

ADMINISTRATION GOALS

It is the intent of the School Committee that the district employs qualified personnel to administer the Hull Public Schools efficiently and to require the Superintendent to organize the administration in a manner that will make clear the functions of each position and the relationships among them.

The Superintendent will establish clear lines of communication, both vertically and horizontally, and will form any staff councils or committees needed to provide for efficient conduct of school business. In order to engage in this process in an orderly and effective fashion, each individual and group will be given particular, clear-cut responsibilities. Channels will be established so that the recommendations and decisions of each group can be heard and reviewed by the chief administrative officer concerned, and, where appropriate, by the Superintendent and School Committee.

The organization and administration of the schools will balance responsibility with commensurate authority, subject to the reserved legal powers of the School Committee. This means that a staff member, when assigned a responsibility or a position, will be given the appropriate authority to make the decisions necessary to perform the assigned tasks.

For the school to operate effectively, each administrative officer will be responsible and accountable for making a plan of development for all staff assigned to his/her area of operation.

Adopted: 5/2004

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Adoption: January 24, 2011

Proposed reconsideration: January, 2016

Hull Public Schools

SCHOOL SUPERINTENDENT

Goals and Objectives

The goal of school administration is the successful implementation of the policies set by the School Committee. To attain this goal, the Superintendent shall:

1. Establish procedures that provide for effective and economical execution of School Committee policies;
2. Assign duties and responsibilities to the school staff as required to implement procedures;
3. Assist and advise the school staff in the exercise of their duties and responsibilities;
4. Budget and employ available resources effectively and economically; and
5. Keep the School Committee informed on all matters concerning policy and budget.

Organization

Within the human and financial resources provided by the School Committee, the Superintendent shall organize the school administration in the manner that will meet the goals of the school system.

School Superintendent

The School Committee shall appoint a Superintendent of Schools who will implement its policy.

The Superintendent of Schools shall:

1. Serve as chief executive officer of the Hull Public Schools;
2. Act as educational advisor to and executive agent of the School Committee;
3. Provide educational leadership and develop and maintain the best possible educational program and services;
4. Determine the appropriateness and quality of the public school system's educational objectives, programs, services and personnel. The Superintendent shall encourage and strive to develop educational leadership within the professional staff and shall stimulate staff members to develop forward looking proposals to improve the system's educational offerings and services;
5. Direct the preparation of all curriculum and submit recommendations to the School Committee;
6. Develop and maintain a climate throughout the school system which is conducive to effective learning, and which facilitates effective instruction, professional development and the release and effective employment of the creative talents and energy of all professional staff;
7. Review the school organization and the administrative functions of the school system periodically and recommend to the School Committee such changes as may be required;
8. Establish administrative procedures and regulations for the conduct of the school which the Superintendent may deem to be in the best interest of the school system in supporting the plans and policies of the School Committee;
9. Recommend for the approval of the School Committee changes in school policies required for the direction and control of the schools, and the Superintendent shall keep in ready reference current records and manuals of the approved policies and administrative procedures;
10. Insure that these policies and administrative procedures are used by all administrative and professional personnel as guides in the performance of their duties and responsibilities;
11. Assign all personnel to schools, duties, subjects and grades and shall transfer them according to the needs of the system. The Superintendent shall have authority over and shall arrange for the control, classification, and promotion of pupils in the school system;
12. Develop and administer annual budgets for the school system and insure that all expenditures and purchases are appropriately controlled. In each annual budget the Superintendent shall show by major categories the amounts of money needed for operations of the school system of the ensuing year;
13. Keep the School Committee informed regarding the system's emerging school plant requirements. The Superintendent shall develop and recommend short and long range plans for repairs and alterations of present buildings and construction of new buildings and facilities;

