

# HINGHAM HIGH SCHOOL



STUDENT HANDBOOK  
CODE OF DISCIPLINE  
2022-2023

# HINGHAM HIGH SCHOOL

## STUDENT HANDBOOK

2022-2023

### TABLE OF CONTENTS

|                                                                                                        |    |
|--------------------------------------------------------------------------------------------------------|----|
| Academic Information                                                                                   | 14 |
| Administrators and School Counselors                                                                   | 5  |
| Athletics                                                                                              | 56 |
| Attendance Policy                                                                                      | 17 |
| Bell Schedules                                                                                         | 54 |
| Bullying and Harassment                                                                                | 44 |
| Code of Discipline                                                                                     | 70 |
| Counseling Services                                                                                    | 9  |
| Discipline Procedures                                                                                  | 18 |
| Due Process                                                                                            | 7  |
| Eligibility                                                                                            | 34 |
| Extracurricular Activities                                                                             | 33 |
| Family-School Partnership                                                                              | 3  |
| General Information                                                                                    | 22 |
| Global Citizenship Program                                                                             | 37 |
| Graduation and Promotion Requirements                                                                  | 7  |
| Hazing                                                                                                 | 41 |
| Health Services                                                                                        | 10 |
| Library Media Center (LMC)                                                                             | 13 |
| Memorandum of Understanding Between the Hingham School<br>Department and the Hingham Police Department | 48 |
| Mission and Expectations                                                                               | 2  |
| National Honor Society                                                                                 | 35 |
| School Climate                                                                                         | 6  |
| Sex Education Programs                                                                                 | 47 |
| Special Services                                                                                       | 10 |
| Student Government                                                                                     | 36 |
| Student Records                                                                                        | 20 |
| Technology Acceptable Use Policy                                                                       | 38 |
| Weapons, Controlled Substances, Felony Charges                                                         | 43 |

Note: This handbook summarizes many of the official policies and administrative guidelines of the District. If any of the policies or administrative guidelines referenced herein are revised after the approval of the handbook, the language in the most current policy or administrative guideline prevails.

If you need this booklet translated, please contact the main office of your child's school.  
Se você necessitar este livreto traduzido, contate por favor o escritório principal da escola da sua criança.  
Si usted necesita este librete traducido, entre en contacto con por favor la oficina principal de la escuela de su niño.

## MISSION

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

## CORE VALUES

Fulfillment of Individual Potential  
Respect for Self and Others  
Civic Responsibility

Commitment to Life-long Learning  
Environmental Stewardship  
Global Citizenship

### Beliefs about Learning

#### All students learn and succeed best...

- in an atmosphere of mutual respect.
- with comprehensive educational programs that offer opportunities to explore, experiment, and excel in academics, arts, athletics, and other extracurricular interests.
- with a curriculum that promotes essential 21<sup>st</sup> century skills – notably creativity, curiosity, resilience, teamwork, and global awareness.
- in a culture that establishes a commitment to both high academic expectations and the support of intellectual, social, emotional, and physical well-being for all.
- in a community that fosters environmental responsibility.
- with teachers who employ a variety of instructional practices and assessments.
- in an atmosphere that encourages independent learning, self-advocacy, and intellectual risk-taking without fear of failure.
- in a community that actively promotes the development of personal responsibility, integrity, and ethical behavior.

### Expectations for Student Learning

All Hingham High graduates will

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

# HINGHAM HIGH SCHOOL FAMILY-SCHOOL PARTNERSHIP

## ALL COMMUNITY MEMBERS PLEDGE TO

**Respect and Tolerance:** Treat all community members with respect, accepting all individual differences  
Never condone or commit violence against anyone  
Reinforce positive behavior and language of all community members  
Remember that everyone makes mistakes

**Learning:** Promote and facilitate common goals, including academic and personal growth and independence  
Develop knowledge of school rules, policies, and procedures

**Communication:** Practice open and respectful communication among all community members  
Prioritize direct communication between parents and teachers

**Involvement:** Take an active role in the school community

**Positive Behavior:** Act with integrity and honesty  
Empower people to make positive change  
Model good citizenship in school and in the larger community  
Take responsibility for one's own actions  
Foster and expect responsible behavior, meaning: Don't do what family and school rules forbid; Do what the rules expect  
Go beyond what's expected to support the school community  
Strive to do your best in all endeavors by setting goals and working toward them

## **ALL STAFF MEMBERS PLEDGE TO**

### **Learning**

- Provide skills/tools to students to become life-long learners
- Stay open to new ideas and programs
- Help each student to recognize strengths and challenges
- Monitor demands of all assignments
- Develop positive relationships with students
- Promote self-awareness and reflection

### **Communication**

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

## **ALL STUDENTS PLEDGE TO**

### **Learning**

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

### **Involvement**

- Take positive action to solve problems

### **Healthy Choices**

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

### **Positive Behavior**

- Be punctual for all commitments
- Demonstrate respect for others
- Consider how one's actions impact others

## **ALL FAMILIES PLEDGE TO**

### **Learning**

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

### **Involvement**

- Work collaboratively with faculty and students

### **Communication**

- Set clear consistent family expectations
- Practice frequent open family communication
- Conduct all staff correspondence (i.e., emails, etc.) in a manner that is respectful and professional

### **Healthy Choices**

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

### **Positive Behavior**

- Model good sportsmanship in all activities

## ADMINISTRATORS and SCHOOL COUNSELORS

Principal Richard Swanson rswanson@hinghamschools.org

### Assistant Principals

Nicole Nosek (students A - K) nnosek@hinghamschools.org

Nicole Piantes (students L - Z) npiantes@hinghamschools.org

### School Counseling Office

Director: Heather Rodriguez hrodriguez@hinghamschools.org

Counselors: Ben Cimmino bcimmino@hinghamschools.org

Jessica Gawel jgawel@hinghamschools.org

Jennifer Hart jhart@hinghamschools.org

Erin Krall ekrall@hinghamschools.org

Kelly McPeck kmcpeck@hinghamschools.org

Cathleen Savery csavery@hinghamschools.org

Kelly Turner kturner@hinghamschools.org

Adj. Counselors: Jessica Hoguet jhoguet@hinghamschools.org

Kevin Lalli klalli@hinghamschools.org

### Department Directors

Mary Andrews English mandrews@hinghamschools.org

Joann Bellis Fine Arts jbellis@hinghamschools.org

Erica Pollard Languages epollard@hinghamschools.org

David Jewett Mathematics djewett@hinghamschools.org

Michelle Romano Science mromano@hinghamschools.org

Andrew Hoey Social Studies ahoey@hinghamschools.org

### Administrator of Secondary Special Education

Danielle Wetmore dwetmore@hinghamschools.org

### METCO Director

Amy Jackson ajackson@hingamschools.org

### Department Coordinators:

Karen Beatty Health kbeatty@hinghamschools.org

Lauren Beischel Family & Consumer Science lbeischel@hinghamschools.org

Paul Pawlowski Construction Technology ppawlowski@hinghamschools.org

Data Specialist Deborah Johnson djohnson@hinghamschools.org

Technical Manager Joseph Andrews jandrews@hinghamschools.org

Athletic Director Jim Quatromoni jquatromoni@hinghamschools.org

School Nurses Kristine O’Keeffe ko’keeffe@hinghamschools.org

Kristina McManus kmcmanus@hinghamschools.org

Library Media Katy Gallagher kgallagher@hinghamschools.org

A complete list of all staff email addresses may be found on the website:  
hinghamschools.org

## SCHOOL CLIMATE

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

### School Safety

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

- Facilitate learning and teaching

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

- Preserve and protect all civil rights and the rights of due process

- Encourage respect for public and personal property

### Student Rights and Responsibilities

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

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

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

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

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

## EQUAL OPPORTUNITY FOR ALL STUDENTS

Hingham Public Schools does not discriminate in its educational and/or operational programs or activities on the basis of race, color, sex, gender identity, religion,

national origin, sexual orientation, disability, homeless status for students, physical and intellectual differences, pregnancy or pregnancy related condition, veteran status or Foster care status, or any other characteristic protected under applicable federal, state or local law.

Every student will be given equal opportunity in school admission, admissions to courses, course content, support services, and extracurricular and athletic activities, so long as the student has met the minimum qualification requirements.

See School Committee policy [AC-2](#), [ACA](#), [JB](#)

### DUE PROCESS

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

### GRADUATION and PROMOTION REQUIREMENTS

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

1. All students must earn 110 credits and complete all other local requirements to receive a diploma. Only credits earned in grades 9-12 may be applied to graduation requirements. No course may be repeated for credit without the prior permission of the principal. Students must also earn a passing score on all required sections of the MCAS to receive a diploma. All requirements must be met in order to participate in the graduation ceremony.
2. Certain distribution requirements must be fulfilled for graduation. All students must *earn* at least the following credits:
  - 20 credits in English
  - 15 credits in math
  - 15 credits in science
  - 10 credits in the same foreign language
  - 15 credits in social studies (must include United States History)
  - 5 credits in physical education
  - 2.5 credits in health
  - 2.5 credits in fine or applied arts



3. Juniors and seniors must also complete a physical education requirement. The options for that requirement are detailed in the *Program of Studies*.
4. Under certain circumstances and with prior approval by the principal, credits toward graduation may be earned at other approved institutions. For a student who has failed a course, no more than fifteen credits may be earned from an approved summer school program during a student's high school career.
5. Each student in grades 9-12 must carry a minimum of 30 credits. Seniors carrying three or more Advanced Placement courses are required to carry a minimum of 20 credits. Note: Massachusetts Time & Learning guidelines require that all students be scheduled for 990 hours of instructional time annually; therefore, students will be assigned to a directed study to complete their "instructional time" requirements.
6. Minimum Credits for Class Standing (Promotion to the next grade)
  - Minimum credits necessary to become a sophomore 25
  - Minimum credits necessary to become a junior 50
  - Minimum credits necessary to become a senior 75
7. All HHS students must successfully complete their appropriate grade-level English course before moving on to the subsequent grade level's offering. Any student who fails an HHS English course must complete an approved summer school program or online course offering prior to the start of the following school year. Any student who does not fulfill this requirement on time must repeat the HHS English course during the following school year. Please note that students are not allowed to enroll in two concurrent English classes.

Subject to the requirements of special education and bilingual education laws, the school has the right to make programmatic decisions regarding the educational placement of students who are over sixteen years of age and who have been unsuccessful at obtaining credit for a specific grade after two attempts.

#### Options to Diploma Requirements

A student who has completed three years of high school and has been accepted to an institution of higher learning may request that the school committee accept the successful completion of the first year of post high school study as the equivalent of the fourth year of high school provided that no more than ten credits are transferred to attain the credits necessary to receive a diploma, all requirements for graduation will have been met, and approval has been received from parents, school counselor and principal. The student will receive their diploma at the next scheduled graduation. Forms for termination of attendance are available in the School Counseling office

## SCHOOL COUNSELING SERVICES

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

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

### Educational Services in Home or Hospital

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

### Transition Program

The Transition Program is a short-term service for students returning to Hingham High School after an extended absence due to illness or hospitalization. The Transition Program helps students and their families with re-entry and reintegration to school by supporting their academic, social and emotional needs. Tailored to the individual's unique set of needs as they transitions to a full schedule, program participation may last up to eight weeks. The goal is to facilitate a seamless and manageable re-entry that supports students and families, minimizes stress and encourages academic and social success at school. Please contact your school counselor for further information.

