



**HINGHAM PUBLIC SCHOOLS**  
**SCHOOL COMMITTEE**  
**POLICY HANDBOOK**

Revised August 20, 2018

# MISSION OF THE HINGHAM PUBLIC SCHOOLS

*“The mission of the Hingham Public Schools 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 Hingham Public Schools 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 membership
- 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

## CORE BELIEFS

---

*Fulfillment of Individual Potential*

*Respect for Self and Others*

*Civic Responsibility*

*Commitment to Life-long Learning*

*Service to Others*

**HINGHAM PUBLIC SCHOOLS**  
**SCHOOL COMMITTEE POLICY HANDBOOK**

**TABLE OF CONTENTS**

	<u>Page</u>
<b>1. GENERAL SCHOOL ADMINISTRATION</b>	
1.1 Goals and Objectives	1
1.2 Organization	1
1.3 School Superintendent	1
1.3.1 Compensation and Benefits	1
1.3.2 Evaluation	1
1.4 Advisory Councils to the Superintendent	2
1.5 Administrative Personnel	2
1.5.1 Administrative Positions	2
1.5.2 Leadership Team Members	2
1.5.3 Compensation and Benefits - Principals	2
1.5.4 Compensation and Benefits – Administrators Association	2
1.5.5 General Duties and Responsibilities	3
1.5.6 Job Descriptions	3
1.5.7 Evaluation	3
1.5.8 Resignations	3
1.5.9 Working Conditions	3
1.6 Records	3
1.7 Acceptance of Gifts and Major Fundraising	3
1.8 Commercial and Promotional Activities	4
1.9 Use of School Name	4
1.10 School Census	4
1.11 School Attendance	4
1.12 Annual State Report	5
1.13 Emergency Closings	5
1.14 Out-of-District Placements within Hingham	5
1.15 Volunteers	5
1.16 Hingham Public Schools Safe Schools Policy	6
<b>2. PERSONNEL</b>	
2.1 Appointments	7
2.2 Equal Employment Opportunity	7
2.3 Employee Conduct	7
2.4 Mechanical, Medication, and Seclusion Restraint Policy	8
2.5 Physical Restraint Policy	8
2.6 Anti-Harassment Policy	8
2.7 Expenses	9
2.8 Professional Publishing	9
2.9 Professional Publishing (Ownership, Copyright, Royalties)	10

2.10	Solicitations by Staff Members	10
2.11	Staff Political Activities	10
2.12	Staff Conflict of Interest	10
2.13	Fund Raising Activities	10
2.14	Gifts to Staff Members	11
2.15	Acceptable Use	11
3.	<b>SCHOOL COMMITTEE OPERATIONS</b>	
3.1	School Committee-Legal Status and Authority	12
3.2	Goal and Objectives	12
3.3	Committee Organization	12
3.4	School Committee Duties and Responsibilities	14
3.4.1	Officers	14
3.4.2	Members	14
3.5	Committee-Superintendent Relations	15
3.6	Temporary Committees and Representatives	16
3.7	Meetings	16
3.7.1	Notices	16
3.7.2	Adjourned Meetings	16
3.7.3	Rules of Order and Quorum	16
3.7.4	Order of Business and Agenda	17
3.7.5	Public Involvement	17
3.7.6	Executive Session	18
3.7.7	Votes and Minutes	19
3.8	Policies and Procedures	19
3.8.1	Preparation of Policies and Procedures	19
3.8.2	Format for Policies	19
3.8.3	Format for Procedures	19
3.8.4	Dissemination and Use of Policies and Procedures	20
3.8.5	Review and Revision of Policies and Procedures	20
3.9	Absence of Policy	20
3.10	School Year and School Day	20
3.11	School Calendar	21
3.12	Approval of Private Schools	21
4.	<b>FISCAL MANAGEMENT</b>	
4.1	Goals and Objectives	22
4.2	Annual Operating Budget	22
4.2.1	Fiscal Year	22
4.2.2	Budget Preparation	22
4.2.3	Budget Development Process	22
4.2.4	Staff Involvement	23
4.2.5	Involvement of Other Committees	23
4.2.6	Public Involvement	23
4.2.7	Hearings	23
4.2.8	Town Meeting	24

4.2.9	Budget Management	24
4.3	Accounting and Reporting	24
4.3.1	Revolving Funds	24
4.3.2	Purchases	24
4.3.3	Payments	25
4.3.4	Student Activity Agency Accounts	25
4.3.5	Inventories	25
5.	EDUCATIONAL PROGRAM/INSTRUCTION	
5.1	Educational Goals and Objectives	26
5.2	Curriculum Development	26
5.3	Curriculum Oversight/Accountability	26
5.4	Class Size	26
5.5	Class Size Notification Limits	26
5.6	Instructional Groups	27
5.7	Additional Educational Opportunities	27
5.8	Homework	27
5.9	Student Progress Reporting	27
5.10	Academic Freedom	28
5.11	Academic Integrity	28
5.12	Controversial Issues	28
5.13	Guest Speakers and Community Resource Persons	28
5.14	Library Media Program	29
5.15.1	Textbooks, Books and Instructional Equipment	29
5.15.2	School Owned Musical Instruments	29
5.15.3	Athletic Program and Equipment	29
5.15.4	Expendable Supplies	30
5.16	Reconsideration of Instructional Materials	30
5.17	Guidance/Counseling Program	30
5.18	Field Trips	30
5.19	Additional Help	30
5.20	Promotion and Retention	30
5.21	Student Mandated Testing	31
5.22	Co-Curricular and Extra-Curricular Activities	31
5.23	Continuing Education	31
5.24	Computer and Internet Use Policy	31
5.25	Parental Notification Relative to Sex Education	32
5.26	Military Recruiting	32
5.27	Alcohol, Tobacco, and Drug Prevention	33
6.	STUDENTS	
6.1	Equal Opportunity for Students	34
6.2	Age Requirements	34
6.3a	Homeless Students	34
6.3b	Children in Foster Care	34
6.3c	Military Children	35
6.4	Attendance	35
6.5	Health Guidelines	35

6.6	Health Screenings	35
6.7	Screening, Brief Intervention, and Referral To Treatment Program	35
6.8	Athletic Participation Restrictions	36
6.9	Student Dress	36
6.10	Contagious Diseases	36
6.11	Emergency Treatment	37
6.12	Visits	37
6.13	Visitors	37
6.14	Smoking	37
6.15	Alcohol, Marijuana, and Controlled Substances	37
6.16	Bullying and Harassment	38
6.17	Hazing	38
6.18	Student Discipline	38
6.19	Eighteen Year Old – Age of Maturity	39
6.20	Student Concerns and Appeals Procedures	39
6.21	Reports to Parents/Legal Guardians	39
6.22	Student Records	39
6.23	Student Exchange Programs	39
6.24	Awards and Scholarships	40
6.25	Issuance of Diplomas	40
6.26	Home Education Policy for the Hingham Public Schools	40
6.27	Student Fund-Raising Activities	40
6.28	Use of School Name/Logo	41
6.29	Wellness Policy	41
6.30	Computer and Internet Acceptable Use Policy for Students	42
6.31	The Use of Service Animals in School and School Programs	42
6.32	Admission of Transfer Students from Charter Schools	42

## 7. FACILITIES AND AUXILIARY SERVICES

7.1	Goals and Objectives	43
7.1.1	Video Surveillance	43
7.2	Property/Plant Management	43
7.3	Property/Plant Maintenance	43
7.4	Use of School Property	44
7.4.1	Scheduling of School Property	44
7.4.2	Conditions and Charges for Use of Facilities	44
7.4.3	Use of School Equipment	45
7.4.4	Use of School Kitchens	45
7.4.5	Use of Decorations and Clean-Up	45
7.4.6	Food and Beverages	46
7.4.7	Smoking	46
7.4.8	Alcoholic Beverages and/or Controlled Substances	46
7.4.9	Fires and Grilling	46
7.4.10	Police and Fire Protection	46
7.4.11	Delegation of Responsibilities	46
7.4.12	Custodial Services	46
7.4.13	Liability	47
7.4.14	Mobile Commercial Vendors on School Property	47
7.5	Motorized Vehicles on School Grounds	47
7.6	Transportation	47
7.6.1	Means of Transportation	47

7.6.2	Extent of Services	47
7.6.2.1	Visible Parent	48
7.6.2.2	Street Closure	48
7.6.2.3	Musical Instruments and Other Equipment	48
7.6.2.4	Winter Rules	48
7.6.2.5	School Transportation	48
7.6.3	Bus Conduct	49
7.6.4	Transportation to Extracurricular Activities	49
7.6.5	Bus Schedules	49
7.6.6	Use of Security Cameras on School Buses	49
7.7	School Lunch Program	49
7.7.1	Lunches	50
7.7.2	Free/Reduced Lunch Policy	50
7.7.3	Sanitary Requirements	50

**HINGHAM PUBLIC SCHOOLS**

**SCHOOL COMMITTEE**

**POLICY HANDBOOK**

**1. GENERAL SCHOOL ADMINISTRATION**



**1.1 GOALS AND OBJECTIVES.** The goal of school administration is the successful implementation of the policies set by the School Committee.

1. Establish procedures which provide for effective and economical execution of School Committee policies.
2. Assign duties and responsibilities to the school staff as required to implement procedures.
3. Assist and advise the school staff in the exercise of their duties and responsibilities.
4. Budget and employ available resources effectively and economically.
5. Keep the School Committee informed on all matters concerning policy.

12/1/75 // 1/10/94

**1.2 ORGANIZATION.** Within the human and financial resources provided by the School Committee, the Superintendent shall organize the school administration in the manner which will meet the goals of the school system. (See Procedures 1.2A – 1.2H for organizational charts.)

12/1/75 // 1/10/94

**1.3 SCHOOL SUPERINTENDENT.** The School Committee shall appoint a Superintendent of Schools. The Superintendent of Schools shall be the chief executive officer of the Hingham Public Schools. The Superintendent shall be: the educational advisor to and executive agent of the School Committee; responsible for providing educational leadership and for developing and maintaining the best possible educational program and services; and responsible for developing and recommending to the School Committee plans to further educational excellence and for informing the School Committee regarding progress and problems in the public school system. The Superintendent shall: attend all School Committee meetings and participate in all School Committee deliberations, except when he/she has delegated this responsibility to a subordinate for reasons acceptable to the Chairman of the School Committee and when matters pertaining to his/her own employment are under consideration; be responsible for preparing the agenda for meetings of the School Committee and for its circulation in advance of meetings; advise the schools on policies and procedures that the School Committee takes under consideration; and take the initiative in presenting to the School Committee policy, planning and methodologies issues for its attention; and be responsible for providing the School Committee with the information and data required in order for it to make valid and informed decisions. The Superintendent, together with other selected members of the professional staff when appropriate, shall represent the profession of education in the School Committee's deliberations. (See Procedure 1.3A regarding the Superintendent.)

12/1/75 // 1/10/94

**1.3.1 COMPENSATION AND BENEFITS.** The School Committee will set the salary of the Superintendent and determine the length and conditions of the contract and what benefits he/she shall receive in addition to those required by the General Laws.

12/1/75 // 1/10/94 // 12/20/04

**1.3.2 EVALUATION.** Prior to October 15 of each year the School Committee and the Superintendent of Schools shall evaluate, in writing, the Superintendent's performance in attaining the objectives set for the past year, and shall formulate a set of objectives for the ensuing year. These objectives shall be presented publicly at a School Committee meeting in October of the following year.

12/1/75 // 1/10/94 // 12/20/04

**1.4 ADVISORY COUNCILS TO THE SUPERINTENDENT.** The Superintendent shall organize councils and committees as required to provide coordination and communication or to study areas or problems of the school system. Membership may be made up of administrative personnel, faculty, students, parents and interested citizens, as required. The formation of ad hoc committees to study unusual school problems or accomplish special projects will be developed in consultation with the School Committee. (See Procedure 1.4A)

12/1/75 // 1/10/94 // 12/20/04

**1.5 ADMINISTRATIVE PERSONNEL.** The Superintendent shall advise the School Committee of the needs for administrative personnel and the School Committee shall determine the administrative positions and other leadership roles required to ensure that adequate administrative planning and supervision is provided for the school system.

The appointment of personnel to fill administrative positions shall be made by the Superintendent or with the approval of the Superintendent. The Superintendent will keep the School Committee informed of all appointments.

12/1/75 // 1/10/94

**1.5.1 ADMINISTRATIVE POSITIONS**

Assistant Superintendent of Schools  
Director of Business & Support Services  
Director of Student Services  
Secondary Principals  
Elementary Principals  
Assistant Principals \*  
Department Directors \*

12/1/75 // 1/10/94 // 12/20/04

\* Members of the Administrators Association (AA)

**1.5.2 LEADERSHIP TEAM MEMBERS**

Superintendent	Principals
Assistant Superintendent	Assistant Principals
Director of Student Services	Department Directors
Director of Business & Support Services	Resource Teachers
	Kids In Action Director
	Manager of Technology Services
	Elementary Literacy Coordinator

12/20/04

**1.5.3 COMPENSATION AND BENEFITS** for principals shall be individually negotiated with the Superintendent and subject to School Committee approval.

MGL C.71, S59B

12/20/04

**1.5.4 COMPENSATION AND BENEFITS.** Compensation and benefits for members of the Administrators Association shall be negotiated between the School Committee and the Administrators Association of the Hingham Public Schools.

Compensation for other administrative personnel shall be recommended by the Superintendent and set by the School Committee.

12/1/75 // 1/10/94 // 12/20/04

**1.5.5 GENERAL DUTIES AND RESPONSIBILITIES.** Duties and responsibilities of administrative personnel will be assigned by the Superintendent in accordance with the approved Policies and Procedures.

12/1/75 // 1/10/94

**1.5.6 JOB DESCRIPTIONS.** A job description shall be written for each administrative position in the Hingham Public Schools. The job description shall list specific duties and responsibilities as well as the qualifications for each position.

All administrative job descriptions shall be included in the Procedure section of the Policy Handbook and shall be subject to periodic review by the Superintendent of Schools and the School Committee.

Under normal circumstances, when a position vacancy occurs, the job description shall be reviewed by the Superintendent of Schools and the School Committee prior to posting and/or advertising the position. Posting and/or advertising for such positions shall be consistent with contract language of both the Administrators Association and the Hingham Education Association. (See Procedures 1.5A-S for individual job descriptions.)

12/1/75 // 1/10/94 // 12/20/04

**1.5.7 EVALUATION.** Prior to August 15 of each year the Superintendent or the immediate supervisor shall evaluate, in writing, each administrator's performance. Such evaluation shall include an assessment of the success in attaining the objectives set for the past year and a formulation of objectives for the ensuing year.

12/1/75 // 1/10/94

**1.5.8 RESIGNATIONS.** Resignations must be presented in writing and submitted to the Superintendent at least sixty (60) days in advance of the effective date. The Superintendent may waive this requirement when circumstances so dictate.

12/1/75 // 1/10/94

**1.5.9 WORKING CONDITIONS.** Working conditions for members of the Hingham Administrators Association shall be as negotiated between the School Committee and the Administrators Association.

12/1/75 // 1/10/94 // 12/20/04

**1.6 RECORDS.** The school administration shall maintain in good order those records required by the Massachusetts General Laws and the policies of the School Committee. (See Procedure 1.11A regarding Public Access to Records.)

12/1/75 // 1/10/94

**1.7 ACCEPTANCE OF GIFTS AND MAJOR FUNDRAISING.** The Hingham School Committee is committed to providing the students of Hingham with a high quality education in a nurturing setting. The School Committee expects that the annual appropriation of local funds that are needed to realize that vision will continue to be a community priority.

However, the School Committee recognizes that private organizations or individuals, parent and community groups, or businesses may want to provide financial support or other gifts to improve school facilities or programs or otherwise enhance the quality of the educational experience for Hingham students.

Any gift of permanent signage promoting private or commercial sponsorship shall conform to applicable Town bylaws and be approved by the School Committee. All other gifts shall conform to applicable Town bylaws and follow the guidelines specified in procedures #1.7A, B, and C.

See Policy 6.27 for additional guidelines on fundraising activities.

10/22/07 // 1/8/18

**1.8 COMMERCIAL AND PROMOTIONAL ACTIVITIES.** Distribution of commercial and promotional materials not directly related to school fund-raising activities shall be at the discretion of the Superintendent. In making the decision, the Superintendent shall weigh educational value and consistency with the mission and objectives of the Hingham Public Schools.

