

## SCHOOL DISTRICT LEGAL STATUS

The legal basis for public education in the district is vested in the will of the people as expressed in the Constitution of Massachusetts and state statutes pertaining to education.

Under the General Laws of Massachusetts,

"... Every town shall maintain... a sufficient number of schools for the instruction of all children who may legally attend a public school therein."

The public educational system of Hull structurally is a department of the town operated under laws pertaining to education and under regulations of the Massachusetts Board of Education. The area served by the Hull Public Schools is coterminous with the Town of Hull.

Established by law

LEGAL REFS: Constitution of Massachusetts, Part II, Chapter V, Section II  
M.G.L. 71:1

Historical Note: Massachusetts has the oldest public school system in the nation. Dating back to 1647, the laws of the Massachusetts Bay Colony required towns to provide for a program of public education.

*Adoption: 11/12/2002*

*First reading 2009 revision: May 11, 2009*

*Second reading: June 8, 2009*

*Adoption: June 22, 2009*

*Proposed reconsideration: June, 2014*

***Hull Public Schools***

## THE PEOPLE AND THEIR SCHOOL DISTRICT

The public schools belong to the people. The people govern the schools under rights guaranteed to them under the Constitution and statutes of Massachusetts. The people exercise their proprietorship through the elective process. They elect state and federal representatives who establish--through the Legislature and the Congress--the framework of law within which the schools operate. The people elect a local School Committee to represent them and to determine local educational plans and policy and to establish long-term educational goals and objectives. The local School Committee functions as an agency of the public within this framework.

The School Committee is mindful that the people are the ultimate governors of public education and that the Committee also believes that accountability is a shared responsibility involving students, teachers and other employees, the Superintendent of Schools, and the people themselves as well as the School Committee. The Committee therefore asserts these beliefs and expectations:

Students should be trained at home and in the schools in order that they will learn to hold themselves accountable for their own lives, actions, and decisions as maturing members of a democratic society.

Teachers should hold students accountable for achieving (within the limits of each student's abilities) the objectives of each learning experience.

The Superintendent should hold teachers and other employees accountable for working with diligent effort and with intelligence and imagination in achieving the objectives directly related to their stated job responsibilities.

The Committee should appoint the most capable person available to hold the position of Superintendent of Schools and should hold him or her accountable for providing creative professional leadership and counsel in all aspects of the school district program.

The Committee should also hold itself accountable for carrying out its mandate to plan, to make policy, and to lead in the identification of goals and objectives and the resources necessary for their achievement.

The public should hold itself accountable for maintaining a vigorous interest in, concern for, and constructive criticism of the schools; for electing the most able men and woman available to represent them on the School Committee and in the State Legislature and U.S. Congress; and for providing the resources necessary for the Committee and staff to accomplish the long-term goals and objectives of the school district.

LEGAL REF: M.G.L. 71:1

Constitution of Massachusetts, Part II, Chapter V, Section II

*Adoption: 11/25/2002*

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***Hull Public Schools***

## NONDISCRIMINATION

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent students from achieving their potential. The Hull Public Schools will do its part. This commitment to the community is affirmed in the following statements of School Committee intent to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial, religious and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business. No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin, sexual orientation and discrimination. Individuals who have a complaint or feel they have been discriminated against because of race, color, sex, religion, national origin, sexual orientation and disability, should register their complaint with the Title IX compliance officer.

CROSS REF: ACA, ACAA, GBB, and JBA

LEGAL REFS: Title VI, Civil Rights Act of 1964  
Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972  
Executive Order 11246, as amended by E.O. 11375  
Equal Pay Act, as amended by the Education Amendments of 1972  
Title IX, Education Amendments of 1972  
Rehabilitation Act of 1973  
Education For All Handicapped Children Act of 1975  
M.G.L. 71B: 1 et seq. (Chapter 766 of the Acts of 1972)  
M.G.L. 76:5; Amended 1993  
M.G.L.76: 16 (Chapter 622 of the Acts of 1971)  
Board of Education Chapter 622 Regulations Pertaining to Access to Equal Educational Opportunity, adopted 6/24/75, as amended 10/24/78

Board of Education 603 CMR 2600  
Board of Education Chapter 766 Regulations, adopted 10/74, as amended  
through 3/28/78

*Adoption: 11/12/2002*  
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*Second reading: June 8, 2009*  
*Adoption: June 22, 2009*  
*Proposed reconsideration: June, 2014*

## NONDISCRIMINATION ON THE BASIS OF SEX

The School Committee, in accordance with Title IX of the Education Amendments of 1972, declares that the school system does not and will not discriminate on the basis of sex in the educational programs and activities of the Hull Public Schools. This policy will extend not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The School Committee will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

The Committee will designate an individual to act as the school system's Title IX compliance officer. All students and employees will be notified of the name, office address and telephone number of the compliance officer.

Revised: January 18, 1996

LEGAL REF: Title IX of the Education Amendments of 1972  
45 CFR, Part 86, (Federal Register, 6/4/75)  
M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)  
Board of Education Chapter 622 Regulations Pertaining to Access to  
Equal Educational Opportunity, adopted 6/24/75, amended 10/24/78  
Board of Education 603 CMR 2600

CROSS REF: AC, ACAA, GBB, and JBA

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*Proposed reconsideration: June, 2014*

***Hull Public Schools***

## SEXUAL HARASSMENT

All persons associated with the Hull Public Schools including, but not necessarily limited to, the Committee, the administration, the staff, and the student, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment, while acting as a member of the school community, will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the Hull School Committee takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment: In Massachusetts, the legal definition for sexual harassment is this:

“Sexual harassment” means sexual advances, requests for sexual favors; or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Under these definitions, direct or implied request by a supervisor for; sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a working or educational environment that is hostile, offensive, intimidating, or humiliating to male or female may also constitute sexual harassment.

