

# HINGHAM MIDDLE SCHOOL

1103 Main Street Hingham,  
Massachusetts 02043  
[www.hinghamschools.org](http://www.hinghamschools.org)

## STUDENT HANDBOOK 2018-2019



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Main Office - 781-741-1550

### Mission Statement of the Hingham Middle School

Hingham Middle School must provide all children with a positive learning atmosphere which offers students an opportunity to be challenged to their utmost ability, while fostering understanding between diverse people, promoting service to others, and instilling a feeling of self worth. Contributions from all members of the Hingham Middle School community are necessary and welcome.

### THIS AGENDA BELONGS TO:

Name: \_\_\_\_\_

Student Homeroom No. \_\_\_\_\_

HINGHAM MIDDLE SCHOOL 1103 Main Street Hingham, MA 02043

Dear Students and Parents:

The Hingham Middle School administration and faculty wish you a productive and successful school year.

We have provided each student with an agenda book to serve as a place to store important dates, notes and materials, and to allow teachers and parents a means of communication about the student's progress. The cost of replacing a lost agenda book is \$10.00.

The **student handbook** found at the beginning of the agenda book is designed to inform you of the rules, policies and procedures at Hingham Middle School. Please review this handbook together. It is important that both students and parents understand all school policies. Together, we create the atmosphere of respect and responsibility that underlies all learning. We urge you to call the school if you need clarification of any rule, regulation or policy.

Hingham Middle School has developed a "Home/School Partnership" document with input from staff, students, and parents. It outlines the roles and responsibilities for each group. A copy of this compact in its entirety is included at the end of this handbook.

After reading the student handbook, please sign the statements found on the last page of this document. Return that signed page to the homeroom teacher.

Derek M. Smith, Principal  
David M. Riordan, Assistant Principal  
Alison A. Janulewicz, Assistant Principal

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If you need this booklet translated, please contact the main office of your child's school. Se você necessitar este livreto traduzido, contate por favor o escritório principal da escola da sua criança.

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

如果您需要这本小册子被翻译，请与您的  
儿童的学校大会办公处联系。



## ***HINGHAM MIDDLE SCHOOL FAMILY-SCHOOL PARTNERSHIP***

It is important that families and schools work together to help students achieve high academic standards. Through a process that includes teachers, families, students, and community representatives, the following are agreed upon roles and responsibilities that we, as partners, will carry out to support student success in school and in life.

### **STAFF PLEDGE:**

I agree to carry out the following responsibilities to the best of my ability:

- Respect the school, students, staff and families;
- Assign meaningful homework that challenges the students and complements class activities;
- Collect, correct and return student work in a timely manner;
- Foster positive relationships with families through appropriate communication;
- Create a vibrant, enjoyable learning atmosphere;
- Respect the needs and differences of each student;
- Practice zero tolerance for bullying such as harassment, physical and verbal disrespect;
- Design classes that challenge students and reach all learners.

### **STUDENT PLEDGE:**

I agree to carry out the following responsibilities to the best of my ability:

- Respect the school, students, staff and families;
- Complete all homework assignments thoughtfully in a timely fashion;
- Come to school prepared for classes and activities;
- Follow “the Rules of the Road”, the Code of Discipline and the expectations of teachers;
- Participate in the activities available in the school and community.

### **FAMILY/PARENT PLEDGE:**

I agree to carry out the following responsibilities to the best of my ability:

- Respect the school, students, staff and families;
- Provide home support and monitoring of student academic work;
- Recognize your child’s abilities and challenges and accept them;
- Be aware of rules and regulations governing the classroom and the school;
- Provide support of school policies, events, and programs; ➤ Attend school functions/activities.

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## ACTIVITIES

Students who wish to participate in a school activity will be required to pay an activity fee. If the student is unable to pay the fee, a request for a waiver, in writing from the parent or guardian is needed. Hingham Middle School offers a wide variety of extracurricular activities. Activities have included Ambassador Club, Drama Club, Yearbook, class leaders and representatives, Science Explorers, World Language Club, Band, Chorus, Junior Choral Spectrum, and Chamber Orchestra. In the past, intramurals have included soccer, basketball, tennis, and volleyball. Student interest and staff availability will determine what is offered. These activities are held on Mondays, Tuesdays, Thursdays or Fridays, from 2:05-3:05 pm.

Students will be kept informed of upcoming activities and registration procedures through daily notices.

## Evening Activities

Evening activities may be held periodically during the school year. Before coming to the activity, students should make arrangements to be picked up at the end of the evening. Students are not allowed to leave the dance and then return. If a student must leave the dance early, he/she must be picked up by a parent or guardian. Guests are not permitted.

School rules and regulations will be in effect and enforced at all times. Parents are welcome to contact the PTO for volunteer opportunities.

## ATTENDANCE/PROCEDURES:

### Absences and Make Up Work

Parents should call the school if a student is to be absent from school. If no call is received, the school will call to verify the absence. In addition, on the first day a student returns to school after being absent, the student must bring a note signed by a parent or guardian to the homeroom teacher.

It is the responsibility of the student to make up all work missed. A student should check with each of his/her teachers about make up work on the day he/she returns to school. Make-up work not completed by the end of the term will be reflected in the grade a student receives.

Parents may call the office for homework assignments on the **third** day of student's absence only if student will also be out the next day. Prior to the third day, students should check with fellow classmates for possible assignments or check with teachers' websites.

Frequent absences affect a student's ability to do well academically. The administration reserves the right to require a doctor's note if the student has excessive absences.

Students are **not** permitted to take part in after school or evening activities if they are absent from school on that day. Students are considered absent if they are not in school by 11:00 a.m.

In unusual circumstances, a principal's waiver may be granted.

## **SCHOOL CANCELLATIONS AND DELAYED OPENINGS**

In the event of an emergency, extremely bad weather, or other cancellations announcements will be broadcast over radio stations WBZ 1030AM, WHDH 850AM, WJDA 1300AM, WRKO 680AM, WATD 95.9FM, as well as on TV channels 4, 5, 7, and local cable stations. **Please DO NOT call the school or the Hingham Police for information on school cancellations.** Check the school website @ [www.hinghamschools.org](http://www.hinghamschools.org)

In addition to the cancellation of school due to inclement weather, opening of school may be delayed by one or two hours. School closing times will remain the same unless otherwise announced on such days.

