

INSTRUCTIONAL MATERIALS

The School Committee believes that materials appropriate to the needs of the school program must be available to each student and teacher. The School Committee subject to budgetary constraints will furnish these.

The task of selecting instructional materials for programs will be delegated to the professional staff of the Hull Public Schools. Because instructional programs and materials are of great importance, the Committee will only approve those that meet the following criteria:

1. They must present balanced views of international, national, and local issues and problems of the past, present and future;
2. They must provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic and ethical values;
3. They must help students develop abilities in critical reading and thinking;
4. They must reflect the Massachusetts Curriculum Frameworks in mathematics, English language arts, science & technology, and history & social science.
5. They must help develop and foster an appreciation of cultural diversity and development in the United States and throughout the world;
6. They must provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, sex, physical disabilities or sexual preference; and
7. They must allow sufficient flexibility for meeting the special needs of individual students and groups of students.

LEGAL REF: M.G.L. 71:48; 71:49; 71:50

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Hull Public Schools

TEXTBOOK SELECTION AND ADOPTION

Responsibility for the review and selection of textbooks to be purchased shall rest with the Principal of each school. The Principal is encouraged through the School Committee to establish a review committee to assist in the process to determine the textbooks that best meet the curriculum guidelines of the Hull Public Schools. The committee should include teachers who will use the texts and other staff members as found desirable. Students and parents will be encouraged to serve.

Principles that apply generally to the selection of instructional materials and library materials shall apply to textbooks. Additionally, basic textbooks and textbook support materials shall be chosen:

1. To advance the educational goals and objectives of the Hull Public Schools and particular objectives of the course program;
2. To contribute toward continuity, integration, and articulation of the curriculum; and
3. To establish a general framework for the particular course or program.

Because the instructional purposes of textbooks, as stated above, are of such importance, particular care shall be taken in their selection as to content.

Although many points must be examined, the School Committee directs the staff to be mindful of the following considerations:

1. The needs of all learners must be provided for;
2. Attention should be given to gender roles depicted in the materials;
3. The textbook and textbook support materials should lead the student and teacher beyond the textbook into a wide variety of other materials and educational experiences;
4. If the textbook deals with problems and issues of our times, it should present and encourage examination of varied points of view; and
5. Because textbooks are selected for several year's use, special attention also shall be given their physical characteristics, durability, format and price.

LEGAL REF: 71:48; 30B:7; 71:50
603 CMR 26:05

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Hull Public Schools

SUPPLEMENTAL MATERIALS SELECTION AND ADOPTION

Teachers and encouraged to use a wide range of learning aids.

The School Committee recognizes that knowledge is changing and expanding and that it may be necessary to use various types of materials in addition to the basic and fundamental textbooks.

For the purpose of this policy, materials shall be defined as any instructional materials other than textbooks including, but not limited to, books, periodicals, newspapers, pictures, diagrams, maps, charts, slides, filmstrips, films, records, audiotapes, videotapes, and suitable technological applications which relate directly to the adopted curriculum.

The School Committee believes that teachers and administrators should have a large role in selection and recommendation of materials.

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Hull Public Schools

LIBRARY MATERIALS SELECTION AND ADOPTION

The School Committee endorses the School Library Bill of Rights, as adopted by the American Library Association, which asserts that the responsibility of the school library is to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served;
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide a background of information that will enable students to make intelligent judgments in their daily lives;
4. Provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking;
5. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage; and
6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Initial purchase suggestions for library materials may come from all personnel: teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The librarian will recommend materials to be included in the school library. Final approval and authority for distribution of funds will rest with the building Principal, subject to the approval of the Superintendent.

Gifts of library books will be accepted in keeping with the above policy on selection. Complaints about library books will be handled in line with Committee policy on complaints about instructional materials.

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Hull Public Schools

WITHDRAWAL OF LIBRARY MATERIALS

The continuous review of integrated learning center (library) materials is necessary as a means of maintaining a useful and active collection. As new materials are selected and added, some older materials are withdrawn. The responsibility for determining which materials shall be withdrawn shall rest with the professional staff.

Among the other reasons for withdrawing an item shall be the following:

1. Curricular changes have rendered as superfluous materials (or multiple copies of materials) formerly used but no longer in demand;
2. Materials contain information that is no longer accurate or current;
3. Materials intended for recreational reading have become dated or unattractive and are no longer in demand. Some books which are deemed standards or classics shall be retained even though they rarely circulate;
4. Materials have worn out, been damaged or physically deteriorated, and have lost utility, and/or appeal; and
5. Materials have been superseded by newer items that present the same information but in superior format.

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Hull Public Schools

LIBRARY RESOURCES

The primary objective of the library/media center is to implement resources to enrich and to support the educational program of the school.

Definition of Library Resources

Library resources are those materials both print and nonprint, found in school libraries, which support curricular and personal information needs. Print items include books, magazines, newspapers, pamphlets, microfiche or microfilm. Nonprint items include films, disc records, filmstrips, slides, prints, audiotapes, videotapes, realia, and computer software.

Criteria for Selection of Library Resources

The criteria for selection of library resources in the Hull Public Schools are:

1. Needs of the individual student based on knowledge of students and requests of parents and students;
2. Needs of the individual school based on knowledge of the curriculum of the school and requests from the professional staff;
3. Provision of a wide range of materials on many levels of difficulty with a diversity of appeal and the presentation of different points of view;
4. Provision of materials of high artistic quality;
5. Provision of materials with superior format; and
6. Reputable, unbiased, professionally prepared selection aids are consulted as guides.

In accordance with the District's policy of providing instructional materials on opposing sides of controversial issues, it should be noted that neither the media centers nor the Hull Public Schools serve as advocates for the ideas expressed in any materials, nor does the presence of any material indicate automatic endorsement of the ideas expressed therein.

Disclosure of Information/Privacy of Circulation Records

Circulation records shall not be made available to anyone except pursuant to such process, order, or subpoena as may be authorized by law.

Re-evaluation (Weeding) of Library Resources

The continuous review of library/media center materials is necessary as a means of maintaining a useful and active collection. As new materials are selected and added, some older materials are withdrawn. The responsibility for determining which materials are to be withdrawn rests with the professional staff.

