

# East Elementary School

## Parent Handbook

2017-2018

explorers



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# WELCOME TO EAST ELEMENTARY SCHOOL

The foundation of an effective education is based on a strong partnership among students, families, educators and community with the goal of instilling a commitment to lifelong learning and fulfillment of each student's potential. Students are individuals with unique abilities and talents that can be harnessed to develop their potential. Parents/Guardians are a necessary part of this process and can support their children in many different ways.

Establishing and maintaining open communication between home and school is the first step in creating a positive working relationship. There are additional opportunities throughout the year to attend programs and events sponsored by the school system, school or PTO that allows families to be involved in the school community.

Partnering with parents/guardians is necessary in creating a quality educational experience.

Tony Keady  
Principal

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Assistant Principal

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## **East School Mission Statement**

The mission of the East School is to foster personal academic growth through exploration and intellectual curiosity in a supportive and safe environment. We are committed to nurturing a partnership among educators, family and community to cultivate a love of learning and to instill confidence and self-esteem. We strive to develop socially-responsible students who are kind and respectful to all.

## **East School Core Values**

### **Academic Growth**

We will promote appreciation of individual learning styles to maximize academic growth. We will foster and encourage curiosity and creativity so all students develop enthusiasm for learning.

### **Personal Growth**

We will create a positive environment in which everyone is challenged to persevere and achieve his or her personal best. Our students will have the confidence and courage to take appropriate social and intellectual risks.

### **Kindness and Respect**

We will treat all people both in and outside of our school with dignity, kindness and respect. We will strive to be open-minded and to learn to understand and appreciate differences in others. We will respect ourselves and take responsibility for our own actions.

### **Community**

Honesty and open communication will be the foundation of our partnership with educators, family and community. We will respect, support and value each member of our school family. We will foster a sense of community through school spirit activities, service to others and traditions.

## Attendance

Assuring good attendance and punctuality is a primary responsibility of parents/guardians. Frequent or extended absences are detrimental to the learning process for the individual child and may also be disruptive to the routines of the rest of the class. Punctuality is an important lifelong habit. It is particularly important at the elementary school level where start-of-school activities set the agenda and tone for the entire day.

Families are asked to plan vacations only during school breaks. Experience has shown us that the academic progress of children who take a vacation during school time can be seriously hindered. Therefore, we do not approve of this practice. Teachers may assign work to be completed over the vacation at their discretion. Missed assignments must be completed within a reasonable time and will be given after the absence. Also, absence during pre-scheduled testing times is discouraged. A complete MCAS testing schedule is posted on the East School website early in the school year.

**Absence:** Parents/guardians are asked to call the school by 8:00AM to leave a message if their child is absent. Notes are required for all extended absences. A physician's note may be requested for absences of more than five school days. When there is a concern about attendance or tardiness, the classroom teacher and/or school nurse will make a home contact to discuss the concern. Students absent for seven or more days in the marking period, without medical documentation, will receive an attendance letter from the principal.

A parent conference with the principal could result if the attendance issue continues. The principal will review the specifics of Massachusetts General Law, Chapter 76, Section 4 and/or Massachusetts General Law Chapter 76, Section 2. Both of these statutes describe parental responsibility for ensuring school attendance and the consequences of failure to do so. Other possible school responses to a continued pattern of poor attendance will also be discussed, and the parent(s) and principal will develop a plan. A record of the meeting will be placed in the child's file.

**Tardiness:** Since the very beginning of the day involves organizational activities for the day, it is vital your child arrives at school on time. Tardiness means your child has missed valuable instruction and the itinerary for the day, and should be avoided. Additionally, getting to school on time develops punctuality. A child is tardy if he/she is not in his/her classroom by 8:50 AM. Notes must be provided for tardiness unless the parent accompanies the child to sign in at the office. As with absence, classroom teachers will make the first contact (after three tardies in a marking term). A conference will be held if there are additional tardies.

**Makeup Work:** Parents/Guardians should conference with the teacher to arrange for make-up work in the case of multiple day absences due to illness. The nature of makeup work for a long-term absence will be determined by the teacher. Teachers are not expected to provide specific assignments in advance of a vacation or long-term absence. In the case of long-term absences of a medical nature, home tutoring may be available. Parents should contact the school psychologist for information. The classroom teacher will establish the period allowed for the completion of make-up after an extended absence.

### **Bicycles**

Parents are in the best position to determine the ability of their child to ride a bicycle to school. A bicycle lock is suggested and helmets are required. Students are not allowed to use rollerblades or skate boards on school property at any time. Parents/guardians should make arrangements in the event of inclement weather at dismissal.

### **Bus Transportation**

Bus transportation service shall be so organized that (1) no students shall be required to cross a heavily traveled highway prior to the arrival of the school bus, except at the location of a police crossing officer, and no student shall be required to walk along the side of a heavily traveled highway where no sidewalks are available; (2) no student shall be required to walk no more than one and one-half miles to attend grades 9-12; (3) no student shall be required to walk more than one mile to attend grades K-5; (4) no student shall be required to walk more than one mile to a bus stop.

