

SOUTH SCHOOL

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Hingham Public Schools

CORE BELIEFS

FULFILLMENT OF INDIVIDUAL POTENTIAL

RESPECT FOR SELF AND OTHERS

CIVIC RESPONSIBILITY

COMMITMENT TO LIFE-LONG LEARNING

SERVICE TO OTHERS

MISSION OF THE HINGHAM PUBLIC SCHOOLS

The mission of the HPS is to provide challenging and comprehensive educational programs in a safe and supportive environment, enabling all students to develop the knowledge and skills necessary for success as local and global citizens.

In partnership with families and the community, the HPS strives to develop in students:

- Academic excellence, including content knowledge, communication skills, critical thinking skills, and problem solving capacity.
- Habits of physical and emotional well-being, including a spirit of self-worth, resiliency, and adaptability.
- Personal responsibility, integrity, and active citizenship.
- Responsibility for the environment.
- Skillful and responsible use of technology.
- Respect for the diverse views and backgrounds of others.
- Collaborative engagement as a means of both learning and problem solving.
- Intellectual curiosity that motivates future learning.
- Creative expression through the fine, performing, and applied arts.

SOUTH ELEMENTARY SCHOOL MISSION STATEMENT

Our mission at South Elementary School is to provide learning experiences that develop those habits and traits necessary to become independent learners.

- We view each child as a unique individual and learner.
- We want children to feel good about themselves, to love learning, and to behave in socially acceptable ways. In this nurturing atmosphere of caring and trust, each child can develop to his or her potential.
- Our youngsters are truly the resources for the future. For this reason, we encourage leadership, acceptance of others, civic mindedness (both locally and globally), good citizenship, and embracing 21st century skills.
- We recognize the role parents play in their child's education. We support and encourage a strong partnership between home and school.

DAILY PROCEDURES

CLASSROOM INTERRUPTIONS

We encourage a morning routine at home that includes checking for all items to be needed each day. Any deliveries made to school may be placed in the office. Students missing items may check the office at natural break times as determined by the teacher. We may not be able to interrupt the classroom instruction to notify your child, as classes should not be interrupted to deliver forgotten lunches, instruments, or homework.

ELEMENTARY ATTENDANCE

Assuring good attendance and punctuality is the 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, we ask that parents make sure their children attend school and are punctual unless they are sick. It is particularly important at the elementary school level where start-of-school activities set the agenda and tone for the remainder of the day. **Parents are asked to plan vacations only during school breaks and not during MCAS testing times.** Makeup work, while important, is not a substitute for classroom learning. Missed assignments must be completed within a reasonable time and will be given after the absence.

An elementary attendance policy establishes common guidelines for attendance procedures and protocols for communicating attendance concerns to parents. Specifics of the policy are as follows:

Absence: **Parents are asked to call the school before 8:45 a.m. if a child is absent. Please send a note when the child returns.** 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. If the student's attendance record does not improve, the principal will contact the parents to discuss the attendance record and to work out a plan for improvement.

Based on the discretion of the principal, a letter from the principal will result if a child is absent for seven or more days in the marking period unless there has been a doctor's note. A copy of the letter will be placed in the student's file.

A parent conference with the principal will result if the attendance issue persists. The principal will review the specifics of MGL Chapter 76, Section 4 and/or MGL 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 an improvement plan. A record of the meeting will be placed in the student's file.

Tardiness: A child is deemed to be tardy if he/she is not in his/her classroom or at the assigned location where teachers collect children at the designated start of the school day (8:50 a.m.). **Notes must be provided for tardiness** unless the parent accompanies the child to sign in. Classroom teachers will make the first contact with parents after three tardies in a marking term. Based on the principal's discretion, conferences will follow at five and seven tardies, respectively, if the issue persists. Tardies are also disruptive, so please ensure that your child is on time for school.

Makeup Work: Parents can request makeup work after the first day of a multiple-day absence 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. However, they may be able to provide a general sense of what topics/areas the class will cover. In the case of long-term absences of a medical nature, home tutoring may be available. Parents should contact the school counselor to arrange tutoring. The classroom teacher will establish the period allowed for the completion of makeup work after a child's extended absence. Teachers generally will not have time to provide individual tutoring in the work that is missed due to absence or tardiness.

E-MAIL DISTRIBUTION LIST

All parents/guardians whose children are registered at South Elementary on the X2 system will receive e-mails automatically through the address(es) given on the registration form.

INSURANCE FORMS

If interested, accident insurance forms will be available on the district's website at www.hinghamschools.org. There is no obligation to purchase a policy.

LOST AND FOUND

Each year good clothing and lunch containers fill the lost and found box located outside the cafeteria. Please **label** your child's clothing and lunch container and encourage him/her to check the lost and found for lost items. Before school vacations, lost and found items will be displayed in the front lobby. After that, unclaimed items will be donated to charity.

If items are lost on the school buses, please contact the transportation department (781-741-1510).

MOBILE PHONES & ELECTRONIC DEVICES

Students who carry mobile phones and other electronic devices should keep them turned off and in their backpacks during school hours and on the bus. Students needing to make calls should come to the office and use the school phone.

NEWSLETTER

The South School newsletter, *What's the Buzz?*, is published and e-mailed each Thursday. The intent of the newsletter is to communicate to parents important dates, student accomplishments, PTO news, special events, educational research, and curriculum happenings. If you would like to submit an article, please submit it to southptonews@yahoo.com. If you do not have access to the internet, to either receive a copy of the newsletter or to submit an article, you may contact the school secretary at 781-741-1540.

NOTES

Notes are necessary for absences, tardiness, and early dismissal for several reasons. The law requires that children "of age" are in school. Consequently, we must know that a child is out of school for a legitimate reason.

- Occasionally, children are out of school or delayed coming to school without their parents' knowledge.
- Once a child is at school, it is our responsibility to keep him or her here. We release children only to a parent, guardian, or those designated in writing. Anyone picking up a student must fill out the log book in the office. This is for the protection of the children. All students are officially assigned as either bus students or walkers. If a child is going home a way other than that assigned, we need a note.
- We also require notes after prolonged illness. It is necessary for us to be aware of contagious diseases in order to protect those with depressed immune systems. Parents should contact the school nurse as soon as a child is diagnosed with a contagious illness.
- Any physical restrictions (use of crutches, slings, casts, and the like) should be explained in writing by a physician. The parent should accompany the child to the nurse before entering the classroom.
- Notes are required for students who are traveling home in an alternate way (special dismissal, Liberty Pole car loop, etc.).
- All notes will be destroyed five business days after the close of school.

NOTICES AND SCHOOL MAIL

Any notices being put in school staff mailboxes or sent home with the children need to be approved by the principal. A copy needs to be left with the office staff as well. Most school notices will be sent home electronically through X2.

PARENT 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. Please contact the office (781-741-1540) for specific dates and times. Conferences are not limited to those days but may be held at a mutually convenient time. These conferences may be initiated by either the parent or the teacher. Approximately 20 minutes is scheduled for each parent meeting. We urge you to talk with your child's teacher at least once a year. However, conferences should be scheduled as often as the need arises.

Phone calls to a teacher's home or cell phone are not appropriate.

PARENT-TEACHER ORGANIZATION

The main goal of the Parent-Teacher Organization is to encourage close parent-teacher relationships in the spirit of intelligent cooperation in the development of the child, both at home and in school. For more information on the PTO go to <http://hps.webs.hinghamschools.com/SOU/pto/info/calenar.html>.

SALES

Children may not sell any items at school during school hours. Please insure that students do not carry any more money than is needed for lunch, milk, etc. Please check out the South School website for directions. Students should not be allowed to loan money to other students.

SCHOOL COUNCIL

As required by the 1993 Education Reform Law, each school must form a school council. The council will act as an advisory board to the schools for:

- Assessing the educational needs of the students.
- Developing educational goals.
- Developing an improvement plan to attain those goals.
- Reviewing the school budget.

The council will consist of the principal, three staff members elected by the staff, a community member chosen by the principal, and three parents elected at large. Each elected member serves a 2-year term. All are welcome to attend School Council meetings. The time and place of the meetings will be posted and mentioned in newsletters and flyers.

