment and intervention by the school administrator. Interventions may include contact with parents, school conferences, case management services and service referral. In situations in which attendance does not improve despite intervention by the school administrator, the school may take one or more of the following actions:

- A Failure To Send, Criminal Complaint, against the parent will be sought at Hingham District Court
- A 51A for parental neglect will be filed with the Department of Social Services

Additionally, under Chapter 119 of the Acts of 2012, students who are absent more than eight days in a quarter are considered habitually truant. Should a student be absent in excess of what is allowed by state law without an excusable reason as defined in the Student Handbook, the school is obligated to file a CRA petition for habitual truancy.

### **Absence/Tardy Appeals**

All absence and/or tardy appeals need to be provided in writing or through email to the building principal. These appeals need to state the specific dates of absence or tardiness being appealed, the reason/extenuating circumstance behind that absence or tardy, and any documentation that can be provided that indicates the specific date/dates of absence or tardy. The decision to accept any absence or tardy appeal rests with the school administrator.

**It is the responsibility of the student to make up all work missed due to absences. A student must check with his/her teachers about missed work on the day he/she returns to school. Additionally, students should check Aspen and Google Workspace for missed work and other information. Missed work that is not completed will affect the grade a student receives.**

### **Tardy to School Procedure**

Being on time for one's obligations is an essential skill. In a school setting, students who arrive late to class cause a disruption to the learning environment. Therefore, all students are expected to be in their assigned location by the beginning of the school day. The School Committee defines excessive tardiness as more than ten (10) unexcused tardies per school year. All tardiness (even when authorized by parents) is considered unexcused unless the required documentation is provided.

Student tardiness may be excused for the following reasons:

- Doctor or dentist appointment (with documentation)
- Illness (with a doctor's note)
- Bereavement or serious illness in family
- Weather so inclement as to endanger the health/safety of the child
- For observance of major religious holidays
- Legal (with documentation from the court, lawyer etc.)
- Other – a student may be excused for other tardiness with approval from the school administrator

Students who have more than five (5) tardies per five-month semester will require intervention by the school. Interventions may include parent contact, school conferences, referral to the school administrator, and disciplinary action. In situations in which tardiness does not improve despite these interventions, the school may take one or more of the following actions:

- A Failure To Send Criminal Complaint may be sought against the parent/guardian at Hingham District Court
- A 51A for parental neglect may be filed with the Department of Social Services
- A CRA petition may be sought at Hingham District Juvenile Court

**It is the responsibility of the student to make up all work missed because of tardiness. A student must check with his/her teachers about missed work. Additionally, students should check Aspen and Google Workspace for missed work and other information. Missed work that is not completed will affect the grade a student receives.**

### **Attendance Procedures**

Attending school every day is very important for students to learn the skills and knowledge necessary to succeed.

**Parents/Guardians should report student absences before 8:00 a.m. by calling the school at 781-925-2040. When the outgoing message is heard, press #3 and give the student's name, grade, and the date of the absence.**

Please call before 8:00 a.m. so that school personnel know your child is safe. The telephone number listed above is available 24 hours a day. Please note the following:

- Students returning from an absence must bring a note from the parent/guardian on the day they return to school. The student will give the note to the main office.
- Religious Holidays: The Hull Public School System is committed to a policy of educating children by helping them develop an awareness and appreciation for the religious convictions of all people in our diverse society. It is essential that staff, students, parents, and citizens respect the right of each individual to practice his/her respective religion without fear of embarrassment, harm or inconvenience.
- Students are **not** permitted to take part in after school or evening activities if their absence for that day is unexcused. Further, if a student arrives after 11:00 a.m. or is dismissed before 11:00 a.m., he/she will not be eligible to participate in after school or evening activities.
- The Memorial Middle School does not sanction vacations other than those enumerated on the current Hull Public Schools calendar. Teachers are **not** required to give assignments in advance for unauthorized vacations.
- The office normally calls students' homes to verify an absence.

**It is the responsibility of the student to make up all work missed. A student should check with each of his/her teachers about missed work on the day he/she returns to school. Additionally, students should check Aspen and Google Workspace for missed work and other information. Missed work not completed will affect the grade a student receives.**

#### **Tardy to Class Procedures**

- A student who is late to class must have a pass from his/her previous class teacher. It is the student who is responsible for obtaining a pass. If the student is late to class and does not have a pass, the receiving teacher will accept the student and assign a teacher detention.
- If a student arrives at school after the 8:00 a.m. bell, he/she is tardy for school and must report directly to the office for a tardy pass to give to the classroom teacher.
- If a student is tardy to school, a note from his/her parent or guardian is required.
- Parents of students who are frequently tardy will be notified and a parental conference may be required.

#### **Dismissal Procedures**

- Students who are to be dismissed before the end of the school day must bring a note signed by a parent/guardian to the office upon arrival to school.
- The time and reason for dismissal need to be clearly indicated.
- **Students being dismissed due to illness must see the nurse before dismissal.** The nurse will make arrangements with the parent/guardian to have the student go home, to the doctor's office, or to the hospital.
- The adult picking up the student must come to the main office and sign the dismissal book.
- The adult picking up the student must be listed on the emergency data form signed by the parent or be identified in the note by the parent/guardian.
- The adult must be able to provide at least one form of photo identification prior to picking up the student.
- WE CANNOT HONOR DISMISSAL REQUESTS MADE OVER THE PHONE.

**It is the responsibility of the student to make up all work missed because of dismissals. A student must check with his/her teachers about missed work. Additionally, students should check Aspen and Google Workspace for missed work and other information. Missed work that is not completed will affect the grade a student receives.**

#### **Visitors and Security**

We welcome parents to our school. All visitors must report to the main office, sign in, and receive a visitor's badge before going to other parts of the school building. Visitors must sign out when leaving and return the visitor's badge. To ensure security during the school day, all doors will be locked. To enter the building, visitors need to press the buzzer next to the front door.

## Security Cameras

Hull Public Schools may use security cameras and other security devices and measures on any school property or any school vehicle. School Committee policy governs the use of security cameras, devices, and measures and can be found on the district website or can be requested from the Office of the Superintendent.

## Assemblies

Students are expected to attend all assemblies. Students will arrive promptly and will be courteous throughout the program. Students will attend with their homeroom or classroom teachers and will sit together. Students are expected to follow the directions of the Principal, teachers, and facilitators of the assembly. If the assembly is interactive, students will participate in an appropriate manner. Any disruptions or behaviors that are distracting, disrespectful, or interfere with the effectiveness of the assembly will be subject to the consequences in the code of conduct.

## After School Activities

Students may remain after school if they are:

- Directly involved in a school-sanctioned activity.
- Requested to remain by a teacher, staff member or administrator. If so requested, a student will report to the designated area within five minutes after the end of school.
- Receiving extra help from a teacher or working on a class project.
- Students who stay after school to receive extra help are expected to remain in the classroom where they are receiving that help until the late bus arrives.
- Late buses are provided at 3:40 p.m. on Mondays, Tuesdays, and Thursdays for students who stay after school.
- Students who are involved in extracurricular activities at the high school must adhere to eligibility requirements of the high school as outlined in school committee policy JJIF. This policy can be found in the Hull High School Handbook published on their website.

**NOTE: All co-curricular and extra-curricular activities (sports, dances, etc.) are privileges. Students may have these privileges revoked for disciplinary reasons. If a student is a member of the National Junior Honor Society, the Faculty Council will be notified. The Faculty Council may apply additional consequences.**

The following clubs and activities are offered after school. Clubs may change from year to year. The following list represents clubs that typically run each year.

**Jazz Band** is an extracurricular ensemble that explores America's first true musical genre. Whether its swing, blues, or Latin-rock, students who are up to the challenge of learning additional music can be found in the auditorium rehearsing Thursdays after-school. Jazz Band also functions as Memorial's own Pep Band, performing at various school events and rallies. As this group studies and performs more advanced music, some prior experience on an instrument is required. Contact Mr. St. George if you are interested in participating.

**Math Team** Students who join the math team will be enrolled in MATHCOUNTS, which is a national middle school mathematics competition that builds problem solving skills and fosters achievement through four levels of fun, in-person "bee" style contests. Students will engage in challenging math problems and games, school and national competitions, tech-enhanced projects, and more! The club is open to middle school students of all ability levels who are looking for a chance to access beyond-grade-level knowledge, and/or those who are looking to build confidence and improve attitudes towards math and problem solving.

**Newspaper Club** provides the students of Memorial Middle School an opportunity to express themselves through written articles, editorials, poetry, and art. The club is student-driven; students decide the content and determine their assignments. The club is open to all students in Grades 7-8, and students can chose to participate during Enrichment or after school.

**Student Council** exists to make a positive impact for the students, the school and the community of Hull. The objectives of the Memorial Middle School Student Council are:

- Provide leadership to make our school a better place

- Listen and represent student suggestions to the Council and the Principal
- Raise funds for school functions and charitable organizations
- Provide community support and service

**Yearbook** is for students interested in art and design. Using graphic design software, they assist in taking photos, collecting questionnaires, and organizing the layout of the annual 8th grade yearbook.

**The Green Team** is part of a statewide program sponsored by the Massachusetts Department of Environmental Protection. All members take a pledge to recycle, prevent pollution, and slow climate change. The organization has provided us with resources so that we may educate ourselves and spread this knowledge in our school, our homes, and the community. The Green Team is comprised of 7th and 8th graders that meet weekly during enrichment, and occasionally after school. Our main focus has been on trying to boost school-wide participation in our recycling and lunch compost programs. We are also continuously working on other ways to increase our sustainability, such as finding a location that will recycle our light bulbs. Throughout the year we provide education in the form of morning messages, posters and are currently working on creating a fun, educational recycling video. We love to add in school-wide competitions such as the tallest tower building challenge using only recycled materials, composting raffles, poster contests, and Waste Free Lunch Day. Our latest endeavor is working with the high school Green Team and a local community group to assist in passing a bylaw to ban plastic bag use in our local businesses. We are coming up with some creative ideas to support this movement and educate others on the importance of decreasing single-use plastics in our community. The students are very passionate about practicing environmentally sustainable habits and want to encourage others to do the same.

**After School Gym** is open to any student who enjoys athletics and would like the opportunity to informally participate in a variety of sports. Please see the advisor for dates and activities as they change frequently.

**National Junior Honor Society** is a national organization established to recognize outstanding middle school students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. These characteristics have been associated with membership in the organization since their beginning in 1929. The objectives of our chapter are to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in the students of our community.

In **Robotics Club**, students design, program, and control Lego EV3 Mindstorms robots. The Lego Mindstorms are fully programmable with many different types of motors and sensors, such as, color sensors, gyro sensors, touch sensors, ultra-sonic sensors, and others, that allow students to create limitless designs. The students program their designs from free Lego applications downloadable to their iPad/Chromebook. Anyone with an interest in robotics is welcome to join and no experience is necessary. Within a couple minutes a novice can program a robot.

**Homework Zone** is a quiet place for students to complete homework after school. Students are required to bring work and should also bring reading materials should they finish their work

**Theatre Arts:** Hull Public Schools has a very successful Theatre Arts program. Please go to our website and click on “Hull Theatre Arts” under Quick Links for more information.

### **Late Bus**

The late bus is available on Mondays, Tuesdays, and Thursdays at 3:40 p.m. for students who have remained in school for academic or disciplinary reasons or to participate in co-curricular and extra-curricular activities (i.e. sports, etc.). Students who have left school grounds **for any reason** will not be allowed to ride the late bus.

### **Athletic Events**

Students are encouraged to attend as many athletic events as possible and to display supportive school spirit. Players and fans are expected to exhibit appropriate behavior and to show respect for the opponents and their fans. Students who remain at school in order to participate in athletic events or to attend athletic events must have adult supervision. They will be expected to adhere to all guidelines provided for their safety.

## **Co-curricular and Extra-curricular Activities**

The School Committee believes that student activities are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations and knowledge and skills. Therefore, the Hull Public Schools will provide a broad and balanced program of activities geared to the various ages, interests, and needs of students. The following will serve as guides in the organization of student activities:

1. The schools will observe a complimentary relationship to the home and community, planning activities with due regard for the widespread and rich facilities already available to students;
2. The assistance of parents in planning activity programs will be encouraged;
3. The goal for each student will be a balanced program of appropriate academic studies and activities to be determined by the school, the parents, and the student. This should be a shared responsibility;
4. Guidance will be offered to encourage participation of all students in appropriate activities and to prevent over-emphasis on extracurricular activities at the cost of academic performance; and
5. All activities will be supervised; all clubs and groups will have a faculty advisor.
6. 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. Parents/Guardians and student must sign the PARENT/STUDENT CONSENT RELEASE FROM LIABILITY AND INDEMNITY AGREEMENT - File: BBC as presented in the Hull Public Schools Policy Manual.

## **School Dances and other Social Events**

School Dances and other social events are held several times each year. Dances will be held on Friday evenings from 6:00 to 8:00 p.m. unless otherwise posted. The following procedures have been adopted to provide for the safety of our students:

- Only students currently enrolled at Memorial Middle School may attend these events.
- All policies and procedures from the student handbook are in effect at dances and other social events.
- Students must be present in school on the day of the event to attend. Students with excused absences must see the Principal for approval to attend. If an event takes place over a weekend, vacation, or holiday, the student must attend school on the last day of school immediately preceding the event.
- Students should be dropped off and picked up on Central Avenue. Students will enter and leave the dance through the main entrance.
- Students must enter the event within 30 minutes of the starting time. Students must remain until the posted ending time.
- Dances are for dancing. Games of chase, tag, and keep-away or other disruptive activities are not permitted.
- Suggestive dancing is not permitted.
- Only two students may be in each bathroom at any given time.
- Students may not bring food or beverages into the dance.
- Students on social probation may not attend dances or other events.

## **ID Badges**

Students will be issued an identification card. Students must carry the card at all times or memorize the ID number on the card in order to purchase lunch in the cafeteria or check out books from the library. Lost identification cards will be replaced at a cost of \$10.00 to the student.

## **Cafeteria**

- Drinks or food, other than water, may not be carried from the cafeteria.
- Students may not leave the cafeteria without the permission of a lunchroom supervisor.
- Students are expected to treat lunchroom supervisors and cafeteria staff with respect and courtesy.
- After eating, students are responsible for cleaning their areas and disposing of their lunch remains and eating utensils.
- Students may charge one lunch. Students who forget their lunch money may call home with permission from a teacher. Payment for the lunch is expected on the next school day.

## **Food & Drink – Outside Cafeteria**

All food or beverages purchased in the cafeteria must be consumed in the cafeteria. Food, unauthorized beverages, and candy are not permitted in the hallways or classrooms at any time unless authorized by the Principal. **Gum chewing is not allowed.** The unauthorized sale or distribution of gum, candy or other foods is not allowed. Water is allowed in the classroom only if it is in a clear plastic container. **No food or drink of any kind is ever permitted in any computer room.** Due to food allergies, any use or consumption of food or beverages in the classroom should be approved by the school nurse.

## **Field Trips**

Field trips are extensions of the classroom experience involving extensive preparation and follow-up activities. However, such trips are privileges. Students whose behavior has been unsatisfactory may be excluded from field trips and may be required to complete an alternate assignment. Any student on social probation may be excluded from field trips. **It is up to the classroom teacher's and the administrator's discretion as to whether a student's behavior warrants participation in scheduled field trips.** It is important that every student act responsibly and respectfully during classroom time and on each and every field trip. Further, students who have outstanding detentions may be excluded from participation in field trips.

## **SCHOOL-SPONSORED FIELD TRIPS**

The Hull School Committee recognizes that it is desirable, on occasion, to supplement and extend classroom activities with voluntary domestic and international field trips to broaden educational experiences of students. The School Committee and Superintendent shall be informed of all field trips.

### **A. CRITERIA FOR APPROVAL**

Field trips meeting the following criteria may be permitted and encouraged. Depending on circumstances, other criteria may be applicable. The trip shall:

1. be relevant to the course of study and program;
2. provide learning experiences, which cannot be provided in the local school setting;
3. be appropriate for the age group involved in the activity;
4. be reasonable in terms of time, distance and cost;
5. be planned with careful consideration of student safety, which includes without limitation an appropriate number of adult chaperones, CORI checks on chaperones or other volunteers and assurance that the selected transportation carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration with "satisfactory" safety rating.
6. assure that no student is denied the opportunity to participate in a field trip because of the inability to pay; and
7. be voluntary.

### **B. AUTHORITY TO APPROVE/DISAPPROVE**

1. All school-sponsored day in-state field trips must receive the prior approval of the principal.
2. All school-sponsored day out-of-state field trips must be approved by the Principal, the Superintendent and the School Committee.
3. All school-sponsored late night or overnight field trips (in- or out-of-state) must be approved by the principal, Superintendent and School Committee. Late night travel is defined as travel between the hours of midnight and 6:00 a.m.
4. All school-sponsored international field trips must be approved by the principal, Superintendent and School Committee.
5. The approval process shall be completed prior to engaging students in fundraising activities or other preparations for the trip including soliciting students or other promotional activities.
6. The School Committee reserves the right (a) to cancel trips up to departure and (b) to recall trips in progress, if they believe there is potential danger to students or any other reason deemed appropriate by the School Committee.
7. In the event that the School Committee must cancel or recall a trip due to safety concerns or other reason, the Superintendent will alert the School Committee to final deadlines regarding required commitment of funds for School Committee review.
8. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.

9. Teachers and other school staff should be prohibited from soliciting privately run trips through the school system. The trip approval process should apply only to school-sanctioned trips; School Committees should not approve trips that are privately organized and run without school sanctioning.
10. Policies and procedures for trip approval should take into account all logistical details involving transportation, accommodations, fundraising required of students, and the educational value of the trip in relation to its costs

#### C. APPROVAL DOCUMENTATION

Approval for all trips must be received prior to making any financial contractual arrangements. All field trips must be approved in writing by the appropriate authority as specified in this policy. The initial documentation to request a field trip must include:

1. The purpose of the trip including a mapping to the curriculum.
2. Proposed dates.
3. Proposed itinerary.
4. A description of the process that will be used to determine student eligibility.
5. Estimated number of students expected and percentage of eligible students participating.
6. Cost per student (if applicable).
7. Mode of transportation and schedule.
8. Proposed method of securing sufficient chaperones is to be supplied. Students shall be accompanied by a sufficient number of chaperones, taking into account the trip scheduling and logistics. All chaperones, including parents and volunteers, must have a CORI check in accordance with M.G.L. c.71s.38r. Unless otherwise waived or excused, the recommended ration of chaperones/teachers to students is as follows: (Recommended ratio – HS 1:10 min. domestic, 1:6 international; MS 1:10 min.; Elementary 1:10 min.)
9. Description of arrangements for meals and lodging (if applicable).
10. Means of financing.
11. A draft copy of any contract and refund policies associated with the trip.
12. A draft copy of the letters to be sent to parents and guardians explaining the specifics of the trip including all of the above and any rules specific to the trip which are in addition to the District student conduct policies or student handbook rules or regulation.
13. A description of the educational alternative and mapping of that alternative for students not attending the trip.

#### FURTHER DOCUMENTATION

1. A satisfactory Criminal Offender Record Information (CORI) check is required of all chaperones as well as a satisfactory check of the National Sex Offender Registry (SORI) is required of all chaperones.
2. Additional information may be requested from the appropriate authority prior to making a decision and/or at any time.
3. Should external circumstances change after the initial trip approval detailed modifications to the relevant approval documentation (see above) will be required.

#### D. DISCIPLINE OF STUDENTS AND FIELD TRIPS

1. All Policies on Student Behavior, Student Handbook rules and regulations, and trip rules as specified in Section C.13 regarding student conduct will apply to all field trips.
2. If a student violates any student conduct policies, Student Handbook rules or regulations, trip rules as specified in Section C.13, or otherwise misbehaves while on a field trip, the student will be immediately suspended from the field trip and sent back to school or home as appropriate.
3. Policies on Student Behavior, Student Handbook rules and regulations, and trip rules as specified in Section C.13 regarding student conduct will be given to chaperones. Chaperones shall agree to implement and enforce them.

#### E. HEALTH POLICIES

1. In accordance with the Hull School Committee Policy on Administering Medicines to Students (JLCD), the administration of medications while on a day field trip is discouraged if medically feasible. However, in the event that it is medically necessary for a student to be administered medication while on a field trip the procedures promulgated in the Policy on Administering Medicines to Students will apply. *Parents/legal guardians will receive a copy of the Policy JLCD – Administering Medicines to Students - in advance of the field trip as part of the trip materials.*

2. Up to date medical form is completed.

#### F. TRANSPORTATION AND SCHEDULING

1. The use of private vans and automobiles for trips planned to include late night (travel between the hours of midnight and 6:00 a.m.) or overnight student travel must comply with policy EEAG – Student transportation in private vehicles. Such trips should generally use commercial motor coaches.
2. Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, the trip schedulers should avoid planning student travel between the hours of midnight and 6 a.m.
3. Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered "optional school programs" and do not count toward meeting structured learning time requirements under 603 CMR 27.00. However, academic field trips may be considered structured learning time (see the Department's Student Learning Time Regulations Guide). School districts may consider travel for field trips as included in students' schedules, but the Department recommends that schools consider scheduling additional structured learning time when significant travel time is anticipated (i.e., time outside the hours of the regular school day).
4. School officials should ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district should not contract with any carrier that has an FMCSA safety rating of "conditional" or "unsatisfactory." FMCSA carrier ratings are available at <http://www.saftersys.org/>.
5. If school officials are unable to conduct their own in-depth reviews of bus carrier qualifications they may elect to use ratings and prequalifications established by other public entities, such as the Department of Defense's approved list of motor carriers for troop transport (<http://www.mtmc.army.mil/content/504/approvedlist.pdf>).
6. Trip itineraries must leave enough time for drivers to rest in conformity with federal hour-of-service requirements and common sense.
7. If substantially all members of a class are participating in a trip, the school should provide appropriate substitute activities for any students not participating.

