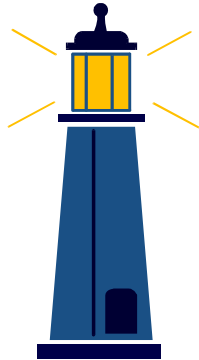


MEMORIAL MIDDLE SCHOOL

HULL, MA



2011-2012

STUDENT/PARENT HANDBOOK

Memorial Middle School
81 Central Avenue
Hull, Massachusetts 02045

School Committee
Ms. Stephanie Peters, Chair
Ms. Marianne Harte, Vice Chair
Mr. David Twombly, Secretary
Ms. Kristen Evans
Mr. Eric Hipp

Central Administration

Dr. Kathleen Tyrell	Superintendent of Schools
Ms. Laura Miceli	Director Of Curriculum, Instruction and Professional Development
Mr. Micky McGonagle	Director of Operations/Finance
Ms. Judith Kuehn	Special Education Director Director of Student Services 504 Coordinator

Memorial Middle School Administration

Mr. Anthony Hrivnak	Principal
Ms. Rebecca MacDonald	Adjustment Counselor
Ms. Philippa Young	School Psychologist
Ms. Sharon Striglio	School Nurse
Ms. Deborah Casey	Secretary

Telephone Numbers

Central Office 781-925-4400
Memorial Middle School 781-925-2040
Fax 781-925-8002

Web Site
www.town.hull.ma.us

E-Mail Addresses:
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The Hull Public Schools admits students and makes available to them its advantages, privileges and course of study without regard to race, color, national origin, age, gender, religion, sexual orientation or disability.

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MISSION

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

Vision

We envision that the Hull Public Schools will:

- Promote a vibrant identity
- Become a model of rigorous and innovative instruction
- Build an expanded core of learning
- Develop relationships critical to the mission

Values

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

SCHOOL COMMUNITY EXPECTATIONS

An honorable member of the school community (student, staff, parent) is one who has self-control and is willing to respect the rights of others in the school community. Positive behaviors promote a healthy, safe environment for all. Productive and contributing members of the school community take their academic and professional responsibilities seriously and consistently demonstrate respectful behavior toward others.

PROCEDURES & POLICIES

Daily Procedures

- All students enter and exit the building from the main entrances. Students may not leave the school for any reason after arriving, unless dismissed to an authorized adult via the office.
- Students may **NOT** arrive at school before 7:55 a.m. unless prearranged through the main office. Teachers are not on duty beforehand. Students need to be in homeroom by 8:00 a.m.
- Students must walk directly to their class, keeping to the right while passing in the halls. Loitering, running and horseplay are prohibited in the corridors.
- Students are expected to bring proper materials (pencils, pens, books, notebooks, etc.) to all classes. All textbooks must be covered.
- The school day ends at 2:25 p.m. When students are dismissed, they will proceed directly to the bus area or to their after-school activity.

Attendance Policy

Regular and punctual school attendance is essential for success in school. The Committee does recognize that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children between the ages of 6 and 16 attend school regularly, in accordance with state law. State law requires the school system to investigate cases of excessive school absence. For this purpose, the Committee defines excessive absence as more than five unexcused absences per five-month semester. All absences (even those authorized by parents) are considered unexcused unless the required documentation is provided.

Therefore, students may be excused temporarily from school attendance for the following reasons:

- Illness or quarantine (with a doctor's note)
- Bereavement or serious illness in family
- Weather so inclement as to endanger the health/safety of the child
- For observance of major religious holidays
- Legal (with documentation from the court, lawyer, etc.)
- Other – a student may be excused for other absences with approval from the school administrator.

Documentation for the above absences should be provided to the school principal or designee within ten (10) school days of the absence. **Documentation needs to specifically identify the date/dates of absence.** Documentation provided after ten school days may require a meeting with the school administrator.

Clear communication between parents and the school is imperative to ensure the safety of students and to reinforce a student's understanding of the importance of day-to-day schoolwork. Accordingly, parents will provide a written explanation for the absence and tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

Unexcused absence from school is considered truancy and will be treated as such. This includes absence from any class, or activity during the school day for which the student is scheduled. It also includes any after-school special help session or disciplinary session that the student has been directed to attend. Disciplinary action shall be taken in such case, beginning with notification of parents. Continued violation may lead to suspension from school.

Unexcused absences in excess of five per semester will require assessment and intervention by the school administrator. Interventions may include contact with parents, school conferences, case management services and service referral. In situations in which attendance does not improve despite intervention by the school administrator, the school may take one or more of the following actions:

- A Failure To Send, Criminal Complaint, against the parent will be sought at Hingham District Court
- A 51A for parental neglect will be filed with the Department of Social Services
- A CHINS petition will be sought at Hingham District Juvenile Court

Absence/Tardy Appeals

All absence and/or tardy appeals need to be provided in writing to the building principal. Appeal forms are available in the main office. These appeals need to state the specific dates of absence or tardiness being appealed, the reason/extenuating circumstance behind that absence or tardy, and any documentation that can be provided that indicates the specific date/dates of absence or tardy. The decision to accept any absence or tardy appeal rests with the school administrator.

It is the responsibility of the student to make up all work missed due to absences. A student must check with his/her teachers about missed work on the day he/she returns to school. Additionally, students should check the teachers' homework website and voicemail. Missed work that is not completed will affect the grade a student receives.

Tardy to School Procedure

Being on time for one's obligations is an essential skill. In a school setting, students who arrive late to class cause a disruption to the learning environment. Therefore, all students are expected to be in their assigned location by the beginning of the school day. The School Committee defines excessive tardiness as more than ten (10) unexcused tardies per school year. All tardiness (even when authorized by parents) is considered unexcused unless the required documentation is provided.

Student tardiness may be excused for the following reasons:

- Doctor or dentist appointment (with documentation)
- Illness (with a doctor's note)
- Bereavement or serious illness in family
- Weather so inclement as to endanger the health/safety of the child
- For observance of major religious holidays
- Legal (with documentation from the court, lawyer etc.)
- Other – a student may be excused for other tardiness with approval from the school administrator

Students who have more than five (5) tardies per five-month semester will require intervention by the school. Interventions may include parent contact, school conferences, referral to the school administrator, and disciplinary action. In situations in which tardiness does not improve despite these interventions, the school may take one or more of the following actions:

- A Failure To Send, Criminal Complaint, against the parent may be sought at Hingham District Court
- A 51A for parental neglect may be filed with the Department of Social Services
- A CHINS petition may be sought at Hingham District Juvenile Court

It is the responsibility of the student to make up all work missed because of tardiness. A student must check with his/her teachers about missed work. Additionally, students should check the teachers' homework website and voicemail. Missed work that is not completed will affect the grade a student receives.

Attendance Procedures

Attending school every day is very important for students to learn the skills and knowledge necessary to succeed.

Parents/Guardians should report student absences before 8:00 a.m. by calling the school at 781-925-2040. When the outgoing message is heard, press #3 and give the student's name, grade, and the date of the absence. Please call before 8:00 a.m. so that school personnel know your child is safe. The telephone number listed above is available 24 hours a day. Please note the following:

- Students returning from an absence must bring a note from the parent/guardian on the day they return to school. The student will give the note to the homeroom/first period teacher who will give it to the office.
- A student returning to school after five consecutive days absent due to illness may be required to see the school nurse before returning to class. If deemed necessary, the student will be referred to a physician. State statute requires a physician's certificate after recovery from any communicable disease; this must be presented upon return to school.
- If students are absent due to religious holidays, they will be excused from examination and study requirements. Students will be provided with an opportunity to make up missed work.
- Students are **not** permitted to take part in after school or evening activities if their absence for that day is unexcused. Further, if a student arrives after 11:00 a.m. or is dismissed before 11:00 a.m., he/she will not be eligible to participate in after school or evening activities.
- The Memorial Middle School does not sanction vacations other than those enumerated on the 2011-2012 Hull Public Schools calendar. Teachers are **not** required to give assignments in advance for unauthorized vacations.
- The office normally calls students' homes to verify an absence.

It is the responsibility of the student to make up all work missed. A student should check with each of his/her teachers about missed work on the day he/she returns to school. Additionally, students should check the teachers' homework website and voicemail. Missed work not completed will affect the grade a student receives.

Tardy to Class Procedures

- A student who is late to class must have a pass from his/her previous class teacher. It is the student who is responsible for obtaining a pass. If the student is late to class and does not have a pass, the receiving teacher will accept the student and assign a teacher detention.
- If a student arrives at school after the 8:00 a.m. bell, he/she is tardy for school and must report directly to the office for a tardy pass to give to the classroom teacher.
- If a student is tardy to school, a note from his/her parent or guardian is required.
- Parents of students who are frequently tardy will be notified and a parental conference may be required.