Our School Council goals for the year are:

1. To encourage academic excellence for all South School students.
2. To provide opportunities to develop students' physical and emotional well-being and awareness of social responsibilities.
3. To continue parental/community awareness of existing and new supplemental activities that take place throughout the school
4. To promote communication, support, and collaboration with parents and community
5. To increase awareness of safety in and around the school especially during arrival and dismissal

SCHOOL DRESS

Appropriate dress, appearance, and proper behavior are important for all of the school community. Developing good taste in attire, grooming habits, and 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 that is appropriate for school and its related activities. Hats are not permitted to be worn in the building except on certain school spirit days. Children need sneakers for physical education classes, and appropriate clothing for physical activities. Flip flops are discouraged as they may cause injury on the playground. Dress should be consistent with conventional standards of modesty and decorum. Low-cut tops, spaghetti straps, and short shorts are not appropriate.

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. We do go out in the winter weather if the temperature is above 25 degrees so hats, gloves, and boots are important. Snow pants and boots need to be worn if the child plans on playing in the snow. A good rule of thumb would be for children to wear the outerwear they brought to school out on the playground.

SCHOOL HOURS

Official school hours are 8:50 a.m. to 3:00 p.m. Children need to be in their classrooms ready to begin class at 8:50 a.m. and are dismissed at 3:00 p.m. **Children should arrive between 8:40 a.m. and 8:45 a.m. We are unable to provide supervision before 8:40 a.m.** Children will not be able to enter the classrooms prior to that time.

On early release days, students (grades K-5) are dismissed at 1:00 p.m. Lunch will be served to all students in grades K-5.

The school doors are always locked. There is a bell for entry during school hours.

SNACKS AND LUNCH

Students in kindergarten through grade 5 have a daily snack time. Parents should please send in a healthy snack to school each day for their child. We also encourage students to bring a water bottle.

A hot lunch is available for \$3.00 including milk and dessert. Milk for those who bring lunch can be purchased for \$.50...water is available for \$.75.. Specialty items (soy milk, rice milk, etc) are available upon request. Please contact Mrs. Hickey, our Cafeteria Manager, if your child requires a specialty food item. Lunch menus are available on the South School website. Please refrain from calling the school to find out lunch choices.

Students eligible for free or reduced lunch will be notified by letter. Students receiving free lunch will have a lunch account. Students receiving reduced lunch will be charged \$.40 for lunch each day.

Please check each day to see that your child knows whether he/she has money or a bag lunch. Students who do not have lunch or money will be asked to call their parents. If a parent cannot be reached, the student will be allowed to charge his/her lunch. There are no provisions to charge for milk or water. Please check your child's on-line balance or send in money the next day. Please be aware that progress reports will be held on the last day of school until the lunch charges have been cleared with the lunchroom manager.

USE OF SCHOOL TELEPHONE

Students may use the office telephone with teacher permission and only in case of emergency.

VISITS

Parents and other persons desiring to visit the school during school hours, or wishing to communicate with students or teachers, should call or register at the school office. Aside from being a courtesy, this is necessary so that we know who is in the building

and for what purpose. Visitor passes must be obtained at the office upon signing in and returned upon signing out. Thank you for your cooperation as this is important to the security of the building.

Except for special events, classroom visits are discouraged as they disrupt the classes.

During the Spring MCAS testing there are no visitors allowed in the building.

VOLUNTEER EXPECTATIONS

Volunteers help with many projects, special events, and regularly scheduled programs. All volunteers are asked to respect the privacy and dignity of individuals in the school setting and need to sign a confidentiality statement. Issues or concerns should be brought to the attention of the teacher or principal immediately.

TRANSPORTATION

ARRIVAL PROCEDURES

Students should arrive at school by 8:45 a.m. and be in their seats ready to begin class at 8:50 a.m.

- Upper Main Street walkers will enter via the nurse's door.
- Lower Main Street walkers will follow the bus loop counter-clockwise to the bus entrance.
- Bus students will enter the bus entrance by the loading dock.
- For students being driven to school, the **drop off is at the end of the front driveway by the red sign. Students will enter the building through the playground.**
- Please do not drop children off at the front door as it ties up traffic back to Main Street.

BICYCLES/SCOOTERS

Children in grades 3-5 are allowed to ride their bikes to school. A bicycle lock is suggested and helmets are required.

Elementary students are not allowed to bring scooters, skateboards (including long boards), roller blades, and/or sneakers with wheels to school as there is no storage or security for them, and they pose a safety hazard.

DISMISSAL PROCEDURES

During the course of the day, parents need to come to or call the office in order to dismiss their children. A note needs to be sent to the child's teacher if the student is to be dismissed during the day. Please do NOT send e-mails to your child's teacher regarding dismissal during the school day. There is no guarantee that the teacher will be able to check his/her e-mails before the end of school that day. All parents will be asked to sign their children out in the office.

At the end of the day, there are many important assignments and directions being given, therefore, classroom interruptions for other dismissal arrangements are very disruptive. Parents are asked to please directly notify after-school activity leaders if the child will not be attending the activity that day.

Lower Main Street walkers are dismissed first. Students exit the building at the bus loop exit and are walked by adults around the bus loop, down the parking lot stairs, and across the lower parking lot driveway.

Special dismissal students (students who are being picked up rather than taking the bus or walking and who bring a note from a parent) are dismissed with the lower Main Street Walkers and walked to the lower parking lot. **Parents picking up students should enter the lower parking lot and circle to the right. Please do not park in a parking spot. Please do not keep your car running.** Students will be dismissed to parents as their car reaches the designated meeting area by the handicapped parking. All students not met by parents are walked back to the building by an adult and children wait in the office until parents are contacted. Please post a sign with student's last name in the front dash of the car to ease the pick-up process. **Use of mobile phones during this time holds up the line. Thank you for refraining from this use.**

Liberty Pole Car Loop students (Liberty Pole children whose parents sent in a note that they would be picked up rather than walking) are walked to the playground opening. Parents, please, pull up to the red sign in front of the fire station. Please post a sign of the student's last name in the front dash of the car to ease the pick-up process. Please do not park your car and get out of the car for any reason, except for an emergency, so that traffic can flow easily. Students should enter the car on the passenger side of the car. Please do not take any other children with you unless the child's teacher received a note from the other child's parents. If you plan to carpool, please make sure the parents write notes for the children. **Use of mobile phones during this time holds up the line. Thank you for refraining from this use.**

Upper Main Street walkers line up in the kindergarten hallway. They are walked by adults to the stop sign at the Liberty Pole Road intersection. **All kindergarten walkers need to be met by a parent or caregiver at dismissal.** The students will be walked by an adult to the rock @ the playground entrance. Any kindergarten student who is not met by a parent or caregiver will be walked to the office, so a phone call may be made to their parent/caregiver.

Bus students are called to the bus loop when the bus arrives at the bus loop. Students exit down the ramp to their bus. Since buses are used by all schools, it is important that they keep to a tight schedule. Only students assigned to ride a bus are eligible to use bus transportation. Walkers are not allowed to ride the bus. **Only under extraordinary circumstances may a child ride on another bus with prior approval from the Transportation Department at 781-741-1510.** Parents need to write a note to their child's teacher advising him/her that this approval was obtained, and then the child must present the note to the bus driver.

HINGHAM PUBLIC SCHOOLS – SCHOOL BUS SAFETY RULES

1. Please 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, please keep as far off the road as possible until the bus has arrived, stopped, and opened its door. Children should not rush/play at the bus stop.
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...some cars do not stop when the bus lights are flashing.
5. Get onto the bus in a single file – please do not push.
6. Please take a seat and remain seated until the bus arrives at school. Make room for others to be seated.
7. For your safety, no standing is allowed when the bus is moving.
8. Please do not throw anything inside the bus or out of the bus window. Please do not hang any part of your body out the bus window.
9. Please 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. This is for your own safety.
10. Please keep the aisles clear. Large items and large musical instruments (such as drums and cellos) that will not fit on your lap cannot be transported on the bus.
11. Please do not use inappropriate or loud talk or make other noises that might distract the driver.
12. Please be courteous to the driver, fellow students, and passersby. Please keep your hands, feet, and objects to yourself.
13. No eating or drinking is allowed on the bus – do not litter.
14. Please treat bus equipment well. If you cause damage, you will be responsible to pay for it.
15. If you need to 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, please go directly home for your own safety.

