

# Hingham High School STUDENT HANDBOOK

2011-2012

## MISSION

The mission of Hingham High School is to graduate students with the academic, civic, social, and personal skills necessary to become productive, responsible members of a democratic and ever-changing global society. With the support and involvement of the community, Hingham High School will engage all students in a challenging, well-balanced educational program complemented by cocurricular activities.



## Expectations for Student Learning

All Hingham High graduates will

1. Read purposefully
2. Write effectively
3. Communicate effectively
4. Identify, analyze, and solve problems
5. Demonstrate self-respect and respect for others
6. Work independently and cooperatively with others
7. Fulfill their responsibilities and exercise their rights as members of local and global communities.

# HINGHAM HIGH SCHOOL FAMILY-SCHOOL PARTNERSHIP

## ALL COMMUNITY MEMBERS PLEDGE TO

- Respect and Tolerance:** Treat all community members with respect, accepting all individual differences  
Never condone or commit violence against anyone  
Reinforce positive behavior and language of all community members  
Remember that everyone makes mistakes
- Learning:** Promote and facilitate academic and personal growth and independence  
Develop knowledge of school rules, policies, and procedures
- Communication:** Practice open communication among all community members
- Involvement:** Take an active role in the school community
- Positive Behavior:** Act with integrity and honesty  
Empower people to make positive change  
Model good citizenship in school and in the larger community  
Take responsibility for one's own actions  
Foster and expect responsible behavior, meaning:  
Don't do what family and school rules forbid; Do what the rules expect  
Go beyond what's expected to support the school community  
Strive to do your best in all endeavors by setting goals and working toward them

## **ALL STAFF MEMBERS PLEDGE TO**

### **Learning**

- Deliver curriculum frameworks of the Massachusetts Department of Elementary and Secondary Education
- Provide skills/tools to students to become life-long learners
- Stay open to new ideas and programs
- Help each student to recognize strengths and weaknesses
- Monitor demands of all assignments

### **Communication**

- Set clear consistent expectations
- Act and respond to students without judgment or confrontation
- Listen to requests, comments, and suggestions of parents and students

## **ALL STUDENTS PLEDGE TO**

### **Learning**

- Be responsible for all school work
- Be engaged in learning

### **Involvement**

- Take positive action to solve problems

### **Healthy Choices**

- Monitor personal health: diet, rest, exercise, and recreation

### **Positive Behavior**

- Be punctual for all commitments

## **ALL FAMILIES PLEDGE TO**

### **Learning**

- Monitor student progress
- Engage actively in all aspects of student's school experience

### **Involvement**

- Work collaboratively with faculty and students

### **Communication**

- Set clear consistent family expectations
- Practice frequent open family communication

### **Healthy Choices**

- Monitor all aspects of student's health: physical, mental, emotional, and social

### **Positive Behavior**

- Model good sportsmanship in all activities

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## ADMINISTRATORS and SCHOOL COUNSELORS

Principal Dr. Paula Girouard McCann (781) 741-1560 Ext. 1002

### Assistant Principals' Offices:

Ms. Jennifer Henriksen (students A - K) (781) 741-1560 Ext. 2970

Mr. Richard Swanson (students L - Z) (781) 741-1560 Ext. 2970

### School Counseling Office (781) 741-1560 Ext. 1150

Director: Ms. Heather Lewallen

Counselors: Ms. Jessica Gawel

Ms. Erin Krall

Ms. Kelly Fitzgerald McPeck

Ms. Bianca Moruzzi George

Ms. Cheryl Rapoza

### Department Chairpersons' Office (781) 741-1560 Ext. 1040

Ms. Helaine Silva English

Mr. Douglas Holley Mathematics

Ms. Kathryn Roberts Science

Mr. James Kirkcaldy Social Studies

Ms. Judith Rielly World Languages

Computer Specialist Mrs. Patricia Muldoon (781) 741-1560 Ext. 1080

Technical Manager Mr. Joseph Andrews (781) 741-1560 Ext. 1081

Athletic Director Ms. Margaret Conaty (781) 741-1560 Ext. 1601

School Nurse Ms. Patricia Szyman (781) 741-1560 Ext. 2950

Library Media Center Ms. Katy Gallagher (781) 741-1560 Ext. 2100

## SCHOOLCLIMATE

Our desire is to provide a school with a focus on encouraging respect for all individuals and discouraging and preventing acts of violence, intimidation and harassment. When questions or problems arise, students should attempt solutions first with the teacher involved, then contact the assistant principal or the department chairperson. If the problem persists, students may elect to see the principal. In all situations, an effort will be made to guarantee that the student is given a prompt and fair hearing and decision.

### School Safety Policy

The administration, staff and students in this school building shall strive to create an educational environment that is reasonably safe and secure in order to

Facilitate learning and teaching

Preserve the physical and mental well being of all lawful occupants of the building

Preserve and protect all civil rights and the rights of due process  
Encourage respect for public and personal property

### Student Rights and Responsibilities

All students are expected to read this *Student Handbook* and the Hingham Public Schools' *Code of Discipline* at the start of each school year. Students are expected to know and to follow all procedures, rules, regulations and policies. It is not possible to include guidelines for every potential situation; therefore, students are cautioned against assuming they are free to engage in activities not specifically mentioned here.

Students are expected to share responsibility for the successful functioning of the school. A wide range of activities and programs is possible only when students are willing to accept their responsibility for maintaining a quiet, orderly, academic environment.

All must understand that school officials have the right and the duty to set standards for scholarship and for the behavior of the students who attend Hingham High School. Disciplinary procedures are aimed at insuring that these standards are met. We value each student and his/her individual rights, but no student will be permitted to infringe upon the rights of others.

Students have a right to freedom of expression as provided by the United States Constitution and Massachusetts General Law Chapter 71, §82; however, such a right shall not cause any disruption or disorder within the school.

Rules that affect student life at Hingham High School are made after considering the input of students and faculty members. Students, through their elected student council representatives, are welcome to share their suggestions and to offer input.

## **IMPORTANT NOTICE**

NO PERSON SHALL BE DISCRIMINATED AGAINST OR DENIED THE ADVANTAGES OFFERED BY THE HINGHAM PUBLIC SCHOOLS ON ACCOUNT OF RACE, COLOR, SEX, SEXUAL ORIENTATION, RELIGION, NATIONAL ORIGIN, OR HANDICAP.

## **DUE PROCESS**

Due process stands as a protection of all rights. Formal due process procedures are provided for more serious school infractions that could result in suspension or expulsion from school or other action described in the Hingham Public Schools' *Code of Discipline*. The purpose of due process is to protect students from the arbitrary exercise of authority over them. Students are entitled to fairness in all disciplinary situations. Students should understand that no two situations and no two students are exactly alike. Therefore, disciplinary practices may vary depending upon the varying circumstances and the seriousness of the offense.

## GRADUATION and PROMOTION REQUIREMENTS

Graduation is typically scheduled for the Saturday after Memorial Day, a date that falls no more than twelve school days before the regularly scheduled last day of school, in accordance with 603 CMR 27.05. The date of graduation is established annually by the School Committee as part of their adoption of the school calendar for the succeeding year. Seniors are expected to attend all scheduled classes until graduation.

1. All students must earn 110 credits and complete all other local requirements to receive a diploma. Only credits earned in grades 9-12 may be applied to graduation requirements. No course may be repeated for credit without the prior permission of the principal. Students must also earn a passing score on all required sections of the MCAS to receive a diploma. All requirements must be met in order to participate in the graduation ceremony.
2. Certain distribution requirements must be fulfilled for graduation. All students must *earn* at least the following credits:  
20 credits in English            15 credits in math  
15 credits in science            10 credits in the same foreign language  
15 credits in social studies (must include United States History)  
5 credits in physical education/health  
2.5 credits in fine or applied arts  
2.5 credits in computer (or pass a proficiency exam)
3. Juniors and seniors must also complete a physical education requirement. The options for that requirement are detailed in the *Program of Studies*.
4. Under certain circumstances and with prior approval by the principal, credits toward graduation may be earned at other approved institutions. For a student who has failed a course, no more than fifteen credits may be earned from an approved summer school program during a student's high school career.
5. Each student in grades 9-12 must carry a minimum of 30 credits. Seniors carrying three or more Advanced Placement courses are required to carry a minimum of 20 credits. Note: Massachusetts Time & Learning guidelines require that all students be scheduled for 990 hours of instructional time annually; therefore, students will be assigned to a directed study to complete their "instructional time" requirements.

### Options to Diploma Requirements

1. A student who has completed three years of high school and has been accepted to an institution of higher learning may request that the school committee accept the successful completion of the first year of post high school study as the equivalent of the fourth year of high school provided that the following conditions are met.  
No more than ten credits are transferred to attain the credits necessary to

receive a diploma.

All requirements for graduation will have been met.

Approval has been received from parents, school counselor and principal.

2. The student will receive his/her diploma at the next scheduled graduation. Forms for termination of attendance are available in the School Counseling office.
3. Subject to the requirements of special education and bilingual education laws, the school has the right to make programmatic decisions regarding the educational placement of students who are over sixteen years of age and who have been unsuccessful at obtaining credit for a specific grade after two attempts.

Minimum Credits for Class Standing (Promotion to the next grade)

Minimum credits necessary to become a sophomore	25
Minimum credits necessary to become a junior	50
Minimum credits necessary to become a senior	75

### SCHOOL COUNSELING SERVICES

Students are assigned alphabetically to one school counselor for four years. The services provided by counselors include help in school, program and career planning, help in obtaining information about jobs, testing, colleges, scholarships, and financial aid, as well as counseling on problems and other matters of personal concern. The resources of the Career Center are available to any student during study hall with a pass from the school counseling office. All students must sign in and out of the School Counseling Office with the proper time noted.

In addition to the various guidance services described above, the School Counseling Department offers seminars to all students in grades 9 – 12. The School Counseling Program begins in the fall for ninth and twelfth grade students. Counselors meet with freshmen and sophomores during health class. All junior and senior seminars take place during an assigned study and do not affect academic or elective classes. Students whose schedules do not permit a student to be assigned to a seminar meet with their counselors on an individual basis as time permits to review the topics covered in each seminar. Parents who do not wish for their child to participate in seminars may request to remove him/her by contacting the school counselor.

#### Instructional Support Intervention Team (ISIT)

As part of our ongoing support of students, the staff regularly collaborates to develop strategies to address academic and behavioral needs. All efforts are made to modify the regular education program to meet such needs. These efforts may include recommendatons to the teacher and to the parent, modification of the curriculum, and the use of support and/or consultative services to meet the student's needs in the regular education classroom. The **ISIT** team is composed of trained school staff. Members may include administrators, counselors, teachers, school psychologists, social workers, support staff, and others.

## **SPECIAL SERVICES**

Hingham High School is committed to excellence in learning and to the fulfillment of individual potential for all students. When parents or students are concerned about lack of academic progress or when they believe that a disability may be preventing effective progress, requests to meet with the student's teachers and/or school counselor should be made. Appropriate accommodations including a Curriculum Accommodation Plan may be available to assist the student within the general education framework. A student whose disability has a significant impact on a major life activity including learning and who is found to require special education services is covered under IDEA-2004 and qualifies for special education services and an Individualized Education Plan. A student whose disability has a significant impact on a major life activity but who is making effective progress in school may qualify for a 504 plan rather than an IEP. Contact the school counselor for more information about any of these support services.

## **HEALTH SERVICES**

The school nurse is available during the school day to administer first aid, perform appropriate health screenings as mandated by the state, monitor the general health of students and staff, and administer physician-ordered medications. Please inform the nurse of any change or potential problem in the health of a student. Students must have written parent/guardian permission and a doctor's order to take medication during school and at school-sponsored activities. Medication must be in the appropriate pharmacy container. Medications that students need to carry with them require the "Permission to Self Administer" form to be filed with the school nurse. These medications (e.g., EPI pens, asthma inhalers, etc.) are classified as emergency medications. Individual health plans (IHP) that address students' specific health needs are available.

All students registering at Hingham High School must submit a current physical and documentation of immunizations to the school nurse. All students trying out for and/or playing interscholastic sports are required to have a physical examination prior to participation in practice or athletic events. Students must submit a completed Form A, a brief medical history, and a parent/guardian permission form. Any physician licensed to practice medicine in the Commonwealth of Massachusetts, utilizing the recommended MIAA athletic participation form, may examine the student. However, the school's physician's decision as to initial and continued participation shall be final. Any student requiring medication (e.g., EPI pen, inhalers, etc.) must provide written parent/guardian permission, physician's order and the medication in order to participate.

According to the Massachusetts State Law, Schools must now collect height and weight measurements on students in grade 1, 4, 7, and 10. These measurements will then be used to calculate each child's Body Mass Index (BMI). The results of

your child's height, weight and BMI measurements are strictly confidential. The results will be kept in your child's school health record and mailed directly to you. For more information on the BMI, please visit Hingham Public Schools web-site or [www.mass.gov/massinmotion](http://www.mass.gov/massinmotion). **If you do not want your child to participate in any health screenings, please submit a written request to the school nurse.**

### Illness While at School

Students who do not feel well enough to attend class must report to the school nurse. Failure to do so is considered an incident of cutting class and/or truancy. Students are required to sign in and out with the proper time noted. Leaving school property, remaining in a lavatory, or going to a study are not acceptable options for students who are ill. A note from home after the fact will not be accepted as an excuse. Every accident, no matter how minor or where in the school building or on the grounds that it occurs, should be reported to the school nurse and to the person responsible for the supervision of the student.