## **UNSCHEDULED EARLY RELEASE DAYS**

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

## **CHANGE OF ADDRESS**

You must inform the office of a change of address or telephone number, as soon as possible. If the change also necessitates a change in bus assignment, the transportation office must also be notified at 781-741-1510.

## **WITHDRAWALS**

Students moving or leaving Hingham Middle School for another school must present to the office a statement signed by parent or guardian stating the reason for the withdrawal.

## **DISMISSALS**

If a student is to be dismissed early from school, he/she must bring a note signed by a parent to the designated area before school **stating the reason and time** of dismissal. The student will be given a dismissal slip to be presented to the teacher at the time of dismissal. Whoever is picking up the student **must** come in to the main office to meet the student. If no note is given, a student will not be dismissed until the teacher receives a call from the main office.

## **TARDY TO SCHOOL POLICY**

1. After a student has been tardy to school (unexcused) three times, a verbal warning will be issued to the student by a school administrator.
2. Communication will be sent to parents after the fourth unexcused tardiness to school.
3. A student will serve a detention after the fifth unexcused tardiness to school within a semester.
4. Additional action will be taken if the pattern of tardiness continues.
5. Habitual tardiness, excused or unexcused, will result in disciplinary action.

## **TARDY PROCEDURES/NOTES**

1. Students should report to the designated area for a tardy pass after 7:30 a.m. Students tardy after 8:15 a.m. should report to the main office.
2. Tardiness is excused only for a student who brings a note from home on the day he/she is tardy. The note should contain **student name, the date, the reason for tardiness and signature.**
3. If a student does not have a note, he/she is unexcused. Multiple unexcused tardiness by students will result in disciplinary action.
4. Parents of students who are frequently tardy will be notified.

## **TARDY TO CLASS**

A student late to class must have a pass from his/her previous teacher. If the student is late to class and does not have a pass, the student will make up time after school. Chronic offenders will be reported to the office and parents will be notified.

## **TRUANCY**

A student is considered truant from school if:

1. the student is absent from school without permission of the parent/guardian
2. the student leaves the school grounds without the permission of the school
3. the student is absent from an assigned class or study hall without permission

Truancy will result in detention, suspension from school, or other appropriate alternatives.

## **VACATIONS**

When parents are planning family vacations, these vacations should coincide with school vacation dates. By doing so, the student's academics are not impacted. Teachers should **not be 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.

## **BICYCLES**

Given our location on Main Street, we do not recommend the use of bicycles by students; however, parents are in the best position to determine the ability of their child to ride a bicycle safely. All bike riders under age 15 must wear helmets. Bicycles brought to school should be locked at the bike rack.

## **SKATEBOARDS and ROLLERBLADES**

Because of liability issues, students are not permitted to bring skateboards or rollerblades to school, and skateboarding and rollerblading on school property are prohibited. Skateboards or rollerblades brought to school may be confiscated.



## **CHEATING**

Academic dishonesty will not be tolerated. Cheating in any form is considered a discipline matter to be addressed by the school. A teacher apprehending one or more students cheating on any graded assignment, quiz or test will record a zero grade for that assignment for each student involved. Plagiarism, (stealing the thoughts and ideas of another and passing them off as one's own) is a form of cheating and will be dealt with appropriately. The teacher will inform the parent(s) and the administration of the incident. The Administrator will take further action if he/she deems it warranted.

## **CIVIL RIGHTS**

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

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

The person serving as Coordinator of Title VI of the Civil Rights Act of 1964 for the Hingham Public Schools is Dorothy H. Galo, the Superintendent. 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 E-mail at [dgalo@hinghamschools.org](mailto:dgalo@hinghamschools.org) or by fax 781-749-7457.

## **COORDINATOR OF TITLE IX OF THE EDUCATION AMENDMENTS OF 1972**

The person serving as Coordinator of title IX of the Education Amendment of 1972 for the Hingham Public Schools is James LaBillois, Assistant Superintendent. 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 Dr. LaBillois at the School Department, 220 Central Street, Hingham, MA 02043. He can be reached by telephone at his office at 781-741-1500 or by E-mail at [jlabillois@hinghamschools.org](mailto:jlabillois@hinghamschools.org) or by fax at 781-749-7457.

## **COORDINATOR OF SECTION 504 OF THE REHABILITATION ACT OF 1973**

The person serving as the Coordinator of Section 504 of the Rehabilitation Act of 1973 for the Hingham Public Schools is Heather Rodriguez, Director of School Counseling Services. Section 504 “prohibits discrimination, exclusion from participation, and denial of benefits based on disability”. Anyone having any questions or concerns about Section 504 with respect to the Hingham Public Schools should contact Ms. Rodriguez at Hingham High School, 17 Union Street, Hingham, MA 02043. She can be reached by telephone at her office at 781-741-1565 or by E-mail at [hrodriguez@hinghamschools.org](mailto:hrodriguez@hinghamschools.org) or by fax at 781-741-1515

## **SCHOOL DISTRICT HOMELESS EDUCATION LIAISON**

The person serving as School District Homeless Education Liaison for the Hingham Public Schools is James LaBillois, Assistant Superintendent. The McKinney-Vento Education Act for Homeless Children and Youth requires that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youth. Anyone having questions or concerns about the legal rights of homeless children or youth should contact Dr. LaBillois at the School Department, 220 Central Street, Hingham, MA 02043. He can be reached by telephone at his office at 781-741-1500 or by E-mail at [jlabillois@hinghamschools.org](mailto:jlabillois@hinghamschools.org) or by fax at 781-749-7457.

## **TITLE II, ADA COMPLIANCE LIAISON**

The person serving as the contact for concerns about school facilities and compliance with the Americans With Disabilities Act of 1990 is John Ferris, Director of Business & Support Services. Anyone having questions or concerns about Title II with respect to the Hingham Public Schools should contact Mr. Ferris at the School Department, 220 Central Street, Hingham, MA 02043. He can be reached by telephone at his office at 7817411500 or by E-mail at [jferris@hinghamschools.org](mailto:jferris@hinghamschools.org) or by fax at 781-749-7457.

The grievance procedure for any individual who believes that he/she has been discriminated against is described after this section.