Bus routes are published in the Hingham Journal in late August and are also listed on the HPS website. Students should ride the bus to which they are assigned. Students may not ride a different bus home with another student without permission of transportation (781-741-1510) due to space and safety considerations. After permission is granted, parents should please write notes to the teacher and the bus driver informing them of this dismissal change.

Bus riding privileges may be suspended 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 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 parent.
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.

TRAFFIC PATTERNS/PARKING

For safety reasons, the South School driveway is a ONE WAY driveway for all traffic at all times.

Vehicles may be parked only in designated parking spaces in either the upper or lower lot and beyond the fire station. Double parking creates safety problems and, therefore, is forbidden. There are now 6 (4 on the right, 2 on the left next to the nurse's spot) reserved spots for short-term (less than 30 minutes) parking in the upper lot by the main entrance.

The area in the bus loop of the school marked in yellow is a NO PARKING ZONE. Only school buses and school vans are allowed in the bus loop at any time.

Since parking at South School is very limited, the Lutheran Church across the street has graciously allowed us to use their lot during special events for years. At evening events, the back playground courtyard can accommodate some autos perpendicular to the building. Hingham Police ask that we not block any neighbors' driveways or fire station access. Staff will park out back during special events. It would also be great if people within walking distance could help us out by walking.

TRANSPORTATION

HINGHAM PUBLIC SCHOOLS TRANSPORTATION POLICIES

7.6 TRANSPORTATION. The school transportation program will be operated in a manner that is safe, efficient and economical and will adhere to all regulations of the Massachusetts Department of Elementary and Secondary Education and the Registry of Motor Vehicles that relate to student transportation.

9/21/05

11/3/75 // 6/12/95 // 8/22/05 //

7.6.1 MEANS OF TRANSPORTATION. Transportation of students shall be by vehicles owned or leased by the town and operated by an employee of the town or by a properly licensed driver with whom the School Department has contracted to provide transportation services. The Superintendent may permit a staff member to furnish transportation in privately owned vehicles if circumstances dictate. Individual staff members who provide such transportation on a voluntary basis are to be notified that while the town's insurance policy may include a provision for non-owned vehicles, the primary insurance on the vehicle is the responsibility of the vehicle's owner.

9/21/05

11/3/75 // 6/12/95 // 8/22/05 //

7.6.2 EXTENT OF SERVICES. State Law (M.G.L. Chapter 71, Section 68) requires School Committees to provide transportation to any students in grades kindergarten through 6 who reside two or more miles from school. Beyond these statutory requirements, transportation will be organized so that (a) no student shall be required to cross or walk along a heavily traveled highway, as designated by the Police Department Safety Office and the Transportation Coordinator, prior to the arrival of the school bus except at the location of a police crossing officer; (b) no student shall be required to walk along the side of a heavily traveled highway where no sidewalks are available; (c) no student shall be required to walk more than one mile to attend grades K-5; (d) no student shall be required to walk more than one and one-half miles to attend grades 6-8; (e) no student shall be required to walk more than two miles to attend grades 9-12; and (f) no student shall be required to walk more than one mile to a bus stop.—

7.6.2.1 **VISIBLE PARENT:** A parent or other designated person of all Kindergarten students must be visible at the bus stop for drop off. If the parent or other designated person is not present the student will be returned to school.

7.6.2.2 When the streets are closed down, parents will be notified to pick up their children at the closest accessible bus stop location for their route.

7.6.2.3 **MUSICAL INSTRUMENTS AND OTHER EQUIPMENT.** Musical instruments and other equipment that can be safely secured on a lap and do not block the aisle or adjacent seat are allowed. All other equipment may pose a safety threat and are therefore not allowed.

7.6.2.4 **WINTER RULES:**

- a. If snow is excessive and sidewalks are not cleared, bus drivers will, as safety reasonably allows, pick up any students walking or waiting along the route. . This applies to all grades along the existing bus routes.
- b. Bus stops may be altered to allow for safe pick-up of students. More frequent stops and alteration of routes may be necessary.

7.6.2.5 Private school transportation is handled in accordance with M.G.L .Chapter 76, Section 1. Hingham Public Schools provides transportation for approved private schools similar to service provided for public school students.

Students eligible for school transportation will be required to ride to and from school on the bus to which they are assigned except as follows:

Daycare: A parent or guardian of a student who attends a daycare program on a regular basis and whose daycare location is within the student's home district and is at a distance from the school that meets the distance requirements noted above may request in writing that the student ride on other than the assigned bus. Permission will be granted on a seat availability basis.

Family Emergencies: In the event of a family emergency or when a student is staying with another family for an extended period of time while the student's parent or guardian is away, the parent or guardian may request that the student be allowed to ride on other than the assigned bus. The temporary bus stop must be on an established route within the student's home district. Permission will be granted on a seat availability basis.

Group Project: A parent or guardian of a secondary school student assigned to do a group project by a teacher may request in writing that the student be allowed to ride home on another bus. This request must be approved by the teacher and building administrator.

MGL C71 §68
MGL C76 §1

11/3/75 // 6/12/95 // 8/22/05 //

9/21/05

7.6.3 BUS CONDUCT. Parents of students are responsible for this supervision until the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

When a student boards the school bus, he or she becomes the responsibility of the school system. Because the bus is an extension of the classroom, the Committee shall require students to conduct themselves in the same manner established for classroom behavior and pursuant to school bus safety rules. The bus driver is required to report violations of school bus rules and regulations.

In cases when a student does not conduct himself properly on the bus, such instances will be reported by the bus driver to the building principal and to the Transportation Coordinator. Upon receipt of an initial report of an infraction of a school bus safety rule, the building administrator will meet with the student and may choose to notify the student's parents. A second report of a bus rule infraction or an initial report of a more serious nature will result in written parental notification. A third report of an infraction of a school bus safety rule will result in the loss of bus riding privileges for a definite period not to exceed ten days. A fourth report of an infraction of a school bus safety rule or a second misconduct that seriously threatens the safety of the school bus will result in the loss of bus riding privileges for the remainder of the school year.

Any misconduct which threatens the safe operation of the motor vehicle will result in the immediate suspension of busing privilege for a minimum of two weeks. A subsequent offense will result in the suspension of busing privileges for the remainder of the school year.

All substances prohibited on school grounds are likewise prohibited on school buses and students who violate this policy shall be subject to the same punishment as that administered for said violations in a school building.

11/3/75 // 6/12/95 // 7/29/02 // 8/22/05 //

9/21/05

7.6.4 TRANSPORTATION TO EXTRACURRICULAR ACTIVITIES. Unless an exception is recommended by the Principal or Athletic Director, round-trip transportation shall be provided to public school students from school to approved out-of-district extracurricular activities in which they participate. Where possible, it shall be permissible to return students to approved points along the route necessary for the bus to return to the garaging area.

11/3/75 // 6/12/95 // 8/22/05 // 8/23/10 //

9/21/05

7.6.5 BUS SCHEDULES. Prior to the opening of school, bus routes and schedules will be developed and made public.

11/3/75 // 6/12/95 // 8/22/05 //

9/21/05

7.6.6 USE OF SECURITY CAMERAS ON SCHOOL BUSES. School buses may be equipped with video cameras to encourage proper bus behavior. If information from a video is used in a student disciplinary decision, the student and/or the student's parent will be allowed to view the video. Videos will be reused (taped over) on a weekly basis unless there is an unresolved disciplinary matter. (See Procedure 7.6.6A)

8/22/05 // 9/21/05

EMERGENCY INFORMATION

AUTOMATED EMERGENCY PHONE SYSTEM

The School Department service is used to alert parents to public safety issues including emergency school closings. This system is not used for routine school announcements nor is it used for regular early-morning, weather-related school closings. The home phone number, the parent cell phone number, and the parent work phone number listed under the first parent contact on our student information file are the numbers used in the system. When activated, this automated system will call all three numbers, but it is not able to dial telephone extensions.