## **SPECIAL SERVICES**

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

### **Instructional Support Team (IST)**

As part of our ongoing support of students, the staff regularly collaborates to develop strategies to address academic and behavioral needs. All efforts are made to adjust the regular education program to meet such needs. These efforts may include recommendations to the teacher and to the parent, curricular adjustment, and the use of support and/or consultative services to meet the student's needs in the regular education classroom. The IST is composed of trained school staff. Members include administrators, counselors, teachers, school psychologists, and school adjustment counselors and nurses.

## **HEALTH SERVICES**

HHS school nurses are available during the school day to monitor the general health and safety of students, faculty and staff. The nurses are available during the hours that school is in session. Student Health Services may include the identification of student health needs; the performance of health screenings as mandated by the Massachusetts Department of Public Health (MADPH); communicable disease prevention and control; emergency care of students, staff or faculty who are ill or injured; health counseling; health and safety education; and the maintenance of a safe and healthy school environment. The District recognizes that parents/guardians have the primary responsibility for the health of their child/children. Parents should inform the nurses of any change or potential problem in the health of their child/children. Strong communication between the school nurses, parents/guardians and primary care providers is essential.

The school nurses are committed to minimizing health related barriers to learning. State law mandates regular health screenings at school which include vision, hearing, postural, height, weight, BMI (Body Mass Index.) and SBIRT

(Screening, Brief Intervention, Referral to Treatment) screenings. Mandated screenings do not take the place of regular primary care provider examinations. The purpose of the screening programs is to identify potential barriers that may interfere with student success and make appropriate referrals for assessments and treatment. Parents/guardians may opt their child/children out of any of the screenings with written notice to the nurses.

### Illness/Injury during School

In case of illness, injury or emergency, the parent/guardian will be notified by the school nurse(s) or other staff member. Parents/guardians MUST provide the school with emergency contact information in case they cannot be reached. It is imperative to keep this information up to date.

Students who do not feel well enough to attend class must report to the Health Office for evaluation. Students should request a pass to the Health Office from their teacher if they become ill. Students are required to sign in and out with the proper time noted on the pass. Leaving school property, remaining in a lavatory, or going to a study are not acceptable options for students who are ill. Such actions may result in disciplinary consequences.

The nurse(s) will determine if the student is to be sent back to class, monitored in the health office, dismissed from school, or referred for emergency medical intervention. If a student is to be dismissed, the nurse(s) will call the parent/guardian to discuss how the student will get home. If the parent/guardian is unable to pick up the student and emergency contacts are not available, the procedure is as follows:

1. The parent/guardian will give the student permission to walk home if applicable and safe to do so.
2. The parent/guardian, in collaboration with the nurse(s), will determine if the student is safe to drive home, if applicable. The nurse(s) reserves the right to prevent a student from driving home if the student's health and safety will be compromised.
3. The student must call the parent upon arrival at home.
4. The parent will call the nurse(s) immediately after receiving the student's call.

Students dismissed with a fever (100.4F or greater) must be fever-free for 24 hours without the use of fever-reducing medication (e.g., Tylenol, NSAIDS) before returning to school.

A physician's order is required for the use of crutches, splints, braces or other assistive devices. The order must specify any restrictions and note the estimated time of use.

### Communicable Illness:

The Massachusetts Department of Public Health Isolation and Quarantine Regulations mandates exclusion from school for contagious diseases. An extensive list of communicable diseases can be found at <https://www.mass.gov/doc/disease-varicellapdf/download>

HHS nurses work in collaboration with the Hingham Board of Health when there is an identified contagious illness involving a student. The Hingham Board of Health will determine the quarantine, isolation and notification requirements on a case by case basis. The local board of health's responsibility, upon receipt of a report, is set forth in 105 CMR 300.110 and 300.160.

Please refer to the Health Services website for details of the Hingham Public Schools communicable illness policy at:

<https://sites.google.com/a/hinghamschools.org/health-services/communicable-illness>

### Physical Examinations and Immunizations:

All new students registering at Hingham High School are required to submit a current physical exam that has been completed within one year of school entry and documentation of immunizations. Documentation of a physical exam is required in Grades 1, 4, 7, and 10. These intervals allow a regular and predictable review of each student with attention paid to potential health concerns. All students trying out for and/or playing interscholastic sports are required to have a physical examination prior to participation in practice or athletic events. Physical exams are valid for 13 months from the date of the physical exam.

All students attending school are required to be immunized according to Massachusetts State Law 105 CMR 220.000. Any student who does not have the required immunizations will be notified of the situation and will be excluded from school if immunizations are not obtained. The school nurse(s) are required to keep an immunization and health record for each student enrolled in the district. A history of disease specific diagnosis by a primary care provider will be accepted in lieu of the immunization (i.e., chicken pox) for all vaccine preventable diseases except rubella. Medical and religious exemptions must be submitted to the Health Office annually.

### Medication at school:

The delivery of medication at school is regulated by the Department of Public Health and has specific guidelines in place for the health, safety and confidentiality of all students. Any student taking medication in school on a regular basis must have a new permission form signed by the parent/guardian and the prescribing physician every school year. Medication must be provided to the school nurse(s) in a pharmacy or manufacturer labeled container. **When getting the original prescription at the pharmacy, please ask for a second container with all the prescribing information attached so medication can be left at school.** The first dose of any medication will not be administered by the school

nurse(s) due to the possibility that an adverse event may occur.

Short-term medication (10 days or less), prescription or non-prescription, will only be given if the proper permission forms are signed and dated by a parent and physician if necessary. Parents/Guardians should contact the school nurse(s) to discuss the scheduling of medication or any health issue pertaining to the student. All medication forms can be found on the Hingham Public Schools web page under health services <https://sites.google.com/a/hinghamschools.org/health-services/medications-at-school>

No student is permitted to bring medications to school or carry medication in school with the exception of an inhaler, epinephrine auto injector, insulin, diabetes supplies or if wearing an insulin delivery system (pump). Permission for self-administration of medications must be discussed with the parent/guardian and nurses before approval will be granted for the student to self-administer medications in school.

#### Allergies or Chronic Health Care Issue:

If a student has ANY type of allergy including food allergy or other chronic health issue, please contact the school nurse(s) to plan appropriate responses and determine if medication needs to be kept at school. Students with life threatening allergies or other chronic medical conditions may be eligible for an Individual Health Care Plan or a 504 Plan after evaluation and an eligibility determination.

#### Individual Health Care Plan:

An Individual Health Care Plan [IHCP] is developed by the school nurse(s) in collaboration with the parent/guardian and, if appropriate, the primary care provider. With parent/guardian approval, the plan is shared with the appropriate staff. This provides a safe learning environment for the student and educates the staff on necessary measures for the student. The increasingly complex health care needs of students in school has created an opportunity for all involved to eliminate barriers in the best interest of the student. Partnership of student, parent/guardian and staff enhances the child's ability to learn and participate in the school setting.

Please visit our Health Services Webpage for nurse contact information, detailed health/wellness information and forms

<https://sites.google.com/a/hinghamschools.org/health-services/>

## **LIBRARY MEDIA CENTER**

The Library Media Center is open daily from 7:30-3:30 M-Thurs.; 7:20-3:15 Fri. The HHS Library Media Center is a place where students and faculty can read, research and create, individually or collaboratively. The LMC is also the home of Peer Tutoring and Virtual High School. Study students are welcome to use the LMC following the procedure outlined below. All students must sign into the LMC at the Check In desk upon entering the LMC.

#### Study Hall Students

Study hall students may visit the LMC for the following: to use a computer; to access a book (check out, reserve shelf, or their own); or to meet with a

Peer Tutor or a teacher. Upon arrival study students will sign into the LMC at the Check-In Desk. Please note that each study hall classroom is assigned a limited number of slots for the LMC based on the number of study classrooms per block.

### Leaving the LMC

Any student who needs to leave the LMC for any reason will ask the proctor on duty or a librarian, and sign out on the clipboard including name, destination, time in and time out, just as in a classroom.

## **ACADEMIC INFORMATION**

### Performance Reports

HHS provides a formal grade report four times a year in the form of a report card. The purpose of this report is to provide a summary of assessments made by teachers so that the degree of progress may be judged. Report cards will be made available through the online portal at the end of each quarter. Parents and students may view their grades on line at any time through the Aspen X2 portal. Teachers will update the grades in the portal at the midpoint of every term.

### High Honor Roll

1. A student must receive a cumulative average greater than 89.5 in all subjects that meet at least five times per cycle.
2. All students except seniors carrying three or more Advanced Placement courses, or those in the construction technology or work study program, must have a minimum of five major subjects to be considered for the honor roll. Students in construction technology or work study must carry at least three other courses that meet for six times every cycle. Seniors who have three A.P. courses plus one other major course will be considered for the high honor roll.
3. A grade of B- or below in any subject will eliminate a student from consideration of high honor roll status.

### Honor Roll

1. A student must receive a cumulative average greater than 82.5 in all subjects that meet at least five times per cycle.
2. All students except seniors carrying three or more Advanced Placement courses, or those in the construction technology or work study program, or seniors completing a Senior Project must have a minimum of five major subjects to be considered for the honor roll. Students in construction technology or work study must carry at least three other courses that meet for six times every cycle.
3. A grade of C- or below in any subject will eliminate a student from consideration of honor roll status.

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

## Examinations

Final examinations will be required for all students completing semester courses in English, math or social studies. Midyear and final examinations will be required for all students completing a year-long course. The examination grade will constitute 20% of the final grade in a semester course. The examination grade will constitute 10% of the final grade in a full-year course. The examination grades will be used to assist the teacher in computing a final average for that course. A midyear or final average can be lowered or raised by the examination; however, no student may fail solely as a result of a low midyear or final examination grade. In an A.P. course, no final exam will be required and the final grade will be determined as follows: term 1 grade x 2, term 2 grade x 2, midyear exam, term 3 grade x 2, term 4 grade x 2, total 9.

A senior with at least a B- average for the year at the end of term 3 and at least a B average for term 4, with nonexempt absences not in excess of two (2) in the fourth term will be excused from taking the final exam. For second semester courses, the attendance requirement will remain the same. The combined grade average for terms three and four will be used to determine the academic component for final exam exemption.

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

If school is cancelled within the five days before either exam period, the exam schedule will be advanced one day. If school is cancelled more than five days before the exam period, adjustments to the exam schedule will be made at the discretion of school administration. Students may not take exams prior to the scheduled exam date.

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

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

## Schedule Changes

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

1. If, through summer school or by other means, a student has satisfactorily



completed subjects failed or incomplete as of the previous June, the student may apply at the School Counseling Office for a schedule change.

2. Errors on a student's program should be reported to the counselor immediately.
3. All other requests for change must be handled individually with the counselor and may be granted only after parental participation in a conference and with department head approval.

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

1. The counselor will develop the program change.
2. The change sheet must be approved by the parent and, if appropriate, the department chairperson and/or teacher.
3. Students will be notified by the counselor if and when the change will be made.