14. Make decisions or recommendations about all requests and complaints referred to the Superintendent for special adjustment in connection with pupil, parents, staff and the public;
15. Undertake continuing programs to inform the community of the objectives, plans, policies, programs and practices of the school system;
16. Maintain effective working relationships with all appropriate agencies of the town, county state and federal governments, and represent the profession of education to these agencies and to the local community;
17. Plan his/her own professional development and keep informed of worthwhile educational enterprises in other communities. The Superintendent shall keep informed of their organizational plans, methods of instruction and promising new educational developments so that he/she can advise the School Committee, professional staff and the community of opportunities to further educational excellence in the school system. The expenses incurred by the Superintendent of schools in attending conventions, professional meetings and in visiting other school systems on behalf of the school system will be assumed as school expenditures within specified limitations of the school budget;
18. Attend all School Committee meetings and participate in all School Committee deliberations, except when the Superintendent has delegated this responsibility to a subordinate for reasons acceptable to the Chairman of the School Committee and when matters pertaining to his/her own employment are under consideration;
19. Prepare the agenda for meetings of the School Committee and for its circulation in advance of meetings;
20. Advise the school building administration on policies and procedures that the School Committee takes under consideration, and take the initiative in presenting to the School Committee policy, planning and methodological issues for its attention;
21. Provide the School Committee with the information and data required in order for the Committee to make valid and informed decisions;
22. Represent, together with other selected members of the professional staff when appropriate, the profession of education in the School Committee's deliberations.

Compensation and Benefits

The School Committee will set the salary of the Superintendent and determine what benefits the Superintendent shall receive in addition to those required by the Massachusetts General Laws.

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SUPERINTENDENT'S CONTRACT

The Committee, upon the appointment of a candidate, or upon re-appointment of the incumbent Superintendent, will enter into a written contract with the Superintendent, which will meet the requirements of law and will protect the rights of both the Committee and the Superintendent.

LEGAL REFS: M.G.L. 71:41; 71:42

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Hull Public Schools

SUPERINTENDENT PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The School Committee encourages the Superintendent to make every effort to stay abreast of educational trends and to seize opportunities for exploring new ideas and programs that may be used to advantage in the Hull Public Schools.

For the benefit of the entire school system, the School Committee encourages the Superintendent to set aside time each year to attend certain seminars and conferences and visit other school systems in which promising ideas are emerging.

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Hull Public Schools

EVALUATION OF THE SUPERINTENDENT

Through evaluation of the Superintendent, the School Committee will strive to accomplish the following:

1. Clarify the Superintendent's role in the Hull Public Schools as seen by the School Committee;
2. Clarify for all Committee members the role of the Superintendent in light of his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the Committee and the Superintendent;
3. Develop harmonious working relationships between the School Committee and the Superintendent; and
4. Provide administrative leadership of excellence for the Hull Public Schools.

The School Committee will periodically develop with the Superintendent a set of performance objectives based on the needs of the school system. The Superintendent's performance will be reviewed in accordance with these specified goals. Additional objectives will be established at intervals agreed upon with the Superintendent.

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Hull Public Schools

EVALUATION OF THE SUPERINTENDENT

Introduction

The annual evaluation of the Superintendent of Schools' overall performance shall be based on the position's description, annual goals (see attachments), and shall cover the previous calendar year. With input from the Superintendent, the Hull School Committee will establish a position description of the Superintendent that may be reviewed from time to time at the request of either party. When the School Committee makes changes in description of the Superintendent's role, the Superintendent will be provided reasonable notice on amount of time to demonstrate performance.

The purpose of the annual evaluation is to:

1. Provide an annual report to the School Committee regarding the district-wide goals and objectives for the school year that have been achieved, and to discuss the status of those goals and objectives that have not been completed;
2. Identify accomplishments as well as areas in need of improvement;
3. Measure professional competency;
4. Provide a "benchmark" for evaluating the achievements of the Superintendent of Schools in his/her continuing efforts to upgrade the quality of the instructional program and implement the mission statement of the Hull Public Schools; and
5. Improve both short and long range planning for the school system while clarifying goals and performance.

Process

The Chairman of the School Committee will initiate the evaluation process no later than May 1. A School Committee designee will distribute to each School Committee member and the Superintendent a copy of: (a) the Superintendent's appraisal instrument and Superintendent job description, (b) previous composite evaluation, and, if any, (c) current progress reports from the Superintendent on meeting the district goals and objectives;

1. Each School Committee member will meet individually with the Superintendent in order to discuss the annual evaluation;
2. The School Committee chair or his/her designee shall compile the Committee members' evaluations. The composite evaluation report will be presented to the full School Committee on or before May 15; and
3. A copy of the annual composite evaluation report is to be placed in the Superintendent's personnel file.

The School Committee may take into consideration the Superintendent's overall performance and progress in meeting the annual key objectives in establishing the Superintendent's salary for the following year.