Students dismissed with a fever must be fever-free for 24 hours before returning to school. A physician's order is required for the use of crutches, splints, braces or other appliances. The order must specify any restrictions and note the estimated time of use. If a student has a contagious disease such as strep throat, whooping cough, conjunctivitis, or bronchitis, the nurse should be informed. The Massachusetts Department of Public Health Updated Isolation and Quarantine Requirements mandate exclusion from school for contagious diseases. For example, in the event of a chicken pox (varicella) outbreak, anyone who has not had chicken pox or who has not been properly immunized will be excluded from school from the tenth through the twenty-first day after his or her last exposure. This could potentially occur several times throughout the academic year. Students may return to school as follows:

Chicken pox	7 days from eruption; lesions crusted and fever free for 24 hours
Strep throat	24 hours after the first dose of medication
Impetigo	24 hours after treatment has begun; lesions must be covered
Head lice	24 hours after treatment if nit free when checked by school nurse

### Educational Services in Home or Hospital

Upon receipt of a physician's written order verifying that any student enrolled in Hingham High School or placed by the Hingham High School in a private setting must remain at home or in a hospital on a day or overnight basis, or a combination of both, for medical reasons and for a period of not less than fourteen school days in any school year, the principal shall arrange for provision of educational services in the home or hospital. Such services shall be provided with sufficient frequency to allow the student to continue his or her educational program, as long as such services do not interfere with the medical needs of the student. The principal shall coordinate such services with the Administrator for Special Education for eligible students. Such educational services shall not be considered special education unless the student has been determined eligible.

## ACADEMIC REGULATIONS

### High Honor Roll

1. A student must receive a cumulative average of 3.70 (A-) in all subjects that meet at least five times per cycle.
2. All students except seniors carrying three or more Advanced Placement courses, those in the construction technology or work study program, or seniors completing a Senior Project must have a minimum of five major subjects to be considered for the honor roll. Students in construction technology or work study must carry at least three other courses that meet for six times every cycle. Seniors who have three A.P. courses plus one other major course will be considered for the high honor roll.
3. A grade of B- or below in any subject will eliminate a student from consideration of high honor roll status.

### Honor Roll

1. A student must receive a cumulative average of 3.00 (B) in all subjects that meet at least five times per cycle.
2. All students except seniors carrying three or more Advanced Placement courses, those in the construction technology or work study program, or seniors completing a Senior Project must have a minimum of five major subjects to be considered for the honor roll. Students in construction technology or work study must carry at least three other courses that meet for six times every cycle.
3. A grade of C- or below in any subject will eliminate a student from consideration of honor roll status.

NOTE: High honor roll and honor roll lists are based on quarterly grades.

<u>Grade</u>	<u>Points</u>	<u>Grade</u>	<u>Points</u>
A+	4.30	B	3.00
A	4.00	B-	2.70
A-	3.70	C+	2.30
B+	3.30	C	2.00

### Four-Year Academic Excellence

Students must receive a final grade of B- or better in all major subjects in grades nine through eleven and have a B- average at the end of Term III of grade twelve in all major subjects to be considered for academic excellence.

### Examinations

Final examinations will be required for all students completing semester courses in English, math or social studies. Midyear and final examinations will be required for all students completing a year-long course. The examination grade will constitute 20% of the final grade in a semester course. The examination grade will constitute 10% of the final grade in a full-year course. The examination grades will be used to assist the teacher in computing a final average for that course. A midyear or final average can be lowered or raised by the examination; however, no

student may fail solely as a result of a low midyear or final examination grade. In an A.P. course, no final exam will be required and the final grade will be determined as follows: term 1 grade x 2, term 2 grade x 2, midyear exam, term 3 grade x 2, term 4 grade x 2, total 9.

A senior with at least a B- average for the year at the end of term 3 and at least a B average for term 4, with nonexempt absences not in excess of two (2) in the fourth term will be excused from taking the final exam.

Midyear and final examinations are valuable assessment tools, providing data on individual student progress, class-wide progress, and course-wide progress. Preparing to take culminating exams is an important skill for students to learn. In order to provide students time to sufficiently prepare for midyear and final exams, teachers should not assign new material in the two classes prior to these exams. Projects, research papers, lab reports and other assignments should not be due in the two classes prior to exams.

If school is cancelled within the five days before either exam period, the exam schedule will be advanced one day. If school is cancelled more than five days before the exam period, no adjustments will be made to the schedule.

These procedures will be followed by all proctors during midyear and finals:

1. Teachers will give proctors a seating arrangement, or proctors will seat students alphabetically as they hand out exams.
2. Students must place all materials in a designated area near a wall prior to start of exam. They may not put notebooks or books on the floor next to their desk.
3. Students found cheating at any time during exam will receive a zero on the entire mid-year/final exam. Students will not be allowed to make up this grade.

### **NATIONAL HONOR SOCIETY SELECTION PROCEDURE**

1. Scholarship qualifications are determined by cumulative weighted grade point average according to National Honor Society and Hingham High standards. The weighted G.P.A. for Hingham is greater than or equal to 3.5 on a 4.0 scale. Students will be considered for admission in the spring of junior year and the fall of senior year.
2. Students who are eligible scholastically will be notified and told that for further consideration for selection to the National Honor Society, they may complete the N.H.S. Student Information Form.
3. Final consideration for National Honor Society will be based on a G.P.A. of greater than or equal to 3.5, as well as an evaluation of the candidate's scholarship, leadership, service, and character.
4. The faculty will be asked to comment on juniors or seniors in the areas of scholarship, leadership, service, and character.
5. The Student Activity Information Form will be reviewed by the N.H.S. Faculty Council, along with other verifiable information about each candidate.

6. Candidates receiving a majority vote of the Faculty Council will be inducted into the chapter. Selection and membership in N.H.S. is not determined by the Hingham Public Schools.
7. Those students selected will be notified by a public announcement. Subsequent to notification, students will receive a letter outlining some of the duties and responsibilities of membership in the National Honor Society. New members will be honored at an induction ceremony before parents, students, teachers, and friends.

## **ATTENDANCE**

Attendance at school is mandated by state law, school committee policy, and school rules. The Massachusetts state requirements for secondary-school sessions are at least 180 days and 990 hours per year. The school recognizes that there are valid reasons for occasional tardiness, dismissals or absence from class; however, the importance of attendance in learning must be emphasized. A parent note explaining the absence, tardiness or dismissal is required. The assistant principal will be the final judge as to the appropriateness of the attendance under the 990-hour requirement. Daily attendance is taken during first period. Telephone calls will be made to verify absence, tardiness and dismissals as needed.

### **Attendance Policy**

Students are allowed five non-exempt absences per term. No credit will be given on the sixth absence. The following absences will be exempt:

Medical (with a note from the student's doctor)

Religious holidays

Funerals

Legal (with documentation from a court, lawyer, etc.)

2 school-sponsored field trips per term

College visits - 3 days during a student's junior year and 3 days during a student's senior year (advance consultation with the HHS counselor is necessary and documentation from the college on school stationery **after** the visit is required - emails are not acceptable)

**Notes are required for all absences. Notes or documentation of exempt absences must be received within one week of the absence or the absence will not be considered exempt.**

- A. If a student is tardy for more than ten minutes of a class period or is dismissed with more than ten minutes remaining in a class period, the student will be considered absent from that class for the day for attendance purposes.
- B. Six absences in a course in one term will lead to no credit (N) in that course for the term. For second-semester seniors, four absences in a course in the fourth term will lead to no credit (N) in that course for the term.
- C. For courses that meet every other day, students will lose credit on the fourth absence. For second-semester seniors, two absences in a course in

the fourth term will lead to no credit (N) in that course for the term.

- D. For courses that meet for double or triple periods for every class meeting, a student's absence will be counted as only one per day.
- E. For courses that meet eight periods per cycle, a student's absence on a lab day will be counted. Since there are approximately one-third more classes, eight (8) absences in the course in one term will cause no credit (N) in that course for the term. For second-semester seniors, five absences in the fourth term will lead to no credit (N) in that course for the term.
- F. Two school-sponsored field trips each term will not be counted in the total number of absences leading to no credit if the student has the prior permission of the teacher(s) whose class(es) he or she will miss to attend the school-sponsored activity. Teachers may refuse to sign a permission slip if the student's academic performance in that class is below average. If a student attends a field trip without the permission of a teacher, that absence will be counted as a class absence. It is the student's responsibility to make up any work missed due to a field trip.

The principal may decide upon written appeal by a student that an absence may be excluded from the total. Application for a principal's excuse may be made only **after** a student has exceeded his or her five allowed absences.

NOTE: Students removed from school by parents for vacation trips will have those days counted against their total. Students who are suspended, either in or out of school, will have those days counted against their total.

On the **third** absence in a term, the classroom teacher is required to send a form letter home indicating the number of absences and the possible consequences. The failure of a classroom teacher to send the letter home upon the third absence may result in the rescission of the no credit grade. However, such decision shall be in the sole discretion of the principal. Copies of the letter will be filed with the assistant principal. On the **sixth** absence in a term, the teacher will send home a letter indicating that the student will receive a no credit (N) grade for the period of time indicated. Copies will be given to the school counselor and the assistant principal for further action and intervention.

NOTE: A "no credit" (N) in a course does not indicate a failing academic grade in the course. The academic grade for the period of "no credit" will be recorded in the comment area of the report card and will be used appropriately in averaging the final grade for the course.

### Absence From School

On the day(s) a student is absent, the parent or guardian should call the assistant principal's secretary by 8:00 a.m. to report the absence. The number is (781) 741-1560 Ext. 2970.

A student returning to school after an absence is required to present a note of explanation including the dates of the absence from either the parent, guardian or

medical professional. A one-day grace period is allowed for submitting notes. Failure to comply will be considered truancy and will result in disciplinary action. Pupils absent from school may not be on school property nor attend or participate in school events of the same day unless permission is granted by the principal or her designee.

If a student is absent from school for a prolonged period of time for any reason, the school counselor should be contacted for home assignments. Extended absences may require home tutoring. This service is available if the situation warrants.

#### Participation in extracurricular activity

Students must be in school all day to participate in any after-school activities. Students who arrive tardy or who are dismissed from school may not be on school property nor attend or participate in school events held later that day unless permission is granted by the principal or designee.

#### Dismissals

Dismissal slips are issued from the assistant principal's office for those students who bring a note from home (telephone requests for dismissals are discouraged) or are dismissed for an emergency. All dismissals must be approved in advance; dismissal notes received after the fact will not be accepted. Dismissals for illness are issued by the school nurse. Students dismissed from school may not return to classes, be on school property, nor attend or participate in school events held later that day unless permission is granted by the principal or designee.

#### Tardiness to School

Students who report to school after 8:10 a.m. must report to the tardy office for a tardy slip. Tardiness is unexcused if the note from a parent or guardian is not provided or if the note is considered unacceptable by the assistant principal. A one-day grace period is allowed for submitting notes. Failure to comply will be considered truancy and will result in disciplinary action. Failure to check in upon arrival at school will result in a two-hour Saturday School session.

#### Tardiness to Class

Students are expected to be in their seats in the room to which they are assigned *before* the bell rings to begin the period. Without the express permission of an administrator, students who report to class after the bell will be marked tardy. Chronic tardiness adversely affects the learning of all students in a class. Therefore, every three times a student is late for less than ten minutes or dismissed with less than ten minutes remaining in class will be considered an absence from that class. Tardiness to study without a pass will result in detention with the study hall teacher.

#### Eighteen Years Old - Age of Majority

A student 18 or older may complete a form indicating a desire to act on his/her own behalf. Parents or guardians will be notified by mail when such a request has been filed. At that point the student is entitled to certain privileges such as signing

notes, forms, etc. These students must use the special form available from the assistant principal for all attendance notes.

### Class Cuts

When a student is missing from class and is not listed as absent or excused, the assistant principal is notified in writing on that day. For unexcused absences from class, the student is not allowed to make up work for credit.

- The first class cut automatically results in the assignment of two hours in Saturday School.
- The second class cut automatically results in the assignment of four hours in Saturday School.
- Chronic (3 or more) class cuts will result in suspension.
- Failure to attend the Saturday School assignment will result in three days suspension.

### Truancy

Truancy results when the student is absent from school without parental permission or leaves the school grounds without permission from an assistant principal. Violation of this rule will result in the assignment of four hours in Saturday School or other action as deemed appropriate by the principal. Failure to attend the Saturday School assignment will result in three days of suspension.

### Work Missed

Any graded schoolwork missed due to unexcused tardiness, class cuts or truancy will be considered as a zero.

## **DISCIPLINE PROCEDURES**

### Discipline of Students with Disabilities

Hingham Public Schools will follow appropriate procedures for disciplining students with disabilities in adherence with Federal and State laws and regulations including the Individuals with Disabilities Education Improvement Act (IDEA-2004), and Massachusetts General Laws (Chapter 69-78A).

### Detention

A teacher or administrator may require a student to remain after school as an attempt to correct pupil behavior and deter future infractions. Detention may be served from 7:20 to 7:50 a.m. or 2:40 to 3:30 p.m. ONLY. Early arrival in the morning will not be counted as extra time and leaving prior to 7:50 a.m. will cause the detention to be voided.

Teacher's detention will be served that day or a day agreed upon by the teacher. Failure to report for teacher detention will result in the time being doubled. Failure to report to any of these teacher detentions will result in a student referral to the assistant principal.

### Exclusion from Class

Since conduct that necessitates a student's removal from class is viewed most seriously, the student's parents will be notified. For the first offense, the student may be required to set up a conference between himself/herself, the teacher, and the assistant principal and may be refused admission to the class until completion of the conference. The disposition of the conference will determine under what conditions the student is to be readmitted to class. Each conference will be held as soon as possible; under normal circumstances, the conferences will be held on the day the offense occurred. If the teacher or the assistant principal is not available, the student may be readmitted to the next class and the conference will be held at a mutually convenient time.

An exception to this procedure could be made by an administrator if the offense is of such gravity that returning the student to class would be detrimental to the student or the class. Problems of this nature will be referred immediately to the appropriate administrator.

For the second offense, the student's parents may be required to attend a conference at which time the student, parents, teacher, and administrator will explore the causes of the problem, possible solutions to it, and conditions under which the student is to be readmitted to class. At this conference, the gravity of the situation must be stressed, since one more removal from class establishes grounds for exclusion from that class for the remainder of the year, a subsequent loss of credit, and suspension.

### Physical Restraint Policy

Hingham Public Schools' students may in rare circumstances require physical restraint when non-physical interventions would not be as effective and the student's behavior poses a threat of imminent, serious physical harm to self and/or others. Such physical restraint should be limited to the use of such reasonable force as necessary to protect a student or another member of the school community from assault or imminent, serious physical harm. Such incidents of restraint must be reported to an administrator and a report filed.