While it is not possible to list all those circumstances that constitute sexual harassment, the following are some examples of conduct, which, if unwelcome, may constitute sexual harassment, depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Sexual advances – whether they involve physical touching or not.
- Requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment.

- Sexual jokes.
- Use of sexual epithets. Written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess.
- Displaying sexually suggestive objects, pictures, and cartoons.
- Leering, whistling, brushing against the body.
- Sexual gestures.
- Suggestive or insulting comments.
- Inquiries into one's sexual experiences.
- Discussion of one's sexual activities.
- Assault or coerced sexual acts.

Even if the conduct is not considered "unwelcome" by some, such conduct as described herein and under the law is inappropriate for a public facility or public activity under the general aegis of the Town of Hull and the Hull Public Schools. Furthermore, such conduct may be offensive to others. Therefore, such conduct is not to be tolerated or permitted, even if it may be viewed by some as not falling within the description of being "unwelcome".

All members of the school community should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the Hull Public Schools.

The Committee will annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below:

1. Any member of the school community who believes that he or she has been subjected to sexual harassment will report the incident (s) to the grievance officer. All complaints shall be investigated promptly and resolved as soon as possible.
2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:
  - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, and may interview any witnesses.
  - b. The grievance officer will then attempt to meet with the charged party in order to obtain his or her response to the complaint.
  - c. The grievance officer will hold as many meetings with the parties as is necessary to obtain all the facts.
  - d. On the basis of the grievance officer's perception of the situation the grievance officer may:
    - (1) Attempt to resolve the matter informally through reconciliation. If reconciliation is unsuccessful, the grievance officer will;
    - (2) Report the incident and transfer the record to the Superintendent or his/her designee, and so notify the parties by certified mail.
3. After reviewing the record made by the grievance officer, the Superintendent or designee may attempt to gather additional evidence as necessary to decide the case, and thereafter impose

sanctions deemed appropriate, including a recommendation to the Committee for termination or expulsion. At this stage of the proceedings the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, prompt action will be taken to eliminate the offending conduct.

4. The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the following government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period to file a claim: (EEOC-180 days: MCAD – 6 months)

1. The United States Equal Employment Opportunity Commission  
1 Congress Street  
Room 475  
Boston, MA 02203 (617) 565-3200
2. The Massachusetts Commission Against Discrimination  
Boston Office:  
One Ashburton Place  
Room 601  
Boston, MA 02108 (617) 727-3990  
  
Springfield Office:  
436 Dwight Street, Room 220  
Springfield, MA 01103 (413) 739-2145

The Grievance Officers / Sexual Harassment Officers are named on the Current Personnel Page of the Policy Manual:

This policy is distributed to all employees on an annual basis and to all new employees upon hire. All distributed copies of this policy will include the Current Personnel Page.

SOURCE: Harassment Policy of the Town of Hull

LEGAL REFS: Title VII, Section 703, Civil Rights Act of 1964 as amended 45  
Federal Regulation 74676 issued by EEO Commission  
Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)  
Board of Education 603 CMR 26:00

CROSS REFS: AC, ACA, and JBA

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***Hull Public Schools***

## **NONDISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY**

Title II of the Americans With Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the district's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the district or be subject to discrimination. Nor shall the district exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

### Definition

A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the district.

### Reasonable Modification

The Hull Public Schools shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the district can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

### Communications

The Hull Public Schools shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the Hull Public Schools shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the Hull Public Schools. In determining what type of auxiliary aid or service is necessary, the Hull Public Schools shall give primary consideration to the requests of the individuals with disabilities.

### Auxiliary Aids and Services

"Auxiliary aids and services" includes (1) qualified interpreters, note takers, transcription services, written materials, assistive listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments; (2) qualified readers, taped texts, audio recordings, Brailled materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments; (3) acquisition or modification of equipment or devices and (4) other similar services and actions.

### Limits of Required Modification

The Hull Public Schools is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the Hull Public Schools shall be made by the School Committee after considering all resources available for use in funding and operating the program, service, or activity. A written statement of the reasons for reaching that conclusion shall accompany the decision.

### Notice

The Hull Public Schools shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the American With Disabilities Act (ADA) and its applicability to the services, programs, or activities of the Hull

Public Schools. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the projections against discrimination assured them by the ADA.

Compliance Coordinator

The Hull Public Schools shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under ADA. The Hull Public Schools shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA. The Hull Public Schools receive federal financial assistance and must comply with the above requirements. Additionally, the School Committee is of the general view that:

1. Discrimination against a qualified handicapped person solely on the basis of handicap is unfair; and
2. To the extent possible, qualified handicapped persons should be in the mainstream of life in a school community. Accordingly, employees of the school system will comply with the above requirements of the law and policy statements of this Committee to ensure nondiscrimination on the basis of handicap.