Children who are usually transported on the school bus are allowed to walk or use other means of transportation with permission of a parent, legal guardian or temporary designee. Children must go home on their assigned bus and may only change buses in extraordinary circumstances with permission from the transportation department.

Changes in transportation must be submitted in writing to the main office. Please do not rely on email or voicemail.

Children who are walkers are not allowed to ride a bus home under any circumstances.

Bus schedules are affected by driving conditions. In bad weather, please be patient when schedules run late.

Items related to school activities can be transported on the bus. However, these items cannot create an obstruction or interfere with other students.

### Hingham Public Schools Bus Safety Rules

(All school rules apply when students are riding on school buses.)

1. Arrive at the assigned bus stop in advance of the posted time for the bus arrival. Parents are responsible for the supervision of students until the students board the bus in the morning and after students leave the bus at the end of the day.
2. While waiting for the bus, keep as far off the road as possible until the bus has arrived, stopped and opened its door.
3. Keep clear of the area around the bus where the driver might not be able to see you. If you drop something under the bus, do not try to get it—report your problem to the bus driver.
4. If you have to cross a street to get to your bus, wait for the bus driver to signal to you then look both ways before crossing to assure that all cars have stopped when the bus lights are flashing.
5. Get onto the bus in a single file.
6. Take a seat and remain seated until the bus arrives at school. Make room for others to be seated.
7. No standing is allowed when the bus is moving.
8. Do not throw anything in the bus or out of the bus window or hang any part of your body out the bus window.
9. Pay attention to the instructions of the bus driver. Make sure that your behavior does not distract the driver from the important job of driving the bus.
10. Keep the aisles clear. Large items and large musical instruments such as drums and cellos that will not fit on your lap are not permitted on the bus.
11. Inappropriate language and excessive volume is prohibited.
12. Be courteous to the driver, fellow students, and passersby. Keep your hands, feet and objects to yourself.
13. No eating or drinking is allowed on the bus. Do not litter.
14. Treat bus equipment with respect at all times. Damage to bus equipment will be paid for by the offender.

15. If you must cross the road when getting off the bus, wait for the bus driver to signal to you and then pass in front of the bus at a distance where you can see the driver and the driver can see you. Remember to look both ways before crossing. (If you do not usually cross in front of the bus at the end of the day, but need to do so, let the driver know before you get off the bus.)
16. At the end of the day, go directly home.

Bus riding privileges may be suspended or revoked if there are violations of these rules or if students engage in any other action, which jeopardizes the health and safety of others. Depending on the severity of the incident, the following is the general disciplinary procedure:

1. Initial report of an infraction of a school bus safety rule: Student conference with the assistant principal or principal. Administrator may choose to notify parent.
2. Second report of an infraction of a school bus safety rule or initial report of a more serious nature: Student conference with the assistant principal or principal (and bus driver as needed). Written notification to parent.
3. Third report of an infraction of a school bus safety rule or any misconduct that seriously threatens the safety of the school bus: Loss of bus riding privileges for a period not to exceed ten days. Written notification to parents.
4. Fourth report of an infraction of a school bus safety rule or a second misconduct that seriously threatens the safety of the school bus: Loss of bus riding privileges for the remainder of the school year.
5. Consequences are at the discretion of administration.

### Arrival Procedures

All students will enter through the main door starting at 8:30 AM; students will not be allowed to enter the building earlier. Bus students will be dropped off in the bus loop. Parents/guardians should use the parent loop for drop off and **remain in a single line at all times** because students often exit from both sides of a vehicle. Walkers and bike riders will come up the sidewalk on the right side of Collins Street and cross behind the parent loop at the far right corner of the building. School personnel are assigned to facilitate a safe arrival for all students.

### Pre School Arrival

Preschool parents/guardians should use the dedicated preschool entrance at the far left end of the building. Preschool staff will be available to greet the students and guide them to their classrooms.

Tardy preschool students need to enter the building through the main office.

### **Cell Phones**

Cell phones have become a part of many families' contingency plans for their children. Students are allowed to bring cell phones to school, but are not allowed to be used or displayed during the school day. Students needing to contact their parent/guardians must use the phones in the main office. Students are not allowed to bring cell phones or other electronic devices on field trips.

### **Communication**

In an effort to facilitate communication, each teacher has an e-mail address and telephone extension available. However, each teacher has established a communication procedure for parents and it is important to utilize the established process. Changes in dismissal procedures should be handled by the main office and should not be left on teacher's voicemail or sent via e-mail.

### **CORI Forms**

All school personnel and volunteers who have unmonitored time with students must complete a Criminal Offender Record Information (CORI) form. The form can be obtained from the main office and must be submitted in person with a copy of an appropriate identification. The process must be completed every three years and all information obtained is confidential.

### **Dismissal Procedures**

All early dismissals need to be done through the main office and students must be signed out.

Regular Dismissal Procedures:

**Walkers** will line up in the kindergarten hallway and be dismissed out the doors at the end of the corridor. They will be escorted across the parking lot entrance to the sidewalk.