### Use of Tobacco Products

Hingham High School, like all Town of Hingham property, is a smoke-free zone. No student shall use or possess tobacco or tobacco-related products of any type on school grounds or at school-sponsored activities. The penalty for violation of this regulation may be found in the *Code of Discipline*.

### Alcohol and Drugs

Possession (e.g., on person, in locker, in car, etc.), use, or being under the influence of drugs or alcohol in a school building or on school property is prohibited by the Massachusetts General Laws and by school committee regulations. The use or possession of alcoholic beverages or other controlled substances or being under the influence of any drug including alcohol is prohibited at any school-sponsored activity regardless of location. Students violating this policy shall be immediately

barred from attendance at the activity and shall be subject to further disciplinary actions. In addition, students abusing over the counter medication may be subject to the same consequences. See *Code of Discipline*.

The sale, distribution, possession or use of drugs, narcotics or alcohol on school property is a criminal offense and, therefore, is subject to both legal prosecution and school disciplinary procedures. The penalties for violation of this regulation may be found in the *Code of Discipline*.

#### Cell or Smart phones and other portable electronic equipment

During the instructional day, the use of cell and/or smart phones is not allowed for any purpose including, but not limited to, checking the time, text messaging, photographing, playing games, and taping. Cell and/or smart phones in use during the school day including lunch will be confiscated by staff. Students who use cell/smart phones will be subject to discipline. The school is not responsible for these items if lost or stolen. Parents who wish to contact their child during the day in emergency situations may do so by calling the main office.

Electronic devices including but not limited to a smart phone, MP3 player, camera, or tape recorder are not to be used until the close of the school day. Any of the above will be confiscated and held in the office. The only exception to this is that during study halls students may listen to music through headphones provided it does not disturb the quiet environment.

#### Academic Integrity: Cheating and Plagiarism

Cheating consists of any schoolwork a student submits for evaluation that is not done by himself/herself. Knowingly sharing work with another student who then submits that work as his/her own is also cheating. Plagiarism consists of the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own work. Plagiarism and cheating in any form are considered disciplinary matters to be addressed by the school. A teacher apprehending one or more students cheating on any graded assignment, quiz or test will record a zero grade for that assignment for each student involved. The teacher will inform the parent(s) and assistant principal of the incident. The assistant principal may take further action if he/she deems it warranted. See *Code of Discipline*.

#### Academic Integrity Committee

The Academic Integrity Committee raises awareness within the school community regarding issues of cheating and plagiarism. A primary goal of the committee is to support teachers in addressing these issues, promote school-wide awareness and accountability for academic integrity, and educate students regarding these important issues. The Academic Integrity Committee will be made up of administrator(s), teacher(s), and student(s). The committee will maintain records to track trends in cheating and plagiarism throughout the school, and will convene periodically to discuss issues and concerns. Teachers and administrators will continue to act in their defined disciplinary roles.

## STUDENT RECORDS

The Massachusetts Department of Elementary and Secondary Education has adopted regulations found at 603 C.M.R. 23.00 et seq., regarding the dissemination of and access to student records. The regulations divide the record into two sections: the transcript and the temporary record. The transcript includes the student's name, address, course titles, final grades, credits, weighted GPA, and grade level completed and is kept by the school for sixty years after the student leaves the system. The temporary record includes all other information concerning the student, including attendance, health, discipline, activities, sports, etc. The temporary record must be destroyed five (5) years after the student graduates, transfers or withdraws from school.

Students may examine their own records with prior notice and in accordance with the following:

- √ The school shall, at the request of a parent or guardian of a pupil, or at the request of a pupil fourteen years of age or older, allow such parent, guardian or pupil to inspect academic, scholastic or any other records concerning such pupil which are kept or are required to be kept.
- √ Students eighteen and over have the exclusive right to access their student record but must first file a notice with the principal intending to limit their parents' right of access.
- √ Students under 18 years of age and their parents may exercise these rights individually or jointly.

The student and/or parent has the right to amend the student record or request that information in the record be destroyed with the right of appeal if the request is denied.

A non-custodial parent is eligible to obtain access to student record unless

1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent
2. The parent has been denied visitation or has been ordered to supervised visitation
3. The parent's access to the student or to the custodial parent 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.

In order to obtain access, the non-custodial parent must submit a **written** request for the student record to the principal. Upon receipt of the request, the school will immediately notify the custodial parent by certified mail that it will provide the non-custodial parent with access after 21 days unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07.

When a student transfers to another school district, then Hingham High School will transfer, upon request of the transferring school district, the complete student record of such transferring student.

Information in the student record may be handled by the following authorized personnel:

- School administrators, teachers and counselors who are employed by the school committee and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity
- Administrative office staff and clerical personnel who are employed by the school committee and whose duties require that they have access to student records for the purposes of processing information and student records
- The team that evaluates a student

Information in the student record may not be disseminated in whole or in part, in any manner or form, orally, or in writing, to a third party, without the written consent of the student and/or parents, whichever is applicable except in the case of a court order or subpoena, in cases of emergency, or upon the request of certain state agencies. This, however, does not prohibit the publication of the student's name, class participation in school activities, honors, awards or post-high school plans. Unless requested by a parent or eligible student to the contrary, the Hingham Public Schools may release information including a student's name, address, date and place of birth, major fields of study, dates of attendance, class, degrees, honors, awards, and post-high school plans. To exclude his/her name from such publication, a student and/or parent, whichever is applicable, should notify the school office.

Per Sec. 9528. Armed Forces Recruiter Access to Students and Student Recruiting Information of the Elementary and Secondary Education Act, schools receiving funds under this law are now required to provide the names, addresses, and phone numbers of students to military recruiters and/or institutions of higher learning. The law also states that, "A secondary school student or the parent of the student may request that the student's name, address, and phone number not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request." Any parent of a Hingham High School who wishes that his or her child's name, address, and phone number **not** be released to third parties should notify the principal in writing within the first three weeks of school. If no such written notice is received, the school will comply with all appropriate requests for student directory information.

Parents are encouraged to review the student record regulations of the Department of Elementary and Secondary Education for a more detailed description of the rights and responsibilities of third parties.

## GENERAL INFORMATION

### Assemblies

When auditorium programs are presented, students will be called from class with the classroom teacher. Students will sit in the assembly under the direct supervision of the classroom teacher.

### Afternoon Help

Extra help is available to students on Monday, Tuesday, Thursday and Friday afternoons from 2:32 to 3:02 p.m. Teachers will indicate to students where they will be for assisting students after school. Students requesting help should report to the designated location after school.

### Credit for Summer School and Evening School

Students who take summer or evening school courses must obtain prior approval of the principal who will determine the number of graduation credits that will be granted. There is a maximum of fifteen (15) outside credits that will be allowed toward a Hingham High School diploma. Any exceptions to the above must be approved by the principal.

### Dual Enrollment Policy

Students at Hingham High School may be eligible to participate in the Dual Enrollment Program created by the Massachusetts State Department of Education under the State's Education Reform Act of 1993. Students who meet the requirements can take courses in any of the state's participating community colleges, colleges and universities. More information may be found in the *Program of Studies*.

### English Learner Education

Hingham Public Schools adheres to all Massachusetts Department of Elementary and Secondary Education requirements for English Learner Education programs. Upon student enrollment, a home language survey is completed for every student. If a child does not speak English or comes from a home in which English is a second language, the student is referred to the English Learner Education teacher who accepts referral for evaluation from the principal and/or the Director of Student Services. The Director of Student Services oversees the school district's English Learner Education program. Upon assessment and determination of eligibility, eligibility is established and sheltered English Immersion Services and English Language Development instruction is offered to the student as necessary.

### Gifts to Staff Members

Pupils, parents, and other patrons of the Hingham Public Schools are discouraged from the presentation of gifts to members of the staff. In accordance with state ethic laws, Hingham Public School employees may not accept gifts in excess of \$50 per year.

### Harvard Extension School - Lowell Scholarships

Hingham High School students may be eligible to participate in the Harvard Extension School's Lowell Scholarship Program. This program is open to qualified high school students, teachers, counselors, and administrators in the Greater Boston area. These scholarships offer reduced tuition for courses taken for credit in the arts and sciences. Information about courses, registration, payment, and academic policy are in the Harvard Extension Catalogue. More information may be found in the *Program of Studies*.

### Homework

Homework is assigned according to the type and level of the academic program. While some homework may be completed in study areas, out-of-school time must be spent on homework to derive maximum benefit from the academic program. The amount of homework assigned for subjects that meet six times during the seven-day cycle should be approximately thirty minutes per night; therefore, students should expect to spend between two and three hours per night on homework. This does not pertain to Advanced Placement courses.

### Incompletes

All work must be completed before a grade can be issued. Incompletes will be issued to those students who have an excused absence and who anticipate completion of necessary work. Incompletes should be made up within two weeks of the closing of the quarter grades.

### Insurance

School insurance is available to each student. Forms are sent home early in the fall. We suggest that you become familiar with the program. A pre-paid insurance policy is provided for students who participate in interscholastic athletics.

### Lost and Found

Lost and found articles may be claimed in the main office.

### Make-Up Work

Under normal circumstances, students who are legitimately absent will be allowed one day of additional time for each day of absence in order to complete work missed. It is the responsibility of the student to find out the work missed and to schedule a mutually convenient time to make up any tests or quizzes.

### Parent-Teacher Conferences

Parent-teacher conferences are collaborative endeavors that should focus on the needs and the progress of the student. Parents and teachers should be prepared to listen to the other's perspective, to ask questions, and to share concerns. Parents should share with the teacher important information that may affect student performance. By the end of the conference, the parties should have dis-

cussed and developed next steps, including plans for any future communication that may be needed. When conferences involve specific issues of concern, it is important to focus first on identifying the problem and then on solving it together. In most cases of concern about a classroom situation, parents should communicate directly with the teacher or specialist involved. General questions or concerns may be most appropriately addressed by the guidance counselor (or SPED chair/liaison). If direct communication with the teacher is not possible or does not resolve the concern, parents should contact the building principal who may refer some issues to a department director or to an other appropriate specialist. Anonymous concerns or complaints cannot be addressed.

### Physical Education

Appropriate attire for participating in physical education class is required and will be specified by the teacher. The lack of appropriate attire will result in a grade of “F” for the class. The student will remain with the class under the supervision of the physical education teacher. A note from a parent or guardian must be presented to the school nurse BEFORE school if for some reason a student cannot participate in a physical education class. A medical excuse given by the nurse must be taken to the physical education instructor by the student. The nurse will determine whether the student is able to attend the class. A permanent medical excuse must be renewed each school year.

If a student becomes injured or unable to participate in physical education due to a temporary medical condition, the student must make up the time in physical education regardless of length or type of condition unless it becomes a permanent disability. The student must provide proof from either a doctor or the school nurse. The student will have several options to fulfill this requirement. These are available from the physical education staff.

### Program Changes

The program selected by a pupil and approved by the parent, prior to the close of the school year, represents a final choice of courses with these exceptions:

1. If, through summer school or by other means, a student has satisfactorily completed subjects failed or incomplete as of the previous June, the student may apply at the School Counseling Office for a schedule change.
2. Errors on a student’s program should be reported to the counselor immediately.
3. All other requests for change must be handled individually with the counselor and may be granted only after parental participation in a conference and with department head approval.

Counselors are responsible for any schedule changes. Requests for changes may be initiated by the student, parent, teacher, department chairperson or administrator. After a decision has been made to effect a schedule change, the following steps must be taken.

1. The counselor will develop the program change.
2. The change sheet must be approved by the parent and, if appropriate, the

department chairperson and/or teacher.

3. Students will be notified by the counselor if and when the change will be made.

### Level Changes

Students in academic courses are assigned levels on the basis of ability and past achievement. Any questions regarding levels may be directed to the counselor.

- Level changes may not occur after the first five weeks of any term.
- No level changes nor course withdrawals may occur without teacher input and department head approval.
- All level changes will require a discussion involving the student, parent, teacher, counselor, and department chair. Parents must provide written approval for changes.
- If a level change does occur, the grade received in the prior level will be adjusted up or down by ten points for the purposes of calculating the student's GPA.
- No new course may be added to a student's schedule after the first two weeks of either semester without the permission of the principal.

### Teacher Changes

Requests for a teacher change will require a parent conference with the current teacher and department chairperson. If the department chairperson approves, the change will be made when possible. The department chairperson will consult with the counselor to determine if it is mechanically possible to make the change. If parents are not willing to accept the resolution reached, the principal will review the request and make a final judgment.

A change in program is not completed until both student and teacher are notified and all books are returned to the original teacher. THE STUDENT MUST ATTEND ALL CLASSES UNTIL NOTIFIED BY HIS /HER COUNSELOR.

During the initial five weeks of any course, students are permitted to drop courses (following procedures listed above) without penalty, provided the student will still have the required number of credits. After the initial five weeks of any course, a student who drops a course will have entered on his school record a "W" and the notation of passing (P) or failing (F) at the time of withdrawal.

### Progress Reports

Given the availability of the Aspen X2 portal, progress reports will no longer be issued. At the midpoint of each term, current averages will be available through the portal. Parents and students are encouraged to check the portal regularly.

### Rank in Class

Hingham High School does not rank students and does not provide colleges or universities with class rank information. Designations of class valedictorian and class salutatorian will be awarded to the two seniors with the highest grade-point

averages. Students who are not enrolled at HHS for the final four consecutive semesters of high school (all of junior and senior year) will not be considered for these designations. Class valedictorian and class salutatorian will be selected after the seniors' final grades have been established.

## **GENERAL PROCEDURES and REGULATIONS**

### Automobiles

The privilege of driving symbolizes one entrance to adulthood by many HHS students. All members of the school community are urged to avoid hazardous driving and encouraged to respect and adhere to all driving laws. Statistics show that one third of all sixteen-year-old motorists is involved in a serious accident. To prevent accidents, all drivers on school property and in the surrounding community are expected to observe the following:

- Wear seat belts and insist that all passengers buckle up
- Start and stop slowly
- Observe the speed limit at all times on all roads and in the parking lot
- Defer to pedestrians and other drivers
- Avoid distractions, especially cell phone use
- Follow the special rules that pertain to a learner's permit and a junior operator's license.