Dismissal Procedures

- Students who are to be dismissed before the end of the school day must bring a note signed by a parent/guardian to the office upon arrival to school.
- The time and reason for dismissal need to be clearly indicated.
- **Students being dismissed due to illness must see the nurse before dismissal.** The nurse will make arrangements with the parent/guardian to have the student go home, to the doctor's office, or to the hospital.
- The adult picking up the student must come to the main office and sign the dismissal book.
- The adult picking up the student must be listed on the emergency data form signed by the parent or be identified in the note by the parent/guardian.
- The adult must be able to provide at least one form of photo identification prior to picking up the student.
- WE CANNOT HONOR DISMISSAL REQUESTS MADE OVER THE PHONE.

It is the responsibility of the student to make up all work missed because of dismissals. A student must check with his/her teachers about missed work. Additionally, students should check the teachers' homework website and voicemail. Missed work that is not completed will affect the grade a student receives.

Visitors and Security

We welcome parents to our school. All visitors must report to the main office, sign in, and receive a visitor's badge before going to other parts of the school building. Visitors must sign out when leaving and return the visitor's badge. To ensure security during the school day, all doors will be locked. To enter the building, visitors need to press the buzzer next to the front door.

Assemblies

Students are expected to attend all assemblies. Students will arrive promptly and will be courteous throughout the program. Students will attend with their homeroom or classroom teachers and will sit together. Students are expected to follow the directions of the Principal, teachers, and facilitators of the assembly. If the assembly is interactive, students will participate in an appropriate manner. Any disruptions or behaviors that are distracting, disrespectful, or interfere with the effectiveness of the assembly will be subject to the consequences in the code of conduct.

After School Activities (contingent upon ASOST grant funded)

Students may remain after school if they are:

- Directly involved in a school-sanctioned activity.
- Requested to remain by a teacher, staff member or administrator. If so requested, a student will report to the designated area within five minutes after the end of school.
- Receiving extra help from a teacher or working on a class project.
- Students who stay after school to receive extra help are expected to remain in the classroom where they are receiving that help until the late bus arrives.
- Late buses are provided at 3:30 pm on Tuesdays and Thursdays for students who stay after school. Late buses for the 2011-2012 school year are contingent upon ASOST Grant.
- Students who are involved in extracurricular activities at the high school must adhere to eligibility requirements of the high school (see below).

Academic Eligibility

In order to be eligible to participate in any co-curricular or extra-curricular activity, the student must have not received more than one (1) "F" in any course in the previous term. Eligibility for fall extracurricular activity will be based on the last term grades of the previous year. An incomplete is considered to be an "F" grade. Eligibility or ineligibility for extra-curricular activities start the day the prior term report cards are mailed.

NOTE: All co-curricular and extra-curricular activities (sports, dances, etc.) are privileges. Students may have these privileges revoked for disciplinary reasons.

Late Bus

The late bus is available on Tuesdays and Thursdays for students who have remained in school for academic or disciplinary reasons or to participate in co-curricular and extra-curricular activities (i.e. sports, etc.). Students who have left school grounds **for any reason** will not be allowed to ride the late bus.

Athletic Events

Students are encouraged to attend as many athletic events as possible and to display supportive school spirit. Players and fans are expected to exhibit appropriate behavior and to show respect for the opponents and their fans. Students who remain at school in order to participate in athletic events or to attend athletic events must have adult supervision. They will be expected to adhere to all guidelines provided for their safety.

Co-curricular and Extra-curricular Activities

The School Committee believes that student activities are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations and knowledge and skills.

Therefore, the Hull Public Schools will provide a broad and balanced program of activities geared to the various ages, interests, and needs of students. The following will serve as guides in the organization of student activities:

1. The schools will observe a complimentary relationship to the home and community, planning activities with due regard for the widespread and rich facilities already available to students;
2. The assistance of parents in planning activity programs will be encouraged;
3. The goal for each student will be a balanced program of appropriate academic studies and activities to be determined by the school, the parents, and the student. This should be a shared responsibility;
4. Guidance will be offered to encourage participation of all students in appropriate activities and to prevent over-emphasis on extracurricular activities at the cost of academic performance; and
5. All activities will be supervised; all clubs and groups will have a faculty advisor.
6. The Hull Public School District shall be held harmless from any claims, suits, liabilities, causes of action or responsibility of any type for any accidents, injuries or death connected with this policy. Parents/Guardians and student must sign the PARENT/STUDENT CONSENT RELEASE FROM LIABILITY AND INDEMNITY AGREEMENT - File: BBC as presented in the Hull Public Schools Policy Manual.

ID Badges

Students will be issued an identification card that they will need to have with them at all times in order to get lunch in the cafeteria or take books from the library. Lost identification cards will be replaced at a cost of \$10.00 to the student.

Cafeteria

- Drinks or food, other than water, may not be carried from the cafeteria.
- Students may not leave the cafeteria without the permission of a lunchroom supervisor.
- Students are expected to treat lunchroom supervisors and cafeteria staff with respect and courtesy.
- After eating, students are responsible for cleaning their areas and disposing of their lunch remains and eating utensils.
- Students may charge one lunch. Students who forget their lunch money may call home with permission from a teacher; otherwise, they will receive an alternative lunch and milk. Payment for the alternative lunch is required on the next school day.

Food & Drink – Outside Cafeteria

All food or beverages purchased in the cafeteria must be consumed in the cafeteria. Food, unauthorized beverages, and candy are not permitted in the hallways or classrooms at any time unless authorized by the Principal. **Gum chewing is not allowed.** The unauthorized sale or distribution of gum, candy or other foods is not allowed. Water is allowed in the classroom only if it is in a clear plastic container. **No food or drink of any kind is ever permitted in any computer room.** Due to food allergies, any use or consumption of food or beverages in the classroom should be approved by the school nurse.

Field Trips

Field trips are extensions of the classroom experience involving extensive preparation and follow-up activities. However, such trips are privileges. . Students whose behavior has been unsatisfactory may be excluded from field trips and may be required to complete an alternate assignment. Any student on social probation may be excluded from field trips. **It is up to the classroom teacher’s and the administrator’s discretion as to whether a student’s behavior warrants participation in scheduled field trips.** It is important that every student act responsibly and respectfully during classroom time and on each and every field trip. Further, students who have outstanding detentions may be excluded from participation in field trips.

SCHOOL-SPONSORED FIELD TRIPS

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

A. CRITERIA FOR APPROVAL

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

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

B. AUTHORITY TO APPROVE/DISAPPROVE

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

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

C. APPROVAL DOCUMENTATION

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

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

FURTHER DOCUMENTATION

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

D. DISCIPLINE OF STUDENTS AND FIELD TRIPS

1. All Policies on Student Behavior, Student Handbook rules and regulations, and trip rules as specified in Section C.13 regarding student conduct will apply to all field trips.
2. If a student violates any student conduct policies, Student Handbook rules or regulations, trip rules as specified in Section C.13, or otherwise misbehaves while on a field trip, the student will be immediately suspended from the field trip and sent back to school or home as appropriate.
3. Policies on Student Behavior, Student Handbook rules and regulations, and trip rules as specified in Section C.13 regarding student conduct will be given to chaperones. Chaperones shall agree to implement and enforce them.

E. HEALTH POLICIES

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

F. TRANSPORTATION AND SCHEDULING

1. The use of private vans and automobiles for trips planned to include late night (travel between the hours of midnight and 6:00 a.m.) or overnight student travel must comply with policy EEAG – Student transportation in private vehicles. Such trips should generally use commercial motor coaches.
2. Overnight accommodations should be made in advance with student safety and security in mind. Whenever possible, the trip schedulers should avoid planning student travel between the hours of midnight and 6 a.m.

3. Whenever possible, overnight trips should be scheduled on weekends or during school vacations to minimize lost classroom time. Non-academic field trips are considered "optional school programs" and do not count toward meeting structured learning time requirements under 603 CMR 27.00. However, academic field trips may be considered structured learning time (see the Department's Student Learning Time Regulations Guide). School districts may consider travel for field trips as included in students' schedules, but the Department recommends that schools consider scheduling additional structured learning time when significant travel time is anticipated (i.e., time outside the hours of the regular school day).
4. School officials should ensure that the selected carrier is licensed for passenger transportation by the Federal Motor Carrier Safety Administration (FMCSA). The district should not contract with any carrier that has an FMCSA safety rating of "conditional" or "unsatisfactory." FMCSA carrier ratings are available at <http://www.saftersys.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

Field Trip Medication Permission Form

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

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

Parent/Guardian Signature: _____

Medicine: _____

Dosage: _____

Time for medication: _____

Please fill out one form for each medication

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

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

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

Signature of Parent/Guardian
(Required for all students)
Date_____

Signature of Student
Date_____

Lockers

Students are responsible for their assigned lockers and locks and should be certain they are locked at all times. When not being used, all personal items and school materials (books, notebooks, coats, electronic devices, etc.) must be kept in lockers or in an authorized location. Students must use school issued combination locks only and may not share their combination with other students. **Students must use only the locker assigned to them.** Valuable items, such as musical instruments, should be in school only on the day they will be used and should be taken home when not being used. Music instruments should be kept in the band room for the day. **No items are to be left on top of the lockers.** Lockers are property of the school and, as such, may be searched at the discretion of the administration. Students must return the issued lock at the end of the school year or pay a charge of \$10.00.

