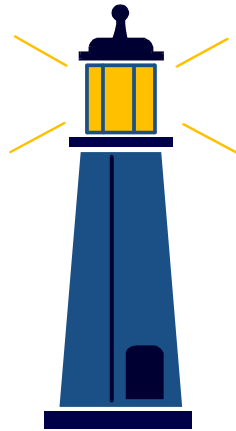


MEMORIAL MIDDLE SCHOOL

HULL, MA



2019-2020

STUDENT/PARENT HANDBOOK

Memorial Middle School

81 Central Avenue
Hull, Massachusetts 02045

School Committee

Mr. David Twombly, Chair
Mr. Lucas Patenaude, Vice Chair
Ms. Jennifer Fleming, Secretary
Mr. Eric Hipp, Member
Ms. Stephanie Peters, Member

Central Administration

Mr. Michael Devine	Superintendent of Schools
Ms. Judith Kuehn	Assistant Superintendent
Mr. David DeGennaro	School Business Administrator

Memorial Middle School Administration

Mr. Anthony Hrivnak	Principal
Ms. Deborah Casey	Secretary
Ms. Alison Caputo	School Psychologist
Ms. Hannah Dillis	Adjustment Counselor
Ms. Rebecca MacDonald	Adjustment Counselor
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

Facebook

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 race, color, national origin, age, gender identity, sex, religion, sexual orientation, or disability.

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Memorial Middle School

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 7:30 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, 6th grade students will report to the cafeteria. 7th and 8th 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 (iPads, 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 five-month semester. 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 semester 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 for 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 Schoology 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 Schoology 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.
- A student returning to school after five consecutive days absent due to illness may be required to see the school nurse before returning to class. If deemed necessary, the student will be referred to a physician. State statute requires a physician's certificate after recovery from any communicable disease; this must be presented upon return to school.
- 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. In demonstrating belief in this principle, the Hull Public School System shall utilize every opportunity to develop religious harmony within the school and community by adjusting instructional activities and refraining from testing, issuing homework, and scheduling extra-curricular activities on the following Religious Holidays: Passover, Holy Thursday, Good Friday, Easter, Shemini Atzeret, Purim, Rosh Hashanan, Yom Kippur, Christmas, Sukkot, Simchat Torah, and Shavuot.
- 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 Schoology 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 Schoology 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 3:45 pm 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.

Clubs and Activities

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 6-8, 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 6th, 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. 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 3:45 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. Description of security features for transportation and accommodations.
11. Means of financing.
12. A draft copy of any contract and refund policies associated with the trip.
13. 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.
14. 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.
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.saferys.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. Students should not be assigned individual fundraising targets.
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 district does not discriminate in its programs, activities or employment practices based on race, color, national origin, religion, gender, gender identity, sexual orientation or disability.
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.

Field Trip Medication Permission Form

I am requesting permission for my son/daughter, _____,
to take the medication, _____, as prescribed by
Dr. _____ while on the field trip to _____
on _____ (date). I give permission to the named responsible adult
designated by the school nurse to administer the medication.

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

Parent/Guardian Signature: _____

Medicine: _____

Dosage: _____

Time for medication: _____

Please fill out one form for each medication

**Parental/Student Consent Release
From Liability and Indemnity Agreement
To be signed for each program**

I, the undersigned parent/guardian of (student name) _____
do hereby consent to his/her participation in _____, and in consideration of his/her
being permitted to so participate, I, on behalf of myself, my heirs, my agents, my representatives, and on
behalf of (student name) _____ do forever RELEASE,
acquit, discharge, and covenant to hold harmless, The Town of Hull, and its employees, servants and
agents, as well as the Hull School Committee, its former and current members, and its employees, servants
and agents, from any and all actions, rights of action, causes of action, charges, and/or claims, in any way
related to, rising from and/or growing out of, directly or indirectly, all known or unknown personal injuries
or property damage or death, which I may now or hereafter have as the parent/guardian of said minor, as
well as any actions, rights of action, causes of action, charges, and/or claims which said minor has or
hereafter may acquire, either before or after he/she reaches the age of majority, resulting from, relating to,
or in any way connected to, his/her participation in _____, sponsored by or
related to the Town of Hull Public Schools.