### Level Changes

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

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

### Teacher Changes

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

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

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

### ATTENDANCE POLICY

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

#### Attendance Policy

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

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

Religious holidays

Funerals

Bereavement for the death of an immediate family member

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

2 days for a school-sponsored field trips per term

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

Other exceptional reasons with approval of the Principal or designee

**Notes are required for all absences. Notes or documentation of exempt absences must be received within one week of the absence or the absence will not be considered exempt. Notes are requested to be provided in advance for types of absences where advance notes are possible. All notes should be submitted to the assistant principals’ administrative assistant.**

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

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

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

NOTE: Students removed from school by parents for vacation trips will have those days counted against their total.

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

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

See School Committee policy [JH](#)

## **DISCIPLINE PROCEDURES**

### Discipline of Students with Disabilities

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

### Detention

A teacher or administrator may require a student to remain after school, with the goal of reflecting on inappropriate behavior, repairing harm, restoring relationships, and deterring future infractions. Detention may be served from 7:20 to 7:50 a.m. or 2:40 to 3:30 p.m. ONLY. Early arrival in the morning will not be counted as extra time and leaving prior to 7:50 a.m. will cause the detention to be voided.

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

### Exclusion from Class

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

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

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

### Physical Restraint Policy

Hingham Public Schools' students may in rare circumstances require physical restraint. 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.

See School Committee policy [JKAA](#)

### Saturday School

Saturday School is one of the disciplinary measures used for students found in violation of school rules. It is part of a system of progressive discipline and will be assigned when appropriate as determined by the school administration.

All students assigned to Saturday School should enter the building through the cafeteria doors. They should report to Room 173 by **8:00 a.m. sharp**. Tardy students will not be admitted. Attendees are expected to

- Arrive by 8:00 a.m. sharp with sufficient materials for the session
- Read or study for the entire time
- Remain silent and avoid any form of disruption
- Follow all instructions from the supervisor

Attendees will not be allowed to sleep, go to a locker, or leave early. All rules and regulations of the *Student Handbook/Code of Discipline* will be enforced. Electronic devices may be used for academic purposes only. Attendees will be allowed to use the rest rooms with supervisor's permission.

Attendees who violate any of these procedures will be sent home. Those who are asked to leave Saturday School should report to the assistant principal the following school day. Failure to attend or complete Saturday School will result in two (2) days suspension.

## **STUDENT RECORDS**

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

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

- At the request of a custodial parent or guardian of a student or of a student fourteen years of age or older, the school shall allow such parent, guardian, or student to inspect academic, scholastic, or any other records concerning such student which are kept or are required to be kept. That access shall be provided within ten days of the request. Copies of any information, unless exempted, shall be furnished to the eligible student or parent according to 603 C.M.R. 23.02 and 23.07.
- Students eighteen and over have the exclusive right to access their student record after filing a notice with the principal to limit their parents' right of access.
- Students who are fourteen and over and their parents may exercise these rights individually or jointly.

The student and/or parent may request that information in the record be destroyed unless it was inserted by the student's evaluation team. A student and/or parent who is dissatisfied with any decision by the principal has a right to appeal to the superintendent.

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

1. The parent has been denied legal custody based on a threat to the safety of the student or to the custodial parent or
2. The parent has been denied visitation or has been ordered to supervised visitation or
3. The parent's access to the student or to the custodial parent has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record.

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

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

Information in the student record is limited to information relevant to the educational needs of the student and is kept private. Access to student records is limited to school personnel including the following:

- School administrators, teachers and counselors, consultants and other professionals who are employed by the school committee and who are working directly with the student in an administrative, teaching, counseling and/or diagnostic capacity;

- Administrative office staff and clerical personnel who are employed by the school committee and whose duties require that they have access to student records for the purposes of processing information and student records; and
- The team that evaluates a student.

Information in the student record may not be disseminated, in whole or in part, in any manner or form, orally, or in writing, to a third party, without the written consent of the student and/or parents, whichever is applicable, except in the case of a court order or subpoena, in cases of emergency, or upon the request of certain state agencies. This, however, does not prohibit the publication of the student’s name, photograph, class participation in school activities, honors, awards or post-high school plans. Unless requested by a parent or eligible student to the contrary, the Hingham Public Schools may release information including a student’s name, photograph, address, date and place of birth, major fields of study, dates of attendance, class, degrees, honors, awards, and post-high school plans. To exclude their name from such publication, a student and/or parent, whichever is applicable, should notify the school office. While attending Hingham High School and participating in regular school day and extracurricular activities, students may be photographed for use by the media, the HHS yearbook, and similar publications.

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

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

## GENERAL INFORMATION

### Absence from School

On the day(s) a student is absent, the parent or guardian should call the assistant principal’s administrative assistant by 8:00 a.m. to report the absence. The number is (781) 741 - 1560, option 1. A student returning to school after an

absence is required to present a note of explanation including the dates of the absence from either the parent, guardian or medical professional. A one-day grace period is allowed for submitting notes. Failure to comply will be considered truancy and will result in disciplinary action. Pupils absent from school may not be on school property nor attend or participate in school events on the same day unless permission is granted by the principal or their designee. If a student is absent from school for a prolonged period of time for any reason, the school counselor should be contacted for home assignments. Extended absences may require home tutoring. This service is available if the situation warrants.

### Academic Integrity: Cheating and Plagiarism

To cheat is to act dishonestly or unfairly in order to gain an advantage. In an academic setting, cheating consists of such acts as communicating with other student(s) by talking or writing during a test or quiz; unauthorized use of technology during an assessment; or any other such action that invalidates the result of the assessment. Plagiarism consists of the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own work. Plagiarism and cheating in any form are considered disciplinary matters to be addressed by the school. A teacher apprehending one or more students cheating on any graded assignment, quiz or test will record a zero grade for that assignment for each student involved. The teacher will inform the parent(s) of the incident and assistant principal who will add the information to the student's disciplinary file. The assistant principal may take further action if they deem it warranted. See *Code of Discipline*.

### Academic Integrity Committee

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

### Alcohol and Drugs

Students shall not use, possess (e.g., on person, in locker, in car, etc.), sell, buy, or be under the influence of any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The use or possession of alcoholic beverages or other controlled substances or being under the influence of any drug including alcohol is prohibited on school property, at any school function, or at any school sponsored event or in school owned or operated vehicles.

Students violating this policy shall be immediately barred from attendance at the activity and shall be subject to further disciplinary actions. In addition, students



abusing over the counter medication may be subject to the same consequences. See *Code of Discipline*.

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

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

See School Committee policy [JICH](#)

### Assemblies

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

### Afternoon Help

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

### Buses

Pupils utilizing public school transportation enjoy a privilege accorded by the town rather than an inherent right to transportation. As such, pupils are to conduct themselves in such a way as not to interfere with the safe operation of the vehicle or the rights of others and must comply with all reasonable regulations as set forth by the school administration. To encourage proper bus behavior, the buses are equipped with interior video cameras. Videotapes will be viewed by the supervisor of transportation and the building principal or assistant principal if there is a question related to misbehavior on a school bus. Videotapes are reused (taped over) on a regular basis. Any misconduct which threatens the safe operation of the motor vehicle may result in the immediate suspension of busing privilege for a minimum of two weeks. A subsequent offense may 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 on school grounds.

See School Committee policy [JICC/EEAEC](#)

### Cafeteria

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

### Class Cuts

When a student is missing from class or any scheduled responsibility (e.g., study hall, school assembly, etc.) and is not listed as absent or excused, the assistant principal is notified in writing on that day. For unexcused absences from class, the student is not allowed to make up work for credit. The first cut automatically results in the assignment of two hours in Saturday School. The second cut automatically results in the assignment of four hours in Saturday School. Chronic (3 or more) cuts will result in suspension.

### Credit for Summer School and Evening School

Students who take summer or evening school courses must obtain prior approval of the principal who will determine the number of graduation credits that will be granted. There is a maximum of fifteen (15) outside credits that will be allowed toward a Hingham High School diploma. Furthermore, those fifteen credits may not be earned in the same subject area. Any exceptions to the above must be approved by the principal.

### Dismissals

Dismissal slips are issued from the assistant principal's office for those students who bring a note from home (telephone requests for dismissals are discouraged) or are dismissed for an emergency. All dismissals must be approved in advance; dismissal notes received after the fact will not be accepted. Dismissals for illness are issued by the school nurse.

### Dress

The responsibility for the dress and appearance of students rests with individual students and parents/guardians. Students are expected to dress appropriately for school. Clothing that is disruptive to school property, causes disorder, or poses a safety or health risk to the student or others is unacceptable. Health regulations require that shoes be worn at all times in a public building. The administration is authorized to take action in instances where individual dress does not meet the stated requirements.

See School Committee policy [JICA](#)

### Dual Enrollment Policy

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

### Eighteen Years Old - Age of Majority

A student 18 or older may complete a form indicating a desire to act on their own behalf. Parents or guardians will be notified by mail when such a request has been filed. At that point the student is entitled to certain privileges such as signing notes, forms, etc. These students must use the special form available from the assistant principal for all attendance notes.

### Electronic Devices

Respectful use of cellphones and electronic devices is expected. While classes are in session, electronic devices such as cell phones, smart watches, headphones, and other electronic devices may not be used without the expressed direction and permission of the specific classroom teacher. Devices must be silenced and put away when entering a classroom. Cell phones and music devices (with earphones) may be used in the cafeteria during lunch and at other non-instructional times. Students are permitted to use personal electronic devices outside the classroom except when that use disturbs or distracts others or impairs the student's ability to navigate the environment safely (for instance, hallways or stairwells). A faculty member or administrator has the right to confiscate a phone or electronic device if a student refuses to comply with these restrictions.

Inappropriate or unlawful use of electronic equipment will result in school consequences and/or referral to the police. This includes use of electronic equipment in a way that violates the privacy of a student, staff member, or faculty member or that amounts to harassment or malicious defamation. Any misuse of electronic equipment, including using such technology to cheat, plagiarize, or secretly record the communications of another shall result in immediate confiscation of the equipment in addition to other consequences. **Taking pictures, recording videos, or recording conversations without consent at any time during the school day is prohibited and illegal.**

### English Learner Education

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

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

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

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

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

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

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

See School Committee policy [IHBEA](#)

### Fire Drills and Alarms

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

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

### Gifts to Staff Members

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

### Harvard Extension School - Lowell Scholarships

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

### Homework

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

### Incompletes

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

## Insurance

School insurance is available to each student. Applications are available in the main office. A link is on the [hinghamschools.org](http://hinghamschools.org) website. We suggest that you become familiar with the program. A pre-paid insurance policy is provided for students who participate in interscholastic athletics.

## Lockers and Valuables

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

## Lost and Found

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

## Make-Up Work

Under normal circumstances, students who are legitimately absent will be allowed one day of additional time for each day of absence in order to complete work missed. It is the responsibility of the student to find out the work missed and to schedule a mutually convenient time to make up any tests or quizzes. On the day of the student's return to school the student should make arrangements with the teacher to reschedule the missed work, including assessments.

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

## No School Announcements

Announcements of "no school" or "delayed opening" will be made on radio stations WBUR (90.9) and WRKO (680) as well as television stations 4, 5, 7, and 25. In the event of other emergencies, consult the following sites: Channel 22, the Hingham Public Schools website, and the Hingham Police Department website. Please do not call the police, fire department or Hingham High School because these phones must be kept open for emergency calls.

Parents are encouraged to sign up for phone, text or email notifications with any of the TV/radio stations that offer that service.