#### G. CONSENT and RELEASE FORM

Any student going on a school sponsored field trip must submit a properly completed and signed FIELD TRIP CONSENT and RELEASE FORM (see attached copy). This form must be signed by the student's parent or legal guardian. The consent form will include a section in which parents/legal guardians will be required to affirm and record that they have read the Field Trip Emergency Consent and Release Form and they understand the contents of the form. By signing the form, the parent/legal guardian will affirm that he/she/they have decided to allow the child to participate in the school-sponsored field trip with full knowledge that

1. the School Committee reserves the right to cancel a trip up to the departure date or to recall a trip in progress due to safety concerns or any other reason deemed appropriate by the School Committee and
2. he/she/they may lose any and/or all of the funds he/she/they have expended for the voluntary trip.

In the event that the School Committee must cancel or recall a trip due to safety concerns or other reason, the Superintendent will alert the School Committee to final deadlines regarding commitment of funds for School Committee review.

#### H. INTERNATIONAL FIELD TRIPS

The District may sponsor international field trips. All school-sponsored international field trips must be approved by the Principal, Superintendent, and School Committee in accordance with the specifics (A-G) set forth in this policy.

#### I. FUNDRAISING

1. The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.
2. Group fundraising activities are preferred
3. If students are charged individual fees for participation, the district should make every effort to provide scholarships where needed.

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. Parents/Guardians and student must sign the PARENT/STUDENT CONSENT RELEASE FROM LIABILITY AND INDEMNITY

AGREEMENT - File: BBC as presented in the Hull Public Schools Policy Manual.

**Cross Ref: School Committee Policy JJE**

Additional Useful Resources:

1. Federal Motor Carrier Safety Administration (FMCSA) <http://www.fmcsa.dot.gov>
2. United Motorcoach Association - Student Motorcoach Travel Safety Guide (includes "Motorcoach Safety Checklist") <http://www.uma.org/consumerhelp/studentguide.asp>

Legal References: Massachusetts Department of Education Regulations 603 CMR 27.00

Time on Learning, Massachusetts General Laws Chapter 71§ 37M and N,

Massachusetts General Laws Chapter 71§38R

**Hull Public Schools**

**Field Trip Consent and Release Form**

**Consent to Participate in Voluntary Field Trip**

I, the undersigned \_\_\_\_\_ (parent/legal guardian) of \_\_\_\_\_ (student), a minor do hereby consent to my child’s participation in a voluntary field trip sponsored by the Hull Public School District. I am aware that my child will be traveling to \_\_\_\_\_ and returning to Hull.

My child has my permission to participate in this voluntary field trip.

I agree to release and hold harmless the Hull Public School District, the members of the School Committee and its officers, agents, and employees (herein referred to as “District”) from any and all liability for personal injuries to my son/daughter or other damage to personal or property that might result in any way from his/her voluntary participation in the above activity and fully release the “District” and its employees from any liability in connection with those decisions.

**Emergency Treatment and Medication Consent**

I, \_\_\_\_\_ (parent/legal guardian – please print), give permission to the Hull Public School District staff or chaperones to act on my behalf for \_\_\_\_\_ (Student’s Name – please print), in the event of a medical emergency. If there is an emergency please contact \_\_\_\_\_, at the following phone number \_\_\_\_\_.

Will medication be required during the field trip? Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, please describe and fill out accompanying medication form.**

As per the Hull Public School District Policy on Administering Medicines to Students (JLCD), students may not carry any medication (prescription and non-prescription) on a field trip. If medication is necessary, school personnel must carry the medication and dispense it to the student. Written instruction signed by the student’s physician must be on file with the school. These instructions must include the diagnosis, name of medication, dosage, and time of administration. Medication must be in the original labeled container.

**Consent and Release**

I further affirm that I have read this Consent and Release Form and that I understand the contents of the form. I understand that my child’s participation on this trip is voluntary and that my child and I are free to choose not to participate in said field trip. By signing this Form, I grant permission for school personnel to administer medication to my child as prescribed by his/her physician. I also affirm that I have decided to allow my child to participate in the voluntary school-sponsored field trip with full knowledge and acceptance of the provisions of this consent and release form. In signing this form I fully release the Hull School Committee and its officers, agents, and employees (hereafter referred to as “District”) from any liability in connection with those decisions and provisions:

1. that the Hull Public School District Policy on Medications will apply to a student who needs to be administered medication while on a field trip;
2. that Hull Public School policies on student behavior and Student Handbook rules and regulation apply to all PK-12 field trips;
3. that the School Committee reserves the right to cancel a trip up to the departure date or to recall a trip in progress due to safety concerns or any other reason deemed appropriate by the School Committee;
4. that a parent/guardian may lose any and/or all of the funds he/she/they have expended for the voluntary trip
5. the District shall be forever held harmless for remuneration of any and/or all costs associated with this voluntary trip; and
6. the District will not be liable to anyone for personal injuries, property damage, or financial loss my child or I may suffer in voluntary Hull Public School District field trip programs.

\_\_\_\_\_  
Parent/Legal Guardian Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Signature

The Hull Public School System Does Not Discriminate On The Basis of Age, Race, to include “traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles, limited English proficiency, homelessness, Color, National Origin, Sex, Gender Identity, Homelessness, Disability, Religion, or Sexual Orientation.

**Field Trip Medication Permission Form**

My son/daughter \_\_\_\_\_ will be going on a field trip  
to \_\_\_\_\_ on \_\_\_\_\_

The responsibility for administering his/her prescriptive medication has been delegated to:

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Nurse Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Responsible Person Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Medicine: \_\_\_\_\_

Dosage: \_\_\_\_\_

Time for medication: \_\_\_\_\_

All medication must be in its original Rx container with the child's name on it.

**Please fill out one form for each medication**

**CONSENT OF PARENT/GUARDIAN/STUDENT RELEASE FROM LIABILITY AND INDEMNITY AGREEMENT**

I, the undersigned student, or parent/guardian of \_\_\_\_\_, a minor,  
(print student's name)

(hereinafter "the STUDENT") do hereby voluntarily consent to the STUDENT'S my/his/her participation in \_\_\_\_\_, (hereinafter "the ACTIVITY"), and in consideration of the STUDENT being permitted to participate in the ACTIVITY, I, on behalf of myself and the STUDENT, do covenant to forever release, indemnify, and agree to defend and hold harmless, The Town of Hull, including its employees and the former, current and future members of the Hull School Committee, from any and all claims of any nature for personal injuries, death, property damage and consequential damages which may be sustained by the STUDENT arising out of, resulting from, relating to, in any way connected to or in the course of voluntary participation in the ACTIVITY.

The indemnification, defense and hold harmless rights and obligations shall accrue immediately upon the utterance of a claim or complaint covered by this agreement, regardless of other claims simultaneously brought, and shall not be contingent upon the merits of such claim or questions of fact raised by this claim or complaint. This obligation will survive any termination of this approval.

I acknowledge that I am familiar with said activity, its requirements and risks, including that of possible injury to person or property or loss of life and represent that I (if non-minor STUDENT) and the STUDENT named herein are physically and mentally capable of engaging in said ACTIVITY and that participation in the ACTIVITY is voluntary and neither compelled or essential.

I understand and acknowledge that nothing contained herein is an explicit and specific assurance of safety or assistance.

\_\_\_\_\_  
Signature of Parent/Guardian  
(required for all students)

\_\_\_\_\_  
Signature of Student  
(required for all Hull High School students)

\_\_\_\_\_  
Printed Name of Parent/Guardian  
(required for all students)

\_\_\_\_\_  
Printed Name of Student  
(required for all Hull High School students)

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### **Lockers**

Students are responsible for their assigned lockers and locks and should be certain they are locked at all times. When not being used, all personal items and school materials (books, notebooks, coats, electronic devices, etc.) must be kept in lockers or in an authorized location. Students must use school issued combination locks only and may not share their combination with other students. **Students must use only the locker assigned to them.** Valuable items, such as musical instruments, should be in school only on the day they will be used and should be taken home when not being used. Music instruments should be kept in the band room for the day. **No items are to be left on top of the lockers.** Lockers are property of the school and, as such, may be searched at the discretion of the administration. Students must return the issued lock at the end of the school year or pay a charge of \$10.00.

### **Overdue Fees**

Any overdue or unpaid fees including but not limited to lost locks, lost textbooks, library fees, iPad/Chromebook replacement/damage fees, cafeteria charges, and lost ID fees must be paid in full before a student is permitted to attend any grade 8 celebratory field trips, dances, or other events. This applies to all fees accumulated during a student's middle school career. Should a family experience financial difficulty, the principal may wave these fees or allow participation in celebratory field trips, dances or other events.

### **iPad/Chromebook Initiative**

Each student at Memorial Middle School will receive an iPad/Chromebook to enhance their educational experience. iPad/Chromebooks help students with organization, research, communication, collaboration, and other 21<sup>st</sup> century skills. The faculty and administration believe that mobile computing devices are essential to a student's educational experience. All students are expected to bring their iPad/Chromebook to school every day fully charged and in good working order. Please see the code of conduct for potential consequences should the iPad/Chromebook be used inappropriately. In order to participate in this program, students and parents/guardians are required to sign an additional Mobile Computing Acceptable Use Policy specifically for the iPad/Chromebook. These consent forms are located at end of the handbook and are referenced on the handbook's signature page.

### **Book Bags**

Students who bring books and other supplies to school in book bags should unpack the bags and store their belongings inside their lockers or in designated areas during the school day. They may not carry packed bags from class to class or leave full book bags on the floor of the hallway or on top of the lockers. Students are expected to use their organizational skills by anticipating their needs for books and materials before class time.

### **Lost And Found**

Lost articles should be reported to the office immediately. Found articles of clothing are kept on tables outside the Main Office. Items that remain unclaimed will be donated.

### **Library Materials**

The library is open to all Memorial Middle School students, teachers and staff to take out books, do research in the library and use available computers for educational purposes. The library belongs to the Memorial Middle School community, so students are required to take good care of all materials they borrow or use. Students will be required to replace or pay for lost or damaged books, software or equipment. Students who have not met their respective library obligations or made arrangements to meet those obligations may be placed on social probation.

### **Money and Valuables**

Students should not bring valuable items (iPods, MP3 players, electronic games, cell phones, etc.) or large sums of money to school. If brought to school, these items must be kept in student lockers. The school is not responsible for personal items that are lost or stolen.

### **Bicycles**

Parents are in the best position to determine the ability of their child to ride a bicycle safely to and from school. All bicycles must be secured by lock at the bike rack. **By law, all students must wear a helmet if they ride a bicycle.**

## **Fire Drills**

Fire drills at regular intervals are an important safety precaution. It is essential that when the first signal is given, everyone should obey orders promptly and leave the building by the prescribed route as quickly as possible. Students will line up silently by class at the designated area.

## **Lock Down Procedure**

In the event that an emergency or dangerous situation prevents the safe evacuation of the school and requires steps to isolate students and staff from danger, the school will initiate its lock down procedure. Parents and students should be aware that the middle school will periodically conduct lock down drills to evaluate the faculty's ability to respond to an emergency situation. In the event of a lock down, students should follow the direction of the nearest faculty member and remain as calm and quiet as possible. Students in the hallway should enter the nearest classroom. Fire alarms will be ignored during a lock down. Students and faculty should not leave a secure area until they receive further instructions from the school administration or an "ALL CLEAR" announcement is made.

## **Emergency Release**

Parents should formulate a "contingency plan" with students for any days during which it is necessary to release students early.

## **Schedule**

The schedule for marking terms is:

- 1<sup>st</sup> Term August 30, 2023 through November 3, 2023**  
September 14, 2023 --'Open House' (6:30-8:30 pm)  
September 29, 2023 -- Mid-Term Progress Report  
November 3, 2023 -- Marks Close  
November 9, 2023 -- Report Cards Posted to Aspen  
November 15, 2023 -- Parent-Teacher Conferences (5:30 – 8:30 pm)  
November 16, 2023 -- Parent-Teacher Conferences (1:30 – 3:30 pm)
- 2<sup>nd</sup> Term November 6, 2023 through January 19, 2024**  
December 8, 2023 -- Mid-Term Progress Report  
January 19, 2024 -- Marks Close  
January 26, 2024 -- Report Cards Posted to Aspen  
February 1, 2024 -- Parent-Teacher Conferences (5:30 - 8:30 pm)  
February 1, 2024 -- Parent-Teacher Conferences (1:30 – 3:30 pm)
- 3<sup>rd</sup> Term January 22, 2024 through March 28, 2024**  
February 16, 2024 -- Mid-Term Progress Report  
March 28, 2024 -- Marks Close  
April 5, 2024 -- Report Cards Posted to Aspen
- 4<sup>th</sup> Term April 1, 2024 through June 13, 2024**  
May 10, 2024 -- Mid-Term Progress Reports  
June 13, 2024 -- Marks Close  
June 14, 2024 -- Last Day of School  
June 15, 2024 -- Report Cards Posted to Aspen

### **Day Length**

Regular Day	8:00 a.m. – 2:45 p.m.
Early Dismissal	8:00 a.m. – 12:30 p.m.
90 Minute Early Dismissal	8:00 a.m. – 1:15 p.m.
1 Hour Delay	9:00 a.m. – 2:45 p.m.
2 Hour Delay	10:00 a.m. – 2:45 p.m.

## **COMMUNICATION & RECORDS**

### **School Messenger (phone, email, social media messaging system)**

School Messenger is a service that allows recorded messages to be transmitted at the same time to the homes of every student and staff member. At Memorial Middle School, School Messenger may be used to notify parents of students who are absent or tardy, and to notify parents and/or staff of important upcoming events or information.

### **School Cancellations and Delayed Openings**

If it becomes necessary to cancel or delay school, announcements will be made over television stations WBZ, WCVB, WHDH, FOX25 and NECN as well as on radio station WBZ 1030 AM, the Hull Public Schools district webpage, Facebook and Twitter, as soon as possible the night before or in the morning. In addition, your primary and secondary phone numbers and email addresses will be used by the SchoolMessenger system to notify you of any unexpected schedule changes, including cancellations, delays and emergency dismissals. Any changes to phone numbers or email addresses should be reported to the school. SchoolMessenger will not connect to extensions; therefore, direct numbers are required. (School delays do not affect dismissal times.)

Please do not call the school or any Hull official. **In addition to the cancellation of school due to inclement weather, delayed school openings of one or two hours may be considered. School closing times will remain the same unless otherwise announced.**

### **Social Media**

Parents/Guardians and students will be able to keep up-to-date with announcements and school events by following Memorial Middle School's social media:

#### **Web Site**

[www.hullpublicschools.org](http://www.hullpublicschools.org)

#### **Facebook**

[www.facebook.com/hullmms1](http://www.facebook.com/hullmms1)

#### **Twitter**

Twitter.com/MMSHull1

### **Aspen – Student Information Management System**

Aspen should be used regularly by students and parents/guardians to track attendance, homework, and grades. Login information is distributed at the beginning of the year. Should you need login information, please contact the main office. To access Aspen, please login to the following website:

<https://ma-hull.myfollett.com>

### **Telephone System**

The Memorial Middle School has an automated telephone system that will make it easier for you to contact the faculty at the school. Our telephone number is 781-925-2040. When you hear the recorded message, please press 3

to connect to our absentee hot line. To speak to the office, simply enter extension 1100 or 1101. A list of teacher extensions will be published on our school website.

### **Parent Conferences**

Parents/Guardians may make appointments for individual conferences with teachers or administrators by calling the teacher or administrator directly. Individual conferences during school hours must not exceed thirty (30) minutes and must be at a mutually convenient time as arranged by both the parent(s) and teacher(s). The school also schedules a 'Back-to-School Night' in September, as well as two evenings of parent conferences after the first and second report cards (see schedule). Parents can call the front office to schedule appointments or parents can schedule appointments online. Directions for scheduling appointment online will be distributed to parents one week before conferences.

### **Records – Incoming Transfer Students**

A parent/guardian transferring a student into Memorial Middle School must provide school personnel with a complete set of records including academic, health and discipline records. Any student who has an Individual Education Plan (IEP) must provide the IEP prior to enrollment. The parent/guardian must sign a release form prior to enrollment.

### **Records – Outgoing Transfer Students**

Parents or guardians of students who are moving or leaving Memorial Middle School should understand that authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent. Memorial Middle School will transfer records without the consent of the parent.

### **Student Records**

Memorial Middle School is responsible for maintaining official student records that include permanent and temporary transcripts of every student. The middle school will provide a complete copy of a student's school record to any public school into which the student seeks or intends to enroll, upon receiving verification from any source that the student may be transferring out of this school district. Upon promotion, a student may obtain a copy of any record pertaining to that student.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA and Massachusetts student records laws allow Memorial Middle School to disclose those records, without consent, to the following parties or under the following conditions:

- School administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching counseling, and/or diagnostic capacity. It includes contractors, electronic/online vendors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions or to whom are providing administrative and educational services;
- Administrative office staff and clerical personnel who are either employed by the school committee or are employed under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record;
- Specified officials for audit, enforcement, or evaluation purposes, provided that except when collection of personally identifiable data is specifically authorized by law, any data collected by such officials shall be protected so that parties other than such officials and their authorized agents cannot personally identify such students and their parents;
- Local and state health department personnel to student health records, when such access is required in the performance of official duties;
- Organizations conducting certain studies for or on behalf of the school;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

- Authorized school personnel of the school to which a student seeks or intends to transfer

As required by M.G.L., Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with the following provisions:

1. As set forth in 603 CMR 23.07(5), non-custodial parents are eligible to obtain access to their children's student records *unless* the school or district has been given documentation that:
  - the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
  - the parent has been denied visitation, or
  - the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
  - there is an order of a probate and family court judge, which prohibits the distribution of student records to the parent.
2. In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal annually. The initial request must include the following:
  - a certified copy of the court order or judgment relative to the custody of the student that either indicates that the requesting parent is eligible to receive access as set forth in 603 CMR 23.07 (5) (a), or a certified copy of a court order specifically ordering that the student records be made available to the non-custodial parent, and
  - an affidavit from the non-custodial parent that said court order or judgment remains in effect and that there is no temporary or permanent order restricting access to the custodial parent or any child in the custodial parent's custody.

Additional information regarding these state regulations may be obtained from the main office.

### **NCLB Parent Notification Provisions Related to Teacher Qualifications**

The Federal *No Child Left Behind* Act of 2001 requires school districts that receive federal Title I funding to notify parents/guardians of their right to know the professional qualifications of the classroom teachers who instruct their child. As a recipient of these funds, Hull Public Schools will provide parents/guardians with this information in a timely manner if requested from the Superintendent of Schools. Specifically, parents/guardians have the right to request the following information about each of their child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under an emergency waiver because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to their child and, if so, their qualifications.

### **Private School/Vocational School Application Process**

Students who apply to private schools or vocational schools must submit a complete application to the main office at the middle school at least ten (10) school days before the application deadline. If an applicant is unsure of the deadline for the vocational school applications, please check directly with the vocational school or with the principal of the middle school. For example, any applications due by December 1 must be submitted to the main office at the middle school **NO LATER THAN November 13<sup>th</sup>**. A student or their parent/guardian who elects to attend a vocational school must submit a Chapter 74 Vocational Technical Education Program Nonresident Tuition Student Application to the Superintendent of Hull Public Schools by **April 1<sup>st</sup>**. The Tuition Student Application and the April 1<sup>st</sup> deadline are requirements established by the Department of Elementary and Secondary Education to assist the District of Residence (Hull) with budgeting and planning for the next school year.

### **Change of Address**

Parents must notify the school in writing of any change in address or telephone number.

## **STUDENT SERVICES**

### **School Social Worker**

The School Social Worker services are available for every student in the school. These services include but are not limited to assistance with:

- home, school and/or social concerns
- educational planning
- occupational information
- career information
- any issue the student may wish to discuss with the counselor.

Parents/Guardians may call our School Social Worker at (781-925-2040, ext. 1105) if they wish to make an appointment to speak to the counselor.

### **Crisis Response**

It is the policy of the Hull Public Schools to provide students with access to appropriate support services, in order to promote their social and emotional growth and well-being. In those cases where individual students are at-risk or in-crisis, the Memorial Middle School Crisis Team will convene and evaluate the situation and determine an appropriate course of action. The Memorial Middle School Crisis Team consists of the Principal, School Psychologist, School Social Worker, and, if deemed necessary, the School Nurse. The Principal may appoint additional personnel to serve on the Crisis Team as needed.

<b>Administrative Team</b>	<b>Position</b>	<b>Ext</b>
Anthony Hrivnak	Principal	1102
Alison Caputo	School Psychologist	1104
Deborah Casey	Secretary	1101
Rebecca MacDonald	School Social Worker	1105
Sharon Striglio	Nurse	1106

### **Health Services/School Nurses**

The school nurses collaborate with other members of the educational team and parents/guardians to support the academic success of students. School nurses seek to prevent or identify student health-related problems and intervene to modify or remedy these problems. The school nurse is on duty from 7:55 am to 3:10 pm daily and can be contacted by calling (781) 925-2040 ext. 1106.

### **Confidential Health Information/Medical Concerns/Special Health Care Needs**

Please contact the school nurse if your child is under care of a physician or if there have been any changes in his/her health status. Information is shared with faculty and staff only when appropriate to maintain the health and safety of your child.

Parents/guardians of students with a medical concern (asthma, diabetes, seizures, life threatening allergies or any other medical condition) should contact the school nurse to develop an individualized health care plan or 504 Plan as appropriate.