### **Grievance Procedure**

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

## **HARASSMENT POLICY**

Any student who feels they have been the victim of harassment should contact a school counselor or an administrator. The reported harassment will then be investigated and handled appropriately by administration.

## **SEXUAL HARASSMENT POLICY**

It is the policy of the town of Hingham to promote and maintain a working and educational environment which is free from sexual harassment.

Each employee and student of the town of Hingham is personally responsible for:

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

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

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

A copy of the entire sexual harassment policy, adopted by the Board of Selectmen on November 26, 1996, is available at the Hingham Town Hall.

## **HINGHAM PUBLIC SCHOOLS POLICIES AND PROCEDURES**

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

The Hingham Public Schools recognize the educational value of technology equipment and access to the Internet when used properly.

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. Neither staff nor students should have an expectation of privacy with respect to the use of the District's hardware and software.

### **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 systems' Internet provider(s).
  - e. Plagiarism, or any reproduction of copyrighted material without explicit permission.
  - f. The use of profanity or inappropriate language in electronic mail.
  - g. Use of school computer systems for political or commercial purposes.
  - h. Using school computer systems to send unsolicited bulk E-mail (SPAM).
  - i. Developing or disseminating malicious software programs, such as computer viruses.
  - j. Downloading, installing, or copying any commercial software, shareware, or freeware onto network drives or disks without written permission from the network administrator or the District's Technology Manager.
  - k. Misrepresentation of your identity by using another user's account, or by masking your own identity.
7. No profane, abusive, or impolite language should be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior. Should a user encounter such material by accident, the user should report it to an appropriate authority immediately.
8. In compliance with the Children's Internet Protection Act (CIPA), Hingham has installed filtering and/or blocking software to restrict access to Internet sites containing material

harmful to minors. The software scans for objectionable words or concepts, as determined by the Hingham Public School District. Students and staff may not disable the District's filtering software at any time when students are using the Internet if such disabling will cease to protect students against access to inappropriate materials. Staff authorized by the District's Manager of Technology may temporarily or permanently unblock access to sites containing appropriate materials if the filtering software has inappropriately blocked access to such sites.

9. Staff must supervise student use of the District's Internet system in a manner that is appropriate to the students' ages and the circumstances of use.
10. The following restrictions against inappropriate speech and messages apply to all speech communicated and accessed through the District technology resources, including all email, instant messages, Web pages, and Web logs:
  - a. Users shall not send obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful messages.
  - b. Users shall not post information that could cause damage, danger, or disruption, or engage in personal attacks, including prejudicial or discriminatory attacks.
  - c. Users shall not harass other persons, or knowingly or recklessly post false or defamatory information about a person or organization.
11. Users' home and personal Internet use can have an impact on the school and on other District users. If a user's personal Internet expression - such as sending a threatening message to another District user - creates, in the view of the principal or principal's designee, the likelihood of material disruption of the school's operations, that user may face school discipline and criminal penalties.
12. Hingham takes bullying and harassment by computer very seriously. No District user shall use any Internet or other communication device to intimidate, bully, harass, or embarrass other students or staff members. Users who engage in such activity on school grounds or who engage in such activity off campus and create a material disruption of school operations, in the view of the principal, shall be subject to penalties for bullying and harassment as contained in the student handbook, as well as possible criminal penalties.

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

### **CONFERENCES (Parent)**

Hingham Middle School administration and faculty recognize the importance of parent/school communication, but, at the same time, also recognize that excessive parent conferences can minimize attention given to students. The following avenues of communication are available:

1. communication using the Agenda Book
2. written communication to the teacher
3. e-mail communication, as available
4. telephone communication
5. individual/Team conferences

Parents should feel free to call the school office to arrange a specific conference with a teacher or team if necessary. Successful conferences should happen when the following occur.

1. Parent/teacher conferences are collaborative endeavors that should focus on the needs and the progress/development of the student. Please share with teachers important information that may affect student performance.
2. 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.
3. When conferences involve specific issues of concern, it is important to focus first on identifying the problem and then on solving it together.

When a resolution of a concern is needed, the following process should prove helpful:

- 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 counselor (or SPED chair/liaison).
- If direct communication with the teacher is not possible, or does not resolve the concern, parents should contact the building principal who may refer some issues to the department director.

**Please note:** Anonymous concerns or complaints will not be addressed.

### **COUNSELING DEPARTMENT**

Counseling services are available for every student in the school. These services include: assistance with home, school and/or social concerns; educational planning; interpretation of test scores; occupational information; career information; study help, and any issue the student may wish to discuss with the counselor. Students wishing to visit a counselor should contact the secretary in the counseling office before homeroom, after school or between classes to arrange for an appointment. Parents may call the school counseling office if they wish to make an appointment or to speak with a counselor. All conversations are kept confidential.

### **INSTRUCTIONAL SUPPORT TEAM (IST)**

As part of our ongoing support of middle school 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, but are not limited to: 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 **IST** team is composed of trained school staff. Members may include administrators, counselors, teachers, coaches, school psychologists, social workers, support staff, and others.

### **DRESS CODE/SCHOOL ATTIRE**

Students are expected to dress appropriately for school. Appearance should be kept within socially accepted guidelines of cleanliness, modesty, and good taste. Clothing that is distracting or disruptive in an educational setting is unacceptable.

- Bare midriffs, strapless, backless, or see-through garments, halter tops, low-cut blouses, tube tops, and muscle shirts are not to be worn.
- Any apparel or item with a message advocating violence, weapons, alcohol, other drugs, illegal behavior, or expressing vulgarity may not be worn in school or at school activities. In addition, clothing with sexually inappropriate statements is not permitted.
- Head coverings of any sort, such as hats, hoods, or bandanas, are not to be worn in the school building. Students must remove their head coverings when they enter the building, and keep the coverings off until they exit the building, with religious exemptions. Students may have hats confiscated and returned at the end of the day.
- Winter jackets and other winter outerwear clothing are not permitted in classrooms. Garments of this nature need to be put in lockers during the school day. However, sweatshirts and sweaters are appropriate in the winter when temperatures can vary from room to room.
- Health regulations require that shoes be worn at all times in a public building.
- An administrator is the only person who may make an exception to this policy.

### **DISCIPLINE – CODE OF DISCIPLINE**

It is impossible for teaching or learning to take place in a classroom unless good order is maintained. Students are reminded that they must adhere to a code of good behavior, not only for their own benefit, but for the benefit of others as well. Students should behave in a manner that will be a credit to themselves and our school.