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Hull Public Schools

SUPERINTENDENT OF SCHOOLS EVALUATION INSTRUMENT

In assessing the status of each objective, School Committee members should consider the intent of the objectives and the criteria for measuring performance. School Committee members may not have observed some of the indicated criteria or may have observed other indicators not listed. In either case, member's judgment should be made on what they have observed.

PERFORMANCE OBJECTIVES

A. RELATIONSHIPS WITH THE SCHOOL COMMITTEE

1. Keeps the School Committee informed on issues, needs and operation of the school system.
2. Offers professional advice to the School Committee on items requiring School Committee action, with appropriate recommendations based on thorough study analysis.
3. Interprets, supports and executes the intent of all School Committee policy.
4. Seeks and accepts constructive criticism of his/her work.
5. Has a professional working relationship with the School Committee.
6. Encourages and demonstrates efforts to kept the lines of communication open between the staff, administration, School Committee and students.

COMMENTS:

B. COMMUNITY RELATIONS

1. Maintains community respect and support for the school operation.
2. Solicits input and opinions from all groups and individuals.
3. Develops friendly and cooperative relationships with news media.

COMMENTS:

C. STAFF AND PERSONNEL RELATIONSHIPS

1. Develops and executes sound personnel procedures and practices.
2. Develops good staff morale.
3. Treats all personnel fairly, while insisting on performance of duties.
4. Delegates authority to staff members appropriate to the position each holds.
5. Recruits and assigns the most qualified personnel in terms of their competencies.
6. Encourages participation of appropriate staff members and groups in planning, procedures and policy interpretation and implementation.
7. Evaluates performance of staff members, giving commendation for good work, as well as constructive suggestions for improvement.

8. Takes an active role in the development of collective bargaining agreements for the classroom teaching staff.

COMMENTS:

D. EDUCATIONAL LEADERSHIP AND CURRICULUM MANAGEMENT

1. Maintains liaison with state and federal legislators in an effort to accomplish legislation beneficial for the educational system.
2. Understands and keeps informed regarding all aspects of the instructional program.
3. Maintains active memberships in professional organizations.
4. Resourcefully visualizes and analyzes new ideas, methods and products.
5. Participates with staff, School Committee, School Councils and the community in studying and developing curriculum improvement.
6. Organizes a planned program of staff evaluation and improvement.
7. Utilizes the abilities and talents of the entire professional staff and lay people of the community.
8. Identifies problems and develops solutions.
9. Inspires others to achieve the highest professional standards.
10. Promotes the philosophy that the Hull Public Schools are operated for the benefit of all of the children of Hull, not for the School Committee, administrators, teachers or parents.

COMMENTS:

E. BUSINESS, FISCAL AND FACILITIES MANagements

1. Keeps informed on needs of the school program, facilities, equipment, and supplies.
2. Supervises operations, insisting on competent and efficient performance.
3. Determines that funds are spent wisely and that adequate control and accounting are maintained.
4. Evaluates financial needs and makes recommendations for adequate financing to the Hull School Committee.
5. Presents and defends the budget to the Hull Advisory Committee based on the system's needs, desires and financial ability of the Hull community.
6. Develops and executes sound action relative to the safe and orderly maintenance of all facilities.
7. Plans and implements facility upgrading in a timely fashion and planned in conjunction with the Hull Finance Committee, Town Manager, Board of Selectmen and the Hull community.

COMMENTS:

F. PERSONAL QUALITIES

1. Maintains high standards of ethics, honesty and integrity in all personal and professional matters.
2. Earns respect and standing among his/her professional colleagues.
3. Demonstrates his/her ability to work well with individuals and groups.
4. Exercises sound professional judgment and democratic process in arriving at decisions.
5. Possesses and maintains the health and energy necessary to meet the responsibilities of his/her position.
6. Maintains poise and emotional stability in the full range of his/her professional activities.
7. Presents appropriate professional appearance.
8. Communicates effectively in dealing with staff members, the School Committee, parents, students and the public.
9. Completes tasks in a timely manner, possessing good management skills.

10. Thinks well on his/her feet when faced with an unexpected or disturbing turn of events.
11. Maintains his/her professional development by reading, conference attendance, work on professional committees, visiting other districts, and meeting with other Superintendents.