### **Health Screenings**

The health screenings listed below are mandated by the Massachusetts Department of Public Health and are conducted as indicated:

- Vision Screenings: The year of school entry and then annually through Grade 5  
Once in Grades 6 – 8  
Once in Grades 9 – 12
- Hearing Screenings: The year of school entry and annually through Grade 3  
Once in Grades 6 – 8  
Once in Grades 9 – 12
- Postural Screenings: Grades 5 – 9
- Growth & Development Screening (BMI) & %: Grades 1, 4, 7, and 10
- Blood Pressure: Grades 9 – 12

Parents/guardians are notified if their child does not meet the minimal screening standards. School nurses will work with families to obtain appropriate follow-up services as needed.

### **Medication Policy**

**Prescription Medication:** Students requiring prescription medication, including inhalers, during the school day must have signed forms from a health care provider and the parent on file in the health office before medications can be administered. Medication must be delivered to the school in a pharmacy or manufacturer labeled container by the parent/guardian or responsible adult. Medications should be administered before and after school whenever possible. All medication must be taken in the Health Office.

**Non-Prescription Medication:** Acetaminophen (Tylenol) and other common over the counter medications may be administered with written parental/guardian permission. All other non-prescription medications require an order from a health care provider. This is to include all other over the counter medications, and homeopathic remedies including any CBD products. The school may decline to administer medicine in certain instances due to safety issues. Parents/guardian should provide the school with a phone number of a person to be called in such a circumstance.

### **Physical Exams**

According to the Massachusetts General Laws, students in grades 3, 7 and 10 are required to have an updated physical exam completed. The school physician will offer these at each school once during the spring. Students participating in the high school athletic program are required to have a physical exam done annually.

### **Immunizations**

Massachusetts State Law requires students to be sufficiently immunized. Students are required to provide documentation of current immunizations consistent with the Massachusetts Department of Public Health requirements. In conjunction with the Town of Hull’s Board of Health Nurse, various vaccinations are offered during the school year.

### **Emergency Cards**

The school will provide a student emergency card to be filled out by a parent/guardian for the nurse and must include all persons to whom the student may be released. Parents must complete the emergency data card prior to registering their child for school and at the beginning of every year. The emergency contact person should be someone who lives in or near Hull, and is likely to be available between 7:30 am and 3:00 pm.

All students who become ill or injured in school must go to the nurse’s office accompanied, if needed, by a teacher or another student. **Students being dismissed due to illness must see the nurse before dismissal.** The nurse will make arrangements with the parent/guardian to have the student go home, to the doctor’s office, or to the hospital. **The parent/guardian must provide the name of an adult to be called in the case of any emergency if a parent/guardian cannot be reached.** Students must report every accident resulting in personal injury, no matter how minor, to a faculty or staff member or the school nurse.

### **Massachusetts Parental Notice for One Time Consent to Allow Hull Public Schools to Access MassHealth (Medicaid) Benefits.**

The school district is allowed to use public health insurance (MassHealth or Medicaid) to pay for some special education services included in a student's IEP for students covered by public health insurance. Before the school district accesses MassHealth for the first time, the school district must give you written notice that it is going to seek this reimbursement, and get your voluntary consent in writing for it. The notice will tell you that special education services are always provided at no cost to you or your family; will make clear that your consent will not lead to any changes in your child's MassHealth benefits or eligibility; will describe what information about your student will be shared in order to access MassHealth; remind you that your consent can be withdrawn at any time; and make clear that there will be no changes to your student's special education services or program if you withdraw or do not provide consent. If you move or your student becomes enrolled in another district, then the new school district will ask you to provide consent again.

## ACADEMICS

### Accelerated Mathematics Program

In 2011, Massachusetts adopted Frameworks in Mathematics based on the national standards known as the Common Core. These changes altered the curriculum offered to students in all math classes at Memorial Middle School. In response, an Accelerated Grade 8 math class was created to provide students with a pathway to complete Calculus by the time the student graduates from high school. Additionally, an Accelerated Grade 7 math class was created to ensure that students taking accelerated classes are prepared for Geometry as a freshman entering high school.

The goal of the Memorial Middle School is to place as many students as possible in the Grade 7 and Grade 8 Accelerated math program. Students are recommended for enrollment in the accelerated math program based on a review of the following guidelines:

<b>Grade 7 Placement Guidelines</b>
Final grade 6 math grade of 85% or higher*
Score on grade 6 final exam of 80% or higher* (*student with both scores are automatically placed in accelerated grade 7 math class)
Students with a final grade between 80% and 84% may be placed in grade 7 accelerated math class after reviewing the following: <ul style="list-style-type: none"> <li>● Recommendation of the teacher based on the student's effort and work completion</li> <li>● Review of the student's most recently available MCAS scores</li> </ul>

<b>Grade 8 Placement Guidelines</b>
Final grade 7 math grade of 85% or higher
Score on grade 7 final exam 80% or higher (*student with both scores are automatically placed in accelerated grade 7 math class)
Students with a final grade between 80% and 84% may be placed in grade 8 accelerated math class after reviewing the following: <ul style="list-style-type: none"> <li>● Recommendation of the teacher based on the student's effort and work completion</li> <li>● Review of the student's most recently available MCAS scores</li> </ul>

Families are informed of their child's placement and the teacher's recommendation in early July. Should a student, parent, or guardian disagree with placement, please contact the Principal immediately to discuss the teacher's recommendation and to determine the appropriate math class placement. The administration is committed to working with students and families to ensure that all students are appropriately challenged at Memorial Middle School and are informed of the options available to change a pathway. During the course of the school year, should a student's average falls below a 73% in an Accelerated math class, a parent conference may be scheduled to discuss a more appropriate placement.

### **Math Equity Statement:**

Students have different goals related to their college and career plans. Therefore, the goal is to ensure that all students who graduate from the Hull Public Schools have access to the mathematics courses they need and are prepared to apply their mathematics knowledge. This means that students who proceed to college are successful in credit bearing courses. Students who transition directly into the working force must be exposed to mathematical concepts and skills relevant to their careers.

As a result, multiple mathematics pathways provide equity, preparation, and a continuum of experiences. Hull Public Schools provides a variety of pathways that allow all students the opportunity to experience success and maximize their potential. These pathways are flexible, and give students the ability to move between pathways as their goals and future plans change.

Students are given the opportunity to change pathways by demonstrating mastery of the content in the mathematics course they wish to advance over by earning a grade of 85% or better on the final examination. Hull Public Schools will provide the use of the Edgenuity Virtual School learning system to assist students in this endeavor.

### **Math Pathways Grades 6 – 12**

The following graphic represents the pathways that students can choose:

Hull Mathematics Department Pathways 6-12

	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
A Most Rigorous	Math 6	Math 7 Accelerated	Algebra I - Linear & Quadratic 2 periods per day	Geometry (CP/H)	Algebra II (CP/H) and Adv. Problem Solving (SAT Prep - S2)	Pre-Calculus (CP/H)	Calculus (H/AP)
B Very Rigorous	Math 6	Math 7	Algebra I - Linear and Problem Solving A	Algebra I (CP/H) - Quadratic	Geometry (CP/H) and Algebra II (H)	Pre-Calculus (CP/H) and Adv. Prob. Solving (SAT Prep - S1)	Calculus (H/AP) or Statistics (CP)
C Very Rigorous	Math 6	Math 7	Algebra I - Linear and Problem Solving A	Algebra I (CP/H) - Quadratic	Geometry (CP/H) and Algebra II Prep	Algebra II (CP/H) and Adv. Prob. Solving (SAT Prep - S1)	Pre-Calculus (CP/H) or Statistics (CP)
D Rigorous	Math 6	Math 7	Pre-Algebra and Problem Solving B	Algebra I (CP) (double)	Geometry (CP) and Algebra II Prep (S2)	Algebra II (CP)	Pre-Calculus (CP) or Statistics (CP)

Revised 3/2017

### **Letter Grades and Numeric Equivalents**

Students are graded on their report cards with a letter indicating academic achievement. Conduct and Effort will be indicated by personal printed comments and will not affect academic grades. The following letter grades and numeric equivalents will be used at Memorial Middle School:

A = 93 and above	C = 73 – 76
A- = 90 – 92	C- = 70 – 72
B+ = 87 – 89	D = 60 – 69
B = 83 – 86	F = 59 and below
B- = 80 – 82	I = Incomplete
C+ = 77 – 79	P = Pass

If a student receives a grade of Incomplete for any given subject, he/she has a two-week deadline from the time the report card is received to make up any work, unless a medical condition exists for which a doctor’s note is required or there is an exception granted by the 504 or IEP Team. If this is not done, the student will receive a grade of “F” for the work not done and that grade will be used to determine the student’s final grade.

**Pass / Fail**

When, in unique situations, a student is allowed to take a class for a grade of “Pass” or “Fail,” Pass work is equivalent to the work required to earn a grade of a “C-“ in that class. For purposes of GPA, the “Pass” will be figured in at the value of a “C-“ in that course.

**Honor Roll**

Students who achieve excellence in their studies are recognized on the honor roll at the end of each marking term. The following are the grade requirements for the honor roll:

- *High Honors* is achieved by earning a grade of at least an A- in every subject;
- *Honors* is achieved by earning a grade of at least a B- in every subject.

**National Junior Honor Society**

The Memorial Middle School National Junior Honor Society received its charter from the National Council of the National Junior Honor Society and is known as the Memorial Middle School Chapter. NJHS is a national organization established to recognize outstanding middle school students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. These characteristics have been associated with membership in the organization since their beginning in 1929.

The objectives of our chapter are to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in the students of our community.

Members of the seventh and eighth grade who have a cumulative grade point average of 3.7 at the end of the first term may complete the NJHS Application Packet. The application must be completed by the student. Both the student and their parent/guardian are required to sign the application indicating that all information is correct. Upon receipt of the completed application, the Faculty Council will meet and review the applications. The Faculty Council is appointed by the Principal annually and consists of five members of the faculty. The Faculty Council will also review the students’ conduct and attendance.

Through the students’ application packet and a rubric completed by the faculty, candidates must have demonstrated the following:

- Documented Service – a minimum of 10 hours of quality community service in the year prior to application.
- Documented Leadership – leadership positions may include any role where the student was elected or appointed. The Faculty Council may also consider other indicators of leadership.
- Documented Character

Students that meet these standards, as determined by the Faculty Council, will be invited to join the NJHS and will participate in an induction ceremony. Decisions of the Faculty Council are final and will only be reviewed by the Principal for technical or procedural errors that may have occurred.

To remain in good standing, members are required to perform 10 hours of quality community service each school year, maintain a 3.8 cumulative average, uphold the standards of the NJHS, and comply with the school’s conduct and attendance codes.

**Homework Policy**

The term “homework” refers to an assignment to be prepared outside of class and/or which requires individual work in the home. Long-term assignments or projects are not considered “homework” as defined in this policy. Homework shall be regarded as an integral part of the school program. It shall also be regarded as an important liaison between the school program and the objectives of instruction. The purposes of homework are to improve the learning processes, to aid in the mastery of skills, to prepare students for upcoming assignments or assessments, and to create and stimulate interest on the part of the student. Homework is a learning activity that will increase in complexity based on grade level (K-12) and course level (Accelerated, CP, honors, Advanced Placement).

The teacher will clearly communicate the purpose of the homework assignment. The information for any homework assignment should be clear and specific so that the student can complete the assignment independently. Homework assignments should take into consideration individual differences of students such as health, ability, conditions at home, and educational resources at home. Homework should not require the use of reference materials not readily available in most homes, school libraries, or the public library, and should require the use of those materials only when the student has had instruction in the use of them. Homework is not to be used as a form of punishment under any circumstances. Homework should be counted as no more than 10% of the term grade.

Responsibilities of the student:

- Put aside non-essential electronics to promote focus on learning
- Seek extra help from teachers if struggling with the content
- Recognize the need for independent work and investigation
- Budget time properly for long-term assignments
- Put in time and effort towards completing homework assignments by the due date

Responsibilities of the teacher:

- Clearly establish the connection between learning objectives and the homework assignment
- Ensure that homework is checked, reviewed, and timely feedback is given
- Consider the needs and abilities of all students and differentiate assignments accordingly
- Clearly post all assignments
- Be certain all students clearly understand the expectations of the homework assignment
- Challenge students to investigate and problem solve
- If there are significant concerns about homework completion, parents will be contacted

Responsibilities of the parent/guardian:

- Provide an environment without distractions for your child to complete their work
- Check in with your child about what work is assigned, when it is due, and if it is completed
- Check Aspen / Google Workspace or other platform regarding assigned and completed work

### **Make-up Work and Extra Help**

Students are expected to take advantage of the availability of faculty members to arrange for extra help as needed. Students should make prior arrangements for help at a mutually agreeable time.

### **Tests**

Tests and quizzes are given throughout the year. In addition to announcing tests in class teachers will announce tests on Google Workspace and Aspen. Teachers may require students to have test papers or homework signed by a parent.

### **Report Cards and Progress Reports**

Communication between the teachers and parents/guardians is extremely important. This communication may take a variety of forms including phone calls, emails, notes, conferences, and progress reports. Midway through each quarter, progress reports will be posted electronically in Aspen. At the end of each of the school's four terms, report cards containing the student's grades and teacher's comments on conduct and effort will be posted electronically.

Additional progress reports provided to parents will only be done under extraordinary conditions as approved by the principal. For this process to continue, the parent must sign and return each progress report and must contact the teacher to make arrangements for a team meeting.

### **Summer Reading and Math Projects**

Each student is expected to complete the Summer Reading and Math assignment and submit his/her project at the beginning of the school year.

### **Promotion/Retention**

Students will normally progress annually from grade to grade. Exceptions will be made when, in the judgment of the professional staff, it is in the best educational interests of the students involved. The final decision regarding retention will rest with the building principal.

### **Step-Up Day**

In late May or early June of each academic year, students will participate in a 'step-up' activity. Grade eight students will travel to the high school for approximately three hours to receive information about the high school program and receive a tour of the building and grounds. At the Middle School, grades six and seven students will 'step-up' to their respective next year's teachers for orientation activities. The elementary school will follow a similar orientation schedule.

### **English Learner Education**

Hull Public Schools shall provide suitable research-based language instructional programs for all identified English learners in grades Kindergarten through 12 in accordance with the requirements of state and federal statutes and Massachusetts Department of Elementary and Secondary Education (DESE) regulations and guidance.

The district shall identify students whose dominant language may not be English through

- home language surveys that identify a primary home language is other than English
- observations
- intake assessments
- recommendations of parents/guardians, teachers, and other persons.

Identified students shall be assessed annually to determine their level of proficiency in the English language.

Hull Public Schools shall certify to DESE each year those students whose dominant language is not English, including specification of the number of non-English languages identified as dominant languages and the number and percent of students who speak each non-English language as their dominant language.

Hull Public Schools shall provide additional information as required by DESE to comply with federal law.

## **CODE OF CONDUCT**

### **PRINCIPAL'S DISCRETION**

#### **Alternative Remedies For Disciplinary Consequences**

Prior to issuing any disciplinary consequences pursuant to G.L. c. 71, § 37H <sup>3</sup>/<sub>4</sub> and not subject to G.L. c. 71, §§ 37H and 37H <sup>1</sup>/<sub>2</sub>, as discussed below, the Principal or designee will consider alternative remedies to such consequences. This policy applies only to short-term or long-term suspensions, emergency removals or in-school suspensions, or expulsions that are not issued under G.L. c. 71, §§ 37H and 37H <sup>1</sup>/<sub>2</sub>. This policy does not apply to disciplinary consequences issued under G.L. c. 71, §§ 37H and 37H <sup>1</sup>/<sub>2</sub>, which include: assault of educational staff, possession of controlled substances or a dangerous weapon on school grounds, and felony charges or conviction.

The Principal or designee will consider methods to re-engage the student in the learning process when deciding disciplinary consequences for the student. Specifically, the Principal or designee will consider and use alternative remedies including but not limited to mediation, conflict resolution, restorative justice, and collaborative problem solving. The use and results of such alternative remedies will be documented in writing. The Principal or designee will consider, use to the extent possible, and document in writing such alternative remedies before the Principal or designee may suspend or expel a student. The Principal will also implement school or district models to re-engage students in the learning process, including positive behavioral intervention and support models and trauma sensitive learning models. The Principal or designee will not implement such models in direct response to a specific incident. The Principal or designee will document specific reasons where alternative remedies are unsuitable or counter-productive. The Principal or designee will document specific reasons in situations where the student's

continued presence in school would pose a specific, documentable concern about the infliction of serious bodily injury or other serious harm on another while in school, the Principal or designee will document specific reasons.

### **Infractions and Consequences**

Disciplinary action is taken with a view to helping the student achieve a greater degree of maturity and develop a healthier respect for learning and concern for others. The atmosphere of a school is a reflection of the attitude of its students and staff toward the school and toward each other. The school's code of conduct provides a guideline for behavior within a public secondary school with maximum concern for the dignity of all students and school employees. No student may interfere with the right of any other student to his/her education. At Memorial Middle School, this means that all individuals have the right to a quality education and no one has the right to infringe on this or cause a situation not conducive to good education. It is of equal concern that the school achieves an atmosphere of order, self-discipline, safety and mutual respect. All school rules are in effect at all school functions, both regular and extra-curricular. Disciplinary action may consist of lunch detention, after school teacher detention, after school administrative detention, in-school suspension, out of school suspension, community service, leave of absence, expulsion, or after school obligations to the classroom teacher. The Hull Public School System has adopted a policy and procedures consistent with the state law governing the use of physical restraint in public schools. A full copy of this policy is available in the Principal's Office.

Three Levels of disciplinary violations, along with the consequences for breaking school rules, have been established. The degree to which consequences are applied shall be progressive in nature. It should be noted that the listing of these violations does not anticipate every eventuality that would require a written policy. Where such policies do not exist, the Principal will formulate and recommend them to the Superintendent and the School Committee, and they will be considered in effect until modified or rejected by the School Committee.

## CODE OF CONDUCT & DISCIPLINARY RESPONSE

<p style="text-align: center;"><b><u>Level I: Minor Behaviors</u></b> Classroom Level</p> <p><b>DEFINITION:</b> Behaviors that...</p> <ul style="list-style-type: none"> <li>→ Do not require administrator involvement</li> <li>→ Do not appear chronic</li> </ul> <p><b>EXAMPLES:</b></p> <ul style="list-style-type: none"> <li>→ <b>Physical disruption:</b> excessive noise, destroying materials, touching others, horseplay, use of electronic devices without permission</li> <li>→ <b>Verbal Disruption:</b> talking out, yelling, noises, speaking loudly</li> <li>→ <b>Minor Verbal Aggression:</b> taunting, teasing, name-calling</li> <li>→ <b>Insubordination:</b> doing opposite of what is asked, refusal to follow direction</li> <li>→ <b>Tardy:</b> Entering the class late without a pass.</li> </ul> <p><b>Next Steps for Teachers/Staff:</b></p> <ul style="list-style-type: none"> <li>→ Inform Student of Issue</li> <li>→ Student Conference</li> <li>→ Implement Classroom Strategies</li> <li>→ Contact Parent/Guardian</li> <li>→ Assign Teacher Detention (lunch or afterschool), when appropriate</li> </ul>	<p style="text-align: center;"><b><u>Level II: Major Behaviors</u></b> Office Level</p> <p><b>DEFINITION:</b> Behaviors that...</p> <ul style="list-style-type: none"> <li>→ Require administrator involvement</li> <li>→ Are chronic and excessive level I behaviors</li> </ul> <p><b>EXAMPLES:</b></p> <ul style="list-style-type: none"> <li>→ <b>Chronic and Excessive Level I Behaviors</b></li> <li>→ <b>Overt Insubordination:</b> refusal to follow an adult's direction after Level I discipline procedure has been implemented.</li> <li>→ <b>Academic Integrity:</b> cheating, dishonesty, omitting facts/details, plagiarism</li> <li>→ <b>Overt Verbal Aggression:</b> profanity, vulgar gestures/pictures, threats, intimidation</li> <li>→ <b>Physical Aggression</b> that does not result in physical harm</li> <li>→ <b>Use of or Possession of Tobacco, vape, e-cigarette</b></li> <li>→ <b>Class Cut or Left assigned area</b></li> </ul> <p><b>Next Steps for Teachers/Staff/Administration:</b></p> <ul style="list-style-type: none"> <li>→ Inform Student of Issue (prior to referral submission)</li> <li>→ Contact Parent/Guardian</li> <li>→ Enter Discipline Referral</li> <li>→ SIT Referral, as needed</li> <li>→ Send Student to Office, as needed</li> </ul>
<p style="text-align: center;"><b><u>Level III: Severe Behaviors</u></b> Office Level</p> <p><b>DEFINITION:</b> Behaviors that...</p> <ul style="list-style-type: none"> <li>→ Require immediate administrator involvement</li> <li>→ Violate school district policies or state policies or laws</li> <li>→ Chronic level II behaviors</li> </ul> <p><b>EXAMPLES:</b></p> <ul style="list-style-type: none"> <li>→ <b>Chronic and Excessive Level II Behaviors</b></li> <li>→ <b>Overt Physical Aggression:</b> destroying school property, fighting, assault of student and/or staff</li> <li>→ <b>Possession of Banned Paraphernalia:</b> weapons, fireworks, alcoholic beverages, unprescribed/ illegal drugs</li> <li>→ <b>Illegal or Unauthorized Entry/Exit to School Facilities</b></li> <li>→ <b>Theft:</b> personal items, school property, identities</li> <li>→ <b>Inappropriate Use of Technology</b></li> <li>→ <b>Inappropriate Behavior:</b> Hazing, Bullying, Extortion, Inciting Panic</li> </ul> <p><b>Next Steps for Teacher/Staff/Administration:</b></p> <ul style="list-style-type: none"> <li>→ Inform Student of Issue (prior to referral submission)</li> <li>→ Contact Parent/Guardian</li> <li>→ Enter Discipline Referral</li> <li>→ SIT Referral, as needed</li> <li>→ Outside Referral, as needed</li> <li>→ Removal of Student from class or school population</li> </ul>	<p style="text-align: center;"><b><u>Progressive Discipline</u></b> Potential Consequences</p> <p><b>Level 1:</b></p> <ul style="list-style-type: none"> <li>→ Student Conference</li> <li>→ Teacher Detention (lunch, enrichment, or afterschool)</li> <li>→ Contact Parent/Guardian</li> <li>→ Documented Verbal Warning</li> <li>→ Mediation</li> </ul> <p><b>Level 2:</b></p> <ul style="list-style-type: none"> <li>→ Documented Verbal Warning</li> <li>→ Detention (lunch, enrichment, or afterschool)</li> <li>→ Parent/Guardian Conference</li> <li>→ Behavioral Contract</li> <li>→ Mediation</li> <li>→ No Contact Contract</li> <li>→ Social Probation</li> <li>→ ISS/OSS- up to ten days</li> <li>→ SRO Notified, as needed</li> </ul> <p><b>Level 3:</b></p> <ul style="list-style-type: none"> <li>→ Detention (lunch, enrichment, or afterschool)</li> <li>→ ISS/OSS- up to ten or more days</li> <li>→ Contact Parent Guardian</li> <li>→ Behavioral Contract</li> <li>→ Social Probation</li> <li>→ SRO Notified, as needed</li> <li>→ Parent/Guardian re-entry may be held before child returns to school</li> </ul>

## **Classroom Rules**

In order for learning and teaching to occur teachers, along with their students, will develop classroom rules and procedures to be followed. Ownership of this “Best Practice” requires that students are familiar with the rules because they are invested in the development of them. Once posted in each of the classrooms, the entire learning community is responsible for rule implementation. The classroom teacher is the final arbiter for the classroom atmosphere.