Among the reasons for withdrawing an item are the following:

1. Curricular changes have rendered superfluous some materials (or multiple copies of materials) formerly used but no longer in demand;

2. Some materials contain factual material that is no longer accurate nor current;
3. Some materials intended for recreational reading have become dated or unattractive and are no longer in demand. (Some such books which are deemed "standards" or "classics" will be retained even though they rarely circulate);
4. Some materials have become worn out, damaged or physically deteriorated and have lost utility and/or appeal; and
5. Some materials have been superseded by newer items that present the same information but in superior format.

Withdrawn library/media center materials are processed in one or more of the following ways:

1. Made available to be used as resource or supplementary material by teachers;
2. Offered to other media centers in the School System, as it is possible that a material that lacks utility in one building may have some usefulness in another;
3. Contributed to appropriate charitable or educational agencies; and
4. Discarded, when warranted.

Continuing evaluation is closely related to the goals and responsibilities of library/media centers and is a valuable tool of collection development. This procedure is not to be used as a convenient or expedient means to remove materials presumed to be controversial or likely to be disapproved by segments of the community. Materials are not to be proscribed or removed because of actual or potential partisan or doctrinal disapproval, nor because of the origin, background or views of those contributing to their creation.

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Hull Public Schools

VIDEO USAGE IN CLASSROOMS

This policy should be distributed annually to all professionals and clerical staff in each school building. It should also be distributed to teaching assistants. The signature of each person to whom this policy is given should be secured acknowledging receipt of the same.

It is the policy of Hull Public Schools to provide the following directions for video use in the education of students:

I. VIDEO USAGE

- A. Instructional Use: The primary use of videos is for instructional purposes. By law, any video that does not include “public performance rights” (something the Hull Public Schools purchased exclusively for classroom use) must comply with the “fair use” provision of copyright law, as outlined in the attachment to this policy statement. This requires that videos:
1. Be used with students in “face-to-face” instruction with the teacher;
 2. Be correlated to Hull Public Schools Curriculum Guidelines;
 3. Be shown in a normal instructional setting, (not in large group settings such as in an auditorium or assembly hall); and
 4. Not be shown for reward, entertainment, fund raising, or the charging of admission.
- B. Non-instructional Use: Only videos that include “public performance rights” may be used for reward and entertainment. The building Principal must approve videos shown solely for reward or entertainment.

II. VIDEO RATINGS

- A. L.M. Jacobs School may only show “G” rated videos.
- B. Memorial Middle School
1. May show “G” rated videos;
 2. May show “P.G.” rated videos with approval of building administrator; and
 3. May not show videos with more restrictive ratings (e.g. P.G.13, R, NC-17, X).
- C. Hull High School
1. May show “G”, “P.G.”, & “P.G.13” videos;
 2. May show “R” rated videos with approval of building administrator and parental permission;
 3. May not show any video with more restrictive ratings (e.g. NC-17, X).

D. All Schools

Videos requiring sign-off as indicated above may be shown in classrooms where appropriate for instructional purposes, provided that the building administrator has given approval in writing and written permission has been received from the parents / guardians of students who will watch same. Included with the permission slip sent to parents / guardians will be an explanation by the teacher of the content of the video to be watched by students.

III. VIDEO SOURCES

- A. Any video from a school district catalog media center may be shown to students. (Grade level recommendations should be observed);
- B. All videos legally purchased by the school media centers may be shown if approved for purchase by a building administrator;
- C. Commercially rented videos carry individual restrictions and may not be shown; and
- D. Privately owned videos may not be shown unless approved by a building administrator.

IV. EFFECTIVE VIDEO UTILIZATION

- A. All videos must be previewed by the teacher before showing;
- B. Intended instructional outcomes must be written and filed on related Instructional Plans specifically identifying benchmarks from the Hull Public Schools Curriculum Guidelines to be addressed; and
- C. Sound instructional principles that maximize instructional time should always be employed (e.g. show only relevant clips, inform students of the instructional purposes, stop and start video to integrate other instructional activities, use pre/post questions and discussions and assessment, etc.).

SOURCE: National School Board Association
FAIR USE GUIDELINES FOR EDUCATORS

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Hull Public Schools

GUIDELINES FOR OFF-AIR RECORDING OF BROADCAST PROGRAMMING FOR EDUCATIONAL PURPOSES

1. The guidelines were developed to apply only to off-air recording by non-profit educational institutions.
2. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable transmission) and retained by a non-profit educational institution for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. *“Broadcast programs” are television programs transmitted by television stations for reception by the general public without charge.*
3. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single buildings, cluster, or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) day calendar day retention period. *“School days” are school session days –not counting, weekends, holidays, vacations, examination periods, or other scheduled interruptions-within the forty-five (45) calendar day retention period.*
4. Off-air recordings may be made only at the request of, and used by, individual teachers, and may be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
5. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.
6. After the first ten (10) consecutive school days, off-air recording may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum, and may not be used in the recording institution for student exhibition or any other non-evaluative purpose without authorization.
7. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
8. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.
9. Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.

SOURCE: The following section on television programs is copied from the publication *FAIR USE GUIDELINES FOR EDUCATORS; Books and periodicals, Music, Off-Air Recording of Broadcasts, Multimedia Distance Learning Digital Images, Software.* This publication was compiled by Linda K. Enghagen, J.D., and has been distributed to educators by the National Education Association, copyright 1997.

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Hull Public Schools

INTERNET ACCEPTABLE USE POLICY

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

Guidelines for Use of the Hull Public Schools Internet Connection

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 (email). In addition, files, many of which have educational value, are available for downloading. Because of its enormous size, the Internet's potential is boundless. It is possible to speak electronically with people from all walks of life. However, with such great potential for education comes the potential for abuse, as well. It is the purpose of these guidelines, as well as the contract for Internet use, to make sure that all who use the Internet, both students and faculty, use this valuable resource in an appropriate manner.