12/1/75 // 1/10/94

**1.9 USE OF SCHOOL NAME.** The use of such names as “Hingham”, “Hingham Public Schools” or similar names to promote any project or activity shall be permitted only when the activity or project has been approved by the Superintendent of Schools, or the Superintendent’s designee, through prior written permission. The Superintendent shall take into consideration the good name and reputation of the Hingham Public Schools in determining whether to grant or to withhold such permission.

The use of an individual school name to promote any project or activity shall be permitted only when the principal of such school has given prior written permission for that project or activity. The principal shall take into consideration the good name and reputation of the Hingham Public Schools, and such guidelines as the Superintendent may from time to time promulgate, in determining whether to grant or to withhold such permission.

12/1/75 // 1/10/94

**1.10 SCHOOL CENSUS.** The Superintendent shall, according to State Law and DOE regulations maintain appropriate enrollment records of children attending district or out-of-district schools.

9/29/75 // 1/10/94 // 12/20/04

**1.11 SCHOOL ATTENDANCE.** Students shall be assigned to particular schools by the Superintendent with due regard to both the individual student and all school children.

As a prerequisite of attendance in the Hingham Public Schools, the parent or legal guardian of the student must be a resident of the Town of Hingham. This prerequisite may be waived by the School Committee in individual cases upon the showing of exceptional circumstances and on such terms and conditions as the Committee may specify, such as school choice participation in the State School Choice Program.

The Superintendent may permit temporary admission of a child not enrolled in another school outside of Hingham whose parent or legal guardian demonstrates to the satisfaction of the Superintendent a definite commitment to establish residency in Hingham or may allow a child whose residence has changed from Hingham to remain in the Hingham Public Schools on a temporary basis. The Superintendent shall make available to the School Committee a record of all such children whom he/she has temporarily admitted to or allowed to remain in the Hingham Public Schools. (See Procedure 1.11A)

9/29/75 // 1/10/94 // 12/20/04

**1.12 ANNUAL STATE REPORT.** The School Committee shall ascertain and record, in accordance with State law, the names, ages and such other information as may be required by the Department of Education, of all minors residing therein between five and sixteen, and of all minors over sixteen who reside in Hingham and do not meet the requirements for the completion of the sixth grade of the Hingham Public Schools. The School Committee shall also ascertain the number of pupils regardless of age, whose parents or legal guardians are residents of the town and who are enrolled for full-time attendance, in kindergarten and grades up to and including grade twelve, in public and vocational schools and classes in The Commonwealth and non-public schools anywhere.

The School Committee shall make an annual detailed report of the condition of the public schools and that annual report shall set forth the number of children recorded as herein required, classified by ages, together with the number attending public or private schools, and the number not attending school, in any given year. <sup>1</sup>

1. C.72. S2 and 4

9/29/75 // 1/10/94

**1.13 EMERGENCY CLOSINGS**

The superintendent or his/her designee shall have authority, in his/her discretion, to cancel or delay particular school sessions, or to dismiss them early, because of inclement weather or other emergencies. <sup>1</sup> The Superintendent shall ensure that schools are scheduled to meet the mandated number of days and instructional hours.

1. C. 71, S4

9/29/75 // 1/10/94 // 12/20/04

**1.14 OUT-OF-DISTRICT PLACEMENTS WITHIN HINGHAM.** Students are expected to attend the school in the elementary district in which they live. However, the superintendent, at his/her discretion, and in consultation with the principal(s), may authorize placements in a different elementary school which are compatible with 1) school committee policy regarding class size and balance and 2) other relevant educational quality issues determined by the superintendent. The superintendent may, at his/her discretion, set a deadline by which time applications for out-of-district placement for the following year must be submitted. All applications must be made in writing to the superintendent. In the event that applications for placement at a particular grade exceed the number of spaces available, the superintendent may employ a lottery to select students for those spaces. Out-of-district placements will be re-evaluated annually.

The family of an elementary out-of-district student will be responsible for transportation to and from school.

2/22/99 // 12/20/04

**1.15 VOLUNTEERS**

Volunteers are integral to the success of the Hingham Public Schools. The Hingham Public Schools encourages and promotes the use of volunteers in order to expand and enhance parental and community involvement within our schools. All volunteers participating in academic, athletic or extracurricular activities are expected to:

- hold themselves to high standards of ethical behavior
- respect confidentiality and privacy
- maintain safety and security for students and staff
- behave in a respectful and accountable manner that carries out the duties and requirements of their specific volunteer positions while adhering to the Hingham Public Schools policies and procedures
- cooperate timely in completing any necessary legal requirements of specific volunteer positions including but not limited to CORI and SAFIS
- seek counsel and support from Hingham Public Schools staff when needed
- cooperate with other volunteers, students and all members of the Hingham Public Schools
- abide by the Core Beliefs of the Mission of the Hingham Public Schools

11/21/16

**1.16 HINGHAM PUBLIC SCHOOLS SAFE SCHOOLS POLICY.**

**I. Statement of Purpose and Compliance**

- A. This policy is adopted by the Hingham School Committee as required by M.G.L. c. 71§ 37H, for purposes of notifying members of the public, students, teachers and other staff of the District's Standards and Procedures to assure school building security and safety of students and school personnel. This policy is intended to be in accordance with standards for classroom safety adopted by the Board of Education pursuant to M.G.L. c. 69, § 1B which standards are incorporated by reference herein.

**II. Standards of Safety and Security**

- A. The School Committee shall encourage the creation and maintenance of a safe and secure learning environment in every school building. The creation of a safe learning environment will be enhanced by the provision of sufficient resources for safety.
- B. Administration, staff and students in each school building shall strive to create an educational environment which is reasonably safe and secure in order to:
- 1) Facilitate learning and teaching
  - 2) Preserve the physical and mental wellbeing of all lawful occupants of the building
  - 3) Preserve and protect all civil rights and the right of due process
  - 4) Encourage respect for public and personal property

11/1/99

**HINGHAM PUBLIC SCHOOLS**

**SCHOOL COMMITTEE**

**POLICY BOOK**

**2. PERSONNEL**

**2.1 APPOINTMENTS.** All appointments are approved by the Superintendent. Principals and Department Directors are appointed by the Superintendent. Principals, in some cases together with the Department Director, will recommend appointments of all professional and building personnel to the Superintendent and all support staff to the Director of Business and Support Services. The School Committee will receive written notification of all appointments. School Resource Officers are considered authorized School Personnel and are appointed jointly by the Hingham Police Department and the Principals with the approval of the Superintendent.

Criminal Offender Record Information (CORI) checks and a national fingerprint-based Criminal History Record Information (CHRI) check are part of a general background check for all current or prospective HPS employees, and for those individuals who volunteer in the schools or provide contracted services on school grounds, including school related transportation of children, who may have direct and unmonitored contact with children.

CORI checks through the department of criminal justice information services are re-conducted every three years for all employees, and those volunteers and contractors who may have direct and unmonitored contact with children.

CORI and CHRI procedures are in accordance with MGL Chapter 71, Section 38R. See Procedures 2.1A and 2.1B.

In accordance with MGL C.71, S.67, the school district shall neither employ a member of the immediate family of a superintendent, central office administrator, or school committee member, nor assign a member of the immediate family of the principal as an employee at the principal's school, unless written notice is given to the School Committee of the proposal to employ or assign such person at least two weeks in advance of such person's employment or assignment.

A physical examination, including a Mantoux test, may be required as a condition of initial employment with the Hingham Public Schools for employee categories as required by law or as designated by the School Committee.

10/18/76 // 2/14/94 // 7/19/04 // 1/10/05 // 9/24/12 // 8/20/14 // 3/28/17

**2.2 EQUAL EMPLOYMENT OPPORTUNITY.** It is the policy of the Hingham Public Schools to offer equal employment opportunities to all qualified candidates regardless of age, race, color, religion, sex, sexual orientation, gender identity, national origin, or disability.

12/5/77 // 2/14/94 // 9/24/12

**2.3 EMPLOYEE CONDUCT.** All employees of the Hingham Public Schools are expected to perform their duties with integrity and high standards. All employees are expected to treat students and colleagues with respect and dignity and carry out their assigned duties with the physical, emotional and intellectual well-being of students in mind. See Procedures 2.3A.

The Hingham Public School District is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. No student shall be subjected to acts of bullying, cyberbullying or retaliation by a staff member as defined under Procedure 2.3B.

Procedures for reporting, safety planning, notification to parents or guardians, investigating and resolving alleged bullying, cyberbullying or retaliation are summarized herein under Procedure 2.3B.

The Bullying Prevention/Intervention Plan is applicable to school staff, including but not limited to, the individuals listed in the "aggressor" definition under Procedure 2.3B. MGL c. 71, 370 as amended by Sections 72-74 of Chapter 38 of the Acts of 2013.

All employees shall refrain from associating with students at any time in a manner which may give the appearance of impropriety. This includes any situation which could be considered sexually suggestive or involve controlled substances such as tobacco, alcohol or drugs.

The use of tobacco, tobacco products and/or alcohol is prohibited in school buildings, on school grounds and on buses.

All employees and contracted service providers are expected to honor regulations relating to confidentiality of student records and other information.

Employees are encouraged to recommend students to appropriate resources when advising or counseling students in areas outside their expertise.

2/14/94 // 1/10/05 // 3/10/14



**2.4 MECHANICAL, MEDICATION, AND SECLUSION RESTRAINT POLICY.** Medication (chemical) restraint, mechanical restraint, and seclusion restraint, as defined in 603 CMR 46.02, are prohibited in the Hingham Public Schools. The use of mechanical restraint (a physical device to restrict the movement of a student or the movement or normal function of a part of his or her body) is prohibited unless explicitly authorized by a physician or therapist and approved in writing by the parent/guardian. This prohibition excludes restraints such as car seats and safety belts that are used in automobiles.

Protective or stabilizing devices ordered by physicians shall not be considered mechanical restraints (603 CMR 46.02).

Medication (chemical) restraint shall mean the administration of medication for the purpose of temporarily controlling behavior. Medication prescribed by a physician and authorized by the parent for administration in the school setting is not medication (chemical) restraint.

The use of “time-out” procedures during which a staff member remains nearby and accessible to the student shall not be considered “seclusion restraint.”

2/11/02 // 10/26/15

**2.5 PHYSICAL RESTRAINT POLICY.** Massachusetts regulations have been adopted to insure that students are free from unreasonable physical restraint (the use of bodily force to limit a student’s freedom of movement). Students may, in rare circumstances, require physical restraint when non-physical intervention would not be effective and the student’s behavior poses a threat of imminent, serious physical harm to self and/or others. Such physical restraint including prone restraint where permitted under 603 CMR 46.03 shall be considered an emergency procedure of the last resort and shall be prohibited except when a student is not responsive to verbal directives or when other lawful and less intrusive behavior interventions are deemed inappropriate. In such situations, a teacher or other employee or agent of the Hingham Public Schools may use only reasonable force to protect the student and/or others from serious or imminent harm. Except in situations where a student’s behavior poses a threat of imminent, serious physical harm to self and/or others, only personnel who have received training pursuant to 603 CMR 46.03(2) or 603 CMR 46.03(3) shall administer physical restraint to students. The school principal and/or the trained staff person who had administered physical restraint 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, according to Procedure 2.5A.

The superintendent or his/her designee will be informed of any physical restraint that has resulted in physical injury or any physical restraint that has lasted longer than five minutes. A written report shall follow on the next school working day. The superintendent or his/her designee shall maintain records of any such report and provide same to the School Committee and, as required, to the Department of Education for any restraint that has lasted for longer than twenty minutes and/or that has resulted in serious injury, according to Procedure 2.5A.

Physical restraint is prohibited as a means of punishment or as a response to destruction of property, disruption of school order, a student’s refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious harm to the student or others.

603 CMR 46.00

2/11/02 // 1/10/05 // 10/26/15

**2.6 ANTI-HARASSMENT POLICY.** It is the policy of the Hingham Public Schools to promote and maintain a working and educational environment that is free from all forms of harassment. The most productive and satisfying work environment is one in which work and work-related activities are accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination that is offensive, impairs morale, undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency and stability of our organization.

All employees have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of an employee's race, color, creed, religion, sex, national origin, age, marital status, veteran status, sexual preference or disability is expressly prohibited under this policy. Harassment on any basis (race, sex, age, disability, etc.) exists whenever the conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

Sexual harassment violates state and federal law; and, therefore, the policies of the Hingham Public Schools. 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 working or educational environment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances - whether or not they involve physical touching;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess, and sexually explicit e-mails or the use of social media to share such references, and
- Displays of sexually suggestive objects, pictures, and cartoons.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Such harassment can be defined as conduct that shows hostility or aversion toward an individual because of his or her protected characteristic and that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Each employee of the Town of Hingham is personally responsible for:

Ensuring that his/her conduct does not harass any student or 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 harassment by providing any information she/he possesses concerning the matters being investigated; and

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

Grievance Officers for all forms of harassment:

#### Alleged Violations Between School Department Employees

For any alleged harassment violations between School Department employees, the Superintendent of Schools has designated the Director of Student Services as the Grievance Officer. He or she is vested with the authority and responsibility of processing or referring to an appropriate administrator or one of the Town Grievance Officers all harassment complaints in accordance with the procedure outlined under Procedure 2.6A. The Director of Student Services may be contacted at the School Administration Offices, telephone 741-1500.

#### Town Grievance Officers:

Human Resources Director	(781) 804-2479
Assistant Town Administrator	(781) 804-2401
Public Health Nurse	(781) 804-2371

2/14/94 // 1/10/05 // 4/11/11

**2.7 EXPENSES.** Administrators, principals, directors, supervisors, teachers, and other employees as designated, shall be reimbursed for travel expenses incurred within Massachusetts in travel between schools and to conferences, or for other school business in the performance of their regular duties. Reimbursement for expenses for out-of-state travel shall be at the discretion of the Superintendent and shall be given only in those instances when prior written approval has been granted by the Superintendent or a designee.

10/18/76 // 2/14/94 // 1/10/05

**2.8 PROFESSIONAL PUBLISHING.** Members of the staff of the Hingham Public Schools shall be encouraged to contribute professional articles to publications or journals. It should be remembered, however, that a staff member's major responsibility shall be the education of the students of the school system.

Staff members submitting for publication articles in which the Hingham Public Schools or any school within the system is mentioned must submit such articles to the Superintendent for approval before releasing them for publication.

10/18/76 // 2/14/96

**2.9 PROFESSIONAL PUBLISHING (Ownership, Copyright, Royalties).** The Committee recognizes that staff members under contract to the Hingham Public Schools may, in carrying out their professional responsibilities, develop educational materials for use in the school program. It is understood by the Committee and the staff members that such materials developed as part of regular employment are the property of the Hingham Public Schools. It is also understood that educational materials created when a staff member is not fulfilling his/her contractual duties to the Hingham Public Schools are the property of the staff member.

10/18/76 // 2/14/96

**2.10 SOLICITATIONS BY STAFF MEMBERS.** No teacher or other staff member shall use his or her position in the Hingham Public Schools to promote for personal gain the purchase of books, services or programs except where prior written approval has been granted by the Superintendent of Schools.

10/18/76 // 2/14/94

**2.11 STAFF POLITICAL ACTIVITIES.** The Committee recognizes that employees of the Hingham Public Schools have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office, holding an elective or appointive public office, and supporting candidates or ballot questions.

However, when campaigning as a candidate, supporting a candidate or a ballot question, or holding a public office, it shall be considered contrary to policy for the school system facilities, equipment, or supplies to be used at any time, for there to be any involvement of system personnel during the work day, or for there to be an encroachment on the time of the work day.

10/18/76 // 2/14/94

**2.12 STAFF CONFLICT OF INTEREST.** Employees of the Hingham Public Schools are subject to the requirements of Chapter 268A of the MGL, as amended by Chapter 28 of the Acts of 2009, which includes annual, written employee acknowledgements of receipt of and awareness of the summary of the Conflict of Interest Law and periodic training according to Section 27 of Chapter 268A.

No employee of the Hingham Public Schools shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts, or raises a reasonable question of conflict, with his/her duties and responsibilities.

No member of the professional staff shall participate in any activity other than teaching for which he/she receives financial remuneration wherein his/her position as a member of the professional staff is used or could be interpreted as being used to sell or promote the sale of goods or services to the pupils or patrons of the Hingham Public Schools.