It is important that every student and parent read and become familiar with the contents of the **Hingham Public Schools Code of Discipline** that will be distributed at the beginning of the school year. Parents and students should be aware that, when traveling to and from school, the students will be held accountable for their actions under the Code of Discipline. If you have any questions, speak with a teacher, counselor, assistant



principals and/or the principal. If you have further questions, you may contact the Superintendent of the Hingham Public Schools at 781-741-1500.

### **Student Behavior**

A town-wide Code of Discipline has been distributed to each family. Parents and students should note that misbehavior while traveling to and from school is punishable under the Hingham Code of Discipline.

When disciplining students with special needs, Hingham Middle School will follow state and federal laws, regulations and guidelines including:

- Individuals with Disabilities Act of 1997 (IDEA)
- Massachusetts General Laws (chapter 69-78A)

**Due process** stands as a protection of all rights. Formal due process procedures are provided for the more serious school infractions that could result in suspension or expulsion from school or the loss of school privileges. The purpose of due process is to protect students from the arbitrary exercise of authority over them. Less serious infractions will be resolved in a more informal manner between the student, teacher, and administrator.

The following actions are examples of unacceptable behavior that could result in detention, parent notification, parent conference, suspension or expulsion.

1. Disrespect for school staff
2. Disrespect or intimidation of fellow students
3. Bullying
4. Inappropriate language
5. Locker misuse
6. Continued littering
7. Extreme dress or appearance which is disruptive to the educational environment
8. Gambling
9. Fighting
10. Theft
11. Inappropriate physical contact
12. Dumping books
13. Harassment as described in Code of Discipline.
14. Hazing as defined in Massachusetts General Laws Chapter 269.
15. Possession of weapons or items that can be used as weapons.
16. Drugs or drug paraphernalia.

### **BULLYING AND HARASSMENT**

The Hingham Public Schools strive to maintain an environment free of **harassment and bullying**. Students and staff are expected to treat adults and students with courtesy and respect at all times. Harassment includes but is not limited to threats, unsolicited remarks, gestures, physical contact, or the display or circulation of written materials or

pictures derogatory in nature or related to gender, race, ethnicity, religion, age, sexual orientation, or disability. **Bullying is defined by MGL C71S 370.** Harassment or bullying of any type must be reported immediately to a school counselor or administrator who will conduct an investigation and take steps to resolve substantiated claims. If the problem persists or if an individual is not satisfied with the resolution of the complaint at this level, he/she should pursue the matter with the principal or with the Superintendent if the problem remains unresolved. **In serious situations, DCF and/or the police may be notified.**

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

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be subject to the Code of Discipline and required to pay for the damage or replace the item. Remember, this is your school and every person is expected to show concern for its upkeep.

### **DETENTION**

All students are expected to report after school when required by a teacher. **Detention takes precedence over all other school and non-school activities.** Students who do not report must have a note the next day from a parent explaining the reason for failure to report.

Students sent from class for disciplinary reasons will report immediately to the school's office and sign in. These students will meet with the teacher and an administrator immediately after school on the day of the incident. In cases of serious infractions, other actions may be taken at the discretion of the administration.

### **EXPULSION AND RECORDS**

According to the Massachusetts Educational Reform Act of 1993 - students may be subject to expulsion from school by the school principal for the following reasons:

- a. Possession of a dangerous weapon including but not limited to a knife or gun.

- b. Assault of a member of the educational staff on the school premises or at any school sponsored event.

Additionally, a student transferring into a local school system must provide the new school system with a complete discipline record. Said record shall include, but not be limited to, any incident involving suspension or violation of criminal acts or any incident reports in which the student was charged with a suspendable act. Complete copies of the new law are available at the Superintendent's office.

### **MEMORANDUM OF UNDERSTANDING**

A Memorandum of Understanding has been agreed to and established between the Hingham Public Schools and the Hingham Police Department. Copies are available at the school.

### **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.

### **SAFETY ENVIRONMENT**

The middle school is committed to maintaining a safe and caring environment. The principal of the school will require an outside risk assessment of any student who possesses a threat to the safety of others or the school. When a student makes a threat, uses threatening behavior, or if there is concern that the student's behavior indicates an escalation for violence; these concerns may include:

- Student directly or indirectly threatens to harm person, group, and/or entire school.
- Artistic, written or symbolic expression with disturbing and/or violent content is presented.
- Belief that someone possesses a weapon in school.
- Possession of a weapon.
- The student is demonstrating any imminent warning signs or a cluster of early warning signs.
- Student makes threat to harm or kill self or (along with indicators of harm to others).
- Student has escalating pattern of behavior that has been resistive to intervention at school.
- Other reason for assessment as determined by principal.

## **DRUGS AND ALCOHOL**

This school does not tolerate the use of prohibited drugs or alcohol by any of its students. Any student apprehended using, in possession of, or distributing prohibited drugs or alcohol will be suspended and parents and police will be notified. Refer to Code of Discipline.

## **EDUCATION-COMPREHENSIVE HEALTH CURRICULUM**

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

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

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

## **English Learner Education**

The family of every registering student is given a Home Language Survey to complete. The principal must notify the Director of Student Services of any student whose first language is other than English. This student will be assessed by the HPS English Language Learner (ELL) teacher. A team of professionals, including the ELL teacher, will determine whether this student is eligible for English Language Services.

Any student identified as an English Language Learner (EL) is not automatically eligible for Special Education and/or related services. To be found eligible for Special Education and/or related services a TEAM of professionals, including an ESL teacher, must have formally evaluated, found the student to have a disability, and found the student to not be making effective progress in the regular education classroom, due to the disability. The basis of their decision cannot be based on the fact that the student is an English Language Learner. Moreover, the needs of English Language Learners should not be confused with those of students with disabilities. If regular education Teams need assistance with this distinction, the ELL teacher will be consulted.

Hingham Public Schools will conduct all communication to a family whose first language is other than English in the primary language of the home. Additionally, Hingham Public Schools provides for oral translations of all parent/student/teacher meetings (including Special Education Team Meetings) for individuals who may require it. Hingham Public Schools has ongoing contracts with a number of interpreters for this purpose. If a student or parent requires oral translations in their native language, the School Psychologist/Team Chairperson should notify the Director of Student Services as soon as possible so arrangements can be made to secure native language translation services. This oral translation is then documented in writing in the student record.

