

PERSONNEL GOALS

The District's specific personnel goals are:

1. To develop and implement those strategies and procedures for personnel recruitment, screening, and selection that will result in the employment and retention of individuals with the highest capabilities, strongest commitment to quality education, and greatest probability of effectively implementing the system's learning program.
2. To develop a general staff assignment strategy that will contribute to the learning program, and to use it as the primary basis for determining staff assignments;
3. To provide positive programs of staff development that contribute both to improvement of the learning program and to each staff member's career development aspirations;
4. To provide for a genuine team approach to education; and
5. To develop and use for personnel positive processes of evaluation that contribute to the improvement of both staff professional growth and the structured learning program.

LEGAL REF: 603 CMR 26:08 paragraph 3,7,8,9

Adoption: 1/18/1996

First reading 2005 revision: September 27, 2005

Second reading: October 11, 2005

Adoption: November 1, 2005

Proposed reconsideration: November, 2010

Hull Public Schools

EQUAL EMPLOYMENT OPPORTUNITY

The School Committee subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the district who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, color, national origin, age, gender, religion, sexual orientation or handicap in compliance with federal and state law. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

LEGAL REF: 603 CMR 26:08

Adoption: 1/18/1996

First reading 2004 revision: July 12, 2004

Second reading: August 16, 2004

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Proposed reconsideration: September, 2009

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

Adoption: 11/25/2002

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Adoption: June 22, 2009

Proposed reconsideration: June, 2014

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

Original: (date)

First Reading: February 15, 2006

Second Reading: February 15, 2006

Adoption: February 15, 2006

Proposed Reconsideration: February, 2011

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: _____

First Reading: February 15, 2006
Second Reading: February 15, 2006
Adoption: February 15, 2006
Proposed Reconsideration: February, 2011

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):

Supervisor's Signature

Supervisor's Printed Name

Date

First Reading: February 15, 2006
Second Reading: February 15, 2006
Adoption: February 15, 2006
Proposed Reconsideration: February, 2011

Hull Public Schools

SCHOOL COMMITTEE-STAFF COMMUNICATIONS

The School Committee wishes to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent.

Staff Communications to the School Committee

All communications or reports to the Committee or any of its subcommittees from principals, supervisors, teachers, or other staff members will be submitted through the Superintendent. This procedure does not deny the right of any employee to appeal to the Committee from administrative decisions on important matters, except those matters that are outside of the Committee's legal authority, provided the Superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the Committee's policy on complaints and grievances. Staff members are also reminded that Committee meetings are public meetings. As such, they provide an excellent opportunity to observe first hand the Committee's deliberations on problems of staff concern.

School Committee Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will develop appropriate methods to keep staff fully informed of the Committee's problems, concerns and actions.

Visits to Schools

Individual School Committee members interested in visiting schools or classrooms will inform the Superintendent of such visits and make arrangements for visitations through the Principals of the various schools. Such visits will be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Official visits by Committee members will be carried on only under Committee authorization.

Adopted: January 1996

First reading 2003 revision: September 22, 2003

Second reading: October 27, 2003

Adoption: January 12, 2004

Proposed reconsideration: January, 2009

Hull Public Schools

STAFF ETHICS/CONFLICT OF INTEREST

STAFF ETHICS

It is expected that a spirit of intelligent and friendly cooperation for the good of the schools will guide all Hull School Personnel in their relationship with each other, the administration, parents, pupils, and public, in their actions. Grievances and complaints should be brought for remedy to the proper school authorities and not aired in public. The administration will welcome constructive suggestions and implement them when possible.

Grievance procedures for particular groups of employees are spelled out in their contracts with the School Committee (see also GBK.) However, any employee or group of employees of the school department, having a grievance may first discuss the problem with the Principal; secondly if dissatisfied with the action at this level, he/she may meet with the Superintendent and then if desired write a letter to the School Committee, stating the grievance, and as a final step meet with the School Committee in executive session.

CONFLICT OF INTEREST

Employees of the School Committee will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the school staff. This includes but is not limited to:

1. Employees will not participate for financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to pupils or their parents;
2. Employees who have patented or copyrighted any device, publication, or other such item will not receive royalties for use of such item in the district schools;
3. Employees will not engage in any type of work where the source of information concerning customer, client, or employer originates from information obtained through the Hull Public Schools;
4. School employees will not solicit or sell for personal gain any educational materials or equipment in the attendance areas served by the school to which they are assigned. Nor will any employees make available lists of names of students or parents to anyone for sales purposes; and
5. The district will not purchase supplies or materials from a staff member of the Hull Public Schools, or from a member of the household of the staff member.

To avoid nepotism in the supervision of personnel, the School Committee directs that no employee be assigned in any position where the employee would be responsible to a relative.

CROSS REF: Collective Bargaining agreements

Adoption: 1/18/1996

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Hull Public Schools

STAFF CONDUCT

All staff members have a responsibility to familiarize themselves with and abide by the laws of the Commonwealth as these affect their work, the policies of the School Committee, and the regulations designed to implement them.

In the area of personal conduct, the Committee expects that teachers and others will conduct themselves in a manner that not only reflects credit to the Hull Public Schools but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Faithfulness and promptness in attendance at work;
2. Support and enforcement of policies of the Committee and their implementing regulations and school rules in regard to students;
3. Diligence in submitting required reports promptly at the times specified;
4. Care and protection of school property; and
5. Concern for and attention to their own and the Hull Public School's legal responsibility for the safety and welfare of students, including the need to ensure that students are under supervision at all times.