Book Bags

Students who bring books and other supplies to school in book bags should unpack the bags and store their belongings inside their lockers or in designated areas during the school day. They may not carry packed bags from class to class or leave full book bags on the floor of the hallway or on top of the lockers. Students are expected to use their organizational skills by anticipating their needs for books and materials before class time.

Lost And Found

Lost articles should be reported to the office immediately. Found articles of clothing are kept in a locked room and are periodically made available to students in order to reclaim lost items. Valuable articles are kept in the office. Items that remain unclaimed will be donated.

Library Materials

The library is open to all Memorial Middle School students, teachers and staff to take out books, do research in the library and use available computers for educational purposes. The library belongs to the Memorial Middle School community, so students are required to take good care of all materials they borrow or use. Students will be required to replace or pay for lost or damaged books, software or equipment. Students who have not met their respective library obligations or made arrangements to meet those obligations may be placed on social probation.

Money and Valuables

Students should not bring valuable items (Ipods, MP3 players, electronic games, cell phones, etc.) or large sums of money to school. If brought to school, these items must be kept in student lockers. The school is not responsible for personal items that are lost or stolen.

Bicycles

Parents are in the best position to determine the ability of their child to ride a bicycle safely to and from school. All bicycles must be secured by lock at the bike rack. **By law, all students must wear a helmet if they ride a bicycle.**

Fire Drills

Fire drills at regular intervals are an important safety precaution. It is essential that when the first signal is given, everyone should obey orders promptly and leave the building by the prescribed route as quickly as possible. Students will line up silently by class at the designated area.

Lock Down Procedure

In the event that an emergency or dangerous situation prevents the safe evacuation of the school and requires steps to isolate students and staff from danger, the school will initiate its lock down procedure. Parents and students should be aware that the middle school will periodically conduct lock down drills to evaluate the faculty's ability to respond to an emergency situation. In the event of a lock down, students should follow the direction of the nearest faculty member and remain as calm and quiet as possible. Students in the hallway should enter the nearest classroom. Fire alarms will be ignored during a lock down. Students and faculty should not leave a secure area until they receive further instructions from the school administration or an "ALL CLEAR" announcement is made.

Comment [aah1]:

Deleted:

Emergency Release

Parents should formulate a "contingency plan" with students for any days during which it is necessary to release students early.

Schedule

The schedule for marking terms is:

1st Term	August 30, 2011	-- November 4, 2011
	September 14, 2011	-- 'Back to School Night' (6:00-8:00pm)
	September 30, 2011	-- Mid-Term Progress Report
	November 4, 2011	-- Marks Close
2nd Term	November 10, 2011	-- Report Cards Mailed
	November 7, 2011	-- January 20, 2012
	November 16, 2011	-- Parent-Teacher Conferences (5:30-8:30pm)
	November 17, 2011	-- Parent-Teacher Conferences (1:30-3:30pm)
	December 9, 2011	-- Mid-Term Progress Report
3rd Term	January 20, 2012	-- Marks Close
	January 27, 2012	-- Report Cards Mailed
	January 23, 2012	-- March 30, 2012
	February 27, 2012	-- Parent-Teacher Conferences (5:30-8:30pm)
	February 28, 2012	-- Parent-Teacher Conferences (1:30-3:30pm)
	March 2, 2012	-- Mid-Term Progress Report
4th Term	March 30, 2012	-- Marks Close
	April 5, 2012	-- Report Cards Mailed
	April 2, 2012	-- June 12, 2012
	May 11, 2012	-- Mid-Term Progress Reports
	June 12, 2012	-- Marks Close
	June 15, 2012	-- Report Cards Mailed

Day Length

Regular Day	7:55 a.m. – 2:25 p.m.
Early Dismissal	7:55 a.m. – 12:10 p.m.
60 Minute Early Dismissal	7:55 a.m. – 1:25 p.m.
1 Hour Delay	8:55 a.m. – 2:25 p.m.
2 Hour Delay	9:55 a.m. – 2:25 p.m.

COMMUNICATION & RECORDS

Blackboard Connect, Inc.

Blackboard Connect is a service that allows recorded messages to be transmitted at the same time to the homes of every student and staff member. At Memorial Middle School, Blackboard Connect may be used to notify parents of students who are absent or tardy, and to notify parents and/or staff of important upcoming events or information.

School Cancellations and Delayed Openings

In the event of an emergency, extremely bad weather or other cancellations, announcements will be broadcast over radio station WBZ 1030AM, as well as on TV channels 4, 5, 7. Blackboard Connect phone calls will also be made. Please do not call the school or any Hull official. **In addition to the cancellation of school due to inclement weather, delayed school openings of one or two hours may be considered. School closing times will remain the same unless otherwise announced.**

Online Connection

Parents and students will be able to keep up-to-date with assignments and announcements by simply accessing the Hull Public Schools website: www.town.hull.ma.us. Once there, select the link for Hull Schools and then Memorial Middle School. From there, select the grade level team and teacher. This site will allow you to read notices, review homework assignments, and learn about events at Memorial School.

Telephone System

The Memorial Middle School has an automated telephone system that will make it easier for you to contact the faculty at the school. Our telephone number is 781-925-2040. When you hear the recorded message, please press 3 to connect to our absentee hot line. If you want to speak to the office, simply enter extension 1100 or 1101. We will publish a list of teacher extensions in our first newsletter and list the extensions on our web site.

Parent Conferences

Parents/Guardians may make appointments for individual conferences with teachers or administrators by calling the teacher or administrator directly. Individual conferences during school hours must not exceed thirty (30) minutes and must be at a mutually convenient time as arranged by both the parent(s) and teacher(s). The school also schedules a 'Back-to-School Night' in September, as well as two evenings of parent conferences after the first and third report cards (see schedule). For the parent/teacher conferences, parents are limited to reserving times with two major subject teachers. This ensures that the greatest number of parents are able to arrange times with teachers.

Records – Incoming Transfer Students

A parent/guardian transferring a student into Memorial Middle School must provide school personnel with a complete set of records including academic, health and discipline records. Any student who has an Individual Education Plan (IEP) must provide the IEP prior to enrollment. The parent/guardian must sign a release form prior to enrollment.

Records – Outgoing Transfer Students

Parents or guardians of students who are moving or leaving Memorial Middle School for another school must come into the main office to sign a release form in order for records to be transferred. Records will not be sent until all schoolbooks have been returned.

Student Records

Memorial Middle School is responsible for maintaining official student records that include permanent and temporary transcripts of every student. The middle school will provide a complete copy of a student's school record to any public school into which the student seeks or intends to enroll, upon receiving verification from any source that the student may be transferring out of this school district. Upon promotion, a student may obtain a copy of any record pertaining to that student.

Except where the regulations specify authorized access by third parties, no individuals or organizations other than the parent/guardian, eligible student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent/guardian of the eligible student.

As required by M.G.L., Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with the following provisions:

1. As set forth in 603 CMR 23.07(5), non-custodial parents are eligible to obtain access to their children's student records *unless* the school or district has been given documentation that:
 - the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or

- the parent has been denied visitation, or
 - the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
 - there is an order of a probate and family court judge, which prohibits the distribution of student records to the parent.
2. In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal annually. The initial request must include the following:
- a certified copy of the court order or judgment relative to the custody of the student that either indicates that the requesting parent is eligible to receive access as set forth in 603 CMR 23.07 (5) (a), or a certified copy of a court order specifically ordering that the student records be made available to the non-custodial parent, and
 - an affidavit from the non-custodial parent that said court order or judgment remains in effect and that there is no temporary or permanent order restricting access to the custodial parent or any child in the custodial parent's custody.

Additional information regarding these state regulations may be obtained from the main office.