**Students being picked up by car** will be dismissed from the rear of the building through the cafeteria doors. Parents/guardians will line up starting at the designated spot and should remain in their cars at all times. School personnel will guide children to their cars and monitor the process. Cars must remain in single line at all times as they exit

the school grounds. Please refrain from using cell phones while in the pick-up line. Parents/guardians are allowed to enter the pick-up line after 2:30 PM.

**Bus students** will be dismissed through the front doors of the school after lining up by bus number. Only students assigned to ride a bus are eligible to use bus transportation. Students are not allowed to change buses or bus stops without permission from the transportation department.

### **Dress Code**

Appropriate dress, appearance and proper behavior are vital to each member of the school community. Developing good tastes in attire, good grooming habits, and good behavior is a part of the educational program. Wearing inappropriate dress to school can have a negative influence on the educational process and the educational climate of the school.

Each student should dress in a manner which is appropriate for school and its related activities. Hats are not permitted to be worn in the building. Children must have sneakers for physical education classes, plus appropriate clothing for physical activities. Flip flops and sandals are discouraged from being worn to school.

Children should be properly equipped for both warm and cold weather conditions. Layered clothing usually works well. Since the youngsters need a fresh air break every day, they should be dressed accordingly. Children are allowed to play in the snow on the playground if they are wearing proper attire.

### **Evacuation**

The Hingham Public Schools has a plan which describes the general guidelines and procedures for emergency evacuation. Fire exit protocols in each building describe exit routes from the building and the details of teacher and staff responsibility for supervision and student accountability. Each incident or event prompting a school evacuation will be treated as a unique circumstance but the guidelines below indicate the likely course of action.

#### **General Guidelines**

There are times when relocating to another part of a building, or temporarily outside, may be the best option. Factors such as nature of incident, time of year, and time of day can influence the details of an evacuation plan for a particular building. Early dismissal is an option for the high school, but it is a last resort for elementary and middle schools due to parents not being at home to receive students.

### Evacuation Guidelines

Single building evacuations (such as for fire or problems with heat, power, or plumbing) may be necessary and will be initiated at the discretion of school administration.

Elementary students would be relocated by bus to another school building for the remainder of the school day. Dismissal would be at the normal time and by regular bus routes, with walkers bused back to their school. Information would be provided utilizing the most appropriate avenue that could include the email listserv, hard copy notice, website, local cable channel or utilizing police resources. In the case of an evacuation, parents/guardians **should not** come to the school to pick up their children unless instructed to do so; the extra cars and people on site will hamper our ability to address the situation.

### System-wide evacuation

The decision to evacuate all school buildings would be made by the Superintendent's Office. High school students would be released early with area buses available. Middle school students would be dismissed after the high school, and using regular bus routes, as soon as a sufficient number of drivers have been recalled. Elementary students would remain at school until as close to dismissal time as is safely possible. Information would be provided utilizing the most appropriate avenue that could include the email listserv, hard copy notice, website, local cable channel or utilizing police resources.

There are concerns, however, about whether or not parents could get home to receive students. We need to stress to parents the importance of having their own neighborhood contingency plans, with backup plans for childcare/supervision. It is important that parents discuss and review such plans with children.

## Health

School Entrance Requirement: In order for children to enter public school in Massachusetts, parents or guardians of students must present a physical exam form showing documentation of the following immunizations: diphtheria, tetanus and pertussis vaccine (DPT), measles, mumps and rubella vaccine (MMR), polio vaccine, hepatitis B vaccine (3 doses), Hib vaccine and varicella vaccine or documentation of chicken pox. A current physical exam must be submitted. State and/or local laws prevent us from making any exceptions to this policy. Students will not be allowed to start school until all information has been received by the school nurse.

Fourth Grade Physical: All students entering grade 4 are required to submit to the school nurse a current physical exam form filled out and signed by a family physician. Forms will be accepted throughout the school year.

Medication: According to Massachusetts General Law (M.G.L.) Chapter 112, Section 80B, a licensed nurse must have a medication order from a physician, dentist, nurse practitioner, or physician's assistant in order to administer any medication, whether it is a prescription drug or an over the counter medication. Therefore, we are requiring a written physician's order to be able to dispense any medication to your child. This would include Epipens, prescription drugs and inhalers.

Medicines should be delivered to the school in a pharmacy or manufacturer-labeled container by a parent or a responsible adult whom the parent designates. Children should not transport medications due to the risk of the loss or contamination. Please ask your pharmacy to provide separate bottles for school and home. No more than a thirty-day supply of the medicine should be delivered to the school.

### Allergies

It is important to provide accurate and updated information regarding your child's allergies. School personnel will make every effort to contact parents or guardians in the event of an allergic reaction, but are obligated to follow the doctor's orders as described on the medical forms if parent or guardians cannot be contacted.