The Compliance Coordinators are named on the Current Personnel Page of the Policy Manual:

LEGAL REFS:     Rehabilitation Act of 1973, Section 504  
                  Education For All Handicapped Children Act of 1975  
                  M.G.L. 71B: 1 et seq. (Chapter 766 of the Acts of 1972)  
                  Title II, Americans with Disabilities Act of 1992  
                  Board of Education Chapter 766 Regulations, adopted 10/74, as  
                  amended through 3/28/78

CROSS REFS:     Current Personnel Page of the Policy Manual

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***Hull Public Schools***

## SERVICE ANIMALS IN SCHOOLS

The Hull Public School district acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a “service animal” in its school buildings, in classrooms, and at school functions, as required by the Title II of the Americans with Disabilities Act and its implementing regulations found at 28 CFR Part 35, subject to the following:

1. All requests for an individual with a disability to be accompanied by a service animal must be addressed in writing to the Superintendent of Schools and must contain required documentation of vaccinations. This written request must be delivered to the Superintendent of Schools’ Office at least 10 business days prior to bringing the service animal to school or to a school function.
2. Only a dog or a miniature horse may qualify as a service animal pursuant to Title II of the ADA. No other species of animal, whether wild or domestic, will be permitted in schools as a “service animal”.
3. Owners of a service animal must provide annual proof that the animal is up to date on all of its required vaccinations as determined by the animal’s veterinarian, or, if such proof is not available, then as determined by the Hull Public Schools veterinarian of choice. In order to provide the required proof, the animal’s veterinarian must certify in writing, signed by him/her, that all vaccinations are current<sup>1</sup>.
4. All service animals must be spayed or neutered.<sup>2</sup>
5. All service animals must be treated for, and kept free of, fleas and ticks<sup>3</sup>.
6. All service animals must be kept clean and groomed to avoid shedding and dander.<sup>4</sup>
7. Owners of service animals are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property. The student’s parent or legal guardian will be required to sign a waiver of liability prior to the service animal coming to the school or to the school sponsor’s activity.

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<sup>1</sup> If the service animal does not meet this requirement at any time, the service animal may be removed by the school district. All costs associated with such removal and boarding, if necessary, will be borne by the owner of the service animal. The service animal will not be permitted to return to school property or any school activity until all costs associated with its removal have been paid.

<sup>2</sup> See Footnote # 1.

<sup>3</sup> See Footnote # 1.

<sup>4</sup> See Footnote # 1.

8. The animal must be “required” by the individual with a disability. The animal must be “individually trained” to do work or a task for the individual with a disability. The task performed by the service animal must address one of the following needs for the disabled individual: physical, sensory, psychiatric, intellectual and other mental disability.
9. For students on an IEP or 504 plan, if a request is made to allow the student to have a service animal at school or at a school-sponsored function, the IEP or 504 Team will consider the request, and whether it can provide services and/or accommodations that would serve the stated purpose of the service animal. If the Team determines that it can and proposes alternative accommodations and/or services, then the request to allow a service animal may be denied. This determination will be made on a case by case basis.
10. The Hull Public School district is responsible for providing a safe learning environment for students, teacher and staff. If the presence of a service animal poses a health or safety risk to another member of the school community, as documented by a physician, the school will weigh the needs of all parties and will put forth a plan to provide reasonable accommodations. This scenario is most likely to be raised in the context of severe, life threatening allergies. The Hull Public Schools will assess each situation on a case by case basis and may exclude the service animal if the animal’s presence poses a threat to the health, safety and well-being of anyone who will potentially come in contact with the service animal.
11. Special Provisions/Miniature Horses: Requests to permit a miniature horse to accompany a student or adult with a disability in school buildings, in classroom, or at school functions, will be handled on a case-by-case basis, considering:
  - a. The type, size, and weight of the miniature horse and whether the facility can accommodate these features.
  - b. Whether the handler has sufficient control of the miniature horse.
  - c. Whether the miniature horse is housebroken.
  - d. Whether the miniature horse’s presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.
12. Removal of a Service Animal: A school administrator may ask an individual with a disability or his parents to remove a service animal from a school building, a classroom, or from a school function if any one of the following circumstances occurs:
  - a. The animal is out of control and the animal’s handler does not take effective action to control it.
  - b. The animal is not housebroken.
  - c. The animal’s presence would “fundamentally alter” the nature of the service, program, or activity.

13. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control.
14. The Hull Public Schools is not responsible for the care or supervision of a service animal, including walking the animal or responding to the animal's need to relieve itself.
  - a. The Hull Public Schools is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
  - b. Students with service animals are expected to care and supervise their animal. In the case of a young child or a student with disabilities who is unable to care for or supervise his service animal, the parent is responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator.

LEGAL REF: ADA Regulations, 28 CFR Part 35 (as amended, 2010)

*First reading 201: March 3, 2011*

*Second reading: March 3, 2011*

*Adoption: March 3, 2011*

*Proposed reconsideration: March, 2016*

***Hull Public Schools***

## **EDUCATIONAL PHILOSOPHY**

The educational philosophy of the Hull School Committee is expressed in their mission and core values. It is the collective belief that all students served by the Hull Public Schools can master complex skills. These skills will permit Hull Public Schools' graduates to function as effective and contributing members of society and to participate in an informed manner in democratic processes.

Students must know how to direct their own learning by acquiring skills of independent inquiry because circumstances do not enable us to predict with certainty just what today's students will need to know when they become tomorrow's adults. It is the intention of the Hull School Committee to support the creation of environments within the Hull Public Schools that allow all students to develop intellectually, physically, morally, emotionally, and to acquire the information, academic skills, critical judgment and creativity needed to better understand themselves, others and the world around them.

Therefore, the Hull School Committee is committed to a process of continual school improvement and to supporting ongoing implementation of best practices in education.