LEGAL REFS: M.G.L. 71:37H; 264:11; 264:14

Adoption: 1/18/1996

First reading 2005 revision: September 27, 2005

Second reading: October 11, 2005

Adoption: November 1, 2005

Proposed reconsideration: November, 2010

Hull Public Schools

TEACHER-STUDENT RELATIONS

The School Committee accepts the principle that the relationship between teacher and student should be one of cooperation, understanding, and mutual respect. As the director of learning experiences within the classroom and school environment, as well as within the community, the teacher is expected to exercise good interpersonal relationships with the students, to accept each as an individual, and to extend a feeling of friendship and respect to all.

This must be done exercising good and sound judgment and appropriate behavior. For example, teachers must not engage in conduct unbecoming a teacher or adult.

Taking a sincere and appropriate professional interest in an individual student can be commendable in appropriate circumstances, provided partiality and the appearance of partiality are avoided. The teacher who inspires, guides, and helps can have lasting influence on students throughout their lives. But such teacher-pupil friendships must be on a teacher-pupil basis.

Inappropriate and / or excessive formal or informal social or other involvement with individual students and “pal-like” relationships give rise to charges and concerns of excessive and inappropriate personal involvement and unethical conduct. Such conduct is not compatible with professional teacher ethics, and inappropriate teacher conduct shall not be condoned. Such conduct will result in appropriate disciplinary and / or other administrative action, including but not limited to suspension, administrative leave, demotion and termination. It is not the policy of the Town of Hull to have or permit such a custom, policy or practice.

As an example, and by no means the only prohibited conduct, teachers are specifically prohibited from taking students or being in the company of such students on day-trips, overnight or out-of-state school or non-school trips without the express written consent of parents/guardians. In all situations involving students, especially situations outside of the classroom or school environment, teachers must be aware of and respect, where appropriate, the desires and concerns of both parents and / or guardians of a student. Teachers must be cognizant of the role they play in society and how their presence at an event or activity may reflect on themselves, the School District and the teaching profession.

Original adoption: October 9, 2001

First reading: April 11, 2007

Second reading: April 23, 2007

Adoption: May 14, 2007

Proposed reconsideration: May, 2012

Hull Public Schools

STAFF-STUDENT RELATIONS

The School Committee accepts the principle that relationships between staff members and students should be marked by cooperation, understanding, and mutual respect. As someone involved in the learning experiences within the school environment, as well as within the community, the staff member is expected to exercise good interpersonal relationships with students, to accept each as an individual and to extend a feeling of cordiality and respect to all.

Taking a sincere and appropriate professional interest in an individual student can be commendable in appropriate circumstances, provided partiality and the appearance of partiality are avoided. The staff member who inspires, guides, and helps can have lasting influence on a student throughout his life.

This must be done exercising good and sound judgment and appropriate behavior. For example, staff members must not engage in conduct unbecoming an adult.

Inappropriate and / or excessive formal or informal social or other involvement with individual students and “pal-like” relationships give rise to charges and concerns of excessive and inappropriate personal involvement and unethical conduct. Such conduct is not compatible with professional staff ethics and appropriate staff conduct, and shall not be condoned on the part of any Hull Public School employee. Such conduct will result in appropriate disciplinary and / or other administrative action, including but not limited to suspension, administrative leave, demotion and termination. It is not the policy of the Town of Hull to have or permit such customs, policies or practices.

As an example, and by no means the only prohibited conduct, staff members are specifically prohibited from taking students or being in the company of students on day-trips, overnight or out-of-state school or non-school trips without the express written consent of parents / guardians. In all situations involving students, especially situations outside of the school building or school environments, staff members must be aware of and respect, where appropriate, the desires and concerns of both parents and / or guardians of a student. Staff members must be cognizant of the roles they play in society and how their presence at an event or activity may reflect on themselves and the Hull Public Schools.

Original adoption: October 9, 2001

First reading: April 11, 2007

Second reading: April 23, 2007

Adoption: May 14, 2007

Proposed reconsideration: May, 2012

Hull Public Schools

STAFF GIFTS AND SOLICITATIONS

Gifts

Teachers and other employees of the School Committee will not accept gifts from students except as such gifts represent tokens. Even token gift giving is not to be encouraged. The Committee considers as more welcome and more appropriate the writing of letters by students to staff members to express gratitude and appreciation. This policy is to be made clear at the beginning of the holiday season and before the end of the year.

Individual employees will refrain from giving gifts to staff members who exercise administrative or supervisory jurisdiction over them, either directly or indirectly.

All employees of the School Committee are prohibited from accepting things of material value from companies or organizations doing business with the Hull Public Schools. Exceptions to this policy are the acceptance of minor items, which are generally distributed by the companies through public relations programs.

Solicitations

No organization may solicit funds of staff members within the schools, nor may anyone distribute flyers or other material related to fund drives through the schools, without the approval of the Superintendent. Staff members will not be made responsible, nor will they assume responsibility for, the collection of any money or distribution of any fund drive literature within the schools unless such activity has the Superintendent's approval. The School Committee expects such activities to be kept to a minimum. The Superintendent shall seek direction from the School Committee in instances where prior practice offers no guidance about a particular fund drive.

Adoption: 1/18/1996

First reading 2008 revision: June 9, 2008

Second reading: June 30, 2008

Adoption: August 18, 2008

Proposed reconsideration: August, 2013

Hull Public Schools

DRUG-FREE WORKPLACE POLICY

The Hull Public Schools will provide a drug-free workplace and certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the district's workplace and specify the actions that will be taken against employees for violation of such prohibitions;
2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the district's policy of maintaining a drug-free work-place; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace;
3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required;
4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction;
6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency; and
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

LEGAL REFS: The Drug-Free Workplace Act of 1988

CROSS REFS: JICH

Adoption: 1/18/1996

First reading 2005 revision: September 27, 2005

Second reading: October 11, 2005

Adoption: November 1, 2005

Proposed reconsideration: November, 2010

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:

The following is the policy to be followed regarding violations of this policy. In appropriate circumstances, additional sanctions or remedies may be used. Nothing contained herein shall operate to limit the authority of any person or the sanctions that may otherwise be imposed by law for violating this policy or the law.