Students who drive automobiles to school will be subject to such regulations as the school administrators deem necessary for safety. Driving abuses may result in loss of the privilege of driving to school and parking on school grounds as well as disciplinary action deemed appropriate by the administration.

### Student Parking

**Only seniors and juniors** whose cars display the appropriate parking sticker will be allowed to park on the campus of Hingham High School. Student parking will be restricted to the far parking lot between the baseball field and the soccer field and to designated spaces (last two rows and spaces parallel to Union Street along the grass) in the Union Street parking lot. No student will be allowed to park in the auto shop/gymnasium parking area unless the vehicle clearly displays an authorized pass. No student will park in areas assigned to staff. Violators to any of the above will lose the privilege of parking on the school campus. Cars parked in places other than designated student parking areas will be towed at the owner's expense. Parking on school property during the school day or when participating in school-sponsored activities is a privilege and not a right. As such, cars brought on to school property may be subject to a search by school officials.

### Buses

Pupils utilizing public school transportation enjoy a privilege accorded by the town rather than an inherent right to transportation. As such, pupils are to conduct themselves in such a way as not to interfere with the safe operation of the vehicle or the rights of others and must comply with all reasonable regulations as set forth

by the school administration. To encourage proper bus behavior, the buses are equipped with interior video cameras. Videotapes will be viewed by the supervisor of transportation and the building principal or assistant principal if there is a question related to misbehavior on a school bus. Videotapes are reused (taped over) on a regular basis. Students may lose their bus privileges as a consequence of poor behavior.

### Cafeteria

Food and beverages may be consumed in the cafeteria only. Food and beverages may not be carried from the cafeteria to another part of the building. No food deliveries are allowed from any outside sources without prior approval of an administrator. The cleanliness of the cafeteria is a student responsibility. Students are expected to exhibit orderly and appropriate conduct that does not interfere with the right of others to enjoy their lunch. Students are also expected to take responsibility for cleaning up their trash, trays, etc. Failure to do so will result in school discipline. Students are not allowed to eat lunch or snacks outside the cafeteria.

### Dress

Students are expected to dress appropriately for school. Clothing considered to be disruptive, distracting to students and/or staff or to pose a safety or health risk to the student or others is unacceptable. Clothing that is strapless, backless, low cut, see-through or that reveals the midriff is not allowed. Any apparel or item with a message advocating violence, weapons, alcohol, other drugs, or illegal behavior, or expressing vulgarity, or regarded by the administration as dangerous or adversely impacting the educational process may not be worn in school or at school events or activities. Health regulations require that shoes be worn at all times in a public building.

Head coverings such as hats, hoods, and visors are not to be worn in the school building. Students must remove such head coverings when they enter the building and keep the coverings off until they exit the building. Head coverings should not be carried but rather stored in a book bag or locker. An administrator is the only person who may make an exemption to this policy.

### Fire Drills and Alarms

Periodic fire drills are conducted to ensure a rapid and safe evacuation of the building. All persons must leave the building in an orderly and quiet manner according to instructions from the teacher. Students must stand away from the building and off the roadways. A person making a false fire alarm will be dealt with under Group A, No. 2, of the Hingham Public Schools Discipline Code.

To make Hingham High School a safe and secure place where learning can occur, other evacuation procedures including lock downs will also be conducted throughout the year. Sweeps of the building and grounds by drug-sniffing dogs is another option the school may pursue.

### Lockers and Valuables

Lockers are assigned to all students. These lockers are provided for the convenience of the students. Lockers, lab tables, desks, and other equipment and facilities provided by the Hingham Public Schools for use by students are the property of the schools and are subject to search at any time for any reason. Any item may be seized during the course of such a search. Because students are responsible for their own belongings as well as school-issued textbooks, the school strongly recommends and encourages students to padlock their lockers. Money and all other valuables should be kept at home. In exceptional cases, valuables may be left in the main office. The Hingham School Department is not responsible for items lost from lockers. During physical education classes, students should not leave valuables in an unlocked locker. Athletes involved in interscholastic sports should not leave valuables in unlocked lockers. Any items missing or believed stolen should be reported immediately to the appropriate assistant principal.

### No School Announcements

Announcements of “no school” or “delayed opening” will be made on radio stations WBZ (1030), WBUR (90.9), and WRKO (680) as well as television stations 4, 5, 7, and 56. In the event of other emergencies, consult the following sites: Channel 22, the Hingham Public Schools web site, and the Hingham Police Department web site. Please do not call the police, fire department or Hingham High School because these phones must be kept open for emergency calls.

Parents have the option of registering on the Plymouth County Emergency Notification System, The Communicator. This system is used in the event of a school-related issue, which requires quick notification. This will not be used for weather-related school closings.

### School Property

The use and care of Hingham High School, the buildings, the grounds and its equipment is everyone’s business. Students who are identified as responsible for causing any damage will be expected to pay for the necessary repairs or replacements. They also may be subject to further sanctions as set forth in the *Code of Discipline*. Students are responsible for any texts and other equipment assigned by the staff. Textbook receipts should be requested by students when materials are returned. If equipment or books are lost, report cards and schedules will be held until either the property is returned or the school is remunerated.

### Visitors and Telephone Calls

Students are not permitted to bring visitors to school. Adult visitors must report to the main office prior to going elsewhere in the building. Unauthorized visitors will be asked to leave. Those refusing will be regarded as trespassers and may face prosecution. Students will not be called to the office to answer telephone calls. Except in cases of emergency, the office staff will not take messages for students.

## **LIBRARY MEDIA CENTER**

The Library Media Center is open daily from 7:30 a.m. to 3:30 p.m. Monday through Thursday and Friday from 7:30 a.m. to 3:00 p.m. The LMC is a place where students come to study quietly or do any of the following:

1. Utilize both print and electronic resources for academic research
2. Find books to supplement course work or for reading and enrichment
3. Use reserved materials designated for specific research projects
4. Read newspapers and current magazines
5. Produce slide, tape, PowerPoint, and video projects

Students who wish to use the library during a study period must make previous arrangements. No material may be removed from the LMC without being properly checked out.

## **EXTRACURRICULAR ACTIVITIES**

Student activities are open to all students of Hingham High School. All students are encouraged to participate in these activities to the fullest extent possible. Attendance at events sponsored by the school, regardless of where they are held, shall be subject to such regulations as the principal of the sponsoring school may deem necessary as well as rules and regulations of the Hingham Public Schools.

### Dances and Other Social Activities

School activities must be sponsored by a member of the faculty and approved by the administration. The request must be made well in advance of the function. An activity may be disapproved if the principal determines that staff supervision is insufficient or that the activity is of a nature that precludes a guarantee of orderly conduct or for such other reason as the principal deems appropriate. If the principal so determines, tickets to a particular activity will not be sold at the door. Periodically, students will be reminded of their obligation to maintain good order and discipline at school functions.

1. Dances (excluding proms) are for Hingham High School students only. The number of tickets that may be sold will be limited, and some dances will be grade-specific. Tickets must be purchased in advance, and students must read and sign the HHS Dance Guidelines when purchasing their tickets.
2. No one is allowed to enter an activity later than one hour after the start without prior written permission from an administrator.
3. Once a student leaves a dance or activity, he or she will not be allowed to return.
4. Unruly or disruptive students who fail to heed the warnings of the chaperons shall be remanded to the custody of the Hingham Police.

Students and parents should be aware that breathalyzer tests may be given at any dance or activity. Students who refuse to take a breathalyzer test will be removed from the dance or activity and released to a parent. The school will impose appropriate disciplinary action.

## **ELIGIBILITY**

Participation in the following activities is a privilege to students:

A. F. S. Club, Amnesty International, athletics, Band / Chorus / Orchestra competitions, Biology Club, Dance Team, Drama Club (activities & productions), Debate Team, French Club, Gay Straight Alliance, *Harborlight* school newspaper, Latin Club, Math Team, Model UN, National Honor Society, Oceanography Club, *Outer Limits* literary magazine, S. A. D. D., Spanish Club, student government (all levels), Thespians, WHHS, Yearbook, and other activities approved by the principal.

Students who wish to participate in such activities must exhibit good citizenship, satisfactory scholarship and a willingness to abide by prescribed rules and standards. The school department has established the following rules and standards which students should understand and obey to protect their eligibility.

### Academics

Two (2) F's (failure), two (2) I's (incomplete), two (2) N's (no credit), two (2) WF's or any combination thereof in all subjects will prevent a student from participating in an activity. In the case of incompletes, this rule applies until incomplete grades are made up to a passing average. Ineligibility lists are published quarterly and are based on the previous year's final grades for the fall term and on the term grades for each successive term of the school year.

### Attendance

Unless excused by the principal, students must attend school all day on the day a practice, performance, game, meeting, dance, prom, or other student activity is scheduled in order to participate in that activity. In the case of a weekend or holiday activity, students must be in school all day on the previous school day unless excused by the principal. Students suspended for any portion of a school day are barred from participation in the above listed activities that day and during the entire period of the suspension.

### Alcohol and Drugs

Students will not possess (possession includes group possession, e.g., in automobiles, etc.), use, or be under the influence of drugs or alcohol on school property or at school-sponsored events, wherever held. The only exception to this rule is by doctor prescription for students using these substances. Students who use such substances without a doctor's prescription are ineligible. The following conditions of ineligibility apply.

- On first offense, a student will not be allowed to participate in any extra-curricular activities for twenty-five (25) school days. The suspension

will be served immediately and for consecutive days. If this offense occurs while the athlete is in season, he or she will be removed from the team for the rest of that season.

- On the second and subsequent violations, the student will not be allowed to participate in any extra-curricular activities for one calendar year (12 months).

After the second violation, if the student becomes a participant in a school-approved dependency or other treatment program, the school may reinstate the student after a minimum period of fifty (50) school days.

In addition to the disciplinary action for drug and alcohol offenses addressed in the *Code of Discipline*, any student found to be in violation of the school's alcohol and drug policy in school or at **any school-sponsored event or activity** will lose the privilege of attending all school dances including the proms for the remainder of that school year.

### Behavior Outside of School

Some acts and violations committed by a student during non-school hours (including evenings, weekends, holidays, and vacations) or at non-school sponsored activities may also impact participation in student activities. Among these acts and violations are possession (possession includes group possession, e.g., in automobiles, etc.), use, purchase, sale, or transfer of illegal drugs and/or alcohol; theft; physical assault; vandalism; or other acts that may endanger the safety or well being of the students, staff, or the school. The school will investigate allegations of violations. Such investigation will include an informal hearing for the student. When the school determines that a student-activity member has committed any of the above, the student-activity member shall face the following consequences:

*First offense* Students will lose the privilege of participating in extracurricular events. Student athletes shall lose eligibility for **next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport**. Student performers may not participate in the next two weeks of public performance events. Student leadership members will lose eligibility for two weeks. Students may not attend any school dances during those two weeks. Athletes may participate in tryouts and/or practices during this time period.

*Second offense* Students will again lose the privilege of participating in extracurricular events. Student athletes shall lose eligibility for **the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport**. If this offense occurs while the athlete is in season, he or she will be removed from the team for the rest of that season. Students may not participate in any other extracurricular activities for the next twelve weeks. Students may not attend any school dances during those twelve weeks.

If after the second or subsequent violations the student of his or her own volition becomes a participant in a chemical dependency or treatment program that has been approved in advance by the principal, the student may be certified for reinstatement in activities after a minimum period of six (6) weeks or for athletes a minimum of 40% of events. The director or a counselor of a chemical dependency/treatment center must issue such certification

**Student athletes are also subject to the MIAA's Chemical Health Rule. See the Athletic Information section of this handbook.**

### Non-school Sponsored Activities

The school is not responsible for student activities that are carried out without the approval of the school's administrative team. Students are not permitted to advertise or to collect money in school for non-school-sponsored activities. Contact a school administrator if you have any questions.

## **STUDENT GOVERNMENT**

### Student Council

The student council is comprised of a president, vice president, secretary and treasurer elected at large and class representatives.

### Class Officers

Each class elects a president, vice president, secretary and treasurer.

### Student Advisory Board to the School Committee

The board is composed of five (5) student members elected annually to serve as advisory members to the school committee. Their responsibility is to present the view of the student body to the school committee and to report back to the students the outcome of their presentation. Student council meetings provide the vehicle for communication between the student advisory board and the student body. The students do not vote at school committee meetings nor do they attend executive sessions but may participate in all discussions that affect them. Any student who wishes to attend a regularly scheduled school committee meeting is welcome.

### Student Advisory Board to the State Board of Education

Two (2) students are elected annually to represent Hingham High School at monthly meetings at the Massachusetts State House.

### Elections

Elections are conducted by the student council. Elections for the student council, sophomore, junior and senior class officers, and the advisory board representatives are conducted in May of each year. Elections for freshman class officers, representatives to student council and student advisory board to the school committee are conducted in September of each year.

## ACCEPTABLE USE POLICY

The Hingham Public School system provides computers and technical equipment for the professional use of teachers, administrators, and other staff, and as educational aids for students. Use of any of the Hingham Public School District's computer systems is limited to school-related activities. Administration and classroom systems can be re-allocated at the discretion of the school administration or technology department without advance notice.

The Hingham Public School District makes no warranties of any kind, whether expressed or implied, for the computer services it is providing. Hingham Public Schools will not be responsible for any damages resulting from delays or service interruptions caused by its own negligence or its errors or omissions. Use of any information obtained via the Internet is at your own risk. Hingham Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its computer services.

The following set of technology policy guidelines applies to all users of Hingham Public Schools' computer systems. Use of District technology resources is a privilege, not a right. Use of these resources demands personal responsibility and an understanding of acceptable uses of the Internet. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of District technology resources may result in one or more of the following consequences:

- Suspension or cancellation of use or access privileges.
- Denial of future access
- Payments for damages and/or repairs
- Discipline under other applicable District policies, including suspension and termination.
- Civil or criminal liability under other applicable laws.

Users who violate policy guidelines will be subject to disciplinary procedures. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted using the District's technology resources. These regulations may be amended and updated at the discretion of Hingham Public Schools' administration.