In addition, I, as parent/guardian of said minor, agree to indemnify the Town of Hull and its employees,
servants and agents, as well as the Hull School Committee, its former and current members, and its
employees, servants and agents, in the event that any action, charge, and/or claim, is brought against the
foregoing, which is in any way related to, arising from and/or growing out of, directly or indirectly, in the
_____, sponsored by or related to the Town of Hull Public Schools.

Signature of Parent/Guardian
(Required for all students)
Date _____

Signature of Student

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 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 Initiative

Each student at Memorial Middle School will receive an iPad to enhance their educational experience. iPads help students with organization, research, communication, collaboration, and other 21st 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 iPads to school every day fully charged and in good working order. Please see the code of conduct for potential consequences should the iPad 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. 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:

- 1st Term September 3, 2019 through November 1, 2019**
September 12, 2019 --'Open House' (6:30-8:30pm)
September 27, 2019 -- Mid-Term Progress Report
November 1, 2019 -- Marks Close
November 7, 2019 -- Report Cards Posted to Aspen
November 13, 2019 -- Parent-Teacher Conferences (5:30 – 8:30 p.m.)
November 14, 2019 -- Parent-Teacher Conferences (1:30 – 3:30 p.m.)
- 2nd Term November 4, 2019 through January 17, 2020**
December 6, 2019 -- Mid-Term Progress Report
January 17, 2020 -- Marks Close
January 23, 2020 -- Report Cards Posted to Aspen
January 30, 2020 -- Parent-Teacher Conferences (1:30 – 3:30 p.m.)
January 30, 2020 -- Parent-Teacher Conferences (5:30-8:30pm)
- 3rd Term January 21, 2020 through March 27, 2020**
February 14, 2020 -- Mid-Term Progress Report
March 27, 2020 -- Marks Close
April 2, 2020 -- Report Cards Posted to Aspen
- 4th Term March 30, 2020 through June 15, 2020**
May 1, 2020 -- Mid-Term Progress Reports
June 15, 2020 -- Marks Close
June 16, 2020 -- Report Cards Posted to Aspen

Day Length

Regular Day	7:55 a.m. – 2:45 p.m.
Early Dismissal	7:55 a.m. – 12:30 p.m.
90 Minute Early Dismissal	7:55 a.m. – 1:15 p.m.
1 Hour Delay	8:55 a.m. – 2:45 p.m.
2 Hour Delay	9:55 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

In the event of an emergency, extremely bad weather or other cancellations, announcements will be broadcast over radio station WBZ 1030AM, as well as on TV channels 4, 5, 7. School messenger phone calls will also be made. 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

Facebook

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 for another school must come into the main office to sign a release form in order for records to be transferred. Records will not be sent until all school-owned items have been returned.

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;
- Accrediting organizations;
- 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.

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 13th. 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 1st**. The Tuition Student Application and the April 1st 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

Adjustment Counselor

The school adjustment counselor 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 adjustment office (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 Adjustment Counselor, and, if deemed necessary, the School Nurse. The Principal may appoint additional personnel to serve on the Crisis Team as needed.

Administrative Team	Position	Ext
Anthony Hrivnak	Principal	1102
Alison Caputo	School Psychologist	1104
Deborah Casey	Secretary	1101
Hannah Dillis	Adjustment Counselor	2301
Rebecca MacDonald	Adjustment Counselor	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.

Students with an acute injury (fracture, sprain) that requires the use of crutches, wheelchair, etc., must be seen by the school nurse before returning to school. A written note from the health care provider regarding the injury is required. The school nurse will work with parents/guardians to develop appropriate accommodations so that the student can attend school.

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 medication 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.

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.

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:

Grade 7 Placement Guidelines
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">• Recommendation of the teacher based on the student's effort and work completion• Review of the student's most recently available MCAS scores

Grade 8 Placement Guidelines
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">• Recommendation of the teacher based on the student's effort and work completion• Review of the student's most recently available MCAS scores

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. 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 students 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 / Schoology 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 Schoology 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.

CODE OF CONDUCT

Principal's Discretion

In every case of student misconduct for which suspension may be imposed, the principal, or his/her designee, shall exercise discretion in deciding the consequence for the offense. The principal shall consider ways to re-engage the student in learning and shall attempt to avoid long term suspension as a consequence until alternatives have been tried. These alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

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.