NCLB Parent Notification Provisions Related to Teacher Qualifications

The Federal *No Child Left Behind* Act of 2001 requires school districts that receive federal Title I funding to notify parents/guardians of their right to know the professional qualifications of the classroom teachers who instruct their child. As a recipient of these funds, Hull Public Schools will provide parents/guardians with this information in a timely manner if requested from the Superintendent of Schools. Specifically, parents/guardians have the right to request the following information about each of their child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under an emergency waiver because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.
- Whether paraprofessionals provide services to their child and, if so, their qualifications.

Private/Vocational School Application Process

Students who are applying to private schools or vocational programs must submit their completed application materials at least ten (10) school days before they are due to the main office at the middle school. If you are unsure of the deadlines for the vocational school applications, please check directly with the vocational school or with the principal of the Memorial Middle School. For example, all applications due December 1 must be submitted NO LATER THAN November 13 to the main office at the Memorial Middle School.

Change of Address

Parents must notify the school in writing of any change in address or telephone number.

STUDENT SERVICES

Adjustment Counselor

The school adjustment counselor services are available for every student in the school. These services include but are not limited to assistance with:

- home, school and/or social concerns
- educational planning
- occupational information
- career information
- any issue the student may wish to discuss with the counselor.

Parents may call our school adjustment office (781-925-2040, ext. 1105) if they wish to make an appointment to speak to the counselor.

Crisis Response

It is the policy of the Hull Public Schools to provide students with access to appropriate support services, in order to promote their social and emotional growth and well-being. In those cases where individual students are at-risk or in-crisis, the Memorial Middle School Crisis Team will convene and evaluate the situation and determine an appropriate course of action. The Memorial Middle School Crisis Team consists of the Principal, School Psychologist, School Adjustment Counselor, and, if deemed necessary, the School Nurse. The Principal may appoint additional personnel to serve on the Crisis Team as needed.

Administrative Team	Position	Ext
Anthony Hrivnak	Principal	1102
Sharon Striglio	Nurse	1106
Rebecca MacDonald	Adjustment Counselor	1103
Philippa Young	School Psychologist	1104
Deborah Casey	Secretary	1101

Health Services/School Nurses

The school nurses collaborate with other members of the educational team and parents/guardians to support the academic success of students. School nurses seek to prevent or identify student health-related problems and intervene to modify or remedy these problems. The school nurse is on duty from 7:55 am to 3:10 pm daily and can be contacted by calling (781) 925-2040 ext. 1106.

Confidential Health Information/Medical Concerns/Special Health Care Needs

Please contact the school nurse if your child is under care of a physician or if there have been any changes in his/her health status. Information is shared with faculty and staff only when appropriate to maintain the health and safety of your child.

Parents/guardians of students with a medical concern (asthma, diabetes, seizures, life threatening allergies or any other medical condition) should contact the school nurse to develop an individualized health care plan.

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

Health Screenings

The health screenings listed below are mandated by the Massachusetts Department of Public Health and are conducted as indicated:

- Vision Screenings: The year of school entry and then annually through Grade 5
Once in Grades 6 – 8
Once in Grades 9 – 12
- Hearing Screenings: The year of school entry and annually through Grade 3
Once in Grades 6 – 8
Once in Grades 9 – 12
- Postural Screenings: Grades 5 – 9
- Growth & Development Screening (BMI) & %: Grades 1, 4, 7, and 10
- Blood Pressure: Grades 9 – 12

Parents/guardians are notified if their child does not meet the minimal screening standards. School nurses will work with families to obtain appropriate follow-up services as needed.

Medication Policy

Prescription Medication: Students requiring prescription medication, including inhalers, during the school day must have signed forms from a health care provider and the parent on file in the health office before medication can be administered. Medication must be delivered to the school in a pharmacy or manufacturer labeled container by the parent/guardian or responsible adult.

Medications should be administered before and after school whenever possible. All medication must be taken in the Health Office.

Non-Prescription Medication: Acetaminophen (Tylenol) and other common over-the-counter medications may be administered with written parental/guardian permission. All other non-prescription medications require an order from a health care provider.

Physical Exams

According to the Massachusetts General Laws, students in grades 3, 7 and 10 are required to have an updated physical exam completed. The school physician will offer these at each school once during the spring. Students participating in the high school athletic program are required to have a physical exam done annually.

Immunizations

Massachusetts State Law requires students to be sufficiently immunized. Students are required to provide documentation of current immunizations consistent with the Massachusetts Department of Public Health requirements. In conjunction with the Town of Hull's Board of Health Nurse, various vaccinations are offered during the school year.

Emergency Cards

The school will provide a student emergency card to be filled out by a parent/guardian for the nurse and must include all persons to whom the student may be released. Parents must complete the emergency data card prior to registering their child for school and at the beginning of every year. The emergency contact person should be someone who lives in or near Hull, and is likely to be available between 7:30 am and 3:00 pm.

All students who become ill or injured in school must go to the nurse's office accompanied, if needed, by a teacher or another student. **Students being dismissed due to illness must see the nurse before dismissal.** The nurse will make arrangements with the parent/guardian to have the student go home, to the doctor's office, or to the hospital. **The parent/guardian must provide the name of an adult to be called in the case of any emergency if a parent/guardian cannot be reached.** Students must report every accident resulting in personal injury, no matter how minor, to a faculty or staff member or the school nurse.

GRADING SYSTEM & POLICIES (Grades 6-8)

Currently, students are graded on their report cards with a letter indicating academic achievement. Conduct and Effort will be indicated by personal printed comments and will not affect academic grades.

Letter Grades and Numeric Equivalents

A = 93 and above	C = 73 – 76
A- = 90 – 92	C- = 70 – 72
B+ = 87 – 89	D = 60 – 69
B = 83 – 86	F = 59 and below
B- = 80 – 82	I = Incomplete
C+ = 77 – 79	P = Pass

If a student receives a grade of Incomplete for any given subject, he/she has a two-week deadline from the time the report card is received to make up any work, unless a medical condition exists for which a doctor's note is required. If this is not done, the student will receive a grade of "F" for the work not done and that grade will be used to determine the student's final grade.

Homework Policy

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:

- Grade 6: 60-90 minutes/day 4-5 nights/week
- Grades 7-8: up to 2 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. 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.

Make-up Work and Extra Help

Students are expected to take advantage of the availability of faculty members to arrange for extra help as needed. Students should make prior arrangements for help at a mutually agreeable time.

Tests

Tests and quizzes are given throughout the year. In addition to announcing tests in class, teachers will announce tests on their homework voice mail and web page. Teachers may require students to have test papers or homework signed by a parent.

Report Cards and Progress Reports

Communication between the teachers and parents/guardians is extremely important. This communication may take a variety of forms including phone calls, emails, notes, conferences, and progress reports. Additional progress reports provided to parents will only be done under extreme monitoring conditions. For this process to continue, the parent must sign and return each progress report and must contact the teacher to make arrangements for a team meeting.

Midway through each quarter, progress reports will be sent home for all academic areas. At the end of each of the school's four terms, report cards containing the student's grades and teacher's comments on conduct and effort will be mailed home. **Students who do not return signed progress reports or report cards within three days of receipt will be subject to disciplinary action.**

Summer Reading and Projects

Each student is expected to complete the Summer Reading assignment and submit his/her project at the beginning of the school year.

Promotion/Retention

Students will normally progress annually from grade to grade. Exceptions will be made when, in the judgment of the professional staff, it is in the best educational interests of the students involved.

- Students who fail one major subject will be encouraged to complete a summer program to better prepare them for the next grade level.
- Students who fail two major subjects or one major and one or more Unified Arts subjects will be required to attend and complete a summer program in order to be promoted to the next grade level. These students may also be subject to other remediation services in order to proceed to the next grade level.
- Students who fail three or more major subject areas or two major and one or more Unified Arts subjects may be retained but will be allowed to attend a summer program for purposes of remediation.
- Major subjects are: English/Language Arts, Mathematics, Social Studies, Science, and Reading..
- Unified Arts subjects are: Art, Health, Technology, Physical Education and Music.
- **The final decision regarding retention will rest with the building principal.**

Step-Up Day

In late May or early June of each academic year, students will participate in a 'step-up' activity. Grade eight students will travel to the high school for approximately three hours to receive information about the high school program and receive a tour of the building and grounds. At the Middle School, grades six and seven students will 'step-up' to their respective next year's teachers for orientation activities. The elementary school will follow a similar orientation schedule.