Employees shall not engage in work of any type (other than their employment with schools) where the source of information concerning customer, client, or employer originates from any information obtained through the school system. See guidelines under Procedures 2.12A and 2.12B.

10/18/76 // 2/14/94 // 1/10/05 // 8/23/10

**2.13 FUND RAISING ACTIVITIES.** School related fund raising activities pertaining to a particular school shall be conducted only with the prior review and written approval by the principal of the school or such principal's designee.

Fund raising activities involving more than one school shall be conducted only with the prior review and written approval by the Superintendent of Schools or the Superintendent's designee.

Fund raising activities for the benefit of organizations not directly related to the Hingham Public Schools shall be approved only if requested by a student organization, a student representative of which has signed the application request for the proposed fund raising activity.

The Superintendent/designee or the principal involved, as the case may be, shall take into consideration the good name and reputation of the Hingham Public Schools, the specific purpose of the proposed fund raising activity, the expected

duration, and the fund raising procedure (including proposed advertising, if any) to be employed in determining whether to grant or withhold approval of each such proposed fund raising activity.

8/28/78 // 2/14/94 // 1/10/05

**2.14 GIFTS TO STAFF MEMBERS.** Verbal or written expressions of appreciation from pupils, parents and other patrons of the Hingham Public Schools are welcomed, but items of monetary value are discouraged and must conform to the limitations and guidelines of Chapter 268A of the general laws.

10/18/76 // 2/14/94 // 8/23/10

**2.15 ACCEPTABLE USE.** The Hingham Public Schools provides information networks and systems in order to allow school employees to serve the school community more efficiently and effectively.

This policy is intended to provide rules and guidelines concerning the appropriate use of the Hingham Public School's network ("network") and systems ("systems"). These "systems" and "network" included, but are not limited to, computer workstations, notebook (laptop) computers, personal digital assistants (PDA's), computer peripherals (printers, copiers, scanners, etc.), software applications, electronic mail (email), telephones (standard and cellular including smartphone, "Blackberry" type or future generation devices), facsimile machines (fax), copiers, servers, network infrastructure devices (switches, routers, etc.), the Internet, and any school department-related content generated or accessed from non-Hingham Public Schools systems. Any person using the Town's network or systems shall be considered a user ("user") of the network and systems.

Use of the Hingham Public School's network and systems shall constitute acceptance of the terms set forth in this Information Network and Systems Acceptable Use Policy ("Policy"), as amended from time to time, and any other related policies issued by the School Department. The School Department reserves the right to amend this Policy at any time at the discretion of the School Committee.

Administrators and supervisors are responsible for ensuring that all of their employees using computers have read the Policy and related procedures under 2.15A and have understood its applicability to their activities.

3/14/11

**HINGHAM PUBLIC SCHOOLS**

**SCHOOL COMMITTEE**

**POLICY HANDBOOK**

**3. SCHOOL COMMITTEE OPERATIONS**

**3.1 SCHOOL COMMITTEE – LEGAL STATUS AND AUTHORITY.** The authority of the School Committee is derived from the Massachusetts General Laws (MGL). The School Committee maintains authority when its members serve as a legal body. Individual members of the School Committee have no authority over school affairs when acting as individuals. School Committee members are considered elected, special municipal employees.

Powers and Duties

The School Committee shall:

1. Have the power to select, evaluate, and terminate the Superintendent, and appoint, upon the recommendation of the Superintendent, the Assistant/Associate/Deputy Superintendent(s), School Business Administrator, Special Education Administrator, School Physician, School Nurses and Supervisor of Attendance. Such positions shall not report directly to the School Committee.
2. Review, approve and monitor the school budget.
3. Establish and review educational goals and policies consistent with the requirements of the law and state-wide goals, regulations and standards established by the MA Board of Education and Department of Elementary and Secondary Education (DESE), and also reflective of the priorities of the Town.
4. Conduct collective bargaining with all school department bargaining units. See Procedures 3.3A for role of Salary & Negotiating Subcommittee.
5. Employ legal counsel for collective bargaining and other general purposes.
6. Support the development and promotion of the vision, mission, goals and strategies of the school system, including submitting an Annual Town Report on the state of the schools.

1. MGL C.71, s.37, 37E, 37F

The School Committee shall have such additional powers and duties as may be authorized by the Bylaws of the Town of Hingham or by other vote at Town Meeting.

9/29/75 // 5/9/94 // 2/28/05 // 12/7/15 // 8/14/17

**3.2 GOAL AND OBJECTIVES.** The School Committee’s goal is to establish and operate an educational system and educational programs which conform to the Massachusetts General Laws and DESE regulations and to provide for all public school students an opportunity to develop their abilities so that they may attain their greatest possible fulfillment as individuals and provide the greatest possible service to society.

The School Committee works to attain this goal by:

1. Establishing and periodically reviewing policies which are consistent with sound educational and business practices and in alignment with the HPS District Mission. See Procedures 3.3A for the role of the Policy Subcommittee.
2. Assuring that the Superintendent employs competent and conscientious personnel and evaluates their performance in implementing School Committee policies.
3. Adopting budgets which will provide sufficient funds to operate the school system economically and effectively to the extent possible given fiscal constraints.
4. Overseeing the school administration’s implementation of established policies and procedures.
5. Setting and evaluating annual School Committee performance objectives and annual and longer term goals and priorities.

9/25/75 // 5/9/94 // 2/28/05 // 12/7/15

**3.3 COMMITTEE ORGANIZATION.** The School Committee shall function as a unit and within the spirit of the mission of the Hingham Public Schools. Subcommittees, appointed annually, may assist in accomplishing the work of the Committee and bring recommendations to the full committee for its approval. Appointments to subcommittees, the number and nature of which are to be determined annually by vote of the committee, will be made by the chair. A non-exhaustive list of examples of such subcommittees and their functions is listed under Procedure 3.3A

## Membership

The Hingham School Committee consists of seven members chosen by ballot from the registered voters of Hingham to serve without compensation.

## Term of Office of School Committee Member

The term of office is for three years;<sup>1</sup> and expires upon the swearing in of the successor member. Swearing in typically occurs at the first regular School Committee meeting following the Annual Town Election. Each member shall, before entering upon his official duties, be sworn to the faithful performance thereof.<sup>2</sup>

1. MGL C.41, S1
2. MGL C.41, S107
3. MGL C.41, S109

## Resignations

Resignations from the School Committee shall not become effective until the resignation is filed with the Town Clerk or such later time as may be specified in the resignation.<sup>1</sup>

1. MGL C.41, S109

## Vacancies

If there is a failure to elect or if a vacancy occurs on the School Committee, the remaining members of the School Committee shall give written notice within one month of the vacancy to the Selectmen who, with the remaining members of the School Committee shall, after no less than one week's notice, fill such vacancy by roll call vote at a mutually scheduled meeting. A person so appointed or elected shall be a registered voter of the town and shall serve until the next annual election.<sup>1</sup>

1. MGL C.41, S11

## Election of Officers

At the first regular meeting following the annual town election, the School Committee shall choose a chair, vice-chair, and a secretary in that order. Candidates shall be self-nominated (using forms under procedures 3.3A, B) and the election shall be by roll call vote. A majority of those present and voting shall be required for election to each office. The senior ranking member shall run the election and chair School Committee meeting(s) until the election of a new chair. In the event there is more than one senior ranking member then all such members' names shall be written on equal size pieces of paper which shall then be placed in a container. The Superintendent shall draw a name from the container. The member selected by means of this lottery process shall run the election and chair School Committee meeting(s) until the election of a new chair. In the event of a tie on the vote for any particular School Committee office, the vote on that office will be deferred to the next meeting of the Committee.

9/25/75 // 5/9/94 // 4/10/00 // 8/19/02 // 2/28/05 // 12/7/15

## Orientation

In May after the annual town election there shall be an orientation for new members conducted by Central Office Staff and the Chair of the School Committee. New members shall be provided with a policy manual, copies of negotiated contracts, a copy of the Open Meeting and Conflict of Interest Laws, and any other documents affecting the Committee.

4/10/00 // 12/7/15

All School Committee members elected or appointed after March 2004 shall, within one year of their initial appointment or election, complete at least eight hours of approved training/orientation concerning the responsibilities of their office. Documentation of the required training under M.G.L. Chapter 71, Section 36A, shall be filed with the Town Clerk.

1. MGL C. 71, S36A

2/28/05 // 12/7/15

Each School Committee member is required to sign a written acknowledgement that he/she received the Conflict of Interest Law summary and must file such acknowledgement with the Town Clerk. All School Committee members shall, within 30 days of their swearing in, complete the online training program for the Conflict of Interest Law and provide notice of such completion as required.

1. MGL C. 268 S27 -28

12/7/15

### **3.4 SCHOOL COMMITTEE DUTIES AND RESPONSIBILITIES.** (See Procedures 3.4A and 3.4B)

**3.4.1 Officers.** The term of each officer shall be until the first meeting of the new School Committee year, typically held in May.

#### **CHAIR:**

The Chair shall:

1. Preside at Committee meetings and perform all duties imposed by the Massachusetts General Laws and School Committee policies.
2. Appoint personnel to serve on subcommittees, temporary subcommittees, and sign personnel warrants and serve as an ex-officio member of such committees.
3. Keep members informed of upcoming topics, agenda items and developments.
4. Provide leadership to foster an environment in which individual School Committee members work together as an effective policy-making body.
5. Serve as the official spokesperson for the Committee and represent the Committee at public events or occasions.
6. Ensure that regulations of the DESE Educator Evaluation process for the Superintendent are followed fairly, effectively and in a timely fashion.

The position of chair shall not be held by the same individual for more than two consecutive years.

#### **VICE-CHAIR:**

In the absence of the chair, the vice-chair shall assume the duties of the chair.

#### **SECRETARY:**

The secretary shall:

1. Keep or cause to be kept a permanent record available to the public upon request in which a full and accurate record of the meeting date, time, place, members present or absent, and all votes, orders and proceedings of the School Committee, including executive sessions, shall be recorded. <sup>1</sup>
2. Send out or cause to be sent out notices of meetings.
3. Review and recommend minutes to the full School Committee.
4. Maintain or cause to be maintained the manuals of policies, by-laws, or administrative regulations affecting Committee and system operation.
5. Sign all documents calling for his/her approval.
6. In the absence of the chair and vice-chair, assume the duties of the chair.

1. MGL C.71, S36

### **3.4.2 Members**

Each member of the School Committee shall:

1. Recognize that his/her primary responsibility is to secure the resources necessary to provide a sound education for the children of the Hingham Public Schools.
2. Recognize that his/her primary function is policy making and endeavor to establish sound, clearly defined policies which will direct and support the administration.



3. Be familiar with the Massachusetts General Laws relating to school committees and with the policies and procedures of the School Committee.
4. Abide by Massachusetts Conflict of Interest Law MGL c. 268. Every two years complete the Conflict of Interest online training program and provide notice of such completion as required. Be familiar with Conflict of Interest disclosure statements, forms and exemptions allowed.
5. Work harmoniously with other board members, vote and act impartially for the good of the school system, and accept the will of the majority vote.
6. Represent the School Committee in the community to promote both interest in and support for the Hingham Public Schools. See Procedures 3.3A for role of Community Outreach Subcommittee.
7. Refer complaints to the proper school authorities and abstain from individual counsel and action.
8. Uphold the intent of executive sessions and respect the privileged communication that exists in Executive Sessions and other confidential communications.
9. Be encouraged to attend school functions and events.
10. Foster civil interactions and hold themselves and school employees to high standards of ethical behavior.

The School Committee derives its statutory authority from the Commonwealth and acts on behalf of the citizens of the Town with respect to all matters concerning education.

The Committee shall be responsible to the community but not at the expense of sound educational concepts or philosophies. It shall make decisions based on the present needs of the students of the community, while at the same time being attentive to new developments, concerns and issues that require planning for the future.

9/25/75 // 5/9/94 // 2/28/05 // 12/7/15

**3.5 COMMITTEE-SUPERINTENDENT RELATIONS.** The School Committee and the Superintendent recognize the importance of mutual trust and respect in defining a cooperative and productive relationship. Both parties clearly understand their roles, with the School Committee responsible for developing and adopting policies to guide the operation of the school system and the Superintendent responsible for implementing policies and managing day-to-day operations.

The School Committee expects that the Superintendent shall:

1. Serve as its chief executive officer and as its professional advisor on all matters.
2. Recommend appropriate policies for consideration by the Committee and implement and execute all policies adopted by the Committee.
3. Keep the Committee fully and accurately informed about the school system.
4. Interpret the needs of the school system and present professional recommendations on all problems and issues.
5. Ensure that all school system personnel conform to the policies adopted by the Committee

(See Procedure 1.3A – Superintendent’s Job Description)

The Superintendent expects that the School Committee will:

1. Assist with counsel and advice.
2. Consult on all matters concerning the school system.
3. Delegate responsibility for all executive functions, and refrain from handling administrative details, and give authority commensurate with the Superintendent’s responsibilities.
4. Hold the Superintendent responsible for the day-to-day administration of the school system.
5. Evaluate the Superintendent in accordance with the standards and protocols of the MA Educator Evaluation system, informing the Superintendent promptly if there are any concerns about her/his performance.
6. Support the Superintendent loyally and actively in actions which conform to proper professional standards and the policies of the Committee and assist the Superintendent in protecting the school system.

9/25/75 // 5/9/94 // 2/28/05 // 12/7/15

**3.6 TEMPORARY COMMITTEES AND REPRESENTATIVES.** The Chair shall appoint temporary or “ad hoc” committees from time to time as required.

The Chair shall appoint Committee representatives as required for such activities as:

- Liaison with other committees
- Liaison with educational groups and organizations
- Attendance at conventions and workshops
- Hearings and meetings
- Special projects

Temporary committees and representatives shall report to the full Committee at regular or special meetings and shall present the views of the committee in all matters in which they are participants. Such committees shall conduct studies, make recommendations and act in an advisory capacity, but such committees shall not take action on behalf of the School Committee unless specifically authorized to do so.

9/25/75 // 5/9/94 // 12/7/15

**3.7 MEETINGS.** All School Committee meetings, including executive sessions and subcommittee meetings, are governed by the provisions of the “Open Meeting Law” (M.G.L. Chapter 30A, Sections 18-25). All meetings shall be appropriately posted and recorded and all meetings, except executive sessions which meet one or more of the ten criteria for holding a closed meeting, shall be open to the public. Under the Open Meeting Law, any deliberation (defined by statute as “an oral or written communication through any medium, including electronic mail”) between or among a quorum of members of the Committee or subcommittee on a matter within the Committee’s jurisdiction constitutes a “meeting” and is therefore subject to the provisions of the law.

1. MGL C 30A, S 21

Regular meetings of the Committee shall be held at previously announced locations in the Town of Hingham according to the approved calendar of School Committee meetings. Notice of all meetings shall be given in accordance with the provisions of MGL Chapter 30A, S 20. Student School Committee representatives shall be appointed each school year and are welcome to attend and participate in regular School Committee meetings.

1. MGL C30A, S20(c)

11/20/78 // 5/9/94 // 2/28/05 // 8/23/10 // 12/7/15

**3.7.1 NOTICES.** Except in the case of an emergency, a notice of every meeting (regular, special, subcommittee, and temporary committee) of the Hingham School Committee shall be filed with the Town Clerk and made public in accordance with MGL C30A, S20. Notice of emergency meetings shall be posted as soon as reasonably possible prior to the meeting.

1. MGL C30A S20

11/20/78 // 5/9/94 // 4/10/00 // 12/7/15

**3.7.2 ADJOURNED MEETINGS.** Any meeting may be adjourned to any succeeding day or time by a majority vote of the membership in attendance. Notice of adjourned meetings shall be given to absent members.

9/25/75 // 5/9/94 // 12/7/15

**3.7.3 RULES OF ORDER AND QUORUM.** Roberts’ Rules of Order shall govern the proceedings of the Committee, except when those rules are in conflict with approved policies.

Each action of the Committee shall be taken on the basis of a motion duly made and seconded.

1. All presentations, with the exception of program reviews, made by any person or persons to the School Committee shall be limited to not more than ten (10) minutes. The Chair shall have the sole power to grant a waiver of this rule.
2. After a main motion has been brought before the School Committee and duly seconded, debate will begin immediately. The Chair will recognize the maker of the main motion if he/she wishes to speak first, otherwise

each member will be recognized and permitted to speak on the motion as determined by the Chair. Debate on any main motion will be limited to not more than three (3) minutes per member with no limitations placed on the number of times each member may speak.