Communicable Diseases: If your child has a communicable disease, e.g. chicken pox, please notify the school nurse. Students may return to school as follows:

- Chicken Pox – 7 days from appearance of first eruption, lesions crusted and fever free for at least 24 hours.
- Strep Throat – 48 hours after the first dose of medication.
- Impetigo – 48 hours after medical treatment has begun, lesions should be covered in school.
- Pneumonia – physician certificate for re-entry.
- Head Lice – (Pediculosis)—is contagious with outbreaks occurring throughout the year. Students with active head lice will be excluded from school for treatment. They may return to school following treatment and will be checked by the school nurse. Students must be treated with an appropriate preparation: please consult your physician or pharmacist.

Please make a note of the following health restrictions regarding school attendance.

Please keep your child home if he/she has had:

- Fever, diarrhea, or vomiting within the past 24 hours.
- Dismissal from school due to fever. Your child may not return to school the next day.
- Treatment for a contagious disease (strep throat, conjunctivitis, bronchitis). Your child must remain at home until antibiotics have been active 24-48 hours.
- Persistent cough, runny nose or sore throat, to avoid infecting other students.

Please note that children must be fever free without medication for 24 hours before returning to school.

Please inform the school nurse of potential problems or changes in health status such as:

- updated of immunizations
- surgery
- illness or injury requiring prolonged absence
- change in activity status
- treatments requested by physician
- hospitalization

A physician's note is required for the use of crutches, splints, slings, braces or other appliances at school. Please have the physician outline restricted activity and estimated time of restriction.

### Health Curriculum

Health education on the topics of Human Growth and Development and the Immune System are presented to students in grades 4 and 5. Parents are invited to preview the videos before the programs are presented to the students. Detailed information with the date and time of presentation will be sent home to the parents. Videos are also available for use at home.

### Health Services

During the school year, student height and weight are measured by the physical education staff and recorded on the school health record form.

According to the Massachusetts State Law, schools must collect height and weight measurements on students in grades 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. For more information on the BMI, please visit Hingham Public School 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.

Vision and hearing screening is conducted by the health staff. Postural screening by the physical education staff and health staff will be scheduled for all students in grades 5-9. Parents will receive a letter from the school nurse if any abnormal findings or concerns are noted during the screening process individual Health individual Health Plans will be developed if needed.

Any child shall be exempt from any of the above health services and requirements upon written request from a parent/guardian.

Under Massachusetts Law and school committee policy, parents may exempt their child from any portion of the health curriculum. A written request should be submitted to school administration and should be updated each year as appropriate. No student who is exempted from this portion of the curriculum will be penalized.

#### Emergency Information

Emergency information forms are sent home at the beginning of each school year. This records the phone number of parents/guardians, emergency contacts and physicians to be notified in case of illness or emergency. It is extremely important that this information be kept up-to-date and accurate; please notify the school office in writing of any changes. All relevant phone numbers should be provided such as work numbers and cell phones. The emergency contact person should be someone who is available to pick your child up at school in the event that we are unable to contact you.

#### Emergency Transportation

Emergency transportation via ambulance will be to South Shore Hospital. In the absence of a parent or guardian, the decision to transport a student to a hospital will be made by trained medical personnel.

### Homework

Homework at the elementary level is an expected part of the educational program. Homework assignments will vary in frequency and intensity as appropriate to the age and grade level of the students involved. However, homework should not detract from quality family time. If homework is proving to be a frequent significant disruption, then a conference with the teacher or school administration is warranted. All homework assignments will be made in accordance with the following guidelines.

## General

- Guidelines reflect the time that typically might be expected to complete the assignment and may vary according to individual differences.
- Homework assignments may include such activities as creative work and primary research initiatives that require more time than is usually available in class or that involve parent participation or support.
- In certain cases, homework assignments may be given to individual children to meet the need for extra study or practice in a subject where a child is having difficulty or to provide a child with enrichment activities.
- Daily at home reading (to, with, or by a child) is an important aspect of a child's education and enhances the building of a strong foundation for lifelong learning and the enjoyment of reading.
- Ongoing communication with East School staff regarding homework difficulties is an important component of a working relationship. If students are constantly struggling with homework, then immediate contact with the teacher should be initiated.

## Purposes of Homework

- To reinforce school learning by providing practice and application.
- To extend and to reinforce study skills and techniques taught in school.
- To offer opportunities which enrich the school experience through related homework activities.
- To stimulate voluntary effort, initiative, independence, responsibility, self-direction, and a habit of lifelong learning.
- To strengthen the home-school link by involving parents in discussions or explorations that are related to topics being taught in the classroom.
- To help children make up work lost due to absence (after appropriate instruction has been given in school).

## Role of the Teacher

- Teachers should design assignments to accomplish specific purposes that are closely related to learning activities occurring in the classroom.
- Teachers should articulate assignments carefully and give clear directions for completing the homework task(s).

- Teachers will assist students in learning and practicing independent study skills, especially in the case of long term assignments.
- Teachers will review completed homework assignments so that children can learn from their mistakes and so that concepts/skills learned can be utilized effectively in the instructional program.
- Teachers should plan assignments which encourage and develop voluntary effort, initiative, responsibility, and self-direction in the student.
- Teachers will communicate promptly with students and parents if problems concerning homework arise.