CONTINGENCY PLAN

We do have a town-wide multi-hazard evacuation plan in place. If, for example, there is no heat in our building, there are accommodations for moving to another location.

However, given recent weather patterns and the state of the world, should there be a need to dismiss all students early, parents need to have a contingency plan and at least one back-up plan for children in case you are not home. Expect that students would be dismissed and follow the usual routines, i.e. buses would run their normal routes and walkers would walk.

In September, a contingency plan form will be sent home. Please fill this out and return to school by the date indicated. It is strongly recommended that you review this plan monthly with your child. Please inform your child's teacher if there are any changes to this plan during the school year. Thank you.

EMERGENCY SCHOOL EVACUATION

The following plan 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 promoting 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 the 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.

EMERGENCY TELEPHONE NUMBERS

We maintain a file of emergency telephone numbers in case we need to contact parents or their designee because of illness or accident at school. If possible, the designee should reside in Hingham. Please update these numbers periodically during the year.

NO SCHOOL/DELAYED OPENING ANNOUNCEMENTS

In the event of an emergency, extremely bad weather, or early dismissal, announcements will be broadcast over television and radio stations WHDH, WRKO and WBZ. In the event of a delayed school opening, there will be no morning session of kindergarten. Parents should develop a neighborhood plan for each youngster in case of early emergency dismissal. Please do not call the Hingham Police or Fire Department. A delayed opening is usually announced as either a one-hour delay (school starts at 9:50a.m.) and bus pick up is one hour later or a two-hour delay (school starts at 10:50a.m.) and bus pickup is two hours later than usual.

SCHOOL DISCIPLINE

MEMORANDUM OF UNDERSTANDING

The 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 staff, custodial staff, security personnel, bus drivers, visitors, and trespassers.

This Memo 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.

PARENT COMPLAINTS & CONCERNS

- 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 principal, assistant principal, adjustment counselor, or school psychologist.
- If direct communication with the professional is not possible, or does not resolve the concern, parents should contact the building principal who may refer some issues to the assistant principal or to other appropriate specialists.

STUDENT BEHAVIOR

At South School we follow the Hingham Code of Discipline and expect our students to act like young ladies and gentlemen at all times. In particular, they are encouraged to follow the rules listed below in all areas of the school and on school grounds.

SCHOOLWIDE – “RULES OF THE ROAD”

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



**South Elementary School
Buzzing with Character**

	Bee Respectful	Bee Responsible	Bee Ready to Learn
Classrooms	<ul style="list-style-type: none"> ◆ Be a careful listener ◆ Say please and thank you ◆ Use kind words ◆ Use a quiet voice ◆ Be cooperative ◆ Do your best 	<ul style="list-style-type: none"> ◆ Be prepared ◆ Follow directions ◆ Keep the classroom clean ◆ Keep hands & feet to self ◆ Put things away ◆ Do your class job 	<ul style="list-style-type: none"> ◆ Be attentive ◆ Sit appropriately ◆ Come with learning tools ◆ Be prepared ◆ Use time wisely ◆ Stay on task
Hallways	<ul style="list-style-type: none"> ◆ Be quiet ◆ Stay to the right ◆ Allow adults to pass ◆ Hold the door for those behind you 	<ul style="list-style-type: none"> ◆ Head directly to your destination ◆ Keep hallways clean ◆ Close lockers quietly ◆ Stay in line 	<ul style="list-style-type: none"> ◆ Walk and observe ◆ Face forward ◆ Think about what's next ◆ Bring your materials to class ◆ Listen to your teacher
Restrooms	<ul style="list-style-type: none"> ◆ Use indoor voices ◆ Respect other's privacy ◆ Honor personal space ◆ Take turns 	<ul style="list-style-type: none"> ◆ Keep the bathroom clean ◆ Wash hands with soap ◆ Use only one paper towel ◆ Put paper towel in the barrel 	<ul style="list-style-type: none"> ◆ Sign in and out ◆ Be quick ◆ Go right back to class ◆ Get back to work
Cafeteria	<ul style="list-style-type: none"> ◆ Use an indoor voice ◆ Use table manners ◆ Raise your hand for help ◆ Listen & follow directions ◆ Talk to your lunch teacher ◆ Line up when told 	<ul style="list-style-type: none"> ◆ Come prepared for lunch ◆ Remember your money ◆ Talk with your table peers ◆ Eat your lunch ◆ Leave space clean ◆ Be green 	<ul style="list-style-type: none"> ◆ Finish lunch on time ◆ Ask permission before leaving the cafeteria ◆ Walk quietly from the cafeteria to your hallway ◆ Be prepared for class
Playground	<ul style="list-style-type: none"> ◆ Greet the adults on duty ◆ Keep hands & feet to self ◆ Include everyone ◆ Share equipment ◆ Respect the environment ◆ Listen & follow directions ◆ Take turns 	<ul style="list-style-type: none"> ◆ Follow the game rules ◆ Safety comes first ◆ Look out for each other ◆ Get ready at the 1st whistle ◆ Line up with the 2nd whistle ◆ Return equipment to bag ◆ Enter the building quietly 	<ul style="list-style-type: none"> ◆ Follow playground rules ◆ Use equipment properly ◆ Receive permission before leaving the playground ◆ Play safely ◆ Solve problems right away ◆ Let an adult know
Arrival/ Dismissal	<ul style="list-style-type: none"> ◆ Use an indoor voice ◆ Be kind ◆ Stay to the right ◆ Be alert 	<ul style="list-style-type: none"> ◆ Listen & follow adult directions immediately ◆ Single file to & from bus line ◆ Remember belongings 	<ul style="list-style-type: none"> ◆ Walk to your destination ◆ Ask permission to leave line ◆ Keep hands & feet to self ◆ Stay back from white line
Assemblies	<ul style="list-style-type: none"> ◆ Give appropriate applause ◆ Look at and listen to the presenter ◆ Be quiet 	<ul style="list-style-type: none"> ◆ Listen & follow adult directions immediately ◆ Enter & exit silently ◆ Sit PLP in your space 	<ul style="list-style-type: none"> ◆ Stay focused to learn ◆ Keep hands & feet to self ◆ Share what you learn with your family
Buses	<ul style="list-style-type: none"> ◆ Be quiet ◆ Be kind ◆ Share your seat ◆ Eyes straight ahead ◆ Thank your bus driver 	<ul style="list-style-type: none"> ◆ Listen & follow adult directions immediately ◆ No eating ◆ Keep bus clean ◆ Stay in your seat 	<ul style="list-style-type: none"> ◆ Keep aisle clear ◆ Keep hands, feet & belongings to self ◆ Think about three interesting things you learned that day

A town-wide discipline code will be distributed to each family. Teachers will review the practices and remind students of the consequences for misbehavior. Parents are asked to do the same. Parents and students should note that misbehavior while traveling to and from school is punishable under the Hingham Code of Discipline.

Hingham Public Schools will follow appropriate procedures for disciplining students with disabilities in adherence with Federal and State law and regulation including: Individuals with Disabilities Education Act revised 1997 (IDEA-1997), Individuals with Disabilities Education Improvement Act (IDEA-2004), and Massachusetts General Laws (Chapter 69-78A).

For additional information on the details of these regulations, you may contact the Director of Pupil Services at 220 Central St.

The Responsive Classroom approach is practiced at South Elementary. It encourages positive attitudes and behavior.

BUZZ AWARD PROGRAM – South School’s Buzz Award Program recognizes children for appropriate and exceptional behavior. Staff members hand out Buzz Awards to students on a daily basis. Students write their name and class code on a “Buzz Award” and place it in the Beehive in the main office. On average 50-70 Buzz Awards are collected each day!

A Buzz Award Assembly is held once each month. Twenty-five names are randomly selected from the Bee Hive to participate in either a special craft time with the Art Teacher, Mrs. Rollins or a gym class with Mr. B. This program has proven to be quite successful in encouraging students to make good choices

Positive behavior is always encouraged. In the event of unexpected behavior teachers are urged to assert their own authority and natural consequences while helping youngsters become responsible for their own behavior. Each teacher has developed a discipline plan that stipulates specific consequences when unexpected behavior occurs. After a student has been warned and has had privileges withdrawn, parents may be called to discuss corrective action.