Use of the Hull Public Schools networks is a privilege, not a right, which may be revoked at any time for abusive conduct. Such conduct would include, but is not limited to, placing unlawful and/or inappropriate information on a computer system, the use of abusive or otherwise objectionable language in either public or private messages, the sending of messages or files that are likely to result in the loss of a recipient's work or systems, the sending of "chain letters," or "broadcast" messages to lists or individuals, any other types of use which would cause congestion of the networks or otherwise interfere with the work of others, as well as the use of the Internet in a manner which would violate the copyright and/or trademark laws of the United States. In addition, the Hull Public Schools takes no responsibility for any information or materials that are transferred through the Internet.

Because of the size of the Internet, many kinds of materials eventually find their way onto the system. Should a user happen to find material that may be deemed inappropriate while using his or her Hull Public Schools' Internet account, he or she shall refrain from downloading this material, and shall not identify or share the location of this material. Be aware that the transfer of certain kinds of material is illegal, and punishable by fine or jail sentence.

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

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

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

Network storage areas may be treated like school lockers. Network administrators may view files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school department servers will always be private. Within reason, freedom of speech and access to information will be honored. During

the school day, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

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

The Hull Public Schools condemns the illegal distribution of software, otherwise known as pirating. Any student caught transferring such files through the Internet, and any whose accounts are found to contain such illegal files, shall immediately have their accounts permanently revoked. In addition, all users should be aware that software piracy is a federal offense and is punishable by fine or imprisonment.

Also, all users should keep in mind that when they are using the Internet, they are entering a global community, and any actions taken by them will reflect upon the Hull Public Schools as a whole. As such, all users must behave in an ethical and legal manner.

In summary, all students, teachers and staff of the Hull Public Schools are prohibited from: using the school department's Internet access for any personal use without permission (i.e. to send an email and /or access an Internet site); using any profane, vulgar, threatening libelous, or criminal language when using the Internet; accessing any prohibited sites on the Internet; overriding or encouraging students to override any firewalls established on the Internet access network; permitting another individual to use their password, dissemination of any passwords, codes, access telephone numbers, or account numbers; and/or any other action whatsoever which would in any way subject the user and/or the Hull Public Schools to a possible criminal or civil action. The foregoing list is not all-inclusive and the Hull Public Schools reserves the right to notify a user of any other impermissible action regarding the use of the Internet.

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Hull Public Schools

USER AGREEMENT FOR PARTICIPATION IN AN ELECTRONIC COMMUNICATIONS SYSTEM

This user agreement must be renewed each academic year.

Users Name:

Grade level:

School:

I have read the district’s Acceptable Use Policy and Administrative Procedures and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action including but not limited to suspension or revocation of privileges, suspension or expulsion from school, termination of employment, and criminal prosecution.

Signature: _____

Parent/Guardian Sponsor

I have read the district’s Acceptable Use Policy and Administrative Procedures. In consideration for the privilege of using the district’s system/network, and in consideration for having access to the public networks, I hereby release the Hull Public Schools, its operators, and institutions with which they are affiliated from any and all claims and damages of any nature arising from my child’s use of, or inability to use, the system/network, including, without limitation, the type of damage identified in the district’s policy and administrative procedures.

_____ I give permission for my child to participate in the district’s system/network.

_____ I do not give permission for my child to participate in the district’s system/network.

_____ I give permission for my child’s name to appear on their student web page should one be developed.

_____ I give permission for my child’s photo to appear on their student web page should one be developed.

Signature of parent/guardian: _____

This spaced reserved for system administrator.

Assigned User name:

Assigned password:

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Hull Public Schools

SCHOOL-SPONSORED FIELD TRIPS

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

A. CRITERIA FOR APPROVAL

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

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

B. AUTHORITY TO APPROVE/DISAPPROVE

1. All school-sponsored day in-state field trips must receive the prior approval of the principal.
2. All school-sponsored day out-of-state field trips must be approved by the Principal, the Superintendent and the School Committee.
3. All school-sponsored late night or overnight field trips (in- or out-of-state) must be approved by the principal, Superintendent and School Committee. Late night travel is defined as travel between the hours of midnight and 6:00 a.m.
4. All school-sponsored international field trips must be approved by the principal, Superintendent and School Committee.
5. The approval process shall be completed prior to engaging students in fundraising activities or other preparations for the trip including soliciting students or other promotional activities.
6. The School Committee reserves the right (a) to cancel trips up to departure and (b) to recall trips in progress, if they believe there is potential danger to students or any other reason deemed appropriate by the School Committee.
7. In the event that the School Committee must cancel or recall a trip due to safety concerns or other reason, the Superintendent will alert the School Committee to final deadlines regarding required commitment of funds for School Committee review.
8. Overnight trips should offer significant educational benefits to students that clearly justify the time and expense of the trip. Such trips should be appropriate for the grade level.
9. Teachers and other school staff should be prohibited from soliciting privately run trips through the school system. The trip approval process should apply only to school-sanctioned trips; School Committees should not approve trips that are privately organized and run without school sanctioning.

10. Policies and procedures for trip approval should take into account all logistical details involving transportation, accommodations, fundraising required of students, and the educational value of the trip in relation to its costs.

C. APPROVAL DOCUMENTATION

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

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

FURTHER DOCUMENTATION

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

D. DISCIPLINE OF STUDENTS AND FIELD TRIPS

1. All Policies on Student Behavior, Student Handbook rules and regulations, and trip rules as specified in Section C.13 regarding student conduct will apply to all field trips.
2. If a student violates any student conduct policies, Student Handbook rules or regulations, trip rules as specified in Section C.13, or otherwise misbehaves while on a

field trip, the student will be immediately suspended from the field trip and sent back to school or home as appropriate.

3. Policies on Student Behavior, Student Handbook rules and regulations, and trip rules as specified in Section C.13 regarding student conduct will be given to chaperones. Chaperones shall agree to implement and enforce them.

E. HEALTH POLICIES

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

F. TRANSPORTATION AND SCHEDULING

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

G. CONSENT and RELEASE FORM

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

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

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

H. INTERNATIONAL FIELD TRIPS

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

I. FUNDRAISING

1. The amount of time to be devoted to fundraising should be reasonable and commensurate with students' obligations for homework, after-school activities, and jobs.
2. Group fundraising activities are preferred. Students should not be assigned individual fundraising targets.
3. If students are charged individual fees for participation, the district should make every effort to provide scholarships where needed.