Students

Any students found to be in violation of this policy shall be referred to the building Principal or Assistant Principal. The violations shall include:

First Offense

- One-half day of in-school suspension.
- Parents notified.
- Suspension from participating in the day's extra-curricula activities and school-day privileges.
- Confiscation of tobacco products and tobacco paraphernalia, which will be returned to parent/guardian upon request.
- If a participant on an interscholastic team, "student shall lose eligibility for the next 2 consecutive interscholastic events or 2 weeks of a season in which the student is a participant, whichever encompasses the greater number of contests." (Source: MIAA Handbook July 1, 2001 – June 30, 2003)

Second Offense

- One full day of in-school suspension.
- Team meeting with student, parent, administrator and other appropriate staff.
- Suspension from participating in the day's extra-curricula activities and school-day privileges.
- Confiscation of tobacco products and tobacco paraphernalia, which will be returned to parent/guardian upon request.
- If a participant on an interscholastic team, "student shall lose eligibility for the next 12 consecutive interscholastic events or 12 consecutive weeks, whichever encompasses the greater number of contests in which the student would be a participant. If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum period of 6 weeks or 6 contests, whichever penalty is greater." (Source: MIAA Handbook July 1, 2001 – June 30, 2003)

Third Offense

- One day of external suspension.
- Team meeting with student, parent, administrator and other appropriate staff.
- Confiscation of tobacco products and tobacco paraphernalia, which will be returned to parent/guardian upon request.
- Suspension from participating in the day's extra-curricula activities and school-day privileges. Mandatory participation in a smoking cessation/tobacco prevention education program, a minimum of 3 one-hour sessions or community service with a learning component that includes or is related to tobacco use.

- If a participant on an interscholastic team, “student shall lose eligibility for the next 12 consecutive interscholastic events or 12 consecutive weeks, whichever encompasses the greater number of contests in which the student would be a participant. If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum period of 6 weeks or 6 contests, whichever penalty is greater.” (Source: MIAA Handbook July 1, 2001 – June 30, 2003)

Subsequent Offenses

- Non-criminal method of disposition (fines), \$25-\$100 (escalating @ \$25/offense), or as may be provided in the Town’s By-laws.
- If a participant on an interscholastic team, “student shall lose eligibility for the next 12 consecutive interscholastic events or 12 consecutive weeks, whichever encompasses the greater number of contests in which the student would be a participant. If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum period of 6 weeks or 6 contests, whichever penalty is greater.” (Source: MIAA Handbook July 1, 2001 – June 30, 2003)

Employees

First Offense

- A verbal warning will be issued by the Principal or Assistant Principal. The administrator will note that this reprimand has taken place, documenting the date and time.

Second Offense

- A written warning will be issued by the Principal or Assistant Principal with a copy of the written warning being placed in the employee’s personnel file. Said warning shall include the notice of available smoking cessation/tobacco prevention education counseling programs

Third Offense

- Non-criminal method of disposition (fine), \$25, or as may be provided in the Town’s By-laws, with a notation of the violation placed in the employee’s personnel file.

Subsequent Offenses

- Each additional offense (after the fine) will result in a one (1) day suspension and loss of a day’s pay. Infractions are accumulative each school year.

Visitors

Announcers at all events will remind the public that the Hull Public Schools is a tobacco-free environment and that schools are required by law to keep school premises tobacco free. Visitors, who are observed smoking or using tobacco products on school property, shall be referred to a school administrator, a site administrator or a Hull Police Officer. The penalties for violations shall include:

First Offense

- Shall be asked to refrain from smoking and the use of tobacco products while on school property.

Second Offense (or if the individual(s) fails to adhere to a warning)

- Shall be asked to leave school grounds

Third Offense

- If the individual fails to comply with the request, it may be deemed necessary to call upon the Hull Police Department or other departments of the Town to enforce this policy which may include criminal process, non-criminal disposition or civil action. The school administrator will have the option of issuing a non-criminal ticket for school tobacco regulation violation.

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

Adoption: 06/23/2003

First reading 2009 revision: May 11, 2009

Second reading: June 8, 2009

Adoption: June 22, 2009

Proposed reconsideration: June, 2014

Hull Public Schools

**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: December 2001

First reading 2002 revision: September 23, 2002

Second reading: October 15, 2002

Adoption: November 12, 2002

Proposed reconsideration: November 2007

Hull Public Schools

STAFF PERSONAL SECURITY AND SAFETY

Through its overall safety program and various policies pertaining to school personnel, the Committee will seek to assure the safety of employees during their working hours and assist them in the maintenance of good health.

Prospective candidates who will be taking the written examination for a teaching position must also file with the Superintendent's office a record of having passed a physical examination taken not more than 90 days prior to the date of the written examination. Additional physical examinations will also be required of bus drivers and food handlers as law or state regulations require.

The Superintendent may require an employee to submit to a physical examination by a physician appointed by the Hull Public Schools whenever that employee's health appears to be a hazard to children or others in the Hull Public Schools or when a doctor's certificate is needed to verify need for sick leave.

LEGAL REFS: M.G.L. 71:54; 71:55B; 71:55C

CROSS REFS: EB, GCBD, GDBD

Adoption: 1/18/1996

First reading 2005 revision: September 27, 2005

Second reading: November 1, 2005

Adoption: November 8, 2005

Proposed reconsideration: November, 2010

Hull Public Schools

PHYSICAL RESTRAINT

Physical restraint is defined as the use of bodily force to limit a student's freedom of movement¹. Physical restraint shall only be used as a behavior management tool when other less intrusive alternatives have failed or been deemed inappropriate. In the event that physical restraint is required to protect the safety of school community members, the Hull Public Schools has enacted the following policy and procedures to ensure the proper use of restraint and to prevent or minimize any harm to the student as a result of the use of restraint. These procedures shall be annually reviewed, provided to school staff, and made available to parents of enrolled students. **N.B.** None of the foregoing paragraph or the policy/procedures, which follow, precludes any teacher, employee or agent of the Hull Public Schools from using reasonable force to protect students, other persons or themselves from assault or imminent, serious harm.