1. District Computers, including installed software, hardware and peripheral devices, are the property of Hingham Public Schools. Computer systems are to be used for school-related activities and are not to be removed from the premises without written permission from the District's Manager of Technology
2. The use of a user's personal electronic device (including, but not limited to, device classifications such as smartphones, computers, and tablets) on the school network or on the District's Internet connection subjects the user to the terms of this policy.

3. Users should not have any expectation of privacy with respect to personal data stored on Hingham Public Schools' computers. Electronic mail (E-mail) messages are considered public records and are therefore legally discoverable and subject to record retention. Users should not expect that electronic mail messages (even those marked "Personal") are private or confidential.
4. The Hingham Public School system may monitor electronic mail and Internet activities on the schools' computer systems for reasons including, but not limited to, the following:
  - a. system checks
  - b. reviews of productivity
  - c. investigations into claims of possible criminal activity
  - d. investigations into inappropriate use of the District's internet connection
5. Use of the District's computer systems constitutes consent to monitoring of E-mail transmissions and other online services, and is conditioned upon strict adherence to this policy.
6. The following activities are strictly prohibited:
  - a. Any illegal activity, including, but not limited to, the transmission of copyright or trade secret material, or the participation in any type of criminal activity.
  - b. Attempts to violate the computer security systems implemented by the Hingham Public Schools, Town of Hingham, or other institutions, organizations, companies or individuals.
  - c. Accessing material that is inappropriate for school use, such as Internet sites promoting pornography, gambling, or hate.
  - d. Attempts to circumvent the Internet filtering capabilities of the Hingham Public Schools or the school systems' Internet provider(s).
  - e. Plagiarism, or any reproduction of copyrighted material without explicit permission.
  - f. The use of profanity or inappropriate language in electronic mail.
  - g. Use of school computer systems for political or commercial purposes.
  - h. Using school computer systems to send unsolicited bulk E-mail (SPAM).
  - i. Developing or disseminating malicious software programs, such as computer viruses.
  - j. Downloading, installing, or copying any commercial software, shareware, or freeware onto network drives or disks without written permission from the network administrator or the District's Technology Manager.

- k. Misrepresentation of your identity by using another user's account, or by masking your own identity.
7. No profane, abusive, or impolite language should be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior. Should a user encounter such material by accident, the user should report it to an appropriate authority immediately.
  8. In compliance with the Children's Internet Protection Act (CIPA), Hingham has installed filtering and/or blocking software to restrict access to Internet sites containing material harmful to minors. The software scans for objectionable words or concepts, as determined by the Hingham Public School District. Students and staff may not disable the District's filtering software at any time when students are using the Internet if such disabling will cease to protect students against access to inappropriate materials. Staff authorized by the District's Manager of Technology may temporarily or permanently unblock access to sites containing appropriate materials if the filtering software has inappropriately blocked access to such sites.
  9. Staff must supervise student use of the District's Internet system in a manner that is appropriate to the students' ages and the circumstances of use.
  10. The following restrictions against inappropriate speech and messages apply to all speech communicated and accessed through the District technology resources, including all email, instant messages, Web pages, and Web logs.
    - a. Users shall not send obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful messages.
    - b. Users shall not post information that could cause damage, danger, or disruption, or engage in personal attacks, including prejudicial or discriminatory attacks.
    - c. Users shall not harass other persons, or knowingly or recklessly post false or defamatory information about a person or organization.
  11. Users' home and personal Internet use can have an impact on the school and on other District users. If a user's personal Internet expression - such as sending a threatening message to another District user - creates, in the view of the principal or principal's designee, the likelihood of material disruption of the school's operations, that user may face school discipline and criminal penalties.
  12. Hingham takes bullying and harassment by computer very seriously. No District user shall use any Internet or other communication device to intimidate, bully, harass, or embarrass other students or staff members. Users who engage in such activity on school grounds or who engage in such activity off campus and create a material disruption of school operations, in the view of the principal, shall be subject to penalties for bully-

ing and harassment as contained in the student handbook, as well as possible criminal penalties.

In the event of an allegation that a student has violated this policy, the District will provide the user with notice and an opportunity to be heard in the manner set forth in the student handbook.

## **HAZING**

### **Chapter 269: Section 17 Hazing; organizing or participating; hazing defined**

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any 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. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

### **Chapter 269: Section 18 Failure to report hazing**

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

### **Chapter 269: Section 19 Copy of secs. 17—19; issuance to students and student groups, teams and organizations; report**

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not consti-

tute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

## **EDUCATION REFORM ACT - 1993**

### **Section 37H**

- 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 Chapter 94 C, 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.

- C. Any student who is charged with 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 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 days from the date of the expulsion in which to notify the superintendent of his 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 the student does apply for admission to another school or school district, the superintendent of 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.

### **Section 37H1/2**

Students charged with a felony may be suspended as provided by G.L.c. 37H1/2. Students convicted of a felony, or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, may be expelled as provided in Massachusetts General Law Chapter 71, Section 37H1/2.

### **BULLYING AND HARASSMENT**

Teachers and students are to maintain an environment free of bullying and harassment of any kind including but not limited to bullying and harassment based on race, color, religion, national origin, age, sex, sexual orientation or disability. Teachers and students are to treat one another with courtesy and respect at all times.

Bullying is defined as 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 victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying shall include cyber-bullying. In accordance with Massachusetts law, Hingham Public Schools has designed and implemented a bullying prevention and intervention plan which can be found on the Hingham Public Schools' website.

Reports of bullying can be made either orally or in writing. Anyone who believes someone is being bullied should notify the appropriate assistant principal or fill out an incident reporting form which can be found in the school administrative offices, counseling office, or nurse's office. Anonymous reports may be made via the anonymous reporting form found on the Hingham Public Schools' website; however, no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action. Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is prohibited.

Harassment includes but is not limited to such things as threats, unsolicited remarks, gestures, physical contact, or the display or circulation of written materials or pictures derogatory to gender, racial, ethnic, religious, age or handicap groups.

### Sexual Harassment Policy

It is the goal of the Hingham Public Schools to promote a school environment that is free of sexual harassment. Sexual harassment violates state and federal law and, therefore, the policies of the school. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of success as a student; (2) submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment.

Each employee and student at Hingham High is personally responsible for the following:

- Ensuring that his/her conduct does not sexually harass any individual in the school.
- Cooperating in the investigation of informal reports or formal complaints of alleged sexual harassment by providing any information he/she possesses concerning the matters being investigated.
- Otherwise cooperating with the efforts to prevent and eliminate sexual harassment and to maintain a working and learning environment free from such unlawful discrimination.

For any alleged sexual harassment violations of students by staff or other students at Hingham High School, the high school principal is the designated grievance officer. Any student who believes that he or she has been subjected to sexual harassment should report the incident to the grievance officer as soon as possible, and the grievance officer will attempt to resolve the problem in a formal and expeditious manner. Any student found to have engaged in sexual harassment will be subject to disciplinary action as outlined in the *Code of Discipline*. In the event

that there is a finding of no sexual harassment, the grievant may appeal the decision to the Superintendent of Schools.

Retaliatory action of any kind taken by an employee or student against any other employee or student as a result of a person's seeking redress under these procedures or cooperating in any proceeding under these procedures is prohibited and shall be regarded as a separate and distinct grievable matter under this procedure.

## **NOTIFICATION OF SEX EDUCATION PROGRAMS**

Our comprehensive health education curriculum, developed by our professional staff under the guidance of the community health education advisory council, has its own goal to continue efforts begun in earlier grades to promote the health and well-being of our students and to help them make wise and informed decisions during their adolescent years and beyond. To further the accomplishment of this goal, students may periodically be asked to participate in an anonymous survey about student behaviors in the areas of fitness, nutrition, alcohol, drug and tobacco use, violence exposure, and HIV awareness. The purpose of such a survey is to identify areas of concern that should be more fully addressed in the health education curriculum.

Sex education is part of the health education curriculum in grades 7-12, including dating, relationships and communication skills, pregnancy, sexually transmitted diseases, HIV-AIDS, sexual harassment, and personal health care issues. Health topics are taught in the grade 6 DARE program for that level as well. As always, curriculum outlines and materials are available at schools for parent review.

Under Massachusetts law and Hingham School Committee policy, parents may actively exempt their child from participation in any portion of the curriculum that primarily involves human sexual education or human sexuality issues. To request an exemption, parents need simply send a letter to the school principal requesting an exemption for their child. No student who is exempted from this portion of the curriculum will be penalized.

## **MEMORANDUM OF UNDERSTANDING BETWEEN THE HINGHAM SCHOOL DEPARTMENT AND THE HINGHAM POLICE DEPARTMENT**

### **A. General Principles**

This Memorandum of Understanding is established between the Hingham Public Schools and the Hingham Police Department regarding the establishment of a protocol for the reporting and coordination of responses to incidents of violence or other illegal activity within Hingham Public Schools. The Hingham Public Schools and the Hingham Police Department agree to coordinate their responses to violence or other illegal activity by students and non-students which occur on school premises or at school-sponsored or school-related events. Through collaboration

the two departments can ensure safe and secure school and community environments designed to maximize effective teaching and learning.

To ensure a safe educational environment, this collaborative effort between school administration and law enforcement supports “zero tolerance” for drugs, alcohol, weapons, hate crimes and violence within and on the grounds of the Hingham Public Schools. Non students involved in such acts on school premises or at school events are to be reported in the same manner as students are reported. Non-students include, but are not limited to, administrators, teachers, professional staff, support staff, clerical and custodial staff, security personnel, bus drivers, visitors and trespassers.

Notwithstanding anything to the contrary contained in this Memorandum of Understanding, it will continue to be the sole prerogative of school officials to impose disciplinary sanctions for infractions of school rules and policies. It is also the responsibility of school authorities to notify the Hingham Police Department when any criminal activity is detected or suspected on school grounds or at school-sponsored events. It is the responsibility of the Hingham Police Department to respond when drugs, alcohol or weapons are found on school property or when a student is suspected of or charged with criminally chargeable offenses under Massachusetts General Laws. Furthermore, both the Hingham Public Schools and Hingham Police Department agree to respond cooperatively to incidents of school delinquency and truancy, and questions of residency.

**B. Publication of this Memorandum by Reference**

M.G.L. c. 71 § 37H requires each school district to have a written Code of Conduct reflected in student handbooks stating the standards and procedures to assure building security and safety of students and school personnel and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or civil rights violations.

**C. Disclaimer**

This Memorandum of Understanding is voluntarily entered into with the consent of both parties and is an internal document between the parties and does not confer any rights, privileges or obligations nor is it enforceable as against the parties hereto in any court, administrative hearing, or other forum. Any written or oral communication between the parties of the Memorandum of Understanding will be protected by all laws relating to privacy and confidentiality. This Memorandum of Understanding is in addition to, and does not supplant, policies of the Hingham Public Schools with regard to disciplinary procedures and codes of student conduct which are now or may be formulated and published in student handbooks.

**D. Terms, Conditions, and Operating Procedure**

The parties to this Memorandum of Understanding hereby understand and consent to the following terms, conditions, and operating procedures:

1. The Superintendent of Schools or designee and the school principal or designee are responsible for reporting the acts specified below. The Police Chief shall designate an officer (or officers) to coordinate all reported criminal acts.
2. The Superintendent of Schools or designee and the school principal or designee shall immediately report to the Hingham Police Department any incident

on school premises, including in or around a school bus, or at a school sponsored or school-related function, if such incident involves any of the reportable acts set forth below. A reportable act shall include:

- a) A student's possession or use of a dangerous weapon as defined in Massachusetts General Laws c. 269, § 10;
- b) Any indecent or sexual assault;
- c) Any instance of substance abuse, including the possession of alcohol, and the possession of any controlled substance as defined in Massachusetts General Laws c. 94C including but not limited to marijuana, cocaine and heroin;
- d) Any assault and battery which results in bodily injury;
- e) Any violation of a temporary or permanent restraining order;
- f) Any so-called "hate crime" meaning for purposes of this section any violation of Massachusetts General Laws c. 265, §§ 37 or 39;
- g) Any substantial destruction of property or theft;
- h) Any threat to commit a crime against the person or property of another, e.g., threats over the Internet;
- i) Any student's violation of a state criminal statute which warrants reporting but is not a mandatory reportable act as described above, e.g., driving to endanger;
- j) Finding any student, regardless of age, who is reasonably believed to be under the influence of alcohol or other drugs.

3. All school department personnel, including but not limited to, administrators, teachers, professional staff, support staff, clerical and custodial staff, security personnel and bus drivers, shall immediately report to their direct supervisors any incident on school premises, including in or around a school bus, or at a school-sponsored function, if such incident involves any act specified above.

4. Said supervisor shall immediately report such incident to the principal. Any principal who receives such a report and who has reason to believe the allegations shall file a written report with the superintendent of said school district as soon as possible, but no later than forty-eight (48) hours after receiving the report. The superintendent shall then file copies of said report as soon as possible, but no later than forty-eight (48) hours, with the local chief of police and, where required by law, the Massachusetts Department of Social Services. When reports are forwarded to the Hingham Police Department, a follow-up response will be provided by the police to the Superintendent of Schools.

## **E. Searches**

In order to maintain a safe environment in its schools, the Hingham School Department reserves the right to search all school property for contraband or controlled substances in accordance with state and federal laws. Searches may be conducted on a periodic basis and may include the use of trained K-9 units whose specific mission is drug detection. The police liaison and the appropriate school administrator will coordinate these searches in an effort to minimize disruption and maximize the security of the search.

## **F. Reporting Procedures**

1. Any teacher or other school employee who has reasonable grounds to believe that a student has committed a mandatory reportable act or a discretionary reportable act, as defined above, shall take (or cause to be taken) the student to the Principal or designee. The Principal/designee shall ask the reporting teacher/employee what happened and take custody of any physical evidence.

2. The Principal/designee shall inform the student and his/her parent or guardian of the nature of the offense and inform the student and his/her parent or guardian that certain offenses must be reported to the police. The Principal/designee may offer the student the opportunity to respond to the teacher/employee's report. The Principal/Superintendent shall in the case of mandatory reportable act, and will in the case of a discretionary reportable act, notify the local police department of the presence of contraband and the existence of any physical evidence. All contraband (drugs, alcohol, firearms, and dangerous weapons) shall be immediately surrendered to the police department.