CROSS REFS:    ADA

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***Hull Public Schools***

## MISSION STATEMENT

*The Hull Public Schools will facilitate the development of students into independent thinkers and lifelong learners who are continually increasing their achievements, self-esteem and self-confidence in order to become socially responsible individuals.*

### *Core Values*

- *Equal access to educational opportunity for all*
- *Recognition and acceptance of individual student differences*
- *A safe and nurturing environment*
- *High expectations for quality instruction*
- *A supportive home and school relationship*
- *Diverse methods of instruction*
- *Positive and productive relationships among and between staff, students, parents and community members*
- *Awareness of fiscal responsibility*
- *Broad based communication between all school and community stakeholders*
- *Decision-making founded in the assessment and accountability of school programs and personnel*
- *Standards based accountability*

*Adoption: 10/11/2005*

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***Hull Public Schools***

## HULL HIGH SCHOOL MISSION STATEMENT AND STUDENT EXPECTATIONS FOR LEARNING

### HULL HIGH SCHOOL: THE MISSION

Hull High School is committed to academic excellence, personal responsibility, and the development of life-long learners within the global community.

### HULL HIGH SCHOOL CORE VALUES

#### Life-long Learning

A culture that develops essential skills and stimulates intellectual curiosity to promote **life-long learning**.

#### Integrity

*A culture that expects **integrity** and honorable behavior.*

#### Responsibility

A culture where students take **responsibility** for their academic progress, behavior, and wellness.

#### Creativity

A culture that provides a rigorous curriculum promoting **creativity** in all classrooms.

#### Citizenship

A culture that encourages collaboration, respects diversity, and empowers students with the rights, privileges, and duties of **citizenship**.

#### Service

A culture that promotes **service** to others.

### HULL HIGH SCHOOL: STUDENT EXPECTATIONS FOR LEARNING

#### **A Hull High School Student:**

1. will write effectively for a variety of purposes.
2. will read actively and critically.
3. will present information and ideas fluently and comfortably before an audience.
4. will be a competent problem solver.
5. will develop the knowledge and understanding necessary for informed citizenship, social action, and collaboration.
6. will demonstrate a knowledge of world cultures.
7. will understand and apply wellness skills.
8. will utilize and evaluate creative skills.
9. will use technology appropriately to acquire, integrate, evaluate, create, and impart information in a knowledge economy.

*Adoption: 11/12/2002*

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**Hull Public Schools**

## **SCHOOL DISTRICT GOALS AND OBJECTIVES**

### **MISSION**

The Hull Public Schools will facilitate the development of students into independent thinkers and lifelong learners who are continually increasing their achievements, self-esteem and self-confidence in order to become socially responsible individuals.

### **VISION**

We envision that the Hull Public Schools will:

- Promote a vibrant identity
- Become a model of rigorous and innovative instruction
- Build an expanded core of learning
- Exceed external expectations
- Expand needed resources
- Develop relationships critical to the mission

### **CORE VALUES**

- Equal access to educational opportunity for all
- Recognition and acceptance of individual student differences
- A safe and nurturing environment
- High expectations for quality instruction
- A supportive home and school relationship
- Diverse methods of instruction
- Positive and productive relationships among and between staff, students, parents and community members
- Awareness of fiscal responsibility
- Broad based communication between all school and community stakeholders
- Decision-making founded in the assessment and accountability of school programs and personnel
- Standards based accountability

### **GOALS**

The goals to which Hull School Committee members will hold themselves accountable so that progress toward the implementation of the district's mission, vision and core values may be assessed are as follows:

1. Support the implementation of high quality, research-based curriculum and instruction for all students.
2. Implement accountability systems for all phases of Hull Public Schools' operations.
3. Provide all students with access to up-to-date school buildings and up-to-date instructional resources that address a diverse range of academic, career and life options.
4. Increase public support and confidence in the Hull Public Schools.

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***Hull Public Schools***

## **TOWN OF HULL INTERNET AND OTHER TECHNOLOGY RESOURCES**

### **ACCEPTABLE USE POLICY AND ACKNOWLEDGEMENT**

#### I. INTRODUCTION:

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

#### 2. PREAMBLE:

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

- The use of phone service, voice mail, e-mail and the Internet is primarily related to, or for the benefit of, Town government business;
- Users understand that e-mail messages and documents are subject to the same laws, regulations, policies and other requirements as information communicated in other written forms and formats and thus are likely subject to the Public Records Law;
- Disruptions to Town government activities from inappropriate use of technology resources are avoided;
- Users are provided guidelines describing their personal responsibilities regarding confidentiality, privacy, and acceptable use of technology resources as defined by this policy; and
- Users understand that unauthorized access to other users' computer or voice mail is unacceptable behavior.

2.2 This policy applies to all Town employees and contractor personnel, any vendors,

consultants, contractors or the like using the Town of Hull's Internet Connection and any other technology of the Town while on Town Property or using Town equipment, or equipment and technology owned by other private parties while on Town Property or using Town equipment or technology, (hereinafter referred to as "users").