1. Staff Training

- A. All staff/faculty will receive training regarding the school's restraint policy within the first month of each school year, and employees hired after the school year begins will receive training within one month of starting their employment.
- B. Required training for all staff will include review of the following:
 - (1) The Hull Public Schools' restraint policy;
 - (2) Interventions which may preclude the need for restraint, including de-escalation of problematic behaviors;
 - (3) Types of restraints and related safety considerations, including information regarding the increased risk of injury to a student when extended restraint is used;
 - (4) Administering physical restraint in accordance with known medical or psychological limitations and/or behavioral interventions plans applicable to an individual student; and
 - (5) Identification of program staff who have received in-depth training (as set forth below in section C) in the use of physical restraint.
- C. Designated staff members shall participate in at least sixteen hours of in-depth training in the use of physical restraint.
 - (1) At the beginning of the school year, the Principal will identify those staff who will participate in in-depth training and who will then be authorized to serve as school-wide resources to assist in ensuring proper administration of physical restraint.
 - (2) In-depth training will include:
 - a. Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship building, and the use of alternatives to restraint;

¹ Physical escort is defined as the touching or holding a student without the use of force for the purpose of directing the student. Physical escort is not physical restraint and is not covered by this policy/procedures.

- b. A description and identification of dangerous behaviors on the part of a student that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
 - c. The simulated experience of administering and receiving physical restraint, instruction regarding the effect(s) on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
 - d. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
 - e. Demonstration by participants of proficiency in administering physical restraint.
- D. Staff/faculty will review any behavior plans pertaining to special techniques for identified students.
2. Administration of physical restraint
- A. Physical restraint may only be used in the following circumstances:
- (1) When non-physical interventions would be ineffective; and
 - (2) The student's behavior poses a threat of imminent, serious, harm to self and/or others
- B. Physical restraint is prohibited in the following circumstances:
- (1) As a means of punishment; or
 - (2) As a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm. However, if the property destruction or the refusal to comply with a school rule or staff directive could escalate into, or could itself lead to serious, imminent harm to the student or to others, physical restraint is appropriate.
- C. Only school personnel who have received required training or in-depth training pursuant to this policy administer physical restraint on students with, whenever possible, one adult witness who does not participate in the restraint. The training requirements, however, shall not preclude a teacher, employee or agent of the school from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.
- D. Physical restraint shall be limited to the use of such reasonable force as is necessary to protect a student or others from assault or imminent, serious, physical harm.

- E. A person administering physical restraint shall use the safest method available and appropriate to the situation. Floor or prone restraints may only be administered by a staff member who has received in-depth training as specified in this policy and, when in the judgment of the trained staff member, such method is required to provide safety for the student or others.
 - F. Physical restraint shall be discontinued when it is determined that the student is no longer at risk of causing imminent physical harm to self or others.
 - G. Additional safety requirements:
 - (1) A restrained student shall not be prevented from breathing or speaking. A staff member will continuously monitor the physical status of the student, including skin color and respiration, during the restraint.
 - (2) If at any time during a physical restraint the student demonstrates significant physical distress, as determined by the staff member, the student shall be released from the restraint immediately, and school staff shall take steps to seek medical assistance.
 - (3) Program staff shall review and consider any known medical or psychological limitations and/or behavioral intervention plans regarding the use of physical restraint on an individual student.
 - H. At an appropriate time after release of a student from physical restraint, a school administrator or other appropriate school staff shall:
 - (1) Review the incident with the student to address the behavior that precipitated the restraint;
 - (2) Review the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed; and
 - (3) Consider whether any follow-up is appropriate for students who witnessed the incident.
3. Methods of physical restraint (Hull Public Schools should amend/add to this list)
- A. Basket Hold – Standing

One staff person stands behind the student with the student’s arms wrapped in front of him/her.
 - B. Basket Hold – Floor

The student sits with his/her legs out in front. One staff is behind the student holding his/her arms, which are wrapped in front, while the other staff person stabilizes the student’s legs.
 - C. Two Person Take Down

This restraint begins with two staff but requires three or more to complete. With one staff person per arm, the student is lowered to the floor, with the student’s backside touching the floor first, and with care being taken to proceed slowly.

The student's arms are placed beside his/her body. Each staff person holds the student's wrists with one hand and places their other hand on the student's shoulder. The third staff person holds the student's legs by wrapping them with the staff person's arms.

D. Two Person Take Down (contd.)

Where the student is spitting or is too difficult to maintain safely in this position, the student is rolled onto his/her stomach. The placement of staff is as follows: two staff assigned to the upper body sit with their backs against each other forming a tent over the student's back. This is done without putting pressure on the student's body. The student's arms are held across the waist of the staff. The other staff stabilizes the legs by wrapping them. Student's shoes are generally taken off to avoid injury to staff.

4. Chemical/Medical/Seclusion restraints prohibited

A. Chemical restraint – the administration of medication for the purpose of restraint – is prohibited unless explicitly authorized by a physician and approved in writing by the parent(s)/ guardian(s)

B. Mechanical restraint – the use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his/her body – is prohibited unless explicitly authorized by a physician and approved in writing by the parent(s)/guardian(s).

(1) A protective or stabilizing device, such as a harness, lap or other belts for securing a child in a chair, ordered by a physician or a therapist shall not be considered mechanical restraint.

C. Seclusion restraint- physically confining a student alone in a room or limited space without access to school staff – is prohibited.