CODE OF CONDUCT

Infractions and Consequences

Disciplinary action is taken with a view to helping the student achieve a greater degree of maturity and develop a healthier respect for learning and concern for others. The atmosphere of a school is a reflection of the attitude of its students and staff toward the school and toward each other. The school's code of conduct provides a guideline for behavior within a public secondary school with maximum concern for the dignity of all students and school employees. No student may interfere with the right of any other student to his/her education. At Memorial Middle School, this means that all individuals have the right to a quality education and no one has the right to infringe on this or cause a situation not conducive to good education. It is of equal concern that the school achieves an atmosphere of order, self-discipline, safety and mutual respect. All school rules are in effect at all school functions, both regular and extra-curricular. Disciplinary action may consist of lunch detention, after school teacher detention, after school administrative detention, in-school suspension, out of school suspension, community service, leave of absence, expulsion, or after school obligations to the classroom teacher. The Hull Public School System has adopted a policy and procedures consistent with the state law governing the use of physical restraint in public schools. A full copy of this policy is available in the Principal's Office.

Five levels of disciplinary violations, along with the consequences for breaking school rules, have been established. The degree to which consequences are applied shall be progressive in nature. It should be noted that the listing of these violations does not anticipate every eventuality that would require a written policy. Where such policies do not exist, the Principal will formulate and recommend them to the Superintendent and the School Committee, and they will be considered in effect until modified or rejected by the School Committee.

Level 1 (Classroom)

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

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

Level 2

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

- Discipline will range from administrative detention(s) to suspension(s).

Level 3

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

- Discipline will range from one to five days of suspension.

Level 4

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

Discipline will range from:

- two to ten days of suspension.
- Possible exclusion for more than 10 days up to 180 days.
- Law enforcement officials may be notified.

Level 5

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

Discipline will range from:

- Suspension for up to 10 days.
- Possible exclusion for more than 10 days up to 180 days.
- Possible expulsion for more than 180 days to an indefinite period.
- Law enforcement officials may be notified.
- Possible court action.

Classroom Rules

In order for learning and teaching to occur teachers, along with their students, will develop classroom rules and procedures to be followed. Ownership of this “Best Practice” requires that students are familiar with the rules because they are invested in the development of them. Once posted in each of the classrooms, the entire learning community is responsible for rule implementation. The classroom teacher is the final arbiter for the classroom atmosphere.

Detention

Minor violations may result in detention being assigned by teachers or administrators. Students are reminded that detention sessions are an obligation that must be met when assigned and that detention takes precedence over work schedules or co-curricular and extra-curricular activities. Teacher and Administrative Detentions are from 2:35-3:25 p.m. Students who fail to serve assigned detentions will be subject to further disciplinary action and parent notification.

Social Probation

A student placed on social probation may not attend any after school or evening extra-curricular or co-curricular activities. These include, but are not limited to, school sponsored athletics, clubs, dances, plays, concerts, performances, etc. If a student on social probation would like to attend an event, he/she may petition the Principal. The Principal will consider the student’s behavior and academic progress since the incident that warranted social probation. A student may only petition the Principal once during each instance of social probation. The Principal is under no obligation to permit a student to attend an event once a student is placed on social probation.

Suspension

The list of infractions that require or suggest a suspension can be found at the end of the disciplinary section. The administration will determine the duration of suspension. School personnel will notify the parent/guardian of the student to be suspended by telephone and in writing as soon as the consequence has been assigned.

Students assigned to out-of-school suspension are not allowed on school grounds or in the school building unless accompanied by a parent or guardian. **A suspended student may not attend any extra-curricular activities including sports or school-sponsored functions for the duration of his/her suspension.** A readmission conference may be required once the disciplinary action is completed. The student must accompany the parent/guardian to the meeting. A student may be sent home and the parent notified if the student returns to school unaccompanied by a parent/guardian.

An in-school suspension is the preferred practice for lesser offences that require the removal of a student from the school environment. The student who has been assigned an in-school suspension will report to the Principal upon arrival at school the day of assigned suspension. The student will be monitored in a separate setting, whenever possible, during the day and will be dismissed when the late bus arrives. All of the student’s assignments for the missed classes will be made available for the student to complete during the suspension. A reflective piece of writing focusing on the infraction that led to the disciplinary action or another pro-active procedure might be required as well. Before dismissal, the Principal may choose to

review the reflective writing with the student. The reflective writing may also be shared with the parent/guardian at the readmission conference.

Students should make up worked missed as a result of suspension(s). When possible, work will be provided to the student. However, it is the responsibility of the student to check with his/her teachers about missed work. Additionally, students should check the teachers homework website and voicemail. Missed work that is not completed will affect the grade a student receives.

Court Involvement

If a student consistently receives disciplinary referrals, the Student Assistance Team will consider whether that student needs further intervention and the school will consider whether or not to file a Habitual School Offender with the Juvenile Division of the Hingham District Court. Prior to any such filing, the school will consult with the parents, teachers and staff.

Expulsion Policy

To insure that the behavior of an individual cannot violate the rights of other members of the school community, the Hull School Committee endorses the use of expulsion under the following circumstances:

- Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including but not limited to a gun or a knife; or a controlled substance, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- Any student who assaults a principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- Any student convicted of a felony or upon adjudication or admission in court of guilt with respect to said felony or felony delinquency might be subject to expulsion from school or the school district by the principal.

In addition:

- On the fourth incident of out-of-school suspension during the school year, the principal may conduct an expulsion hearing at which time he/she may expel the student or exclude him/her for the remainder of the school year.
- On the sixth incident of out-of-school suspension during the school year, the principal will conduct an expulsion hearing at which time he/she may expel the student or exclude him/her for the remainder of the school year.
- When, in the judgment of the principal, the behavior of the student warrants expulsion, a similar recommendation may be made. Expulsion proceedings will be in compliance with the school policy and the statutes of the laws of the Commonwealth of Massachusetts for protecting a student's due process rights.

Regulations Regarding Expulsion

Any student who is charged with a violation of the expulsion policy shall be notified in writing of an opportunity for a hearing. The student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, at his/her discretion, decide to suspend or exclude rather than expel a student who has been determined by the principal to violate the policy.

Any student who has been expelled from the school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the superintendent of this appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall be limited solely to a factual determination of whether the student has violated any provisions of this section.

When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reason for the pupil's expulsion.

Discipline Of Students With Disabilities

All students are expected to meet the requirements for behavior as set forth in this handbook. Regulations based on federal law, 20 U.S.C. § 1415k and federal regulations, 34 CFR §§ 300.519 - 300.529, require that additional provisions be made for students who have been found by an evaluation team to have a disability and whose support plan is described in an Individualized Educational Program (IEP). Students who are in the process of being tested, or are awaiting testing, are afforded all the provisions of a student with an IEP until eligibility is determined. The following additional requirements apply to the discipline of students with disabilities:

- In some cases, the IEP for a student with disabilities might indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any modification will be described in the IEP.
- When necessary, the principal or designee will notify the Special Education Office of the suspendable offense of a student with a disability and a record will be kept of such notices.
- Pending the approval of the amended IEP and alternative plan by the parent/guardian(s), the student remains in the last agreed upon placement, unless a court order has been obtained which allows the school district to change the student's placement.
- When it is shown that the suspension(s) of a student with disabilities will accumulate to ten (10) days in a school year, a manifestation determination will be held to determine the appropriateness of the student's placement or program. The team will make a finding as to the relationship between the student's misconduct and his/her handicapping condition. Regardless of manifestation, school officials may remove a special education student for 45 school days for the following:
 1. carries or possesses a weapon at school, on school premises or at school functions.
 2. knowingly possesses, uses, sells, or solicits an illegal or controlled substance at school, on school premises or at school functions.
 3. has inflicted serious bodily injury while at school, on school premises or at school functions.

Discipline Of Students On 504 Plans

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

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

A student not yet eligible for special education may be protected under IDEA's regulations if the district had knowledge that the student had a disability. Knowledge may be presumed if, prior to the student's misconduct, a parent expressed concern in writing to supervisor or administrator or teacher of the student.

Due Process

Under the law, students are entitled to due process in matters dealing with possible suspension. In general, the following is required for a fair hearing:

- Oral/written notice of the charges against him or her
- An explanation of the evidence and the opportunity to present his or her side of the story to an impartial decision-maker (e.g., the school administrator)

In matters, which involve a possible exclusion for over ten days or possible expulsion, the student's rights are extended to include the following:

- Written notice of charges
- The right to be represented by a lawyer or advocate (at the student's expense)
- Adequate time to prepare for the hearing
- Suspensions and expulsions are conducted in accordance with the applicable provisions of law and may involve, depending on the circumstances, the school Principal, the Superintendent or the School Committee
- As required by law, such as in special education situations, the school may apply a different procedure for suspensions and expulsions in accordance with applicable law.

Appeals

If an appeal is to be considered, it must be presented to the principal in writing, summarizing the incident, the grounds for the appeal, and the desired result of the appeal. All appeals must be submitted to the principal within twenty-four hours of verbal notification of suspension.