The Hull Public School District shall be held harmless from any claims, suits, liabilities, causes of action or responsibility of any type for any accidents, injuries or death connected with this policy. Parents/Guardians and student must sign the PARENT/STUDENT CONSENT RELEASE FROM LIABILITY AND INDEMNITY AGREEMENT - File: BBC as presented in the Hull Public Schools Policy Manual.

Cross Ref: School Committee Policy JJE

Additional Useful Resources:

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

Legal References: Massachusetts Department of Education Regulations 603 CMR 27.00
Time on Learning, Massachusetts General Laws Chapter 71§ 37M and N,
Massachusetts General Laws Chapter 71§38R

Adoption: November, 2009

First Reading: April 12, 2010

Second Reading: April 26, 2010

Adoption: June 7, 2010

Proposed Reconsideration: June, 2015

Hull Public Schools

Hull Public Schools
Field Trip Permission Form/Medical Information

Student's Name: _____ D. O.B. _____

School: _____ Grade: _____

Consent to Participate in Voluntary Field Trip:

I, _____ (parent/guardian) of
_____ student) do hereby consent to my child's
participation in a voluntary field trip sponsored by the Hull Public School District. I am
aware that my child will be traveling to _____ and returning
to Hull. My child has my permission to participate in this voluntary field trip. I believe
my child can successfully participate in all aspects of this trip. In case of emergency I
realize that every effort will be made to contact me. I give permission to the Hull Public
School District staff or chaperones to act on my behalf in the event that medical treatment
is necessary.

Contact Person: _____ Relationship _____
Phone Number/Cell Phone _____

Contact Person: _____ Relationship _____
Phone Number/Cell Phone _____

Please specify any health conditions: _____

Allergies: _____

Does your child take medication on a daily basis? Yes _____ No _____

* If yes, name, dose, and scheduled time of medication(s) _____

As per the Hull Public School District Policy on Administering Medication to Students (JLCD) students may not carry
any medication (prescription or non-prescription) on a field trip. If medication is necessary, school personnel must
carry the medication and dispense it to the student. Written instructions signed by student's physician must be on file
with the school.

Are there any restrictions on your child's activities? Yes _____ No _____

If yes, please specify and explain _____

Primary Care Physician: _____ Phone # _____

Health Insurance: _____ Policy # _____

Consent and Release:

I further affirm that I have read this Consent and Release Form and that I understand the
contents of the form. I understand that my child's participation on this trip is voluntary
and that my child and I are free to choose not to participate in said field trip. By signing

this form, I grant permission for school personnel to administer medication to my child as prescribed by his/her physician. I also affirm that I have decided to allow my child to participate in the voluntary school-sponsored field trip with full knowledge and acceptance of the provisions of this consent and release form. In signing this form I fully release the Hull School Committee and its officers, agents, and employees (hereafter referred to as "District") from any liability in connection with those decisions and provisions:

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

Parent/Legal Guardian Printed Name

Date

Parent/Legal Guardian Signature

The District does not discriminate in its programs, activities or employment practices based on race, color, national origin, religion, gender, sexual orientation or disability.

The Hull Public School District shall be held harmless from any claims, suits, liabilities, causes of action or responsibility of any type for any accidents, injuries or death connected with this policy. Parents/Guardians and students must sign the PARENT/STUDENT CONSENT RELEASE FROM LIABILITY AND INDEMNITY AGREEMENT – File: BBC as presented in the Hull Public Schools Policy Manual.

Original Adoption: November, 2009
First Reading: April 12, 2010
Second Reading: April 26, 2010
Adoption: June 7, 2010
Proposed Reconsideration: June, 2015

**HULL PUBLIC SCHOOLS
DELEGATION OF PRESCRIPTION MEDICATIONS**

My son/daughter _____ will be going on a field trip
to _____ on _____.

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

Parent Signature

Date

School Nurse Signature

Responsible Person

Medicine: _____

Dosage: _____

Time for medication: _____

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

**HULL PUBLIC SCHOOLS
TRIP REQUEST**

Class Field Trip Co-Curricular Trip International Excursion

School: _____ Date Submitted: _____

Teacher(s): _____ Position(s): _____

Destination: _____

City/State: _____

Relevance of this trip to the curriculum: _____

Departure date: _____ Time: _____ Return Date: _____ Time: _____

Teacher/Administrator responsible: _____

Number of students: _____

Number of chaperones: _____ Ratio of students to chaperones: _____

Have chaperones completed a CORI? Yes No

Mode of transportation: _____

If private, drivers: _____

**HULL PUBLIC SCHOOLS
TRIP REQUEST – page 2**

ESTIMATED EXPENSES

Admission: _____

Cost of transportation: _____ Financial assistance available: Yes No

Other expenses: _____ Other sources of funding: _____

Total cost of trip: _____

Per student charge: _____

Please attach:

1. Itinerary
2. Pre and post field trip activities
3. Other descriptive information

Principal approval: _____ Date: _____
(Signature)

*Superintendent's approval: _____ Date: _____

*School Committee approval: _____ Date: _____

* Approval necessary for all out-of-state field trips, all school-sponsored late night or overnight field trips (in or out of state), all school-sponsored international field trips.

*First reading: September 27, 2004
Second reading: November 08, 2004
Adoption: November 22, 2004
Proposed reconsideration: November, 2009*

Hull Public Schools

FIELD TRIP REGULATIONS

1. Staff must submit documentation of the educational value of a trip;
2. Staff must describe how the safety of students will be maintained and provide adequate supervisions;
3. Staff must obtain parental permission slips for all students, which will include health form, medical emergency needs and notification information;
4. All trips, and arrangements for them, have advance approval of the school Principal;
5. All school-sponsored trips involving out-of-state travel, overnight lodging or travel by air require the prior approval of the School Committee and Superintendent;
6. All fundraising for field trips will be in keeping with School Committee Policy.