3. POLICY STATEMENT:

- 3.1 The Internet is a vast global network, linking computers at universities, schools, research facilities, and commercial sites. By way of the Internet, one can communicate with people from all over the world through various means including discussion forums and electronic mail (e-mail). In addition, files, many of which have job related value, are available for downloading. Because of its enormous size, the Internet's potential is boundless. It is possible to speak electronically with people from all walks of life. However, with such great potential for education comes the potential for abuse, as well. It is the purpose of these guidelines, as well as the contract for use, to make sure that all who use the Internet and other technology resources, use these valuable resources in an appropriate manner.
- 3.2 Use of the Town of Hull network and technology resources is a privilege, not a right, which may be revoked at any time for abusive or other inappropriate conduct. Such conduct would include, but is not limited to, placing unlawful and/or inappropriate information on a computer system, the use of abusive or otherwise objectionable language in either public or private messages, the sending of messages or files that are likely to result in the loss of a recipient's work or systems, the sending of "chain letters", or unauthorized "broadcast" messages to lists or individuals, any other types of use which would cause congestion of the networks or otherwise interfere with the work of others, as well as the use of technology resources in a manner which would violate the copyright and/or trademark laws of the United States. In addition, the Town of Hull's System takes no responsibility for any information or materials that are transferred through the Internet.
- 3.3 Because of the size of the Internet, many kinds of materials eventually find their way onto the system. Should a user happen to find material, which may be deemed inappropriate while using his or her Town of Hull's Internet account, he or she shall refrain from downloading or viewing this material. Your supervisor and the Information Technology Administrator must be promptly notified. Be aware that the transfer of certain kinds of material is illegal, and punishable by fine or jail sentence.
- 3.4 The primary purpose of the Internet connection and other technology resources is educational and job related. It is essential that everyone who uses same understand that purpose. Therefore, anyone using the Internet or other technology resource connections for non-educational or non-job related purposes shall immediately log off should any significant system slow-down occur. Failure to abide by these regulations may result in suspension of your Internet account and other use of technology resources, and other administrative action, pending administrative review.
- 3.5 The Town of Hull makes no guarantees, implied or otherwise, regarding the reliability of the data connection offered. Neither the Town of Hull nor the sponsor organizations shall be liable for any loss or corruption of data resulting from using the town Internet connection or technology resources.
- 3.6 The Town of Hull reserves the right to examine all equipment, including data stored

- in any equipment to make sure that all users are in compliance with these regulations. No user should have an expectation of privacy in terms of the use of any such equipment or technology resources. The Town may at any time take custody and possession of any equipment and may access same, review same, delete or copy same or refer same to other appropriate agencies. By engaging in activities covered by these guidelines, you knowingly, voluntarily and specifically consent to the authority of the Town to act as described herein.
- 3.7 Network and system administrators may view files and communications stored on the file servers or any other equipment to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on town servers or any other equipment would always be private.
- 3.8 No user while on Town property or making use of Town technology resources equipment shall perform any act that may be construed as illegal or unethical, or contrary to these policies and the intent thereof, including the use of a link to gain unauthorized access to other systems on this or any other network or system.
- 3.9 The Town of Hull condemns the illegal distribution of software, otherwise known as pirating. Any person caught transferring such files through the Internet, and any whose accounts are found to contain such illegal files, may immediately have their accounts suspended pending further review and administrative action. In addition, all users should be aware that software piracy is a federal offense and is punishable by fine or imprisonment.
- 3.10 All users should keep in mind that when they are using the Internet, they are entering a global community, and any actions taken by them will reflect upon the Town of Hull as a whole. As such, all users must behave in an ethical and legal manner.
- 3.11 In summary, all staff of the Town of Hull are prohibited, unless otherwise authorized by management or this policy, from: using the town's Internet access or technology resources for any personal use without permission (i.e., to send an e-mail and/or access an Internet site); using any profane, vulgar, threatening, libelous, or criminal language when using the Internet or technology resources; accessing any prohibited sites on the Internet; overriding or encouraging staff to override any firewalls established on the Internet access network; permitting another individual to use their password, dissemination of any passwords, codes, access telephone numbers, or account numbers; and/or any other action whatsoever which would in any way subject the user and/or the Town of Hull to a possible criminal or civil action. The foregoing list is not all-inclusive. The Town of Hull also reserves the right to notify a user of any other impermissible action regarding the use of the Internet or technology resources.
- 3.12 The Town of Hull reserves the right to change these rules and conditions at any time without notice. The use of headings and the division of topics in this policy is for convenience only.
4. PROCEDURES AND GUIDELINES:
- 4.1.1 It is the policy of the Town that all users comply with the policies and procedures contained in this document.

- 4.1.2 Primary Use. The computers, technology resources and other equipment provided by the Town or if privately owned are on Town property are to be used primarily for legitimate business purposes. Limited, occasional or incidental use of technology resources for personal, non-business purposes is understandable and acceptable – for example, personal telephone calls – provided user complies with the requirements of this policy.
- 4.1.3 Internet. No user may access pornographic material, sexually explicit material, material of a sexual nature or any material that is illegal unless such access is within the scope of his or her employment (ex. Police Department investigations).
- 4.1.4 E-mail.
- 4.1.4.1 Public Record. E-mail that is created in the normal course of official business is typically a public record unless an exemption applies. Public records, unless otherwise provided by law, are open to public inspection pursuant to Massachusetts General Law.
- 4.1.4.2 Chain Letters. It is unacceptable to use e-mail to send chain letters. Chain letters are illegal or otherwise prohibited and shall not be transmitted. Chain letters include any e-mail message which purports to give a sender anything of value upon securing the addition of new members and thereby advancing themselves to a position where such person receive things of value from other members in the chain.
- 4.1.4.3 Virus Notifications. Any information related to potential computer viruses should be submitted to the Information Technology Administrator and/or your supervisor immediately. It should not be e-mailed to all users since the notification itself may contain a virus.
- 4.1.4.4 Passwords. Users must take all reasonable precautions, including safeguarding and changing passwords, to prevent the use of their e-mail account by unauthorized individuals. Obvious passwords should be avoided. When users are away from their desks, precautions should be taken to protect their accounts. Users are not allowed to establish or use passwords that have not been filed with management. By using the technology resources you agree and acknowledge that the Town may use your passwords. All passwords are the property of the Town unless otherwise exempt by approval of the Town.
- 4.1.4.5 Computers, Generally. The computers are a Town-provided resource and the use of the computers is subject to the following:
- 4.1.4.6 Personal Use. The computers are provided for business use purposes. However, personal use of the computers is permitted in a limited fashion and should be the exception and not the norm and should be conducted during off-duty hours, lunch hour or break times if at all possible. Any and all personal use of the computers must still comply with this policy. Users understand that personal use of Town equipment is not private or confidential.
- 4.1.4.7 Installation/Downloading. No user shall install, remove, upgrade or modify any

software or hardware. If a user needs to install, remove, upgrade or modify any software or hardware, the user shall make that request to the Information Technology Director. Only personnel authorized by Information Technology Director may install, remove, upgrade or modify any software or hardware.