### Quorum

A quorum for the transaction of business by the Hingham School Committee shall be a simple majority of the Committee. If at any point during a Committee meeting a member or members must leave such that there is no longer a quorum present, then in absence of such a quorum a number less than the majority can vote solely for the purpose of adjourning a meeting.

9/25/75 // 5/9/94 // 12/7/15

### **3.7.4 ORDER OF BUSINESS AND AGENDA.**

#### Order of Business

Normally, the order of business shall be as follows, but the Chair may change the order with the consent of a majority of the Committee.

1. Call to order
2. Approval of minutes
3. Communications
4. Questions and comments from the public on matters not on the agenda
5. Superintendent's report
6. Unfinished business
7. New business
8. Financial Report
9. Other items as may not be reasonably known 48 hours in advance.
10. Subcommittee Reports.
11. Executive session (if needed)
12. Adjournment

#### Agenda

The agenda for each meeting shall be prepared by the Superintendent, in consultation with the Chair. Any member may request the inclusion of one or more items on the agenda, in writing by using the suggested form under Procedure 3.7.4A. The Chair will respond in a timely fashion to the individual with respect to when the requested agenda item will be accommodated.

The agenda and related information shall be forwarded by the Superintendent to each member of the Committee not later than 72 hours prior to the meeting. If a discussion topic is proposed after a meeting notice is posted, and it was not reasonably anticipated by the Chair more than 48 hours before the meeting, the Committee should update the posting and inform each member with as much notice as possible of what subjects will be discussed during the meeting. Items not appearing on the agenda shall be considered by the Committee only with the unanimous consent of the Committee members present.

1. MGL C30A S20

9/25/75 // 5/9/94 // 12/7/15

### **3.7.5 PUBLIC INVOLVEMENT**

#### Participation

All meetings of the committee for the transaction of business shall be open to the public and held in an accessible location. School Committee meetings will be televised for greater public access to the extent that resources allow. The Committee may, by recorded roll call vote, meet in executive session to discuss only such matters as authorized by the Massachusetts General Laws.

The Committee strives for ongoing, two-way communication between the Hingham Schools and the community at large. Constructive dialog between the schools and those who are served by and provide support for the schools ensures that the schools reflect the community they serve, and that our programs are of the highest possible quality.

Questions and comments from the public that do not relate directly to an agenda item should be presented in writing to the Superintendent prior to the beginning of the meeting. Persons in attendance may ask questions and comment after the School Committee has had an opportunity to discuss an agenda issue provided they are recognized by the Chair and identify themselves. Public comments shall be limited to three minutes. The Committee will not hear personal comments against any individual. Anonymous communications will be disregarded.

The School Department website, School Committee page on the Town website and the availability of a School Committee email account are other resources for public information and communication.

### Complaints

Although no member of the community will be denied the right to bring their complaints to the Committee, they will be referred through the proper administrative channels for investigation and resolution prior to being presented to the Committee. Exceptions will be made when the complaints concern Committee actions or Committee operations only.

The Committee believes that complaints are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to any presentation to the Committee.

The proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. Immediate Supervisor
3. School Building Administrator
4. Superintendent

The proper channeling of complaints involving personnel who are not teachers will be as follows:

1. Immediate Supervisor
2. School Building Administrator or other District Supervisor
3. Superintendent

Matters referred to the Superintendent and/or School Committee must be in writing and should be specific in terms of the action desired. Anonymous complaints will be disregarded.

The Committee expects the Complainant to communicate in a courteous manner when submitting a complaint. Further, the Committee expects the professional staff to receive any such complaints courteously and to reply to the Complainant in a reasonably timely fashion.

9/25/75 // 5/9/94 // 2/28/05 // 12/7/15 // 1/9/17

**3.7.6 EXECUTIVE SESSION.** No executive session as authorized under Massachusetts General Law C 30A, S 21 shall be held unless:

1. The School Committee has first convened in an open session for which notice has been given.
2. A majority of the members has voted to go into executive session and the vote of each member is recorded on a roll call vote and entered into the minutes.
3. The Chair has cited the purpose for the executive session and that purpose shall meet one or more of the ten criteria under MGL C 30A, S 21.
4. The Chair has stated before the executive session if the School Committee will reconvene after the executive session.

1. MGL C30A S21

9/25/75 // 5/9/94 // 8/23/10 // 12/7/15

**3.7.7 VOTES AND MINUTES.** All votes shall be by voice or show of hands. In the event of a non-unanimous vote, members' votes shall be recorded at their request.

The Secretary shall maintain accurate records of the actions taken at each meeting and shall make them available, in the form of minutes for review and approval at the first subsequent meeting as is reasonably possible. Such records shall become public records upon being approved; provided, however, that the records (including minutes approved by the School Committee) of any executive session shall remain confidential if their publication would defeat the lawful purposes of the executive session, but such records shall not remain confidential and shall become public records after the point at which any such lawful purpose is found to no longer exist by a then majority of the sitting School Committee.

11/20/78 // 5/9/95 // 4/10/00 // 12/7/15

**3.8 POLICIES AND PROCEDURES.** Policies shall be adopted by the Hingham School Committee to provide guidance for the operation and maintenance of the school system.

Procedures shall be prepared by the school administration to implement the policies adopted by the School Committee.

9/25/75 // 5/9/94 // 12/7/15

**3.8.1 PREPARATION OF POLICIES AND PROCEDURES.**

Policies

Draft policies shall be prepared by the Chair of the Policy Subcommittee in the format shown in information item 3.8.2.

Procedures

Draft procedures shall be prepared by the appropriate supervisor in the format shown in information item 3.8.3. Drafts shall be reviewed by the Superintendent of Schools for proper style and format.

Revisions

Revisions of policies and procedures shall retain the original adoption date followed by the date of the revision adoption.

9/25/75 // 5/9/94 // 12/7/15

**3.8.2 FORMAT FOR POLICIES.**

The item number shall be in the left corner of the policy.

The title of the item shall be in upper case letter and underlined following the item number.

The adoption date shall be at the bottom right.

If the item is revised, the approval dates of the revision(s) shall follow the original approval date(s).

9/25/75 // 5/9/94 // 12/7/15

**3.8.3 FORMAT FOR PROCEDURES.**

The item number shall be in the left corner of the procedure.

The title of the item shall be in upper case letters and underlined following the item number.

The date of the Superintendent's approval shall be at the bottom right.

If the item is revised, the adoption date of the revision shall follow the original adoption date.

Procedures are to be located in a separate section at the end of the policy book and referenced in appropriate policy section(s).

9/25/75 // 5/9/94 // 12/7/15

**3.8.4 DISSEMINATION AND USE OF POLICIES AND PROCEDURES.** Policies and procedures shall be distributed throughout the school system as required to ensure adequate dissemination. Each school shall maintain an up-to-date copy of all policies and procedures for use by staff, students, and parents.

All school system personnel are required to be familiar with and comply with the policies and to follow the implementing procedures as standard operating practice.

A policy waiver or exception shall be made only upon the vote of a majority of the School Committee members present.

A procedure waiver or exception shall be made only with the authorization of the Superintendent of Schools.

9/25/75 // 5/9/94 // 12/7/15

**3.8.5 REVIEW AND REVISION OF POLICIES AND PROCEDURES.** Policies and procedures shall be under continuous review by the administration and the School Committee. Subcommittee recommendations which set policy or change established policy shall be prepared in proper form and draft policies shall be presented to the School Committee for adoption at regular School Committee meetings by inclusion in the agenda.

Procedures shall be prepared or revised as necessary to reflect changes in policy or to improve the implementation of policy.

Policy changes or new policies shall require a two-step process, with feedback and discussion at one or more regular School Committee meetings and action at a subsequent, regular School Committee meeting, allowing for a period of public input. After such period allowing for public input, at the subsequent meeting, the draft policy shall again be presented to the School Committee by inclusion on the agenda at which time a vote for adoption may be taken. A majority vote of the entire Committee shall be required for adoption.

Procedures shall be prepared or revised as necessary to reflect changes in policy or to improve the implementation of policy. In addition, draft procedures shall be presented to the Superintendent for approval by designated members of the Staff.

9/25/75 // 5/9/94 // 12/7/15

**3.9 ABSENCE OF POLICY.** In the absence of policy the Superintendent is authorized to take action as he/she deems appropriate. He/she is responsible for reporting such action to the School Committee and recommending a related policy for future action if the School Committee so desires.

9/25/75 // 5/9/94 // 12/7/15

**3.10 SCHOOL YEAR AND SCHOOL DAY.** In accordance with DESE regulations, the school year shall contain not less than 180 days of school during which both students and teachers shall be present and engaged in regular teaching-learning activities.

The school day for elementary students shall be not less than five hours exclusive of lunch periods but including recess periods. Elementary students shall be assigned a minimum of 900 hours of instructional time.

The school day for middle school and high school students shall be not less than 5 ½ hours exclusive of lunch or other recess periods. Middle school and high school students shall be assigned a minimum of 990 hours of instructional time.

Early dismissals may be authorized on the Wednesday preceding Thanksgiving and on other approved days for staff meetings, pupil/parent/teacher conferences or faculty in-service training. If early dismissal days are scheduled, the total number of school hours at each level shall be at least the minimum number required by the DESE regulations.

1. MGL C.71, S1
2. DESE 603 CMR 27.00

9/29/75 // 5/9/94 // 2/28/05 // 12/7/15

**3.11 SCHOOL CALENDAR.** The School Committee shall adopt annually a schedule of school days for the ensuing year.

At the first meeting in May of each year the Superintendent shall present to the School Committee for consideration a proposed schedule of school days for the ensuing school year.

The schedule shall take into consideration the possibility of days for emergency closings throughout the year and the last day of school shall be scheduled to ensure compliance with DESE regulations. Nothing in this policy shall prevent the School Committee from exceeding the state minimums.

The School Committee shall also adopt annually a schedule of regular School Committee meetings for the ensuing year.

1. MGL C. 71, S1

9/29/75 // 5/9/94 // 2/28/05 // 12/7/15

**3.12 APPROVAL OF PRIVATE SCHOOLS.** The School Committee shall approve private schools within the boundaries of the Town in accordance with the Massachusetts Compulsory Attendance Law, Massachusetts General Laws Chapter 76, Section 1. The approval process shall include a site visit by a School Committee/school administration team, criteria checklist ratings, and development of a descriptive report and recommended School Committee action, based upon criteria as defined under Procedures 3.12A.

1. MGL C76 S1

8/20/07 // 2/28/05 // 12/7/15

**HINGHAM PUBLIC SCHOOLS**

**SCHOOL COMMITTEE**

**POLICY HANDBOOK**

**4. FISCAL MANAGEMENT**



**4.1 GOALS AND OBJECTIVES.** The purpose of fiscal management is to provide adequate and economical financial support for the school system to ensure that expenditures are within the financial resources available, and that they are made in accordance with priorities set by the School Committee.

To ensure sound fiscal management, the School Committee must:

1. Adopt fiscal policies which provide for control and supervision over fiscal matters.
2. Adopt a budget which provides sufficient funds to meet approved obligations and expenses.
3. Require the Superintendent to employ qualified personnel to staff fiscal management positions.
4. Keep informed on fiscal matters through records and reports.

To ensure sound fiscal management, the Superintendent shall:

1. Establish fiscal procedures to implement School Committee policies.
2. Assign duties and responsibilities to provide for efficient execution of procedures.
3. Prepare and present to the School Committee a realistic and comprehensive budget which provides adequate support for all programs.
4. Develop and prepare fiscal reports as required by General Laws and School Committee policies.

10/6/75 // 11/21/94

**4.2 ANNUAL OPERATING BUDGET.** The School Committee will adopt annually an operating budget and a capital budget according to the provisions of the General Laws, Town By-Laws, and School Committee policies. See 3.3A for role of the Long Range Planning Committee.

10/6/75 // 11/21/94

**4.2.1 FISCAL YEAR.** The annual fiscal period of the school systems shall be from July 1 through June 30.

10/6/75 // 11/21/94

**4.2.2 BUDGET PREPARATION.** The Superintendent shall be responsible for preparing a budget to conform to the guidelines and priorities established by the School Committee.

The budget shall be in line item format. The Superintendent shall provide such enrollment projections and analytical information as will enable the School Committee to make comparisons with past budgets, estimate future budgets and establish priorities.

The budget shall contain an estimate of the revenue anticipated (by source) for the budget period and a computation of the appropriation required to fund the budget. (See Procedure 4.2.2A)

10/6/75 // 11/21/94

**4.2.3 BUDGET DEVELOPMENT PROCESS.** By October 1 of each year the Superintendent shall submit to the School Committee for approval a calendar of events for developing a budget or the next fiscal year. The calendar will include, but not be limited to, the following events:

School Committee Facilities Tour – A tour of school department facilities that will highlight needs for programs and buildings shall be conducted as needed.

Budget Overview – A general review by the Superintendent of the proposed budget emphasizing gross costs, programs to be added or deleted, and an estimate of total expenditures.

Preliminary Budget. The School Committee shall adopt a preliminary annual budget in sufficient time to allow for presentation of the budget in local news media and in sufficient time to allow the preparation of handout information

for the school budget hearing. The preliminary budget will contain all anticipated costs and will itemize all anticipated revenue so that the information presented at the school budget hearings will be as complete as possible.

Budget Adoption – The budget shall be adopted by the School Committee by formal vote in an open meeting.

The Chairman of the School Committee shall inform the Selectmen, Treasurer, and Accountant of the town and other boards and offices of the School Committee vote and the appropriations requested as soon as possible so that they may be included in articles for the annual town meeting.

10/6/75 // 11/21/94 // 3/14/05 // 1/8/18

**4.2.4 STAFF INVOLVEMENT.** While the Superintendent has the primary responsibility for the development of the budget, it is imperative that the appropriate staff be involved in the development of data for estimating operating costs and for establishing budget priorities. This involvement will be structured into the budget preparation process at all levels and the Superintendent shall ensure that all administrators, directors, coordinators, and managers are involved.

10/6/75 // 11/21/94

**4.2.5 INVOLVEMENT OF OTHER COMMITTEES.** The Selectmen, the Advisory Committee, the Capital Outlay Committee and other town committees/officials shall be invited to attend meetings at which the tentative and final budget is deliberated and information used to develop these budgets shall be made available to such committees upon request.

The opinions of other committees shall be sought and any guidance from them shall be considered by the School Committee.

The School Committee shall consider information from the Selectmen and the Advisory Committee in the development of the preliminary and final budget.

10/6/75 // 11/21/94 // 3/14/05 // 1/8/18

**4.2.6 PUBLIC INVOLVEMENT.** School Committee deliberations on the preliminary and final budget shall be considered in open session.

The Chair may request comments and opinions from the audience for consideration by the School Committee.

The School Council annual School Improvement Plans will serve as a vehicle through which the School Committee will receive input and consider budget impact of School Council planning. School Councils shall annually review the school budget.

Ch. 71, S59C

10/6/75 // 11/21/94 // 3/14/05 // 1/8/18

**4.2.7 HEARINGS.** In accordance with the General Laws, the preliminary budget of the Hingham Public Schools shall be presented to the public at a hearing held on a date and time which will allow participation by the public and the Advisory Committee and completion of the budget process to meet the deadlines and schedules which apply.

The School Committee shall consider the comments made at the hearing in developing the final budget.

Ch. 71, S38N

10/6/75 // 11/21/94 // 3/14/05

**4.2.8 FINAL BUDGET APPROPRIATION.** The final budget for the following fiscal year shall be appropriated by Town Meeting.

10/6/75 // 11/21/94 // 1/8/18

**4.2.9 BUDGET MANAGEMENT.** The Superintendent of Schools is authorized to manage the appropriated budget by offsetting overspent accounts with underspent accounts in order to provide program expenditures in keeping with the guidelines established by the School Committee

Major variances are reported periodically to the School Committee through financial statements or through special reports to the School Committee.

10/6/75 // 11/21/94 // 3/14/05 // 1/8/18

**4.3 ACCOUNTING AND REPORTING.** All funds under the control of the School Committee shall be handled as prescribed by laws, regulations and efficient accounting procedures.

The Superintendent shall prescribe procedures for handling funds and shall provide the School Committee and other town agencies with quarterly and, when required, special reports in sufficient detail to keep the School Committee informed as to the status of accounts and the financial situation of the school system.

All funds received from any source shall be deposited promptly with the Town Treasurer. Each custodian of accounts shall keep a record of receipts and disbursements and these records shall be reviewed annually by the Business Office.