First reading: September 27, 2004

Second reading: November 08, 2004

Adoption: November 22, 2004

Proposed reconsideration: November, 2009

Hull Public Schools

**PARENTAL/STUDENT CONSENT RELEASE
FROM LIABILITY AND INDEMNITY AGREEMENT**

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

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

Signature of Parent/Guardian
(Required for all students)

Signature of Student
(Required for all High School Students)

Date _____

Date _____

First reading: March 29, 2010
Second reading: April 12, 2010
Adoption: April 26, 2010
Proposed reconsideration: April, 2015

Hull Public Schools

COMMUNITY RESOURCE PERSONS/ SPEAKERS

Human resources are those individuals or groups who are invited into the schools to present supplementary information and ideas to the classroom course of study. These experiences afford students the opportunity to benefit from community viewpoints. Care should be taken in selecting these speakers so that they are individuals who respect diversity in thinking and varying views and who are not attempting to inappropriately influence points of view. In an event that these individuals may be unsupervised with children a CORI check must be obtained.

Adoption: 1/18/1996

First reading 2006 revision: April 24, 2006

Second reading: May 8, 2006

Adoption: May 23, 2006

Proposed reconsideration: May, 2011

Hull Public Schools

SCHOOL VOLUNTEERS

It is the policy of the School Committee to encourage volunteer efforts in the schools. Parents, business representatives, senior citizens, and other community volunteers are recognized as important sources of support and expertise to enhance the instructional program and vital communication links with the community. The volunteer program and orientation will be coordinated in cooperation with building administrators. Volunteers must be CORI checked before being unsupervised with children.

Adoption: 1/18/1996

First reading 2006 revision: April 24, 2006

Second reading: May 8, 2006

Adoption: May 23, 2006

Proposed reconsideration: May, 2011

Hull Public Schools

EXPENDABLE SUPPLIES

General instructional supplies, including paper, pens, pencils, art materials, standardized tests, lumber and other Industrial Arts supplies, and home-making supplies shall be furnished without charge to all pupils for their regular class projects. The pupils shall pay for materials used for projects of their own selection.

Adoption: 1/18/1996

First reading 2006 revision: April 24, 2006

Second reading: May 8, 2006

Adoption: May 23, 2006

Proposed reconsideration: May, 2011

Hull Public Schools

RECONSIDERATION OF INSTRUCTIONAL RESOURCES

Material that is challenged usually belongs to one of the three basic categories: religion, ideology, or profanity/obscenity. School Committee policies regarding these areas shall be as follows:

1. Religion – Factual, unbiased material on religions has a place in school libraries;
2. Ideologies – Libraries should, with no thought toward swaying reader judgment, make available a balance collection of primary and factual material, on the level of their students on various ideologies or philosophies which exert or have exerted a strong force, either favorably or unfavorably, in government, current events, politics, education and other phases of life.
3. Profanity/obscenity – Materials shall be subjected to a test of literary merit and reality in context using the criteria established.

When a problem concerning instructional resources in a school arises, the disposition of the problem will be made in a reasonable period of time using the Hull Public Schools adopted procedures.

In accordance with the statement of philosophy, no questioned materials shall be removed from the school pending a final decision. A decision will be made by a Review Committee, which will be convened and comprised of two lead teachers, the librarian and the principal. Pending the outcome of the request for reconsideration, however, access to questioned materials can be denied to the students of the parents making the complaint, if they so desire.

If the decision of the School Committee is that the questioned instructional resource be retained, the Hull Public Schools will not convene a Review Committee relative to the same complaint for a period of three years. If a substantially different point of view is advanced, it will be investigated. (The period of three years does not apply in this instance.)

If an individual or group undertakes action to keep material from the shelves by checking it out and failing to return it, or by taking turns in keeping it checked out so that it is not available for student use, the Superintendent shall request, in writing, the return of the material. If it is not returned within thirty (30) days, a bill for the current replacement cost of the item shall be rendered to the party holding the item.

After the School Committee has adopted new materials or approved certain methods, that decision will not be reconsidered for a period of three years beginning with the end of the school year when the adoption is made.

Adoption: 1/18/1996

First reading 2006 revision: April 24, 2006

Second reading: May 8, 2006

Adoption: May 23, 2006

Proposed reconsideration: May, 2011

Hull Public Schools

ACADEMIC ACHIEVEMENT

Our Mission

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

The philosophy of the School Committee concerning academic achievement, as well as children's social growth and development, is based on the premise that children have diverse capabilities and individual patterns of growth and learning.

Therefore, the Committee believes it is important that teachers have as much and as accurate knowledge of each student as possible in order to assess each student's needs, growth, and to make instructional plans for the student. A sharing of information among parent, teacher, and student is essential.

The Committee supports staff efforts to establish/explore better ways to measure and report student progress. It will require that:

1. Parents be informed regularly, and at least four times a year, (at least twice in Kindergarten) of the progress their children are making in school;
2. Parents will be alerted and conferred with as soon as possible when a child's performance or attitude becomes unsatisfactory or shows marked or sudden deterioration;
3. Where possible, distinctions will be made between a student's attitude and his/her academic performance;
4. At comparable levels, the Hull Public Schools will strive for consistency in grading and reporting except as this is inappropriate for students requiring individual education plans (IEP's);
5. When no grades are given but the student is evaluated informally in terms of his/her own progress, the school staff will also provide a realistic appraisal of the student's standing in relation to his/her peers; and
6. When grades are given, the school staff will take particular care to explain the meaning of marks and symbols to parents.

Adoption: 1/18/1996

First reading 2006 revision: April 24, 2006

Second reading: May 8, 2006

Adoption: May 23, 2006

Proposed reconsideration: May, 2011

Hull Public Schools

STUDENT PROGRESS REPORTS TO PARENTS

The School Committee recognizes the school's obligation to give periodic reports of a student's progress and grades. The School Committee further recognizes that these reports are an important form of communication between the schools and parents. The School Committee also believes that all progress reports must be based upon full information that is accurately and honestly reported with the proper maintenance of confidentiality.

Each school will report a pupil's progress to the student and to his/her parent or identified guardian, at least (4) times a year. The report will be clear, concise and accurate, and will provide a basis or understanding among teachers, parents, and students for the benefit of the individual pupil. The Committee directs the administration to develop progress report forms or cards in accordance with this policy.

A report depicting the student's progress will be issued periodically, as established in the school calendar, following an evaluation by the appropriate teacher, teachers, or other professional personnel. More frequent progress reports may be obtained upon request.