### Parent-Teacher Conferences

Parent-teacher conferences are collaborative endeavors that should focus on the needs and the progress of the student. Parents and teachers should act politely and professionally, be prepared to listen to the other's perspective, ask questions, and share concerns. Parents should share with the teacher important information that may affect student performance. By the end of the conference, the parties should have discussed and developed next steps, including plans for any future communication that may be needed. When conferences involve specific issues of concern, it is important to focus first on identifying the problem and then on solving it together.

In most cases of concern about a classroom situation, parents should communicate directly with the teacher or specialist involved. General questions or concerns may be most appropriately addressed by the guidance counselor (or SPED chair/liaison). If direct communication with the teacher is not possible or does not resolve the concern, parents should contact the building principal who may refer some issues to a department director or to another appropriate specialist. Anonymous concerns or complaints cannot be addressed.

### Parking for Students

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

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

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

Eleventh and twelfth grade students may park on the campus of Hingham High School subject to the restrictions below and provided that their car displays the appropriate parking sticker. Student parking will be restricted to the far parking lot between the baseball field and the soccer field and to spaces marked with "S" (last row and spaces parallel to Union Street along the grass) in the Union Street parking lot. Parking in the Union Street close lot is open **only to seniors** who have purchased a parking sticker. There is no fee for a sticker to park in the far Union Street lot which is open to eleventh and twelfth grade students. No student will be

allowed to park in the auto shop/gymnasium parking area unless the vehicle clearly displays an authorized pass. No student will park in areas assigned to staff. “Green spaces” may be used by special permit only.

Violators to any of the above may lose the privilege of parking on the school campus. Cars parked in places other than designated student parking areas may be towed at the owner’s expense. Parking on school property during the school day or when participating in school-sponsored activities is a privilege and not a right. As such, cars brought on to school property may be subject to a search by school officials.

### Physical Education

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

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

### Rank in Class/GPA

Hingham High School does not rank students and does not provide colleges or universities with class rank information. Designations of class valedictorian and class salutatorian will be awarded to the two seniors with the highest grade-point averages. Students who are not enrolled at HHS for the final four consecutive semesters of high school (all of junior and senior year) will not be considered for these designations. Class valedictorian and class salutatorian will be selected after the seniors’ final grades have been established. HHS uses a custom weighted GPA (Grade Point Average). The conversion chart is available in the *Program of Studies*. GPA is calculated for all students who enter HHS prior to their senior year. Grades from previous schools will be included in the GPA. All leveled courses are included in the calculation of GPA.

### School Property

The use and care of Hingham High School, the buildings, the grounds and its equipment is everyone’s business. Students who are identified as responsible for causing any damage will be expected to pay for the necessary repairs or replacements. They also may be subject to further sanctions as set forth in the



*Code of Discipline.* Students are responsible for any texts and other equipment assigned by the staff. Textbook receipts should be requested by students when materials are returned. If equipment or books are lost, report cards and schedules will be held until either the property is returned or the school is remunerated.

### Smoking/Tobacco Products

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

### Tardiness to Class

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

### Tardiness to School

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

### Truancy

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

### Visitors and Telephone Calls

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

### Work Missed

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

## EXTRACURRICULAR ACTIVITIES

Hingham High School offers a wide variety of extracurricular activities including ACLU Club, Activists United, Amnesty International, Art Club, A.S.L. Club, Band/Chorus/Orchestra competitions, Best Buddies, Biology Club, Breathe Out, Chinese Club, Crochet Club, Debate Team, DECA, Diversify Our Narrative, Diversity Empowerment Club, Drama Club (activities & productions), Dungeons and Dragons, Film Club, Fashion Club, Film Club, Financial Literacy Club, French Club, Gender Sexuality and Allies Club, Girls Learn International, Global Citizenship Program (GCP) Club, Green Team, HHS Unity Project, *Harborlight* school newspaper, Hingham Service Club, Latin Club, Math Team, Medical Sciences Club, Mentor Program, Mindfulness Club, Model UN, Oceanography Club, *Outer Limits* literary magazine, People of Color and Allies, Personal Health Club, Quiz Bowl, Reaching out to Children, Robotics, S.A.D.D., Spanish Club, Sunrise Club, student government, Thespians, Veterans' Appreciation Club, WHHS, Women in STEM, Ultimate Frisbee Club, Yearbook, and other activities approved by the principal. Information about these and other clubs can be found on the website at <http://hinghamschools.org/hingham-high-school/clubs-and-activities>

Student activities are open to all students of Hingham High School. All students are encouraged to participate in these activities to the fullest extent possible. HHS provides equal opportunity for all students to participate in intramural and interscholastic sports and extracurricular activities and clubs sponsored by the school. No student will be excluded from an extracurricular activity on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, homeless status for students, physical and intellectual differences, pregnancy or pregnancy related condition, veteran status or Foster care status. Attendance at events sponsored by the school, regardless of where they are held, shall be subject to such regulations as the principal of the sponsoring school may deem necessary as well as rules and regulations of the Hingham Public Schools.

### Dances and Other Social Activities

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

1. Dances (excluding proms) are for Hingham High School students only. The number of tickets that may be sold will be limited, and some dances may be grade-specific. Tickets must be purchased in advance, and students must read and sign the HHS Dance Guidelines when purchasing their tickets.

2. No one is allowed to enter an activity later than one hour after the start without prior written permission from an administrator.
3. Once a student leaves a dance or activity, they will not be allowed to return.
4. Unruly or disruptive students who fail to heed the warnings of the chaperons shall be remanded to the custody of the Hingham Police.

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

## **ELIGIBILITY**

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

### Academics

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

Students who receive one F will be placed on academic probation for that quarter. They may continue to participate in extracurricular activities; however, they must meet with the principal or their designee to review their academic progress.

### Attendance

Unless excused by the principal or assistant principal, students may not participate in after-school activities (e.g., games, concerts, club meetings, etc.) if they have missed (non-exempt) more than one hour of that school day. (Exception: students may attend a prom after no more than two hours of absence from school on that day.). Students suspended for any portion of a school day are barred from participation in or attendance at the above listed activities that day and during the entire period of the suspension.

### Alcohol and Drugs

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

- On first offense, a student will not be allowed to participate in any extra- curricular activities for twenty-five (25) school days. The suspension will be served immediately and for consecutive days. If an athlete commits the offense while their sport is in season, they will be removed from the team for the rest of that season.
- On the second and subsequent violations, the student will not be allowed to participate in any extra-curricular activities for one calendar year (12 months).

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

In addition to the disciplinary action for drug and alcohol offenses addressed in the *Code of Discipline*, any student found to be in violation of the school’s alcohol and drug policy in school or at ***any school-sponsored event or activity*** will lose the privilege of attending all school events (e.g., games, dances, etc.) for the next nine (9) weeks.

#### Non-school Sponsored Activities

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

### **NATIONAL HONOR SOCIETY**

The National Honor Society (NHS) was established to recognize outstanding high school students. More than just an honor roll, NHS serves to recognize those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. These characteristics have been associated with membership in the organization since its beginning in 1921

#### **Selection Procedure**

1. The selection of members to this chapter shall be by a majority vote of the Faculty Council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, exofficio member of the Faculty Council.
2. The selection of active members shall be held once a year during the second semester of a student’s junior year. A second selection period will take place for seniors only during first term each year.
3. Prior to the final selection, the following shall occur.
  - a. Students’ academic records shall be reviewed to determine scholastic eligibility. Scholarship qualifications, in compliance with the National Honor Society and Hingham High standards, are determined by a cumulative weighted

grade point average greater than or equal to 3.7 on a 4.0 scale. The academic records considered reflect students' work from grades 9, 10, and 11.

- b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the Candidate's Form for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible in the areas of leadership, scholarship, service, and character.
- d. The Faculty Council shall review the Candidate Forms, faculty evaluations and other relevant information to determine those who fully meet the selection criteria for membership.

Candidates will also complete at least two written statements as part of the Candidate Forms, with the third written statement being optional.

- 4. Candidates receiving a majority vote of the Faculty Council will be inducted into the chapter. Selection and membership in NHS is not determined by the Hingham Public Schools.
- 5. Those students selected will be notified by public announcement. Candidates become members when inducted at a special ceremony. At that time, they assume all membership honors and responsibilities. Subsequent to notification, students will receive a letter outlining some of the duties and responsibilities of membership in the National Honor Society.
- 6. An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of their membership.
- 7. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter.

The Faculty Council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain their membership.

For more information about the requirements of membership, see the National Honor Society page on the web site - <https://hinghamschools.org/hingham-high-school/departments-programs/clubs-and-activities/national-honor-society/>

## **STUDENT GOVERNMENT**

The HHS Student Council is the school's student government. It encourages leadership, teamwork, volunteering, and problem solving. The goal of Student Council is to improve the school and encourage leadership skills. Members choose

to participate in a specialized committee within Student Council: Green, Spirit, Communications, Staff-Appreciation, Assembly, Improving HHS, Fundraising, or Community Service. For more information about the council, see the web page <http://hinghamhighstuco.weebly.com/about.html>

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

#### Student Advisory to the School Committee

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

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

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

#### Elections

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

### **GLOBAL CITIZENSHIP PROGRAM**

The Global Citizenship Program (GCP) promotes global competence, a key twenty-first century skill, in Hingham High School students. Through interdisciplinary academic study, community service and international travel, participants increase their global awareness, heighten their appreciation of diversity, and enlarge their capacity to work and contribute in an increasingly interconnected world. There are two related branches of the GCP: the GCP Club and the GCP Certificate Program.

The GCP Club is open to all students at Hingham High School interested in global competence and awareness. The GCP Club offers social, educational, and service activities that promote global competence and furthers the mission of the entire GCP. GCP Club meets once per month and offers an array of globally-themed activities each month. All Hingham High students are welcome to help plan and carry out GCP club activities and events.

The GCP Certificate Program is an application-based program with specific requirements. Students in the Certificate Program are required to participate in the

GCP Club. Students who are only in the GCP Club may also choose to apply to the certificate program; participation in the club will be a factor in the admission process for a Certificate Candidate. The GCP Club and Certificate Program are intricately connected in terms of social activities, leadership, vision, and purpose; however, the Certificate Program demands a higher level of commitment and involvement from accepted students in addition to other academic and extracurricular activities. For more information about the program including application for admission, see the web site <https://hhsgcp.weebly.com/>

## **TECHNOLOGY ACCEPTABLE USE POLICY**

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

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

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

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

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

1. District Computers, including installed software, hardware and peripheral devices, are the property of Hingham Public Schools. Computer systems are to be used for school-related activities and are not to be removed from the premises without written permission from the District's Manager of Technology
2. The use of a user's personal electronic device (including, but not limited to, device classifications such as smartphones, computers, and tablets) on the school network or on the District's Internet connection subjects the user to the terms of this policy.
3. Users should not have any expectation of privacy with respect to personal data stored on Hingham Public Schools' computers. Electronic mail (E-mail) messages are considered public records and are therefore legally discoverable and subject to record retention. Users should not expect that electronic mail messages (even those marked "Personal") are private or confidential.
4. The Hingham Public School system may monitor electronic mail and Internet activities on the schools' computer systems for reasons including, but not limited to, the following:
  - a. system checks
  - b. reviews of productivity
  - c. investigations into claims of possible criminal activity
  - d. investigations into inappropriate use of the District's internet connection
5. Use of the District's computer systems constitutes consent to monitoring of E-mail transmissions and other online services, and is conditioned upon strict adherence to this policy.
6. The following activities are strictly prohibited:
  - a. Any illegal activity, including, but not limited to, the transmission of copyright or trade secret material, or the participation in any type of criminal activity.
  - b. Attempts to violate the computer security systems implemented by the Hingham Public Schools, Town of Hingham, or other institutions, organizations, companies or individuals.
  - c. Accessing material that is inappropriate for school use, such as Internet sites promoting pornography, gambling, or hate.
  - d. Attempts to circumvent the Internet filtering capabilities of the Hingham Public Schools or the school systems' Internet provider(s).
  - e. Plagiarism, or any reproduction of copyrighted material without explicit permission.
  - f. The use of profanity or inappropriate language in electronic mail.
  - g. Use of school computer systems for political or commercial purposes.