10/6/75 // 11/21/94 // 3/14/05 // 1/8/18

**4.3.1 REVOLVING FUNDS.** All gate receipts from athletic contests conducted by teams composed of Hingham school students shall be paid into a revolving fund in the custody of the Town Treasurer, which fund shall be applied under the direction of the School Committee to defraying the cost of the school athletic program and to no other purpose. <sup>1</sup>

All monies received in connection with other programs and uses of school property for which revolving funds have been established shall be deposited promptly with the Town Treasurer and held as separate accounts. Such funds may be expended under the direction of the School Committee only for the purpose of the program or programs from which such receipts were derived or, in the case of the use of school property account, for expenses incurred in making school property available for such use. <sup>2</sup>

<sup>1</sup> C.71, S47

<sup>2</sup> C.71, S71E (Article 20 of 1979 Town Meeting)

10/6/75 // 6/12/95 // 3/14/05 // 1/8/18

**4.3.2 PURCHASES.** Purchase orders for supplies and materials and for services, other than salaries, may, within the limits of appropriations, be signed and issued in the name and on behalf of the Committee by the Superintendent and/or the Director of Business and Support Services.

Every such purchase order shall be charged to the appropriate item of the budget approved by the School Committee.

Purchase orders in excess of the unencumbered balance of the appropriated budget item shall be issued only in the event that sufficient money is available within the total general appropriation voted by the Town Meeting. A quarterly summary financial statement will be provided to the School Committee with a detailed list of significant variances in line items. All expenditures from revolving accounts, as well as purchases resulting from bids under Chapters 30B and 149, shall be approved by the School Committee.

Ch. 30B, Ch. 149

2/14/83 // 11/21/94 // 3/14/05 // 1/8/18

**4.3.3 PAYMENTS.** The School Committee will approve the warrant to the Town Accountant as often as the same shall become due and payable, for all bills, drafts and orders chargeable to the appropriations of which the School Committee has the expenditure; but only after either the Superintendent or the Director of Business & Support Services shall have first certified in writing that the charges are correct and that the goods, materials, or services charged for were ordered and that such goods and materials were delivered and that the services were actually rendered to or for the Town.

10/6/75 // 11/21/94 // 3/14/05 1/8/18

**4.3.4 STUDENT ACTIVITY AGENCY ACCOUNTS.** The Hingham School Committee (the “School Committee”), on an annual basis during the budget season, recognizes a broad range of co-curricular activities, and such other activities that provide students with the opportunity to raise, manage and expend funds in support of these activities. Additionally, the School Committee shall be informed of new student activities supported by the principal and superintendent that may require use of the student activity account during the course of any given school year. The School Committee recognizes that these funds belong to the organizations within the student body and not to the School Department or the Town of Hingham. To ensure necessary safeguards and controls are in place to protect these funds, this policy incorporates the requirements of MGL Ch. 71, Section 47 (as amended by Ch. 66 of the Acts of 1996) with good business practices to ensure proper management of these funds.

In accordance with MGL Ch. 71, S. 47 (as amended by Ch 66 of the acts of 1996) school principals may receive monies in connection with the conduct of various student activities and must deposit said monies with the Town Treasurer. The Town Treasurer shall maintain an interest bearing account for each school entitled *(Name of School) School Student Activity Agency Account*. All monies collected through student activities must be deposited to this account.

All purchases through the Student Activity Accounts may be under the tax exempt number of the Town of Hingham. Since this is an agency account, expenditures from this account do not need to be appropriated or approved by the School Committee. Likewise, purchases with these funds are considered exempt from the provisions of MGL Chapter 30B.

Each principal may maintain a checking account for the purpose of paying expenditures in conjunction and associated with School Committee authorized student activities. Such accounts shall be entitled *(Name of School) School Student Activity Checking Account*. Deposits into each checking account shall be made from each school’s Student Activity Agency Account to the extent monies are available in said account. The maximum amount that a school can have in its checking account at any time is as follows:

		Feb 1 – June 30
		<u>Increase To:</u>
Elementary Schools	\$ 5,000	NA
Middle School	\$15,000	\$25,000
High School	\$30,000	\$60,000

Principals may from time to time request a larger balance to meet certain seasonal expenses. In these situations, the principal shall submit to the Committee, in writing, a request for the temporary increase along with a warrant for the associated transfer of funds.

10/6/75 // 11/21/94 // 3/14/05 // 6/13/13 // 8/20/14 // 1/8/18

**4.3.5 INVENTORIES** School inventories shall be updated annually in accordance with insurance requirements and generally accepted accounting practices.

10/6/75 // 11/21/94 // 3/14/05

**HINGHAM PUBLIC SCHOOLS**

**SCHOOL COMMITTEE**

**POLICY HANDBOOK**

**5. EDUCATIONAL PROGRAM/INSTRUCTION**

**5.1 EDUCATIONAL GOALS AND OBJECTIVES.** The Mission Statement adopted by the School Committee serves as the foundation for the goals and objectives of the educational program of the Hingham Public Schools and is consistent with the educational goals of the Massachusetts Curriculum Frameworks of Learning. See Mission Statement after Table of Contents.

As part of the Educator Evaluation process, the Superintendent will annually identify for the School Committee's consideration specific goals and objectives for the Hingham Public Schools and will report on progress made toward achieving them.

12/15/75 // 2/27/75 // 4/25/16

**5.2 CURRICULUM DEVELOPMENT.** The educational program will be designed to reflect the District mission and to meet the needs of the school community. The development and organization of the curriculum and related educational experiences is the responsibility of the Superintendent.

A sequential curriculum will provide for the intellectual, social, physical, and emotional growth and development of all students through the twelfth grade. With the acknowledgement that learning experiences and student achievement may vary according to the age and unique needs of students, the curriculum will be structured to ensure that each student has the opportunity to acquire the knowledge, skills, understandings, and character traits that will allow the student to live successfully in and contribute to a democratic society. As well, the curriculum and related school activities will be designed to foster the development of intellectual curiosity, problem-solving capacity, critical thinking ability, and appreciation of the arts in such a manner that they will become a foundation for life long learning.

12/15/75 // 2/27/95 // 4/11/05 // 4/25/16

**5.3 CURRICULUM OVERSIGHT/ACCOUNTABILITY.** The Superintendent shall present annually to the School Committee outlines of the instructional, co-curricular and extra-curricular activities, both required and elective, to be offered by the Hingham Public Schools. Information shall be shared through documents such as the Secondary Program of Studies, the Grades K-5 Curriculum Summaries, and the applicable schedules for athletic and extracurricular offerings. The School Committee shall be notified of the planned addition to or deletion from the stated educational program.

The educational program shall be subject to continuous review, and periodic reports shall be issued to the School Committee. Appropriate means for review of the educational program shall be established and maintained by the Superintendent of Schools.

Each year the Superintendent will recommend to the School Committee those programs that are suggested for review during the ensuing school year. It shall be the goal of the School Committee to review, over an established cycle, the entire educational program including, but not limited to, the following: Art, Athletics, Business Education, English/Language Arts, Foreign Language, Guidance/Counseling, Health, Family and Consumer Science, Industrial Technology, Library/Media, Mathematics, Music, Physical Education, Special Education, Reading, Science, and Social Studies.

12/15/75 // 2/27/95 // 4/11/05 // 4/25/16

**5.4 CLASS SIZE.** The School Committee recognizes the direct link between the smallest possible class sizes and students' academic success and shall strive to keep class sizes at the smallest level possible given available resources and the need to accommodate varying ability levels and learning styles. Maintaining teacher-to-pupil ratios of levels below the notification limits set in 5.5 shall be a budgetary priority of the Hingham Public Schools.

12/15/75 // 2/27/95 // 4/11/05 // 4/25/16

**5.5 CLASS SIZE NOTIFICATION LIMITS.** Despite the School Committee goal of keeping class sizes at the lowest level possible, budgetary or space constraints or scheduling imbalances may sometimes create situations of overcrowding. The School Committee has determined that the limits noted below represent undesirable class sizes, and that ratios that exceed these limits shall be considered "severe overcrowding." Situations in which the student-

to-student ratio exceeds the stated enrollment shall be brought to the attention of the Superintendent by the relevant school principal along with that principal's recommendation for action, if any. The Superintendent shall report to the School Committee, at its next regular scheduled meeting, whenever enrollment exceeds the limits below and recommend action, if any.

<u>Level/Program</u>	<u>Enrollment Per Class</u>
Kindergarten and Grades 1	23 Maximum
Grades 2-5	25 Maximum
Grades 6-12	30 Maximum
Physical Education	35 Maximum
Laboratory and Elective Areas	24 Maximum (or fewer as determined by facilities or lab stations)

The above policy shall not preclude large group instruction when deemed a part of the regular program of instruction.

12/15/75 // 2/27/95 // 4/11/05 // 4/25/16

**5.6 INSTRUCTIONAL GROUPS.** Learning is best inspired in a supportive environment where the uniqueness of each individual's talents, interests, and learning styles are addressed. Teachers are encouraged to utilize a variety of instructional models to differentiate instruction and personalize the learning experience. These may include, but are not limited to, targeted and tiered instruction, collaborative learning, flexible groupings, leveled classes, and individual and small group projects and activities.

12/15/75 // 2/27/95 // 4/11/05 // 8/25/16

**5.7 ADDITIONAL EDUCATIONAL OPPORTUNITIES** Depending upon staff availability, independent study options may be available. Students electing this option will pursue independent study and/or research on a topic of their choosing in an assigned classroom. They must work under the direction of a staff member knowledgeable in their chosen area who will assist them in developing the focus and requirements of their study. The hours for independent study will be same as the hours for an equivalent course. Student progress will be monitored and assessed by this advisor. The high school principal will have final approval of all independent study programs including the determination of the number credits to be awarded.

High school students may also have the opportunity to take courses outside of Hingham High School through such programs such as, but not limited to, Virtual High School, the Commonwealth Dual Enrollment Program, or Harvard Extension School's Lowell Scholarship program. Other credit recovery programs may also be an option. To determine what is available in any given year, students and/or parents should consult the school counseling office. The high school principal will have final approval of all courses taken outside of Hingham High including the determination of the number credits to be awarded.

12/15/75 // 2/27/95 // 8/25/16

**5.8 HOMEWORK.** Homework is an expected part of the educational program of the Hingham Public Schools, for the purpose of providing practice and application, reinforcing study skills, and stimulating independence and responsibility in students. Homework is regularly assigned at the secondary level. The amount, frequency, and degree of difficulty will be based on the abilities and needs of the students and at the discretion of the teacher, balanced with consideration of the social and emotional growth of students and the overall mission of the Hingham Public Schools. Homework guidelines specify the amount and frequency of homework deemed appropriate for each grade level. The schools recognize the role of parents in homework by suggesting ways parents can assist in helping students to carry out assigned responsibilities.

12/15/75 // 2/27/95 // 8/25/16

**5.9 STUDENT PROGRESS REPORTING.** The Hingham School Committee requires that all parents be informed at regular intervals on the progress of their children. The Superintendent shall recommend to the Committee the means

through which this shall be accomplished. Examples of such reporting include issuance of formal progress reports, parent/teacher conferences and, at the secondary level, parent and student access to the Aspen X2 portal or other such student information management system for grade reporting and monitoring of student work.

The Committee encourages the administration and staff to develop and utilize varied and multiple assessments that communicate students' progress toward meeting curriculum standards.

12/15/75 // 2/27/95 // 8/25/16

**5.10 ACADEMIC FREEDOM.** Academic freedom shall be guaranteed staff and students, and no arbitrary limitations shall be placed upon study, investigation, presentation, and interpretation of facts and ideas concerning man, human society, the physical and biological world and other branches of learning when presented in accordance with the accepted standards of the curriculum set forth by the Hingham Public Schools.

12/15/75 // 2/27/95 // 8/25/16

**5.11 ACADEMIC INTEGRITY.** Students are expected to do their own work, to comply with school rules, and to interact respectfully with staff and fellow students. Issues of dishonesty, cheating (including plagiarism), or abuse of the rights of others will be considered serious discipline matters and will be dealt with according to the consequences stated in the Student Handbook or Code of Discipline.

4/11/05 // 8/25/16

**5.12 CONTROVERSIAL ISSUES.** The presentation and discussion of controversial issues in the classroom should be on an informative basis. Teachers should refrain from giving their personal opinions on sectarian or political questions or any other controversial issues until the students have had the opportunity to find, collect, and assemble factual material on the subject; to interpret the data without prejudice; to reconsider assumptions and claims and to reach their own conclusions. Teachers should strive to ensure that there is opportunity for reasoned arguments of all sides of an issue to be addressed.

The development of an ability to research issues without prejudice and to withhold judgments while facts are being collected, assembled, weighed, and relationships seen before drawing inferences or conclusions, is among the most valuable outcomes of a free educational system.

Personal attacks or criticism and the promotion of a cause within the classroom are inappropriate and un scholarly. The classroom environment should be one that fosters truth-seeking, open-mindedness, respectful interaction, and tolerance for the views of individuals.

12/15/75 // 2/27/95 // 4/11/05 // 8/25/16

**5.13 GUEST SPEAKERS AND COMMUNITY RESOURCE PERSONS.** American academic tradition stresses the free contest of ideas as a vital element both in the development of curriculum and in classroom teaching.

Any faculty member may, subject to the approval of the principal, invite speakers to address the teacher's class(es) on subjects which are within the framework of the curriculum and which are not prohibited by law.

The School Committee encourages the enrichment of curriculum and the widening of educational horizons by inviting persons from outside the school with special knowledge, talents, or career information to meet with students.

Speakers or programs which are sponsored by non-faculty members including groups such as the PTO, must be approved by the principal, who will consider age-appropriateness and relevance to the curriculum in granting permission. The time given by the resource person and the limitations imposed by the necessity to schedule the regular program of studies must be considered when arranging for such visits.

12/15/75 // 2/27/95 // 4/11/05 // 8/25/16



**5.14 LIBRARY MEDIA PROGRAM.** The primary objective of the library media program is to enrich and support the instructional program. This is done by providing a collection that: is varied in type and format, is culturally diverse, meets interest and reading levels of students, and supports the Hingham Public Schools curriculum and the Massachusetts Curriculum Frameworks and by providing instruction and technology and make resources that address the use of the library, inform research skills and guide evaluation of print and media..

The responsibility for the selection of library instructional and technology materials is delegated to the individual school Library Media Specialist. The Library Media Resource Teacher is responsible for developing and establishing criteria for evaluation and selection of library materials and for selection and improvement of the Library Management System. The School Library Media Specialist will, whenever possible, consider input from the faculty, support staff, and students and consult published reviews.

Students shall be held responsible for the loss of instructional media material or for damage beyond normal wear, according to the fee schedule set by the school.

An inventory of all material and equipment shall be maintained by the Library Media Specialist in each school. See Procedure 5.14A.

12/15/75 // 2/27/95 // 8/19/02 // 4/11/05 // 8/25/16

**5.15.1 TEXTBOOKS, BOOKS, AND INSTRUCTIONAL EQUIPMENT.** New texts, books, and instructional equipment shall be selected by the respective department directors, resource teachers, and principals in collaboration with the staff, subject to the approval of the Superintendent of Schools. Approved items shall be within the limits of budgeted funds.

12/15/75 // 2/27/95 // 8/25/16

Textbooks, books and instructional equipment shall be loaned to students without charge. Students shall be responsible for the loss of any materials according to a reimbursement schedule set by the school or for damage beyond normal wear.

School owned technology equipment shall be subject to the “HPS Technology Care and Use Guidelines.” - (see Procedure .5.15.1)

12/15/75 // 2/27/95 // 4/11/05 // 8/25/16

**5.15.2 SCHOOL OWNED MUSICAL INSTRUMENTS.** To the extent that such instruments are available, musical instruments may be loaned to students. Students shall be responsible for the loss of school owned musical instruments or for damage beyond normal wear. The music instructors shall maintain an inventory of school owned equipment and a record of loaned instruments.

12/15/75 // 2/27/95 4/11/05 // 8/25/16

**5.15.3 ATHLETIC PROGRAM AND EQUIPMENT.** The Hingham School Committee recognizes the importance of fitness and exercise and encourages student participation in activities that contribute to the physical wellbeing of students and that foster a lifelong interest in sports and fitness.

Equipment for the athletic program shall be selected by the Director of Athletics in collaboration with the coaching staff, subject to the approval of the Superintendent of Schools.