## **Detention**

Minor violations may result in detention being assigned by teachers or administrators. Students are reminded that detention sessions are an obligation that must be met when assigned and that detention takes precedence over work schedules or co-curricular and extra-curricular activities. Teacher and Administrative Detentions are from 2:55-3:45 p.m. Teacher and Administrative Detentions may also be assigned during lunch. Students who fail to serve assigned detentions will be subject to further disciplinary action and parent notification.

## **Social Probation**

A student placed on social probation may not attend any after school or evening extra-curricular or co-curricular activities. These include, but are not limited to, school sponsored athletics, clubs, dances, plays, concerts, performances, etc. Social probation will last for a minimum of 7 calendar days. If a student on social probation would like to attend an event, he/she may petition the Principal. The Principal will consider the student’s behavior and academic progress since the incident that warranted social probation. A student may only petition the Principal once during each instance of social probation. The Principal is under no obligation to permit a student to attend an event once a student is placed on social probation.

## **Court Involvement**

If a student consistently receives disciplinary referrals, the Student Assistance Team will consider whether that student needs further intervention and the school will consider whether or not to file a Habitual School Offender with the Juvenile Division of the Hingham District Court. Prior to any such filing, the school will consult with the parents, teachers and staff.

## **Procedures for Short-Term Suspension**

(Exclusion of a student from school premises and regular classroom activities for a specified period of not more than ten school days.)

The principal, or his/her designee, may suspend students on a short-term basis. Unless a student poses a danger to persons or property, substantially and materially disrupts the order of school, possesses a firearm, controlled substance, or assaults a school staff member, the student will receive the following prior to a short-term suspension:

1. Oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:
  - i. The disciplinary offense;
  - ii. The basis for the charge;
  - iii. The potential consequences, including the potential length of the suspension;
  - iv. The opportunity to have a hearing with the principal and the parent concerning the proposed suspension, including the opportunity to dispute the charges and to present the student’s explanation of the alleged incident;
  - v. The date, time, and location of the hearing;
  - vi. The right of the parent and student to interpreter services at the hearing; and
  - vii. If the student may be placed on a long-term suspension following the hearing with the principal:
    1. The rights set forth under the “Procedures for Long-Term Suspension”; and
    2. The right to appeal the principal’s decision to the superintendent.
2. At the hearing, if the student and/or parent elects to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances. The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct the hearing without the parent, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

3. Based on the available information, the principal shall make a determination as to whether the student committed the disciplinary offences and what remedy shall be imposed. The principal shall notice the student and parent in writing of his/her decision, the reasons for it, and, if applicable, the type and duration of the suspension and the opportunity to make up assignments and other academic work.
4. If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the suspension takes effect.

### **Procedures for Emergency Removal**

If the student's continued presence poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption, the principal shall temporarily remove the student from the school. This temporary removal shall not exceed two (2) days following the day of the emergency removal and the superintendent shall be immediately notified of the removal. Additionally, the principal shall make immediate and reasonable efforts to orally notify the student and student's parent of the emergency removal, the reason for the emergency removal, and the other information required in a short-term suspension notification. The short-term suspension notice shall be provided in writing to the student and parent. The opportunity for a hearing with the principal shall occur within two (2) school days, unless otherwise extended by the school and parent. A decision regarding the student's continued suspension or other removal shall be rendered the same day as the hearing and written notice shall be provided the following school day. This written notice shall include all the information required based on the type of discipline imposed (short-term suspension, in-school suspension, long-term suspension, or expulsion).

The principal may also remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on a student's misconduct. This type of removal is not subject to the procedures for suspension and expulsion outlined in this policy.

### **Procedures for an In-School Suspension**

An in-school suspension may be used as an alternative to short-term suspension for disciplinary events. An in-school suspension means the removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions in one school year.

If the principal chooses this alternative, the principal shall inform the student of the disciplinary offense charged and the basis for that charge and provide the student an opportunity to dispute the charge and explain the circumstances surrounding the charge. If an in-school suspension is issued, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the offense, and the length of the in-school suspension.

The principal shall also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. This meeting shall be scheduled on the day of the suspension, if possible, or as soon as possible thereafter. The principal shall also send written notice to the student and parent about the in-school suspension, including the reason and length of the in-school suspension, and inviting the parent to the above described meeting, if such meeting has not already occurred.

### **Procedure for Long-Term Suspension**

(exclusion of a student from school premises and regular classroom activities for more than ten school days.)

The principal, or his/her designee, may issue long-term suspensions at the building level. The principal may also issue expulsions for the offenses set forth in M.G.L. c. 71, §37H and §37H½. Expulsions for other offenses are handled by the School Committee pursuant to M.G.L. c. 76, §16 and §17.

1. In the event of a long term suspension or expulsion, the student will be provided oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:
  - i. The disciplinary offense;
  - ii. The basis for the charge;
  - iii. The potential consequences, including the potential length of the suspension;

- iv. The opportunity to have a hearing with the principal and the parent concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident;
  - v. The date, time, and location of the hearing; and
  - vi. The right of the parent and student to interpreter services at the hearing.
2. The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct the hearing without the parent, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.
  3. In advance of the hearing, the student shall have the right to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student.
  4. The student shall also have the right to be represented by counsel or a lay person at the choice and expense of the student/parent.
  5. At the hearing, if the student and/or parent elects to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances. The student shall also have the right to produce witnesses and the right to cross-examine witnesses presented by the school. The student may request that the hearing be audio recorded by the principal and may request a copy of the recording. All parties must be made aware that the hearing is recorded in advance of the hearing.
  6. The parent, if present, shall have the opportunity to discuss the student's conduct and other information, including mitigating circumstances, that the principal should consider in determining consequences for the student.
  7. The principal shall make a determination as to whether the student committed the disciplinary offences and what consequences shall be imposed. The principal shall notice the student and parent in writing of his/her decision, including the following information:
    - i. The disciplinary offence, the date on which the hearing took place, and the participants in the hearing;
    - ii. The key facts and conclusions reached by the principal;
    - iii. The length and effective date of the suspension and the date of return to school;
    - iv. The notice the student's opportunity to receive education services to make academic progress during the suspension;
    - v. The student's right to appeal the principal's decision to the superintendent or his/her designee if a long-term suspension has been imposed. This notice of appeal shall include the process for appealing the decision, which requires the parent or student to file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension.
      - a. The superintendent shall hold the hearing within three (3) school days of the student's request, unless an extension is mutually agreed to.
      - b. The superintendent shall make a good-faith effort to include the parent in the hearing.
      - c. The hearing shall be conducted to determine whether the student committed the disciplinary offense and, if so, what the consequence shall be. The hearing shall be audio recorded and a copy of the recording shall be provided to the student or parent upon request.
      - d. All the same rights as are afforded in the above long-term suspension principal's hearing shall apply to the student in a superintendent's hearing.
      - e. The superintendent shall issue a written decision within five (5) calendar days of the hearing. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or lesser consequence than the principal.
      - f. The decision of the superintendent shall be the final decision of the school district.
    - vi. If the student is in grades K-3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for the suspension before the suspension takes effect.

### **Possession of Weapons or Controlled Substances or Assault of Educational Personnel**

Massachusetts General Law Ch. 71, §37H authorizes the principal to expel students as follows:

1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter Ninety-Four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
2. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
3. Any student who is charged with a violation of either paragraph (1) or (2) shall be notified in writing of an opportunity for a hearing; provided, however that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, at his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (1) or (2).
4. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
5. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.
6. Districts shall report to the department of elementary and secondary education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The department of elementary and secondary education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the department of elementary and secondary education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the commissioner.
7. Under the regulations promulgated by the department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

A copy of this law may be obtained in the main office.

### **Suspension/Expulsion Based Upon a Felony Charge/Conviction M.G.L. c71, § 37H½**

Issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal of a school may suspend a student for a period of time determined appropriate by the principal if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar

days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

The principal may expel a student who has been convicted, adjudicated, or admitted guilt with respect to a felony or felony delinquency, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

A copy of this law may be obtained in the main office.

**Additional Procedural Protections for Special Education and 504 Students:**

In general, special education students and 504 students may be excluded from their programs for up to ten school days per school year just as any other student. However, when the district seeks to exclude a special education student from his/her program for more than ten school days in the school year, the student's special education or 504 Team must first determine whether the student's behavior was caused by, or was directly and substantially related to his/her disability or whether the conduct in question was the direct result of the district's failure to implement the student's IEP or 504 Plan (a "manifestation determination"). If the Team determines that the behavior was a manifestation of his/her disability or was caused by a failure to implement the IEP or 504 Plan, it must conduct a functional behavioral assessment and develop a behavior plan (or review and modify an existing plan, if necessary), and return the student to his/her current program, unless the student's parents and the district agree to a change in placement.

If the Team determines the behavior was not caused by, or directly and substantially related to the student's disability or failure to implement the IEP or 504 Plan, the school may discipline the student according to the school's code of student conduct, except that during the period of suspension or expulsion, the district must continue to provide the student with a free appropriate public education (FAPE) and, if appropriate, conduct a functional behavior assessment and provide intervention services and modifications to prevent the conduct from recurring. If the conduct involves weapons, drugs, or serious bodily injury, a special education student may be removed to an interim alternative educational placement for up to 45 school days regardless of the behavior's relationship to his/her disability.

Additional information regarding the procedural protections for students with disabilities can be obtained from the Director of Student Services at 781-925-4400 ext 1121.

**Educational Services and Academic Progress during Suspensions and Expulsions**

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, test, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom. The principal shall inform the student and parent of such opportunity in writing when such suspension or expulsion is imposed.

Any student expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through a school-wide education service plan. This plan will be developed by the principal and shall describe the services that the school district will make available to students who are expelled or suspended for ten (10) or more consecutive days. The plan will include the process for notifying such students and their parents of the services and arranging the services.

<b>Legal Authority:</b>	M.G.L. c. 71, § 37H	M.G.L. c. 76, § 21
	M.G.L. c. 71, § 37H ½	603 CMR 53.00
	M.G.L. c. 71, § 37H ¾	

A student not yet eligible for special education may be protected under IDEA’s regulations if the district had knowledge that the student had a disability. Knowledge may be presumed if, prior to the student’s misconduct, a parent expressed concern in writing to supervisor or administrator or teacher of the student.

**Dress Code**

In order to maintain a positive learning environment, it is important that all members of the Memorial Middle School community exhibit dress appropriate for a learning environment at all times.

- Guiding Principles: neatness, suitability, moderation, cleanliness, and safety.
- Clothing should cover the abdomen and undergarments.
- Hoods, bandanas, sunglasses, and sweatbands are not allowed.
- No clothing with offensive, explicit, or illegal content printed on it will be allowed.

The school administration and teachers reserve the right to determine whether the student’s attire is within the policy standards. Any student not dressed in accordance with the policy shall be given the opportunity to correct the violation and/or lent appropriate clothing. Students in violation of the dress code will be subject to disciplinary action and parent notification.

Requests for exemptions from the dress code based upon one’s religion or religious beliefs must be made at least 24 hours in advance where practicable in writing to the Principal including an explanation of why the religion/religious belief prevents compliance with the dress code.

**Corridor Passes**

Students are not allowed to leave class, or assigned areas without a corridor pass issued by a teacher in charge. Any student without an authorized pass will be subject to disciplinary action. Students will sign a logbook when entering or leaving a classroom. If a teacher in a previous class detains a student, that teacher must give the student a pass to present to the teacher to whom he/she is to report.

**Care of School Property/Vandalism**

Students are responsible for the proper care of all books, computers, supplies and furniture supplied by the school. Students who vandalize property, break windows, or do other damage to school property or equipment are subject to disciplinary action and will be held responsible for appropriate financial restitution. Students may be referred to law enforcement officials.

**Hazing**

Memorial Middle School prohibits the practice of “hazing” in the public schools. Hazing may result in suspension from school. School administrators are expected to report occurrences to proper authorities.

CH. 269, s.17 HAZING, ORGANIZING OR PARTICIPATING; HAZING DEFINED ‘Whoever is the principle organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars (\$3,000) or by imprisonment in a house of correction for not more than one (1) year, or both such fine and imprisonment. The term “hazing” as used in this section and in sections 18 and 19 mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage,

drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

CH. 269, S.18. DUTY TO REPORT HAZING Whoever knows that another person is the victim of hazing as defined in s.17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars (\$1,000).

CH. 269, S.19. ISSUANCE TO STUDENTS AND STUDENT GROUPS Section 19.Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations. hazing

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

REF:JICFA

### **Prohibited Items**

The possession or use by students during the school day of smoking materials, vaping materials, paintballs, aerosol sprays, stink bombs, hypodermic needles, laser lights, items used as weapons and any item deemed unsafe is not permitted. Items that may not be used during the school day include wheeled sneakers, jumbo markers, roller blades, skateboards, and balloons. These items must be kept in student lockers during the school day. Possession and/or use of these items during the school day will result in confiscation and possible disciplinary action.

### **Electronic Devices**

Electronic devices, including but not limited to cell phones, radios, cameras, CD, iPods, tablets, MP3 players and headphones are prohibited during school hours. However, students may use these devices during class time when

permitted by the teacher to support the curriculum and instruction. Otherwise, these devices must be kept in student lockers during the school day. Failure to comply will result in confiscation and disciplinary action.

### **Computer Privileges**

Use of the school computers/technology and access to the school network is a privilege. All students must adhere to the **Internet and Other Technologies Acceptable Use Policy** (see page 44) and the Mobile Computing Device Acceptable Use Policy and demonstrate appropriate behavior as it applies to computer use. Students who abuse the Internet Policy, or who misuse the computers at Memorial Middle School could lose their computer privileges and be subject to further disciplinary action.

### **Plagiarism and Cheating**

Academic dishonesty will not be tolerated. Plagiarism and cheating entail the taking or copying of ideas, writings, etc., from another and passing it off as one's own either in or out of class. This is particularly true of information copied directly from a web source and pasted into a document you are working on. This represents a serious breach of the academic standards at Memorial Middle School. Any student found guilty of plagiarism or cheating will be penalized up to a complete loss of credit for the assignment that was plagiarized and subject to formal disciplinary action. Consequences for plagiarism and/or cheating will be progressive in nature (see discipline policy).

### **Smoking and Vaping**

Smoking and vaping is prohibited in our school. This applies to adults as well as students. Smoking materials are defined as cigarettes, cigars, chewing tobacco, pipes, matches, lighters, or other tobacco products. Massachusetts General Laws, C. 71, Section 37H, states, "Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district."

### **Search and Seizure**

The school administration retains control over lockers loaned to students, and regulates admission and parking of automobiles on school grounds. The administration therefore has the right and duty to inspect and search students' lockers. If the administration reasonably suspects, upon information received from law enforcement officials or other sources, that drugs, weapons, dangerous illegal or prohibited matter, or goods stolen from school or from members of the staff or student body, are likely to be found on a student's person or property. The administration works closely with the Hull Police Department to keep Memorial Middle School safe and drug-free. Parents and students are advised that Hull Public Schools will request that the Hull Police Department, with trained animals, conduct a search when deemed necessary to ensure the safety of Memorial students. Students and parents are also advised that a person, person's personal belongings, and automobile/bicycle/other form of transportation are subject to search when there is reasonable suspicion that the student is in possession of drugs, weapons, contraband, or if there is reason to believe that he/she has violated or is violating the law or school rules. The administration also has the right and duty to search a student's person or belongings if there is a reasonable suspicion that drugs, weapons, dangerous illegal or prohibited matter, or such stolen goods, are likely to be found on the student's person or belongings, in exercise of the school's duty to enforce school discipline and to protect the health and safety of the student and/or student body. The items of such search may be turned over to law enforcement officials for inspection or examination and may be the subject of criminal or juvenile court prosecution, or of school disciplinary proceedings.

In an effort to encourage our students to make positive decisions about their health and well being, we will frequently communicate with the Hull Police Department and information will be shared between the high school administration and the police department.

### **Breathalyzer/Alcohol & Drug Recognition Testing**

Students exhibiting signs of having consumed alcohol including, but not limited to glassy eyes, slurred speech, unsteadiness on the feet or emission of an alcoholic odor upon arrival at, or participation in, a school-sponsored activity may be requested to take a breathalyzer test administered by a school administrator. If test results are negative, no action shall be taken. If a student tests positive for alcohol, he or she will receive one additional opportunity to take the test. Students who test positive for alcohol (a .02 reading on the breathalyzer test) or

students who refuse to take a Breathalyzer test upon reasonable suspicion to suspect they have consumed alcohol, will be subject to all school rules relating to the use and/or possession of alcohol.

## **PHYSICAL RESTRAINT GUIDELINES**

### **What is a Physical Restraint?**

Physical restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical escort is defined as the touching or holding a student without the use of force for the purpose of directing the student. Physical escort is not physical restraint and is not covered by these procedures.

The Hull Public School, in accordance with 603 CMR 46.00, has determined that school staff will adhere to the following guidelines:

1. All school staff must receive annual orientation training with respect to the district's restraint policy. New staff must receive orientation training within the first month of their employment. The principal shall direct the Crisis Intervention Team Leader within the school to provide the training to new staff. The school must identify specific staff to serve as the school-wide resources (Crisis Intervention Team) to assist in ensuring proper administration of physical restraint.
2. A physical restraint will be administered only when needed to protect a student and/or member of the school community from imminent, serious physical harm and when non-physical interventions would be ineffective. The use of physical restraint is to minimize any harm to the student and/or other individuals.
3. Physical restraint may not be used as a means of punishment or as a response to property destruction, school disruption, refusal to comply, or verbal threats, or refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm.
4. All incidents of physical restraint must be reported to the principal or his/her designee immediately following the incident.
5. The principal or designee shall verbally report any physical restraint incident to the parent as soon as possible following the incident.
6. Follow-up procedures for restraint includes not only the required reporting requirements to the DESE, but also reviewing the incident with student, staff and consideration of whether follow-up is appropriate for students who witnessed the incident.
7. A full copy of the Hull Public School system's restraint policy is available in the Principal's office.

## **NOTICES OF CIVIL RIGHTS**

### **Notice of Equal Opportunity**

The Hull Public Schools reaffirms that it does not discriminate on the basis of age, race, to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles, color, national origin, sex, gender identity, limited English proficiency, homelessness, disability, religion, or sexual orientation. in admission to, access to treatment in or employment in its programs or activities. Consistent with M.G.L. Chapter 76, Section 5, the Hull School District also affirms the commitment to maintain a school and work environment free of discrimination/harassment/bullying based age, race, to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles, limited English proficiency, color, national origin, sex, gender identity, homelessness, disability, religion, or sexual orientation. Any discrimination/harassment/bullying on the basis age, race, to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles, limited English proficiency, color, national origin, sex, gender identity, homelessness, disability, religion, or sexual orientation will not be tolerated and will be punishable to the full extent of the law.

If you should have a complaint or concern that there has been discrimination, you may also utilize the following procedure:

1. Report the violations to any staff member in the Hull Public Schools. He/she will notify a building Administrator. The building Administrator will meet with you and other persons who might have information about the issue promptly. The school district investigators in each area will commence any additional investigation, within a reasonable period of time. The building Administrator will issue his/her decision in writing to you within ten (10) days of the conclusion of the investigation.
2. If the complaint is not resolved, it can then be appealed to the district's Equal Opportunity, Section 504, ADA Coordinator. This appeal must be in writing, describe the circumstances, and the relief you seek. This appeal should be taken within one week after receipt of the Administrator's decision.
3. The Equal Opportunity, Title IX, Section 504, ADA Coordinator will meet with you within a reasonable time. Following a review of the materials presented to the Administrator and any additional investigation that will be conducted promptly, the Coordinator will make a final determination on whether there has been a violation of the district's policy within ten (10) days after the conclusion of any additional investigation. If there has been a violation, the Coordinator will indicate the steps to be taken to correct it.

Inquiries concerning the application of nondiscrimination policies may also be referred to the Superintendent of Schools or the Regional Director, Office for Civil Rights, U.S. Department of Education, Room 222 Boston, MA 02109-4557.

#### **Notice of Non-Discrimination**

Memorial Middle School admits students regardless of age, race, to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles, limited English proficiency, color, national origin, sex, gender identity, homelessness, disability, religion, or sexual orientation to have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district. Further, Memorial Middle School does not discriminate on the basis of age, race, color, national origin, sex, gender identity, homelessness, disability, religion, or sexual orientation in the administration of its educational policies and programs.