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

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

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

- a. Unacceptable use can be defined generally as activities that do not conform to the purpose, goals, and mission of the Town and to each user's job duties and responsibilities. Any usage in which acceptable use is questionable should be avoided. In other words, when in doubt, seek policy clarification prior to pursuing the activity.
- b. Personal Commercial Use. It is unacceptable to use the computers for private or personal for-profit activities such as marketing or business transactions, private advertising of products or services, and any activity meant to foster personal gain. Additionally, it is unacceptable to use the computers for not-for-profit business activities such as any non-governmental-related fund raising or public relations activities such as solicitation for religious and political causes.
- c. Unlawful or Unacceptable Activity. No user may utilize the computers for any unlawful or prohibited activities as defined by federal, state, and local laws or regulations. Unlawful activities relating to e-mail and network access include, but are not limited to:
  - Transmission of threatening, offensive or harassing information (messages or images) which contains defamatory, abusive, obscene, pornographic, profane, sexually oriented, threatening,

- racially offensive, or otherwise biased, discriminatory, or illegal material;
- Violation of federal and state laws dealing with copyrighted materials (including articles and software) or materials protected by a trade secret;
- Transmission of any information which encourages the use of controlled substances or uses the system for the purpose of criminal intent; and
- Sexual or other harassment.
- The Internet also contains information that is not suitable for children nor appropriate for a non-private personal setting. Such material should not be displayed or accessed at a government setting. Searching and displaying such information are strictly prohibited on Town premises regardless of whose equipment is being used. Violation of this policy may lead to the termination of the employment of the offender and or suspension/termination of the contract with the vendor. The following is a list of sample (i.e. not all inclusive and illustrative only) web sites and Internet/computer activities that are deemed inappropriate for undertaking, accessing or displaying on Town premises:
  - Online auctions unrelated to the Contractor's business
  - Online chat
  - Online gambling
  - Online games
  - Computer use, including email or Web sites that promote hatred opinions, threatening, offensive or harassing information (messages or images) which contains defamatory, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material or material demeaning any person or group of persons on the basis of race, ethnicity, gender, disability, beliefs concerning religion, or sexual orientation or
  - Online Personal & dating services
  - Pornography, pornographic material, sexually explicit material, material of a sexual nature or any material that is illegal unless such access is within the scope of his or her employment (ex. Police Department investigations)
  - File sharing web, e.g., Kazza, etc.
  - Web sites that promote criminal activities, e.g., bomb building, teaching theft method, etc.

4.1.4.11 Security. A user may not attempt to subvert network security, to impair functionality of the network, or to bypass restrictions set by the network administrators. Assisting others in violating these rules is also unacceptable behavior.

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

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

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

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

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

4.2.4 Monitoring Use. The Town is able and reserves the right to monitor and/or log all technology resources and all network activity without notice, including all e-mail and Internet communications for any legitimate business purpose, including but not limited to, random samples, diagnosis of technical problems, and investigation of possible misuse of Town equipment and technology resources. Users have no reasonable expectation of privacy in the use of these resources for either business or personal use.

## 5. RESPONSIBILITY:

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

## 6. APPROPRIATE CONDUCT:

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

*Attachment – Acknowledgement Form*

Issued by the Board of Selectmen, Town Manager, and School Committee

*Adoption: 02/15/2006*

*First reading 2009 revision: May 11, 2009*

*Second reading: June 8, 2009*

*Adoption: June 22, 2009*

*Proposed reconsideration: June, 2014*

*Hull Public Schools*

**TOWN OF HULL / HULL PUBLIC SCHOOLS**

**INTERNET AND OTHER TECHNOLOGY RESOURCES ACCEPTABLE USE  
POLICY  
ACKNOWLEDGMENT**

A copy of the Technology Resources Use Policy has been made available to me stating that my use of Town-owned or leased equipment, including e-mail and Internet, may be monitored at any time and that I do not have a privacy interest in such use. I understand that my use of Town provided computers, including e-mail, may be subject to public inspection under State law. I agree to use the systems in accordance with the policy and understand that I am bound by same. I further understand that I can be disciplined or have my contract(s) with the Town affected by any non-compliance or for other good cause as relates to my use of the systems.

**Employee or Consultant Name (Print):** \_\_\_\_\_

**Employee or Consultant Signature:** \_\_\_\_\_

**Witness:** \_\_\_\_\_

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

*Adoption: 02/15/2006*

*First reading 2009 revision: May 11, 2009*

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*Proposed reconsideration: June, 2014*

***Hull Public Schools***

**TOWN OF HULL / HULL PUBLIC SCHOOLS**

**INTERNET AND OTHER TECHNOLOGY RESOURCES ACCEPTABLE USE POLICY  
SUPERVISOR'S ACKNOWLEDGMENT**

I made a copy of the Technology Resources Use Policy available to \_\_\_\_\_ and informed said employee that his/her use of Town-equipment, including e-mail and Internet, may be monitored at any time and he/she does not have a privacy interest in such use. I also informed the employee that use of Town provided computers, including e-mail, may be subject to public inspection under State law. Said employee has refused to sign the acknowledgement form requested by the policy. The employee's reasons for refusal to sign were as follows (list if known):

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\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Supervisor's Printed Name