There are rules for student behavior in every classroom. A student needs only to remember to act like a young gentleman or a young lady at all times. We ask that appropriate spoken and written language be used at all times.

STUDENT CONCERNS AND APPEALS PROCEDURE

Students wishing to express concerns or to appeal procedures or decisions may do so following these steps in sequence:

1. Tell the adult in charge.
2. Tell the assistant principal directly or leave a written message in the office for the assistant principal.
3. Tell the principal directly or leave a written message in the office for the principal.

Students may expect responses at each level within a reasonable period of time.

CURRICULUM

6-DAY SCHEDULE

Many specialists are shared with the secondary schools and the other elementary schools. The secondary courses are often offered every other day, so they operate on a 4-day cycle. That way, no single course is missed for all the Monday holidays, for example. The elementary schools follow the same schedule. Instead of referring to them by days of the week, we refer to it by the number of the day (1, 2, 3, 4, 5, or 6). The children quickly catch on to this. We publish a monthly calendar which also lists the days of the cycle. The teachers let parents know at the beginning of the year which days the children have each specialist, so they can bring necessary needed items like instruments or sneakers.

AFTER-SCHOOL ACTIVITIES

A written note for the year (for those activities held regularly) may be sent in the fall. Children who sign up for and are accepted into the Fly South or Homework Heroes program will be sent to the activity each day of the session unless a note is sent to the classroom teacher informing him/her otherwise.

Parental permission is required for all afterschool activities and parents are responsible for providing transportation home.

From time to time, an after-school activity must be canceled unexpectedly. In this case, there will be an announcement made to the children and those children will be sent home their usual way. Please prepare your child for either possibility.

ASSIGNMENT NOTEBOOKS

Assignment notebooks are kept by all students in grade 3 through grade 5 describing the assignment and the due date. Please make certain that they are returned to school each day. Assignment notebooks are purchased for students through generous funding by the PTO and given out the first day of school.

CORI FORMS

On November 27, 2002, the Massachusetts Legislature passed Chapter 385 of the Acts of 2002, which became effective on February 25, 2003. This new law requires schools to obtain criminal offender record information (CORI) on all current and prospective employees and volunteers who may have unmonitored contact with children as well as independent contractors who regularly provide school transportation. These are updated periodically.

CURRICULUM

Invitations will be sent out the first week of school.

All curriculum areas are subject to scheduled review and updating. These areas include reading, English, spelling, mathematics, science, health, social studies, technology, art, music, library, Spanish, and physical education. Specialists are available in the following areas:

Art: Pupils in grades 1-5 receive instruction from an art specialist for at least one period a cycle. Kindergarten students receive it at least once every other cycle.

Computer: All students in grades K-5 have access to computers. Computer use involves both curriculum-related software and an introduction in grade 3 to basic word processing. A student receives computer instruction at least once every two cycles. Some grade levels receive it once per cycle. Teachers are also free to use the lab for special instruction.

Library: All students in grades K-5 receive instruction from a library specialist for at least one period every other cycle and some grade levels receive it once per cycle. The library provides books and a variety of audio-visual materials for our students. Students receive instruction from a specialist in library skills, literature, recording, photography, and in many audio-visual media. A closed-circuit television system is available for teachers' and students' use. Children visit the library regularly with their classes. Individual students are allowed to visit at the discretion of the classroom teacher. Books are borrowed for two weeks. It is important that books are returned promptly. The average cost of a library book is \$15.00 and the total cost of lost books can be sizable. Parents are asked to please pay for lost books. Progress reports are held on the last day of school if books are not accounted for by return or payment.

Music: Students in grades K-4 receive general music at least one period a cycle. Instruction in band and string instruments is offered to children in grade 5 during the school day. Chorus is available twice-a-cycle to grade 5 students.

Physical Education: Pupils receive instruction from a P.E. specialist for at least one period-a-cycle. Sneakers are required for physical education.

Science: In addition to our comprehensive science curriculum, a specialist provides all grade 5 students with enrichment lessons one period per 6-day cycle. This is called "Field Science", and it is a supplement to the regular classroom science curriculum.

Spanish: Students in grades 1-5 students will receive Spanish instruction at least one period per cycle.

Students in grades 1-4 receive one extra specialist period per every 2 cycles.

FIELD TRIPS

The Hingham School Committee encourages the use of educational field trips under such rules and regulations as the superintendent of schools may establish and revise from time to time, and subject to budgetary limitations. A student's participation in scheduled educational field trips shall not be restricted on the basis of disability or other health-related concern.

Student travel sponsored by a school and planned to occur between the hours of midnight and 6:00 a.m. or that will include an overnight stay away from a student's home must be approved in advance by the Superintendent subsequent to School Committee discussion of the proposed trip and is subject to the guidelines specified under Procedure 5.17A. The School Committee reserves the right to cancel all approved field trips due to safety or security concerns at any time prior to the departure for the scheduled field trip.

FLY SOUTH AND HOMEWORK HEROES

Students in grades K-5 have the opportunity to take courses in the fine and performing arts, sciences, cooking, literature, physical education, and languages from some of the premier instructors in their fields in South School's after-school enrichment program, Fly South. In most cases, each course is taught in six one-hour sessions. Courses will be offered in 6-week intervals on Tuesdays and Thursdays throughout the year. Courses are held immediately after school at South. The cost of a class ranges from \$60-\$90. Some classes may also have a materials fee. Free tuition is offered to students of families experiencing financial difficulties. For further information about this program please contact Jane D'Allessandro at jdallessandro@hinghamschools.org or Patricia DiMartinis at pdimartinis@hinghamschools.org.

Homework Heroes is an after-school program created to provide a structured, quiet environment for students to complete homework. Homework Heroes is offered on Mondays and Tuesdays throughout the year. For more information about this program please contact Catie Campbell at ccampbell@hinghamschools.org.

HINGHAM AFTER-SCHOOL "KIDS IN ACTION" PROGRAM

Parents should notify both South Elementary and the Kids In Action Program 781- 741-1540 ext.143 of any changes in schedules, arrival, or departure. All other inquiries, please contact Kathy Jordan at kjordan@hinghamschools.org.

HOMEWORK/GUIDELINES

Homework at the elementary level is an expected part of the educational program. Homework assignments will vary in frequency and intensity depending on the age and grade level of the students involved. All homework assignments will be made in accordance with the following guidelines.

General

1. Guidelines reflect the time that typically might be expected to complete the assignment and may vary according to individual differences.
2. Homework assignments will reinforce concepts that have been taught and may also 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.
3. 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.
4. Daily at-home reading and math fact practice (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 and math.

Purposes of Homework

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

Role of the Teacher

1. Teachers should design assignments to accomplish specific purposes that are closely related to learning activities occurring in the classroom.
2. Teachers should articulate assignments carefully and give clear directions for completing the homework task(s).
3. Teachers will assist students in learning and practicing independent study skills, especially in the case of long-term assignments.

4. 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.
5. Teachers should plan assignments which encourage and develop voluntary effort, initiative, responsibility, and self-direction in the pupil.
6. Teachers will communicate promptly with student and parents if problems concerning homework arise.

Role of the Student

1. Students are expected to maintain a notebook in which they record each day's homework assignments.
2. Unless otherwise specified by the teacher, students are expected to submit completed homework on the day following the assignment.
3. Homework quality should reflect the students' best efforts and be consistent with the standards for classroom work.
4. Students are expected to work for the time specified (on the following pages), whether or not they are able to complete the task(s) assigned.
5. Students are expected to make up incomplete homework within the week it was assigned, unless excused from doing so by the teacher.

Role of the Parent

1. Parents are responsible for providing a suitable environment for the child to complete homework requirements
2. Parents are encouraged to participate fully in homework activities that explicitly involve them in discussions or other explorations related to classroom learning activities.
3. Parents are encouraged to foster and support both recreational and assignment-related reading.
4. Parents are encouraged to communicate with the teacher whenever concerns arise about homework.
5. 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.