- h. Using school computer systems to send unsolicited bulk e-mail (SPAM).
  - i. Developing or disseminating malicious software programs, such as computer viruses.
  - j. Downloading, installing, or copying any commercial software, shareware, or freeware onto network drives or disks without written permission from the network administrator or the District's Technology Manager.
  - k. Misrepresentation of your identity by using another user's account, or by masking your own identity.
7. No profane, abusive, or impolite language should be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior. Should a user encounter such material by accident, the user should report it to an appropriate authority immediately.
  8. In compliance with the Children's Internet Protection Act (CIPA), Hingham has installed filtering and/or blocking software to restrict access to Internet sites containing material harmful to minors. The software scans for objectionable words or concepts, as determined by the Hingham Public School District. Students and staff may not disable the District's filtering software at any time when students are using the Internet if such disabling will cease to protect students against access to inappropriate materials. Staff authorized by the District's Manager of Technology may temporarily or permanently unblock access to sites containing appropriate materials if the filtering software has inappropriately blocked access to such sites.
  9. Staff must supervise student use of the District's Internet system in a manner that is appropriate to the students' ages and the circumstances of use.
  10. The following restrictions against inappropriate speech and messages apply to all speech communicated and accessed through the District technology resources, including all email, instant messages, Web pages, and Web logs.
    - a. Users shall not send obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful messages.
    - b. Users shall not post information that could cause damage, danger, or disruption, or engage in personal attacks, including prejudicial or discriminatory attacks.
    - c. Users shall not harass other persons, or knowingly or recklessly post false or defamatory information about a person or organization.
  11. Users' home and personal Internet use can have an impact on the school and on other District users. If a user's personal Internet expression - such as sending a threatening message to another District user - creates, in the view of the principal or principal's designee, the likelihood of material disruption of the school's operations, that user may face school

discipline and criminal penalties.

12. Hingham takes bullying and harassment by computer very seriously. No District user shall use any Internet or other communication device to intimidate, bully, harass, or embarrass other students or staff members. Users who engage in such activity on school grounds or who engage in such activity off campus and create a material disruption of school operations, in the view of the principal, shall be subject to penalties for bullying and harassment as contained in the Code of Discipline, as well as possible criminal penalties.

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

## HAZING

In accordance with Massachusetts General Laws, no HPS student, staff, or school organization shall engage in the activity of hazing while on or off school property, or at a school sponsored event regardless of the location.

Any student who observes what appears to them to be the activity of hazing has an obligation to report such information to the Principal or staff member including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and staff of the HPS District are obligated by law to report incidents of hazing to the police department. Any student who participates in hazing may be subject to appropriate disciplinary action by the Principal. In all cases relating to hazing, students will receive procedural due process.

**M.G.L. c. 269, Section 17 Hazing; organizing or participating; hazing defined** Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

**M.G.L. c. 269, Section 18 - Failure to report hazing**

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

**M.G.L. c. 269, Section 19, Copy of secs. 17 to 19; issuance to students and student groups, teams and organizations; report**

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

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

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

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar

means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

See School Committee policy [JICFA](#)

## **WEAPONS, CONTROLLED SUBSTANCES, FELONY CHARGES**

M.G.L. c. 71, Section 37H

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- b. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c. Any student who is charged with violation of either paragraph a) or b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in their discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph a) or b).
- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of their appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- e. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

M.G.L. c. Section 37H1/2

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

delinquency, may be expelled as provided in Massachusetts General Laws, Chapter 71, Section 37H1/2.

M.G.L. c.76, Section 21

Students who are suspended from school for 10 or fewer consecutive days will have an opportunity to make academic progress during the period of suspension, to make up assignments and earn credits missed including, but not limited to, homework, quizzes, exams, papers and projects missed.

Students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school, will have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed. The school will provide a student who is expelled or suspended for more than 10 consecutive school days, and their parent or guardian, with a list of alternative educational services, and the school will facilitate and verify enrollment in the service chosen.

### **BULLYING AND HARASSMENT**

Teachers and students are to maintain an environment free of bullying and harassment of any kind including but not limited to bullying and harassment based on race, color, sex, gender identity, religion, national origin, sexual orientation, disability, homeless status for students, physical and intellectual differences, pregnancy or pregnancy related condition, veteran status or Foster care status. Teachers and students are to treat one another with courtesy and respect at all times.

Bullying is defined as the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to themselves or of damage to their property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.

Bullying shall include cyber-bullying. Cyber-bullying is defined as "bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, or a photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications."

Cyber-bullying also includes the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or

impersonation creates any of the conditions enumerated in the definition of bullying. Additionally, cyber-bullying includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

As required by M.G.L. c. [71B section 3](#), whenever the evaluation of the Individualized Education Program team indicates that the child has a disability that affects social skills development or that the child is vulnerable to bullying, harassment or teasing because of the child's disability, the Individualized Education Program shall address the skills and proficiencies needed to avoid and respond to bullying, harassment or teasing. Neither a skill deficit nor the existence of an IEP or 504 plan will be used as either a justification for bullying or as a rationale for reduced consequences for aggressors.

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

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

In accordance with Massachusetts law, Hingham Public Schools has designed and implemented a bullying prevention and intervention plan which can be found on the Hingham Public Schools website.

See School Committee policy [JICFB](#)

### Sexual Harassment

All persons associated with the HPS District are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of HPS policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against

individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

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

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

**Definition of Sexual Harassment:** Unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

**The Grievance Officer:** **[Title IX Officer, 220 Central St. Hingham, MA 02043 781-741-1500]**

The Superintendent will annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below:

**Complaint Procedure:**

1. Any member of the school community who believes that they have been subjected to sexual harassment will report the incident (s) to the grievance officer. All complaints shall be investigated promptly and resolved as soon as possible.
2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:  
The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, and may interview any witnesses.
  - a. The grievance officer will then attempt to meet with the charged party in order to obtain their response to the complaint.
  - b. The grievance officer will hold as many meetings with the

parties as is necessary to establish the facts.

c. On the basis of the grievance officer's perception of the situation they may:

- Attempt to resolve the matter informally through reconciliation.
- Report the incident and transfer the record to the Superintendent or designee, and notify the parties by certified mail.

3. After reviewing the record made by the grievance officer, the Superintendent or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the Committee for termination or expulsion. At this stage of the proceedings the parties may present witnesses and other evidence, and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, the Committee will act promptly to eliminate the offending conduct.

4. The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.

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

See School Committee policy [ACAB](#)

### **NOTIFICATION OF SEX EDUCATION PROGRAMS**

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

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



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

**MEMORANDUM OF UNDERSTANDING**  
**between**  
**The Hingham School Department**  
**and**  
**The Hingham Police Department**

**A. PREAMBLE**

The Hingham Public Schools and the Hingham Police Department share common commitments to ongoing, two-way communication ensuring the safety and well-being of students and fostering a welcoming and secure educational environment. To that end, both parties agree to the principles of a Memorandum of Understanding as they are articulated below.

**B. GENERAL PRINCIPLES**

This Memorandum of Understanding is established between the Hingham Public Schools and the Hingham Police Department regarding the establishment of a protocol for the reporting and coordination of responses to incidents of violence or other illegal activity involving Hingham Public School students, taking into account the age and abilities of the individuals involved. The Hingham Public Schools and the Hingham Police Department agree to coordinate their responses to violence or other illegal activity by students and non-students that occur on school premises, at school-sponsored or school-related events, through social media, or, during the dates that School is in session, in the Hingham community. Through collaboration, the two departments can ensure safe and secure school and community environments designed to maximize effective teaching and learning.

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

This Memorandum of Understanding is in addition to, and does not supplant, policies of the Hingham Public Schools with regard to disciplinary procedures and codes of student conduct which are now or may be formulated and published in

student handbooks. It is also the responsibility of school authorities to notify the Hingham Police Department when any criminal activity is detected or suspected on school grounds or at school-sponsored events. It is the responsibility of the Hingham Police Department to respond when drugs, alcohol or weapons are found on school property or when a student is suspected of or charged with criminally chargeable offenses under Massachusetts General Laws. Furthermore, both the Hingham Public Schools and Hingham Police Department agree to respond cooperatively to incidents of school delinquency and truancy, social media issues, questions of residency, discussions of school safety and security, and issues related to custody and other family concerns.

**C. PUBLICATION of this MEMORANDUM by REFERENCE**

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

**D. DISCLAIMER**

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

**E. TERMS, CONDITIONS, AND OPERATING PROCEDURE**

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

The Superintendent of Schools or their designee and the School Principal or their designee are responsible for reporting the mandated reportable acts specified below. The Police Chief shall designate an officer (or officers) to coordinate all reported criminal acts.

2. The Superintendent of Schools or their designee and the School Principal or their designee shall immediately report to the Hingham Police Department any incident on school premises, including in or around a school bus, or at a school-sponsored or school-related function, if such incident involves any of the mandated reportable acts set forth below. A mandated reportable act shall include:

a) A student's possession or use of a dangerous weapon as defined in Massachusetts General Laws c. 269, § 10;

b) Any indecent or sexual assault;

c) Any instance of substance abuse, including the possession of

alcohol, and the possession of any controlled substance as defined in Massachusetts General Laws c. 94C including but not limited to marijuana, cocaine and heroin;

d) Any assault and battery which results in bodily injury;

e) Any violation of a temporary or permanent restraining order or harassment order;

f) Any so-called “hate crime,” meaning for purposes of this section, any violation of Massachusetts General Laws c. 265, §§ 37 or 39;

g) Any illegal destruction of property or theft;

h) Any threat to commit a crime against the person or property of another, e.g., threats over the Internet or on social media;

i) Any incident or threat of fire setting or involving incendiary devices or explosives;

j) Any incident of “bullying” “cyber-bullying” as defined by M.G.L Chapter 71, Section 370, where the school believes that the incident may have involved criminal conduct or involves any other reportable acts outlined in (a) through (n) of the Statute.

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

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

5. The Superintendent of Schools or their designee and the School Principal or their designee may report to the Hingham Police Department any incident on school premises, including in or around a school bus, or at a school sponsored or school related function, if such incident involves any of the discretionary reportable acts set forth below. A discretionary reportable act shall include:

a) Any student’s violation of a state criminal statute which warrants reporting but is not a mandatory reportable act as described above, e.g., driving to endanger, license violations, etc.

b) Finding any student, regardless of age, who is reasonably believed to be at risk of their safety due to concerns about use of possible controlled substances, bullying, mental health, abuse, or other reasons.

c) Any destruction of property or theft.