### Role of the Student

- Students in grades 3-5 are expected to maintain a notebook in which to record each day's homework assignments.
- Unless otherwise specified by the teacher, students are expected to submit completed homework on the day following the assignment.
- Homework quality should reflect students' best efforts and be consistent with the standards for classroom work.
- Students are expected to work for the time specified (on the following pages), whether or not they are able to complete fully the task(s) assigned.

### Role of the Parent

- Parents are responsible for providing a suitable environment for the child to complete homework requirements and for assisting.
- Parents are encouraged to participate fully in homework activities that explicitly involve them in discussions or other explorations related to classroom learning activities.
- Parents are encouraged to foster and support both recreational and assignment related reading.
- Parents are encouraged to communicate with the teacher whenever concerns arise about homework.
- Parents are encouraged to be supportive and helpful to children but to provide content assistance only when needed or asked for by the student.

### Recommended Times and Frequency

The comments below reflect time expectations that are typical. The time actually required may vary from child to child and from one assignment to the next. However, children should not be expected to expend more than the allotted time on a regular basis. If homework completion becomes an ongoing issue, the parents/guardian should instruct the child to make his/her best effort for the allotted time, and the parent should contact the teacher to discuss the matter further.

### Kindergarten

Homework at this level will be informal and given at the teacher's discretion. Assignments may be geared more to requests by the teacher for children to seek out and bring in objects and/or materials that will enhance what the child is studying in school. Frequently, children will be instructed to seek the assistance of a parent or other adult or an older child. Daily reading to or with the child is encouraged.

### Grades One and Two

Regular homework should be expected. Assignments may be geared toward requests for the child to seek out and bring in objects or materials that will enhance what the child is studying in school. The support of a parent, other adult or older child may also be specified and will sometimes be in the form of a suggested exploration or discussion. With the cooperation of parents, some children may be recommended to complete unfinished class work at home or to practice further skills that have been taught but not yet mastered. Daily reading to or with the child is encouraged.

### Grade Three

Homework assignments will generally range from 15 to 30 minutes, occasionally longer for a special project. Typically, homework is given four times per week. Children may be asked to practice taught skills, master spelling words, complete written exercises, or work with a parent, other adult or older child. Daily reading of 15 to 20 minutes, beyond other assignments, is an expectation at Grade Three. Therefore, the total time for homework should not exceed 50 minutes in a regular basis.

### Grade Four

Children at this level are expected to complete assignments, of 30 to 45 minutes in duration, four times per week. Children may be asked to practice taught skills, master spelling words, complete written exercises, or work with a parent, other adult, or older child. There may be occasional long term projects assigned. Daily reading of at least 20 minutes is expected. Therefore, the total time for homework should not exceed 65 minutes on a regular basis.

### Grade Five

Children at this grade level may be asked to complete homework assignments, averaging 60-75 minutes in duration, four times per week. Assignments may consist of work from more than one subject on a given day, and the amount of homework may vary from one day to the next. The nature of assignments is similar to that described above for Grades 3 and 4. Long range assignments, requiring students to plan ahead and to budget time and pace, may be given from time to time.

Daily reading remains an expectation at this level. However, the total time for homework should not exceed 90 minutes per night.

### **Insurance**

If interested, accident insurance forms are available on the district's website at [www.hinghamschools.com](http://www.hinghamschools.com). There is no obligation to purchase a policy.

### **Lost and Found**

Each year many articles of clothing are lost by the children while at school. To enable us to return these items to their owners, it is advisable to use name tags. Clothing is removed from the building during vacations and given to charity. Items lost on the school buses may be found at the garage located on Fort Hill Street at the entrance to the bus depot. The telephone number for transportation is 781-741-1510.

### **Lunch/Recess**

Students will have a daily 35 minute lunch/recess period; 20 minutes for lunch and 15 minutes for recess. Students will go to recess on the playground before entering the cafeteria to eat lunch.

The hot lunch is available including milk and dessert. Milk for those who bring lunch is sold. Lunch menus are printed in the local newspapers and appear on the website.

Lunch can be bought on a daily basis using cash or lunches can be pre-purchased. Please check each day to see that your child has money or a bag lunch. Students who do not have lunch or money will be allowed to charge lunch. There are no provisions to charge milk. Next day repayment of charges is expected. There are no refrigerators or microwaves available for school lunches.

Students may also have an additional scheduled recess/snack break at another point during the day. Please refer to specific information from the classroom teacher.

### **Notices**

All notices to be distributed to staff and/or East School families must be approved by school administration. Please contact the school office for further details.

## School Council

As required by the 1993 Education Reform Act, each school must have a school council that acts as an advisory board for the school. The primary responsibility is to draft the school improvement plan based on the unique needs of the school. The school council is comprised of three parents, a community representative, staff representatives and the principal. The PTO will facilitate an election in the event there are excessive parent volunteers. Parent volunteers serve a 2 year term, but are not prevented from serving multiple terms. Meetings are held monthly at East School and are subject to the Massachusetts Open Meeting Law. A schedule of meetings will be posted on the website and in PTO newsletters.