COMMENTS:

G. SYSTEM PLANNING AND IMPROVEMENT

1. Demonstrates understanding and skill in design and implementation of educational system-wide change.
2. Implements, maintains and monitors improvements throughout the system.
3. Evaluates systematic mobilization, implementation and monitoring of systematic change.

COMMENTS:

H. CLOSING THOUGHTS

Any additional comments may be stated here.

COMPOSITE EVALUATION

I. INTRODUCTION

II. RECOMMENDATIONS

III. COMMENDATIONS

IV. CONCLUSION

Adopted: 5/2004

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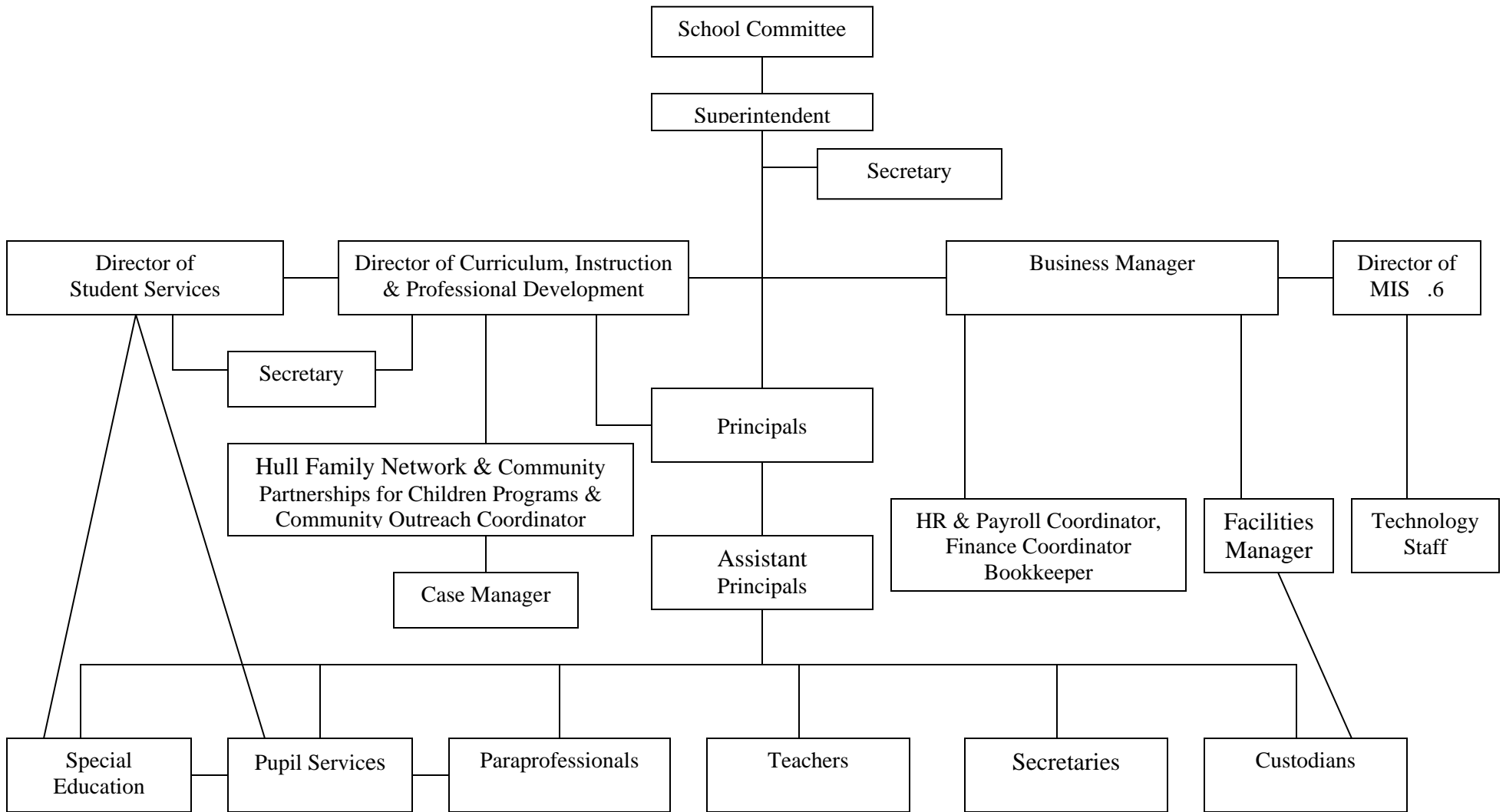
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Hull Public Schools

ORGANIZATIONAL CHART



Adopted: 2/2007

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Hull Public Schools

LINE AND STAFF RELATIONS

The School Committee expects the Superintendent to establish clear understandings on the part of all personnel of the working relationships in the Hull Public Schools.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. The administrator will refer such matters to the next higher administrative authority when necessary.