Dress Code

In order to maintain a positive learning environment, it is important that all members of the Memorial Middle School community exhibit appropriate dress at all times. Appropriate dress is defined as clothing that is acceptable for the business environment.

- Students may not wear tank tops, halter tops, pajama tops and bottoms, tops with spaghetti straps, and tops with only one shoulder, low cut tops and clothing which expose the waist, navel, cleavage, and/or back.
- Undergarments should not be visible. Students' pants, skirts, and shorts must ride high enough on the hips to cover all underwear and skirts and shorts must be of a length that reaches at a minimum mid-thigh (fingertip rule).
- Items of clothing, jewelry, or footwear that encourage or promote illegal activities such as the use of drugs, alcohol or tobacco; or are sexually explicit, suggestive, or otherwise vulgar in nature; or are profane or suggest profanity; or encourage or glorify acts of violence, or are offensive in a racial, religious or ethnic manner will not be tolerated.
- Students wearing chains or studs will be asked to remove these articles.
- Hats, hoods, kerchiefs, sweatbands, and sunglasses are not to be worn in the building. Students possessing these during the school day will have those items confiscated. Hats, outdoor jackets and coats must be kept in the student's locker.

The school administration and teachers reserve the right to determine whether the student's attire is within the policy standards. Any student not dressed in accordance with the policy shall be given the opportunity to correct the violation and/or lent appropriate clothing. Students in violation of the dress code will be subject to disciplinary action and parent notification.

Corridor Passes

Students are not allowed to leave class, or assigned areas without a corridor pass issued by a teacher in charge. Any student without an authorized pass will be subject to disciplinary action. Students will sign a logbook when entering or leaving a classroom. If a teacher in a previous class detains a student, that teacher must give the student a pass to present to the teacher to whom he/she is to report.

Care of School Property/Vandalism

Students are responsible for the proper care of all books, computers, supplies and furniture supplied by the school. Students who vandalize property, break windows, or do other damage to school property or equipment are subject to disciplinary action and will be held responsible for appropriate financial restitution. Students may be referred to law enforcement officials.

Hazing

The Massachusetts General Court has passed a law, Chapter 536, prohibiting the hazing of students. The term "hazing" shall mean conduct or method of initiation into any student organization, whether on public

or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. All participants in the crime of hazing shall be subject to disciplinary action.

Prohibited Items

The possession or use of by students during the school day of smoking materials, paintballs, aerosol sprays, stink bombs, hypodermic needles, laser lights, items used as weapons and any item deemed unsafe is not permitted. Items that may not be used during the school day are trading cards, wheeled sneakers, jumbo markers, roller blades, skateboards, balloons, and finger skateboards. These items must be kept in student lockers during the school day. Possession and/or use of these items during the school day will result in confiscation and possible disciplinary action.

Electronic Devices

Any electronic devices including but not limited to cell phones, beepers/pagers, radios, tape recorders, cameras, CD, Ipod, or MP3 players and headphones are prohibited during school hours. If brought to school, these devices must be kept in student lockers during the school day. Failure to comply will result in confiscation and disciplinary action.

Computer Privileges

Use of the school computers/technology and access to the school network is a privilege. All students must adhere to the **Internet Use Policy** (see page 37) and demonstrate appropriate behavior as it applies to computer use. Students who abuse the Internet Policy, or who misuse the computers at Memorial Middle School could lose their computer privileges and be subject to further disciplinary action.

Plagiarism and Cheating

Academic dishonesty will not be tolerated. Plagiarism and cheating entail the taking or copying of ideas, writings, etc., from another and passing it off as one's own either in or out of class. This is particularly true of information copied directly from a web source and pasted into a document you are working on. This represents a serious breach of the academic standards at Memorial Middle School. Any student found guilty of plagiarism or cheating will be penalized up to a complete loss of credit for the assignment that was plagiarized and subject to formal disciplinary action. Consequences for plagiarism and/or cheating will be progressive in nature (see discipline policy).

Smoking

Smoking is prohibited in our school. This applies to adults as well as students. Smoking materials are defined as cigarettes, cigars, chewing tobacco, pipes, matches, lighters, or other tobacco products. Massachusetts General Laws, C. 71, Section 37H, states, "Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district."

Search and Seizure

The school administration retains control over lockers loaned to students, and regulates admission and parking of automobiles on school grounds. The administration therefore has the right and duty to inspect and search students' lockers if the administration reasonably suspects, upon information received from law enforcement officials or other sources, that drugs, weapons, dangerous illegal or prohibited matter, or goods stolen from school or from members of the staff or student body, are likely to be found therein. The administration works closely with the Hull Police Department to keep Memorial Middle School safe and drug-free. Parents and students are advised that Hull Public Schools will request that the Hull Police Department, with trained animals, conduct a search when deemed necessary to ensure the safety of Memorial students. Students and parents are also advised that a person, person's personal belongings, and automobile/bicycle/other form of transportation are subject to search when there is reasonable suspicion that the student is in possession of drugs, weapons, contraband, or if there is reason to believe that he/she has violated or is violating the law or school rules. The administration also has the right and duty to search a student's person or belongings if there is a reasonable suspicion that drugs, weapons, dangerous illegal or

prohibited matter, or such stolen goods, are likely to be found on the student's person or belongings, in exercise of the school's duty to enforce school discipline and to protect the health and safety of the student and/or student body. The items of such search may be turned over to law enforcement officials for inspection or examination and may be the subject of criminal or juvenile court prosecution, or of school disciplinary proceedings.

In an effort to encourage our students to make positive decisions about their health and well being, we will frequently communicate with the Hull Police Department and information will be shared between the high school administration and the police department.

Breathalyzer/Alcohol & Drug Recognition Testing

Students exhibiting signs of having consumed alcohol including, but not limited to glassy eyes, slurred speech, unsteadiness on the feet or emission of an alcoholic odor upon arrival at, or participation in, a school-sponsored activity may be requested to take a breathalyzer test administered by a school administrator. If test results are negative, no action shall be taken. If a student tests positive for alcohol, he or she will receive one additional opportunity to take the test. Students who test positive for alcohol (a .02 reading on the breathalyzer test) or students who refuse to take a Breathalyzer test upon reasonable suspicion to suspect they have consumed alcohol, will be subject to all school rules relating to the use and/or possession of alcohol.

PHYSICAL RESTRAINT GUIDELINES

What is a Physical Restraint?

Physical restraint is defined as the use of bodily force to limit a student's freedom of movement. Physical escort is defined as the touching or holding a student without the use of force for the purpose of directing the student. Physical escort is not physical restraint and is not covered by these procedures.

The Hull Public School, in accordance with 603 CMR 46.00, has determined that school staff will adhere to the following guidelines:

1. All school staff must receive annual orientation training with respect to the district's restraint policy. New staff must receive orientation training within the first month of their employment. The principal shall direct the Crisis Intervention Team Leader within the school to provide the training to new staff. The school must identify specific staff to serve as the school-wide resources (Crisis Intervention Team) to assist in ensuring proper administration of physical restraint.
2. A physical restraint will be administered only when needed to protect a student and/or member of the school community from imminent, serious physical harm and when non-physical interventions would be ineffective. The use of physical restraint is to minimize any harm to the student and/or other individuals.
3. Physical restraint may not be used as a means of punishment or as a response to property destruction, school disruption, refusal to comply, or verbal threats, or refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm.
4. All incidents of physical restraint must be reported to the principal or his/her designee immediately following the incident.
5. The principal or designee shall verbally report any physical restraint incident to the parent as soon as possible following the incident.
6. Follow-up procedures for restraint includes not only the required reporting requirements to the DESE, but also reviewing the incident with student, staff and consideration of whether follow-up is appropriate for students who witnessed the incident.
7. A full copy of the Hull Public School system's restraint policy is available in the Principal's office.

NOTICES OF CIVIL RIGHTS

Notice of Equal Opportunity

The Hull Public Schools reaffirms that it does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or sexual orientation in admission to, access to treatment in or employment in its programs or activities. Consistent with M.G.L. Chapter 76, Section 5, the Hull School District also affirms the commitment to maintain a school and work environment free of discrimination/harassment/bullying based on race, color, religion, sex, national origin, age, disability or sexual orientation. Any discrimination/harassment/bullying on the basis of race, color, religion, sex, national origin, age, disability or sexual orientation will not be tolerated and will be punishable to the full extent of the law.