3. Upon notification from the Principal/Superintendent or her designee, police shall respond in cases of mandatory reportable acts and will respond in other cases. Police shall investigate such cases and, where appropriate, refer such cases to the District Attorney's Office.

4. In addition, the Principal/Superintendent will comply with Massachusetts General Laws c. 71, § 37L requiring that an incident involving a student's possession or use of a dangerous weapon on school premises at any time be reported in writing to the Chief of Police. This report must be submitted in any case involving a student's possession or use of a dangerous weapon on school premises, regardless of whether it occurred during school hours, and whether or not the student has been expelled.

## **G Records and Collaboration**

1. The Hingham School Department and the Hingham Police Department will maintain appropriate records for all school incidents including acts or suspected acts of violence.

2. The Superintendent of Schools, Chief of Police, and other designated school administrators and police officers will meet to collaborate on the implementation of this Memorandum of Understanding and establish communication lines to support a safe, secure school and community. They will then continue meeting on at least an annual basis.

3. The Hingham Police Department will continue to provide police services to the Hingham Public Schools with a high priority response to reported crimes in progress in and around school facilities. The Hingham Police Department will also maintain visibility of uniformed Hingham police officers when requested by the School Department such as the arrival and dismissal of students at targeted locations.

4. In addition to the above responsibilities, the designated liaisons from the School and Police Departments will meet regularly for the following purposes: (1) to discuss the scope of drug and alcohol possession and use and violence in the school setting; (2) to identify strategies to reduce such activities; and (3) to sug-

gest the necessary action plan for implementation of such strategies.

**H. Police Department Reports to the School Department**

1. Subject to the statutory and Common Law Restrictions, the Hingham Police Department will provide the Hingham Public Schools with a written report of the arrest or filing of a complaint application against any student of the Hingham Public Schools. The appropriate Police Department designated liaison shall report to the appropriate School designated liaison any non-criminal activity involving students of the Hingham Public Schools if the activity poses a serious and imminent threat to the safety of the student, other students, faculty, or administrative personnel.

2. The Hingham Police Department will report to the School Department all reports of missing or abducted children. Parents will be notified by the appropriate authorities.

**I. Training**

Prior to the effective date of this Memorandum of Understanding, the Hingham Public Schools and the Hingham Police Department shall provide agency-wide training to their respective staffs to inform them of their roles and responsibilities under this agreement. On an ongoing basis, the same training will be provided to new staff members. It will also be reviewed with new students.

**J. Building Security**

The Director of Buildings and Grounds, after consultation with school officials, will plan with the Hingham Police Department for safety and security of certain extra-curricular activities involving Hingham students, and held on property owned and controlled by the Town of Hingham, including school buildings and athletic fields.

**K. Effective Date and Duration of this Agreement**

Nothing in this Agreement shall supersede or contravene any school or police department administrative procedures or any collective bargaining agreement.

**BELL SCHEDULE**

Supervised Classrooms	7:48–8:00		
Block 1	8:00-8:57		
HR	8:57–9:00		
Block 2	9:04–10:01		
Block 3	10:05–11:02		
Block 4	11:06 - 12:30 (includes lunch)		
	Lunch 11:06 - 11:30	Class 11:33 - 12:30	
Class	11:06-11:33	Lunch 11:36 - 12:00	Class 12:03 - 12:30
	Class 11:06 - 12:03	Lunch 12:06-12:30	
Block 5	12:34 - 1:31		
Block 6	1:35 - 2:32		

## Schedule of meetings

Day 1	A	B	C	D	E	F	(no G)
Day 2	A	B	C	D	E	G	(no F)
Day 3	A	B	C	D	F	G	(no E)
Day 4	A	B	C	E	F	G	(no D)
Day 5	A	B	D	E	F	G	(no C)
Day 6	A	C	D	E	F	G	(no B)
Day 7	B	C	D	E	F	G	(no A)

## Friday Morning Schedule

On Fridays following homeroom, there will be a nine-minute television broadcast highlighting the week's activities.

Block 1	8:00-8:54	
HR	8:54-8:57	
	Television broadcast	8:57-9:06
Block 2	9:10-10:04	
Block 3	10:08-11:02	

The rest of the day remains the same.

**Detention: Afternoon 2:40 p.m. - 3:30 p.m. (Mon., Tues., Thurs., Fri.)**

**Extra Help Monday, Tuesday, Thursday, Friday (2:32 - 3:02)**

## DELAYED OPENING SCHEDULES

### One-hour Delay

Block 1	9:00-9:37	(Homeroom 9:37-9:40)
Block 2	9:44-10:21	
Block 3	10:25-11:02	
Block 4	11:06-12:30	
	(Regular lunch periods)	
Block 5	12:34-1:31	
Block 6	1:35-2:32	

### Two-hour Delay

Block 3	10:00-10:59	(Homeroom 10:59-11:02)
Block 4	11:06-12:30	
	(Regular lunch periods)	
Block 5	12:34-1:31	
Block 6	1:35-2:32	

## **ATHLETICS**

### **PHILOSOPHY**

In Hingham, all students who choose to participate in athletics are provided a meaningful and rewarding educational experience that will benefit them now and in later life. The development of student abilities through healthy competition and the growth and development of an individual through participation and interest in sports are essential elements of the Hingham Interscholastic Athletic Program.

We consider our athletic program to be part of the educational program. Although some schools measure success in terms of win/loss records, at Hingham winning is not the main objective. The ongoing learning experience and the development of sportsmanship are our primary areas of concern.

On the freshman and junior varsity levels, the purpose of the athletic program is to develop the individual athlete to his/her full potential. Participation and the development of individual proficiency in a sport will be stressed above the pursuit of winning games. The needs of the individual athlete must be integrated with the needs of the team in each program.

On the varsity level, the purpose of the athletic program is to provide an opportunity for the highly skilled student-athlete to develop further. A varsity athlete earns the opportunity to participate both at the most advanced level of the interscholastic sport and on a team committed to attaining the highest level of success. A major element in the success of this program is the improvement in skill and demeanor of all athletes who participate in a sport.

Participation in athletics is a privilege. Students must follow the code of conduct for athletes at all times, on and off the field. An athlete represents the athletic program and Hingham High School. Athletes must display appropriate behavior, respect for others, sportsmanship, and integrity.

### **ATHLETIC DEPARTMENT OBJECTIVES**

1. Students will be provided the opportunity to develop and grow physically, mentally, socially, and emotionally through their athletic learning experiences.
2. Students will develop the qualities of good sportsmanship, honesty, sense of responsibility, self-discipline, self-control, moral integrity, and respect and concern for others.
3. Students will be provided the opportunity to develop their own skills and potential.

4. Students will develop dimensions such as self-esteem, assertiveness, emotional control, and mental toughness.
5. Students will be provided opportunities for positive growth and development, qualities which contribute to a successful adult life.
6. Students will develop an appreciation of the value of physical fitness and conditioning.
7. Students will learn to accept victory or defeat in a gracious manner.
9. Students will learn the value and benefits of hard work and dedication.
10. Students will be provided the opportunity to learn how to function and compete as a team.

## **SPORTS OFFERED**

### FALL

Dance*	-- Girls Varsity and JV
Cross Country	-- Boys and Girls
Field Hockey	-- Girls Varsity, JV, and Freshman
Football	-- Boys Varsity, JV, and Freshman
Golf	-- Boys
Soccer	-- Boys and Girls Varsity, JV, and Freshman
Volleyball	-- Girls Varsity and JV

### WINTER

Dance*	-- Girls Varsity and JV
Basketball	-- Boys and Girls Varsity, JV, and Freshman
Gymnastics	-- Girls
Ice Hockey	-- Boys and Girls Varsity and JV
Skiing	-- Boys and Girls
Swimming	-- Boys and Girls
Winter Track	-- Boys and Girls
Wrestling	-- Boys Varsity and JV

### SPRING

Baseball	-- Boys Varsity, JV, and Freshman
Golf	-- Girls
Lacrosse	-- Boys and Girls Varsity, JV, and Freshman
Crew*	-- Boys and Girls
Sailing	-- Boys and Girls
Softball	-- Girls Varsity and JV
Tennis	-- Boys and Girls Varsity and JV
Track and Field	-- Boys and Girls

\* These activities are not covered by the HHS athletic user fee. Because these activities are only partially funded by Hingham Public Schools, a separate fee will be assessed.

## CODE OF CONDUCT FOR ATHLETES

The athlete has a responsibility to maintain a proper attitude and to respect his/her teammates and others. It is essential that the athlete subscribes to the rules of sportsmanship and applies these principles through word and deed.

An athlete must agree to the following principles:

1. Maintain an adherence to rules, standards and policies. These rules are found in the M.I.A.A. Handbook, Hingham High School Student Handbook, and the Hingham Public Schools Code of Discipline.
2. Take pride in setting good examples in appearance, conduct, language, and sportsmanship.
3. Demonstrate the ideals of sportsmanship and fair play in all competitive situations.
4. Respect every coach, official, teammate, opponent, and others.
5. Exhibit the ability to accept victory or defeat in a proper manner.
6. Compete within the spirit of the game and follow appropriate rules and regulations.
7. Demonstrate concern, courtesy and compassion.
8. Provide an example of good sportsmanship and encourage spectators to display good sportsmanship.
9. Be a positive influence for teammates and others.

## ATHLETIC PARTICIPATION REGULATIONS

### Parental Permission

Any student participating in interscholastic athletics must present a permission slip signed by a parent or guardian before he/she may participate in any practice or game. This is Form A.

### Physical Examination

All students trying out for and/or playing interscholastic sports are required to have a physical examination within the thirteen months prior to the start of the season. Students who meet this criteria at the start of the season will remain eligible for that season. Any physician licensed to practice medicine in the Commonwealth of Massachusetts may examine the student. Any student requiring medication (e.g., EPI pen, inhalers, etc.) must provide written parent/guardian permission, physician order, and the medication in order to participate.

### Insurance

All students participating in interscholastic sports are covered by a pre-paid insurance plan carried by the school system. The insurance is a secondary policy that picks up where the family's primary policy leaves off. Any injury must be reported to the coach and the school nurse. Insurance claims must be filed promptly. Insurance claim forms are available from the school nurse.

### Guidelines for the Athletic User Fee

1. The Hingham Public School Department has established a HHS user fee of \$300 with an additional fee of \$100 for ice hockey. There will be a family cap of \$600 and \$800 for hockey players. There will be only one fee per student athlete for the school year; a student will be allowed to participate in as many as three (3) sports seasons upon payment of the fee. Therefore, for example, students who pay the fee in the fall do not need to pay again during the remainder of the school year. Students are not eligible to participate until the fee is paid.
2. If a student's family feels they cannot afford the fee, they may request a waiver from the athletic director. The criteria for the federal free or reduced lunch program will be considered in making the determination.
3. The fee is non-refundable except for those students who are "cut" from a team by the coach in order to reduce the number of team members. Payment of the fee does not guarantee membership on a team. Students who leave the team voluntarily or who are removed from the team by the coach, athletic director, or principal for disciplinary or scholastic deficiencies are not eligible for a refund.
4. All payments must be made by check or money order, payable to "Hingham Public Schools" (no cash will be accepted).

### Participation in One Sport Per Season

A student-athlete shall participate in only one sport in any defined MIAA sport season (fall, winter, or spring), including tournaments and/or championships in that season. A student-athlete officially becomes a member of his/her team for the sport season on the date of that school's first regular season contest in that sport. If a student-athlete violates this rule, he/she will be ineligible for that season, and all games he/she participated in for both sports must be forfeited.

### Age

The student shall be under nineteen (19) years of age on September 1 of the current school year. If a student becomes nineteen before September 1, he/she is no longer eligible to participate on an interscholastic team.

### Time Allowed for Participation

Students are eligible for interscholastic competition for no more than twelve (12) consecutive athletic seasons (defined below) beyond Grade 8. In no case will students be eligible to participate in more than four (4) of each of the seasons defined as follows:

fall	coinciding with the dates of the fall season
winter	coinciding with the dates of the winter season
spring	coinciding with the dates of the spring season

### Use of an Ineligible Player

The use of an ineligible player will result in the loss of that contest. In tennis or track, etc., this means forfeiture of the whole contest.

### Student Eligibility: Chemical Health/Alcohol/Drugs/Tobacco

In addition to the eligibility rules stated on p.30 of this handbook, athletes are also subject to the following MIAA rule:

From the earliest fall practice date to the conclusion of the academic year or final athletic event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess (possession includes group possession, e.g., in automobiles, etc.), buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

*First violation:* Students shall lose eligibility for the ***next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport.*** For the student these penalties will be determined by the season the violation occurs. No exception is made for a student who becomes a participant in a treatment program. Athletes may participate in tryouts and/or practices during this time period.

*Second offense* Students shall lose eligibility for ***the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport.*** For the student these penalties will be determined by the season the violation occurs. If this offense occurs while the athlete is in season, he or she will be removed from the team for the rest of that season.

If after the second or subsequent violations the student of his or her own volition becomes a participant in a chemical dependency or treatment program that has been approved in advance by the principal, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events. The director or a counselor of a chemical dependency/treatment center must issue such certification.

Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

### Senior Eligibility

Seniors may not play on junior varsity teams.

## **PRACTICES**

1. Length of Season:
  - A. Fall: Second Thursday preceding Labor Day through Thanksgiving. Football teams must precede their initial contact practice day with an additional three days of single non-contact sessions.
  - B. Winter: Monday after Thanksgiving to the Saturday preceding the third Monday in March.
  - C. Spring: Third Monday in March through the end of school.
2. Each team should begin tryouts on the opening day of the season.
3. Each team should practice or play a minimum of five (5) days a week.
4. Practice during inclement weather is at the discretion of the coach. Practice should never be held outside when there is the threat of thunderstorms or lightning.
5. Practices may be held during vacations and on holidays and once during the weekend.
6. Team members are required to attend practice unless absent from school or excused by the coach.
7. Practice should not start until one-half hour after the close of school. Students must be given time for extra help and make-up work.

## **TRANSPORTATION**

1. A coach must accompany his/her squad on the bus to and from all events.
2. All athletes must ride the bus to and from away games.
3. Athletes may be released to a parent or guardian only when the parent personally makes such a request to the coach.
4. No athlete is to be released to anyone other than his/her parent or guardian unless a written request is submitted to and approved by the Principal in advance.
5. No spectators will be allowed on the team bus.
6. No eating or drinking will take place on the bus.