Communications with parents are in clear and commonly understood words and are in both English and the primary language of the home if such primary language is other than English. Any interpreter used in fulfilling these requirements is fluent in the primary language of the home and generally familiar with special education procedures, programs, and services. If the parents or the student are unable to read in any language or are blind or deaf, communications required by these regulations are made orally in English with the use of a foreign language interpreter, in Braille, in sign language, via TTY, or in writing, whichever is appropriate, and all such communications are documented.

If the district provides notices orally or in some other mode of communication that is not written language, the district keeps written documentation (a) that it has provided such notice in an alternate manner, (b) of the content of the notice and (c) of the steps taken to ensure that the parent understands the content of the notice.

English Learners are provided the opportunity to receive support services, such as guidance and counseling, in a language that the student understands. Further, English Learners are taught to the same academic standards and curriculum as all students, and are provided the same opportunities to master such standards as other students, including the opportunity to enter academically advanced classes, receive credit for work done, and have access to the full range of programs. All educators in Hingham Public Schools use grade appropriate content objectives for English Learners that are based on the district curriculum across all content areas and are instructed by qualified staff members

Please see the “*English Language Learners Procedures Manual*” for more comprehensive information and related forms.

### **EXAMINATIONS / FINALS**

Students in grades seven and eight take final exams in all core subjects. Students who must miss final exams need to contact the administration to make arrangements to complete the exams after the student returns.

### **EVACUATION DRILLS**

Drills at regular intervals are an important safety precaution. It is essential, that, when the first signal is given, everyone will obey orders promptly and leave the building by the prescribed route as quickly as possible. Students shall line up quietly outside the building and attendance will be taken. Students are not to re-enter the building until the Fire Department has declared it safe to do so.

## **EVACUATION GUIDELINES**

System-wide evacuation (for storms or local incidents). This decision would be made at the office of The Superintendent of Schools.

System-wide evacuation (for an eventuality that is regional, such as a terrorist threat, power plant incident, etc.) - This decision would likely be made by someone other than school personnel.

At this time, the only alternatives would be to hold students at school until the regular dismissal time (or later if needed),

### **OR**

dismiss all students early using the normal dismissal procedures in a timely manner. Public announcements would be made and notification of working elementary parents would be attempted. There are concerns, however, about whether or not parents could get home to receive students. Parents should have their own neighborhood contingency plans, with backup plans for childcare/supervision. It is important that parents discuss and review such plans with their children. The school system does not have the bus capacity to relocate all students simultaneously and alternate sites for any mass evacuation out of town have not been identified. The school system is not included in the district for which there is a Plymouth Power Plant evacuation plan.

Single building evacuation (such as for fire or problems with heat, power, or plumbing). This decision will be made by the Principal in consultation with the Office of the Superintendent of Schools.

Middle school students would be relocated to the high school by bus and dismissed from there on regular route buses. With an incident within an hour or so of the close of school, an early dismissal routine is likely with the assumption that students of this age could be at home alone for a short time. As an alternative, to dismissal at the school site, students would walk to the Resurrection Church parking lot and be dismissed from there using the regular routes and schedules.

## **FIREARMS**

The possession of a firearm on school property is a crime as defined under Chapter 269, Section 10 of the Massachusetts General Laws. Punishment could be a fine of not more than one thousand (\$1,000) dollars or by imprisonment for not more than one year, or both. Refer to Code of Discipline.

## **HEALTH SERVICES**

### **Communicable Diseases /Chicken Pox**

If your child has a communicable disease, please inform the nurse. Students may return to school as follows:

**Chicken Pox** - 7 days from eruption, lesions crusted and fever free for 24 hours.

**Strep Throat** - 24 hours after the first dose of medication.

**Impetigo** - 24 hours after treatment has begun, lesions must be covered in school.

**Head Lice** - 24 hours after treatment if they are found to be nit free when checked by the school nurse.

**Please note: children must be free of fever for 24 hours before returning to school.**

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

**Massachusetts Department of Public Health Updated Isolation and quarantine Requirements for Chicken Pox (Varicella):**

In the event of an outbreak, anyone who has not had the chicken pox or who has not been properly immunized will be excluded from school from the 10th through the 21st days after their last exposure. This could potentially occur several times throughout the academic year.

**ILLNESS / INJURY AT SCHOOL**

A student who becomes ill or injured in school must be sent to the health office accompanied, if possible, by a teacher or another student. Arrangements will be made with the parent to have the student go home, to the doctor's office, or to the hospital if needed. **EACH STUDENT SHOULD HAVE SOMEONE WHO CAN BE CALLED IN THE CASE OF ANY EMERGENCY IF THE PARENT CANNOT BE REACHED.** Every student accident resulting in personal injury, **no matter how minor**, should be reported to the adult in charge and to the school nurse.

**Please inform the school nurse of potential health problems or changes in health status.**

**IMMUNIZATIONS**

When a student registers at Hingham Middle School, a current physical and documentation of immunizations must be submitted to the school nurse, with exceptions for religious reasons. An emergency contact card also needs to be completed. This records the phone number of parents/guardians, physician, and emergency contacts. Information regarding student's health issues and medications he/she is taking should be listed on this card as well. Information from this card will assist the nurse in providing the best quality care to the student. It is extremely important that this information be kept up-to-date and accurate, including the names of all persons to whom a student can be released. If any changes in the information are required, please convey them to the school immediately.

**Screening Process**

During the school year, heights and weights are measured. Screening for vision, hearing, and scoliosis is also conducted. Parents will receive a letter from the school nurse if any abnormal findings or concerns are noted during the screening process.

### **Body Mass Index**

According to the Massachusetts State Law, Schools must now collect height and weight measurements on students in grade 1, 4, 7 & 10. These measurements will then be used to calculate each child's Body Mass Index (BMI). The results of your child's height, weight, and BMI measurements are strictly confidential. The results will be kept in your child's school health record and mailed directly to you. For more information on the BMI, please visit Hingham Public School web-site or [www.mass.gov/massinmotion](http://www.mass.gov/massinmotion). **If you do not want your child to participate in any health screenings, please submit a written request to the school nurse.**

### **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 medications, whether it is a prescription drug or an over-the counter medication. Therefore, if a student requires medication during school hours, arrangements must be made with the school nurse. All medications must be delivered to the nurse in the pharmacy container. No more than a (30) thirty-day supply should be delivered to the school.