It is expected that the established lines of authority will serve most purposes. But all personnel will have the right to appeal any decision made by an administrative officer through established grievance procedures.

Additionally, lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility; when the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the Hull Public Schools.

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Hull Public Schools

MANAGEMENT TEAM

The School Committee reaffirms the rights and responsibilities of the building principals for the administration of their various programs and buildings within the broad scope of the adopted Committee policies.

Specifically, the Principal of the individual school is the responsible head and professional leader in the development of the educational program and the improvement of instruction in the school of which he/she is the Principal, and in interpreting that school to the community. All personnel will work through and under the direction of the Principal in the performance of their duties within his/her school.

Principals of the various schools shall be responsible to, and serve under the direction of, the Superintendent, and shall be the chief educational and administrative officers in their respective buildings.

Subject to the rules and actions of the School Committee and the supervision of the Superintendent, the Principals in their respective schools shall:

1. Supervise instruction and special services;
2. Organize and direct curriculum and its improvement under the direction of the Superintendent and within the limits prescribed by state regulations and School Committee policy;
3. Supervise and evaluate teachers;
4. Establish and maintain an atmosphere conducive to learning;
5. Establish and enforce rules for the proper behavior of students;
6. Supervise the keeping of enrollment, attendance, and other records and preparation of reports;
7. Supervise clerical and building service personnel;
8. Supervise grounds, building, and related equipment and surroundings;
9. Cause the proper officials to investigate and report on cases of truancy;
10. Make requisitions in writing at such times as designated for necessary books, supplies, and equipment;
11. Keep an inventory of books, supplies, and equipment;
12. Exercise a careful watch over all school property; and
13. Examine school registers from time to time to see that they are kept in a proper manner.
14. Supervise the effective conduct of the School Councils.

Principals shall see to it that exit drills are organized and held and that alarm signal systems are tested at times and in a manner deemed appropriate by the Hull Fire Department.

Principals shall make recommendations in writing as to maintenance, repair, and improvement of the buildings, equipment and grounds. Unless the health or safety of the occupants of the building is involved, such recommendations shall be made at such times as may be designated.

Principals shall perform such other duties and shall have such other powers as may be delegated to them by the Superintendent of Schools.

In all matters relating to their respective schools where their duties are not definitely prescribed, principals shall exercise their discretion subject to the final approval of the Superintendent.

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ADMINISTRATIVE COUNCILS, CABINETS AND COMMITTEES

The Superintendent may establish such permanent or temporary councils, cabinets and committees as deemed necessary for assuring staff participation in decision making, for implementing policies and regulations and for the improvement of the educational program.

Functioning in an advisory capacity all councils, cabinets and committees created by the Superintendent may make recommendations for submission to the School Committee through the Superintendent. Such groups will exercise no inherent authority. Authority for establishing policy remains with the School Committee, and authority for implementing policy remains with the Superintendent.

The membership, composition, and responsibilities of administrative councils, cabinets, and committees will be defined by the Superintendent and may be changed at his/her discretion. However, the School Committee is to be kept informed of the establishment and dissolution of these groups as well as their membership and their purpose.

Expenses incurred by such groups for consultative services, materials, and any investigative travel will be paid by the Hull Public Schools, but only within budgetary allotments and when approved in advance by the Superintendent.

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Hull Public Schools

SCHOOL COUNCILS

The School Committee believes that the school is the key unit for educational improvement and change and that successful school improvement is best accomplished through a school-based decision-making process. By involving those directly affected by any action or decision of the School Council in the process of determining that action or decision, it helps to strengthen the commitment to those decisions by those most affected by its implementation.

Under this policy, the Principal shall have primary responsibility for the management of the school. Decisions that are made at the school level must be aligned with the budget, policies, curriculum, and long-range and short-range goals adopted by the School Committee. In addition, decisions must comply with any state and federal laws and regulations and with any negotiated agreements of the Hull Public Schools.