Five 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.

Level 1 (Classroom)

Misconduct in or out of class; tardy to class; pass violation.

Consequences:

- Discipline will range from teacher communication to parents, lunch detention, teacher detention, to administrative detention.

Level 2

Failure to be in assigned area; leaving assigned area without permission; cutting class; excessive school tardiness; failure to attend assigned teacher detention; referral to an administrator for disruptive or inappropriate behavior in class or out of class; violation of the dress code and/or electronic devices policy; repeat level one violations.

Consequences:

- Discipline may include administrative detention(s).
- Discipline may include social probation for repeat offenses.

Level 3

Leaving school grounds without permission; truancy; accumulation of minor infractions; insubordination; forgery of school-related documents; plagiarism/cheating; lying to a teacher/administrator; disrupting the educational process resulting in removal; gambling; failure to attend administrative detention; possession or use of non-drug related contraband; vulgar or obscene language or gesture; physical conflict; use of tobacco or vaping products; repeat level two violations.

Consequences:

- Discipline may include administrative detentions.
- Discipline may include from one to five days of suspension.
- Discipline may include social probation.

Level 4

Disrespect to persons of authority by word or action; fighting; bullying; intimidation; inappropriate use of technology; threatening behavior; vandalism/graffiti; theft of school or personal property; extortion; non-conformity to school rules; repeat level three violations.

Consequences:

- Discipline may include from one to ten days of suspension.
- Possible exclusion for more than 10 days up to 180 days.
- Law enforcement officials may be notified.
- Discipline will include social probation

Level 5

Hazing; possession or use of alcohol or a controlled substance, weapons, replica weapons, incendiary devices, or explosives; under the influence of alcohol or a controlled substance; possession of drug paraphernalia; pulling false fire alarms; tampering with fire extinguishers; arson; bomb threats; sexual/religious/ethnic/racial harassment; assault on another student; assault on school personnel; threats against a staff member; threats to public safety; any other illegal acts; repeat level four violations.

Consequences:

- Discipline will include suspension for up to 10 days.
- Discipline will include social probation.
- Possible exclusion for more than 10 days up to 180 days.
- Possible expulsion for more than 180 days to an indefinite period.
- Law enforcement officials may be notified.
- Possible court action.

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 Students:

In general, special education 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 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 (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, 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, 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.

Legal Authority:

M.G.L. c. 71, § 37H
M.G.L. c. 71, § 37H ½
M.G.L. c. 71, § 37H ¾

M.G.L. c. 76, § 21
603 CMR 53.00

Discipline of Students on 504 Plans

Students on 504 plans are, generally speaking, regarded as regular education students, subject to all school rules, including disciplinary rules. The following additional requirements apply to the discipline of students on 504 plans:

- If a student on a 504 plan is being considered for a suspension longer than ten school days, the 504 TEAM must convene to conduct a manifestation determination.
- In some instances, additional evaluations may be required before a determination is made as to whether the student's misconduct is related to his or her disability.

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.

- Students may not wear see through clothing and/or clothing which exposes the mid-section.
- Undergarments should not be visible. Students' pants, skirts, and shorts must ride high enough on the hips to cover all underwear and skirts and shorts must be of a length that reaches at a minimum mid-thigh or have at least a two-inch inseam.
- Items of clothing, jewelry, or footwear that encourage or promote illegal activities such as the use of drugs, alcohol or tobacco; or are sexually explicit, suggestive, or otherwise vulgar in nature; or are profane or suggest profanity; or encourage or glorify acts of violence, or are offensive in a racial, religious or ethnic manner will not be tolerated.
- Hats, hoods, kerchiefs, sweatbands, and sunglasses are not to be worn in the building. Students possessing these during the school day will have those items confiscated. Hats, outdoor jackets, and coats must be kept in the student's locker.

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.

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. 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 63 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.

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 are, wheeled sneakers, jumbo markers, roller blades, skateboards, balloons, and. 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 Use Policy** (see page 42) 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 therein. 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 race, color, religion, sex, gender identity, national origin, age, disability 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 on race, color, religion, gender identity, sex, national origin, age, disability or sexual orientation. Any discrimination/harassment/bullying on the basis of race, color, religion, gender identity, sex, national origin, age, disability 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 and will attempt to resolve the issue. 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, Title IX, 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 race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness, 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 race, color, national origin, age, gender identity, sex, religion, sexual orientation, or disability 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.