## Student Behavior

East School students are expected to behave appropriately at all times. Hingham Public School's Rules of the Road are posted throughout the building and serve as visual reminders. The Rules of the Road are:

- 1. Treat each other with care and respect*
- 2. Support a positive learning environment*
- 3. Be serious about learning*
- 4. Take care of your school.*

Additionally, Hingham Public Schools has developed a district Discipline Code that should be reviewed by parents. The Discipline Code provides more detailed guidelines in regards to discipline for specific actions. There are situations where Massachusetts statutes mandate specific penalties for infractions.

Specific behavior guidelines for students are:

In the building students are expected to:

- Show common courtesy and respect to classmates and adults.
- Walk appropriately in the halls, cafeteria and classrooms.
- Remove hats.
- Keep the four legs of a chair on the floor.
- Take good care of school property. Do not mark furniture, lockers or any part of the building.
- Keep lockers clean and doors closed.
- Get permission before leaving room.

- Walk in quiet lines, staying to the right hand side of the hall.
- Use desks, tables or counters appropriately.
- Use an appropriate tone and volume at all times
- Keep toys at home (unless permission is granted from the teacher).

On the playground students will:

- Show common courtesy and respect to classmates and adults.
- Report problems to the staff members on duty.
- Leave stones on the ground.
- Stay out of the woods.
- Play ball only in special areas.
- Use playground equipment properly and safely.
- Not play any “contact” games or play in a rough manner.
- Not throw snowballs.
- Keep sneakers/shoes on.

Swings

- One person on a swing
- Sit on the swing.
- No swinging side to side, twisting or jumping off the swings.
- Do not go in front of, behind or through the swings when in use.

Slides

- One person on the slide at a time
- Stay off the top of tube slide.
- No rocks down slides.
- Feet first at all times.
- No walking/running up or down slide.
- No jumping off the sides of the slide
- Don't hang over the edge of the slides.

Climbing Structures

- Students must have proper footwear - no sandals or bare feet.
- Watch for students below you
- No physical contact with other students on climbing structures
- No jumping off structures

Traversing Wall

- Students must have proper footwear - no sandals or bare feet
- No physical contact with other students on climbing structures
- Students need to stay out of the fall zone while others are climbing in the wall

- Maximum of 2 students on the wall any time - 1 student per side

#### Field

- Play in designated areas.

#### Discipline of 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 (2004), Section 504 of the Rehabilitation Act of 1973, and Massachusetts General Laws (Ch. 69-78A).

Students with IEPs, 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, students must receive, as appropriate, a functional behavioral 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.

Please contact the Director of Student Services for additional information or clarification of these regulations.

#### Memorandum of Understanding

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 Hingham 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.

This Memorandum of Understanding is not intended to usurp the discretion of the Hingham Public Schools in administering its disciplinary code and resolving in-house student misconduct which does not rise to the level of a criminal violation or fall within a statutory reporting requirement.

Copies of the Memorandum of Understanding are available in the main office.

### **School Cancellation**

The decision as to whether or not the schools will be closed is made by the Superintendent of Schools after consultation with the Superintendent of the Highway Department and other town officials. The decision is based on the practical considerations of safe transportation of students and walkers. In the event of unusually severe weather or other special circumstances which might prevent the opening or delay of school, the following procedures have been established:

- No school announcements will be broadcast on radio stations WJDA (1300 AM), WRKO (680 AM), WBZ (1030 AM), WATD (95.9 FM), WBUR (90.9 FM), WBMX (98.5 FM), and local TV stations.
- School cancellation notices will also be posted on the Hingham Public School website.
- In the event that children need to be released from school early your personal East School emergency contingency plan will be in effect. Please refer to the above radio and TV stations for information regarding early closings due to weather or special circumstances.

It will be a rare occurrence that children are released early from school due to weather. The logistics of an emergency early release make a safe dismissal difficult.

## School Schedule

### School Hours

The official school hours are 8:50 AM – 3:00 PM for K- 5 students. Students may enter the building beginning at 8:30 AM and will be supervised in the All Purpose Room until 8:40 AM. Instruction begins at 8:50 AM and students entering the classroom after that time will be marked as tardy. Students are dismissed at 3:00 PM.

PreSchool Hours are 8:50 – 11:20 for the morning session and 12:20 – 2:50 for the afternoon session.

### Early Dismissal

The first Wednesday of the month is designated as an early dismissal day. Please note that the dismissal time for Professional Development Days is 12:00 PM and at 1:00 PM for Conference Days. Please refer to the Hingham Public School Calendar on the East School website to additional information regarding early dismissal days.

### **2017-2018 School Year Early Release Days**

#### K-5 Professional Development Days

Dismissal: 12:00 PM

November 1, 2017

January 10, 2018

March 7, 2018

May 2, 2018

June 6, 2018

#### Conference Days

Dismissal: 1:00 PM

October 4, 2017

December 6, 2017

February 7, 2018

April 4, 2018

## Student Records

All student records are stored in the main office or guidance office and appropriately secured. Only appropriate school personnel may access student records and complete an access log. Parents/guardians may examine their child's records after submitting a written request to school administration and an appropriate time can be scheduled. Parents/guardians may also request a copy of their child's records after submitting a written request and allowing school personnel a reasonable amount of time to copy the requested records.