Equipment for the athletic program shall be loaned to students. Students shall be held responsible for the loss of such equipment and for damage beyond normal wear.

The Director of Athletics shall maintain an inventory of school owned uniforms and athletic equipment and a record of loaned equipment.

12/15/75 // 2/27/95 // 4/11/05 // 8/25/16

**5.15.4 EXPENDABLE SUPPLIES.** General instructional supplies, including art supplies, lumber and other industrial technology materials and family & consumer science supplies, shall be furnished without charge to all students for regular class projects.

Materials used for special projects of the student's selection shall be paid for by the student.

12/15/75 // 2/27/95 // 8/25/16

**5.16 RECONSIDERATION OF INSTRUCTIONAL MATERIALS.** Instructional materials, including library resources, which may be deemed by some as objectionable, may be considered by others as having sound educational value or worth. Any concerned resident or any employee of the Hingham Public Schools may request reconsideration of a text, library book, or other media materials; however, the challenged material will not be removed from use or circulation during the reconsideration process.

If any objection cannot be resolved by discussion between the complainant and the appropriate administrator, the complainant will be asked to follow the Procedures for Reconsideration of Instructional Materials (see Procedure 5.16A).

12/15/75 // 2/27/95 // 8/19/02 // 8/25/16

**5.17 GUIDANCE/COUNSELING PROGRAM.** The guidance/counseling program is an integral part of the educational program and should be available to all students and parents in the Hingham Public Schools. It shall be the goal of the Committee to provide, within budgetary constraints, adequate guidance/counseling programs in all of the public schools.

Students and families shall be encouraged to avail themselves of the services available from qualified personnel in the areas of educational, career, and personal counseling.

12/15/75 // 2/27/95 // 4/11/05 // 8/25/16

**5.18 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 subject to the guidelines specified under Procedures 5.18A. 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.

12/15/75 // 2/27/95 // 7/29/02 // 7/19/04 // 8/25/16

**5.19 ADDITIONAL HELP.** Additional help beyond the instruction offered in the regularly scheduled classroom periods shall be available in each Hingham school. It shall be the responsibility of each principal to ensure that every teacher in his/her building is available on a scheduled basis for the specific purpose of giving additional help to all students.

12/15/75 // 2/27/95 // 8/25/16

**5.20 PROMOTION AND RETENTION.** Placement, promotion, or retention decisions shall be made in the best interests of the students after a careful evaluation by the principal, classroom teacher and other specialists of all factors relating to the advantages and disadvantages of alternatives, the final decision shall rest with the building principal.

In retaining or promoting a student, the school will consider not only the student's academic achievement and needs, but the student's age, his social and emotional maturity and needs, and the wishes of the student's parents. At the secondary level, credit guidelines for retention, and graduation and state graduation requirements will be spelled out annually in the Program of Studies booklet and the School Handbook.

12/15/75 // 2/27/95 // 4/11/05 // 8/25/16

**5.21 STUDENT MANDATED TESTING.** Testing procedures and the dissemination of the results of this testing shall be in conformity with MA and federal statutes and related regulations.

The Superintendent of Schools or his/her designee shall report annually on the results of all student testing as required by applicable rules and regulations.

12/15/75 // 2/27/95 // 4/11/05 // 10/17/16

**5.22 CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES.** Co-curricular activities, as distinguished from the scheduled classroom program, shall include those activities which meet regularly and for a definite period of time and which are directly related to the total school program. They include activities such as language clubs, academic teams, and journalism activities. Extra-curricular activities shall include interscholastic and intramural athletic sports, music programs, school publications, debating, drama clubs, student leadership groups, and other activities of a similar kind. All co-curricular and extra-curricular activities shall be conducted outside of school hours, or in such a manner as not to interfere with the regular instruction conducted by the teaching staff. It shall be the purpose of co-curricular activities to include as many eligible students as defined in the applicable School Handbooks as possible in as broad a range as possible as best meets the interests and needs of the students. The selection of students to participate on athletic teams and to take part in choruses, bands, orchestras, and other organized activities shall be made by the appropriate director, supervisor, or coach on the basis of merit and in accordance with the needs and limitations of said activity.

It shall be the respective department personnel's and principal's responsibilities to assess student needs and recommend programs. Any fee structure that is imposed as a condition of participation in extra-curricular or co-curricular activities shall be approved by the School Committee. Resident students who are homeschooled or whose education is provided by the Town outside of the District shall be equally eligible to participate in all such activities according to applicable laws and regulations.

12/15/75 // 2/27/95 // 4/11/05 // 10/17/16

**5.23 CONTINUING EDUCATION.** Any Continuing Education Program shall operate under the jurisdiction of the Hingham School Committee and in compliance with state statutes governing finance, staffing, and operation.

The offerings shall reflect the interests and needs of the community. The programs will be conducted in facilities under the jurisdiction of the Hingham School Committee. The School Committee shall be notified annually of any program offerings. Course enrollments may be limited with preference given to Hingham residents. The School Committee from time to time will establish fees for courses. All monies received in payment for tuition or other fees and all expenditures for operation shall be maintained as regulated by local and state laws.

The Director of Continuing Education shall be appointed by and responsible to the Superintendent of Schools, or to his/her delegate, and shall have responsibility for program, staff, maintenance of necessary state reports for financial reimbursement, and other operational duties as the Superintendent may direct.

12/15/75 // 2/27/95 // 4/11/05 // 10/17/16

**5.24 COMPUTER AND INTERNET USE POLICY.** 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 and testing tools for students. Use of any of the Hingham Public Schools' technology in the District including access to

the internet is limited to school-related activities. Staff and students should have no expectation of privacy with respect to the use of the internet and/or use of the district's hardware, software, and computing services.

Use of any technology within the District, including access to the Internet, is a privilege and requires that the user be responsible for his or her behavior and for the appropriateness of communications over the district's networks. The policy, guidelines, and sign-off procedures for use of technology resources shall be published for staff and students and are described under Procedure 5.24A and 6.29A.

6/10/96 // 7/29/02 // 4/11/05 // 11/17/14 // 10/17/16

**5.25 PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION.** In accordance with General Laws Chapter 71, Section 32A, the Hingham School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of any courses or curriculum that primarily involve human sexual education or human sexuality issues. The Superintendent of Schools will distribute a copy of this policy to each principal by September 1 of each year. The principal will be responsible for such notification. Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If the planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by the policy, and will inform parents/guardians that they may:

- 1) exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school principal requesting an exemption.
- 2) inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Instructional materials will be available for review at the school by contact with the principal.

Pursuant to 603 CMR 5.01 - 5.04, a parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and given the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute.

603CMR 5.01 - 5.04, MGL 691B & 7132A

7/21/97 // 10/17/16

**5.26 MILITARY RECRUITING.** In accordance with Massachusetts General Laws Chapter 71, Section 88, representatives of state or United States armed services shall be afforded the same on-campus recruiting opportunities at Hingham High School as are afforded to other non-military recruiters, including college admissions representatives.

8/20/07 // 10/17/16

**5.27 ALCOHOL, TOBACCO, AND DRUG PREVENTION**. In accordance with MGL, Chapter 71, Section 96, the Hingham School Committee recognizes the importance of and includes developmentally appropriate and evidence based programming for the prevention of alcohol, tobacco, and drug use as part of its K-12 comprehensive health education program. The objectives of the HPS health education program include prevention, delay and/or reduction of alcohol, tobacco, and drug use among children and youth; increased student understanding of the legal, social, and health consequences of alcohol, tobacco, and drug use; and self-management, refusal, and social skills that foster healthy decisions and avoidance of alcohol, tobacco, and drug use. Information about the specifics of the health curriculum at each level appears on the district website and is available as part of parent information documentation such as the elementary curriculum flyers and the secondary Program of Studies booklet. See Procedure 5.27A.

8/25/16

**HINGHAM PUBLIC SCHOOLS**

**SCHOOL COMMITTEE**

**POLICY HANDBOOK**

**6. STUDENTS**

**6.1 EQUAL OPPORTUNITY FOR STUDENTS.** 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, religion, national origin, ethnicity, gender, gender identity, sexual orientation, or disability.

P.L. 92-318 (Title IX)

Ch. 76,S5,S16

P.L. 93-112,S504

12/5/77 // 4/10/95 // 5/9/05 // 10/14/14 // 3/28/17

**6.2 AGE REQUIREMENTS.** The Massachusetts Board of Education has established that education is compulsory for students beginning with the September of the calendar year in which a student turns six. The maximum age of compulsory attendance is 16. It is the policy of the Hingham School Committee that a child entering kindergarten must be 5 years old on or before August 31 and 6 years old on or before August 31 to enter grade 1.

Recognizing that it is generally in the best interest of a child and his/her classmates to maintain classes within a reasonable chronological and developmental range, the Hingham Public Schools expect parents to enroll their children in kindergarten for the first year they are eligible to attend. Parents with questions about their child's readiness should contact the principal of the school at which their child will attend.

In the sole discretion of the Superintendent of Schools or her/his designee, a child whose 6<sup>th</sup> birthday falls on September 1 through September 30, or a child who has moved to Hingham from a city or town with a minimum age requirement in effect that is subsequent to August 31, may be admitted to and begin grade 1 upon submission of documentation that she/he has successfully completed a public or private Kindergarten program during the prior year and demonstrated "readiness" for grade 1.

5/18/87 // 4/10/95 // 5/9/05 // 1/12/15 // 3/28/17 // 1/8/18

**6.3a HOMELESS STUDENTS.** The Hingham Public School District has adopted the definition of homeless children and youth as found in Section 725 (2) of the federal McKinney-Vento Homeless Education Act (2002 reauthorization). A student determined to be homeless will be enrolled immediately in the school of the district in which he/she is temporarily residing or be provided with transportation if he/she chooses to remain in his/her school of origin until the end of the school year in which permanent housing is found. Students determined to be homeless, or who fit the Massachusetts Department of Education's definition of "unaccompanied youth," are entitled to attend and fully participate in all classes, school activities, and educational opportunities and to benefit from all services provided to other students in the Hingham Public Schools. This includes automatic eligibility for Title I and Free/Reduced Lunch programs. See Procedure 6.3A "Responsibilities of School Principals and Registrars in Relation to the McKinney-Vento Homeless Act of 2002." Also, see Procedures 6.3A for a definition of homelessness, the dispute resolution process, and a summary of general implementation procedures.

5/9/05 // 3/28/17

**6.3b EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE.** Hingham Public Schools ensures the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other students as required by law. The Hingham School Committee is committed to supporting district and community efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

Foster care students continue to attend their school of origin unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which a foster care provider or facility is located (if different). When it is not in the student's best interest to remain in the school of origin, the student may be immediately enrolled (and attend) the new school district, even if records normally required for enrollment cannot be quickly produced. Hingham Public Schools has designated the Assistant Superintendent of Schools as the district's Foster Care point of contact to ensure collaboration with DCF and the provision of transportation to the student's school of origin, if needed. See Procedure 6.3bB

LEGAL REFS: *Every Student Succeeds Act* (ESSA);

Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering Connections Act)

8/20/18

**6.3c EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN.** In an effort to facilitate the placement, enrollment, graduation, data collection and provision of special services for students transferring into or out of the District because of their parents being on active duty in the U.S. Armed Services, Hingham Public Schools supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children. The Hingham School Committee believes it is appropriate to remove barriers to educational success imposed on children of military families because of their parents' frequent moves and deployment. See Procedure 6.3c

LEGAL REFS: Interstate Compact on Educational Opportunity for Military Children

8/20/18

**6.4 ATTENDANCE.** Every student shall regularly attend all sessions of the school in which (s)he is placed except in the case of: (a) personal illness; (b) death in the family; (c) approved religious holidays; (d) emergency medical or dental treatment; or (e) other reasons of necessity or significance if approved by the principal of the school. It is the responsibility of parents/ legal guardian to assure the attendance of students and M.G.L. Chapter 76, Sections 2 and 4 detail the consequences for adults who contribute to the truancy or lack of school attendance of a minor. The school consequences of excessive absence are prescribed in the attendance policies established for each level. The record of attendance shall be maintained by the School. See Procedures 6.4A for elementary, middle school and high school attendance requirements and guidelines.

M.G. L. 76, S 2, 4

11/15/76 // 4/10/95 // 5/9/05 // 3/28/17

**6.5 HEALTH GUIDELINES.** In the absence of district-specific protocols and guidelines, school nurses follow protocols and guidelines as developed by the Massachusetts Department of Public Health. District-specific protocols and procedures, including those related to medication administration, anaphylaxis avoidance and intervention, and food allergy management, are specified in the Hingham Public Schools document: School Health Services: Comprehensive Policies and Procedures Guidelines.

7/29/02 // 5/9/05 // 3/28/17

**6.6 HEALTH SCREENINGS.** Screening for vision, hearing, and postural abnormalities shall be performed for all students in accordance with M.G. L. C. 71, 57. Monitoring of required physical examinations and verification of immunizations as required by statute shall be the responsibility of school nurses, who will refer cases of non-compliance to the Principal and the local Board of Health. Refer to 6.6A Procedures for specific immunization and Record Protocols.

Height and weight measurements and Body Mass Index (BMI) calculations are required annually by the Commonwealth of Massachusetts Regulations: 105 CMR 200.000 for students in grades 1, 4, 7, and 10. Guidelines are outlined under Procedures 6.6B and include provisions for parents/ legal guardian to opt out of the screening by a written request to the school nurse and for parents/legal guardian to receive the information about their child(ren) by a written request to the school nurse.

All children being home-schooled within the Hingham Public School District who participate in on site school activities shall also meet all requirements.

For any child to be exempt on religious grounds from these examinations and immunizations a written request shall be required from the parent/legal guardian on condition that the laws and regulations relating to communicable diseases shall not be violated.

M.G. L. C.71,S57

M.G.L. C76,S15

105 CMR 200.000

11/15/76 // 4/10/75 // 5/9/05 // 7/19/10 // 3/28/17

**6.7 SCREENING, BRIEF INTERVENTION, AND REFERRAL TO TREATMENT PROGRAM.** In accordance with Massachusetts General Laws, screening for substance use disorders shall be performed on an annual basis at one grade in middle school and at one grade in high school. The goal of the Massachusetts Department of Health (DPH) Screening, Brief Intervention and Referral to Treatment (SBIRT) Program is to provide education for prevention and early intervention of substance use to middle and high school students through use of a verbal screening tool, and to keep students mentally and physically healthy. SBIRT screeners may include nurses, guidance



counselors, school psychologists and other identified SBIRT trained staff. De-identified screening results shall be reported to the DPH. Guidelines are outlined under Procedures 6.7A.

Parents or legal guardians of a student to be screened shall be notified prior to the start of the school year in which the screening will take place. A student or the student's parent or legal guardian may opt out of the screening by written notification at any time prior to the screening. The student may also opt out during the screening.

Any statement, response or disclosure made by a student during a verbal substance use disorder screening shall be considered confidential information. Results of the screening will not be shared with parents/legal guardians or any school staff without written consent from the student. Furthermore, results will not be disclosed by the person receiving the statement, response or disclosure to any third party without the prior written consent of the student, parent or legal guardian, except in cases of immediate medical emergency or a disclosure as otherwise required by state law. No record of any statement, response or disclosure shall be made in any form, written, electronic or otherwise, that includes information identifying the student.

M.G.L. C71, ss.96-97 St2016, c.52, ss.63-64

4/23/18

**6.8 ATHLETIC PARTICIPATION RESTRICTIONS.** Any student trying out for and/or playing an interscholastic sport is required to have a physical examination prior to participation in practice or athletic event. The student may be examined by any physician licensed to practice medicine in The Commonwealth of Massachusetts, utilizing the recommended MIAA Athletic Participation Form; however, the school physician's decision as to initial and continued participation shall be final.

Any student participating in interscholastic athletics must present a permission slip signed by a parent/legal guardian and pay all applicable fees before (s)he may participate in any practice or game. (For other clarification see High School Student Handbook or the Athletic Handbook).

Any student participating in interscholastic athletics is subject to the guidelines prescribed by Chapter 166 of the Acts of 2010 "An Act Relative to Safety Regulations for School Athletic Programs." That Act amended Chapter 111, S 222, of the Massachusetts General Laws. The Hingham Public Schools training protocols for prevention and management of sports-related head injuries (concussions) follow the regulations developed by the Massachusetts Department of Public Health (DPH) and are located under Procedures 6.8A (HHS Head Injury Protocols).