In addition to the periodic reports, parents will be notified when a student's performance requires special notification.

Grading will be based on improvement, achievement, capability of the student, and the professional judgment of the teacher and Principal.

Major changes in the reporting system shall be preceded by a cooperative study and evaluation by teachers, principals, parents, and the Assistant Superintendent, who will submit the proposal to the School Committee for consideration and approval.

CROSS REF: KBD

Adoption: 1/18/1996

First reading 2006 revision: April 24, 2006

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Adoption: May 23, 2006

Proposed reconsideration: May, 2011

Hull Public Schools

HOMEWORK

Homework refers to a daily assignment to be prepared during a period of supervised study in class or outside of class or which requires individual work at home. The Hull School Committee regards homework as an integral part of the school program. Homework serves as an important link between the school program and the objectives of instruction.

Homework is viewed as an extension of the student's daily instructional program. As it is assigned the following educational goals should be considered:

- To positively and meaningfully review, reinforce and refine the skills and concepts that are taught through instruction
- To provide opportunities to pursue exploratory, applied, independent or enrichment studies related to the classroom curriculum
- To develop a positive attitude toward learning and connections to what is learned to life activities and goals

Homework assignments should be consistent in terms of the amount given each day and the time required for each assignment. The following are general guidelines of time allotment for homework and apply to assignments done at home not in school:

- Kindergarten: homework will be informal and given at the teacher's discretion. Daily reading of 20 minutes to or with the child is expected.
- Grade 1:
 - 10 minutes/day 4-5 nights/week
 - 5 minutes of practicing math facts
 - 10-20 minutes of reading a day
- Grade 2:
 - 20 minutes/day 4-5 nights/week
 - 5 minutes of practicing math facts
 - 15-20 minutes of reading a day
- Grade 3:
 - 30 minutes/day 4-5 nights/week
 - 5-10 minutes of practicing math facts
 - 20 minutes of reading a day
- Grades 4:
 - 40 minutes/day 4-5 nights/week
 - 5-10 minutes of practicing math facts
 - 20 minutes of reading a day
- Grade 5:
 - 50 minutes/day 4-5 nights/week
 - 5-10 minutes of practicing math facts
 - 20 minutes of reading a day
- Grade 6: 60-90 minutes/day 4-5 nights/week
- Grades 7-8: up to 2 hours/day 4-5 nights/week
- Grades 9-12 2-3 hours/day 4-5 nights/week

All information for homework assignments should be clear and specific so that students understand what is to be accomplished and parents/guardians can assist the student. Homework assignments will be posted on teacher websites. Students will write down assignments as appropriate allowing parents/guardians access to the information. Every effort will be taken to

consider individual differences of students. Homework should never be used as a punishment. If daily homework is counted into a final grade average, it should count as no more than 25% of that average. Long- term projects will be graded according to guidelines established prior to the beginning of the project. Students are expected to complete and submit homework on time. If extenuating circumstances exist, students should be afforded opportunities to make up homework following the process in the school handbook.

Students, teachers, and parents/guardians are encouraged to work together to make the homework experience meaningful, productive and positive.

CROSS REF: Student handbooks

Adoption: 03/12/2007

First reading 2008 revision: August 18, 2008

Second reading: August 18, 2008

Adoption: August 18, 2008

Proposed reconsideration: August, 2013

DETERMINATION OF CLASS RANK

Class ranking shall be determined for students in attendance at Hull High School at the end of each term of junior and senior year. The senior year 4th term ranking will be used to determine the valedictorian and salutatorian of a graduating class. Class rank for all students shall be based upon the GPA calculated according to the following method; with the student having the highest GPA assigned the rank of 1. Succeeding ranks shall be assigned to students in descending order according to their GPA's. Students with equal GPA's shall be given the same class rank, equal to the highest available unassigned rank. When more than one student are assigned a single rank, the next available rank for assignation shall be the rank that would be available if each of those students had been assigned a successive rank. For example, if two students had GPA's that would qualify them to rank third in the class, each would be assigned that rank, and the student with the next highest GPA would be ranked fifth. No rank of fourth would be assigned.

For the purpose of determining class rank, a student's GPA shall be calculated as follows.

1. All courses taken at Hull High School, with the exception of specific courses to be designated annually by the Principal and approved by the Superintendent, will be included in the calculation of a student's GPA. The final grade of a course retaken, after the receipt of a failing grade, may be substituted for the original grade and be counted towards the GPA. Courses physically taken at a site outside of the Hull Public Schools may be counted toward credit for graduation, but shall not be used in calculating a student's GPA.
2. All courses eligible to be counted in calculating a student's GPA shall be assigned a point value by converting the letter grade received in the course to a numerical value using the following table, and multiplying that numerical value by the number of credits received for that course.
3. The GPA shall be determined by totaling the point values for all eligible courses, and then dividing the sum by the total number of credits received by the student for those courses. This calculation shall be carried to the third decimal place.
4. Course levels (College and Career Preparation, Honors and Advanced Placement) are indicated in the Hull High School Course of Studies, published annually.

Letter Grade Numerical Equivalents

Grade	College/Career Preparation	Honors	Advanced Placement
A	4.00	4.50	5.00
A-	3.67	4.17	4.67
B+	3.33	3.83	4.33
B	3.00	3.50	4.00
B-	2.67	3.17	3.67
C+	2.33	2.83	3.33
C	2.00	2.50	3.00
C-	1.67	2.17	2.67
D	1.00	1.50	2.00
F	0.00	0.00	0.00

Original adoption: September, 2006

First reading 2010 revision: June 21, 2010

Second reading: June 21, 2010

Adoption: June 21, 2010

Proposed reconsideration: June, 2015

Hull Public Schools

PROMOTION AND RETENTION OF STUDENTS

The School Committee is dedicated to the best total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized test results, and teacher observation of student performance. The Principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Research in retention indicates that this alternative shall be used only under extenuating circumstances. In general, retention shall not occur until all other alternatives have been deemed inadequate and/or unworkable. Exceptions will only be made after prior notification and explanation to each student's parents, but the final decision will rest with the building Principal.