If you should have a complaint or concern that there has been discrimination, you may also utilize the following procedure:

1. Report the violations to any staff member in the Hull Public Schools. He/she will notify a building Administrator. The building Administrator will meet with you and other persons who might have information about the issue promptly and will attempt to resolve the issue. The school district investigators in each area will commence any additional investigation, within a reasonable period of time. The building Administrator will issue his/her decision in writing to you within ten (10) days of the conclusion of the investigation.
2. If the complaint is not resolved, it can then be appealed to the district's Equal Opportunity, Title IX, Section 504, ADA Coordinator. This appeal must be in writing, describe the circumstances, and the relief you seek. This appeal should be taken within one week after receipt of the Administrator's decision.
3. The Equal Opportunity, Title IX, Section 504, ADA Coordinator will meet with you within a reasonable time. Following a review of the materials presented to the Administrator and any additional investigation that will be conducted promptly, the Coordinator will make a final determination on whether there has been a violation of the district's policy within ten (10) days after the conclusion of any additional investigation. If there has been a violation, the Coordinator will indicate the steps to be taken to correct it.

Inquiries concerning the application of nondiscrimination policies may also be referred to the Superintendent of Schools or the Regional Director, Office for Civil Rights, U.S. Department of Education, Room 222 Boston, MA 02109-4557.

Notice of Non-Discrimination

Memorial Middle School admits the students of either sex and of any race, color, religion and ethnic origin to all the rights, privileges, programs, courses and activities generally accorded or made available to students at the school. Further, Memorial Middle School does not discriminate on the basis of sex, sexual orientation, race, color, religion, national or ethnic origin or disability in the administration of its educational policies and programs.

Inquiries concerning the application of this policy prescribed by TITLE IX of the Education Amendments of 1972 and Chapter 622 of the Laws of the Commonwealth of Massachusetts may be directed to a building Administrator or the Superintendent of Schools.

Inquiries concerning the application of non-discrimination policies may also be referred to: Regional Director, Office for Civil Rights, U.S. Department of Education, Room 222, Boston, MA 02109-4557.

Bullying and Cyber-Bullying

The Hull Public Schools is committed to maintaining a school environment where students are free from bullying and cyber-bullying and the effects thereof. Acts of bullying and cyber-bullying are prohibited:

- (i.) on school grounds, property immediately adjacent to school grounds, at a school sponsored or school-related activity, function or program whether on or off school grounds, at a school bus

stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school district and

(ii.) at a location, activity, function or program that is not school related, or through the use of technology or an electronic device that is not owned, leased or used by a school district or school, if the acts create a hostile environment at school for the target, infringes on their rights at school or materially and substantially disrupts the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who witnesses or has reliable information about bullying shall be prohibited.

A. Definitions

Aggressor is a student who engages in bullying, cyber-bullying, or retaliation.

Bullying, as defined in M.G.L. c.71, s.370, is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- i. causes physical or emotional harm to the victim or damages the target's property;
- ii. places the target in reasonable fear of harm or damage to his property;
- iii. creates a hostile environment at school for the target;
- iv. infringes on the rights of the target at school; or materially and substantially disrupts the education process or orderly operation of a school.

Bullying may include conduct such as physical intimidation or assault, including: intimidating an individual into taking an action against his/her will, oral or written threats, teasing, putdowns, name calling, stalking, threatening looks, gestures, or actions; cruel rumors, false accusations, and social isolation.

Cyber-Bullying, as defined in M.G.L. c. 71, s.370 is bullying through the use of technology or any electronic communication; which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system; including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber bullying shall also include:

- i. the creation of a web page or blog in which the creator assumes the identity of another person;
- ii. the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (iv), inclusive, of the definition of bullying; and
- ii. the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that maybe accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (iv) inclusive, of the definition of bullying.

Hostile Environment, as defined in M.G.L. c. 71, s.370, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive so as to alter the conditions of the student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, who provides information during an investigation of bullying, or who witnesses or has reliable information about bullying.

Target is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

B. Bullying and Retaliation Are Prohibited and May Lead to Discipline

The Hull Public Schools absolutely prohibits bullying, cyber-bullying and retaliation as defined above. Students who engage in bullying or retaliation may be subject to disciplinary action; however, disciplinary action taken must balance the need for accountability with the need to teach appropriate behavior. The range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, detentions, short-term or long-term suspensions, or expulsions from school as determined by the school administration and/or school committee, subject to applicable procedural requirements. Nothing in this policy is intended to prevent the school administration and/or school committee from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyber-bullying, as defined above, but nevertheless is inappropriate for the school environment.

C. Reporting Obligations

Reporting by Staff: A member of school staff, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall immediately report any instance of bullying or retaliation s/he has witnessed or become aware of to the school principal or designee.

Reporting by Students, Parents/Guardians, and Others: The district expects students, parents/guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the school principal or designee. And individual may make an anonymous report of bullying or retaliation, however, no disciplinary action may be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

Reporting to Parents/Guardians: Upon determining that bullying or retaliation has occurred, the principal or designee will notify the parent/guardian of the target and of the aggressor of this finding and of the school's procedures for responding to it. If the alleged target and alleged aggressor attend different schools, the principal receiving the report shall inform the principal of the other student's school, who shall notify the student's parents of the report and procedures.

Reporting to Local Law Enforcement: At any point after receipt of a report of bullying or retaliation, or during or after an investigation, if the school principal or designee has a reasonable basis to believe that the incident may involve criminal conduct, the school principal or designee will notify the local law enforcement agency. In addition, if an incident of bullying or retaliation occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in a local school district, charter school, non-public school, approved private day or residential school or collaborative school, the Superintendent of the Hull Public Schools or designee will notify local law enforcement if he/she believes that criminal charges may be pursued.

Reporting to Administrator of Another School District or School: If an incident of bullying or retaliation involves students from more than one school district, charter school, non-public school, approved private day or residential school or collaborative school and the Hull Public Schools is the first to be informed of the bullying or retaliation, then the Superintendent of the Hull Public Schools or designee must, consistent with state and federal law, promptly notify the appropriate administrator of the other school district or school so that both may take appropriate action.

D. Investigation

The school principal or designee shall investigate promptly a report of bullying or retaliation, giving consideration to all circumstances at hand, including the nature of the allegations and the ages of the students involved. The following are general guidelines for responding to a report of bullying or retaliation. The guidelines will be adapted as necessary to respond appropriately to the complaint.

Pre-Investigation: Even before fully investigating allegations of bullying or retaliation, school personnel will consider whether there is a need to take immediate steps to support the alleged target and/or protect the alleged target from further potential incidents of concern. In taking any such action, however, the rights of both the alleged target and alleged aggressor must be considered.

Written statement of the complaint: The investigator will seek to determine the basis of the complaint, gathering information from the complainant, including such matters as: what specifically happened, who committed the alleged acts, who was present or may have information about the events, when the events occurred (date, time of day), and where the events occurred. It is helpful to have these facts in writing. If age appropriate, the complainant may be asked to put the complaint in writing and to sign and date it. If the complainant cannot or chooses not to write a complaint, the investigator will record the allegations, read them to the complainant to confirm accuracy, and ask the complainant to sign the document. If the complainant cannot or chooses not to sign, the investigator may sign and date the document her/himself.

Interviews: Once the allegations of the complainant are established, the investigator will gather other evidence, which often involves interviews of the alleged aggressor and/or other witnesses. If appropriate, the investigator should remind the alleged aggressor and witnesses that retaliation against persons whom they believe might have reported the incidents or cooperated with the investigation is strictly prohibited and may result in disciplinary action.

Confidentiality: The confidentiality of the complainant and the other witnesses will be maintained to the extent practicable given the school's obligation to investigate and address the matter.

Student with Individual Education Program: The Individualized Education Program Team will indicate if a child has a disability that affects social skills development or that child is vulnerable to bullying, harassment or teasing because of the child's disability, the Individualized Education Program shall address the skills proficiencies needed to avoid and respond to bullying, harassment, or teasing.

E. Determination

School personnel must weigh all of the evidence objectively to determine whether the alleged events occurred and, if they did, whether the events constitute bullying or retaliation. The determination must be based upon all of the facts and circumstances and the perspective of a reasonable person. When applied to children, the "reasonable person" standard is generally "that of a reasonable person of like age, intelligence, and experience under like circumstances." See *Ellison v. Brady*, 924D.2d 872 (9th Cir.1991).

If bullying or retaliation is substantiated, the school will take steps reasonably calculated to prevent recurrence and ensure that the target is not restricted in participating in school or in benefiting from school activities. As with the investigation, the response will be individually tailored to all of the circumstances, including the nature of the conduct and the age of the students involved. In addition to taking disciplinary action, the following are examples of steps that may be taken to prevent the recurrence of bullying or retaliation:

- Hold parent conferences;
- Transfer a student's classroom;
- Limit or deny student access to a part, or area, of a school;
- Enhance adult supervision on school premises;
- Exclude a student from participation in school-sponsored or school-related functions, after-school programs, and/or extracurricular activities;
- Provide relevant educational activities for individual students or groups of students. Clinical staff and others in the school setting who have been trained to work with students on interpersonal issues may be helpful in providing such programs.
- Personalized Action Plan and directives for future conduct, including providing the target with a process for reporting any concerns about future conduct immediately. It is critical to involve the student in creating an action plan that involves a reporting process that works for that particular student.