(1) The use of “time out” procedures during which a staff member remains accessible to the student, although not necessarily present, shall not be considered “seclusion restraint.”

5. Reporting requirements:

A. Program staff shall report the use of physical restraint after administration of a physical restraint that:

(1) Results in injury to a student or staff member; or

(2) Lasts longer than five minutes.

B. The staff member who administered such a restraint shall verbally inform the Principal of the restraint as soon as possible, and by written report no later than the next school working day.

(1) The written report shall be provided to the Principal or his/her designee, except the Principal shall prepare the report if the Principal administered the restraint;

- (2) The Principal or his/her designee shall maintain an on-going record of all reported instances of physical restraint, which shall be made available for review by the Department of Education, upon request.
- C. The Principal or his/her designee shall verbally inform the student's parent(s)/guardian(s) of such restraint as soon as possible, and by written report postmarked no later than three school working days following the use of such restraint.
- (1) If the school customarily provides school related information to the parent(s)/guardian(s) in a language other than English, the written restraint report shall be provided in that language.
- D. The written report required by both sections B and C above shall include:
- (1) Names and job title of the staff who administered the restraint, and observers, if any;
 - (2) Date of restraint and time restraint began and ended;
 - (3) Name of administrator who was verbally informed following the restraint;
 - (4) Description of the activity the student, other students, and staff in the area were engaged in immediately preceding the use of physical restraint;
 - (5) Student's behavior that prompted the restraint;
 - (6) Efforts made to de-escalate the situation and alternatives to restraint that were attempted;
 - (7) Justification for initiating physical restraint;
 - (8) Description of administration of restraint including:
 - a. the holds used and reasons such holds were necessary
 - b. the student's behavior and reactions during the restraint
 - c. how the restraint ended and
 - d. documentation of injury to the student and/or staff, if any, during the restraint and any medical care provided;
 - e.
 - (9) For extended restraints (restraints lasting more than twenty minutes), description of the alternatives to extended restraint that were attempted, the outcome of those efforts, and the justification for administering the extended restraint;
 - (10) Information regarding any further action(s) that the school has taken or may take, including any disciplinary sanctions that may be imposed on the student; and
 - (11) Information regarding opportunities for the student's parent(s)/guardian(s) to discuss with school officials the administration of the restraint, any disciplinary sanctions, and/or other related matters.

E. The school will, within five school working days of the reported restraint, provide to the Department of Education a copy of the written report as described above and a copy of the record of physical restraints maintained by the program administrator for the thirty day period prior to the date of the reported restraint when:

- (1) a restraint has resulted in a serious injury to a student or program staff member; or
- (2) when an extended restraint has been administered.

F. Parent(s)/guardian(s) may voluntarily waive the reporting requirements as stated above for restraints that do not result in serious injury to the student or a program staff member and do not constitute extended restraint.

- (1) Hull Public Schools may seek such individual waiver for students who present a high risk of frequent, dangerous behavior that may require the frequent use of restraint.
- (2) Hull Public Schools shall not require parental consent to such a waiver as a condition of admission or provision of services.
- (3) Parent(s)/guardian(s) may withdraw consent to such waiver at any time without penalty.
- (4) Extended restraints and restraints that result in serious injury to a student or program staff member must be reported as described above regardless of any individual waiver.
- (5) The following documentation regarding individual waiver of reporting requirements will be maintained on-site in the student's file and will be made available for inspection to the Department of Education upon request:
 - (a) Informed written consent of parent(s)/guardian(s) to the waiver, which shall specify those reporting requirements listed above that the parent(s)/guardian(s) agrees to waive; and
 - (b) Specific information regarding when and how the parent(s)/guardian will be informed regarding the administration of all restraints to the individual student.

6. Grievance Procedures

(Hull Public Schools should establish/list procedures for receiving and investigating complaints regarding restraint practices)

7. Students with Disabilities

A. Restraints may be administered to a student with a disability pursuant to the student's Individualized Education Plan or other written and agreed upon plan developed in accordance with state and federal law, subject to the following exceptions:

- (1) The limitations on chemical, mechanical, and seclusion restraint as stated above shall apply; and
- (2) The training and reporting requirements described in this policy shall apply.

{** Hull Public Schools should also provide methods for preventing student violence, self-injurious behavior, and/or suicide, including techniques for de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student]

Original adoption: April, 2002
First reading: April 11, 2007
Second reading: April 23, 2007
Adoption: May 14, 2007
Proposed reconsideration: May, 2012

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The School Committee recognizes that employees of the Hull Public Schools have the same fundamental civic responsibilities and privileges as other citizens. These responsibilities and privileges include campaigning for an elective public office and holding an elective or appointive office.

In connection with campaigning, an employee will not: use Hull Public Schools facilities, equipment or supplies; discuss his/her campaign with school personnel or students during the working day; use any time during the working day for campaigning purposes. Under no circumstances, will students be pressured into campaigning for any staff member.

Leave of absence for the purpose of engaging in political activities shall be considered in accordance with established policies and contracts.

LEGAL REF: M.G.L. 71:44

Adoption: 1/18/1996

First reading 2005 revision: September 27, 2005

Second reading: October 11, 2005

Adoption: November 1, 2005

Proposed reconsideration: November, 2010

Hull Public Schools

PERSONNEL RECORDS

Information about staff members is required for the daily administration of the Hull Public Schools, for implementing salary and other personnel policies, for budget and financial planning, for responding to appropriate inquiries about employees, and for meeting the School Committee's education reporting requirements. To meet these needs, the Superintendent will implement a comprehensive and efficient system of personnel records maintenance and control under the following guidelines:

1. A personnel folder for each present and former employee will be accurately maintained in the central administrative office. In addition to the application for employment and references, the folders will contain records and information relative to compensation, payroll deductions, evaluations, and any other pertinent information;
2. The Superintendent will be the official custodian for personnel files and will have overall responsibility for maintaining and preserving the confidentiality of the files within the provisions of the law;
3. Personnel records are considered confidential under the law and will not be open to public inspection. Access to personnel files will be limited to persons authorized by the Superintendent to use the files for the reasons cited above;
4. Each employee will have the right, upon written request, to review the contents of his/her own personnel file;
5. Employees may make written objections to any information contained in the file. Any written objection must be signed by the staff member and will become part of the employee's personnel file. Further, no negative comment will be placed in a staff member's file unless it is signed by the person making the comment and the staff member is informed of the comment and afforded the opportunity to include his/her written response in the file; and
6. Lists of Hull Public Schools employees' names and home addresses will be released only to governmental agencies as required for official reports or by the laws.