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 older child. Daily reading to or with the child is encouraged.

Grades One and Two

Regular homework should be expected. However, as is the case with Kindergarten, 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. Mathematics homework may be called "Home Links." 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 is strongly 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 on a mathematics exploration (called Home Links). Daily reading of 15 to 20 minutes, beyond other assignments, is an expectation at Grade Three.

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

on a mathematics exploration (called Study Links). There may be occasional long-term projects assigned. Daily reading of at least 20 minutes is expected. Ten minutes of math fact practice each day is also expected.

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.

RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Occasional objections to some materials may be voiced by the public despite the care taken in the selection process and the qualifications of the people selecting the materials.

If a complaint is made, the following procedures should be observed:

1. The Library Media Specialist or relevant Department Director will inform the complainant of the selection procedures and criteria used in selecting instructional materials and the educational value and usefulness of this material within the curriculum. In the case of library materials, the Library Media Specialist will also supply the complainant with copies of the "Library Bill of Rights" and the "Statement of Intellectual Freedom."
2. If the complainant is not satisfied by the above information, he or she will be invited to file the objections in writing by filling out a copy of the form "Request for Reconsideration of Instructional Materials" (within 10 days).
3. The School Principal will be notified and will receive the formal request for reconsideration.
4. Upon receipt of the completed "Request for the Reconsideration of Instructional Materials", a special review committee will be convened within two weeks. That committee will consist of:
 - The School Principal
 - The Library Media Specialist
 - Two teachers
 - A School Council member
5. The Special Review Committee will:
 - Reexamine the challenged material in the light of the complainant's objections
 - Survey appraisals of the material in professional reviewing sources
 - Determine the extent to which the material supports the curriculum/program
 - Weigh merits against alleged faults to form opinions based on context
 - Discuss the material and prepare a written recommendation to the superintendent
6. The superintendent will make his or her decision and send a written statement to the complainant and to the Special Review Committee.
7. The superintendent's decision may be appealed, in writing, to the School Committee

SCHOOL SERVICES

Principal: The goal of the school's principal is to lead, supervise, and administer so as to ensure a quality educational program in which teachers truly teach and students truly learn. Feel free to call upon the principal for assistance.

Assistant Principal: The assistant principal acts as a liaison for the teachers on curriculum issues, coordinates the gifted/talented program and the state and standardized testing programs in the building, and assists with general supervision

Guidance Team: We have a full-time school psychologist and adjustment counselor on the South School staff who consult with teachers, students, and parents. The school adjustment counselor assists in the learning process and in school adjustment. The school psychologist supervises the testing program, administers individual aptitude and achievement tests, and acts as chairperson of most team meetings. Parents are urged to seek out the school psychologist or adjustment counselor if they have any concerns about a child's progress, behavior, or adjustment. The school psychologist and/or adjustment counselor may meet with students individually or in groups to work on social skills and/or adjustment issues as a regular education service.

Math Specialist: The math specialist supervises the math program and provides consultation to classroom teachers.

Reading Specialist: The reading specialist supervises the reading program and provides consultation to classroom teachers in kindergarten through grade 5.

Resource Staff: The resource staff provides specialized instruction for students who may have a documented disability and serves the needs of students who may need reinforcement in language, reading, or math.

Speech and Language Specialist: The speech & language specialist is available to evaluate students who have difficulties with voice, lisping, stuttering, or use of oral language and to provide services if it is determined that they are needed.

All of these consultants are available for conferences with parents.

Special Education: The Hingham Public School system is committed to excellence in learning and to the fulfillment of individual potential for all students. Children with disabilities must be given an opportunity to access the general curriculum in the least restrictive environment possible. With that goal in mind, we continue our efforts to improve the capacity of educators to meet the needs of all students, to increase the skill bank of our special education staff in providing specialized instruction, and to assist all educators in making appropriate curriculum and instructional modifications. Parents are encouraged to be active participants in the development of their children's educational programs and to meet with their child's teacher at least at the beginning of each school year. Parent workshops/seminars related to special education are made available throughout the school year. The individualized nature of special education services means that educational programs are developed to meet each student's unique needs. 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 teacher(s) should be made, then (if needed) with the school psychologist. Appropriate accommodations may be available to assist the student within the general education framework.

Instructional Support Intervention Team (ISIT): As part of our ongoing support for 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. Such efforts may include modification of the curriculum, teaching strategies, teaching environments, or materials; and use of support services, consultative services, and building-based teams to meet the child's needs in the regular education classroom. The ISIT team is composed of trained school staff. Members may include administrators, counselors, teachers, school psychologists, special education staff, curriculum specialists, and the nurse.

The Gifted and Talented Program: Grades K-5 gifted and talented students in Hingham are served under an umbrella called Curriculum Extensions. Students are identified by an informal process in grades K-3 and through a more formalized procedure beginning at the end of grade 3. This process involves the review of data including MCAS results, placement tests (literacy and math), Continental Math League results, teacher recommendations, and classroom grades.

Services provided through Curriculum Extensions may include vertical acceleration, program modification, horizontal extensions, special projects within the regular classroom setting, specific pull-out programs (primarily at grades 4 and 5), and individual or small group mentor relationships for unique talents or interests, such as Milton Academy Saturday Program, which requires time beyond the school day.

Reading and mathematics specialists are available to support classroom teachers in providing for special curriculum needs and in helping to plan program modifications. Both classroom and pull-out activities are necessary components of the Hingham program.

Some examples of in-class responses to a student's need for academic challenge include: clustering of similarly able students for reading, math, or project work; differentiated assignments or programs; compacting of curriculum; contests or competitions; research or study projects; and across-grade or next-grade placement. The assistant principal is the building liaison for gifted and talented students.

Before School Math Tutoring and Lexia: Identified students in grades 1 and 2 are eligible to participate in before-school math tutoring from 8:20-8:50 a.m. in the library with the tutors. Grade 1 students attend on Tuesdays and Thursdays. Grade 2 students attend on Mondays and Wednesdays. Students with more than two absences will be dismissed, and the opening will be offered to the next student in line. Parents need to provide transportation for this program.

Identified students in grades 1-5 are eligible to participate in Lexia, a web-based computer program from 8:30.-8:50 a.m. Data is collected and analyzed every 6 weeks to determine eligibility for this program. Students with more than two absences will be dismissed, and the opening will be offered to the next student in line. Parents need to provide transportation for this program.

STUDENT ASSESSMENT

Our progress reports are standards-based and correlated to the Massachusetts Frameworks. Kindergarten and grade 1 students receive two progress reports a year. Students in grades 2-5 receive progress reports three times a year.

Students in grades 3-5 receive warning reports mid-marking period if there are any concerns.

All students have portfolio assessments which provide an accurate profile of a child's progress. Parents may review these profiles at any time.

Students in grades 3, 4, and 5 will take the Massachusetts Comprehensive Assessment System (MCAS) to assess performance on the Massachusetts Curriculum Frameworks in a number of curriculum areas such as English Language Arts, reading, math, and science/technology. This year's schedule can be referenced on the website.

STUDENT PLACEMENT

In the spring, we begin the placement procedure for next year's classes. Our goals include both providing a learning environment where children may learn best and pairing children and teachers into the best groupings for effective education, resulting in heterogeneous classes of basically equal size.

Our placement process is a team effort completed with great care. The initial lists are created by the grade-level team of teachers and reviewed by the receiving teachers and specialists to ensure that we have not overlooked any aspect of an appropriate placement. We, as professionals, feel that we keep the best interests of children always in our minds, as we work for optimal placements.

We encourage parents to complete a placement input form that is distributed in the spring. It would be very helpful to have additional information about your child's learning style to help the process of classroom selection. We thank you for not requesting a specific teacher, as this would be impossible to honor. Please be assured that the faculty will review each child's needs individually and select the classroom in which we believe he/she will learn best.

TEACHER QUALIFICATIONS

As a parent of a student at South School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom 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 paraeducators provide services to your child, and if they do, their qualifications.

If you would like to receive any of this information, please call Mary Eastwood, Principal of South School at 781-741-1540.