### **Traffic Patterns/Parking**

**The bus loop is for school buses and vans only at all times; parking is never permitted in the bus loop at any time because it serves as the fire lane for the school.** K-5 parents should use the parent loop for pick-up and drop off only. Pre-school parents should use the pre-school entrance at the far left side of the building. Visitor parking is available in front parking lot and staff parking is on the right side of the building. Special events may require the use of the parking spots located at the rear of the building and visitors will be directed there by school personnel. During normal school hours, the rear of the building is dedicated as playground space for the children and chains are in place to prevent access. Due to limited parking, carpooling and alternate transportation is encouraged for large scale school events.

### **Parent Loop**

Every child's safety is our main goal. We ask that you please follow the drop off/pick up rules. Staff members are on duty during the arrival and dismissal hours. It is important to follow these directions when entering/exiting the loop.

- Enter and exit the loop slowly and cautiously.
- Please refrain from using cell phones while in the loop.
- Please pull up along the loop as far as possible to allow the optimum number of cars along the curb.
- Traffic along the loop is to be a single file with no passing allowed.
- This is a live parking loop only during arrival and dismissal times. Adults must stay in their autos at all times.
- Children should only exit or enter an automobile from the passenger side of the automobile.
- At no time will a child be allowed to walk through the line of traffic to meet a parent.
- Neighbors have asked that parents not use their driveways to turn around.

### **Visitor Policy**

All visitors must check in at the main office. School visitors are required to sign in and wear a visitor's badge during school hours. Furthermore, visitors are limited to the expressed purpose for being in the building; unplanned visits to classrooms or other parts of the building are not allowed. In the case of special events, visitors may be directed to sign in at an alternate location.

### **Volunteers**

Family volunteers are an important part of creating a successful school. There are a number of opportunities for the adults in our students' lives to come into the classroom throughout the year. When volunteers are expected in the classroom, staff will provide the names of volunteers to the front office. Volunteers will be checked in at the front office and receive a visitor's badge that needs to be worn at all times while in the building. When appropriate, volunteers may need to complete and submit a CORI form.

### **Family Concerns**

In most cases, a concern about a classroom situation should be communicated directly with the teacher or specialist involved. General questions or concerns may be most appropriately addressed by a principal, adjustment counselor, or school psychologist. If direct communication with the professional is not possible, or does not resolve the concern, parents should contact a principal. Anonymous concerns or complaints cannot be addressed.

### **Parent /Teacher Conferences**

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

Conference days are early release days to allow for parents to meet with their child's teacher. Each teacher will provide information on how to schedule a conference on these days. The allotted time for each conference is approximately 20 minutes. Conferences are not limited to those days, but may be held at a mutually convenient time.

Conferences may be initiated by either the parent or the teacher and should be scheduled as often as the need arises.

### **Scheduled Conference Days**

Dismissal: 1:00 PM

October 4, 2017  
December 6, 2017  
February 7, 2018  
April 4, 2018

### **Parent Teacher Organization**

The East School PTO information can be accessed through the East School website. Furthermore, there is a mailbox in the main office for written correspondence. The PTO meets monthly and reminders regarding upcoming meetings will be provided via the East School or PTO e-mail distribution list.

### **Student Assessment**

Hingham Public School System report cards are standards based and correlated to the Massachusetts Curriculum Frameworks. Report cards provide a summary of a child's progress towards mastery of specific areas of the curriculum and are not a comprehensive assessment of all a child's abilities. Concerns or questions about a child's report card should be discussed with the appropriate school personnel.

Additionally, all students have portfolio assessments which provide an accurate profile of your child's progress. You may review those profiles at anytime.

Students in grades three, four, and five will take the Massachusetts Comprehensive Assessment System 2.0 (MCAS 2.0) to assess performance on the Massachusetts Curriculum Frameworks in a number of curriculum areas such as English Language Arts, reading, math and science/technology. A complete schedule will be posted on the East School website.

### **Student Placement**

The placement procedure for next year's classes begins in early spring. The goal is to form the most productive cohort of students that is balanced according to gender, learning styles and abilities. Parents/guardians can complete a parent input form to provide

information they feel should be considered during the placement process. However, requests for teachers or for specific children to be placed together are not allowed and will be deleted.

The placement process is a team effort that includes the classroom teacher, adjustment counselor, school psychologist, specialists, school administration and other staff. The initial lists are created by each classroom teacher, discussed with grade level colleagues, and reviewed by the receiving teachers and specialists to ensure that we have not overlooked any aspect of an appropriate placement. The most important priority is to create a positive learning environment for the students.

### **Curriculum Specialists**

Students in grades 1-5 experience Physical Education, Art, Music, Technology, Spanish and Library classes on a six day cycle. The instructional periods for our grade 1 to 5 students are 40 minutes. In addition, students will have an extra specialist that is alternated with the Technology specialists. Therefore, students may have a particular specialist three times in a 12 day period. The classroom teacher will provide the specific information regarding the specialists' schedule.