6. Hingham Public School personnel, including but not limited to, administrators, teachers, professional staff, support staff, clerical and custodial staff, security personnel and bus drivers, may report to their direct supervisors any incident on school premises, including in or around a school bus, or at a school-sponsored function, if such incident involves any discretionary reportable act specified above.

7. Said supervisor may report such incident to the School Principal. Any School Principal who receives such a report and who has reason to believe the allegations may file a written report with the Superintendent of Schools as soon as possible, but no later than forty-eight (48) hours after receiving the report. The Superintendent of Schools may then file copies of said report as soon as possible, but no later than forty-eight (48) hours after receiving the report, with the Police Chief or their designee and, where required by law, the Massachusetts Department of Children and Families. When reports are forwarded to the Hingham Police Department, a follow-up response will be provided by the police to the Superintendent of Schools.

#### **F. SEARCHES**

In order to maintain a safe environment in its schools, the Hingham Public Schools reserve the right to search all school property, including all school grounds and all parking lots, for contraband or controlled substances in accordance with state and federal laws. Searches may be conducted on a periodic basis and may include the use of trained Police K-9 units. The police liaison and the appropriate school administrator will coordinate any such searches in an effort to minimize disruption and maximize the security and effectiveness of the search.

#### **G. REPORTING PROCEDURES**

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

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

3. Upon notification from the School Principal/Superintendent of Schools or their designee, police shall, respond in cases of mandatory reportable acts and may consult in discretionary reportable and other cases. Police shall investigate such cases and, where appropriate and following applicable Miranda guidelines,

refer such cases to the District Attorney's Office.

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

## **H. RECORDS AND COLLABORATION**

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

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

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

4. The Superintendent of Schools, Chief of Police and other designated school administrators and police officers will meet during the year to collaborate on other issues as needed.

5. In addition to the above responsibilities, the designated liaisons from the Police Department and the Hingham Public Schools will meet regularly for the following purposes: (1) to discuss the scope of drug and alcohol possession and use and violence in the school setting; (2) to identify strategies to reduce such activities; and (3) to suggest the necessary action plan for implementation of such strategies.

## **I. POLICE DEPARTMENT REPORTS TO THE SCHOOL DEPARTMENT**

1. Subject to applicable legal restrictions, including confidentiality and age restricted disclosure requirements, the Hingham Police Department will provide the Hingham Public Schools with a written report of the arrest or filing of a complaint application against any student of the Hingham Public Schools within the jurisdiction of the Hingham police. The appropriate Police Department designated liaison shall report to and share related documents including, but not limited to, police reports, with the appropriate School designated liaison any police-involved incident or event involving students of the Hingham Public Schools if the activity poses a serious threat or adverse effect to the safety of the student, other students, faculty, or administrative personnel. Examples: domestic incident, medical emergency, untimely death, etc.

2. The Hingham Police Department will report to the Hingham Public Schools all reports of missing, abducted, or exploited children or those otherwise at risk. Parents will be notified by the appropriate authorities.

3. The Hingham Police Department will provide the Hingham Public Schools with an official written report of incidents where the police conclude that reasonable suspicion exists to believe an enrolled student in the Hingham Public Schools has participated in/or committed an illegal activity by students which report may include names of students and other persons who are identified as being present. Examples: possession/consumption of illegal substances and/or alcohol, graffiti, public disturbances, etc.

4. Written reports provided by the Hingham Police Department of incidents involving Hingham students may include, but is not limited to, such information as the names of individuals present at, or actually involved in, an incident; the names of vehicle operators and/or owners; the name of home owners; a list of all witnesses to an incident.

**J. TRAINING**

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

**K. BUILDING SECURITY**

The Director of Business and Support Services and the Facilities Manager, after consultation with other school officials, will develop with the Hingham Police Department plans for the safety and security of school buildings and grounds and for the safety and security for certain extra-curricular events and activities involving Hingham students, and held on property owned and controlled by the Town of Hingham.

**L. EFFECTIVE DATE AND DURATION OF THIS AGREEMENT**

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

Margaret Adams, Ed.D.  
Superintendent  
Hingham Public Schools

David Jones  
Chief of Police  
Hingham Police Department

Michelle Ayer  
Chair  
Hingham School Committee

## BELL SCHEDULE

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

### Schedule of meetings

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

### Friday Morning Schedule

|                          |               |
|--------------------------|---------------|
| Block 1                  | 8:00 - 8:54   |
| Homeroom / Announcements | 8:54 - 8:57   |
| Friday Show              | 8:57 - 9:06   |
| Block 2                  | 9:10 - 10:04  |
| Block 3                  | 10:08 - 11:02 |

The rest of the day remains the same.

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

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

## **DELAYED OPENING SCHEDULES**

### **One-hour Delay**

|                         |               |
|-------------------------|---------------|
| Block 1                 | 9:00 -9:37    |
| Homeroom                | 9:37 -9:39    |
| Block 2                 | 9:43 -10:20   |
| Block 3                 | 10:26 - 11:03 |
| Block 4                 | 11:07 - 12:32 |
| (Regular lunch periods) |               |
| Block 5                 | 12:36 - 1:32  |
| Block 6                 | 1:36 - 2:32   |

### **Two-hour Delay**

|                         |               |
|-------------------------|---------------|
| Block 3                 | 10:00 -11:01  |
| Homeroom                | 11:01 - 11:03 |
| Block 4                 | 11:07 - 12:32 |
| (Regular lunch periods) |               |
| Block 5                 | 12:36 - 1:32  |
| Block 6                 | 1:36 - 2:32   |

### **Early Release for Professional Development**

|                   |               |
|-------------------|---------------|
| Block 1           | 8:00 -8:31    |
| Homeroom          | 8:31 – 8:34   |
| Block 2           | 8:38 – 9:09   |
| Block 3           | 9: 13 – 9:44  |
| Block 4           | 9:48 – 10:19  |
| Block 5           | 10:23 – 10:55 |
| Block 6           | 10:59 – 11:30 |
| (No lunch served) |               |



# ATHLETICS

## PHILOSOPHY

Interscholastic athletics at Hingham High School is an educational program designed to provide life-long lessons that foster the social, emotional, physical and intellectual development of the student-athlete, through healthy competition. High school athletics is an extension of the classroom. Every aspect of the athletic program reflects the mission of Hingham High School.

Participation at the freshmen level focuses on the developmental aspects of being on a team. Skill development, commitment, work ethic, sportsmanship and time management are stressed to help the student-athlete understand the rigors of interscholastic competition.

Participation at the junior varsity level continues to focus on the developmental aspects of being on a team. However, team and individual competition becomes more important at this level. Student-athletes learn to develop an appreciation for hard work. This in turn will help them develop the skills, attitude, and work ethic necessary to advance to the varsity level.

Participation at the varsity level provides an opportunity for the highly skilled to compete at the highest level that is offered to a high school student athlete. A varsity student athlete earns the opportunity to play by displaying a commitment to individual skill development, sportsmanship, integrity, work-ethic and discipline.

At all levels, the athletic program provides experiences to help the student athlete acquire confidence, self-esteem and self-discipline. It is expected that the student athlete will develop the values associated with success. Student-athletes will also learn to deal with loss and disappointment. These experiences are not only limited to athletics, but also to life on and off the field and beyond high school.

A student-athlete represents their team, school and community. Participation in interscholastic athletics at Hingham High School is an honor and privilege.

## ATHLETIC DEPARTMENT OBJECTIVES

1. Student athletes will be provided the opportunity to develop and grow physically, mentally, socially, and emotionally through their athletic learning experiences.
2. Student athletes will develop the qualities of good sportsmanship, honesty, sense of responsibility, self-discipline, self-control, moral integrity, and respect and concern for others.
3. Student athletes will be provided the opportunity to develop their own skills and potential.
4. Student athletes will develop dimensions such as self-esteem, assertiveness, emotional control, and mental toughness.
5. Student athletes will be provided opportunities for positive growth and development, qualities which contribute to a successful adult life.

6. Student athletes will develop an appreciation of the value of physical fitness and conditioning.
7. Student athletes will learn to accept victory or defeat in a gracious manner.
8. Student athletes will learn the value and benefits of hard work and dedication.
9. Student athletes will be provided the opportunity to learn how to function and compete as a team.

## SPORTS OFFERED

### FALL

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

### WINTER

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

### SPRING

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

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

### Procedure for Requesting a New Sport

1. Contact the athletic director in writing to discuss the new sport.
2. Present rationale (i.e. -interest level, established youth program with no place to go once students reach high school etc.)
3. Athletic Department will conduct a feasibility study which will include the following:
  - a) What is the number of students interested in playing?
  - b) Is it a Patriot League and/or MIAA sport?
  - c) How does it impact the Title IX status and gender balance?
  - d) Does it provide an opportunity for a previously underserved segment of the student population?
  - e) Identification of potential practice and game facility
  - f) Schedule development-Who will we compete with?
  - g) Budget preparation
  - h) What is the financial impact of starting and continuing the sport?
  - i) How will the sport be financed?
4. The athletic director will present the findings of the feasibility study, including a recommendation, to the Principal and Superintendent.
5. The Hingham School Committee must approve all new programs.
6. Upon approval of the school committee, the athletic director will complete the following:
  - a) Interview potential coaches and make a recommendation to the principal.
  - b) Develop a game, practice and transportation schedule.
  - c) Purchase equipment and uniforms.
7. The New coach and staff will conduct sign-up meetings and prepare for the upcoming season exactly like the rest of the Hingham High School coaching staff.

### CODE OF CONDUCT FOR ATHLETES

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

A student athlete must agree to the following principles:

1. Maintain an adherence to rules, standards and policies. These rules are found in the MIAA Handbook, Patriot League Handbook, HHS Student Handbook, and the Hingham Public Schools Code of Discipline. All are available on the website <http://hinghamschools.org/hingham-high-school/athletics/>
2. Take pride in setting good examples in appearance, conduct, language, and sportsmanship.
3. Demonstrate the ideals of sportsmanship and fair play in all competitive situations.
4. Respect every coach, official, teammate, opponent, and others.
5. Exhibit the ability to accept victory or defeat in a proper manner.

6. Compete within the spirit of the game and follow appropriate rules and regulations.
7. Demonstrate concern, courtesy and compassion.
8. Provide an example of good sportsmanship and encourage spectators to display good sportsmanship.
9. Be a positive influence for teammates and others.

## **ATHLETIC PARTICIPATION REGULATIONS**

### Parental Permission

Any student participating in interscholastic athletics must complete the Online Registration Form and have an electronic signature by a parent or guardian before they may participate in any practice or game. This must be completed before every season.

### Physical Examination

All student athletes trying out for and/or playing interscholastic sports are required to have a physical examination. Physical examinations are valid for 13 months to the date. Any physician licensed to practice medicine in the Commonwealth of Massachusetts may examine the student. Any student athlete requiring medication (e.g., EPI pen, inhalers, etc.) must provide written parent/guardian permission, physician order, and the medication in order to participate.