\_\_\_\_\_  
Date

*Adoption: 02/15/2006*

*First reading 2009 revision: May 11, 2009*

*Second reading: June 8, 2009*

*Adoption: June 22, 2009*

*Proposed reconsideration: June, 2014*

***Hull Public Schools***

## **TOBACCO-FREE SCHOOL POLICY**

### **1. Statement of Purpose:**

The Hull Public School Committee is committed to providing a tobacco-free environment for the health and well being of the entire school community – students, staff, and visitors to its facilities. Education about the consequences of tobacco use is an integral part of the Hull Public Schools Health Curriculum. The use of tobacco products has a direct link to numerous health problems. Tobacco prevention and education play critical roles in establishing life-long, positive health habits. The purpose of this policy is to comply with the requirements of the Massachusetts General Law, Chapter 71, Sections 2A and 37H. It is the intention of the Hull Public School Committee to prohibit the use or distribution of tobacco products at all times whether or not school is in session within school buildings, on school grounds, on school buses or in other school vehicles, and at all school-sponsored functions in order to improve the health of students, all school personnel and visitors.

### **2. Definitions:**

*School:* Public primary, middle, secondary, and vocational schools located in Hull.

*School Grounds:* Property owned or controlled by the Hull Public Schools, including but not limited to school buildings, structures, open space, sports or recreational facilities whether enclosed or not, vehicles owned or leased for the purpose of transporting students, school driveways, and school parking lots (including those lots or areas of land used for school related parking which may be owned or regulated by the Town of Hull or others and adjacent to school property). School grounds shall not mean any university property, college property or adult education facility except during the time that these areas house public primary, middle, secondary or vocational school programs.

*School Personnel:* A person who performs services for a public school in Hull, including but not limited to principals, assistant principals, teachers, teacher's aides, school counselors, coaches, assistant coaches, school nurses and therapists, cafeteria workers, administrative staff, janitorial staff, volunteers, interns, security guards.

*School-sponsored Activity:* An activity at least partially funded or controlled by a school in Hull or a parent-teacher organization to which students are invited and which occurs on or off school grounds, such as, but not limited to, graduation, sporting events, work internships, job shadowing, dances, field trips or class picnic, etc.

*Student:* A person enrolled at any primary, middle or secondary school in Hull.

*Tobacco products:* Cigarettes, cigars, pipe tobacco, chewing tobacco, bidis, snuff or tobacco in any of its forms or any product containing tobacco.

*Tobacco paraphernalia:* Shall include, but is not limited to products or materials of any kind which are intended or designed for producing, processing or using tobacco products, including rolling papers and lighters.

*Tobacco cessation:* An intervention program applied to treat tobacco addiction.

*Tobacco Use:* The inhaling, exhaling or consuming of any lit or unlit tobacco product or carrying of any lit tobacco product; also, the possession by a student on school grounds of a tobacco product.

*Visitor:* Any person on school grounds who is not a student or staff member. Examples include repair or delivery personnel, security personnel, presenters, consultants, students or staff from other schools, parents, outside facility users.

**3. Tobacco Product Use Prohibited:** No student, school personnel or visitor shall use a tobacco product at any time while on school grounds or at a school-sponsored activity as defined herein.

**4. Training:** The Principal of each school shall provide information and training of all school employees regarding the implementation of this policy. Employees will be required to acknowledge receipt of the Tobacco-free Workplace Agreement (attached). Parents and students shall be notified each year of the provisions of this policy through publication in the student handbook.

**5. Violations:**

Violations will take place as stated in the current student and staff handbooks and athletic code.

**6. Severability:**

If any provision of this regulation is declared invalid or unenforceable, the other provisions shall not be affected thereby, but shall continue in full force and effect.

**7. Conflict with Other Policies, Laws or Regulations:**

Notwithstanding the provisions of this policy, nothing in this policy shall be deemed to amend or repeal applicable fire, health or other laws or regulations so as to permit smoking in areas where it is prohibited by such fire, health or other laws or regulations.

LEGAL REF: M.G.L. 71:2A  
M.G.L. 71:37H

CROSS REF: JICG and KF

SOURCE: MIAA Handbook July 1, 2001 – June 30, 2003

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*Adoption: June 22, 2009*  
*Proposed reconsideration: June, 2014*

**Hull Public Schools  
Tobacco-Free Workplace Agreement**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Job Title: \_\_\_\_\_

School, Office or Work Location: \_\_\_\_\_

- I have received a copy of, and have read, the Hull Public Schools Tobacco-free Schools Policy.
- I understand it is my obligation to refrain from using tobacco and tobacco products on school grounds.

I am aware of the Hull Public Schools' Employee Assistance Program, which offers my immediate family members and me confidential counseling for tobacco cessation programs.

I understand my obligation to support the School Committee's effort to provide a tobacco-free environment.

I understand that if I have any questions regarding this policy, I should contact my building Principal.

**PLEASE RETURN THIS FORM TO YOUR BUILDING PRINCIPAL.**

*Adoption: 11/12/2002*

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*Adoption: June 22, 2009*

*Proposed reconsideration: June, 2014*

***Hull Public Schools***

## **SAFE SCHOOLS POLICY**

The Hull Public Schools shall maintain a safe and nurturing educational environment where students and patrons can meet and recreate without fear. The Hull Public Schools will not tolerate violence or injury to staff or students, nor will weapons (as defined in Weapons in Schools policy JICI) or drugs and alcohol (as addressed in the Drug and Alcohol Policy JICH-R) be tolerated at any school activity or on any school district property. The Hull School Committee policies pertaining to school safety and student discipline shall be fairly and firmly enforced, criminal misconduct shall be reported to the proper law enforcement authority, and school district staff shall cooperate with any subsequent criminal prosecution. The provisions of M.G. L. 71:37H & 71:37L, prohibiting firearms on school property shall be strictly enforced.