Hingham Middle School is a **DRUG-FREE** environment; therefore, if a student requires medication during the school day, it **MUST** be left with the school nurse.

### **PETS AT SCHOOL**

Due to the increased number of students and staff with allergies to animals, bringing in pets to school for any reason is not permitted. It is the policy of the HPS that service animals assisting individuals with disabilities are generally permitted in all facilities and programs in accordance with federal law and Massachusetts Department of Elementary and Secondary Education (DESE) regulations. For more guideline information, see Policy and Procedures under the HPS website.

### **PHYSICALS (SEVENTH GRADE)**

State law requires that all children in Grade 7 have a physical examination. In addition, Massachusetts' regulations require written physician verification that every child has received or satisfied the following immunization requirements before entering into grade 7. Any seventh grade student who fails to comply with these immunizations will not be allowed to enter or continue to attend school until they have been properly vaccinated.

- A second dose of Measles, Mumps and Rubella Vaccine (MMR#2 or MMR Booster)
- A series of three Hepatitis B inoculations
- A Tetanus-Diphtheria (Td Booster) within the last 5 years
- One dose of Varicella (chicken pox) Vaccine or physician verification that the child has a reliable history of having had the disease



## **HINGHAM PUBLIC SCHOOLS SECONDARY HOMEWORK POLICY**

Homework, including daily assignments as well as long-range projects and responsibilities, is an integral component of the educational program in the Hingham Public Schools. The effectiveness of homework is directly related to the quality of the assignment, the clarity of instructions, and the level of engagement that is required of the student. In order to make this endeavor productive and profitable, there must be equal involvement among students, teachers, and parents in their respective roles.

While the type of homework varies by subject, course, level, and teacher, its purposes should be consistent. Tasks should focus on:

practicing a skill	gathering information
reinforcing a concept	enriching an experience
extending an idea	completing a research task
introducing a topic	studying in a productive manner
establishing readiness	reviewing actively and efficiently for tests and quizzes

In general, middle school students will average two hours of homework per week in each core subject; high school students will average three hours of homework per week in each core subject. Understandably, the amount of time spent on homework will depend upon the level of the course, the learning style of the individual, and the nature of the assignment.

While teachers may design their own systems for monitoring the completion of homework, students should clearly understand that they are accountable for the work assigned. Evidence of a checking, annotated checking, or grading system should be observable in separate sections of teachers' rank books. Each teacher's policy on the weight assigned and the impact that homework has on grades should be distributed in writing to students and to department directors. A copy of this policy should be kept in each teacher's rank book for reference purposes.

### **L.M.C.**

Our Library Media Center is open for student use before and after school, during study periods, and at other designated times. Students must sign up in advance and are expected to work quietly.

### **LAVATORIES**

The lavatories may be used before school, after school, and between periods without a pass. During class time a pass from a teacher is required.

## **LOCKERS**

Students are responsible for their assigned lockers which should be kept locked at all times. All personal items and school materials, when not being used, should be kept in lockers. The school is not responsible for lost items.

Book bags/back packs may be used to carry material back and forth to school. Students must leave all book bags/back packs in their lockers during the school day.

Valuable items, such as musical instruments, should be in school only on the day they will be used and should be taken home when not being used.

Do not tamper with another lock or locker, or give your combination to another student. Use only the locker assigned to you.

It is important to remember that lockers are the property of the school, and are subject to search by school personnel at any time for legal, health, or safety reasons.

## **LOST AND FOUND**

Lost articles should be reported to the office immediately. Articles found are kept in an area adjacent to the cafeteria. Any unclaimed items will be donated to charitable organizations.

## **MONEY AND VALUABLES**

Students are cautioned not to bring valuable items or large sums of money to school. Bring just enough money needed for each day's expenses. If, for some special reason students must bring a sum of money to the school, they should leave the money with an administrator for safekeeping.

## **PHYSICAL EDUCATION**

Physical education teachers will discuss appropriate attire for physical education classes with all students at the beginning of the school year. A note from a parent or guardian must be given to the school nurse before school if, for some reason, a student cannot participate in a physical education class. The note excuses participation, but attendance in class is still required. Students with medical excuses for P.E. will still participate in all health classes. Each seventh and eighth grade student will be assigned to Health for one term during the school year.

## **PROCEDURES: AFTER SCHOOL / DAILY /LUNCHROOM After School Procedures**

1. Students may remain after school if they are:
  - a. directly involved in a school sponsored activity.
  - b. requested to remain by a teacher, guidance counselor or administrator. If so requested, a student must report to the designated area within five minutes after the end of school.

- c. receiving extra help from a teacher or working on a class project.
  - d. working appropriately in the computer room or the L.M.C. with teacher supervision.
2. The gymnasium will be not be open after school, unless a supervised activity is taking place.
3. After completing after-school commitments, bus students should wait for late buses in designated areas. Non-bus students should leave the school area immediately. Hingham Middle School is not responsible for students remaining at school unless they are participating in a school-sponsored activity.
4. Late bus runs are provided for all students who have stayed for extra help, disciplinary reasons or participation in extracurricular activities.

### **Daily Procedures**

1. Students arriving on buses that unload between 7:10-7:20 a.m. will use the gymnasium entrance (doors #3 & 4) and report directly to the cafeteria. All other students will enter the building after 7:20 a.m. using their assigned entrance: 6<sup>th</sup> graders and 8<sup>th</sup> graders will enter through the main entrance (doors #1 & 2) and 7<sup>th</sup> graders will enter through the gymnasium entrance (doors #3 & 4). Students may not leave the school for any reason after arriving unless dismissed to an authorized adult.
2. Students arriving at school before 7:20 a.m. must report to the cafeteria. Students may report to Guidance, extra help or special areas before 7:20 a.m. if they have obtained a pass the previous day. Students will proceed directly to their homeroom after 7:20 a.m. School begins at 7:30 a.m.
3. All students must stand during the recitation of The Pledge of Allegiance.
4. Students must walk directly to their class, keeping to the right while passing in the halls. Loitering, running and horseplay are prohibited in the corridors.
5. Students are expected to bring proper materials (pencils, pens, books, notebooks, etc.) to all classes. Pens, pencils, and book covers are sold in the main office.
6. During class time, students are not allowed to be in the corridor without a pass from a teacher.
7. Students are expected to bring study and reading materials to directed study halls.
8. Students may not have open beverage containers, etc., in school except at lunch or at the designated snack time, however, reusable, shatter-proof water containers are allowed. Snack time may be held at the discretion of each individual teacher during C Block, or once a day as determined by the teacher.