TEXTBOOKS

Textbooks will be issued to each student each year. Students are expected to cover books and treat all school property with care and respect. Texts that are lost or abused must be replaced by the student.

HEALTH

EMERGENCY TRANSPORTATION

Any emergency transportation will be to South Shore Hospital unless a doctor at the scene directs that the individual be transported to another medical facility.

HEALTH INFORMATION

School Entrance Requirements

Kindergarten

According to Massachusetts state law, in order to enter Kindergarten, the following immunizations are required: Diphtheria, Tetanus and Pertussis vaccine (DTaP, 5 doses); Polio (IPV, 4 doses); Hepatitis B (Hep B, 3 doses); Measles, Mumps and Rubella (MMR, 2 doses) & Varicella (Varivax, 2 doses). A current physical examination, including an eye exam with stereopsis and up to date immunization record must be submitted to the school nurse before the start of school. State and 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.

Grade 4

All students entering grade 4, are required by Massachusetts state law, to submit a current physical health form signed by the student's health care provider.

New Students

Students who are new to South school must submit a current physical form and immunizations to the school nurse before school starts.

Exemptions

Exemptions from health record requirements are possible for medical or religious beliefs, or to meet compliance of the McKinney Veto Homeless Act. A Physician's note is required for a medical exemption. Requests for religious exemption/waiver must be in writing by the parent.

Annual Health Screenings

According to Massachusetts state law, health screenings are done annually for specific grade levels.

- Vision and hearing screenings are conducted by the health staff. Vision screenings are performed on all students K-12. Hearing screenings are performed through grade 3, once in grades 6-8 and once in grades 9-12.
- Postural screenings are conducted by the physical education staff and health staff for all students in grades 5-9.
- Heights and weights are measured by the physical education staff and recorded on the student's confidential school health record form for grades 1, 4, 7 and 10. These measurements are used to calculate each student's Body Mass Index (BMI). These results are strictly confidential and will be provided to parents upon request.

Parents will receive a letter from the school nurse, if any abnormal findings or concerns are noted during the vision, hearing or postural screenings only. Upon written request from a parent/guardian, a child may be exempt from any of the above health services.

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 prescription medication. The Hingham Public Schools also require a parent permission form to be on file before medication can be dispensed.

Occasional over-the-counter (OTC) medication, such as Tylenol or Advil, may be given, by the nurse, under the standing orders of the school physician, providing parent permission is in place. If your child needs a daily OTC medication, then your child's physician needs to complete a medication order form.

Please contact the school nurse for medication forms and return all completed forms, as soon as possible.

Medications should be delivered to the school in a pharmacy or manufactured-labeled container by you or a responsible adult. 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

To ensure a safe learning environment for students with food allergies, such as peanuts and/or tree nuts, certain classrooms will be nut free. Parents are notified of nut free classrooms in August and all students in those classrooms are asked to bring in only nut free snacks. Please read all food ingredient labels carefully.

There is a “nut free table” in the cafeteria for students with nut allergies as well as a “nut table”, for those student’s having peanut butter or other foods containing nuts, for lunch. Students sitting at the nut free table may ask a friend to sit with them, if that friend is buying a school lunch that day, as the school lunches are nut free.

Parents of students with food allergies may request to have their child sit at their classroom table during lunch with written permission. Parent permission letters must be submitted to the school nurse every school year.

Illness and Communicable Diseases

If your child has a communicable disease, 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 – 24 hours after the first dose of medication.
- Impetigo - 24 hours after medical treatment has begun, lesions should be covered in school.

Head Lice - Remember to check your child’s head frequently for head lice, as they can be a common occurrence in young children. Please refer to the South Elementary School section, on the Hingham Public Schools (HPS) website, for the HPS head lice guidelines and parent information.

School health policy, regarding school attendance, asks that you please keep your child home if he/she....

- Has had a fever, vomiting or diarrhea within the past 24 hours
- Has been dismissed from school due to fever, vomiting or diarrhea. He/she may not return to school the next day
- Is being treated for a contagious illness (such as strep throat, the flu, bronchitis) and he/she must remain at home until on antibiotics for a full 24 hours

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

- Update of immunizations
- Illness or injury requiring prolonged absence
- Surgery
- Treatments requested by physician
- Change in activity status
- Emotional concerns

Orthopedic Injuries and Concussions

A physician’s note is required for any child who is unable to participate in physical education class, recess, academic work or testing, such as MCAS, due to orthopedic injury or concussion. A physician’s note is also required for the use of crutches and or a wheelchair. Documentation and a recovery/treatment plan, from a physician, must be on file with the school nurse with regard to concussions. Please inform the school nurse, as soon as possible, if your child has suffered a concussion or orthopedic injury.

Health Curriculum

Health education on the topics of Human Growth and Development, Immune System and Blood Borne Pathogens are presented to students in grades 4 and 5. Detailed information with the date and time of presentations will be sent home to parents. Health videos are also available for viewing at home. Please contact school nurse if you are interested in borrowing a video.

Emergency Information Forms

Emergency information forms are sent home at the beginning of each school year. This form will be referenced for the phone numbers of parents, emergency contacts and physicians to be notified in case of illness, injury 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. Include cell phone numbers and work numbers if available. 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 or Quincy Hospital unless a doctor has provided written instruction to transport an individual to another medical facility or a doctor at the scene directs that the individual be transported to another medical facility.

Pets and Animals at School

Due to the increased number of students and staff members with allergies to animals, pets and other animals at school are discouraged.

Educational Services in Home or Hospital

Upon receipt of a physician’s statement for temporary home or hospital admission for a period of not

less than fourteen (14) school days in any school year, the principal shall arrange for provisions 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 of Special Education for eligible students. Such education services shall not be considered special education unless the student has been determined eligible for such services, and the services include services on the student's IEP.

Wellness Policy

The Hingham Public Schools District is committed to providing a healthy school environment that enhances learning and the development of lifelong wellness practices, including the areas of nutrition education, physical activity, and nutrition guidelines for all foods available at each school. Through the involvement of parents, students, the foods service director, the School Committee, teachers, administrators, staff and the public, the following goals have been established:

- A sequential nutrition education program, a component of a comprehensive health education curriculum, is provided to all students to promote healthy eating habits.
- The food services program provides well-balanced, nutritious and varied meals, snacks and beverages that are in compliance with federal, state and district requirements.
- Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture.
- Foods and beverages sold in school vending machines, snack bars, stores and for school sponsored fundraising purposes and provided to students as refreshments during the school day meet district guidelines.
- Students are provided regular opportunities for physical activity during and after the school day through physical education classes, through daily recess periods for elementary students, and through a range of after school programs including intramurals, interscholastic athletics, and physical activity clubs.

School Activities and Celebrations with Food

School activities and celebrations that include food will be limited to specific curriculum based activities and special seasonal celebrations. We currently do not allow birthday celebrations that include food in school. For birthdays in Kindergarten through grade 2, we encourage non-food incentives such as donating a book to the library or classroom, stickers, pencils or having a parent/special person, such as a grandparent, read to the class. For students in grades 3 through 5, we encourage donating a book to the library, if you choose to do so. The activities and celebrations that will be allowed to serve food items are as follows:

Harvest celebrations, Winter Holiday parties, Valentine's Day, 5th Grade Booth Day, End of the Year parties and Field Day.

Please be aware that only room parents will help teachers organize the food for these occasions. When planning for these activities, we strongly encourage that healthy snacks and drinks be served. It is important to check with the school nurse and inform her of the foods being served, as we must be sure that students with medical conditions, such as food allergies or sensitivities, diabetes, celiac disease and/or other medical concerns, will be safe and their parents are notified.

Homemade baked items are not allowed, nor are foods that do not have an ingredients labels listed on the packaging. Please refer to the peanut and tree nut safe snack list for ideas and always double check ingredient labels to be sure foods are safe. These guidelines were established to keep all of our students happy, healthy and safe and we thank you for your help.

Updated 9/10/14

POLICIES

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, gender identity, 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 physical act or gesture or any combination thereof, directed at a target that: (s) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself or of damage to his property, (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of school. Bullying shall include cyber-bullying. In accordance with Massachusetts law, Hingham Public Schools has designed and implemented a bully 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.