As enacted by the state legislature in the Education Reform Act of 1993, a School Council shall be established in each school to advise the Principal in specific areas of school operation. The Principal, except as specifically defined in the law, shall have the responsibility for defining the composition of, and forming the group, pursuant to a representative process approved by the Superintendent and School Committee. Parent members shall be selected by the parents of students attending such school and will be chosen in elections held by the local recognized parent teacher organization under the direction of the principal, or if none exists, chosen by a representative process approved by the School Committee.

The following guidelines define the role of the School Council.

The School Council shall meet regularly with the Principal of the school and shall assist in:

1. Adoption of educational goals for the school that are consistent with state and local policies and standards;
2. Identification of the educational needs of the students attending the school;
3. Review of the school building budget; and
4. Formulation of a School Improvement Plan that may be implemented only after review and approval of the Superintendent.

The School Council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and the School Council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy.

LEGAL REFS: M.G.L. 71:38Q, 71:59C

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Hull Public Schools

SCHOOL IMPROVEMENT PLAN

The Principal, in conjunction with the School Council, shall be responsible for preparing a written School Improvement Plan annually. This plan shall be written with the advice of the School Council and submitted for approval to the Superintendent.

The School Improvement Plan should be drafted with the following in mind:

1. The educational goals for the school, consistent with the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Education and by the School Committee;
2. An assessment of the needs of the school in light of the proposed educational goals;
3. The means to address student performance;
4. Professional development for the school's professional staff;
5. The enhancement of parental involvement in the life of the school, safety, and discipline;
6. The development of means for meeting the diverse learning needs of every child; and
7. Any further subjects as the Principal, in consultation with the School Council, shall consider appropriate.

The School Council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and the School Council may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy.

LEGAL REF: M.G.L. 71:59C

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Hull Public Schools

CONDUCT OF SCHOOL COUNCIL BUSINESS

The Principal shall, by law, serve as co-chair of the School Council. The second co-chair will be elected annually by the Council members at its first meeting of the school year subsequent to the elections of new Council members. The co-chairs will be responsible for the preparation of the agenda for the Council meetings.

The School Council shall meet regularly during the school year. Meetings will be held outside of school hours. At its first meeting of the school year, the Council will set its calendar of regular meetings for the year. Where circumstances warrant, the Council may choose to call additional meetings.

Consensus shall be used by School Councils as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Roberts Rules of Order shall prevail if there are questions of procedure.

All meetings of the School Council shall conform to the Open Meeting Law, which stipulates that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the School Council does not require, and therefore does not qualify for, executive session.

The Superintendent shall receive agendas and minutes of all School Council meetings. The Superintendent shall provide copies of these materials to members of the School Committee for information.

LEGAL REF: M.G.L. 39:23A-C

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Hull Public Schools

SUBMISSION AND APPROVAL OF THE SCHOOL IMPROVEMENT PLAN

The written School Improvement Plan shall be submitted by the Principal to the Superintendent and the School Committee for review and approval by June 1st of each year. The Superintendent is required to approve the School Improvement Plan.

Because the implementation of the plan is dependent on School Committee approval, it is important that the School Council be aware of certain expectations of the School Committee regarding the School Improvement Plan.

The School Improvement Plan should:

1. Focus on improvement of student learning;
2. Specify expected student outcomes and measurable/observable results;
3. Align with the Mission of the Hull Public Schools and any goals and policies of the school district;
4. Be consistent with state and federal law, Hull Public Schools policy, established curriculum and collective bargaining agreements;
5. Clearly identify actions to be taken on how changes will be implemented;
6. Include a plan on how to solicit community support for the changes being developed;
7. Indicate anticipated costs and available funding sources; and
8. Delineate the method of evaluating and reporting progress and results.

If the Superintendent and School Committee do not approve the School Improvement Plan, it shall be returned to the Principal with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the School Council, and resubmit it for approval. If the School Committee does not review the School Improvement Plan within 30 days of its receipt by the Committee, the plan shall be deemed to have been approved.