### **Instructional Support Intervention Team (ISIT)**

The purpose of the ISIT team is to discuss a specific student that is not making effective academic progress as identified by the classroom teacher. The team is composed of school staff and may include administrators, counselor, teachers, school psychologist, special education staff, curriculum specialists and nurse. The classroom teacher presents data that details the student's academic status and the team offers interventions to be implemented in the classroom. If the interventions are not successful, a child may be referred to the Special Education department for further evaluation. East School staff will make every effort to keep parents/guardians informed if their child is brought forth to the ISIT team.

### **Library Media Center (LMC)**

The LMC provides books and a variety of audio-visual materials for our students. Students receive instruction research skill, library skills and literature.

Children visit the LMC regularly with their class. Individual students may visit at the discretion of the classroom teacher. Books are checked

out for six days. It is important that books are returned when due. Families are responsible for the replacement cost of lost or damaged books.

### **Special Education**

The Hingham Public Schools is committed to excellence in learning and to the fulfillment of individual potential for all students. The Special Education department is responsible for creating and implementing Individual Education Programs (IEP) for identified students. Students are eligible for special education services if there is a diagnosed disability and the student is not making demonstrable academic progress with the current level of educational support. The services must be provided in the least restrictive environment possible and the student's IEP is reviewed annually to determine the effectiveness of the interventions. Our comprehensive services include special education teachers, speech and language therapist, occupational therapist, and physical therapist.

### **Civil Rights**

It is the policy of the Hingham Public Schools that all programs, activities, and employment opportunities are offered without regard to race, color, sex, religion, national origin, sexual orientation, gender identity 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 person serving as the contact for concerns about school facilities, compliance with the Americans With Disabilities Act of 1990 is the concerns about Title II should contact the Director of Business and Support Services.

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 Coordinator of Section 504 of the Rehabilitation Act of 1973 for the Hingham Public Schools is the Director of School Counseling Services. Section 504 "prohibits discrimination, exclusion from participation, and denial of benefits based on disability."

Anyone having questions concerns about Title VI, Title IX or Section 504 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.

### 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 or the Department of Education will be contacted for remediation.

### **English Learner Education**

Hingham Public Schools adheres to all Massachusetts Department of Education requirements for English Learner Education Programs. A student who does not speak English or comes from a home in which English is a second language 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 completion of the prescribed testing, eligibility is established and sheltered English immersion services and English language development instruction is offered to the students.

### **Free and Reduced Lunch Program**

Families that meet specific income guidelines can apply for free or reduced lunch. Forms can be obtained from the main office and all information is kept confidential.

### **Harassment**

East School strives to maintain an environment free of harassment. Students are expected to treat everyone 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.

Harassment of any type must be reported immediately to school personnel who will investigate the situation.

### **Homeless Students**

The Hingham Public School District has adopted the definition of homeless children and youth as found in Section 725 (2) of the federal McKinney-Vento Homeless Education Act (2002 reauthorization). A student determined to be homeless will be enrolled immediately in the school of the district in which he/she is temporarily residing or be provided with transportation if he/she chooses to remain in his/her school of origin until the end of the school year in which permanent housing is found. Students determined to be homeless, or who fit the Massachusetts Department of Education's definition of "unaccompanied youth," are entitled to attend and fully participate in all classes, school activities, and educational opportunities and to benefit from services provided to other students in the Hingham Public Schools. This includes automatic eligibility for Title I and Free/Reduced Lunch programs.

### **Internet Use Procedures**

#### **6.29 Computer and Internet Acceptable Use Policy for Students**

The Hingham Public Schools recognize the educational value of technology equipment and access to the Internet when used properly. The District provides computers and technology equipment for the professional use of teachers, administrators, and other staff, and as educational aids for students. Neither staff nor students should have an expectation of privacy with respect to the use of the District's hardware and software.

Use of the District's computers and technology equipment, including access to the Internet, is a privilege and requires the user to be responsible for his or her behavior and for communications over the District's networks. The policy, policy guidelines, and sign-off procedures for use of technology resources shall be published and are described for students under Procedure 6.29A.

#### **6.29A PROCEDURE**

#### **Policy Guidelines and Procedures for Internet and Technology Use**

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 smart phones, 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 bullying 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.

### **Non-Discrimination Policy**

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

### **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.

## **Teacher Qualifications**

The No Child Left Behind Act (NCLB) requires schools that receive Title I grant funds to notify all parents that they can ask for and receive specific information about Teacher qualifications.

As a parent of a student at East School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to receive requested information in a timely manner. Specifically, you have the right to ask for the following information about your child's teachers:

- Whether the Massachusetts Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Massachusetts Department of Education has granted a waiver so that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.

## **Translations**

If you need this booklet translated, please contact the main office of your child's school.

Se você necessitar este livreto traduzido, contate por favor o escritório principal da escola da sua criança.

Si usted necesita este librete traducido, entre en contacto con por favor la oficina principal de la escuela de su niño.

如果您需要翻译的这本小册子，请与您的儿童's学校大会办公处联系。