9. Gum chewing is not allowed, nor is the unauthorized sale or distribution of gum, candy or other foods.
10. The school day ends at 2:00 p.m. When students are dismissed they must proceed directly to the bus area or to their after school activity.

### **Lunchroom Procedures and Policies**

By following these procedures and regulations, students will make lunch a positive social experience.

1. Students will be assigned first, second or third lunch based on their E block room number. This assignment may vary depending on the even or odd day cycle. Students with special health concerns eat first lunch.
2. Students may bring lunch or purchase a school lunch.
3. Students buying lunch should line up in single file. Students not buying lunch, but wishing to buy milk, may move to the front of the line.
4. Borrowing money from other students is discouraged.
5. Beverages or food may not be carried from the cafeteria. Students who do so will be asked to dispose of the food or drink. Repeated failure to comply will result in removal from the lunchroom or could be considered defiant behavior covered by the Code of Discipline.
6. No student may leave the cafeteria without permission of a lunchroom supervisor. Students who leave without permission will be referred to the office. Students who must leave the cafeteria for valid reason (lavatory, health office, front office, guidance office) may do so after receiving permission from a lunchroom supervisor.
7. Students are expected to treat lunchroom supervisors and cafeteria staff with respect and courtesy.
8. After eating, students are responsible for cleaning their areas and disposing of their lunch remains and eating utensils. When choosing a seat at a particular table in the cafeteria, the student also chooses responsibility for that area and is expected to help clean the area. Failure to do so will result in cafeteria cleaning duty.
9. Assigned cleaning duty may be for one or several days, depending on the severity of the offense or repetition of the offense. Failure to adhere to assigned cleaning duty will result in action through the Code of Discipline.

10. Problems resulting when students misbehave will be handled by removing individuals from that table, by assigned seating for a length of time to be determined by the administration and lunchroom supervisors or by removal from the cafeteria for a period of 1 to 3 days.

### **REPORT CARDS AND PROGRESS REPORTS**

Communication between the school and home is extremely important. This communication may include phone calls, notes, conferences, email and progress reports. Parents can also access student's grades via the student X2 portal. Student report cards are not mailed home, however, can be accessed through our student portal. An email will be sent when information is available. Instructions for accessing report cards and progress reports can be found on our school website.

A progress report is a short term strategy to monitor a student's academic progress. Parental intervention is a primary component to effect change. Progress reports may also be requested by parents according to the following schedule and guidelines.

1. Reserved for students achieving below a B- academically between October 1st and May 15th of the school year for a four consecutive week interval once per semester (half year)
2. It is a student's responsibility to procure the report from the teacher weekly on Fridays and return it to the teacher by the following Wednesday or the process will be discontinued.
3. Advanced classes require independent learning and self-directed study.

### **SCHOOL BUS PROTOCOLS**

**NOTE:** Misconduct which threatens the safe operation of the motor vehicle will result in the immediate suspension of busing privilege. A subsequent offense will result in the suspension of busing privileges for the remainder of the school year.

Good behavior is expected at all times whether waiting, boarding, or riding the bus to assure the safety of all passengers. Parents of students are responsible for their supervision until the student boards the bus in the morning and after the student leaves the bus at the end of the 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 school, the School Committee requires students to conduct themselves in the same manner established for school behavior. The bus driver is required to report violations of school bus rules and regulations to the building principal or designee and the transportation coordinator.

The building principal or designee will inform the parents immediately of the misconduct by communication and will request parental cooperation in correcting the student's behavior. If a student is reported three times to the building principal for misconduct on the school bus, the student's busing privileges will be suspended for a period not to exceed ten school days. The parents and/or legal guardians of the student will be notified by communication and they will be informed that they are responsible for their child's transportation to and from school during the

period of suspension. A subsequent offense will result in the suspension of busing privileges for the remainder of the school year.

### **CAMERAS ON SCHOOL BUSES**

Hingham school buses may be equipped with interior video cameras. The purpose of the cameras is to encourage proper bus behavior, allowing the bus driver to focus attention on the important job of driving. Videotapes will be viewed by the Supervisor of Transportation and the Building Principal or Assistant Principal if there is a question related to misbehavior on a school bus. Videotapes are reused (taped over) on a regular basis.

### **SAFETY RULES**

1. **Obey the driver at all times. He/she is looking out for your safety and needs your cooperation to drive the bus safely.**
2. Wait behind the safety line and enter the bus in an orderly fashion, going directly to a seat. Students must remain in this seat until their destination is reached. Do not change seats while the bus is moving.
3. There will be no rough-housing, littering or defacing of the bus.
4. Loud and vulgar language is prohibited.
5. Students should keep their hands, arms, legs, and head inside the bus.
6. Nothing is to be thrown from the bus.
7. The aisle of the bus should be kept clear of feet, books, athletic equipment, and musical instruments.
8. Do not push when boarding or leaving the bus.
9. The emergency door is for emergencies only. Do not touch safety equipment on the bus.
10. Students must not open or close windows without the permission of the driver.
11. Students will be courteous to the driver, to fellow students, and passengers.
12. There will be no smoking on the bus.
13. Students who refuse to obey the directions of the bus driver or refuse to obey regulations, forfeit their right to ride the bus.
14. According to Hingham School Committee Policy, a student will receive a bus letter reporting any inappropriate behavior on a bus. After three such communications are received during a single school year, the student will be suspended from all buses for 5 to 10 days. A fourth offense will result in the loss of bus privileges for the remainder of the year. **If the situation is serious enough, a student may be removed from the bus at the first offense.**
15. No special stops will be made as favors to students or parents. Students are to be picked up and discharged at their regularly scheduled stops only.
16. Parents should make all requests for changes to the transportation office by calling 781-741-1510.
17. Students are allowed to ride only the bus to which they are assigned. The only exceptions to this rule are as follows:

- a) A student is required to do a group project by a teacher. In such cases, a request in writing from a parent, must be signed by the teacher, given to an administrator in the a.m. for signature. A bus pass then will be issued to be given to the bus driver.
  - b) A student is staying overnight with another family for an extended period of time while their parent/guardian is away.
18. Students who live less than 1.5 miles from the school are not assigned a bus and may not use bus transportation except as stated in # 17.