Inquiries concerning the application of this policy prescribed by TITLE IX of the Education Amendments of 1972 and Chapter 622 of the Laws of the Commonwealth of Massachusetts may be directed to a building Administrator or the Superintendent of Schools.

Inquiries concerning the application of non-discrimination policies may also be referred to: Regional Director, Office for Civil Rights, U.S. Department of Education, Room 222, Boston, MA 02109-4557.

#### **Notice of McKinney-Vento Homeless Education Assistance Act**

According to the Federal McKinney-Vento Homeless Education Assistance Act, schools are required to immediately enroll homeless students in school, even if they do not have the documents usually required for enrollment, such as school records, medical records, or proof of residency. There are similar protections under Title I of Every Student Succeeds Act (ESSA) for foster care students. For additional information regarding the education of homeless students, please contact the homeless liaison who is Rebecca MacDonald at 781-925-2040. For information regarding foster care students, please contact the DCF liaison of the Hull Public Schools who is Kristen Ryan at 781-925-4400.

The Hull Public Schools prohibits discrimination or harassment based on homelessness. Any complaints of discrimination or harassment based on homelessness may be reported to the homeless liaison and will be investigated using the same process and steps as the Hull Public Schools' non-discrimination procedures.

## Notice of Sexual Harassment/Title IX Policy

This policy applies to the extent that there is an allegation of sexual harassment under the Federal definition of sexual harassment. If the allegations are under solely the state definition of harassment, the district will utilize other policies and procedures.

### Definitions

Under state law, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment under Massachusetts law when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's advancement (quid pro quo harassment);
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions;
- Such conduct interferes with an individual's job duties; or
- The conduct creates an intimidating, hostile or offensive work environment.

Under Federal law, sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct ("quid pro quo harassment");
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity ("hostile environment harassment"); or
- "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30)

The District will promptly investigate all allegations of sexual harassment of which it has actual knowledge and which are alleged to occur in the school's programs and activities, including locations, events, and/ or circumstances in which the school district exercises substantial control, in a way that is not deliberately indifferent.

The following additional definitions apply:

"Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to any employee of the district, except that this standard is not met when the only official of the district with actual knowledge is the respondent (where the respondent is an employee). Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. Complaints will be addressed whenever the district has actual knowledge of the allegation.

"Administrative leave" means placing an employee on leave pursuant to state law. Nothing in the Title IX regulations precludes a recipient from placing a non-student employee respondent on administrative leave during the pendency of a grievance process, provided that Massachusetts laws are followed.

"Consent" means cooperation in act or attitude pursuant to an exercise of free will of a conscious person with informed knowledge of the nature of the act or actions. A current or previous relationship shall not be sufficient to constitute consent. Consent will not be found when submission to the act or actions is undertaken due the influence of fear, fraud, forcible compulsion, threats, and/ or the complainant possessed any legal incapacity to consent at the time of the act or actions. Consent is a defense to all types of sexual harassment.

"Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

"Deliberate indifference" means a response to sexual harassment that is clearly unreasonable in light of the known circumstances.

"Emergency removal" means the suspension or expulsion of a student on an emergency basis, consistent with state law. Nothing in the Title IX regulations precludes a district from removing a respondent from the district's education program or activity on an emergency basis, provided that the district follows all procedures under Massachusetts law,

undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the district investigate the allegation of sexual harassment.

“Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Supportive measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Any member of the school community who believes that he or she has been subjected to sexual harassment will report the incident(s) to a building administrator. The incident(s) will be referred to one of the building grievance officers. The building grievance officer will attempt to resolve the problem in an informal and timely manner. However, upon the request of the complainant be followed by a formal process.

### **Complaints and Reports of Sexual Harassment**

Upon receiving actual notice of alleged sexual harassment without a formal complaint, staff members must notify the Title IX Coordinator. The Title IX Coordinator must then contact the complainant within five school days of receiving the complaint and do the following:

- Discuss and offer supportive measures;
- Consider the complainant’s wishes with respect to supportive measures;
- Explain that supportive measures may be received with or without filing a formal complaint;
- Determine whether the complainant wishes to file a formal complaint; and
- Explain to the complainant the purpose of filing a formal complaint.

The Title IX Coordinator must document in writing the supportive measures offered/provided or why no supportive measures were offered/provided. Complainant and respondents must be offered supportive measures even if they do not file a formal complaint.

If the complainant declines to file a formal complaint, the Title IX Coordinator must consider whether to sign a formal complaint and start an investigation despite the complainant’s preferences. This decision may be appropriate when safety or similar concerns lead the district to conclude that a non-deliberately indifferent response to actual knowledge of Title IX sexual harassment could reasonably require the school district to investigate and potentially sanction a respondent. A Title IX Coordinator’s decision to override the complainant’s decision not to file a formal complaint must be documented in writing along with an explanation of why this decision was necessary in order to avoid deliberate indifference.

Formal complaints may also be filed directly with the Title IX Coordinator by a complainant in person, by mail, by email, or by telephone at any time, including during non-business hours.

The contact information for the Title IX District Coordinator is:

Kristen Ryan, 18 Harborview Road, Hull, MA 02045 781-925-4400 x1121 [kyryan@town.hull.ma.us](mailto:kyryan@town.hull.ma.us)

The complaint may be written by the complainant, or it will be reduced to writing by either the school employee who receives the complaint, the building Principal, or the Title IX Coordinator. Whether the complaint is reduced to writing by a student, parent, or staff member, the written complaint should include the name of the complainant, the name of the alleged victim (if different), the name of the respondent, the location of the school/department where the alleged discriminatory action occurred, the basis for the complaint, witnesses (if any), and the corrective action the complainant is seeking. This information will be made on or transferred to a discrimination/ harassment complaint form maintained by the District.

There is no time limit or statute of limitation on timing to file a formal complaint. However, at the time of filing a formal complaint, an alleged victim must be participating or attempting to participate in a program or activity of the school district. Additionally, the district has discretion to dismiss a formal complaint where the passage of time would result in the district's inability to gather evidence sufficient to reach a determination regarding responsibility, or when the district loses responsibility for the respondent (e.g., the respondent no longer attends or is employed by the district).

If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved, did not occur in the school district's education program or activity, or did not occur against a person in the United States, then the school district must dismiss the formal complaint under these procedures, but could investigate it under other policies and procedures. The school district must send written notice of any dismissal.

Investigations to allegations of sexual harassment will be prompt and the formal process will be completed within a sixty school day timeframe where feasible. There may be a temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

The Superintendent will annually appoint a central office Title IX grievance officer for the district who will be vested with the authority and responsibility of processing all sexual harassment complaints. If there is a complaint about the Superintendent, it shall be reported to the Chair of the Committee.

#### Building Title IX Grievance Officer

The building Principal and/or Designee, Assistant Principal, School Social Worker, and School Psychologist act as Title IX grievance officers at the building level. The Title IX grievance officers will be provided with training for handling sexual harassment cases and each year will be responsible for informing all staff and students of their rights and responsibilities under this policy.

#### **Written Notice**

Before any investigation can begin, the district must send written notice to both parties including sufficient details. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice must inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice must inform the parties that the District's code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If additional allegations are added during the course of the investigation, additional written notice must be provided.

#### **Informal Resolution**

Where appropriate, after notice has been issued, the Title IX Coordinator should also consider offering the parties an option for informal resolution (e.g., mediation). Informal resolution may only be offered after a formal complaint is filed, and the parties must give written consent to engage in this process. Informal resolution may not be used if the allegation is against an employee respondent. Facilitators of informal resolution will be designated by the Title IX Coordinator and must not be biased against any of the parties.

Informal resolution is entirely voluntary. Complainants may elect to pursue formal procedures at any step in the

process of making their complaint, even if informal resolution has already begun. Similarly, respondents may elect to follow formal procedures and decline informal resolution.

If the complainant and the respondent feel that their grievances have been sufficiently addressed via informal resolution, then no further action needs to be taken. This voluntary conversation must occur within thirty (30) school days after receiving the complaint of discrimination or harassment, unless both parties agree otherwise. The results of an informal resolution shall be maintained by the facilitator, in writing.

If the complainant is not satisfied with the resolution from the informal process, or if he/she does not choose informal resolution, then he/she can begin the formal complaint procedure described below.

### **Investigation**

If informal resolution is not offered to or accepted by the parties, the Title IX Coordinator will designate an investigator and a decision maker, who may not be the same person. The Title IX Coordinator is free to cast himself/herself as investigator, where appropriate.

The investigator must not be biased against any of the parties at the outset of the investigation. The investigator will be responsible for interviewing parties and witnesses, finding facts, and making determinations related to credibility, all of which will go into a written report. The investigator must avoid all questions that are protected by legal privilege, unless the privilege has been waived, and should avoid asking about the complainant's sexual history unless it is directly relevant to prove consent to the conduct at issue or to prove that the conduct was committed by someone other than the respondent.

Prior to completion of the investigative report, the school district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.

The investigator must avoid making any final determinations of responsibility for sexual harassment.

Findings should be written in a factual way in an investigative report. Credibility determinations may not be based on an individual's status as complainant, witness, or respondent.

During the investigative process and any further hearings, complainants and respondents have a right to have advisors of their choice participate in all aspects of the proceedings. The district will provide both parties with written notice of investigative interviews, meetings, and hearings, with sufficient time to prepare.

### **Findings of Responsibility**

After the investigator has completed the investigation, the designated decision-maker will be assigned to determine final responsibility or lack thereof for violating Title IX. The decision-maker must not be biased against any of the parties at the outset of this process.

Before the district can determine responsibility, an investigative report will be sent to the parties and the decision-maker will offer both the complainant and respondent the opportunity to submit proposed relevant, written questions to ask of any party or witness, to respond to questions posed by another party, and to offer additional limited follow-up. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

After this process is complete, the decision-maker will create a written determination regarding whether sexual harassment has occurred using a preponderance of the evidence standard.

A “preponderance of the evidence” means that it is more likely than not that the alleged conduct occurred. The decision-maker shall further recommend what action, if any, is required. If it is determined that sexual harassment occurred, the District will take steps to prevent the recurrence of the harassment and correct its discriminatory effect on the complainant and others if appropriate. Such remedies may include supportive measures.

The written determination must be issued to both parties simultaneously and must include:

- (A) Identification of the allegations potentially constituting sexual harassment;
- (B) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- (C) Findings of fact supporting the determination;
- (D) Conclusions regarding the application of the recipient’s code of conduct to the facts;
- (E) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient’s education program or activity will be provided by the recipient to the complainant; and
- (F) The district’s procedures and permissible bases for the complainant and respondent to appeal (a copy of, or direct reference to, this policy will suffice).

Formal disciplinary actions may be imposed in the event that the preponderance of the evidence indicates a violation of this policy, up to and including expulsion or termination. Any disciplinary action will be in accordance with due process rights under State law and any applicable collective bargaining agreement.

As indicated above, these procedures do not limit the District from removing a student or employee from a program or activity on an emergency basis based on immediate threats to people’s physical health or safety or placing an employee on administrative leave during the pendency of the investigation.

### **Records**

A record will be maintained for a period of seven years of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment and district staff will document the basis for the district’s conclusion that its response was not deliberately indifferent. Records for the district will be maintained by the District Title IX Coordinator at Central Office.

### **Training**

The district will ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receive training on the definition of sexual harassment, the scope of the recipient’s education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

The district will ensure that decision-makers receive training on any technology to be used in interviews and on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant,.

The district also must ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

These training materials will be posted on the school district’s website.

### **Appeals**

Any party may appeal the decision in writing to the Superintendent within five (5) school days of receipt of the findings of the formal procedure or a dismissal on the following bases:

(A) Procedural irregularity that affected the outcome of the matter;

(B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

(C) The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The school district will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties. Both parties will have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

The Superintendent or designee, as a further impartial decision-maker, will review the comprehensiveness and accuracy of the investigation and the conclusions, and issue written findings to both the complainant and respondent within thirty (30) school days of the appeal.

Contact information for the Superintendent:

Superintendent, Judith Kuehn, 18 Harborview Road, Hull, MA 02045 - 781-925-4400 x1118  
[jkuehn@town.hull.ma.us](mailto:jkuehn@town.hull.ma.us)

#### **External Grievance Procedure**

Any student, parent or employee who chooses not to use the District's internal grievance procedures or who is not satisfied with the District's internal grievance procedures may file a complaint of discrimination or harassment with an appropriate state or federal agency.

For complaints related to discrimination/harassment of students:

The Office for Civil Rights, US Department of Education  
5 Post Office Square, 8<sup>th</sup> Floor  
Boston, MA 02109-3921  
Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172

OR

The Massachusetts Commission Against Discrimination  
One Ashburton Place  
Sixth Floor, Room 601  
Boston, MA 02108  
Phone 617-994-6000, TTY: 617-994-6196

For complaints related to discrimination/harassment of parents:

The Office for Civil Rights, US Department of Education  
5 Post Office Square, 8<sup>th</sup> Floor  
Boston, MA 02109-3921  
Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172

For complaints related to discrimination/harassment of employees:

The Office for Civil Rights, US Department of Education  
5 Post Office Square, 8<sup>th</sup> Floor  
Boston, MA 02109-3921  
Telephone: 617-289-0111, FAX: 617-289-0150, TDD: 877-521-2172

OR

The Massachusetts Commission Against Discrimination  
One Ashburton Place

Sixth Floor, Room 601  
Boston, MA 02108  
Phone 617-994-6000, TTY: 617-994-6196

OR

The Equal Employment Opportunities Commission  
John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
Phone: 1-800-669-4000

### **Referral to Law Enforcement, Other Agencies**

Some alleged conduct may constitute both a violation of District policies and criminal activity. The building Principal, coordinator, Superintendent, or designee will refer matters to law enforcement and other agencies as appropriate under the law or District policy, and inform the complainant/ alleged victim of the right to file a criminal complaint.

### **Retaliation**

Complainants and those who participate in the complaint resolution process or who otherwise oppose in a reasonable manner an act or policy believed to constitute discrimination are protected from retaliation by law and District policy. The coordinator or designee will inform all involved individuals that retaliation is prohibited, and that anyone who feels that they have experienced retaliation for filing a complaint or participating in the resolution process should inform the coordinator. The coordinator will investigate reports of retaliation and, where retaliation is found, take separate remedial and disciplinary action.

### **Notice of Bullying and Cyber-Bullying Policy**

The Hull Public Schools is committed to maintaining a school environment where students are free from bullying and cyber-bullying and the effects thereof. Acts of bullying and cyber-bullying are prohibited and will not be tolerated by students or members of the school staff:

- (i.) on school grounds, property immediately adjacent to school grounds, at a school sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district and
- (ii.) at a location, activity, function or program that is not school related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the acts create a hostile environment at school for the target, infringes on their rights at school or materially and substantially disrupts the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who witnesses or has reliable information about bullying shall be prohibited.

### **A. Definitions**

**Aggressor** is a student or a member of the school staff who engages in bullying, cyber-bullying, or retaliation.

**Bullying**, as defined in M.G.L. c.71, s.370, is the repeated use by one or more students or members of the school staff of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- i. causes physical or emotional harm to the victim or damages the target's property;
- ii. places the target in reasonable fear of harm or damage to his property;
- iii. creates a hostile environment at school for the target;

- iv. infringes on the rights of the target at school; or materially and substantially disrupts the education process or orderly operation of a school.

Bullying may include conduct such as physical intimidation or assault, including: intimidating an individual into taking an action against his/her will, oral or written threats, teasing, putdowns, name calling, stalking, threatening looks, gestures, or actions; cruel rumors, false accusations, and social isolation.

**Cyber-Bullying**, as defined in M.G.L. c.71, s.370 is bullying through the use of technology or any electronic communication; which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system; including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber bullying shall also include:

- i. the creation of a web page or blog in which the creator assumes the identity of another person;
- ii. the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (iv), inclusive, of the definition of bullying; and
- ii. the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that maybe accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (iv) inclusive, of the definition of bullying.

**Hostile Environment**, as defined in M.G.L. c. 71, s.370, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive so as to alter the conditions of the student’s education.

**Retaliation** is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, who provides information during an investigation of bullying, or who witnesses or has reliable information about bullying.

**School Staff** includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

**Target** is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

### **B. Bullying and Retaliation Are Prohibited and May Lead to Discipline**

The Hull Public Schools absolutely prohibits bullying, cyber-bullying and retaliation as defined above. Students or school staff who engage in bullying or retaliation may be subject to disciplinary action; however, disciplinary action taken must balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary action for student aggressors includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, detentions, social probation, short-term or long-term suspensions, or expulsions from school as determined by the school administration and/or school committee, subject to applicable procedural requirements. Nothing in this policy is intended to prevent the school administration and/or school committee from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyber-bullying, as defined above, but nevertheless is inappropriate for the school environment.

### **C. Reporting Obligations**

**Reporting by Staff:** A member of school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation s/he has witnessed or become aware of to the school principal or designee.

**Reporting by Students, Parents/Guardians, and Others:** The district expects students, parents/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student or a staff member to report it to the school principal or designee. And individual may make an anonymous report of bullying or retaliation, however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

**Reporting to Parents/Guardians:** Upon determining that bullying or retaliation has occurred, the principal or designee will notify the parent/guardian of the target and of the student aggressor of this finding and of the school's procedures for responding to it. If the alleged target and alleged student aggressor attend different schools, the principal receiving the report shall inform the principal of the other student's school, who shall notify the student's parents of the report and procedures.

**Reporting to Local Law Enforcement:** At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the school principal or designee has a reasonable basis to believe that the incident may involve criminal conduct, the school principal or designee will notify the local law enforcement agency. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the Superintendent of the Hull Public Schools or designee will notify local law enforcement if he/she believes that criminal charges may be pursued.

**Reporting to Administrator of Another School District or School:** If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school and the Hull Public Schools is the first to be informed of the bullying or retaliation, then the Superintendent of the Hull Public Schools or designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

#### **D. Investigation**

The school principal or designee shall investigate promptly a report of bullying or retaliation, giving consideration to all circumstances at hand, including the nature of the allegations and the ages of the students involved. In the event that the reported bullying incident involves the principal or assistant principal as the alleged aggressor, the superintendent or designee shall be responsible for investigating the report and any other steps necessary, including addressing the safety of the alleged target. If the Superintendent is the alleged aggressor, the School Committee, or its designee, shall be responsible for investigating the report and any other steps necessary, including addressing the safety of the alleged target. The following are general guidelines for responding to a report of bullying or retaliation. The guidelines will be adapted as necessary to respond appropriately to the complaint.

**Pre-Investigation:** Even before fully investigating allegations of bullying or retaliation, school personnel will consider whether there is a need to take immediate steps to support the alleged target and/or protect the alleged target from further potential incidents of concern. In taking any such action, however, the rights of both the alleged target and alleged aggressor must be considered.

**Written statement of the complaint:** The investigator will seek to determine the basis of the complaint, gathering information from the complainant, including such matters as: what specifically happened, who committed the alleged acts, who was present or may have information about the events, when the events occurred (date, time of day), and where the events occurred. It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or chooses not to write a complaint, the investigator will record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator may sign and date the document her/himself.

**Interviews:** Once the allegations of the complainant are established, the investigator will gather other evidence, which often involves interviews of the alleged aggressor and/or other witnesses. The investigator will remind the student being interviewed of the importance of the investigation and their obligation to be truthful. If appropriate,

the investigator should remind the alleged aggressor and witnesses that retaliation against persons whom they believe might have reported the incidents or cooperated with the investigation is strictly prohibited and may result in disciplinary action.

**Confidentiality:** The confidentiality of the complainant and the other witnesses will be maintained to the extent practicable given the school's obligation to investigate and address the matter.

**Student with Individual Education Program:** The Individualized Education Program Team will indicate if a child has a disability that affects social skills development or that child is vulnerable to bullying, harassment or teasing because of the child's disability, the Individualized Education Program shall address the skills proficiencies needed to avoid and respond to bullying, harassment, or teasing.

### **E. Determination**

School personnel must weigh all of the evidence objectively to determine whether the alleged events occurred and, if they did, whether the events constitute bullying or retaliation. The determination must be based upon all of the facts and circumstances and the perspective of a reasonable person.

If bullying or retaliation is substantiated, the school will take steps reasonably calculated to prevent recurrence and ensure that the target is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct and the age of the students involved. In addition to taking disciplinary action, the following are examples of steps that may be taken to prevent the recurrence of bullying or retaliation:

- Hold parent conferences;
- Transfer a student's classroom;
- Limit or deny student access to a part, or area, of a school;
- Enhance adult supervision on school premises;
- Exclude a student from participation in school-sponsored or school-related functions, after-school programs, and/or extracurricular activities;
- Provide relevant educational activities for individual students or groups of students. Clinical staff and others in the school setting who have been trained to work with students on interpersonal issues may be helpful in providing such programs.
- Personalized Action Plan and directives for future conduct, including providing the target with a process for reporting any concerns about future conduct immediately. It is critical to involve the student in creating an action plan that involves a reporting process that works for that particular student.
- Arrange for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them. (Such an approach will be used cautiously since communication can sometimes exacerbate, rather than alleviate, the target's concerns and since the conduct often involves an imbalance of power.)
- Provide counseling (or other appropriate services) or referral to such services for the target and/or the aggressor and/or for appropriate family members of said students.

### **F. Closing the Complaint and Possible Follow-Up**

If a complaint is substantiated, school staff will promptly provide notice to the parent/guardian of the target and the student aggressor. Notice will indicate what action is being taken to prevent any further acts of bullying or retaliation. Specific information about disciplinary action taken generally will not be released to the target's parents or guardians – unless it involves a “stay away” or other directive that the target must be aware of in order to report violations.