LEGAL REF: M.G.L. 71:59C

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Hull Public Schools

SCHOOL BUILDING ADMINISTRATION

As stated in the Massachusetts General Laws, Chapter 71, Section 59B:

The Superintendent of [the Hull Public Schools] shall appoint principals for each public school within the district at levels of compensation determined in accordance with policies established by the School Committee. Principals employed under this section shall be the educational administrators and managers of their schools and shall supervise the operation and management of their schools and school property, subject to the supervision and direction of the Superintendent. Principals employed under this section and subject to the approval of the Superintendent shall be responsible for hiring all teachers, athletic coaches, instructional or administrative aides, and other personnel assigned to the school, and for terminating all such personnel, subject to review and prior approval by the Superintendent and subject to the provisions of this chapter. This section shall not prevent one person from serving as the Principal of two or more elementary schools or the use of teaching Principals in such schools.

The Superintendent shall be encouraged to invite a Principal elect to meet with School Committee and to inform the School Committee within five days of modification to the contract of any Principal or Assistant Principal, in the system. Such modifications include – but are not limited to – changes in compensation or benefits, contract extensions, or change of responsibility.

It shall be the responsibility of the Principal, in consultation with professional staff of the building, to promote participatory decision-making among all professional staff for the purpose of developing educational policy.

LEGAL REF: M.G.L. 71:59B

REC'D: NESDEC

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Hull Public Schools

POLICY IMPLEMENTATION

The Superintendent has responsibility for carrying out, through procedures, the policies established by the School Committee.

The policies developed by the Committee, and the procedures developed to implement policy, are designed to increase the effectiveness and efficiency of the Hull Public Schools. Consequently, it is expected that all school district employees and students will carry them out.

Administrators and supervisors are responsible for informing staff members in their schools, departments, or divisions of existing policies and procedures and for seeing that they are implemented in the spirit intended.

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Hull Public Schools

DEVELOPMENT OF PROCEDURES

The Superintendent will be responsible for specifying required actions and designing the detailed arrangements under which the Hull Public Schools will be operated in accordance with School Committee policy. These detailed arrangements will be designed to implement policies, goals and objectives of the Committee and will be one of the means by which the school system will be governed.

In the development of procedures, the Superintendent should involve at the planning stage those who would be affected by the procedures, including staff members, students, parents, and the public. The Superintendent must weigh with care the counsel given by representatives of staff, student and community organizations. The Superintendent will inform the Committee of such counsel in presenting pertinent reports of procedures and in presenting procedures for Committee approval.

As long as the Superintendent operates within the guidelines of policy adopted by the Committee, procedures may be issued without prior Committee approval unless Committee action is required by law, or the Committee has specifically asked that certain types of procedures be given Committee approval, or the Superintendent recommends Committee approval in light of strong community attitudes or probable staff reactions.

Adopted: 6/2004

First reading 2011 revision: February 8, 2011

Second reading: March 3, 2011

Adoption: March 21, 2011

Proposed reconsideration: March, 2016

Hull Public Schools

SCHOOL COMMITTEE REVIEW OF PROCEDURES

It is expected that the Superintendent and administrative staff will need to issue procedures implementing policies of the School Committee. Many of these will be routine from year to year; others will arise in special circumstances; some will be drawn up under specific directions from the Committee.

The Committee may review the procedures developed by the Superintendent for the Hull Public Schools whenever they appear inconsistent with policy, goals, or objectives of the district, but it will revise or veto such procedures only when, in the Committee's judgment, they are inconsistent with policies adopted by the Committee.

The Committee will not officially approve procedures except as required by state law or in cases when strong community attitudes, or possible student or staff reaction, make it necessary or advisable for a procedure to have the Committee's advance approval.

Rules Pertaining to Staff and Student Conduct

Under Massachusetts's law, the Superintendent is required to publish "the district's policies pertaining to the conduct of teachers and students." Codes of discipline, as well as procedures used to develop such codes shall be filed with the Department of Education for information purposes only. Standards of conduct will be included in staff and student handbooks. These handbooks will be reviewed and approved annually by the School Committee.

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

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Hull Public Schools

PROCEDURES DISSEMINATION

It will be the responsibility of the Superintendent to see that the procedures developed to implement Committee policies and administer the Hull Public Schools are appropriately coded and included as procedures in the School Committee's policy manual.

A procedure concerning a particular group or groups in the schools will be distributed to the group(s) prior to the effective date of implementation of the procedure.