LEGAL REFS: Family Educational Rights and Privacy Act, Sec. 438,
 P.L. 90-247, Title IV, as amended 88 Stat. 571-574
 (20 U.S.C. 1232g) and regulations.
 M.G.L. 4:7; 71:42C Teachers' Agreement

CONTRACT REF: All Contract Agreements

Adoption: 1/18/1996

First reading 2008 revision: June 9, 2008

Second reading: June 30, 2008

Adoption: August 18, 2008

Proposed reconsideration: August, 2013

Hull Public Schools

STAFF COMPLAINTS AND GRIEVANCES

The School Committee will encourage the administration to develop effective means of resolving differences that may arise among employees and between employees and administrators; reduce potential areas of grievances; and establish and maintain recognized channels of communication between the staff, administration, and School Committee.

It is the Committee's desire that grievance procedures provide for prompt and equitable adjustment of differences at the lowest possible administrative level, and that each employee be assured opportunity for an orderly presentation and review of complaints and concerns.

Channels established will provide for the following:

1. That teachers and other school employees may appeal a ruling of a Principal or other administrator to the Superintendent;
2. That all school employees may appeal a ruling of the Superintendent to the Committee, except in those areas where the law has specifically assigned authority to the Principal and/or the Superintendent and Committee action would be in conflict with that law; and
3. That all hearings of complaints before the Superintendent or Committee be conducted in the presence of the administrator who made the ruling that is the subject of the grievance.

The process established for the resolution of grievances in contracts negotiated with recognized employee bargaining units will apply only to "grievances" as defined in the particular contract.

LEGAL REFS: M.G.L. 150E:5; 150E:8

CONTACT REFS: All Contract Agreements

Adoption: 1/18/1996

First reading 2005 revision: September 27, 2005

Second reading: October 11, 2005

Adoption: November 1, 2005

Proposed reconsideration: November, 2010

Hull Public Schools

PROFESSIONAL STAFF POSITIONS

All professional staff positions in the Hull Public Schools will be created initially by the School Committee. It is the Committee's intent to activate a sufficient number of positions to accomplish the Hull Public School's goals and objectives and to provide for the equitable staffing of each school building. Although such positions may remain temporarily unfilled, only the Committee may abolish a position it has created.

Each time a new position is established by the Committee, the Superintendent will present for the Committee's approval a job description for the position, which specifies the jobholder's qualifications and the job's performance responsibilities. The Superintendent will maintain a comprehensive set of job descriptions for all positions.

Adoption: 1/18/1996

First reading 2005 revision: September 27, 2005

Second reading: October 11, 2005

Adoption: November 1, 2005

Proposed reconsideration: November, 2010

Hull Public Schools

INSTRUCTIONAL STAFF SALARY SCHEDULES

Teachers

The School Committee will adopt a salary schedule for regular teaching personnel as part of the contract negotiated with the teachers' bargaining unit. The schedule will be designed to recognize and reward training and experience and encourage additional study for professional advancement.

LEGAL REFS: M.G.L. 71:40; 71:43

CONTRACT REF: Teachers' Agreement

Adoption: 1/18/1996

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Adoption: November 1, 2005

Proposed reconsideration: November, 2010

Hull Public Schools

EMPLOYMENT OF PRINCIPALS AND ADMINISTRATORS

The Hull Public Schools shall employ Principals under individual contracts of employment. Said contracts shall be submitted to the School Committee for their approval of all terms concerning compensation/benefits, prior to the presentation of a contract of employment to the Principal. The compensation/benefit levels, above referenced, may be exceeded only with the approval of the School Committee.

Contracts issued to principals will be up to three years in length, and may be reissued by the Superintendent at levels of compensation/benefits, determined by the School Committee, provided that the Superintendent may employ a Principal under the terms and conditions of the previous contract of employment.

As a condition of employment, each Principal must maintain current certification, adhere to the policies and goals of the School Committee and the directives of the Superintendent, and annually before June 15 must submit, with the school council, the educational goals and school improvement plan for the school building(s) under his/her direction.

Principals

Salaries will be reviewed annually prior to July 1. The School Committee, with the advice of the Superintendent, will establish levels of compensation for each position based on the circumstances, dynamics, and requirements of each position. Consideration may be given to individuals for exceptional performance as a basis for establishing merit increases for Principals. It is the responsibility of the Superintendent to present evidence to the School Committee to support recommendations for merit increases.

Administrators

Salaries will be reviewed annually prior to July 1. The Superintendent may, upon the request of the Committee, survey other public schools to determine salaries being paid for comparable positions in each system. The survey will include the effective date of the specified salary.

Adoption: 1/18/1996

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Adoption: November 1, 2005

Proposed reconsideration: November, 2010

Hull Public Schools

PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS

Certain assignments require extra responsibility or extra time over and above that required of other staff members who are on the same position on the basic salary schedule. When such supplemental assignments require extra time and responsibility beyond that regularly expected of teachers, they will be rewarded with extra compensation.