### **PARENT DROP-OFF AREA**

At all times the guiding consideration is to maintain a safe, orderly, and efficient dismissal for all of our students. It has been noted that there are more and more parent vehicles in the main parking lot at dismissal time each day. Please be aware that automobile pick up/drop off will take place in the parking lot during the hours of 7:00-7:20 a.m. and after 2:15 p.m. for the safety of our students and faculty.

### **TOBACCO PRODUCTS**

“Refer to the Code of Discipline”

Punishment for violation of the tobacco policy is automatic, as follows:

- First offense:** -one day “in-school” suspension from all classes and school activities.
- Second offense:** -three day suspension from all classes and school activities.
- Third offense:** -five day suspension from all classes and school activities.

Further violations: Minimum of five day suspension with additional penalties to be determined by the school administration.

Students found to be carrying cigarettes or other tobacco products will be subject to consequences and the item(s) will be confiscated.

### **STUDENT RECORDS**

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

The school shall, at the request of a parent or guardian of a pupil, or at the request of a pupil fourteen years of age or older, allow such parent, guardian or pupil to inspect academic, scholastic or any other records concerning such pupil which are kept or are required to be kept.

Students under 18 years of age and their parents may exercise these rights individually or jointly.

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

Information in the student record may not be disseminated in whole or in part, in any manner or form, orally, or in writing, to a third party, without the written consent of the student and/or

parents, whichever is applicable except in the case of a court order or subpoena, in cases of emergency, or upon the request of certain state agencies.

### **TELEPHONE**

Permission from a staff member must be obtained to use the phones during school hours. The office phone may not be used by students until after 2:05 p.m.

### **USE OF CELL PHONES AND OTHER PORTABLE ELECTRONIC EQUIPMENT**

During the instructional day, the use of cell phones and other portable electronic equipment is not allowed as it causes a disruption to the learning environment. While we recognize the importance of the use of cell phones for families to stay in contact with each other, we request that the office phones be used instead.

Cell phones/portable electronic equipment must be turned off during the school day including lunch time. These devices cannot be used during the school day for any purpose (including, but not limited to, checking the time, text messaging, photographing, etc.)

Cell phones/portable electronic equipment in use during the school day will be confiscated by staff. Confiscated cell phones may only be picked up in the Main Office at the end of the school day by a parent or guardian. Students who use cell phones/portable electronic equipment during the school day will be subject to discipline.

Parents who wish to contact their child during the instructional day in emergency situations may do so by calling the school.

### **TEXTBOOKS**

Textbooks are becoming more and more expensive and must be covered. As a result the school is unable to honor requests for a second set of books to be kept at home. If your son or daughter is unable to carry books back and forth to school due to a medical condition, he or she should bring a doctor's note to that effect. Once notified, the teachers will make an extra book available for classroom use. The students may then leave the book issued to them at home for study there. It is the student's responsibility to return the books that were assigned to them at the beginning of the school year.

All books and other personal material should be kept in **locked** lockers. If you find any books belonging to the school in your home, please return them to the school as soon as possible.



## **VISITORS AND SECURITY**

We welcome parents to our school. All parents and visitors must report to the main office, sign in and receive a visitor's badge before going to other parts of the school building. (To ensure security during the school day, all doors will be locked for entry, but not for exit.)

If a student wishes to bring a guest, permission must be sought from administration at least three days before the visit. A note from a parent explaining the reason for the visit must be submitted to all teachers concerned for approval. Requests are not automatically granted.

# Hingham Middle School Bell Schedule

## Schedule

*(Monday through Friday)*

Homeroom	7:30 – 7:36
Block A	7:36 – 8:23
Block B	8:27 – 9:14
Block C	9:18 – 10:05
Block D	10:09 – 10:56
Block E*	11:00 – 12:18

**Lunch I**      11:00 – 11:26

**Lunch II**     11:26 – 11:52

**Lunch III**    11:52 – 12:18

Block F	12:22-1:09
Block G	1:13 – 2:00

**Dismissal**            **2:00**

## Middle School Early Release Days

Wednesday, October 3, 2018	11:00 a.m.
Wednesday, November 7, 2018	11:00 a.m.
Wednesday, November 21, 2018	10:30 a.m.
Wednesday, December 5, 2018	11:00 a.m.
Wednesday, January 9, 2019	11:00 a.m.
Wednesday, March 6, 2019	11:00 a.m.
Wednesday, May 1, 2019	11:00 a.m.
Friday, May 24, 2018	10:30 a.m.







## SIGNATURE PAGE

I have read the Hingham Middle School Student/Parent Handbook and the Home/School Partnership Compact and agree to obey the rules, regulations and policies of the school.  
(Student please **print** your name)

**STUDENT NAME** \_\_\_\_\_ **Y.O.G.** \_\_\_\_\_ **H.R.** \_\_\_\_\_  
(print full name)

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**SIGNATURE OF STUDENT**                      **DATE**

I have read the Hingham Middle School Student/Parent Handbook and the Home/School Partnership Compact, and agree to have my child abide by the rules, regulations and policies of the school.

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**SIGNATURE OF PARENT**                      **DATE**

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**Note:** Some school activities are videotaped for use on cable, and photographs of school activities and/or student's receiving awards or other such honors maybe taken by the press. Parents/guardians who do not want their child to participate in video recording or newspaper pictures, etc..., must notify the principal **in writing** of their explicit request that their child not appear in such photos or videos.





# HINGHAM PUBLIC SCHOOLS

## Rules of the Road

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➔ **Treat each other with care and respect**

Be kind.

Do not hurt anyone with your words, body, or any object.

➔ **Support a positive learning environment**

Be cooperative.

Do not interfere with teaching or learning.

➔ **Be serious about learning**

Work hard and honestly.

Pay attention and follow directions.

➔ **Take care of your school**

Do not damage, destroy, or steal any property.