M.G.L. C. 111, S 222  
105CMR 201.006 (A) (3)

11/15/76 // 4/10/95 // 5/9/05 // 2/6/12 // 3/28/17

**6.9 STUDENT DRESS.** The responsibility for appropriate student dress and appearance lies with the student and the parent. Appearance should be kept within socially accepted guidelines of cleanliness, modesty, and good taste. Only when there is a danger to student health and safety, or if the learning environment is disrupted will the school restrict the student-parent prerogative. Health regulations require that shoes or other appropriate footwear be worn at all times in a public building. Further clarification guidelines are found in the school handbooks.

M.G.L. C.71,S83

11/15/76 // 4/10/95 // 5/9/05 // 3/28/17

**6.10 CONTAGIOUS DISEASES.** The District is required to provide educational services to all school age children who reside within its boundaries. By law, however, admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students and staff, subject to the District's responsibilities to students with a disability under the law.

Management of common communicable diseases shall be in accordance with Massachusetts Department of Health guidelines. These guidelines are located in the Massachusetts Comprehensive School Health Manual, 2007, Section II - Chapter 8. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The District reserves the right to require a physician's statement authorizing the student's return to school.

The educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and accompanying administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development,

and physical condition; the expected type of interaction with others in school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

In the event a student with a life-threatening communicable disease qualifies for services as a student with a disability under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the classroom as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

In all proceedings related to this policy, the District shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The determination of those who need to know shall be made by the Superintendent.

The Nurses shall follow the Massachusetts Department of Public Health, and Hingham Board of Health Guidelines for all specific Communicable/Contagious Diseases/Illnesses. These Guidelines are location in the Massachusetts Comprehensive School Health manual, 2007 - Section II - Chapter 8 as stated above. The following specific guidelines are addressed in that School Health Manual: reporting of communicable disease, confidentiality law, infection control practices in the school setting and school attendance guidelines for each specific communicable disease/illness.

M.G.L. 71:55

Massachusetts Comprehensive School Health Manual, 2007

11/15/76 // 3/24/86 // 4/10/95 // 5/9/05 // 3/28/17

**6.11 EMERGENCY TREATMENT.** All school personnel shall provide emergency assistance to ill or injured students. M.G.L. Chapter 71, Section 55A protects school personnel who “act in good faith” to provide emergency aid or transportation of an ill or injured child from liability. In the case of an apparent serious accident or injury, there shall be an immediate call to 911 for EMT assistance and prompt notification of the parent or contact person. See Procedures 6.11A. The Superintendent shall be notified promptly if a sick or injured student is transported to the hospital. Copies of all reports of school related accidents or injuries shall be forwarded routinely to the Superintendent’s office.

M.G.L. 71:55A

11/15/76 // 4/10/95 // 5/9/05 // 3/28/17

**6.12 VISITS.** All school visitors to any school must report to the main office prior to going elsewhere in the building. Prior arrangements for visits should be coordinated through the Main Office, and are at the discretion of the principal or designee. Conferences between parents and staff shall be held outside of instructional time or by special arrangement. IEP related team meetings may be scheduled during the school day. A student seeking permission to have a guest attend school should consult the school handbook or speak with the principal regarding the guest protocols for the building.

11/15/76 // 4/10/95 // 5/9/05 // 3/28/17

**6.13 VISITORS.** All school visitors shall abide by the Core Beliefs of the Mission of the Hingham Public Schools while on school property and/or attending school events.

3/28/17

**6.14 SMOKING.** No student or staff member shall use tobacco products or electronic cigarettes of any type on school grounds, at school-sponsored activities, or in school-owned or operated vehicles. (See HPS Code of Discipline and Student Handbook).

11/15/76 // 4/10/95 // 5/9/05 // 3/28/17

**6.15 ALCOHOL, MARIJUANA, AND CONTROLLED SUBSTANCES.** No student or staff member shall use or possess alcoholic beverages, marijuana, and/or controlled substances in school buildings, on school grounds, or at any school-sponsored activity regardless of location. The sale, distribution, illegal possession or use of controlled

substances, narcotics, marijuana, or alcohol on school property is a criminal offense and, therefore, is subject to both legal prosecution and school disciplinary procedure and is summarized under Procedure 6.15A. (See HPS Code of Discipline and Student Handbook).

M.G. L. C.272.S40a

11/15/76 // 4/10/95 // 3/28/17

**6.16 BULLYING AND HARASSMENT** Students are to maintain an environment free of harassment of any kind, including but not limited to harassment based upon race, color, religion, national origin, age, gender, gender identity, sexual orientation, or disability. Students are to treat one another with courtesy and respect at all times. No student shall be subjected to acts of harassment, retaliation, intimidation, bullying, or cyber-bullying as defined under Procedures 6.16 A. Procedures for reporting, investigating, and resolving alleged issues of harassment, retaliation, intimidation, bullying or cyber-bullying are described in school handbooks, and in the district's Bullying Prevention and Intervention Plan, and are summarized herein under Procedures 6.16A.

M.G.L. C. 71, S37 O

4/10/95//5/9/05//12/6/10 // 3/28/17

**6.17 HAZING.** Hazing, which means any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person is prohibited. Such conduct shall include, but not be limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep, rest, or extended isolation. (See Procedure 6.17A and the HPS Code of Discipline for reporting requirements, notification requirements for students, and consequences of violations of M.G.L. Chapter 269, Sections 17, 18, 19).

M.G.L. C.269,S17, S18, S19

4/10/95 // 5/9/05 // 3/28/17

**6.18 STUDENT DISCIPLINE.** Students will conduct themselves in an orderly, respectful, and courteous manner. They shall act within the spirit of the "Rules of the Road" and comply with rules set forth in the HPS Code of Discipline and their school's Student Handbook and shall defer to the authority of staff who have responsibility for them. It is the position of the Hingham School Committee that every teacher has a right to teach without disruption and every student has a right to learn without disruption.

Consequences for lack of compliance with school rules include such actions as admonition, reprimand, positive behavior interventions (PBIs), detention or Saturday School, in-school suspensions, or short or long term exclusions from school or expulsion. Discipline decisions shall be the responsibility of each principal, or the principal's designee, and will be guided by the HPS Code of Discipline, the individual school handbooks, Massachusetts General laws, and MA DESE Regulations for implementing M.G.L. Chapter 222 of the Acts of 2012, and implemented according to HPS Procedures under 6.13A. In the case of expulsion, Procedures are according to the HPS Code of Discipline. For serious violations other than those under Chapter 71, Section 37H and 37H ½, a student may be expelled only by the School Committee upon recommendation of the Superintendent (see HPS Code of Discipline ).

M.G.L. Chapter 71, Sections 37H and 37H1/2 give school principals the authority to expel students for possession of a weapon or controlled substance on school property, for assault of a staff member, or as a result of being charged with a felony. M.G.L. Chapter 71, Section 37H3/4 establishes notification provisions for suspensions and hearings, including the right to appeal to the Superintendent, as available under procedure 6.13A.

According to M.G.L. C.71, S84, no student shall be suspended, expelled or otherwise disciplined on account of marriage, pregnancy, parenthood, or for conduct which is not connected with any school sponsored activities, provided, however, that in the case of a pregnant student, the School Committee may require that the student be under the supervision of a physician.

The authority of the staff to maintain discipline shall not include the right to inflict corporal punishment on any student. This policy shall not preclude any member of the staff from using such reasonable force as is necessary to protect students and other persons from an assault by a student. If an assault does occur, the principal shall file a detailed report with the Superintendent.

1. M.G.L. C.76,S17
2. M.G.L. C.71,S37G  
M.G.L. C.71,37H,37H1/2, 37H3/4  
M.G.L. C.71,S84  
M.G.L. Chapter 222 of the Acts of 2012

11/15/76 // 4/10/95 // 5/9/05 // 8/20/14 // 3/28/17

**6.19 EIGHTEEN YEAR OLD – AGE OF MATURITY.** A student who is 18 years or older shall be deemed an adult upon his/her completion of a form indicating a desire to act on his/her own behalf. Students, regardless of age, shall comply with all rules and regulations of the Hingham Public Schools.

11/15/76 // 4/10/95 // 3/28/17

**6.20 STUDENT CONCERNS AND APPEALS PROCEDURES.** Each school shall establish written procedures for the consideration of student problems and for the processing of student concerns and appeals. These procedures should be developed through the cooperation and efforts of students, faculty, and administrators. Details of these procedures shall be made known to students and staff, and students who wish to use them should be assured of access to the appropriate personnel within a reasonable period of time.

11/15/76 // 4/10/95 // 3/28/17

**6.21 REPORTS TO PARENTS/LEGAL GUARDIAN.** The Hingham School Committee requires that all parents/legal guardians be informed at regular intervals on the progress of their children. The Superintendent shall recommend to the Committee the means through which this shall be accomplished. Examples of such reporting include issuance of formal progress reports, parent/teacher conferences and, at the secondary level, parent/legal guardian and student access to the Aspen X2 portal or other such student information management system for grade reporting and monitoring of student work.

The Committee encourages the administration and staff to develop and utilize varied and multiple assessments that communicate students' progress toward meeting curriculum standards.

11/15/76 // 4/10/95 // 3/28/17

**6.22 STUDENT RECORDS.** Student records, as defined by the Department of Elementary and Secondary Education (DESE), maintained by the school district shall, upon request, be made available in accordance with DESE guidelines (603 CMR et seq.). Access to these records shall be provided as soon as practical or within ten days of the request. Copies of any information, unless exempted, shall be furnished to the eligible student or parent according to 603 CMR 23.02 and 23.07.

The official student transcript shall be maintained for 60 years. The student's temporary record shall be destroyed five years after the date of graduation or exit from the school system. Graduating seniors shall be forewarned of this practice and appropriate notification shall be sent to the local newspaper.

Transcripts shall be made available to any student or former student without charge, but charges, not to exceed the cost of duplication, may be made for additional copies.

M.G. L.C.71S34a, 34d, 34e, 89 603 CMR 23.00

11/15/76 // 4/10/95 // 5/9/05 // 3/28/17 // 8/20/18

**6.23 STUDENT EXCHANGE PROGRAMS.** Students in the Hingham Public Schools shall be encouraged to participate in approved student exchange programs and shall not hold the School Committee or the Town of Hingham liable for expenses for participation in such programs.

Foreign exchange students living with a Hingham host family shall be admitted to the Hingham Public Schools through a formal program in conjunction with applicable Immigration laws in effect at that time and a Host Family Application

form. The students will be admitted subject to the same terms and conditions as resident students, except that host families will act in loco parentis.

11/15/76 // 4/10/95 // 3/28/17

**6.24 AWARDS AND SCHOLARSHIPS.** Awards and scholarships shall be presented to those students selected in accordance with the guidelines established for each award or scholarship at each particular school. Students shall be selected by a committee of administrators, teachers, and guidance counselors except when the terms and conditions of the award or scholarship designates selection by other individuals and/or committees. The high school principal or designee will act as chairman of said committee.

11/15/76 // 4/10/95 // 3/28/17

**6.25 ISSUANCE OF DIPLOMAS.** Diplomas will be issued by the chair of the School Committee. A current or former member of the School Committee may present a diploma to a relative or student who has lived with the family.

9/23/85 // 4/10/95 // 3/28/17

**6.26 HOME EDUCATION POLICY FOR THE HINGHAM PUBLIC SCHOOLS.** The Hingham School Committee will grant permission for home education in accordance with the rights and responsibilities given to parents/legal guardians under Massachusetts and Federal law. This policy for home education reflects the intention of the Hingham School Committee to assist the child's parent(s)/legal guardian(s) to develop an educational program that is appropriate and educationally sound. However, the United States Supreme Court, other federal courts and Massachusetts courts have held that the right of parents/legal guardians to home education is not absolute and that a school committee has the responsibility and the right to approve, modify, or disapprove said home instruction program. The State Board of Education further states that, until a home education plan is approved by vote of a school committee, a child is required to attend the Hingham Public Schools or other already approved educational program. The Hingham School Committee will consider approval of a request for a home education program upon the recommendation of the Superintendent and provided that the requirements of the committee for approval of such a program have been followed. (See Procedures 6.26A) All children being home-schooled within the Hingham Public School District who participate in on site school activities shall also meet all immunization requirements as Students enrolled in the Hingham Public Schools.

M.G.L. C. 76 S. 1

M.G.L. C. 69 S. (1)(D)

4/11/88 // 4/10/95 // 3/28/17

Home educated students with School Committee approved educational programs may participate in all curricular, extra-curricular and athletic activities providing existing eligibility standards, as defined in our Student Handbook and Discipline Code, and, as applicable, MIAA conditions for interscholastic competition are met. (See Procedure 6.26B).

11/3/97 // 3/28/17

**6.27 STUDENT FUND-RAISING ACTIVITIES.** School related fund-raising activities pertaining to a particular school shall be conducted only with the prior review and written approval by the principal of the school or his/her designee in accordance with the limits under Procedure 1.7A.

Fund-raising activities involving more than one school shall be conducted with the prior review and written approval by the Superintendent of Schools or his designee in accordance with the limits under Procedure 1.7A.

Fund-raising activities for the benefit of organizations not directly related to the Hingham Public Schools shall be approved only if requested by a student organization, a student representative of which has signed the application request for the proposed fund-raising activity.

The Superintendent or the principal involved, as the case may be, shall take into consideration the good name and reputation of the Hingham Public Schools, the specific purpose of the proposed fund-raising activity, the expected duration, and the fund-raising procedure (including proposed advertising, if any) to be employed in determining whether to grant or withhold approval of each such proposed fund-raising activity. See Procedures 1.7A, B, C.

12/1/75 // 4/10/95 // 10/22/07 // 3/28/17

**6.28 USE OF SCHOOL NAME/ LOGO.** The use of the name “Hingham Public Schools” or any variation thereof, or the use of the logo representing Hingham Public Schools, to promote any project or activity shall be permitted only when the activity or project has been approved by the Superintendent of Schools, or his/her designee through prior written permission. The Superintendent shall take into consideration the good name and reputation of the Hingham Public Schools in determining whether to grant or to withhold such permission.

The use of an individual school name or logo to promote any project or activity shall be permitted only when the principal has given prior written permission for that project or activity. The principal shall take into consideration the good name and reputation of the Hingham Public Schools, and such guidelines as the Superintendent may from time to time promulgate, in determining whether to grant or to withhold such permission.

12/1/75 // 4/10/95 // 3/28/17

**6.29 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/legal guardians, 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 regularly scheduled, daily recess periods for elementary students, and through a range of after school programs including intramurals, interscholastic athletics, and physical activity clubs.
- The school environment is clean, safe, and comfortable and allows scheduled time and appropriate space for eating meals.
- The use of food as a reward or incentive is discouraged. Alternative approaches to recognizing special events or rewarding achievement are strongly encouraged.
- Deprivation of food as a punishment is prohibited.
- Limitations to or excesses of physical activity as disciplinary measures are discouraged.

The superintendent will establish a plan and procedures to guide implementation of the wellness policy. Each principal or a designee will be responsible for ensuring that the school meets the goals of the wellness policy.

See Procedures 6.29A-G for guidelines for implementation of wellness policy.

M.G.L. C. 15 S. (1)(G)

7 C.F.R. P. 210

The Child Nutrition and WIC Reauthorization Act of 2004, Section 204,P.L. 108 -265

The Richard B. Russell National School Lunch Act, 42 U.S.C. §§ 1751 - 1769h

The Child Nutrition Act of 1966, 42 U.S.C. §§ 1771 - 1789

4/24/06 // 3/28/17

**6.30 COMPUTER AND INTERNET ACCEPTABLE USE POLICY FOR STUDENTS.** The Hingham Public Schools recognize the educational value of technology equipment and access to the Internet when used properly. The district provides computers and technology equipment for the professional use of teachers, administrators, and other staff, and as educational aids and testing tools for students. Staff and students should have no expectation of privacy with respect to the use of the internet and/or use of the district's hardware, software and computing services.

Use of the district's computers and technology equipment, including access to the Internet, is a privilege and requires that the user to be responsible for his or her behavior and for the appropriateness of communications over the district's networks. The policy, guidelines, and sign-off procedures for use of technology resources shall be published for staff and students and are described for students under Procedures 6.29A and. 5.25A.

6/10/96 // 7/29/02 // 4/11/05 // 6/20/11 // 11/17/14 // 3/28/17

**6.31 THE USE OF SERVICE ANIMALS IN SCHOOL AND SCHOOL PROGRAMS.** It is the policy of Hingham Public Schools (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; under the guidelines and conditions described in Procedures 6.30A.