## **COLLECTION OF EQUIPMENT AND SUPPLIES**

1. Each student must fill out and sign a student inventory sheet (pink). If the equipment is not returned, the student to whom the equipment and supplies are issued will be held accountable for making payment of any replacement cost.
2. The coach will collect uniforms on the day of the last athletic contest.
3. The coach will submit to each athlete a billing form (green) for all missing or damaged equipment and supplies. If payment is not made after one week, the coach will call and inform the athlete's parents of the missing or damaged items. A bill will be sent to the parent after one week, and another phone call to parents will be made.

4. Two weeks prior to graduation, the coach will complete senior hold cards for missing or damaged items.
5. After the collection procedure for equipment and supplies is followed, the coach will submit a list of all missing or damaged equipment to the Athletic Director.
6. The money collected will be submitted by check, payable to Hingham Public Schools, to the Athletic Director. Students should be told that the Athletic Department would rather have equipment and supplies than money.

### **CAPTAIN ELECTIONS**

All elections of captains will take place on the first Monday after the last game of the season (including tournaments). All lettermen, including seniors, must participate in the election. Coaches will have the final input and will approve all captains. All ballots must be returned to the Athletic Director.

### **CAPTAIN ELIGIBILITY**

Any student who in his or her junior year must serve a suspension for having violated the MIAA chemical health rules or who violated Group A, B and/or C of the Hingham Public Schools Code of Discipline will not be eligible to be a candidate for varsity captain.

### **CAPTAINS' RESPONSIBILITIES**

The position of captain is critical to the team and coach. It carries major responsibilities with it. A captain is the team leader, a team representative to the officials, a leader in exercises and drills, and is responsible for maintaining communications between the coach and the team. A captain must lead by example at all times. Beginning the day a captain is publically announced, if that captain is suspended for a violation of the Code of Conduct for Athletes or MIAA rules, he or she will forfeit his or her captaincy. This includes school vacations and the the summer.

### **ATHLETIC VIOLATIONS**

The following offenses will result in action taken by the individual coach under the direction of the Athletic Director. The penalty will be a one-week suspension from the team, including all games and practices:

1. Use of profanity or obscene gestures or other unsportsmanlike conduct
2. Fighting
3. Failure to comply with a legitimate direction from the coach
4. Taunting opponents or game officials
5. Unruly conduct
6. Unexcused absence from a game
7. Repeated, unexcused absence from practice

8. Disrespect
9. Any other inappropriate conduct as determined by the coach or Athletic Director

The following offenses will result in a three-month suspension from athletics:

1. Theft
2. Vandalism
3. Gross unsportsmanlike conduct, gross inappropriate behavior
4. Second violation of 1 – 9 above.

#### Expulsion – M.I.A.A. Rule

If a student in any sport is ruled out of a contest (including Jamboree), he/she shall not participate in the next scheduled competition or in M.I.A.A. tournament play.

#### Expulsion- M.I.A.A. Rule

- A. A student ruled out of a contest twice in the same season shall be disqualified from further participation in that sport and in all sports during that season for a year from the date of his/her second disqualification.
- B. A student who physically assaults an official shall be expelled from the game immediately and banned from further participation in all sports for one year from the date of the offense.

#### Awards

If a student is suspended from a team due to disciplinary action or because of an infringement of any Hingham, league, or M.I.A.A. rule, the participant forfeits his/her claim to any awards or points earned for a sport that season. The participant also forfeits the privilege of attending or participating in the season's awards banquet or receiving an award.

### **ATHLETIC AWARDS**

Athletic awards are presented to all student-athletes who complete the season in good standing. Students will lose their "good standing" status if they are ineligible to participate at the end of the season. Any student who becomes academically ineligible during the season will not receive any awards for the season, and he or she will forfeit the privilege of attending the post-season banquet.

### **SENIOR ATHLETIC AWARDS**

The following criteria will be used to determine those seniors who will be honored at Senior Athletic Awards Night.

1. The student must participate in a sport during his or her senior year.
2. The student must have successfully completed three seasons of one sport or six seasons of multiple sports during his or her high school

career.

3. The student must complete his or her senior season as a team member in good standing.

## **BANQUETS**

Banquets are considered a school event. There must be no alcohol available at these events.

## **SAFETY**

Students should realize that there is an inherent risk in all athletic activities. Athletes must adhere to the preseason and in-season conditioning directions of their coaches and follow all safety precautions outlined when skills are taught. Following is a partial list of safety precautions. Specific precautions for each sport will be covered during the initial practice season.

### Footwear

We recommend the rubber-cleated, multi-purpose shoe for all outdoor athletic teams. Individuals wearing plastic-coated or metal cleats are cautioned about wearing this type of shoe on locker room floors, macadam and other blacktop areas. Cleats should never be worn inside the school building.

### Shin Pads

Shin pads must be worn by all field hockey and soccer players in all levels during both practices and games.

### Mouth Guards

Mouth guards must be worn by all football, field hockey, ice hockey, and lacrosse players during both practices and games.

### Helmets

Protective helmets will be worn by all football, boys lacrosse, baseball, softball, and ice hockey players during practice sessions and drills, as appropriate. Goalies in field hockey, ice hockey, and lacrosse will wear masks and appropriate headgear during warm-up drills and practice sessions that involve shooting.

### Goggles

Field hockey and girls lacrosse players must wear safety goggles for all practices and games.

## **GUIDELINES FOR ATHLETIC INJURIES**

An athlete must follow these athletic injury guidelines:

1. Proper Procedure for Determining the Need for the Athletic Trainer
  - A. Coaches or the trainer will attend to serious injuries immediately.
  - B. For other injuries requiring the trainer's services, athletes must notify the coach prior to seeing the trainer.
  - C. General trainer services are available immediately before or after a

- game or practice.
2. Trainer and Training Room Utilization
    - A. The training room will be available after school each day during the season.
    - B. The trainer will observe these practices:
      - i. Game participants will have priority for the trainer's services. Athletes with away games will be first, then athletes with home games. Athletes who need consultation for sprains, strains, and bruises will be seen after a game or practice.
      - ii. Athletes using the training room must sign in, indicating the time, sport, and injury. The athlete must sign out when leaving.
      - iii. Athletes may not use the training room for social gatherings.
      - iv. Tapings, consultations, and treatment will occur during training room hours only.
      - v. Athletes must notify the trainer if they will not participate in practice or games due to an illness or injury.
  3. Athletes Returning from Serious Injury Status
    - A. Athletes must be cleared for their sport, in writing, by the attending physician.
    - B. The trainer reserves the right to refuse the return of an athlete to participate if the welfare of the athlete is at risk.

## **IMPACT CONCUSSION MANAGEMENT PROGRAM**

All athletes must participate in the ImpACT Concussion Management Program. ImpACT is a computerized exam utilized in many professional, collegiate, and high school sports programs across the country to successfully diagnose and manage concussions. If an athlete is believed to have suffered a head injury during competition, ImpACT is used to help determine the severity of head injury and when the injury has fully healed. The computerized exam is given to athletes before beginning contact sport practice or competition. Fall athletes will take this assessment on sign-up day. Winter and spring athletes must contact their coaches before the start of the season if they have not yet been assessed.

## **PARENT/COACH COMMUNICATION GUIDELINES**

Participating in interscholastic athletics should be a rewarding experience for your child. It can be enjoyable for the parent as well. Parents should expect certain communications from the coach including the following:

- Team philosophy and expectations
- Practice and game schedules
- Team requirements, including HHS department guidelines and equipment needed.

At the same time, the coaching staff has certain communication expectations of parents. These include the following:

- Concerns about your child's health or behavior
- Notification of any schedule conflicts well in advance.

While watching your child compete can be exciting, it can also be difficult when your child is not playing as much as you would like. Your child's coaches are professionals; they act in a manner that will benefit the team as a whole. While coaches appreciate and encourage parental support at games, the following topics should be left to the coaches to deal with and will not be discussed with parents:

- Playing time
- Coaching techniques and decisions
- Practice and game strategy
- Cuts

Student athletes at Hingham High School are exactly that: students first and athletes second. Together parents and coaches can help students to have a meaningful and enjoyable experience in both arenas.

### **BOOSTER CLUBS AND PARENT SUPPORT GROUPS**

Individual sport booster clubs should support the athletic program and the coaches. All fundraising, gifts, and awards should be reviewed and approved by the coaching staff in that sport.

The Hingham High School Booster Clubs are a vital part of our school activities. The effort and generosity of our booster members is deeply appreciated. Program promotion, fund raising and allocating can impact student eligibility and school department policies. Therefore, communication between booster groups and the Hingham High School administration is essential. Each year as the leadership of each group changes, it is very important to adhere to following guidelines:

- All Booster groups must have their own Tax ID number.
- All fund raising activities must be approved by the principal.
- All expenditures must be in compliance with Hingham High School policies, MIAA and NCAA rules and the Office of Civil Rights.
- All expenditures must be made in concert with the advisor.
- It is strongly suggested that all profits from fundraising be used for team expenses rather than individual i.e. scholarships.
- If a booster club decides to issue a scholarship, the following policy must be followed:
  - Design an application. This needs to include a recommendation from the advisor.

- Create a selection committee. This cannot include a parent or family member of a prospective candidate.
- Submit criteria, application and selection process to HHS Administration for approval.
- Minimum: \$500.00

## **CONCERNS AND COMPLAINTS**

If there is a question or concern regarding athletics, the student athlete should contact the coach. If a parent has a concern, he or she may contact the coach if the student athlete is unable to resolve the matter. Concerns are best resolved on a person-to-person basis, as close to the date of the concern as possible. Topics such as playing time, coaching techniques, cuts, and practice and game strategies are at the discretion of the coach. Parental support is encouraged and legitimate concerns regarding behavior, health, and safety may be addressed with the coach. The professional staff should be given the opportunity to resolve an issue prior to involvement of the administration. If the matter is not resolved, you may contact the Athletic Director.

# HINGHAM PUBLIC SCHOOLS



## CODE OF DISCIPLINE 2011-2012

## HINGHAM PUBLIC SCHOOLS

TO: ALL STUDENTS

In the Hingham Public Schools, we subscribe to the “Rules of the Road.” These guidelines ask students to

- Treat each other with care and respect
  - Be kind.
  - Do not hurt anyone with your words, body, or any object.
- Support a positive learning environment
  - Be cooperative.
  - Do not interfere with teaching or learning.
- Be serious about learning
  - Work hard and honestly.
  - Pay attention and follow directions.
- Take care of your school
  - Do not damage, destroy, or steal any property.

Most of our Hingham Public Schools students do act within the spirit of the Rules of the Road, and they are also respectful of school rules and state laws. For those students whose behavior is unacceptable or in violation of stated rules and laws, there are consequences and they are clearly stated in the Code of Discipline. The Code of Discipline is intended to support our goal of a safe and secure environment that is conducive to learning and personal growth.

We encourage students to experience the personal rewards for commendable conduct, the same sort of rewards people experience when they have accomplished something worthwhile or made a contribution to others through individual effort and initiative. Although all students should read this Code and be familiar with its contents, the majority of students – those who have learned self-discipline – will never experience the consequences associated with the misconduct that is specified.

If you have any questions or concerns related to the Code, please feel free to consult your teacher, counselor or principal. I also would be happy to meet with anyone regarding its interpretation or implementation.

Dorothy H. Galo, Ph.D.  
Superintendent of Schools

## CODE OF DISCIPLINE

One definition of discipline is “Training that is designed to provide a specified character or pattern of behavior, especially that which is expected to produce moral or mental improvement.” While the school, with reinforcement from the home, plays the primary role in development of a student’s intellectual capabilities, the development of proper social behavior is the responsibility of the home, with reinforcement from the school.

One shared objective of the home and school must be the development of self-disciplined adults who are prepared to assume responsibility for their actions. However, self-discipline is learned behavior. And because students learn at different rates, the school must maintain an imposed or external system of controls to provide guidelines and remediation for those whose mastery of self-discipline is below the established standards. Essentially, the Code of Discipline is the vehicle through which the school insures a safe and secure learning environment for all members of the school community.

In Hingham, the Code of Discipline is based on the following beliefs:

1. All students and their parents have the right to expect each school to have a stable, humane environment in which excellence of instruction may flourish.
2. All students and their parents have the right to expect prompt action in cases where unacceptable behavior interferes with teaching and learning or the wellbeing of others.
3. Good discipline helps students in their adjustment to school and society.
4. Students need a structured climate for optimal learning and development.
5. Students need to know the rules and regulations of the school and the consequences for violations of those rules and regulations.
6. Students must be assured that all rules and regulations will be consistently and impartially enforced.
7. Limitations and controls within a school are essential to a student’s personal development and to the smooth and safe functioning of the school.
8. Adults who participate in the discipline process must have a positive attitude toward students and a recognition of the goals of good discipline.

**The following Code of Discipline, as well as individual school handbooks, will regulate student behavior in the Hingham Public Schools by identifying unacceptable behaviors (violations) and their consequences.**

## **RULES AND REGULATIONS**

### **Introduction**

Although it is understood that some of the following rules and regulations might be more germane at one level of education than another, rules and regulations apply to all students, grades kindergarten through twelve.

In most cases, a conference involving the parents, the student, and the principal or assistant principal will precede the imposition of consequences arising from violations of the **Code of Discipline** by elementary students.

At all levels, the principal or designee will interpret these rules and regulations and will extend his/her application in a manner consistent with his/her intent, taking into consideration the age of the student and any unique or extenuating circumstances. The principal's designee is typically an assistant principal. At Hingham High School, assignment to "Saturday School" or in-school suspension may be offered (at principal's discretion) as an alternative to the stated consequence. The Hingham Middle School may also elect to implement (at the principal's discretion) an in-school suspension in place of the stated consequence.

### **CATEGORIES of VIOLATIONS and CONSEQUENCES**

The Hingham Public Schools administration has made an effort to detail numerous violations and their consequences. However, the list below is by no means exhaustive and the schools reserve the right to impose discipline for offenses not listed below, following the procedures detailed herein as they deem appropriate.