### Insurance

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

### Guidelines for the Athletic User Fee

1. The Hingham Public School Department has established a HHS user fee of \$325 with an additional fee of \$100 for ice hockey. There will be a family cap of \$625 and \$800 for hockey players. There will be only one fee per student athlete for the school year; a student will be allowed to participate in as many as three (3) sports seasons upon payment of the fee. Therefore, for example, students who pay the fee in the fall do not need to pay again during the remainder of the school year. Student athletes are not eligible to participate until the fee is paid.
2. If a student athlete's family feels they cannot afford the fee, they may request a waiver from the athletic director. The criteria for the federal free or reduced lunch program will be considered in making the determination.
3. The fee is non-refundable except for those student athletes who are "cut" from a team by the coach in order to reduce the number of team members. Payment of the fee does not guarantee membership on a team. Students who leave the team voluntarily or who are removed from the team by the coach, athletic director, or principal for disciplinary or scholastic deficiencies are not eligible for a refund.

4. All payments must be made either electronically or by check or money order, payable to *Hingham Public Schools* (no cash will be accepted).

#### Participation in One Sport per Season

A student athlete shall participate in only one sport in any defined MIAA sport season (fall, winter, or spring), including tournaments and/or championships in that season. A student-athlete officially becomes a member of their team for the sport season on the date of that school's first regular season contest in that sport.

#### Age

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

#### Eligibility

Student athletes must meet all eligibility requirements stated in the *HHS Student Handbook*. Students may not join a team after the season has started if cuts have been made.

#### Time Allowed for Participation

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

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

#### Use of an Ineligible Player

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

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

In addition to the eligibility rules stated on p.34 of this handbook, athletes are also subject to the following rule:

From the earliest fall practice date to the conclusion of the academic year or final athletic event (whichever is latest) and on any school-sponsored summer events, a student shall not, regardless of the quantity, use, consume, possess (possession includes group possession, e.g., at parties, in automobiles, etc.), buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again. If a student who is not already on a team violates the Chemical Health Rule after the season has started, they may not join a team for that season.

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

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

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

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

#### Patriot League Chemical Health Rules

1. A student may not join a sport after the first of practice/tryouts if they have an existing chemical health violation.
2. A student who has a chemical health violation is ineligible to be elected or serve as a captain for one full calendar year from the date of the violation. A student who is ineligible on day one of a season to serve as captain due to a chemical health violation will remain ineligible to serve in that capacity for the entire season.
3. Any player suspended for violating the MIAA chemical health rule during the season is not eligible for All Star status for that season.

#### Loyalty to the High School Team: Bona Fide Team Members Rule

A bona fide member of the school team is a student who is consistently present for, and actively participates in, all high school team sessions (e.g. practices, tryouts, competitions). Bona fide members of a school team are precluded from missing a high school practice or competition in order to participate in a non-school athletic activity/event in any sport recognized by the MIAA. First Offense: Student athlete is suspended for 25% of the season. Second Offense: Student athlete is suspended for an additional 25% of the season, and is ineligible for tournament play immediately upon confirmation of the violation. Student athletes may request a waiver providing that the request is supported by their coach, athletic director, principal and parents. A bona fide team member rule waiver may not be considered for MIAA state tournament games or practices after the published last play date.

## **PRACTICES**

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

## **TRANSPORTATION**

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

## **COLLECTION OF EQUIPMENT AND SUPPLIES**

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

6. The money collected will be submitted by check, payable to Hingham Public Schools, to the Athletic Director. Students should be told that the Athletic Department would rather have equipment and supplies than money.

### **CAPTAIN ELECTIONS**

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

### **CAPTAIN ELIGIBILITY**

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

A captain must lead by example at all times. Beginning the day a captain is publicly announced, if that captain violates the Code of Conduct for Athletes or MIAA rules, they will forfeit their captaincy. This includes school vacations and the summer.

### **CAPTAINS' RESPONSIBILITIES**

The position of captain is critical to the team and coach. It carries major responsibilities with it. A captain is the team leader, a team representative to the officials, a leader in exercises and drills, and is responsible for maintaining communications between the coach and the team. Captains are expected to attend the Captains' Class program as scheduled by the athletic director. In the event that a captain must miss a class, the captain shall communicate with both their head coach and the athletic director. Captains will then arrange with the athletic director to review the class topics covered during the missed class. Repeated unexcused absences from the Captain's Class could lead to the loss of the leadership role.

### **ATHLETIC VIOLATIONS**

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

1. Use of profanity or obscene gestures or other unsportsmanlike conduct
2. Fighting
3. Failure to comply with a legitimate direction from the coach
4. Taunting opponents or game officials
5. Unruly conduct
6. Unexcused absence from a game
7. Unexcused absence from practice
8. Disrespect
9. Any other inappropriate conduct as determined by the coach or Athletic Director



The following offenses may result in up to a three-month suspension from athletics:

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

### Expulsion – MIAA Rule

If a student in any sport is ruled out of a contest (including Jamboree), they shall not participate in the next scheduled competition or in MIAA tournament play. The MIAA Handbook identifies several games that require an ejected student-athlete to be ineligible for the next two (2) contests. The MIAA Handbook guidelines will be adhered to in considering the length of suspension.

### Expulsion- MIAA Rule

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

## **ATHLETIC AWARDS**

Athletic awards are presented to all student-athletes who complete the season in good standing. Students will lose their “good standing” status if they are ineligible to participate at the end of the season. Any student who becomes academically ineligible during the season will not receive any awards for the season.

## **SENIOR ATHLETIC AWARDS**

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

1. The student athlete must participate in a sport during their senior year.
2. The student athlete must have successfully completed three seasons of one sport or six seasons of multiple sports during their high school career.
3. The student athlete must complete their senior season as a team member in good standing.

## **BANQUETS**

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

## **SAFETY**

Students should realize that there is an inherent risk in all athletic activities. Athletes must adhere to the preseason and in-season conditioning directions of their coaches and follow all safety precautions outlined when skills are taught. Student-athletes must be appropriately attired for all practices and games. Appropriate footwear and shirts must be worn at all times.

Following is a partial list of safety precautions. Specific precautions for each sport will be covered during the initial practice season.

### Footwear

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

### Shin Pads

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

### Mouth Guards

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

### Helmets

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

### Goggles

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

## **GUIDELINES FOR ATHLETIC INJURIES**

An athlete must follow these athletic injury guidelines:

1. Proper Procedure for Determining the Need for the Athletic Trainer
  - A. Coaches or the trainer will attend to serious injuries immediately.
  - B. For other injuries requiring the trainer's services, athletes must notify the coach prior to seeing the trainer.
  - C. General trainer services are available immediately before or after a game or practice.
2. Trainer and Training Room Utilization
  - A. The training room will be available after school each day during the season.
  - B. The trainer will observe these practices:
    - i. Game participants will have priority for the trainer's services. Athletes with away games will be first, then athletes with home games. Athletes who need consultation for sprains, strains, and

- bruises will be seen after a game or practice.
  - ii. Athletes using the training room must sign in, indicating the time, sport, and injury. The athlete must sign out when leaving.
  - iii. Athletes may not use the training room for social gatherings.
  - iv. Tappings, consultations, and treatment will occur during training room hours only.
  - v. Athletes must notify the trainer if they will not participate in practice or games due to an illness or injury.
3. Athletes Returning from Serious Injury Status
- A. Athletes must be cleared for their sport, in writing, by the attending physician.
  - B. The trainer reserves the right to refuse the return of an athlete to participate if the welfare of the athlete is at risk.

### **IMPACT CONCUSSION MANAGEMENT PROGRAM**

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

### **PARENT/COACH COMMUNICATION GUIDELINES**

Parenting and coaching are difficult vocations. If we understand each of these roles and establish good communication, we are better able to accept our respective responsibilities and support our student-athletes. Effective communication is vital and requires participation, dedication, sacrifice and communication from parents, student-athletes and coaches.

From your child's coach, you should expect communication regarding:

- Coach and program's philosophy.
- Individual and team expectations.
- Location and times of all practices and games.
- Team requirements: practices, special equipment, suggested off-season conditioning.
- The procedures followed if your child is injured during practice or game.
- Any interest shown by non-Hingham High School coaches in your child regarding future athletic opportunities.
- Any discipline that may result in the denial of your child's participation.

From parents, coaches should expect:

- Attendance at the corresponding season's student-athlete/parent team meeting.
- Concerns, including those about a coach's philosophy and/or expectations, expressed directly to the coach.
- Notifications of schedule conflicts well in advance.
- Partnership in encouraging students to work hard and strive for excellence.

While your child is involved in interscholastic athletics, they will experience many moments that are rewarding and inspiring but others that are disappointing. Encourage your child to first speak to their coach directly regarding the latter situations. Dealing with difficult situations is a vital part of the development that young people must go through to be successful later in life. If the student-athlete to coach conversation has not resolved the concerns, we would then encourage you to speak directly to the coach.

Participation in an interscholastic contest is the culmination of hours of preparation through the course of a season. This preparation is at the direction of the head coach. The complete attention and focus of each team member is required in order to effectively implement this preparation on the athletic field or court. With this in mind, parents should completely refrain from direct communication with or influencing of student-athletes as they participate in an interscholastic contest unless there is an injury or safety issue. Supporting the efforts of student-athletes by being an engaged observer is encouraged; attempting to influence game action by 'coaching' student-athletes is not.

Accepting your child not playing as much as you would hope can be difficult. The full payment of athletic activity fees does not entitle a student-athlete to minimum playing time standards. Coaches are professionals and make decisions based on what they believe is best for the team and all of the student-athletes. Certain issues should be discussed with your child's coach [after the student-athlete to coach conversation has been exhausted]. Other issues should be left to the direction of the coach.

Appropriate concerns for discussions with coaches:

- The psychological and physical treatment of your child.
- Ways to help your child improve and develop.
- Concerns about your child's behavior.

Inappropriate concerns for discussion with coaches:

- Playing time
- Team strategy
- Play calling
- Other student-athletes
- Activity Fees and payment of such

If there is a question or concern regarding athletics, the student athlete should contact the coach. Coaches will define a “safe time” for student athletes to make these conversations easier to schedule. If a parent has a concern, they may contact the coach if the student athlete is unable to resolve the matter. If you have a concern to discuss with a coach:

- Call to set up an appointment with the coach.
- If you cannot reach the coach, call the Athletic Director, who will set up a meeting with the coach for you.
- Please, do not confront a coach before, after or during a practice or game. This interaction, at times that may be emotional for both the parent and the coach, does not promote objective analysis or resolution.
- If the meeting with the coach does not provide a satisfactory resolution, call and set up an appointment with the Athletic Director to discuss the situation.
- If a student-athlete or their family has a safety-related complaint that cannot be resolved directly with the coach, the complaint may be brought directly to the Athletic Director.

Athletics support the academic mission. They are an integral part of a good educational program. Students who participate in athletic programs tend to develop good time management skills, self-discipline, self-confidence and the ability to handle competition. Experience in athletics teaches life skills through valuable lessons in teamwork, sportsmanship, winning and losing, and hard work. Participation in high school athletics is often a predictor of later success – at college, in a career and as a community member.

As the Patriot League motto states: Let the players play, let the coaches coach, let the officials officiate – and let the parents positively cheer for their child/children during the game.

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

Individual sport booster clubs should support the athletic program and the coaches. All fundraising, gifts, and awards should be reviewed and approved by the head coach, athletic director, and principal.

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

- All Booster groups must have their own Tax ID number.
- All fund raising activities must be approved by the principal.