If appropriate, within a reasonable time period following closure of the complaint, the administrative staff or designee will contact the target to determine whether there has been any recurrence of the prohibited conduct. The district will retain a report of the complaint, containing the name of the complainant, the date of the complaint, investigator, school, a brief statement of the nature of the complaint, the outcome of the investigation, and the action taken. Any student that is found to have violated this policy may be subject to action including, but not limited to, warning, formal reprimands, education or counseling, suspension, or exclusion.

**ABBREVIATED REFERENCE TO THE LEGISLATION  
AND SPECIFIC CRITERIA OF CIVIL RIGHTS, AND SCHOOL  
AND DISTRICT COORDINATOR INFORMATION**

<b>Law</b>	<b>Coordinator</b>
<i>Title VI of the Civil Rights Act of 1964</i> – prohibits discrimination, exclusion from participation and denial of benefits based on race, color and national origin.	Ms. Kristen Ryan 781-925-4400
<i>Title IX of the Education Amendments of 1972</i> – prohibits discrimination, exclusion from participation, and denial of benefits in educational programs based on sex.	Ms. Kristen Ryan 781-925-4400
<i>Title I of the Americans with Disabilities Act of 1990</i> – prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of employment.	Ms. Kristen Ryan 781-925-4400
<i>Title II of the Americans with Disabilities Act of 1990</i> – prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming and activities.	Ms. Kristen Ryan 781-925-4400
<i>Section 504 of the Rehabilitation Act of 1993</i> – prohibits discrimination, exclusion from participation and denial of benefits based on disability.	Ms. Kristen Ryan 781-925-4400 Rebecca MacDonald 781-925-2040 Ms. Meghan Preble 781-925-3000 Ms. Michelle Burke 781-925-3000 Ms. Maureen Rosenplanter 781-925-4400
<i>Massachusetts General Laws, Ch. 76, S. 5</i> – prohibits discrimination in all public schools on the basis of race, color, sex, gender identity, national origin, religion and sexual orientation.	Ms. Kristen Ryan 781-925-4400
<i>Title I of the Elementary and Secondary Education Act of 1965</i> – designed to help disadvantaged children meet challenging content and student performance standards.	Ms. Kristen Ryan 781-925-4400
<i>603 CMR 46.00</i> – governs the use of physical restraint on students in publicly funded schools.	Ms. Kristen Ryan 781-925-4400 Mr. Nicole Nosek 781-925-3000 Mr. Anthony Hrivnak 781-925-2040 Ms. Christine Cappadona 781-925-4400
<b>Sexual Harassment</b>	<b>Harassment Grievance Officer</b> <b>District-Wide</b> Ms. Kristen Ryan 781-925-4400 <b>Building-Based Grievance Officers</b> -Jacobs Elementary School Mr. Kyle Shaw/Ms. Maureen Rosenplanter 781-925-4400 -Memorial Middle School Alison Caputo/Rebecca MacDonald 781-925-2040 -Hull High School Dan Mastragiacomio/Andrea Centerrino 781-925-3000
<b>McKinney Vento Homeless Coordinator</b>	Ms. Kristen Ryan 781-925-4400
<b>Foster Care Liaison</b>	Ms. Kristen Ryan 781-925-4400
<b>Age Discrimination</b>	Ms. Diane Saniuk 781-925-4400

# **INTERNET AND OTHER TECHNOLOGY RESOURCES ACCEPTABLE USE POLICY AND ACKNOWLEDGEMENT**

## **1. INTRODUCTION:**

In order for staff to use the Town of Hull's Internet Connection and any other technology of the Town or for others to use same while on Town property or using Town equipment, the party must read these guidelines and sign the Acceptable Use Acknowledgement indicating receipt and acceptance of same. In addition, any vendors, consultants, contractors or the like using the Town of Hull's Internet Connection and any other technology of the Town, or equipment and technology owned by other private parties while on Town Property or using Town equipment or technology (commonly referred to as technology resources), must read these guidelines and sign indicating receipt and acceptance of same. In the case of vendors, consultants, contractors or the like, they are to be given a copy of this policy and are responsible for ensuring that they, their agents, employees, sub-contractors or sub-consultants have been given a copy and agree to be bound by same. A failure to have signed said agreement shall not preclude the Town from taking appropriate administrative action for non-compliance. This document does not constitute or create an employment agreement or any other agreement between the Town and another party.

## **2. PREAMBLE:**

The purpose of this policy is to establish guidelines and minimum requirements governing the acceptable usage of technology resources (particularly voice mail, electronic mail (e-mail) and Internet access) on Town-owned and Town-leased equipment as well as the installation, de-installation and maintenance of hardware and software or use or technology resource devices (communication devices, computers and the like) while on Town property. By establishing and maintaining compliance with this policy, risks and costs can be mitigated while the valuable potential of these communication and information resource tools are realized. The objectives of this policy are to assure that:

- The use of phone service, voice mail, e-mail and the Internet is primarily related to, or for the benefit of, Town government business;
- Users understand that e-mail messages and documents are subject to the same laws, regulations, policies and other requirements as information communicated in other written forms and formats and thus are likely subject to the Public Records Law;
- Disruptions to Town government activities from inappropriate use of technology resources are avoided;
- Users are provided guidelines describing their personal responsibilities regarding confidentiality, privacy, and acceptable use of technology resources as defined by this policy; and
- Users understand that unauthorized access to other users' computer or voice mail is unacceptable behavior.
- This policy applies to all Town employees and contractor personnel, any vendors, consultants, contractors or the like using the Town of Hull's Internet Connection and any other technology of the Town while on Town Property or using Town equipment, or equipment and technology owned by other private parties while on Town Property or using Town equipment or technology,(hereinafter referred to as "users").

## **3. POLICY STATEMENT:**

- 3.1 The Internet is a vast global network, linking computers at universities, schools, research facilities, and commercial sites. By way of the Internet, one can communicate with people from all over the world through various means including discussion forums and electronic mail (e-mail). In addition, files, many of which have job related value, are available for downloading. Because of

its enormous size, the Internet's potential is boundless. It is possible to speak electronically with people from all walks of life. However, with such great potential for education comes the potential for abuse, as well. It is the purpose of these guidelines, as well as the contract for use, to make sure that all who use the Internet and other technology resources, use these valuable resources in an appropriate manner.

- 3.2 Use of the Town of Hull network and technology resources is a privilege, not a right, which may be revoked at any time for abusive or other inappropriate conduct. Such conduct would include, but is not limited to, placing unlawful and/or inappropriate information on a computer system, the use of abusive or otherwise objectionable language in either public or private messages, the sending of messages or files that are likely to result in the loss of a recipient's work or systems, the sending of "chain letters", or unauthorized "broadcast" messages to lists or individuals, any other types of use which would cause congestion of the networks or otherwise interfere with the work of others, as well as the use of technology resources in a manner which would violate the copyright and/or trademark laws of the United States. In addition, the Town of Hull's System takes no responsibility for any information or materials that are transferred through the Internet.
- 3.3 Because of the size of the Internet, many kinds of materials eventually find their way onto the system. Should a user happen to find material, which may be deemed inappropriate while using his or her Town of Hull's Internet account, he or she shall refrain from downloading or viewing this material. Your supervisor and the Information Technology Administrator must be promptly notified. Be aware that the transfer of certain kinds of material is illegal, and punishable by fine or jail sentence.
- 3.4 The primary purpose of the Internet connection and other technology resources is educational and job related. It is essential that everyone who uses same understand that purpose. Therefore, anyone using the Internet or other technology resource connections for non-educational or non-job related purposes shall immediately log off should any significant system slow-down occur. Failure to abide by these regulations may result in suspension of your Internet account and other use of technology resources, and other administrative action, pending administrative review.
- 3.5 The Town of Hull makes no guarantees, implied or otherwise, regarding the reliability of the data connection offered. Neither the Town of Hull nor the sponsor organizations shall be liable for any loss or corruption of data resulting from using the town Internet connection or technology resources.
- 3.6 The Town of Hull reserves the right to examine all equipment, including data stored in any equipment to make sure that all users are in compliance with these regulations. No user should have an expectation of privacy in terms of the use of any such equipment or technology resources. The Town may at any time take custody and possession of any equipment and may access same, review same, delete or copy same or refer same to other appropriate agencies. By engaging in activities covered by these guidelines, you knowingly, voluntarily and specifically consent to the authority of the Town to act as described herein.
- 3.7 Network and system administrators may view files and communications stored on the file servers or any other equipment to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on town servers or any other equipment would always be private.
- 3.8 No user while on Town property or making use of Town technology resources equipment shall perform any act that may be construed as illegal or unethical, or contrary to these policies and the intent thereof, including the use of a link to gain unauthorized access to other systems on this or any other network or system.

- 3.9 The Town of Hull condemns the illegal distribution of software, otherwise known as pirating. Any person caught transferring such files through the Internet, and any whose accounts are found to contain such illegal files, may immediately have their accounts suspended pending further review and administrative action. In addition, all users should be aware that software piracy is a federal offense and is punishable by fine or imprisonment.
- 3.10 All users should keep in mind that when they are using the Internet, they are entering a global community, and any actions taken by them will reflect upon the Town of Hull as a whole. As such, all users must behave in an ethical and legal manner.
- 3.11 In summary, all staff of the Town of Hull are prohibited, unless otherwise authorized by management or this policy, from: using the town's Internet access or technology resources for any personal use without permission (i.e., to send an e-mail and/or access an Internet site); using any profane, vulgar, threatening, libelous, or criminal language when using the Internet or technology resources; accessing any prohibited sites on the Internet; overriding or encouraging staff to override any firewalls established on the Internet access network; permitting another individual to use their password, dissemination of any passwords, codes, access telephone numbers, or account numbers; and/or any other action whatsoever which would in any way subject the user and/or the Town of Hull to a possible criminal or civil action. The foregoing list is not all-inclusive. The Town of Hull also reserves the right to notify a user of any other impermissible action regarding the use of the Internet or technology resources.
- 3.12 The Town of Hull reserves the right to change these rules and conditions at any time without notice. The use of headings and the division of topics in this policy is for convenience only.

#### 4. PROCEDURES AND GUIDELINES:

It is the policy of the Town that all users comply with the policies and procedures contained in this document.

Primary Use. The computers, technology resources and other equipment provided by the Town or if privately owned are on Town property are to be used primarily for legitimate business purposes. Limited, occasional or incidental use of technology resources for personal, non-business purposes is understandable and acceptable – for example, personal telephone calls – provided user complies with the requirements of this policy.

Internet. No user may access pornographic material, sexually explicit material, material of a sexual nature or any material that is illegal unless such access is within the scope of his or her employment (ex. Police Department investigations).

#### E-mail.

Public Record. E-mail that is created in the normal course of official business is typically a public record unless an exemption applies. Public records, unless otherwise provided by law, are open to public inspection pursuant to Massachusetts General Law.

Chain Letters. It is unacceptable to use e-mail to send chain letters. Chain letters are illegal or otherwise prohibited and shall not be transmitted. Chain letters include any e-mail message which purports to give a sender anything of value upon securing the addition of new members and thereby advancing themselves to a position where such person receive things of value from other members in the chain.

Virus Notifications. Any information related to potential computer viruses should be submitted to the Information Technology Administrator and/or your supervisor immediately. It should not be e-mailed to all users since the notification itself may contain a virus.

Passwords. Users must take all reasonable precautions, including safeguarding and changing passwords, to prevent the use of their e-mail account by unauthorized individuals. Obvious passwords should be avoided. When users are away from their desks, precautions should be taken to protect their accounts. Users are not allowed to establish or use passwords that have not been filed with management. By using

the technology resources you agree and acknowledge that the Town may use your passwords. All passwords are the property of the Town unless otherwise exempt by approval of the Town.

Computers, Generally. The computers are a Town-provided resource and the use of the computers is subject to the following:

Personal Use. The computers are provided for business use purposes. However, personal use of the computers is permitted in a limited fashion and should be the exception and not the norm and should be conducted during off-duty hours, lunch hour or break times if at all possible. Any and all personal use of the computers must still comply with this policy. Users understand that personal use of Town equipment is not private or confidential.

Installation/Downloading. No user shall install, remove, upgrade or modify any software or hardware. If a user needs to install, remove, upgrade or modify any software or hardware, the user shall make that request to the Information Technology Director. Only personnel authorized by Information Technology Director may install, remove, upgrade or modify any software or hardware

Unauthorized Access. A user's supervisors, the Town Manager, others authorized by the Town Manager, as well as Information Technology personnel, have the right to access the computers and technology resources of employees for legitimate business purposes (e.g., the need to access information when a user is absent). No other user shall gain access to another user's computer or technology resources, including e-mail, without that person's explicit authorization, including obtaining copies of or modifying contents of files, other data, or passwords belonging to other users unless such access is within their official duties.

Anti-virus and other Software. All computers shall contain anti-virus software installed by IT. Such software shall be regularly updated by IT. It is the responsibility of the user to inform IT if his or her computer does not contain such software. No programs shall be installed on any Town owned or controlled computers unless by IT or with IT's approval.

Unacceptable Activities. Acceptable use must be legal, ethical, reflect honesty, and show restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual's freedom from intimidation and harassment.

a. Unacceptable use can be defined generally as activities that do not conform to the purpose, goals, and mission of the Town and to each user's job duties and responsibilities. Any usage in which acceptable use is questionable should be avoided. In other words, when in doubt, seek policy clarification prior to pursuing the activity.

b. Personal Commercial Use. It is unacceptable to use the computers for private or personal for-profit activities such as marketing or business transactions, private advertising of products or services, and any activity meant to foster personal gain. Additionally, it is unacceptable to use the computers for not-for-profit business activities such as any non-governmental-related fund raising or public relations activities such as solicitation for religious and political causes.

c. Unlawful or Unacceptable Activity. No user may utilize the computers for any unlawful or prohibited activities as defined by federal, state, and local laws or regulations. Unlawful activities relating to e-mail and network access include, but are not limited to:

- Transmission of threatening, offensive or harassing information (messages or images) which contains defamatory, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material;
- Violation of federal and state laws dealing with copyrighted materials (including articles and software) or materials protected by a trade secret;
- Transmission of any information which encourages the use of controlled substances or uses the system for the purpose of criminal intent and;

- Sexual or other harassment.
- The Internet also contains information that is not suitable for children nor appropriate for a non-private personal setting. Such material should not be displayed or accessed at a government setting. Searching and displaying such information are strictly prohibited on Town premises regardless of whose equipment is being used. Violation of this policy may lead to the termination of the employment of the offender and or suspension/termination of the contract with the vendor. The following is a list of sample (i.e. not all inclusive and illustrative only) web sites and Internet/computer activities that are deemed inappropriate for undertaking, accessing or displaying on Town premises:

- Online auctions unrelated to the Contractor's business
- Online chat
- Online gambling
- Online games

Computer use, including email or Web sites that promote hatred opinions, threatening, offensive or harassing information (messages or images) which contains defamatory, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material or material demeaning any person or group of persons on the basis of race, ethnicity, gender, disability, beliefs concerning religion, or sexual orientation or

- Online Personal & dating services
- Pornography, pornographic material, sexually explicit material, material of a sexual nature or any material that is illegal unless such access is within the scope of his or her employment (ex. Police Department investigations)
- File sharing web, e.g., Kazza, etc.
- Web sites that promote criminal activities, e.g., bomb building, teaching the Security. A user may not attempt to subvert network security, to impair functionality of the network, or to bypass restrictions set by the network administrators. Assisting others in violating these rules is also unacceptable behavior.

Voice Mail. Voice mail is a Town-provided technology resource and the use of voice mail is subject to the following:

Voice Mail Messages. No user shall record an inappropriate voice mail message on another user's voice mail.

Unlawful Activity. No user may utilize voice mail for any unlawful or prohibited activities as defined by federal, state, and local laws or regulations. Unlawful activities relating to voice mail include, but are not limited to:

- \* Transmission of threatening, offensive or harassing messages which contains defamatory, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material; and
- \* Sexual or other harassment.

Unauthorized Access. No user other than a user's supervisors, the Town Manager and others authorized by the Town Manager as well as Information Technology personnel shall gain access to another user's voice mail without that person's explicit authorization. However, the Town shall have the right to access a user's voice mail during the performance of an official duty (ex. investigation of sexual harassment claim).

Monitoring Use. The Town is able and reserves the right to monitor and/or log all technology resources and all network activity without notice, including all e-mail and Internet communications for any legitimate business purpose, including but not limited to, random samples, diagnosis of technical problems, and investigation of possible misuse of Town equipment

and technology resources. Users have no reasonable expectation of privacy in the use of these resources for either business or personal use.

5. RESPONSIBILITY:

The heads of departments shall be responsible for enforcing this policy within their departments. All users shall sign an acknowledgment of receipt of this policy. If the user refuses to sign the acknowledgement, their immediate supervisor will sign an acknowledgement stating that the user received a copy of the policy. All new hires shall be informed of this policy at the time of hiring by the hiring authority. All acknowledgements will be maintained in the user's personnel file. Any employee that violates this policy will be subject to disciplinary action as defined by Town policy or otherwise provided by law or management rights.

6. APPROPRIATE CONDUCT:

Employee, and any Contractor, agrees that he or she or its employees and agents or subcontractors shall conduct themselves while in the performance of the services to the Town in a professional and appropriate manner. All members of the public, employees of the Town and other vendors and their employees shall be treated with courtesy and respect. No activities shall be undertaken on the premises of the Town which would generally be viewed as inappropriate in a governmental and/or business setting. Included as examples and not as a limitation of such activities would be any illegal activities, harassment, use or possession of drugs or intoxicating beverages, obscene or pornographic material or material which would generally be considered offensive. All persons are expected to use good common sense in their conduct and not to engage in any activities which would reasonably be viewed as conduct unbecoming or cause the public to lose confidence and respect for the Town, its departments, boards, commissions, employees, officers and Violations or contrary actions to this policy may result in disciplinary action and contract suspension or termination or the need for the Contractor to replace the offending employee or agent or officials. In specific reference to computer and internet usage on the premises of the Town, the following general guidelines are to be adhered to:

Attachment – Acknowledgement Form

Issued by Board of Selectman, Town Manager, and School Committee

File: ADB

Also: GBC

## **MOBILE COMPUTING DEVICE ACCEPTABLE USE POLICY**

### **HPS Mobile Computing Projects Policy, Procedures, Information Guide and Loan Agreement**

The HPS Mobile Computing Devices are tools and resources for the 21<sup>st</sup> Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and *one* of the learning tools of these twenty-first century students is the mobile computing device (ie: iPads, Android tablets, Windows Tablets, Netbooks, etc...). The individual use of mobile computing devices is a way to empower students to maximize their full potential and to prepare them for college and the workplace. According to studies and school reports, students who use a computing device in a one-to-one education environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of formation and ideas. Mobile computing devices are devices that make learning more engaging and assessable by freeing up the student from being tied to a static location.

Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with mobile computing devices integrate technology into the curriculum anytime, anyplace.

The HPS Computer Network and Mobile Computing Devices are established for a limited educational purpose, and have not been established as a public access service or a public forum. The HPS has the right to place restrictions on the use of the Computer Network and Mobile Computing Devices it issues, and to require users to abide by system rules and School Committee policies, including but not limited to, the HPS' Non-Discrimination Policy and Prohibition Against Sexual Harassment and the HPS' Anti-Bullying Policy and Bullying Prevention and Intervention Plan and to protect the confidentiality of student record information and personnel record information.

While there are many valuable resources on the Internet, there also are many sites that can be considered inappropriate for students and serve no educational value. All individuals using the Internet must use the Computer Network and Mobile Computing Devices responsibly to ensure it is only used for educational purposes, and must be consistent with the academic activities of the HPS and will be under the supervision of HPS staff. By using the HPS networked information resources, both student and adult users are agreeing to accept this policy.

Use of the HPS Computer Network and Mobile Computing Devices, including without limitation networked information resources, for any illegal or commercial activities is prohibited.

#### **1.0 GENERAL INFORMATION**

The policies, procedures and information within this document apply to all student mobile computing devices used at the Hull Public Schools, including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use in their classroom.

#### **1.1 Receiving your Mobile Computing Device**

Mobile computing devices will be distributed during "Device Orientation".

Parents & students must sign and return the Mobile Computing Device Acceptable Use Policy and Student Pledge before the device can be issued to their child.

#### **1.2 Returning your Device**

Devices with accessories will be returned back to the Hull Public Schools during the final week of school or upon sooner request. If a student leaves or transfers out of the Hull Public Schools District during the school year, the device will be returned at that time. Students who withdraw, are suspended or expelled, or terminate enrollment at Hull Public Schools for any reason must return their device with accessories on the date of termination.

## **2.0 CARE OF THE MOBILE COMPUTING DEVICE**

The mobile computing device is school property and all users will follow this policy and the Hull Public Schools Acceptable Use Policy for this technology. Students are responsible for the general care of the device and assorted accessories they have been issued by the school. Devices that are broken or fail to work properly must be taken as soon as possible to the technology department for an evaluation of the equipment.

### **2.1 General Precautions**

- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Hull Public Schools.
- Devices must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their device's battery charged for school each day.

### **2.2 Screen Care**

The screens can be damaged if subjected to tough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the device when it is closed.
- Do not place anything on the device that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not "bump" the device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

## **3.0 USING YOUR DEVICE AT SCHOOL**

Mobile Computing Devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, calendars, grades, school work, and schedules may be accessed using the device. Students must be responsible to bring their device to all classes, unless specifically instructed not to do so by their teacher.

### **3.1 Mobile Computing Devices Left at Home**

If students leave their device at home, they are responsible for getting the course work completed as if they had their device present, and may ask if a loaner device is available for the class.

### **3.2 Mobile Computing Devices Undergoing Repair**

Loaner devices may be issued to students when they leave their devices for repair with the technology department. There may be a delay in getting a device should the school not have enough to loan.

### **3.3 Charging your Mobile Computing Device's Battery**

Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening.