#### **GROUP A**

### **Violations**

1. Physical violence (battery) or threats of violence (assault) directed towards any member of the school staff.
2. Acts of arson, bomb threats, false alarms.
3. Sale or distribution of drugs on school property or at school-sponsored events, wherever held.
4. Possession, use, or threat to use weapons, such as guns, knives, clubs, slingshots, or other articles which may be determined dangerous, possession or sale of explosives (including fireworks).
5. Physical violence or threats of violence on school property or at a school-sponsored event wherever held.
6. Obtaining money, material goods, or favors by threat of physical harm.
7. Malicious destruction of, damage to, or theft of school or personal property.
8. Possession (e.g. on person, in locker, in car, etc.) or use (in the belief of the school administrator) on school property prior to or at a school-sponsored event, wherever held, of drugs or alcoholic beverages.
9. Possession and/or use of drug paraphernalia or a substance represented as a drug.

10. Hazing as defined in Massachusetts General Laws Chapter 269 and 603 CMR 33.00.
11. Pendency, admission, or conviction of felony charges. See M.G.L. Chapter 71, Section 37H1/2.

### **Consequences**

Consequences for the foregoing offenses are within the sole discretion of the principal or his/her designee and may include, but are not limited to, one or more of the following.

Minimum five-day suspension from all classes and school activities; referral of the matter to the Police Department or Fire Department for appropriate action; requiring that the student provide restitution (in the amount necessary to restore the property or equipment to its original state) for any property damage or other monetary expense incurred as a consequence of the student's misconduct; referral to the Superintendent of Schools for further action as he/she deems fit, up to and including exclusion or expulsion.

Students believed by the administration to have engaged in hazing, as defined in M.G.L. Chapter 269, will be suspended from extracurricular activity for the remainder of the season and other such punishment as required by Chapter 269.

Massachusetts General Laws Chapter 71, Section 37H and 37H1/2 provide that students may be suspended (excluded) or expelled by the principal with a right of appeal to the superintendent for certain of the offenses above. Full text of Sections 37H and 37H1/2 is also printed in the high school student handbook.

## **GROUP B**

### **Violations**

1. The use of obscene, abusive or profane language (oral, written, or gestured), derogatory in its nature and/or directed at an individual because of gender, sexual orientation, religion, racial or ethnic origin, age or disability.
2. Harassment of any kind including, but not limited to threats, unsolicited remarks, gestures, physical contact or the display or circulation of written materials or pictures derogatory in nature and related to gender, race, ethnicity, religion, age, sexual orientation, or disability.
3. Bullying as defined by M.G.L. C 71 S 37 O.

### **Consequences**

Consequences for the foregoing offenses are within the sole discretion of the principal or his/her designee and may include, but are not limited to, one or more of the following.

Suspension from all classes and school activities; involvement of Police Department and/or DCF as principal deems it appropriate; referral to the Superintendent of Schools for further action as he/she deems fit, up to and including exclusion or expulsion.

## **GROUP C**

### **Violations**

1. Forgery of a school-related document, willful use of a forged school-related document and/or tampering with a school-related document.
2. Failure to properly identify oneself upon request of school personnel acting in his/her official capacity.
3. Leaving the school building without permission, leaving school grounds without authorization, and/or truancy.
4. Behavior which might endanger persons or property and/or disrupts the orderly administration of the school (e.g., throwing snowballs, food, or other objects; making excessive noise).
5. Defiant behavior toward any school personnel whether on or off school property.
6. Failure to abide by guidelines for acceptable use of computers including access to the Internet.
7. Violations of academic integrity, including plagiarism (See school handbook for possible additional academic penalties.)
8. Failure to check in to school, failure to report to the office, failure to report to Saturday School or asked to leave Saturday School.
9. Disruptive, disobedient, or rude behavior.

### **Consequences**

Consequences for the foregoing offenses are within the sole discretion of the principal or his/her designee and may include, but are not limited to, one or more of the following.

One or more days detention; Saturday School; one to three days suspension from all classes and school activities; referral to the Superintendent of Schools for further action as he/she deems fit, up to and including exclusion or expulsion.

## **GROUP D**

### **Violations**

1. Failure to operate a motor vehicle in a safe and reasonable manner on school property, in the vicinity of a school, or when driving to and from school or to and from school-sponsored activities; wherever held.
2. Failure to follow student parking guidelines (see H.H.S. Handbook).
3. Unexcused tardiness to school or to class.
4. Class cuts (see school handbooks for other penalties).
5. Gambling, unauthorized card playing, use of radios, tape recorders, cell phones, pagers, (or any other electronic equipment deemed by the administration to be distracting or disruptive to the learning environment) cameras, roller blades, or skateboards.

### Consequences

Consequences for the foregoing offenses are within the sole discretion of the principal or his/her designee and may include, but are not limited to, one or more of the following.

One or more detentions; for violation of Group D-1 and D-2, loss of right to operate motor vehicle on school property; for violation of Group D-5, confiscation of listed items; referral to the Superintendent of Schools for further action as he/she deems fit, up to and including exclusion or expulsion.

## **GROUP E**

### Violations

Use or possession of tobacco products of any type on school grounds (including school buildings and buses) or at any school-sponsored activities.

### Consequences

Consequences for the foregoing offenses are within the sole discretion of the principal or his/her designee and may include, but are not limited to, one or more of the following.

- First Offense: Assignment to Saturday School (8:00 – noon) (High School).  
One day in-school suspension (Middle School).
- Second Offense: Three-day suspension from all classes and school activities.
- Third Offense: Five-day suspension from all classes and school activities.
- Further Violation: Minimum five-day suspension with additional consequences to be determined by the school administration.

## **REPEAT OFFENDERS**

1. For each academic year, any student who accumulates in excess of ten days of suspension will, at the principal's discretion, be referred to the Superintendent of Schools for such further action as he/she deems warranted.
2. For each academic year, any student who accumulates five days of detention with a teacher may be required to attend a conference with parents and the teacher. Further detentions with that teacher may result in referral of the matter to the principal for such action as he/she deems warranted.
3. Any student who accumulates five or more unserved office detentions may be subject to a one-day suspension. If suspended, the student will serve the detentions upon completion of the suspension. If the problem reoccurs, the length of subsequent suspensions may be increased.

**Discipline will be imposed for any other behavior not listed in Groups A-E above which constitutes a disruption to the educational process or threatens student wellbeing or staff safety or school security in any way.**

## **STUDENTS WITH DISABILITIES**

The disciplining of students with disabilities is governed by federal and state laws and the regulations promulgated there under. These laws include the Individuals with Disabilities Education Act (2004), Section 504 of the Rehabilitation Act of 1973, and Massachusetts General Laws (Ch. 69-78A).

Students with IEPs and 504 plans who violate school rules are subject to removal from their current placement for up to ten (10) consecutive school days, to the extent that such a removal would be applied to students without disabilities, without a prior determination as to whether the misconduct is related to the student's disability. For any suspension or change in placement that exceeds 10 days, in addition to educational services, student must receive, as appropriate, a functional behavior assessment, behavioral intervention services and modifications that are designed to address the behavior violation.

For infractions related to the carrying out of a weapon or the possession, use, sale, or solicitation of drugs or controlled substances on school property or at a school event, school personnel may order a change in the placement of a student with an IEP or 504 plan to an interim alternative school setting for not more than forty-five school days.

For additional information on, or clarification of, the details of these regulations, you may contact the Director of Student Services.

## **STUDENT SUSPENSION PROCEDURES**

When a student is suspended, the following procedures, and any other procedures required by law, will be followed.

1. Prior to suspension, an informal hearing before the principal or designee will be held. At this hearing, the student will be informed of the reason(s) for the suspension and will be given an opportunity to respond. In an emergency situation which requires the immediate removal of a student, the informal hearing will be held as soon after the suspension as possible.
2. The principal or designee will make every attempt to notify parent(s) or guardian(s) of the student promptly about the suspension and state the cause(s) leading to it. If the suspension is imposed during the school day, the parent(s) or guardian(s) may be required to transport the student home.
3. The principal or designee will send a letter to the parent(s) or guardian(s) confirming the suspension. This notification shall contain the following:

- a. the reason(s) for suspension
  - b. the number of days of suspension
  - c. the re-admittance date
  - d. the time and date of a readmission conference, if deemed by the administration to be a condition of re-admittance.
4. All suspensions may be appealed to the building principal. The decision of the principal is final.
  5. The student will be given an opportunity to complete any class work, including examinations, which may have been missed during the period of suspension. A time limit equal to the number of days of the suspension will be allowed for the completion of such work.

### **STUDENT EXPULSION PROCEDURES**

Massachusetts General Laws (M.G.L.) Chapter 71, Section 37H provide that students may be expelled by the principal, with a right of appeal to the superintendent, for certain types of offenses. These offenses include (a) being in possession on school premises or at a school-sponsored or school-related event, including athletic games, of a dangerous weapon including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter 94C including, but not limited to, marijuana, cocaine, and heroin; and (b) assaulting a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at a school-sponsored or school-related event, including an athletic game.

Students charged with these offenses will be notified in writing of the opportunity for a hearing at which time the student may have representation and the opportunity to present evidence and witnesses on his behalf.

In addition, students may be suspended or expelled as a result of a felony charge, conviction, or admission, again with a right of appeal to the superintendent (M.G.L. Chapter 71, Section 37H1/2).

Students may also be expelled for other serious violations of school rules by recommendation of the Superintendent to the School Committee. The School Committee may conduct a formal hearing after written notice to the student of the charges and his right to representation and to present evidence and witnesses at any hearing.

### **RIGHT TO DUE PROCESS**

A student's right to due process means that the rules are applied fairly and that the student has notice of the charged violation of school rules and an opportunity to explain him/herself. Some of the steps in affording procedural due process will vary in degree of formality according to the degree of the disciplinary sanction which might be imposed.

For suspensions of ten days or less, informal due process is sufficient. This means that a student must be informed of the charge against him and have an opportunity to present his side.

In the event that a long-term suspension or expulsion is considered, the student will be afforded a written notice of the hearing, a specific statement of the infractions involved, a list of the witnesses and a description of their testimony, and of the right to bring a representative or attorney to the hearing. In a reasonable time after completion of the hearing, the student will be informed in writing of the administration's decision.

At the elementary level, students will be suspended only to the custody of parent(s), guardian(s), or another person designated by the parent(s) or guardian(s).

### **CIVIL RIGHTS PROTECTIONS**

It is the policy of the Hingham Public Schools that all programs, activities, and employment opportunities are offered without regard to race, color, gender, religion, national origin, sexual orientation, and disability.

The Coordinator of Title VI of the Civil Rights Act of 1964 for the Hingham Public Schools is the Superintendent of Schools. Title VI "prohibits discrimination, exclusion from participation, and denial of benefits based on race, color, and national origin."

The Coordinator of Title IX of the Education Amendment of 1972 for the Hingham Public Schools is the Assistant Superintendent of Schools. Title IX "prohibits discrimination, exclusion from participation, and denial of benefits in education programs based on sex."

The Homeless Liaison for the Hingham Public Schools is the Assistant Superintendent.

The Coordinator of Section 504 of the Rehabilitation Act of 1973 for the Hingham Public Schools is the Director of School Counseling. Section 504 "prohibits discrimination, exclusion from participation, and denial of benefits based on disability." The Director of Counseling is located at the high school, 781-741-1560.

Anyone having questions or concerns about Title VI, Title IX, or the McKinney Vento Homeless Act should contact the appropriate person in writing at 220 Central Street, Hingham, MA 02043, by Fax at 781-749-7457 or by calling the person at 781-741-1500.

The contact for concerns about school facilities or accessibility of compliance with the Americans with Disabilities Act of 1990 (Title II) is the Director of Business & Support Services.

## **Grievance Procedure**

1. Any employee or student who believes that he or she has been discriminated against should contact in writing the appropriate coordinator as soon as possible, normally within thirty days of the discrimination.
2. The Coordinator will meet with the person(s) to discuss the situation within seven days of receiving the written complaint.
3. The Coordinator will have fourteen days to respond to the grievance in writing.
4. If the grievance is not settled at this level, a representative from the Office of Civil rights Department of Education will be contacted for remediation.

## **HARASSMENT AND BULLYING**

The Hingham Public Schools strive to maintain an environment free of harassment and bullying. Students are expected to treat adults and fellow students with courtesy and respect at all times. Harassment includes but is not limited to threats, unsolicited remarks, gestures, physical contact, or the display or circulation of written materials or pictures derogatory in nature and related to gender, race, ethnicity, religion, age, sexual orientation, or disability. Bullying is defined by M.G.L. C 71 S 37 O. Harassment or bullying of any type must be reported immediately to a school counselor or administrator who will conduct an investigation and take steps to resolve substantiated claims. If the problem persists or if an individual is not satisfied with the resolution of the complaint at this level, he/she should pursue the matter with the principal or with the Superintendent if the problem remains unresolved. In serious situations, the Department of Children and Families (DCF) and/or the police may be notified.

It is the policy of the Town of Hingham to promote and maintain a working and educational environment which is free from sexual harassment. Sexual harassment violates state and federal law, and therefore, the policies of the Town of Hingham. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly, a term or condition of an individual's employment, or success as a student; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive educational environment.

Each employee and each student in the Hingham Public Schools is personally responsible for the following:

Ensuring that his/her conduct does not sexually harass any other employee or applicant for employment, or other individual in the workplace or school;

Cooperating in the investigation of informal reports or formal complaints of alleged sexual harassment by providing any information (s)he possesses concerning the matters being investigated; and

Otherwise cooperating with efforts to prevent and eliminate sexual harassment so as to maintain a learning environment free from such unlawful discrimination.

For any alleged sexual harassment violations involving a student by staff or by other student(s), the Superintendent of Schools has designated the Principal of the school, attended by student(s) involved in the alleged sexual harassment violation, as the Grievance Officer. The Principal, as outlined in the established procedure, will present investigation findings to the Superintendent and may notify DCF and/or police for suspected violations that are covered by M.G.L. C119, S 51A or the Child Endangerment Act. The Director of Student Services is the Grievance Officer for alleged sexual harassment violations between adults in the school community.