The Committee will designate assignments that are to be accorded extra compensation. Appointments to these positions will be made by the Superintendent for district-wide positions or by the Principal with the approval of the Superintendent for building based personnel. The amount of compensation for the position will be negotiated between the Hull School Committee and the Hull Teachers Association and defined in the collective bargaining agreements.

A teacher who is offered and undertakes a supplementary pay assignment will receive a supplementary contract specifying the pay, duration and terms of the assignment. If a teacher will not be extended the assignment for the following school year but will remain on the teaching staff, he or she will be so notified in writing prior to the expiration of the contract. Upon termination of the assignment, the supplementary pay will cease.

LEGAL REF: Collective Bargaining Agreement

Adoption: 1/18/1996

First reading 2005 revision: September 27, 2005

Second reading: October 11, 2005

Adoption: November 1, 2005

Proposed reconsideration: November, 2010

Hull Public Schools

PROFESSIONAL STAFF LEAVES AND ABSENCES

Applications for professional staff leaves and absences will be granted in accordance with the recognized collective bargaining agreements.

Adoption: 1/18/1996

First reading 2005 revision: September 27, 2005

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Adoption: November 1, 2005

Proposed reconsideration: November, 2010

Hull Public Schools

PROFESSIONAL STAFF FAMILY AND MEDICAL LEAVE

The Hull Public Schools shall comply with the mandatory provisions of the Family and Medical Leave Act of 1993. The Superintendent shall issue, and from time to time amend, regulations setting forth the rights and procedures granted by the Act, and shall ensure compliance with those regulations either personally or by delegation, or by some combination of personal oversight and delegation.

LEGAL REFS: P.L. 103-3, "Family and Medical Leave Act of 1993."

Adoption: 1/18/1996

First reading 2005 revision: September 27, 2005

Second reading: October 11, 2005

Adoption: November 1, 2005

Proposed reconsideration: November, 2010

Hull Public Schools

FAMILY AND MEDICAL LEAVE ACT

Eligibility: All employees who have been employed for at least one year and completed at least 1,250 hours of service during the twelve month period immediately preceding the commencement of leave are eligible for leave pursuant to the Family and Medical Leave Act. (FMLA).

(a) The Family and Medical Leave Act of 1993 (FMLA or Act) allows “eligible” employees of a covered employer to take job-protected, unpaid leave, or to substitute appropriate paid leave if the employee has earned or accrued it, for up to a total of 12 workweeks in any 12 months because of the birth of a child and to care for the newborn child, because of the placement of a child with the employee for adoption or foster care, because the employee is needed to care for a family member (child, spouse, or parent) with a serious health condition, or because the employee's own serious health condition makes the employee unable to perform the functions of his or her job (see Sec. 825.306(b)(4)). In certain cases, this leave may be taken on an intermittent basis rather than all at once, or the employee may work a part-time schedule.

(b) An employee on FMLA leave is also entitled to have health benefits maintained while on leave as if the employee had continued to work instead of taking the leave. If an employee was paying all or part of the premium payments prior to leave, the employee would continue to pay his or her share during the leave period. The employer may recover its share only if the employee does not return to work for a reason other than the serious health condition of the employee or the employee's immediate family member, or another reason beyond the employee's control.

(c) An employee generally has a right to return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave. The taking of FMLA leave cannot result in the loss of any benefit that accrued prior to the start of the leave.

(d) The employer has a right to 30 days advance notice from the employee where practicable. In addition, the employer may require an employee to submit certification from a health care provider to substantiate that the leave is due to the serious health condition of the employee or the employee's immediate family member. Failure to comply with these requirements may result in a delay in the start of FMLA leave or a denial of the leave altogether. Pursuant to a uniformly applied policy, the employer may also require that an employee present a certification of fitness to return to work when the absence was caused by the employee's serious health condition (see Sec. 825.311(c)). The employer may delay restoring the employee to employment without such certificate relating to the health condition, which caused the employee's absence. FMLA leave shall run concurrently with any other contractual or statutory leave.

LEG REF: 29 CFR 825.100 - What is the Family and Medical Leave Act?

Adoption: 1/18/1996

First reading 2005 revision: September 27, 2005

Second reading: November 1, 2005

Adoption: November 22, 2005

Proposed reconsideration: November, 2010

Hull Public Schools

PROFESSIONAL STAFF VACATIONS AND HOLIDAYS

Vacations

All administrators and other professional personnel employed on a 12-month basis will be entitled to annual vacation days.

Vacations for supervisory professional staff members who are employed on a 12-month basis and are members of a recognized bargaining unit will be established through negotiations. Vacations for supervisory personnel not in bargaining units will be established by the Committee and delineated in their individual contracts.

Holidays

Professional staff members will not be required to work on legal holidays. Paid holidays for the professional staff will be established when the School Committee approves the calendar for the school year and will include all legal holidays.

Adoption: 1/18/1996

First reading 2005 revision: September 27, 2005

Second reading: October 11, 2005

Adoption: November 1, 2005

Proposed reconsideration: November, 2010

Hull Public Schools

PROFESSIONAL STAFF HIRING

Through its employment policies, the district will strive to attract, secure, and hold the highest qualified personnel for all professional positions. The selection process will be based upon the hiring of candidates who will devote themselves to the education and welfare of the children attending the Hull Public Schools.

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the Hull Public Schools and to locate suitable qualified candidates. No new position may be created, that is not within the budget, without the approval of the School Committee. Positions should be posted to attract qualified candidates for the position involved. The district's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children.

All postings and advertisements will emanate from the Central Office. The Superintendent will determine the scope of recruiting and depending on the position and availability of candidates, direct the Central Office to pursue a variety of recruiting sources and utilize the services of local as well as regional newspapers and advertising agencies.