Adoption: 1/18/1996

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Adoption: May 23, 2006

Proposed reconsideration: May, 2011

Hull Public Schools

GRADUATION REQUIREMENTS

In order to graduate from Hull High School, students must earn a minimum of 140 credits. In addition, the following subjects must be completed with at least a passing mark:

1. English – four (4) full year courses;
2. Mathematics – four (4) full year courses;
3. Science – four (4) full year courses;
4. Social studies – four (4) full year courses; and
5. Physical Education – four (4) semesters of Wellness.

Other requirements may be established by the school administration in relation to the particular program, otherwise the additional credits needed for a graduation may be selected from among elective courses.

Credit for Foreign Study: Students who are away for a term or year to participate in a student exchange program or otherwise study abroad may receive credits toward high school graduation when (1) study plans are approved by the school administration in advance; and (2) the institution where the study occurred submits a record of the student's work. In these instances, the principal and student's guidance counselor will evaluate the work and assign credit for it according to standards prevailing in Hull High School.

Graduation Ceremonies (Participation): The School Committee believes that completion of the requirements for a diploma from the Hull Public Schools is an achievement that improves the community as well as the individual. Therefore, the School Committee wishes to recognize that achievement annually in a publicly held graduation ceremony.

Only students who have successfully completed all requirements and obligations prescribed by Hull School Committee policy and the school administration (to include book fines and detentions) will be eligible to participate in the graduation. Exceptions are provided below:

A student who is within one full-year course (6 credits) of meeting graduation requirements by the end of the school year may be eligible to participate in the graduation ceremonies providing he/she has made arrangements with the school administration to complete the owed credit. His/her diploma will be awarded when the requirement has been met. Additional exceptions may be approved by the School Committee in unusual circumstances, upon recommendation of the school administration.

The school administration shall notify all students of the requirements and obligations that must be met in order to participate in the graduation exercises. Individual students who are not or may not be eligible to participate in the graduation ceremonies, and their parent(s)/guardian(s), shall be notified by certified mail no later than two (2) weeks after completion of the first semester of their senior year.

Adoption: May, 2006

First reading 2010 revision: June 21, 2010

Second reading: June 21, 2010

Adoption: June 21, 2010

Proposed reconsideration: June 21, 2010

Hull Public Schools

EVALUATION OF INSTRUCTIONAL PROGRAMS

The School Committee considers comprehensive and objective evaluation of the effectiveness of the curriculum to be of primary importance. The Superintendent will provide for the translation of the stated instructional goals into objectives and for appraisal of their implementation in order to:

1. Determine educational needs and provide information for planning;
2. Indicate instructional strengths and weaknesses;
3. To check on the suitability of programs in terms of community requirements;
4. Show the relationship between achievement and the system's stated goals; and
5. Provide data for public information.

Elements of this evaluation process may include:

1. Testing programs such as nationally standardized general achievement tests, nationally standardized tests in specific subject areas, and tests administered by other agencies;
2. Study of school achievement records;
3. Study of students' high school and dropout records;
4. Use of outside services, participation in regional research studies, contracted evaluation services; evaluation services at cost to the Hull Public Schools must be approved in advance by the School Committee;
5. Teacher and parent evaluation of student behavior;
6. State Department of Education specialists and services;
7. Evaluation by the regional accrediting association; and
8. Evaluation by other agencies.

An evaluation of the curriculum and its effectiveness will be made periodically and reported to the Committee by the Superintendent.

Adoption: 1/18/1996

First reading 2006 revision: April 24, 2006

Second reading: May 8, 2006

Adoption: May 23, 2006

Proposed reconsideration: May, 2011

Hull Public Schools

TESTING

Testing shall be carried out to provide information on the basic items of (1) learner educational needs, and (2) learner educational achievement.

Testing programs shall be designed as an integral part of the needs assessment and evaluation programs. They shall be developed primarily for furnishing needed information to decision makers, including the School Committee, administrators, teachers, parents, and students. The needs of these various users shall be clearly identified and the testing programs shall be limited to obtaining that information which is needed and useful.

There shall be broad-based involvement in the development of testing programs. In their planning, every effort shall be made to see that testing contributes to the learning process rather than detracts from it. Efforts shall be made to incorporate necessary culture-free or culture-fair tests to assure that measurements are reasonably accurate. Learning goals and objectives shall provide the guidelines for determining tests to be utilized, including questions of where, when, and how to use culture-free/culture-fair tests.

Standardized achievement tests shall be given frequently enough to adequately monitor student progress and to evaluate the effectiveness of the curriculum and instruction. Students will be tested in specific academic areas, at the appropriate grade levels, according to the Massachusetts Comprehensive Assessment System established by the Massachusetts Department of Education.

Adoption: 1/18/1996

First reading 2006 revision: April 24, 2006

Second reading: May 8, 2006

Adoption: May 23, 2006

Proposed reconsideration: May, 2011

Hull Public Schools

SCHOOL SYSTEM PROGRAM ASSESSMENTS

A Hull Public Schools program of testing for assessment/evaluation shall be coordinated throughout the Hull Public Schools by the appropriate administrator who shall be responsible for scheduling, disseminating, and collecting tests and for reporting and interpreting all group test results.

Measurements of educational achievement shall be prepared so that data is consistent for comparison purposes within the Hull Public Schools from year to year and with other school districts to the extent required by rules of the State Board of Education.

Adoption: 1/18/1996

First reading 2006 revision: April 24, 2006

Second reading: May 8, 2006

Adoption: May 23, 2006

Proposed reconsideration: May, 2011

Hull Public Schools

TEACHING ACTIVITIES/PRESENTATIONS

It is the desire of the School Committee that the best available strategies for bringing about learning be utilized in the Hull Public Schools. The instructional staff shall be expected to keep abreast of new and promising instructional ideas and practices developed in schools throughout the nation and to apply those which have potential for improving the learning program in the Hull Public Schools.

An educational climate shall be established which shall be conducive to rational thought, inquiry, and respect for the dignity of the individual. This educational climate will assist students in learning how to think rather than what to think and shall provide students the opportunity to identify, express, and defend their opinions without penalty or fear of reprisal or ridicule.

Nothing in this policy shall limit a parent/guardian's right to file a complaint to challenge the use of teaching activity or presentation.