The Hingham Public Schools has adopted the Steps to Respect Program Second Step to teach children how to identify and handle bullying behavior. The program uses the 3R's of Bullying: Recognize, Refuse and Report. . This is different from a peer conflict that is two sided. Other problems with behavior are addressed through the Hingham Code of Discipline, such as peer conflicts or one-time mean or hurtful behaviors. After identifying bullying, students are taught to assess safety and decide whether to refuse (respond) by standing up to the person bullying and/or by supporting the person being bullied. Next, the students are taught to report bullying behavior to an adult.

For additional information on the bullying policy and to access the bullying report form, please see the schools web site. Parents of the target and alleged bully are notified of the bullying report. The principal or designee will investigate the report and make a determination of what action should be taken and initiate an appropriate response to protect the target of the bullying behavior (safety plan) and to address the bullying behavior.

In grade K-3 the Second-Step violence prevention program is used. This program uses a problem solving approach to resolve problems.

Social Thinking – All teachers are trained in Responsive Classroom. In addition teachers use the Social Thinking Curriculum.

South School strives to maintain an environment free of harassment. Harassment of any kind is not tolerated and also is a violation of School Committee Policy. 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 the principal who will initiate an investigation. Individuals not satisfied with the resolution of the complaint may pursue the matter with the principal.

According to Ch. 6 of M.G.L., Bullying is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that

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

Acts of bullying, which include cyberbullying, are prohibited:

- i. on school grounds and property immediately adjacent to school grounds; at a school sponsored or school related activity, function, or program whether on or off school grounds; at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school.
- ii. at a location, activity, function, or program that is not school related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

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

Hingham Public Schools uses the Steps to Respect and Second Step programs to teach students to recognize, refuse, and report bullying. More information about these programs can be found at www.cfchildren.org/programs/str/overview/

COORDINATOR OF SECTION 504 OF THE REHABILITATION ACT OF 1973

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

Anyone having questions or concerns about Section 504 with respect to the Hingham Public Schools should contact the Director of Counseling at the High School at 781-741-1560.

COORDINATOR OF TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 FOR THE HINGHAM PUBLIC SCHOOLS

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

Anyone having questions or concerns about Title VI with respect to the Hingham Public Schools should contact Dr. Galo at the School Department, 220 Central Street, Hingham, MA 02043. She can be reached by telephone at her office at 781-741-1500 or by FAX at 781-749-7457.

COORDINATOR OF TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

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

Anyone having questions or concerns about Title IX with respect to the Hingham Public Schools should contact Ellen Keane at the School Department, 220 Central Street, Hingham, MA 02043. She can be reached by telephone at her office at 781-741-1500 or by FAX at 781-749-7457.

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.

ENGLISH LANGUAGE LEARNERS

The Hingham Public Schools provides instructional services for students with Limited English Proficiency (LEP) in accordance with WIDA English Development standards.

Students who were not born in the United States whose native tongue is a language other than English and who may be incapable of performing ordinary class work in English or students who were born in the United States of non-English speaking parents and who are incapable of performing ordinary class work in English must be tested by certified personnel for English proficiency upon entrance to the Hingham Public Schools. Based on this test, the school principal will determine with the parent the most appropriate course of study, and support services, if needed. Moreover, state and federal law also requires that LEP students be assessed annually in four areas: reading, writing, speaking, and listening.

According to the Office for Civil Rights of the U.S. Department of Education "the question of need for an alternative program is resolved by determining whether language minority students are able to participate effectively in the regular instructional program. If they are not, an alternative program must be provided." In addition, "OCR allows school districts broad discretion concerning how to ensure equal educational opportunity for LEP students... The law requires effective instruction which leads to the timely acquisition of proficiency in English."

It is the policy of the Hingham Public Schools to comply with all federal and state laws and regulations regarding students with LEP, including:

- ☐ ☐ - Title VI of the Civil Rights Act of 1964 [42 U.S.C. 2000d] which prohibits discrimination by federally funded institutions based upon national origin
- ☐ - The Equal Educational Opportunities Act [20 U.S.C. § 1703 (f)] which requires educational agencies to "take appropriate action to overcome language barriers that impede equal participation by its students in its instructional programs."

In addition, Hingham Public Schools maintain compliance with Massachusetts Department of Elementary and Secondary Education guidelines for professional staff credentials and certifications in the instruction of LEP students.

HOME & HOSPITAL INSTRUCTION:

Hingham Public Schools provides home and hospital tutoring for students who, in the judgment of their physician, should remain at home or in the hospital on a day or overnight basis, or any combination of both, for a period of not less than fourteen school days in any school year. Upon receipt of a physician's written order verifying that a student enrolled in the Hingham Public Schools must remain at home or in the hospital for medical reasons, the principal of the school shall arrange for tutoring services for the student

via the Student Services Department. Before a student can receive these services, a licensed physician must fully complete and sign the state-required form, which is available in the Main Office.

Home or hospital tutoring is considered short-term and is not a replacement for regular attendance at school. According to the Massachusetts Department of Elementary and Secondary Education, the goal of home/hospital tutoring is to "...minimize the education loss that might occur during the period the student is confined at home or in the hospital" (603 CMR 28.03 (3)(c)). **40 ext 103**

GRIEVANCE PROCEDURE

- 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.
- The coordinator will meet with the person(s) to discuss the situation within seven days of receiving the written complaint
- The coordinator will have fourteen days to respond to the grievance in writing
- 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.

INTERNET AND TECHNOLOGY USE

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 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 system's 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 e-mail, 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.

McKINNEY VENTO HOMELESS ACT

The Homeless liaison for the Hingham Public Schools is the Assistant Superintendent. Anyone having questions or concerns about the McKinney Vento Homeless Act should contact Ellen Keane at 781-741-1500.

A student determined to be homeless will be enrolled immediately in the school where he/she is temporarily residing or be provided with transportation if he/she chooses to remain in the school of origin until the end of the school year. Students considered to be homeless are entitled to fully participate in all classes, school activities, and all educational opportunities provided to the students of the Hingham Public Schools. Included in this definition of homeless are children and youth awaiting foster care placement. If you are aware of homeless students who are not taking advantage of the Homeless Education Act, please notify the school principal or assistant principal.

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.

Only personnel who have received training pursuant to 603, CMR 46.03(2) or 603 CMR 46.03(3) shall administer physical restraint on students. The school will adhere to the physical restraint regulations outlined in 603 CMR 46.00 in terms of the proper administration of and reporting requirement regarding physical restraint.

The director of pupil services will be informed of any physical restraint that has resulted in physical injury or any physical restraint that has lasted longer than 5 minutes. A written report should follow on the next school working day. The director of pupil services should maintain records of any such report. Reports are made available to both the School Committee and Department of Education upon request.

The principal or the director of pupil services will inform the parent as soon as possible and follow with a written report within three working school days.

RESTRAINING ORDERS

Court orders must be filed in the school office within twenty-four hours of the order's being executed. Any changes in restraining orders must be communicated to the school secretary or principal.

STUDENT RECORDS

A student records policy is mandated by the Massachusetts Department of Elementary and Secondary Education. The purpose of these regulations is to ensure parents' and students' rights of confidentiality, inspection, amendment, and destruction of such records. The student records include the transcript and temporary record. The transcript includes minimal information necessary to reflect the student's educational progress. The transcript is kept by the school district for at least 60 years after the student leaves the system. The temporary record contains the majority of information maintained by the school about the student. This record includes such things as test results, evaluations, and comments made by teachers, counselors, and other persons, and disciplinary records. The temporary record is destroyed within 5 years after the student leaves the system. A parent or an eligible student has the right to inspect all portions of the student record upon request. The record must be made available by school personnel within 2 days of the request. The parent may also request that portions of the record are photocopied and interpreted by professional personnel. No individuals or organizations other than the parent, student, and school personnel working directly with the student are allowed to have access to information from the student record. The parent/guardian should sign a release (available from the South School office) for a student transferring from South, so the academic records may be mailed by South directly to the new school. Upon withdrawal from the school system, parents will be given their child's health records for enrollment into their new school.