LEGAL REF: M.G.L. 71:37H & 71:37L

CROSS REF: JICI, JICH-R

*Adoption: 11/12/2002*

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*Adoption: June 22, 2009*

*Proposed reconsideration: June, 2014*

*Hull Public Schools*

## **C.O.R.I. REQUIREMENTS**

It shall be the policy of the Hull Public Schools to obtain all available Criminal Offender Record Information (C.O.R.I) from the criminal history systems board of prospective employee(s) or volunteer(s) of the school department including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children, prior to hiring the employee(s) or to accepting any person as a volunteer. State law requires that school districts obtain C.O.R.I. data for employees of taxicab companies that have contracted with the schools to provide transportation to pupils.

The Superintendent, Principal, or their certified designees shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the criminal history systems board on all employees, individuals who regularly provide school related transportation to children, including taxicab company employees, and volunteers who may have direct and unmonitored contact with children, during their term of employment or volunteer service.

The Superintendent, Principal or their certified designees may also have access to Criminal Offender Record Information for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, and shall notify them of this requirement and comply with the appropriate provisions of this policy.

Pursuant to a Department of Education C.O.R.I. Law Advisory dated February 17, 2003, "Direct and unmonitored contact with children' means contact with a child when no other C.O.R.I. cleared employee of the school or district is present. A person having only the potential for incidental unsupervised contact with children in commonly used areas of the school grounds, such as hallways, shall not be considered to have the potential for direct and unmonitored contact with children. These excluded areas do not include bathrooms and other isolated areas (not commonly utilized and separated by sight or sound from other staff) that are accessible to students."

In accordance with state law, all current and prospective employees, volunteers, and persons regularly providing school related transportation to children of the school district shall sign a request form authorizing receipt by the district of all available C.O.R.I. data from the criminal history systems board. In the event that a current employee has questions concerning the signing of the request form, he/she may meet with the Principal or Superintendent; however, failure to sign the C.O.R.I. request form may result in a referral to local counsel for appropriate action. Completed request forms must be kept in secure files. The School Committee, Superintendent, Principals or their designees certified to obtain information under this policy, shall prohibit the dissemination of school information for any purpose other than to further the protection of school children.

C.O.R.I. is not subject to the public records law and must be kept in a secure location, separate from personnel files and may be retained for not more than three years. C.O.R.I. may be shared with the individual to whom it pertains, upon his or her request, and in the event of an inaccurate report the individual should contact the criminal history systems board.

Access to C.O.R.I material must be restricted to those individuals certified to receive such information. In the case of prospective employees or volunteers, C.O.R.I material should be obtained only where the Superintendent has determined that the applicant is qualified and may forthwith be recommended for employment or volunteer duties.

The hiring authority, subject to applicable law, reserves the exclusive right concerning any employment decision made pursuant to Chapter 385 of the Acts of 2002. The employer may consider the following factors when reviewing C.O.R.I.: the type and nature of the offense; the date of the offense and whether the individual has been subsequently arrested, as well as any other factors the employer deems relevant.

The Superintendent shall ensure that on the application for employment and/or volunteer form there shall be a statement that as a condition of employment or volunteer service the school district is required by law to obtain Criminal Offender Record Information for any employee, individual who regularly provides school related transportation, or volunteer who may have direct and unmonitored contact with children. Current employees, persons regularly providing school related transportation, and volunteers shall also be informed in writing by the Superintendent prior to the periodic obtaining of their Criminal Offender Record Information.

The Superintendent shall amend employment applications to include questions concerning criminal records (see attachment) which the Massachusetts Commission against Discrimination has determined may be legally asked of prospective employees. Any employment application which seeks information concerning prior arrests or convictions of the applicant shall include the following statement: "An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer 'no record' with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of service which did not result in a complaint transferred to the superior court for criminal prosecution."

Records sealed pursuant to law shall not operate to disqualify a person in any examination, appointment or application for public service on behalf of the Commonwealth or any political subdivision thereof.

The Superintendent shall revise contracts with special education schools and other providers to require a signed statement that the provider has met all the legal requirements of the state where it is located relative to criminal background checks for employees and others having direct and unmonitored contact with children.

As soon as possible after the district obtains the certification from the criminal history systems board to receive C.O.R.I. data, the Superintendent shall obtain such data for any person then providing volunteer service, as a condition of continued service.

LEGAL REF: M.G.L.71:38R, 151B, 276, §.100A, St.2002, c.385  
MCAD Regulations and D.O.E. Advisory on C.O.R.I. Law (Feb 17, 2003)

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## **COMMITMENT TO ACCOMPLISHMENT**

The School Committee accepts ultimate responsibility for all facets of school operations. Because it is accountable to residents of the district, the School Committee will maintain a program of accountability consisting of the following elements:

Clear statements of expectations and purpose as these relate to operations, programs, departments, and positions.

Provisions for the staff, resources, and support necessary to achieve stated expectations and purposes, subject to financial support by residents of the district.

Evaluation of operations and instructional and staff development programs to determine how well expectations and purposes are being met.

Specific performance objectives to enable individuals to direct their own efforts to the goals and objectives of the district.

Evaluation of the efforts of employees in line with stated objectives, with the first purpose of evaluation being to help each individual make a maximum contribution to the goals of the district.

Every effort will be made by the School Committee, Superintendent, and staff to fulfill the responsibilities inherent in the concept of accountability.

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***Hull Public Schools***