Bullying and Cyber-Bullying

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
- iii. 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. An 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. When applied to children, the "reasonable person" standard is generally "that of a reasonable person of like age, intelligence, and experience under like circumstances." See *Ellison v. Brady*, 924D.2d 872 (9th Cir.1991).

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**

Law	Coordinator
<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. Judith E. Kuehn 180 Harborview Road 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. Judith E. Kuehn 180 Harborview Road 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. Judith E. Kuehn 180 Harborview Road 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. Judith E. Kuehn 180 Harborview Road 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. Judith Kuehn 180 Harborview Road 781-925-4400 Rebecca MacDonald 81 Central Avenue 781-925-2040 Ms. Meghan Preble 180 Main Street 781-925-3000 Ms. Michelle Burke 180 Main Street 781-925-3000 Ms. Maureen Rosenplanter 180 Harborview Road 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. Judith E. Kuehn 180 Harborview Road 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. Judith E. Kuehn 180 Harborview Road 781-925-4400
<i>603 CMR 46.00</i> – governs the use of physical restraint on students in publicly funded schools.	Ms. Judith Kuehn 180 Harborview Road 781-925-4400 Mr. Nicole Nosek 180 Main Street 781-925-3000 Mr. Anthony Hrivnak 81 Central Avenue 781-925-2040 Ms. Christine Cappadona 180 Harborview Road 781-925-4400

If any individual associated with the Hull Public Schools feels discriminated on the basis of race or national origin (Title VI), gender (Title IX) or disability (Section 504), s/he may file a complaint with the appropriate Hull Public School policy, AC, “Nondiscrimination” states, “Individuals who have a complaint or feel they have been discriminated against because of race, color, gender, religion, national origin, sexual orientation and disability, should register their complaint with the Title IX compliance officer.” The above references laws and coordinators indicate whom individuals should contact in the event they feel they have been victims of discrimination.

INTERNET USE POLICY

Internet Acceptable Use Policy

In order for a student/faculty/staff to use the Hull Public Schools' Internet Connection, the party must read these guidelines and sign the **Acceptable Use Contract**. A parent or guardian for anyone under eighteen (18) years of age must also sign the contract.

Internet Acceptable Use Contract

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 educational 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 Internet use, to make sure that all who use the Internet, both students and faculty, use this valuable resource in an appropriate manner.

Use of the Hull Public Schools networks is a privilege, not a right, which may be revoked at any time for abusive 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 "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 the Internet in a manner which would violate the copyright and/or trademark laws of the United States. In addition, the Hull Public Schools System takes no responsibility for any information or materials that are transferred through the Internet.

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 that may be deemed inappropriate while using his or her Hull Public Schools' Internet account, he or she shall refrain from downloading this material, and shall not identify or share the location of this material. Be aware that the transfer of certain kinds of material is illegal and punishable by fine or jail sentence.

The primary purpose of the Internet connection is educational. It is essential that everyone who uses this connection understand that purpose. Therefore, anyone using the Internet connection for non-educational purposes shall immediately log off should any significant system slow-down occur. No student shall use the Internet connection without the direct supervision of a qualified instructor. Failure to abide by these regulations shall result in suspension of their Hull Schools' Internet account, pending administrative review.

The Hull Public Schools makes no guarantee, implied or otherwise, regarding the reliability of the data connection offered. Neither the Hull Public Schools nor the sponsor organizations shall be liable for any loss or corruption of data resulting from using the school Internet connection.

The Hull Public Schools reserves the right to examine all data stored in the machines involved in the Internet project to make sure that all users are in compliance with these regulations.

Network storage areas may be treated like school lockers. Network administrators may view files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school department servers would always be private. Within reason, freedom of speech and access to information will be honored. During the school day, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

No user shall use this Internet link to perform any act that may be construed as illegal or unethical, including the use of the link to gain unauthorized access to other systems on this or any other network.