Adoption: 1/18/1996

First reading 2006 revision: April 24, 2006

Second reading: May 8, 2006

Adoption: May 23, 2006

Proposed reconsideration: May, 2011

Hull Public Schools

PLAN BOOKS AND PLANNING

An effective instructional program requires planning by teachers. The Superintendent will require each principal to establish his/her procedures to ensure that appropriate instructional planning and lesson design is done daily at the classroom and grade level.

Principals and other supervisors should work with teachers as often as possible to provide professional assistance, ideas, or advice in planning projects.

Adoption: 1/18/1996

First reading 2006 revision: April 24, 2006

Second reading: May 23, 2006

Adoption: June 5, 2006

Proposed reconsideration: June, 2011

Hull Public Schools

TEACHING ABOUT CONTROVERSIAL ISSUES/CONTROVERSIAL SPEAKERS

An important goal of the Hull Public Schools is to help prepare students for intelligent and conscientious participation as citizens in our democratic society. One step toward meeting this goal is to introduce students to reasoned and dispassionate approaches to the analysis of contemporary social and political issues. To insure that these issues can be examined in an atmosphere as free from emotion and prejudice as the times permit, the School Committee establishes the following guidelines for discussion of controversial issues in the schools.

Teacher-Planned Classroom Discussions

1. Controversial issues selected by teachers for classroom discussion must relate directly to the objectives and content of courses approved by the School Committee for inclusion in the curriculum;
2. The teachers' right to introduce controversial issues in classroom presentations does not include the right of advocacy. Teachers must refrain from using their positions to express partisan points of view;
3. The approach to discussion of these issues in the classroom must be objective and scholarly with minimum emphasis on opinion and maximum emphasis on intelligent analysis;
4. Teachers must ensure that the reasoned arguments of all sides of an issue are given equal presentation and emphasis in classroom discussions;
5. Teachers may invite visitors from outside the schools to give presentations on controversial issues when the visitors offer qualifications and resources not available in the schools. All visitors are to be guided by the standards of language usage that prevail in the classrooms and by the standards of scholarly inquiry set forth above. Whenever possible, teachers who invite visitors to present one side of an issue will also invite visitors to present the other side(s); and
6. In all cases teachers must obtain from the appropriate principal permission to invite visitors for classroom presentations. Permission must be requested at least 48 hours before the scheduled time of presentation.

Student-Initiated Forums on Controversial Issues

Student groups may request permission to conduct forums on controversial issues in the schools. The principal may grant such requests under the following conditions:

1. Preparation for presentation of a forum will not cause any student or teacher to miss class and will not cause the cancellation of any class;
2. Adequate advance planning must be conducted for each forum. A request to hold a forum must be received by the principal at least three weeks before the scheduled date of presentation. For each request the principal will appoint, after consultation with the requesting student group, an adult advisory group consisting of at least two parents and two faculty members; and
3. The standards for approach to discussion, style of presentation, and use of visitors as defined above will apply to student-initiated forums.

Requests from Groups or Individuals Outside the Schools

No permission will be granted non-school groups or individuals to make presentations on controversial issues in the schools during school hours. Requests for after-school or evening use will be processed in accordance with the Committee's policy on community use of school facilities.

No permission will be granted outsiders for distribution of literature on controversial issues to students in general or to class groups.

The Principal may grant an outside group or individual permission to post one notice of a public meeting for discussion of issues if the language of that notice conforms to the standards that prevail in the community. The Principal will determine the appropriate bulletin board for such notices.

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Hull Public Schools

SCHOOL CEREMONIES AND OBSERVANCES

The United States Constitution and the Constitution of the State of Massachusetts and related court rulings clearly establish the concept of "church and state separation" and the "preclusion of sectarian instruction in public schools."

In order to help staff members abide by the spirit and letter of the law, and to avoid compromising any student's religious or conscientious beliefs or freedoms, the following guidelines have been established:

The observance of religious holidays is not the responsibility of the public schools.

While it is recognized that many activities are initiated with the approach of major holidays in order to capitalize on the readiness and interest that is generated at these times, it should be understood that such occasions frequently have religious underpinnings. Care should be taken to relate only to secular aspects of these holidays.

Music programs given at times close to religious holidays should not use religious aspect of these holidays as the underlying motive or theme. Although religious music is appropriate in the schools to the extent that it is sung or presented for musical rather than religious content, its use should not violate the secular nature of the school. Pageants, plays, recitals, and other literary or dramatic activities should not be used to convey religious messages. While the holidays represent a valid source of ideas for meaningful school art experiences, teachers should avoid assigning or encouraging artwork that promotes religious aspects of such holidays. If, however, individual students choose to use a religious personage, event, or symbol as the vehicle for an artistic expression, they should be allowed to take this action. A student's choice of such subject matter should not preclude recognition or display of his/her work.

The above statements should not be interpreted to preclude the factual and objective teaching about religions, religious holidays, and religious differences. Such instruction will be permitted in the schools since insights in this area can enhance the mutual understanding needed by all the people in a pluralistic society.

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Hull Public Schools

PLEDGE OF ALLEGIANCE

During the homeroom period each morning, the Pledge of Allegiance will be given. Everyone is urged to rise and participate. People in corridors or areas where there are no flags should show proper respect by remaining still and silent.

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Hull Public Schools

FLAG DISPLAYS

The United States flag shall be flown during school hours each school day and on election days when the school may be closed to pupils. The flags shall be handled with proper respect at all times.

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Hull Public Schools

RELIGIOUS HOLIDAYS

The Hull Public Schools is committed to a policy of educating children by helping them to develop an awareness and appreciation for the religious convictions of all people in our diverse society. It is essential that staff, students, parents, and citizens respect the right of each individual to practice his/her respective religion without fear of embarrassment, harm or inconvenience.

In demonstrating belief in this principle, the Hull Public Schools shall utilize every opportunity to develop religious harmony with in the school and community by adjusting instructional activities and refraining from testing, issuing homework, and scheduling extra-curricular activities on the following Religious Holidays:

Passover	Rosh Hashanah
Holy Thursday	Yom Kippur
Good Friday	Christmas
Easter	Sukkot
Shemini Atzeret	Simchat Torah
Purim	Shavuot

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