28 CFR Part 35

3/28/11 // 3/28/17

**6.32 ADMISSION OF TRANSFER STUDENTS FROM CHARTER SCHOOLS.** The school district will enroll and place students who have left Commonwealth charter schools by adhering to the same policies and procedures in place for any other student enrolling in the school district including, but not limited to, examination of the course of study and level of academic attainment of the student when determining the student's appropriate grade placement or eligibility for high school graduation.

The time of the school year when enrollment is sought shall be a factor in determining the student's grade level placement. The school district may determine that a student seeking enrollment after the mid-point of the academic year may not be eligible for promotion or graduation in that academic year.

To the same extent provided for other students enrolling in the school district, students who enroll in the school district from a Commonwealth charter school shall be subject to the graduation requirements of the school district, may have certain graduation requirements waived, and may make up certain graduation requirements.

Chapter [12, Section 11](#) of the Massachusetts Legislature Acts of 2010

4/11/11 // 3/28/17

**HINGHAM PUBLIC SCHOOLS**

**SCHOOL COMMITTEE**

**POLICY HANDBOOK**

**7. FACILITIES AND AUXILIARY SERVICES**



**7.1 GOALS AND OBJECTIVES.** The School Committee looks upon the business operations of the school system as essential to support the educational function of the schools. The Committee serves as trustee of school facilities and overseer of auxiliary services for the purpose of supporting a sound educational program.

The Committee sets high standards for the operation and maintenance of the school plants, equipment, and services. The safety and health of building occupants are a primary concern as are the goals of creating and maintaining a positive environment for learning and for community use of school facilities, to reflect the aspirations of the community, and to support environmentally the efforts of the staff to provide good instruction.

The Hingham School Committee, in order to conserve the world's limited resources and energy and to highlight and support one of the tenets of the HPS's Statement of Mission, *responsibility for the environment*, shall expand its current recycling efforts at all schools to comply with the Hingham Board of Health regulation known as "Recycling and Dumpster Requirements for Residents and Businesses within the Town of Hingham," adopted by the Board of Health on August 10, 2012 (or any subsequent amended regulations), as applicable. This policy shall apply to students, staff and all users of the school facilities. (See Procedure 7.1A)

With the assistance of the Superintendent and designated personnel, the School Committee shall establish efficient procedures and sound business practices for fiscal accounting, purchasing, and management of capital resources and other equipment and supplies.

The Committee will oversee the establishment of a thorough, effective, and economical maintenance program that will assure a useful life for school sites, plants, and equipment.

11/3/75 // 6/12/95 // 8/22/05 // 12/9/13

**7.1.1 VIDEO SURVEILLANCE: STATEMENT OF PURPOSE**

Hingham Public Schools (the district) has a responsibility to maintain discipline and protect the safety, security, and welfare of our students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment.

As part of fulfilling this responsibility, the Hingham School Committee authorizes the use of video/digital surveillance cameras in any district building, on district property, and in district buses and vehicles. Digital or video recorder placements shall be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in public areas or at events that occur in plain view of other students, staff, or visitors.

Signs shall be posted on district buildings and in district vehicles, including school buses, to notify students, staff, and visitors that video or digital cameras may be in use in school buildings and on buses. Parents and students shall also be notified through the student handbook or by other means that cameras may be in use in school buildings, on school grounds and in school vehicles. Students and others will be held responsible for any violations of school rules or law recorded by the cameras.

9/8/14

**7.2 PROPERTY/PLANT MANAGEMENT.** The care, custody, and safekeeping of all school property shall be the responsibility of the Director of Business & Support Services. The Director of Business and Support Services shall establish such procedures and employ such means as may be necessary to maintain accurate information in regard to the nature, condition, location, and value of all school property; to safeguard school property against loss, damage, or undue depreciation; to recover and restore to usefulness any school property which may be lost, stolen, or damaged; and to do all things necessary to insure the proper maintenance and safekeeping of school property.

The Director of Business and Support Services, with the assistance of the Supervisor of Buildings and Grounds, shall maintain an up-to-date file of all plans of buildings and grounds.

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

**7.3 PROPERTY/PLANT MAINTENANCE.** The School Committee shall insure that all property, plants and equipment are in good condition through a continuous program of repair, reconditioning, remodeling and replacement.

The Director of Business & Support Services will work with the Long Range Planning Subcommittee of the School Committee to identify and resolve maintenance needs.

The remodeling, reconditioning, and improvement of school buildings shall be accomplished with a goal of assuring that school plants operate with a high degree of efficiency.

Grounds shall be maintained to support the educational and recreational use of students and others to whom permission has been granted. The overall requirements for providing such grounds maintenance shall be continually reviewed by the Supervisor of Buildings and Grounds.

The School Committee shall be provided with periodic reports concerning the long-range maintenance program by the administration.

Equipment will be efficiently maintained to the extent that it is appropriately usable and serviceable. Replacement of unusable or unserviceable equipment will be a budget priority.

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

**7.4 USE OF SCHOOL PROPERTY.** The facilities of the Hingham Public Schools are the property of the citizens of the Town of Hingham. The School Committee therefore encourages the use of these facilities by local community organizations and citizens. As custodian of the school properties, the School Committee must establish certain safeguards to ensure proper protection and reasonable maintenance of the school physical plant when it is used for community activities. The School Committee reserves the right to establish a priority for use of school facilities to ensure a minimum of interference with school programs. Use of a facility by community organizations will not be allowed if the School Committee or its designee believes that the facility, grounds or fields, or its parking area will be overtaxed and further, the Hingham Public Schools may, in its discretion and without cause, terminate and revoke any permit/application at the end of the initial one month term or any renewal term (as described in the actual application/permit) by giving notice to the Responsible Person at the address provided in the application/permit not less than 10 days prior to the end of the initial or a renewal term, as applicable. (See Procedure 7.4A)

11/3/75 // 6/12/95 // 8/22/05 // 9/10/15 // 4/11/16

**7.4.1 SCHEDULING OF SCHOOL PROPERTY.** All school property shall be made available under such terms and conditions as the School Committee may set. First priority for the use of Hingham Public Schools facilities will be given to Hingham school activities. After that, to the greatest extent possible, priority for permission to use of school property will be in the following order: Hingham community (non-profit) activities, regional non-profit activities, other non-profit activities, private/commercial activities.

In the event of a conflict in reservations between a Hingham Public Schools activity and a previously scheduled non-school activity, the school request will take precedence.

When Hingham student groups use school facilities, a member of the Hingham school staff must be present in a supervisory capacity until the activity is completed.

The use of school facilities on Sundays will be limited to groups and organizations whose principal place of business is located in Hingham with a majority of its membership or participants who reside in Hingham.

Scheduling use of school property shall be the responsibility of the Office of Buildings & Grounds and will require completion of the Application form. (See Procedure 7.4.1A)

11/3/75 // 6/12/95 // 8/22/05 // 11/3/08 // 9/10/15 // 4/11/16

**7.4.2 CONDITIONS AND CHARGES FOR USE OF FACILITIES.** Local civic, service, and philanthropic organizations of the Town of Hingham may use school facilities under the following conditions in conjunction with all other applicable Town of Hingham by-laws, rulings and regulations.

1. For events at which no admission charge is levied, use of space within buildings shall be without charge unless the principal or Supervisor of Buildings and Grounds determines that additional custodial time is required.
2. Users of fields shall be charged according to a fee schedule as attached to the Application for Permit to Use Facilities and Fields form as approved by the School Committee.
3. Additional custodial time will be paid by users according to a fee schedule as attached to the Application for Permit to Use Facilities and Fields form as approved by the School Committee.
4. Users of the multipurpose field shall abide by the schedule and conditions as attached to the Application for Permit to Use Facilities and Fields form as approved by the School Committee.

All other groups will pay usage fees and custodial fees based upon a fee schedule approved by the School Committee. (See Procedures 7.4.2A)

Upon vote of the School Committee, fees for use of the facility and custodial services may be waived or modified.

11/3/75 // 6/12/95 // 8/22/05 // 9/10/15 // 4/11/16

**7.4.3 USE OF SCHOOL EQUIPMENT.** Certain school equipment may be used in connection with facilities usage provided that (a) prior arrangements have been made with the building principal and/or (b) the use of such equipment had been requested and approved upon application for use of a school facility. The building principal may deny such requests or impose conditions.

Only qualified persons will be permitted to operate school equipment and no modifications or changes may be made to any school equipment or facilities.

Pianos must not be moved from their assigned locations without the permission of the principal of the school and consultation with the resource teacher for music. If permission is granted to move a piano, it is done with the understanding that the person or group making the request assumes the responsibility for any damage, including tuning, which may result from the move.

Materials and stage properties are not available for use by the public without the permission of the building principal.

All equipment which is used by the public must be returned to its original location at the conclusion of each activity.

All-purpose rooms must be left in good condition and ready for school use following each function.

11/3/75 // 6/12/95 // 8/22/05 // 4/11/16

**7.4.4 USE OF SCHOOL KITCHENS.** School kitchens may be used by community groups provided prior approval has been granted in advance by the Food Services Supervisor. Special approval is required for use of this area because of the need to maintain high sanitation standards.

The Food Services Supervisor shall assign a member of the cafeteria staff to supervise the school kitchen and equipment when these facilities are used. Charges will be based on the prevailing pay schedule.

11/3/75 // 6/12/95 // 8/22/05 // 4/11/16

**7.4.5 USE OF DECORATIONS AND CLEAN-UP.** Decorations of a flammable nature will not be permitted in any school building. Decorative materials not clearly labeled fire safe must be submitted to the fire chief for approval before they may be used. The decoration of any school building area must be accomplished under the direction of an adult supervisor.

Clean up of all materials must immediately follow the conclusion of each event and be completed within the time limits stated on application approval. Charges will be made for custodial services if the cleanup must be undertaken or completed by the custodial staff.

11/3/75 // 6/12/95 // 4/11/16

**7.4.6 FOOD AND BEVERAGES.** Food and Beverages may be served in the school buildings provided that prior approval is granted by the school principal and only in those areas specified by the school principal or his designee.

11/3/75 // 6/12/95 // 4/11/16

**7.4.7 SMOKING.** There shall be no smoking or use of tobacco products or electronic cigarettes inside any school building, on school property, or in school-owned or operated vehicles.

11/3/75 // 6/12/95 // 8/22/05 // 4/11/16

**7.4.8 ALCOHOLIC BEVERAGES AND/OR CONTROLLED SUBSTANCES.** The use or possession of alcoholic beverages in school buildings or on school grounds is prohibited.

The illegal possession or use of narcotics or controlled substances on school grounds or in school buildings is prohibited.

M.G.L. C.272.S40A

11/3/75 // 6/12/95 // 4/11/16

**7.4.9 FIRES AND GRILLING.** Only gas or charcoal grills may be used outside on school property for preparing food. Any use must be approved by the School Principal and take place in an agreed upon location. All grills must be attended by an authorized adult at all times. Clean up of all grills must be completed after they have cooled completely, ashes disposed of properly and removed from the school property.

Open flame fires are permitted only with the approval of the School Principal and with Hingham Fire Department permission. All such fires must be completely extinguished and ashes disposed of properly.

4/11/16

**7.4.10 POLICE AND FIRE PROTECTION.** Police or Fire Department coverage may be required by town bylaws or when the building principal and/or the Director of Business & Support Services determine that the best interests of the schools would be served. The individual in charge of the activity will make arrangements for police coverage and all charges shall be paid to the Town Treasurer by the organization which scheduled the activity.

If it is anticipated that the facility will be occupied by more than 400 people, the fire chief will be notified. If the fire chief requires a member of his staff to be present, all charges for this coverage must be borne by the organization which schedules the activity and all charges shall be paid to the Town Treasurer.

11/3/75 // 6/12/95 // 8/22/05 // 4/11/16

**7.4.11 DELEGATION OF RESPONSIBILITIES.** The approval to use a school facility carries with it the delegation of responsibility for the facilities used. The individual who signs the request form assumes responsibility for any accidents or damages which may occur to the building or equipment which is made available to him. The signee will be held responsible for payment and all repairs which must be made as a result of any damages. Accidents or damages which occur during the use of a school facility must be reported to the principal immediately. Appropriate CORI checks must be completed if facility requests involve activities in which individuals will have unsupervised access to children.

11/3/75 // 6/12/95 // 8/22/05 // 4/11/16

**7.4.12 CUSTODIAL SERVICES.** School employees assigned to community activities are expected to be generally helpful and to provide routine information and assistance. However, they are authorized to provide access to only those facilities and equipment that were requested and approved on the Application for Use of Public Facilities form. Any organization which requires special custodial or cafeteria services must arrange for these services in advance and agree to pay for them according to the fee schedule.

A fee will be charged if additional services are required or if time beyond the normal shifts is required to make the facilities ready for the next school use.

11/3/75 // 6/12/95 // 8/22/05 // 4/11/16

**7.4.13 LIABILITY.** Neither the Hingham School Committee nor the Town of Hingham will be responsible for injury to persons or property while the building or grounds are used by any group.

It shall be the responsibility of the users to make any necessary repairs or replacements resulting from usage by them.

In certain instances, the School Committee may require that adequate insurance be carried to protect the town.

11/3/75 // 6/12/95 // 8/22/05 // 4/11/16

**7.4.14 MOBILE COMMERCIAL VENDORS ON SCHOOL PROPERTY.** Only those Mobile Food Vendors and Peddlers who obtain and display a permit from Hingham Public Schools may vend or otherwise sell food or other goods and wares on school property under the following conditions in conjunction with all other applicable Town of Hingham by-laws, rulings and regulations. (See Procedure 7.4.14A)

1. Sales shall be conducted with safety of the public and school property as a primary concern and shall be conducted only in parking lots at the farthest location from a school building, as reasonably practicable.
2. All signage and logos must be appropriate in the sole discretion of the school department.
3. Use of a school property by a mobile vendor will not be allowed if the School Committee or its representative determines that the mobile vendor has violated or abused this policy. (See Procedure 7.4.14A)

3/28/16 // 4/11/16

**7.5 MOTORIZED VEHICLES ON SCHOOL GROUNDS.** Motorized vehicles or other equipment which are not owned or operated by the town and which are not registered in the State of Massachusetts and/or are not suitably equipped with a valid inspection sticker are prohibited from operating on school property.

No motorized vehicle may operate on playing fields or other areas not designated as roadways or authorized parking areas. Members of the school staff shall notify the Hingham Police Department if a violation of this policy is noted.

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

**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.

11/3/75 // 6/12/95 // 8/22/05 // 9/21/15

**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.

11/3/75 // 6/12/95 // 8/22/05 // 9/21/15

**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.

9/21/15

**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.

9/21/15

**7.6.2.2 STREET CLOSURE.** 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.

9/21/15

**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.

9/21/15

**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.

9/21/15

**7.6.2.5 SCHOOL TRANSPORTATION.** 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 // 9/21/15

**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 // 9/21/15

**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 // 9/21/15

**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 // 9/21/15

**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 // 9/21/15

**7.7 SCHOOL LUNCH PROGRAM.** It shall be the purpose of the food service program to provide well-balanced, nutritious, and varied menu offerings, at moderate prices. The program works with educators to create an environment in which the food that children need for proper growth and development is served in an appetizing manner. The program contributes to the social education of the child by providing an opportunity to learn and practice acceptable dining behavior. Each principal shall provide a program of cafeteria supervision which will insure a suitable dining atmosphere.

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

**7.7.1 LUNCHES.** The Food Services Supervisor for the school system shall provide lunches as prescribed by the State and Federal School Lunch Programs. Prices of the student lunches shall be approved by the Committee on a non-profit basis in accordance with the provisions of the Federal School Lunch Program.

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

**7.7.2 FREE/REDUCED LUNCH POLICY.** The Hingham Public Schools will participate in the National School Lunch and/or Breakfast and/or Special Milk Program and will provide for free milk and/or free meals to those children whose families' gross incomes fall within levels outlined in the appropriate family-size scale as defined by the Bureau of Nutrition, State Department of Education. The School Department shall provide at least an annual opportunity for eligible students to enroll in the program.

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

**7.7.3 SANITARY REQUIREMENTS.** Sanitary conditions in all phases of food preparation, serving, and storage shall be rigidly maintained at all times. The Food Services Supervisor shall be responsible for the training and supervision of all food handlers in personal hygiene and techniques of sanitation.

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