It will be the duty of the Superintendent to see that persons considered for employment in the schools meet all certification requirements and the requirements of the Committee for the type of position for which the nomination is made.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to age, sex, creed, race, color, national origin, disability, sexual orientation or place of residence;
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience;
3. The administrator responsible for the hiring of staff members for district-wide positions, and for the position of Principal, is the Superintendent. The administrator responsible for building based personnel is the Principal. The administrator responsible for hiring is directed to establish a representative screening committee, endeavoring to involve parents, teachers and community members. The hiring process is given to the school site council. The school site council will be involved in all hiring's at that school. The administrator has the final say in determining who will be hired but it is expected that the screening committee's input will be a factor in the decision.

LEGAL REFS: M.G.L. 69:6; 71:38; 71:38G; 71:39; 71:45; 71:55B
Massachusetts Board of Education Requirements for
Certification of Teachers, Principals, Supervisors,
Directors, Superintendents and Assistant Superintendents in the Public
Schools of the Commonwealth of Massachusetts, revised 1994
603 CMR 7:00 and 44:00

Adoption: 1/18/1996

First reading 2004 revision: August 22, 2005

Second reading: September 13, 2005

Adoption: October 11, 2005

Proposed reconsideration: October, 2010

Hull Public Schools

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Part-Time Teachers

Teachers may be employed on a part-time basis. The salary of part time teachers will bear the same ratio to the first step of the salary schedule that the teacher would earn if employed full-time as the hours worked bear to the hours the teacher would work if employed full-time. (For example, a teacher employed for half the number of hours would receive half the salary of a full-time teacher).

Substitute Teachers

Each building Principal will have the authority to employ as many substitute teachers as may be necessary to take the place of teachers who are temporarily absent. Periodically he/she will submit to the Superintendent a list of qualified substitutes for approval.

The Hull Public Schools will employ as substitute teachers, to the extent possible, persons who meet the requirements for teacher appointments and will assign teachers substitute-teaching positions on the basis of their areas of competence. It is preferred that substitute teachers hold a bachelors degree. When the supply of potential substitutes in a particular subject area is too limited to meet school department needs, there will be active recruitment for substitutes in those areas. All substitute teachers will be expected to provide educational services, rather than to assume merely a student-supervisory role. They will be provided with as much support as possible by building administrators and teachers.

The School Committee will set the daily rate of pay for substitute teachers, including extended-term substitutes. Although the substitute may be covering for a teacher who typically teaches a five (5) period day, there is no reason why that person cannot be scheduled to cover all seven (7) periods during the day. Substitutes should not be paid the daily wage and then paid extra for as much as two additional coverages or noninstructional duties such as lunchroom and playground services. The latter will be granted such additional benefits as approved by the School Committee.

Adoption: 1/18/1996

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Hull Public Schools

PROFESSIONAL STAFF ORIENTATION

The School Committee recognizes that an appropriate orientation program can aid in the assimilation of new staff members into the Hull Public Schools and can also contribute to the continued growth of returning personnel. It will, therefore, be the responsibility of the Superintendent, or his/her designee, to provide for an annual orientation of all professional staff members.

The orientation of returning personnel will focus upon the changes that have occurred during the previous year and the general goals for the coming year.

Orientation of personnel new to the Hull Public Schools may extend over a longer period of time and will provide a broadly based effort to supply information and background details which will improve the new teacher's understanding of the district's framework, including policies of the Committee, rules and regulations, and the instructional program.

The building Principal or the immediate supervisor shall orient all teachers to the evaluation procedures and standards during the first two weeks of their assignment to their respective building or program. No formal observations shall take place until such orientation has been completed and recorded.

Adoption: 1/18/1996

First reading 2005 revision: September 27, 2005

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Adoption: November 1, 2005

Proposed reconsideration: November, 2010

Hull Public Schools

PHILOSOPHY OF STAFF DEVELOPMENT

All staff members will be encouraged to participate in and provided with suitable opportunities for the development of increased competencies beyond those they may attain through the performance of their assigned duties and assistance from supervisors.

Opportunities for professional growth may be provided through such means as the following:

1. Planned in-service programs and workshops offered within the Hull Public Schools from time to time; these may include participation by outside consultants;
2. Membership on curriculum development committees drawing personnel from within and without the Hull Public Schools;
3. Released time for visits to other classrooms and schools and for attendance at conferences, workshops, and other professional meetings;
4. Leaves of absence for graduate study, research, and travel; and
5. Partial payment of tuition for approved courses.

The Superintendent will have authority to approve or deny released time for conferences and visitations, and reimbursements for expenses, provided such activities are within budget allocations for the purpose.

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Hull Public Schools

PROFESSIONAL TEACHER STATUS

Teachers and certain other professional employees who have served in the Hull Public Schools for three consecutive years shall be entitled to professional teacher status. The Superintendent, upon recommendation of the Principal, may award such status to a teacher who has served in the Principal's school for not less than one year or a teacher who has obtained such status in any other public school district in the Commonwealth. The Superintendent will base his/her decisions on the results of evaluation procedures conducted according to Committee policy.

At the end of each of the first three years of a teacher's employment, it will be the responsibility of the Superintendent to notify each employee promptly in writing of the decision on reappointment. Notification to a teacher not being reappointed must be made by June 1 or at an earlier date if required by a collective bargaining agreement.

A teacher who attains professional teacher status will have continuous employment in the service of the Hull Public Schools. A teacher with professional teacher status whose position is abolished by the School Committee may be continued in the employ of the Hull Public Schools in another position for which he or she is legally qualified.

Nothing in these provisions will be considered as restricting the Superintendent from changing teaching assignments or altering or abolishing supervisory assignments except that, by law, no teacher may be assigned to a position for which he or she is not legally qualified.

LEGAL REFS: M.G.L. 71:38; 71:38G; 71:38H; 71:41; 71:42; 71:43

Adoption: 1/18/1996

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Hull Public Schools