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Hull Public Schools

APPROVAL OF HANDBOOKS AND DIRECTIVES

Massachusetts General Laws, Chapter 71, Section 37H directs that, “in each school building containing the grades nine to twelve, inclusive, the Principal, in consultation with the School Council, shall prepare and distribute to each student a handbook setting forth the rules pertaining to conduct of students. The School Council shall review the handbook each spring to consider changes in the disciplinary policy to take effect in September...”

It is essential that the contents of all handbooks conform to School Committee policies. It is also important that all handbooks bearing the name of the Hull Public Schools or one of its schools be of a quality that reflects credit on the school department. Therefore, the Committee expects handbooks requiring approval to be approved prior to publication by the Committee and/or the Superintendent.

Committee approval will be necessary for all handbooks that pertain to required standards of conduct for employees or students so that their contents may be accorded the status of Committee approved policy or regulation. The Superintendent will use his/her judgment as to whether other specific handbooks need Committee approval; however, all handbooks published will be made available to the Committee for informational purposes.

LEGAL REFS: M.G.L. 71:37H

Adopted: 6/2004

First reading 2011 revision: February 8, 2011

Second reading: March 3, 2011

Adoption: March 21, 2011

Proposed reconsideration: March, 2016

Hull Public Schools

APPROVAL OF HANDBOOKS AND DIRECTIVES

The following is abridged from Massachusetts General Laws, Chapter 71, Section 37H.

Notwithstanding any general or special law to the contrary all student handbooks shall contain the following provisions:

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, or a controlled substance...may be subject to expulsion from school...by the Principal;
2. Any student who assaults [any employee of the Hull Public Schools] may be subject to expulsion from school by the Principal;
3. Any student who is charged with a violation of either (1) or (2) above 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 the Principal may decide to suspend rather than expel a student.
4. Any student who has been expelled...shall have the right to appeal to the Superintendent...
5. When a student is expelled under the provisions [listed above, and applies for admission to another school for acceptance, the Superintendent of the sending school shall notify the Superintendent of the receiving school of the reasons for the pupil's expulsion.]

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

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Proposed reconsideration: March, 2016

Hull Public Schools

SCHOOL COMMITTEE ADMINISTRATION IN POLICY ABSENCE

In the absence of established School Committee policy or School Committee direction the Superintendent shall assume responsibility for whatever decision or action is taken. The Superintendent's decisions shall be subject to review by the action of the School Committee at its next regular meeting. It shall be the duty of the Superintendent to inform the Committee promptly of any such action that indicates the need for a new policy or change in existing policy.

Adopted: 6/2004

First reading 2011 revision: February 8, 2011

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Adoption: March 21, 2011

Proposed reconsideration: March, 2016

Hull Public Schools

ADMINISTRATIVE REPORTS

The School Committee will require reports from the Superintendent concerning conditions of efficiency and needs of the schools.

School building administrators will be required to keep such records and make reports as the Superintendent may direct or require.

Upon receipt of the Superintendent's reports, the Committee will take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the school system.

Because statistical information has a time value, each administrator will give careful consideration to all procedures related to reports, accounting, and general business matters that are required for the administration of the school program and will make accurate and prompt return on scheduled dates of all statistical and other information required.

Adopted: 6/2004

First reading 2011 revision: February 8, 2011

Second reading: March 3, 2011

Adoption: March 21, 2011

Proposed reconsideration: March, 2016

Hull Public Schools

TREATMENT OF OUTSIDE REPORTS

Within a reasonable time after receiving reports from outside agents such as DOE, the auditor, fire department, health department and others, the Superintendent shall share a copy of the reports and/or executive summary and inform the School Committee of action he/she has taken pursuant to recommendations made in such reports.

Adopted: 6/2004

First reading 2011 revision: February 8, 2011

Second reading: March 3, 2011

Adoption: March 21, 2011

Proposed reconsideration: March, 2016

Hull Public Schools

SCHOOL DISTRICT ANNUAL REPORT

An annual report covering the diversified activities of the Hull Public Schools and the administration's recommendations for their improvement will be prepared by the Superintendent and presented to the School Committee. Upon Committee approval, the report will be made available to the public and used as one means for informing parents and citizens, the Commissioner of Education, and others of the programs and conditions of the Hull Public Schools.

LEGAL REF: M.G.L. 72:4

Adopted: 6/2004

First reading 2011 revision: February 8, 2011

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Adoption: March 21, 2011

Proposed reconsideration: March, 2016

Hull Public Schools