### **3.4 Screen Savers/Background Photos**

Inappropriate media may not be used or accessed on the device as a screen saver or background photo. Inappropriate media includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures and will result in disciplinary actions.

### **3.5 Sound, Music, Games, or Programs**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. All required school software/Apps will be provided by the district. Inappropriate material includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures and will result in disciplinary actions.

### **3.6 Printing**

Wireless printing will be available for devices in the library and classrooms.

### **3.7 Home Internet Access**

Students are allowed to set up access to wireless networks on their mobile computing devices.

### **3.8 Passwords**

All users must be aware that they should not have any expectation of personal privacy in the use of these devices. If a password is used to lock a device, the password must be given to administration upon request.

## **4.0 MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1 Saving to the Mobile Computing Device/Cloud**

Student may save work directly on the device. It is recommended students e-mail documents to themselves and/or their teacher for storage on a flash drive or district server or sync to iCloud, Google Docs, Dropbox or similar online service.

Storage space will be available on the device but it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

### **4.2 Network Connectivity**

The Hull Public Schools makes no guarantee that their network will be up and running 100% of the time.

## **5.0 SOFTWARE ON MOBILE COMPUTING DEVICES**

### **5.1 Originally Installed Software**

The software/apps originally installed by the Hull Public Schools must remain on the device in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. Periodic checks of mobile computing devices will be made to ensure that students have not removed required apps or added apps that are not appropriate for school.

### **5.2 Additional Software**

Students are allowed to load extra software apps on their mobile computing device via wireless Internet connection, CD, DVD, flash drive or the like. Students are allowed to log into their personal online accounts (for example, iTunes or Android marketplace) in order to load appropriate software apps at their own expense. Under NO circumstance is any school device to be connected or synchronized to ANY computer. This action could wipe the device.

### **5.3 Inspection**

Students may be selected at random to provide their mobile computing device for inspection.

#### **5.4 Procedures For Reloading Software**

If technical difficulties occur or inappropriate media is discovered, the device will be restored from backup. The Hull Public Schools do not accept responsibility for the loss of any software or documents deleted due to re-imaging.

#### **5.5 Software Upgrades**

Upgrade versions of licensed software/apps are available from time to time. Students may be required to turn in their device for periodic updates and synching.

### **6.0 ACCEPTABLE USE**

#### **6.1 Statement of Responsibility**

The use of a mobile computing device is a privilege. The user is responsible for what he/she says and does on the network. Communication with thousands of others is quick and easy. Therefore it is important for the user to **stop** and **think** before communicating and to show respect for other people and for their ideas. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by the technology department or school administration. Please refer to the district “Internet Use Policy” which is located in the student handbook.

#### **6.2 Confidentiality and Data Guidelines**

The Hull Public Schools abides by the Family Education Rights and Privacy Act (FERPA), The Children’s Internet Protection Act (CIPA), and The Protection of Pupil Rights Amendment (PPRA). Guidelines, protocols, and service contracts have been established to ensure all data systems, cloud based resources, locally installed applications, databases, and vendors protect and secure the confidentiality and privacy of students.

#### **6.3 Parent/Guardian Responsibilities**

Talk to your children about values and the standards that your children should follow on the use of the Internet just as you would on the use of all media information sources as television, telephones, movies, and radio. If you have particular concerns regarding use of the mobile computing device by your child, these conditions, access to sites, material, content or the like, you must discuss it with the school.

#### **6.4 School Responsibilities**

- Provide Internet access to its students.
- Provide Internet blocking of inappropriate materials while on the school wireless and wired networks.
- Provide network data storage areas. These will be treated similar to school lockers. The Hull Public Schools reserves the right to review, monitor, and restrict information stored on or transmitted via Hull Public Schools owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid student in doing research and help assure student compliance of the “Internet Use Policy”.

## 6.5 Students Responsibilities

- Use computer/devices in a responsible, respectful, and ethical manner. Responsible users will not use computers, devices or the network:
  - for commercial purposes of any kind;
  - for political lobbying, although users may use the system to communicate with representatives and to express his/her opinion on political issues;
  - for illegal or criminal activities;
  - for posting, disclosing or otherwise disseminating personal contact information about themselves or other people, including name, address, telephone, school or work address, without the prior permission of a school administrator, and the prior written permission of the individual whose personal contact information is to be posted;
  - for posting or otherwise disseminating a message that was sent to them privately without permission of the person who sent the message. This provision does not prohibit a user from promptly disclosing to a teacher or school administrator any message they receive that is inappropriate or makes them feel unsafe;
  - to threaten, humiliate, bully, harass, intimidate or send offensive information to another person or about another person;
  - for posting chain letters, engaging in spamming or engaging in any other inappropriate form of communication over the computer network;
  - for posting, disclosing or otherwise disseminating personnel record information without prior permission of a school administrator unless such disclosure or dissemination is permitted by federal or state law;
  - for viewing, possessing, posting, disclosing, sending, sharing or otherwise disseminating sexually explicit digital pictures, text messages, emails or other material of a sexual nature on any computer, cell phone or other electronic device regardless of whether federal or state child pornography law is violated;
  - for activities which disrupt the educational environment;
  - for unethical activities, such as cheating on assignments or tests or engaging in plagiarism;
  - for activities that invade the privacy of others;
  - violate the legal rights of software producers, network providers, copyright and license agreements;
  - to permit students to interact with any websites that require input of personal or student identifiable information (such as name, address, telephone number, email address, etc.) unless the use of such website has been approved by the HPS Technology Department; and to violate the provisions of M.G.L. c. 71, §37O, including its provisions of regarding bullying, cyberbullying and retaliation.
- Obey general school rules concerning behavior and communication that apply to network use according to the Hull Public Schools Internet Use Policy. This policy is available online and in the student handbook and must be signed by students and their parents each year.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions cause by the students’ own negligence, errors or omissions, or hacking. Use of any information obtained via Hull Public Schools designated Internet System is at your own risk. Hull Public Schools specifically has no responsibility for the accuracy of quality of information obtained through its services.
- Help Hull Public Schools to protect our computer system/device by contacting an administrator about any security problems you may encounter. Students will not attempt to gain unauthorized access to the HPS Computer Network and Mobile Computing Devices or any other computer network or go beyond the user’s authorized access, make deliberate or malicious attempts to disrupt the Computer Network and Mobile Computing Devices or destroy data by spreading computer viruses or by any other means, or otherwise vandalize, tamper with, destroy or interfere with the Computer Network and Mobile Computing Devices, with programs, data, files or any other electronic information or devices or attempt to vandalize, tamper with, destroy or interfere with the Computer Network or Mobile Computing Devices, with programs, data, files or any other electronic information or devices.
- Students should always turn off and secure their mobile computing device after they are done working to protect their work and information.

- If a student should receive email or other electronic message containing inappropriate or abusive language or if the subject matter is questionable, it must be reported immediately to a staff member or parent/guardian.
- Return the device to Hull Public Schools at the end of each school year.
- Students who graduate early, withdraw, , or terminate enrollment from the Hull Public Schools for any other reason must return their school issued mobile computing device on or before the date of termination. Students and parents must return the device and all accessories in good working condition whenever directed to do so by the school. If you do not fully comply in a timely manner with all terms of this Agreement and the Internet Use Policy including the timely return of the property, the district shall be entitled to declare you in default and may notify the police and/or pursue legal action.

### **6.6 Mobile Computing Device Care**

•**The device battery must be charged and ready for school each day.**

•Students will be held responsible for maintaining their individual devices and keeping them in good working order.

•Only labels or stickers approved by the Hull Public Schools may be applied to the device.

•Mobile computing devices that malfunction or are damaged must be reported to the technology department or assistant principal.

•The school district does not cover the mobile computing device if it is lost, stolen or damaged due to neglect.

•If it is determined that the damage, loss or theft was due to student or parent negligence or intentional conduct, the student/parent shall be liable for replacement or repair costs as directed by the Hull Public Schools. Students will not receive a replacement device until the cost of the damaged, lost, or stolen device is paid in full.

### **6.7 Student Discipline**

The discipline procedure in the student handbook addresses serious and major offenses such as stealing and destruction of school or personal property, which apply to the mobile computing device. Depending on the seriousness of the offense, students may lose mobile computing device and/or network privileges as well as being held for detention, suspension or even in extreme cases expulsion.

## **7.0 PROTECTING & STORING YOUR MOBILE COMPUTING DEVICE**

### **7.1 Mobile Computing Device Identification**

Student devices will be labeled in the manner specified by the Hull Public Schools. Devices can be identified in the following ways:

- Serial number
- Hull Public Schools Asset Tag

### **7.2 Storing Your Issued Mobile Computing Device**

When students are not using their devices, they should be stored in their locked lockers. The Hull Public Schools require that students use the lock provided by the school district. Nothing should be placed on top of the device when stored in the locker. Students are encouraged to take their devices home every day after school, regardless of whether or not they are needed. Devices should not be stored in a vehicle at school or at home. If a student needs a secure place to store their device, they may check it in for storage with their classroom teacher.

### **7.3 Devices Left in Unsupervised Areas**

Under no circumstances should mobile computing devices be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms and hallways. This includes areas outside of the school system and any area where the

device is not secure or properly supervised. Any device left in these areas is in danger of being stolen. If a mobile computing device is found unattended by school staff, it will be taken to the principal's office.

## **8.0 LOSS OR DAMAGE**

- If the device, cables, and/or cords are damaged, lost, or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. You must immediately report this to the assistant principal.
- Loss or theft of the property must be reported to Hull Public Schools by the next school day after the occurrence.
- If your device is an iPad, it will have been purchased by the district to carry AppleCare protection. AppleCare does not cover an iPad if it is lost, stolen or damaged due to neglect. A cracked case or screen will not be covered under AppleCare and is considered neglect.

## **9. ONLINE EDUCATIONAL SERVICES**

- 9.1 HPS utilizes many online applications and web-based tools to foster student learning through personalization, collaboration, and exploration. Online or "cloud" based applications and services extend student learning beyond the school day and building and provide accessibility to useful learning tools.
- 9.2 HPS uses educational accounts for most of its online services in order to have more control of settings and ease of classroom setup. Prior to using a service or application in the classroom, a staff member must contact the HPS Technology Office. HPS will review the service's privacy and security policies and inform teachers of best practices for using them responsibly. HPS does not approve providers who use personally identifiable information outside of Family Educational Rights and Privacy Act (FERPA) and Massachusetts student records law and do not meet third party standards. Once the application or online educational service has been approved, the staff member will be notified.
- 9.3 HPS provides these online educational programs and services, certain personal information, generally a student's name and email address and/or user name.
- 9.4 COPPA requires website operators to provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. COPPA, however, allows school districts to consent for the collection of personal information on behalf of students under the age of 13, eliminating the need for parental consent to be given to each website operator. To streamline the provision of educational services to students, the District will provide consent on behalf of all students. Any website operator who provides educational services is prohibited from disclosing student information to third parties. Parents may at any time request personal information collected from the website operator and ask for the website operator to delete the personal information maintained on the student.
- 9.5 HPS will maintain a list of programs currently being used by the District.

## **10. MISCELLANEOUS**

- 10.1 These policies may be amended or supplemented from time to time by the Hull Public Schools. The Hull Public Schools may at any time waive, under appropriate circumstances, any of these terms and conditions.
- 10.2 The headings in this policy are for convenience and administrative purposes only and do not limit the application of the policy. If you do not completely understand any term of the policy, you are to ask for an explanation from the appropriate representative of the school. Signatures shall be taken as your representation that you understand and agree to the policy.
- 10.3 The Hull Public Schools will cooperate fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime or other laws. You have no rights of confidentiality when using a school issued mobile computing device. Contents of email, information regarding your Internet usage, and network communications may be reviewed at the sole discretion of the Hull Public Schools.
- 10.4 Many mobile computing devices come equipped with a microphone, front and rear-facing camera, and video capacities. The district retains the rights concerning any recording and/or publishing of any student or staff member's work or image. You must obtain permission from the

principal or designee before recording an individual or group or publishing a photograph or video of any school related activity. Unauthorized recordings are subject to disciplinary action in accordance with the Internet Use Policy, student handbooks and applicable law.

- 10.5 You shall defend, exempt, indemnify and hold harmless the Hull Public Schools, its officers, agents, servants, representatives and/or employees from any and all claims, suits, actions, legal proceedings, demands, damages or judgments, including all expenses, attorney fees, witness fees, costs, and costs and expenses of appeals there from, arising out of your use of the mobile computing device including, but not limited to, your intentional or negligent acts and/or omissions. This paragraph shall survive termination of this Agreement.
- 10.6 The Mobile Computing Device Acceptable Use Policy must be reviewed and signed each school year.
- 10.7 I understand that I am to be solely responsible for the care and custody of the equipment listed above during the term of this loan agreement. I understand and agree that I will bear the cost of restoring the equipment to the condition described if it is damaged during the term of this agreement. I understand and agree that if the equipment is damaged beyond repair, or that I am unable for any reason to return it in the condition described, reasonable wear and use excepted, I will pay to the Hull Public Schools the fair value of said equipment.

## GOOGLE'S G-SUITE FOR EDUCATION NOTICE

The faculty and staff of Memorial Middle School are committed to our students and their high school, college, and career readiness. **An important component of this readiness is the use of digital technologies.** The Massachusetts Department of Elementary and Secondary Education (DESE) issued state frameworks (standards) in June of 2016 to guide our instruction of Digital Literacy and Computer Science. The state frameworks can be found at:

<http://www.doe.mass.edu/frameworks/dlcs.pdf>

To promote high school, college, and career readiness, and to implement the state frameworks, Memorial Middle School will issue an email address to students to facilitate the use of G Suite for Education. G Suite for Education is a suite of free, web-based, productivity and collaboration tools that include a word processor, spreadsheet, presentation creator, calendar, and other collaboration applications. This access is designed to expand our students' use of digital tools and improve their collaboration skills. **Memorial Middle School will continue to use Google Workspace as a Learning Management System (LMS). An LMS, such as Google Workspace, allows a teacher to organize their classes into units and allows a teacher to distribute and collect assignments digitally.**

School-issued student email accounts have been designed to be used for school-related communications only. Student and staff email addresses with the same domain (@hullpublicschools.us) will be able to communicate with each other. The only additional email domains that will be able to communicate with students will be those selected and approved by administration. The Hull Public Schools will use the following convention for student email addresses:

[firstnameinitialXXXX@hullpublicschools.us](mailto:firstnameinitialXXXX@hullpublicschools.us)

For example, if your name is Ima Aye Student, your email address would be:

[imaa1234@hullpublicschools.org](mailto:imaa1234@hullpublicschools.org)

Memorial Middle School's faculty, staff, and administration believe in a strong connection between the school, the student, and home. If a parent/guardian would like to have access to their child's email account, their child will need to share their password with them. If a student refuses to give a parent/guardian their password, the parent/guardian should contact the school and we will reset the password.

To access our school email accounts and G Suite for Education, students and their parents/guardians must agree to the following:

1. Email addresses may only be used for school purposes and to appropriately communicate with faculty, staff, other students, and email domains specifically selected and approved by administration.
2. School email addresses may not be used for any unlawful activities and may not violate the school Code of Conduct including bullying and harassment policies and procedures.
3. Email may not be used to interfere with the operation of the school or any of its digital resources through the use of chain letters, unsolicited email, or the disruption of networks, websites, blogs, social media, or other forms of digital technology.
4. Student use of email is a privilege granted at the discretion of the Hull Public Schools and can be terminated at the discretion of the administration.
5. This is a Google email account and will be housed on the Google email system. We cannot guarantee the security of electronic files located on this system.
6. The Administration of Hull Public Schools reserves the right to access student email accounts in the @hullpublicschools.us domain.
7. The district's iPad/Chromebook Agreement and Computer Acceptable Use Policy remain in effect.

File: JJIF

## **ATHLETIC CONCUSSION POLICY**

The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in cocurricular athletic activities' including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. The requirements of the law apply to all public middle and high schools, however configured, serving grades six through high school graduation. In addition to any training required by law, the following persons shall complete one of the head injury safety training programs approved by the Massachusetts Department of Public Health (DPH) as found on its website: coaches; certified athletic trainers; trainers; volunteers; school and team physicians; school nurses; athletic directors; directors responsible for a school marching band; employees or volunteers; and students who participate in an cocurricular activity and their parents.

Upon the adoption of this policy by the School Committee, the Superintendent shall ensure that DPH receives an affirmation on school district letterhead that the district has developed policies and the School Committee has adopted a final policy in accordance with law. This affirmation shall be updated by September 30, 2013 and every two years thereafter upon review or revision of its policies.

The Superintendent shall maintain or cause to be maintained complete and accurate records of the district's compliance with the requirements of the Concussion Law, and shall maintain the following records for three years or, at a minimum, until the student graduates, unless state or federal law requires a longer retention period:

1. Verifications of completion of annual training and receipt of materials;
2. DPH Pre-participation forms and receipt of materials;
3. DPH Report of Head Injury Forms, or school based equivalents;
4. DPH Medical Clearance and Authorization Forms, or school based equivalents; and
5. Graduated reentry plans for return to full academic and co-curricular athletic activities.

This policy also applies to volunteers who assist with co-curricular athletic activities. Such volunteers shall not be liable for civil damages arising out of any act or omission relating to the requirements of law, unless such volunteer is willfully or intentionally negligent in his act or omission.

Most student athletes who sustain a concussion can fully recover as long as their brain has time to heal before sustaining another hit; however, relying only on an athlete's self-report of symptoms to determine injury recovery is inadequate as many high school athletes are not aware of the signs and symptoms or the severity concussive injuries pose, or they may feel pressure from coaches, parents, and/or teammates to return to play as quickly as possible. One or more of these factors will likely result in under-diagnosing the injury and a premature return to play. Massachusetts General Laws and Department of Public Health regulations make it imperative to accurately assess and treat student athletes when concussions are suspected.

Co-curricular Athletic Activity means an organized school sponsored athletic activity generally occurring outside of school instructional hours under the direction of a coach, staff member, volunteer, athletic director or marching band leader. All interscholastic athletics are deemed to be co-curricular athletic activities.

Student athletes who receive concussions may appear to be "fine" on the outside, when in actuality they have a brain injury and are not able to return to play. Incurring a second concussion can prove to be

devastating to a student athlete. Research has shown that young concussed athletes who return to play before their brain has healed are highly vulnerable to more prolonged post-concussion syndrome or, in rare cases, a catastrophic neurological injury known as Second Impact Syndrome.

The following protocol will discuss and outline what a concussion is, the mechanism of injury, signs and symptoms, management and return to play requirements, as well as information on Second Impact Syndrome and past concussion syndrome. Lastly, this policy will discuss the importance of education for our athletes, coaches and parents and other persons required by law.

This protocol should be reviewed on a yearly basis with all staff to discuss the procedures to be followed to manage sports-related concussions. This protocol will also be reviewed on a yearly basis by the athletic department as well as by nursing staff. Any changes in this document will be approved by the school committee and given to athletic staff, including coaches and other school personnel in writing. An accurate synopsis of this policy shall be placed in the student and faculty handbooks.

LEGAL REFS: M.G.L. 111:222; 105 CMR 201.000

*First reading: January 9, 2012*

*Second reading: January 23, 2012*

*Adoption: February 9, 2012*

*Proposed reconsideration: February 2017*

## ATHLETIC CONCUSSION REGULATIONS

### **Section I. What is a Concussion?**

A concussion is defined as a transient alteration in brain function without structural damage, but with other potentially serious long-term ramifications. In the event of a concussion, the brain sustains damage at a microscopic level in which cells and cell membranes are torn and stretched. The damage to these cells also disrupts the brain at a chemical level, as well as causing restricted blood flow to the damaged areas of the brain, thereby disrupting brain function. A concussion, therefore, is a disruption in how the brain works; it is not a structural injury. Concussions are difficult to diagnose because the damage cannot be seen. A MRI or CT Scan cannot diagnose a concussion, but they can help rule out a more serious brain injury to a student athlete. Because concussions are difficult to detect, student athletes must obtain medical approval before returning to athletics following a concussion.

### **Section II. Mechanism of Injury:**

A concussion is caused by a bump, blow or jolt to the head or body. Any force that causes the brain to bounce around or twist within the skull can cause a concussion. A bump, blow or jolt to the head or body can be caused by either indirect or direct trauma. The two direct mechanisms of injury are coup-type and contrecoup-type. Coup-type injury is when the head is stationary and struck by a moving object such as another player's helmet, a ball, or sport implement, causing brain injury at the location of impact. Contrecoup-type injury occurs when the head is moving and makes contact with an immovable or slowly moving object as a result of deceleration, causing brain injury away from the sight of impact. Indirect forces are transmitted through the spine and jaw or blows to the thorax that whip the head while the neck muscles are relaxed. Understanding the way in which an injury occurred is vital in understanding and having a watchful eye for athletes who may exhibit symptoms of a concussion so these student athletes can receive the appropriate care.

### **Section III. Signs and Symptoms:**

Signs (what you see):

- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Altered coordination
- Balance problems
- Personality change
- Slow response to questions
- Forgets events prior to injury (retrograde amnesia)
- Forgets events after injury (anterograde amnesia)
- Loss of consciousness (any duration)
- Symptoms (reported by athlete):
- Headache
- Fatigue
- Nausea or vomiting
- Double vision/blurry vision
- Sensitivity to light (photophobia)
- Sensitivity to noise (tinnitus)
- Feels sluggish
- Feels foggy
- Problems concentrating
- Problems remembering

- Trouble with sleeping/excess sleep
- Dizziness
- Sadness
- Seeing stars
- Vacant stare/glassy eyed
- Nervousness
- Irritability
- Inappropriate emotions

If any of the above signs or symptoms are observed after a suspected blow to the head, jaw, spine or body, they may be indicative of a concussion and the student athlete must be removed from play immediately and not allowed to return until cleared by an appropriate allied health professional.