- Arrange for communication between the parties, if appropriate, to assist them in resolving issues which have arisen between them. (Such an approach will be used cautiously since communication can sometimes exacerbate, rather than alleviate, the target's concerns and since the conduct often involves an imbalance of power.)
- Provide counseling (or other appropriate services) or referral to such services for the target and/or the aggressor and/or for appropriate family members of said students.

F. Closing the Complaint and Possible Follow-Up

If a complaint is substantiated, school staff will promptly provide notice to the parent/guardian of the target and the aggressor. Notice will indicate what action is being taken to prevent any further acts of bullying or retaliation. Specific information about disciplinary action taken generally will not be released to the target's parents or guardians – unless it involves a “stay away” or other directive that the target must be aware of in order to report violations.

If appropriate, within a reasonable time period following closure of the complaint, the administrative staff or designee will contact the target to determine whether there has been any recurrence of the prohibited conduct.

The district will retain a report of the complaint, containing the name of the complainant, the date of the complaint, investigator, school, a brief statement of the nature of the complaint, the outcome of the investigation, and the action taken.

Any student that is found to have violated this policy may be subject to action including, but not limited to, warning, formal reprimands, education or counseling, suspension, or exclusion.

**ABBREVIATED REFERENCE TO THE LEGISLATION
AND SPECIFIC CRITERIA OF CIVIL RIGHTS, AND SCHOOL
AND DISTRICT COORDINATOR INFORMATION**

Law	Coordinator
<i>Title VI of the Civil Rights Act of 1964</i> – prohibits discrimination, exclusion from participation and denial of benefits based on race, color and national origin.	Ms. Laura Micelli 180 Harborview Road 781-925-4400
<i>Title IX of the Education Amendments of 1972</i> – prohibits discrimination, exclusion from participation, and denial of benefits in educational programs based on sex.	Ms. Rebecca MacDonald 81 Central Avenue 781-925-2040 Ms. Laura Micelli 180 Harborview Road 781-925-4400
<i>Title I of the Americans with Disabilities Act of 1990</i> – prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of employment.	Mr. Daniel McGonagle 180 Harborview Road 781-925-4400
<i>Title II of the Americans with Disabilities Act of 1990</i> – prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming and activities.	Ms. Judith Kuehn 180 Harborview Road 781-925-4400
<i>Section 504 of the Rehabilitation Act of 1993</i> – prohibits discrimination, exclusion from participation and denial of benefits based on disability.	Ms. Judith Kuehn 180 Harborview Road, 925-4400 Ms. Rebecca MacDonald 81 Central Avenue, 925-2040 Ms. Andrea Centerrino 180 Main Street, 925-3000 Ms. Maureen Rosenplanter 180 Harborview Road, 925-4400
<i>Massachusetts General Laws, Ch. 76, S. 5</i> – prohibits discrimination in all public schools on the basis of race, color, sex national origin, religion and sexual orientation.	Ms. Laura Miceli 180 Harborview Road 781-925-4400
<i>Title I of the Elementary and Secondary Education Act of 1965</i> – designed to help disadvantaged children meet challenging content and student performance standards.	Ms. Laura Miceli 180 Harborview Road 781-925-4400
<i>603 CMR 46.00</i> – governs the use of physical restraint on students in publicly funded schools.	Ms. Judith Kuehn 180 Harborview Road, 925-4400 Mr. Michael Devine 180 Main Street, 925-3000 781-925-4400 Ms. Jean Penta 180 Harborview Road, 925-4400 Mr. Anthony Hrivnak 81 Central Avenue, 925-2040

Hull Public School policy, AC, “Nondiscrimination” states, “Individuals who have a complaint or feel they have been discriminated against because of race, color, gender, religion, national origin, sexual orientation and disability, should register their complaint with the Title IX compliance officer.” The above references laws and coordinators indicate whom individuals should contact in the event they feel they have been victims of discrimination.

If any individual associated with the Hull Public Schools feels discriminated on the basis of race or national origin (Title VI), gender (Title IX) or disability (Section 504), s/he may file a complaint with the appropriate school or district coordinator.

INTERNET USE POLICY

Internet Acceptable Use Policy

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

Internet Acceptable Use Contract

The Internet is a vast global network, linking computers at universities, schools, research facilities, and commercial sites. By way of the Internet, one can communicate with people from all over the world through various means including discussion forums and electronic mail (e-mail). In addition, files, many of which have educational value, are available for downloading. Because of its enormous size, the Internet's potential is boundless. It is possible to speak electronically with people from all walks of life. However, with such great potential for education comes the potential for abuse as well. It is the purpose of these guidelines, as well as the contract for Internet use, to make sure that all who use the Internet, both students and faculty, use this valuable resource in an appropriate manner.

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

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

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

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

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

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

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

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

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

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

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

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

PROVISIONS IN THE EDUCATION REFORM ACT OF 1993

POSSESSION OF A DANGEROUS WEAPON, A CONTROLLED SUBSTANCE OR ASSAULT ON EDUCATIONAL PERSONNEL

Mass. General Laws, c.71, s.37H provides the following:

- A. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to a gun or a knife; or a controlled substance as defined in c.94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.
- B. Any student who assaults a Principal, Assistant Principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the Principal. 52
- C. Any student who is charged with a violation of either paragraph A or B shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing a Principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph A or B.
- D. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the Superintendent of his/her appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- E. When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the Superintendent of the school district to which the application is made may request and shall receive from the Superintendent of the school expelling said student a written statement of the reasons for said expulsion.

SAFE SCHOOL ACT OF 1994

FELONY CHARGE OR CONVICTION

Mass. Gen. Laws, c. 71, s.37H½ provides the following:

1. Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the Principal of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said Principal if said Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension before such suspension taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect before any appeal hearing conducted by the Superintendent.
2. The student shall have the right to appeal the suspension to the Superintendent. The student shall notify the Superintendent in writing of his/her request for an appeal no later than five (5) calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the Town with regard to the suspension.
3. Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Principal of a school in which the student is enrolled may expel said student if such Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion before such expulsion taking effect. The student shall also receive written notification of his/her right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect before any appeal hearing conducted by the Superintendent.
4. The student shall have the right to appeal the expulsion to the Superintendent. The student shall notify the Superintendent, in writing, of his/her request for an appeal no later than five (5) calendar days following the effective date of the expulsion. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his/her behalf, and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the Principal, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the Town with regard to the expulsion.
5. Upon expulsion of such student, no school or school district shall be required to provide educational services to such student. (This section was added by Chapter 380 of the Acts of 1993 on January 4, 1994.)

SIGNATURE PAGE

Please sign the following statement. All students enrolled at Memorial Middle School must submit this form to their respective homeroom teacher before Thursday, August 30, 2011.

- I have read the Memorial Middle School Student/Parent Handbook and agree to obey the rules, expectations, regulations, and policies of the school.
- I have read “The Internet Use Policy” and agree to obey the rules, regulations and policies of the school.
- I also give permission for my child to be photographed either by the school for the school newsletter and various news agencies who may be doing stories about Memorial Middle School. Pictures may be published in local newspapers and on the school Internet web site. If parents do not want your child’s photograph to be used, please check off the appropriate box below your signature.
- I have received a Memorial Middle School Student Planner and agree to monitor my child’s homework and to pay \$10.00 if the planner is lost or misplaced.

Student: _____ Grade: _____
(Please Print)

Address: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Home Phone: _____ Work: _____ Cell: _____

Parent E-Mail Address: _____

- I do **not** give my permission for my child’s photograph to be used in any local paper.
- I do **not** give my permission for my child’s photograph to be used on the school’s Internet Web Page.

STUDENT HANDBOOK RECEIPT PAGE

Please sign this form and return it to your homeroom teacher TODAY.

- I have received the Memorial Middle School Student/Parent Handbook and agree to read it carefully, in order to fully understand the rules, regulations, policies, and expectations of the school.

- I will read “The Guidelines for Use of the Hull Public Schools’ Internet Connection” to fully understand the rules, regulations, policies, and expectations of the school.

- I have received a Memorial Middle School Student Planner and understand I must pay \$10.00 if the planner is lost or misplaced.

- I will have my parents complete the sign off form and will return it to my homeroom teacher before Thursday, August 30, 2011.

Student’s Name (Printed)

Student’s Signature

Date