The Hull Public Schools condemns the illegal distribution of software, otherwise known as pirating. Any student caught transferring such files through the Internet, and any whose accounts are found to contain

such illegal files, shall immediately have their accounts permanently revoked. In addition, all users should be aware that software piracy is a federal offense and is punishable by fine or imprisonment.

Also, 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 Hull Public Schools as a whole. As such, all users must behave in an ethical and legal manner.

Users are not to publish, post or release any information that is considered confidential or not public, including, but not limited to confidential personnel record information or student record information.

In summary, all students, teachers and staff of the Hull Public Schools are prohibited from: using the school department's Internet access 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; accessing any prohibited sites on the Internet; overriding or encouraging students 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 Hull Public Schools to a possible criminal or civil action. The foregoing list is not all-inclusive and the Hull Public Schools reserves the right to notify a user of any other impermissible action regarding the use of the Internet.

The Internet Acceptable Use Policy is posted on the school's web site. Any changes to this document will be posted on the school web site.

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 21st 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 Online Privacy Protection Act (COPPA), The Children’s Internet Protection Act (CIPA), The Protection of Pupil Rights Amendment (PPRA), and Freedom of Information (FOI). 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, are suspended or expelled, 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

- 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.
- 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.
- HPS provides these online educational programs and services, certain personal information, generally a student's name and email address and/or user name.
- 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.
- HPS will maintain a list of programs currently being used by the District.

10. MISCELLANEOUS

- 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.
- 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.
- 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.
- 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.

- 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.
- The Mobile Computing Device Acceptable Use Policy must be reviewed and signed each school year.
- 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 Schoology as a Learning Management System (LMS). An LMS, such as Schoology, allows a teacher to organize their classes into units and allows a teacher to distribute and collect assignments digitally. While there are features in Schoology and in G Suite for Education that overlap, they are two different tools that teachers will use to enhance teaching and learning.**

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

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

imaa1234@hullpublicschools.org

Memorial Middle School's faculty, staff, and administration believe in a strong connection between the school, the student, and home. Students must have parent/guardian permission to access their school email address and G Suite for Education. 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 Agreement and Computer Acceptable Use Policy remain in effect.

SCHOOLGY NOTICE

Memorial Middle School uses a Learning Management System (LMS) called Schoology. The following consent form is available to download from various websites. Schoology is a web-based learning tool that allows teachers and students to exchange materials and assignments online in a safe, educational environment. Because an access code is required, the site allows teachers to share electronic copies of certain materials without infringing on copyright laws by posting them publicly. Teachers are able to change access codes to maintain security as well as remove unapproved users from their courses. In addition, parents of registered students are able to request an access code from the teacher to access their child's course information.

The website is designed to function similar to popular social media websites. An app is also available for your smartphone. As a reminder, you should always check default privacy settings to make sure that you know who can see your posts. (You can change these settings at any time.) If you have any questions about how this website will be used by your teacher, please ask!

To ensure students' continued safety on this website, Schoology has recently implemented new privacy and usage regulations that require teachers to verify their identity, report instances of students sharing personal information on the site. Schoology requires schools, districts, or teachers (on behalf of the parents or legal guardians of students under the age of 13) to provide consent for the online collection of personal information of the student under the age of 13 through Schoology. Memorial Middle School will provide consent on behalf of parents or legal guardians. To review Schoology's Terms of Use and Privacy Statement, please go to this website: <https://www.schoology.com/privacy.php>

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 activities¹ 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 cocurricular athletic activities.

This policy also applies to volunteers who assist with cocurricular 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.

Cocurricular 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 cocurricular 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 trainer¹) 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.

¹ 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 cocurricular athletic activity.
4. Ensure that all students participating in cocurricular 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 cocurricular 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. Difficultly 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 cocurricular 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 cocurricular 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

MEMORIAL MIDDLE SCHOOL
STUDENT HANDBOOK SIGNATURE PAGE

2019 – 2020

Please read this document carefully. All students enrolled at Memorial Middle School must return this form to their homeroom teacher by Thursday, September 5, 2019. 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.
- 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 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 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 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

2019-2020

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 iPad.
- I agree to read the Student Handbook and I agree to obey these rules, expectations, regulations, and policies.
- I agree to read “The Internet 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 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, September 5, 2019..

Student’s Name (Printed)

Student’s Signature

Date