#### **Section IV. Management and Referral Guidelines:**

1. When an athlete loses consciousness for any reason, the (designee responsible for student care, to be known throughout this document as athletic trainer<sup>11</sup>) will start the EAP (Emergency Action Plan) by activating EMS; check ABC's (airway, breathing, circulation); stabilize the cervical spine; and transport the injured athlete to the appropriate hospital via ambulance. If the athletic trainer is not available, the coach should immediately call EMS, check ABCs and not move the athlete until help arrives.
2. Any athlete who is removed from the competition or event and begins to develop signs and symptoms of a worsening brain injury will be transported to the hospital immediately in accordance with the EAP. **Worsening signs and symptoms requiring immediate physician referral include:**
  - A. Amnesia lasting longer than 15 minutes
  - B. Deterioration in neurological function
  - C. Decreasing level of consciousness
  - D. Decrease or irregularity of respiration
  - E. Decrease or irregularity in pulse
  - F. Increase in blood pressure
  - G. Unequal, dilated, or unreactive pupils
  - H. Cranial nerve deficits
  - I. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
  - J. Mental-status changes: lethargy, difficulty maintaining arousal, confusion, agitation
  - K. Seizure activity
  - L. Vomiting/worsening headache
  - M. Motor deficits subsequent to initial on-field assessment
  - N. Sensory deficits subsequent to initial on-field assessment
  - O. Balance deficits subsequent to initial on-field assessment
  - P. Cranial nerve deficits subsequent to initial on-field assessment
  - Q. Post-Concussion symptoms worsen
  - R. Athlete is still symptomatic at the end of the game
3. After a student athlete sustains a concussion, athletic trainer will use the Standardized Assessment for Concussion (SAC) to assess and document the student athlete's concussion. The athletic trainer will also report on the student athlete's signs and symptoms by using the Signs and Symptoms Check-List. On the signs and symptoms checklist, the athletic trainer will also check pulse and blood pressure of each student athlete with a suspected concussion. After the initial evaluation of a concussion, all signs and symptoms will be tracked on the computer using the ImPact Test.
4. Any athlete who is symptomatic but stable is allowed to go home with his/her parent(s)/guardian(s) following the head injury.

---

<sup>11</sup> The term athletic trainer in this document refers to the designee responsible for student care, which could be the athletic trainer, paramedic, athletic director, school nurse, coach or volunteer, in that order.

- A. If the head injury occurs at practice, parent(s)/guardian(s) will immediately be notified and must come and pick up the student athlete and talk to the certified athletic trainer in person.
- B. If the injury occurs at a game or event the student athlete may go home with the parent/guardian(s) after talking with the certified athletic trainer.
- C. Parent(s)/guardian(s) will receive important information regarding signs and symptoms of deteriorating brain injury/function prompting immediate referral to a local emergency room as well as return to play requirements. Parent(s)/guardian(s), as well as student athletes, must read and sign the Concussion Information and Gradual Return to Play form and bring it back to the certified athletic trainer before starting with the return to play protocol.

**Section V. Gradual Return to Play Protocol:**

1. Student athletes, with the consent of their parent(s)/guardian(s), will start taking the ImPact Test (**or other approved test identified by the School District**). The ImPact Test is a tool that helps manage concussions, determine recovery from injury, and is helpful in providing proper communication between coaches, parents and clinicians. The ImPact Test is a neurocognitive test that helps measure student athletes' symptoms, as well as test verbal and visual memory, processing speed and reaction time. It is **mandatory** for all student athletes to take the ImPact Test for a baseline score in accordance with Massachusetts State Law. The law states that all public schools must develop safety protocols on concussions and all public schools must receive information on past concussion history. The ImPact Test appears to be a promising tool in monitoring a student athlete's prior concussions, as well as any future concussions.
2. Each student athlete will complete a baseline test at the beginning of their sport season. **All student athletes and cheerleading members will undergo ImPact testing.** Student athletes will be re-tested every other year. If a student athlete plays more than one sport during the academic year, their test will remain valid. For example, if a soccer student athlete also plays basketball in the winter, the student athlete will not have to take the ImPact Baseline Test again in the winter. If a student athlete posts scores below the norm, the student athlete will be retested at another time with either the certified athletic trainer or school nurse. Student athletes cannot begin practice until a valid baseline score is obtained during their designated time to take the test.
  - A. At the beginning of every sport season, student athletes are required to complete a concussion history form and return it to the athletic department. This information will be recorded in the student information system for tracking purposes.
  - B. Following any concussion the athletic trainer must notify the athletic director and school nurses.
  - C. Following a concussion the student athlete will take a **post-injury test within 24 to 48 hours following the head injury. STUDENT ATHLETES WILL NOT BE ALLOWED TO MOVE ON TO FUNCTIONAL/PHYSICAL TESTING UNTIL THEIR IMPACT TEST IS BACK TO THE BASELINE SCORE AND ASYMPTOMATIC.** After a student athlete takes their first post-injury test, the student athlete will not be re-tested again for **5 days**.
  - D. If, after the first post-injury ImPact test, the athlete is not back to his/her baseline the parent/guardian(s) will be notified, and the student athlete will be referred to their healthcare provider and must have the Concussion Information and Gradual Return to Play form signed by a physician, physician assistant, licensed neurophysiologist or nurse practitioner stating when the athlete is allowed to return to play.
  - E. Following a post-injury test, the certified athletic trainer will take the Concussion Information and Gradual Return to Play form signed by the parent(s)/guardian(s) and fill in the date of all post-injury tests taken by each student athlete.
  - F. The certified athletic trainer will also document the date on which the athlete is asymptomatic and sign the document agreeing that all the above statements are true and accurate.
  - G. Once the athlete starts on the exertional post concussion tests, the parent(s)/guardian(s) will be notified and the athlete will be sent home with all signed documents relating to head injury. At this time the parent/guardian(s) must bring the student athlete to a licensed physician, licensed neurophysiologist, licensed physician assistant, nurse practitioner or other appropriately trained or licensed healthcare professional to be medically cleared for

- participation in the cocurricular activity.
- H. Student athletes who continue to exhibit concussion symptoms for a week or more must be evaluated by a physician before returning to play.
  - I. Once a student athlete's post-injury test is back at the student athlete's baseline score, the student athlete will go through 5 days of Exertional Post Concussion Tests. The student athlete must be asymptomatic for all functional and physical tests to return to play (RTP). All tests will be administered by a certified athletic trainer

**Exertional Post Concussion Tests:**

- A. Test 1: (30% to 40% maximum exertion): Low levels of light physical activity. This will include walking, light stationary bike for about 10 to 15 minutes. Light isometric strengthening (quad sets, UE light hand weights, ham sets, SLR's, resistive band ankle strengthening) and stretching exercises.
- B. Test 2: (40% to 60% maximum exertion): Moderate levels of physical activity. Treadmill jogging, stationary bike, or elliptical for 20 to 25 minutes. Light weight strength exercises (resistive band exercises *VE* and *LE*, wall squats, lunges, step up/downs). More active and dynamic stretching.
- C. Test 3: (60% to 80% maximum exertion). Non-contact sports specific drills. Running, high intensity stationary bike or elliptical 25 to 30 minutes. Completing regular weight training. Start agility drills (ladder, side shuffle, zigzags, carioca, box jumps, and hurdles).
- D. Test 4: (80% maximum exertion). Limited, controlled sports specific practice and drills.
- E. Test 5: Full contact and return to sport with monitoring of symptoms.

**Section VI. School Nurse Responsibilities:**

- 1. Assist in testing all student athletes with baseline and post-injury ImPact testing.
- 2. Participate and complete the CDC training course on concussions. A certificate of completion will be recorded by the nurse yearly.
- 3. Complete symptom assessment when student athlete enters Nurse Office (NO) with questionable concussion during school hours. Repeat in 15 minutes.
- 4. Observe students with a concussion for a minimum of 30 minutes.
- 5. If symptoms are present, notify parent/guardian(s) and instruct parent/guardian(s) that student must be evaluated by an MD
  - (a) If symptoms are not present, the student may return to class.
- 6. If symptoms appear after a negative assessment, MD referral is necessary.
- 7. Allow students who are in recovery to rest in NO when needed.
- 8. Develop plan for students regarding pain management.
- 9. School nurse will notify teachers and guidance counselors of any students or student athletes who have academic restrictions or modifications related to their concussion.
- 10. Educate parents and teachers about the effects of concussion and returning to school and activity.
- 11. If injury occurs during the school day, inform administrator and complete accident/ incident form.
- 12. Enter physical exam dates and concussion dates into the student information system.
- 13. Ensure that all concussion related documentation is copied to athletic department.

**Section VII. School Responsibilities:**

- 1. Review and, if necessary, revise, the concussion policy every 2 years.
- 2. Once the school is informed of the student's concussion, the school nurse will be "point person".
- 3. Point person to work with the student on organizing work assignments, making up work and giving extra time for assignments and tests/quizzes.

4. Assist teachers in following the recovery stage for student.
5. Convene meeting and develop rehabilitative plan.
6. Decrease workload if symptoms appear.
7. Recognize that the student's ability to perform complex math equations may be different from the ability to write a composition depending on the location of the concussion in the brain.
8. Educate staff on the signs and symptoms of concussions and the educational impact concussions may have on students.
9. Include concussion information in student handbooks.
10. Develop a plan to communicate and provide language-appropriate educational materials to parents with limited English proficiency.

**Section VIII. Athletic Director Responsibilities:**

1. Provide parents, athletes, coaches, and volunteers with educational training and concussion materials yearly.
2. Ensure that all educational training programs are completed and recorded.
3. Ensure that all students meet the physical exam requirements consistent with 105 CMR 200.000 prior to participation in any co-curricular athletic activity.
4. Ensure that all students participating in co-curricular athletic activity have completed and submitted their pre-participation forms, which include health history form, concussion history form, and MIAA form.
5. Ensure that athletes are prohibited from engaging in any unreasonably dangerous athletic technique that endangers the health or safety of an athlete, including using a helmet or any other sports equipment as a weapon.
6. Ensure that all head injury forms are completed by parent/guardian(s) or coaches and reviewed by the coach, athletic director and/or school nurse.
7. Inform parent/guardian(s) that, if all necessary forms are not completed, their child will not participate in athletic co-curricular activities.
8. Ensure that all concussion related documentation is copied to student health record.

**Section IX. Parent/Guardian Responsibilities:**

1. Complete and return concussion history form to the athletic department.
2. Inform school if student sustains a concussion outside of school hours. Complete new concussion history form following new injury.
3. If student suffers a concussion outside of school, complete head injury form and return it to the school nurse.
4. Complete a training provided by the school on concussions and sign form within participation paperwork stating that training has been completed.
5. Watch for changes in your child that may indicate that your child does have a concussion or that your child's concussion may be worsening. Report to a physician:
  - A. Loss of consciousness
  - B. Headache
  - C. Dizziness
  - D. Lethargy
  - E. Difficulty concentrating
  - F. Balance problems
  - G. Answering questions slowly
  - H. Difficulty recalling events
  - I. Repeating questions
  - J. Irritability
  - K. Sadness
  - L. Emotionality
  - M. Nervousness
  - N. Difficulty with sleeping

6. Encourage your child to follow concussion protocol.
7. Enforce restrictions on rest, electronics and screen time.
8. Reinforce recovery plan.
9. Request a contact person from the school with whom you may communicate about your child's progress and academic needs.
10. Observe and monitor your child for any physical or emotional changes.
11. Request to extend make up time for work if necessary.
12. Recognize that your child will be excluded from participation in any co-curricular athletic event if all forms are not completed and on file with the athletic department.

**Section X. Student and Student Athlete Responsibilities:**

1. Complete Baseline ImPact Test prior to participation in athletics.
2. Return required concussion history form to athletic department prior to participation in athletics.
3. Participate in all concussion training and education and sign form within participation paperwork stating that training has been completed prior to participation in athletics.
4. Report all symptoms to athletic trainer and/ or school nurse.
5. Follow recovery plan.
6. REST.
7. NO ATHLETICS.
8. BE HONEST!
9. Keep strict limits on screen time and electronics.
10. Don't carry books or backpacks that are too heavy.
11. Tell your teachers if you are having difficulty with your class work.
12. See the athletic trainer and/or school nurse for pain management.
13. Return to sports only when cleared by physician and the athletic trainer.
14. Follow Gradual Return to Play Guidelines.
15. Report any symptoms to the athletic trainer and/or school nurse and parent(s)/guardian(s) if any occur after return to play.
16. Return medical clearance form to athletic director prior to return to play.
17. Students who do not complete and return all required trainings, testing and forms will not be allowed to participate in sports.

**Section XI. Coach & Band Instructor Responsibilities:**

1. Participate in Concussion Education Course offered by the National Federation of State High School Associations (NFHS) on a yearly basis. Complete certificate of completion and return to the athletic department.
2. Ensure all student athletes have completed ImPact baseline testing before participation.
3. Ensure all student athletes have returned concussion history and health history form prior to participation in athletics.
4. Complete a head injury form if their player suffers a head injury and the athletic trainer is not present at the athletic event. This form must be shared with the athletic trainer and school nurse.
5. Ensure all students have completed a concussion educational training and returned their certificate of completion prior to participation in athletics.
6. Remove from play any student athlete who exhibits signs and symptoms of a concussion.
7. Do not allow student athletes to return to play until cleared by a physician and athletic trainer.
8. Follow Gradual Return to Play Guidelines.
9. Refer any student athlete with returned signs and symptoms back to athletic trainer.
10. Any coach, band instructor, or volunteer coach for co-curricular activities shall not encourage or permit a student participating in the activity to engage in any unreasonably dangerous athletic technique that unnecessarily endangers the health of a student athlete, including using a musical instrument, helmet or any other sports equipment as a weapon.

## **Section XII. Post Concussion Syndrome:**

Post Concussion Syndrome is a poorly understood condition that occurs after a student athlete receives a concussion. Student athletes who receive concussions can have symptoms that last a few days to a few months, and even up to a full year, until their neurocognitive function returns to normal. Therefore, all school personnel must pay attention to and closely observe all student athletes for post concussion syndrome and its symptoms. Student athletes who are still suffering from concussion symptoms are not ready to return to play. The signs and symptoms of post concussion syndrome are:

- Dizziness
- Headache with exertion
- Tinnitus (ringing in the ears)
- Fatigue
- Irritability
- Frustration
- Difficulty in coping with daily stress
- Impaired memory or concentration
- Eating and sleeping disorders
- Behavioral changes
- Alcohol intolerance
- Decreases in academic performance
- Depression
- Visual disturbances

## **Section XIII. Second Impact Syndrome:**

Second impact syndrome is a serious medical emergency and a result of an athlete returning to play and competition too soon following a concussion. Second impact syndrome occurs because of rapid brain swelling and herniation of the brain after a second head injury that occurs before the symptoms of a previous head injury have been resolved. The second impact that a student athlete may receive may only be a minor blow to the head or it may not even involve a hit to the head. A blow to the chest or back may create enough force to snap the athlete's head and send acceleration/deceleration forces to an already compromised brain. The resulting symptoms occur because of a disruption of the brain's blood autoregulatory system which leads to swelling of the brain, increasing intracranial pressure and herniation.

After a second impact a student athlete usually does not become unconscious, but appears to be dazed. The student athlete may remain standing and be able to leave the field under his/her own power. Within fifteen seconds to several minutes, the athlete's condition worsens rapidly, with dilated pupils, loss of eye movement, loss of consciousness leading to coma and respiratory failure. The best way to handle second impact syndrome is to prevent it from occurring altogether. All student athletes who incur a concussion must not return to play until they are asymptomatic and cleared by an appropriate health care professional.

## **Section XIV. Concussion Education:**

It is extremely important to educate coaches, athletes and the community about concussions. On a yearly basis, all coaches must complete the online course called "Concussion In Sports: What You Need to Know". This course is offered by the National Federation of State High School Associations (NFHS). Student athletes also need to understand the importance of reporting a concussion to their coaches, parents, athletic trainer and other school personnel. Every year student athletes and parents will participate in educational training on concussions and complete a certificate of completion. This training may include:

- CDC Heads-Up Video Training, or
- Training provided by the school district

The school district may also offer seminars, speakers, and discussion panels on the topic of concussions. Seminars offer an opportunity for the certified athletic trainer, athletic director and nurse leader to speak about concussions on the field at practices and games and to discuss the protocol and policy that the district has enacted. Providing education within the community will offer the residents and parents of athletes an opportunity to ask questions and voice their concerns on the topic of brain injury and concussions. When it comes to concussions, everyone needs to be aware of the potential dangers and remember that a concussion is a brain injury. Whenever anyone has a doubt about a student athlete with a concussion, **SIT THEM OUT and have them see the appropriate healthcare professional!**

*First reading: January 9, 2012*

*Second reading: January 23, 2012*

*Adoption: February 9, 2012*

*Proposed reconsideration: February 2017*

#### **STUDENT SUBMISSION TO EDUCATIONAL SURVEYS AND RESEARCH**

In this policy, "surveys, analyses, or evaluations" refer to methods of gathering data for research purposes.

Without the prior written consent of the student's parent/guardian, or of the student if they are at least 18 years of age, no student shall be required as part of any program wholly or partially funded by the U.S. Department of Education to submit to any survey, analyses, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or student's parent/guardian;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents/guardians; or
8. Income, other than as required by law to determine eligibility for school programs or for receiving financial assistance under such program.

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation shall be available upon request for inspection by the student's parent/guardian. For the purpose of this policy, "instructional material" does not include academic tests or assessments.

A parent/guardian may inspect, upon request, a survey created by a third party before the survey is administered or distributed to a student.

The Superintendent or designee will be responsible for implementing any procedures necessary to protect the privacy of participating students and to provide parents/guardians with access to surveys within a reasonable time before administration or distribution.

The School District will notify parents/guardians of this policy at least annually at the beginning of the school year and within a reasonable time of any substantive change in policy. Where practical, the District

will also directly notify parents/guardians annually at the beginning of the school year when surveys, analyses, or evaluations are scheduled or anticipated. Parents/guardians shall have the opportunity to opt their child out of participation in any survey, analysis, or evaluation. Students who are 18 years of age or older may opt out of such surveys, analyses, or evaluations.

Parents/guardians or eligible students who believe their rights have been violated may file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

LEGAL REF.: Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h

#### **NOTICE OF ASBESTOS MANAGEMENT PLAN**

This notice is to comply with the required annual Asbestos Hazard Emergency Response Act (AHERA) notice.

A copy of The Hull Public Schools Asbestos Management Plan is available in each school and at the main administrative office during regular school hours. Inquiries regarding the management of asbestos containing materials in our schools should be directed to our district's AHERA Designated Person, Diane Saniuk, who can be reached at the Administrative Offices of the Hull Public Schools, located at 18 Harborview Road, Suite 2, or by email at [dsaniuk@town.hull.ma.us](mailto:dsaniuk@town.hull.ma.us), or by phone 781-925-4400 extension 1111.

MEMORIAL MIDDLE SCHOOL

**STUDENT HANDBOOK SIGNATURE PAGE**

2023-2024

Please read this document carefully. All students enrolled at Memorial Middle School must return this form to their homeroom teacher by Thursday, August 31, 2023. A parent/guardian and the student must sign this form.

- I understand that the Memorial Middle School Student Handbook is on the Memorial School Website.
- I agree to download the Memorial Middle School Student Handbook to the school-issued iPad/Chromebook.
- I have read the Memorial Middle School Student Handbook from the website and agree to obey these rules, expectations, regulations, and policies.
- I have read “The Internet and Other Technology Resources Acceptable Use Policy” located in the Student Handbook and agree to obey these rules, expectations, regulations, and policies.
- I have read the “Mobile Computing Device Acceptable Use Policy” for the 1:1 iPad/Chromebook program and agree to obey these rules, expectations, regulations, and policies.

By checking this box, I am indicating that my child will **NOT** participate in the 1:1 iPad/Chromebook program

- This serves as your annual notice of the Civil Rights-notice of grievance officers and grievance procedures, bullying prevention and intervention plan, physical restraint procedures, code of conduct, and that Hull Public Schools does not discriminate.
- I give permission for my child to be photographed either by the school for the school newsletter and various news agencies who may be doing stories about Memorial Middle School. Pictures may be published in local newspapers, on the school Internet web site, or on other forms social media such as blogs, Facebook, and Twitter. If parents do not want your child’s photograph to be used, please check off the appropriate box below your signature.

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

(Please Print)

Address: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Parent E-Mail Address: \_\_\_\_\_

- I do **not** give my permission for my child’s photograph to be used in any local paper.
- I do **not** give my permission for my child’s photograph to be used on the school’s Internet Web Page.
- I do **not** give my permission for my child’s photograph to be used in social media.

MEMORIAL MIDDLE SCHOOL  
STUDENT HANDBOOK RECEIPT PAGE  
2023-2024

**Please sign this form and return it to your homeroom teacher TODAY. Your signature indicates that you agree to the following:**

- I understand that the Memorial Middle School Student Handbook is on the Memorial School Website.
- I agree to download the Memorial Middle School Student Handbook to the school-issued Chromebook.
- I agree to read the Student Handbook and I agree to obey these rules, expectations, regulations, and policies.
- I agree to read “The Internet and Other Technology Resources Acceptable Use Policy” and agree to obey its rules, expectations, regulations, and policies. I agree to read the “Mobile Computing Device Acceptable Use Policy” for the 1:1 iPad/Chromebook program and agree to obey these rules, expectations, regulations, and policies.
- This serves as your annual notice of the Civil Rights-notice of grievance officers and grievance procedures, bullying prevention and intervention plan, physical restraint procedures, code of conduct, and that Hull Public Schools does not discriminate.
- I will and I will have my parents/guardians complete the Handbook Signature Page and will return it to my homeroom teacher by Thursday, August 31, 2023.

\_\_\_\_\_  
Student’s Name (Printed)

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date