- All expenditures must be in compliance with Hingham High School policies, MIAA and NCAA rules, and the Office of Civil Rights.
- All expenditures must be made in concert with the head coach.
- It is strongly recommended that all profits from fundraising be used for team expenses such as specialized technique coaching, equipment to benefit all team members, and expanding opportunities for additional students to participate in the sport.
- If a booster club decides to issue a scholarship, the following policy must be followed:
  - Design an application. This needs to include a recommendation from the advisor.
  - Create a selection committee. This cannot include a parent or family member of a prospective candidate.
  - Submit criteria, application and selection process to HHS Administration for approval.
  - Minimum: \$500.00

# HINGHAM PUBLIC SCHOOLS

## CODE OF DISCIPLINE

TO: ALL STUDENTS

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

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

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

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

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

Margaret Adams, Ed.D.  
Superintendent of Schools

## CODE OF DISCIPLINE

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

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

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

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

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



## **RULES AND REGULATIONS**

### Introduction

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

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

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

## **CATEGORIES OF VIOLATIONS AND CONSEQUENCES**

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

### **GROUP A**

#### Violations

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

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

### Consequences

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

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

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

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

## **GROUP B**

### Violations

1. The use of obscene, abusive or profane language (oral, written, or gestured), derogatory in its nature and/or directed at an individual because of gender, gender identity, sexual orientation, religion, racial or ethnic origin, age or disability.
2. Harassment of any kind including, but not limited to threats, unsolicited remarks, gestures, physical contact or the display or circulation of written materials or pictures derogatory in nature and related to gender, gender identity, race, ethnicity, religion, age, sexual orientation, or disability.
3. Bullying as defined by M.G.L. C 71 S 37 O, as amended in 2013 and 2014.

### Consequences

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

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

### **GROUP C**

#### Violations

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

#### Consequences

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

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

### **GROUP D**

#### Violations

1. Failure to operate a motor vehicle in a safe and reasonable manner on school property, in the vicinity of a school, or when driving to and from school or to and from school-sponsored activities; wherever held.
2. Failure to follow student parking guidelines (H.H.S. Handbook page 30).
3. Unexcused tardiness to school or to class.
4. Class cuts (see school handbooks for other penalties).
5. Gambling, unauthorized card playing, improper use of radios, tape recorders, cell phones, pagers, (or any other electronic equipment deemed by the administration to be distracting or disruptive to the learning environment) cameras, roller blades, or skateboards.

### Consequences

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

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

## **GROUP E**

### Violations

Use or possession of tobacco products of any type including e-cigarettes, vaporizers, and vaping liquids on school grounds (including school buildings and buses) or at any school-sponsored activities.

### Consequences

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

First Offense: One day in-school suspension.

Second Offense: Three-day suspension from all classes and school activities.

Third Offense: Five-day suspension from all classes and school activities.

Further Violation: Minimum five-day suspension with additional consequences to be determined by the school administration.

## **REPEAT OFFENDERS**

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

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

## SUSPENSIONS

The Hingham Public Schools adheres to the Student Discipline Laws and Regulations as set forth in Massachusetts General Laws Chapter 37H, 37H 1/2 and 37H 3/4 and 603 CMR 53.00 et seq.

### **PROCEDURES FOR SHORT-TERM SUSPENSION (exclusion of a student from school premises and regular classroom activities for a specified period of not more than ten school days.)**

The principal, or their designee, may suspend students on a short-term basis. Unless a student poses a danger to persons or property, substantially and materially disrupts the order of school, possesses a firearm, controlled substance, or assaults a school staff member, the student will receive the following prior to a short-term suspension:

1. Oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:
  - i. The disciplinary offense;
  - ii. The basis for the charge;
  - iii. The potential consequences, including the potential length of the suspension;
  - iv. The opportunity to have a hearing with the principal and the parent concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident;
  - v. The date, time, and location of the hearing;
  - vi. The right of the parent and student to interpreter services at the hearing; and
  - vii. If the student may be placed on a long-term suspension following the hearing with the principal:
    1. The rights set forth under the "Procedures for Long-term Suspension"; and
    2. The right to appeal the principal's decision to the superintendent.
2. At the hearing, if the student and/or parent elects to attend, the student shall have the opportunity to present their version of the relevant facts and any mitigating circumstances.
3. Based on the available information, the principal shall make a determination as to whether the student committed the disciplinary offenses and what remedy shall be imposed. The principal shall notice the student and parent in writing of their decision, the reasons for it, and, if applicable, the type and duration of the suspension and the opportunity to make up assignments and other academic work.

4. If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the suspension takes effect.

### **PROCEDURES FOR AN IN-SCHOOL SUSPENSION**

An in-school suspension means the removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions in one school year. If the principal chooses this alternative, the principal shall inform the student of the disciplinary offense charged and the basis for that charge and provide the student an opportunity to dispute the charge and explain the circumstances surrounding the charge. If an in-school suspension is issued, the principal shall make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding that the student committed the offense, and the length of the in-school suspension.

### **PROCEDURES FOR LONG-TERM SUSPENSION**

#### **(exclusion of a student from school premises and regular classroom activities for more than ten school days.)**

1. In the event of a long term suspension or expulsion, the student will be provided oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:
  - i. The disciplinary offense;
  - ii. The basis for the charge;
  - iii. The potential consequences, including the potential length of the suspension;
  - iv. The opportunity to have a hearing with the principal and the parent concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident;
  - v. The date, time, and location of the hearing; and
  - vi. The right of the parent and student to interpreter services at the hearing.
2. In advance of the hearing, the student shall have the right to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student.
3. The student shall also have the right to be represented by counsel or a lay person at the choice and expense of the student/parent.
4. At the hearing, if the student and/or parent elects to attend, the student shall have the opportunity to present their version of the relevant facts and any mitigating circumstances. The student shall also

have the right to produce witnesses and the right to cross-examine witnesses presented by the school.

5. The principal shall notice the student and parent in writing of their decision, including the following information:
  - i. The disciplinary offence, the date on which the hearing took place, and the participants in the hearing;
  - ii. The key facts and conclusions reached by the principal;
  - iii. The length and effective date of the suspension and the date of return to school;
  - iv. The notice of the student's opportunity to receive education services to make academic progress during the suspension;
  - v. The student's right to appeal the principal's decision to the superintendent or their designee if a long-term suspension has been imposed. All the same rights as are afforded in the above long-term suspension principal's hearing shall apply to the student in a superintendent's hearing. The decision of the superintendent shall be the final decision of the school district.
  - vi. If the student is in grades K-3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for the suspension before the suspension takes effect.

## **STUDENT EXPULSION PROCEDURES**

Expulsion is the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) days, indefinitely, or permanently. Massachusetts General Laws Chapter 71, Section 37H provide that students may be expelled by the principal, with a right of appeal to the superintendent, for certain types of offenses. These offenses include (a) being in possession on school premises or at a school-sponsored or school-related event, including athletic games, of a dangerous weapon including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter 94C including, but not limited to, marijuana, cocaine, and heroin; and (b) assaulting a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at a school-sponsored or school-related event, including an athletic game. Students charged with these offenses will be notified in writing of the opportunity for a hearing at which time the student may have representation and the opportunity to present evidence and witnesses on their behalf.

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

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

### **ADDITIONAL PROCEDURAL PROTECTIONS FOR SPECIAL EDUCATION STUDENTS**

In general, special education students may be excluded from their programs for up to ten school days per school year just as any other student. However, when the district seeks to exclude a special education student from their program for more than ten school days in the school year, the student’s special education Team must first determine whether the student’s behavior was caused by, or was directly and substantially related to their disability or whether the conduct in question was the direct result of the district’s failure to implement the student’s IEP (a “manifestation determination”). If the Team determines that the behavior was a manifestation of their disability or was caused by a failure to implement the IEP, it must conduct a functional behavioral assessment and develop a behavior plan (or review and modify an existing plan, if necessary), and return the student to their current program, unless the student’s parents and the district agree to a change in placement.

If the Team determines the behavior was not caused by, or directly and substantially related to the student’s disability or failure to implement the IEP, the school may discipline the student according to the school’s code of student conduct, except that during the period of suspension or expulsion, the district must continue to provide the student with a free appropriate public education (FAPE) and, if appropriate, conduct a functional behavior assessment and provide intervention services and modifications to prevent the conduct from recurring. If the conduct involves weapons, drugs, or serious bodily injury, a special education student may be removed to an interim alternative educational placement for up to 45 school days regardless of the behavior’s relationship to their disability.

### **EDUCATIONAL SERVICES AND ACADEMIC PROGRESS DURING SUSPENSIONS AND EXPULSION**

Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of their removal from the class- room. The principal shall inform the student and parent of such opportunity in writing when such suspension or expulsion is imposed.



Any student expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through a school-wide education service plan. This plan will be developed by the principal and shall describe the services that the school district will make available to students who are expelled or suspended for ten (10) or more consecutive days. The plan will include the process for notifying such students and their parents of the services and arranging the services.

## **RIGHT TO DUE PROCESS**

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

### **Due Process for Students with Disabilities**

Students who have been identified as students with disabilities in accordance with the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act or who the school has reason to believe might be eligible for special education services are entitled to additional procedural protections when a disciplinary exclusion is considered. The regulations in 603, CMR 28.00 pursuant to MGL c.69 Section 1B and Chapter 71B, Section 3 require that additional provisions be made for students who have been found eligible for special education by an evaluation TEAM. The following are these additional requirements:

- The IEP for each student with special education needs will indicate if the student's disability requires a modification of the discipline code.
- The Principal must notify the Executive Director of Student Services in writing within one school working day of the suspendable offense of any special needs student whose IEP does not reflect the need for modifications of the regular education discipline code. A record must be kept of such notices.

Prior to the imposition of any disciplinary sanction that would result in a change in placement; the student's Team will meet to determine whether the student's conduct was a manifestation of the student's disability. If the Team determines that the conduct was a manifestation of the student's disability shall review any existing behavior plan or, if no such behavior plan exists, conduct a functional behavioral assessment. In many cases, a student with a disability will be entitled to services identified by the student's Team as necessary to

provide the student with a free appropriate public education during periods of disciplinary exclusion exceeding ten (10) school days in a given year. For additional information regarding the rights of students with disabilities in the context of school discipline please contact the building principal.

Due process for students with disabilities will also adhere to the following procedures:

- Free and Appropriate Public Education, (FAPE): Hingham Public Schools is responsible for providing FAPE to all of its students. A student may not be suspended for more than ten cumulative school days without the provision of FAPE.
- Manifestation Determination: The TEAM must consider whether appropriate services were in place and whether the behavior was a manifestation of the student’s disability.
- Functional Behavioral Assessment/Behavioral Intervention Plan: A FBA must be completed ten business days after the removal that will result in the 11th day of suspension; the BIP must be completed as soon as possible following the FBA. The goal of a functional behavioral assessment is to understand why a student misbehaves. What does the TEAM feel is the function of the behavior: attention? Sensory input? What behaviors could be chosen to try and redirect the student? The Behavioral Intervention Plan should include instructions on how to replace problem behavior with replacement behavior.
- Alternative Educational Setting, AES: In cases of a dangerous weapon or drugs, the principal may place a student in an alternative educational placement for up to 45 days. The Principal and the Director of Student Services work with the TEAM to determine this placement.
- “Stay-put” provision: Parents may request a due process hearing which invokes “stay-put”, freezing the placement during the pending expedited hearing.

### **CIVIL RIGHTS PROTECTIONS**

**Coordinator Of Title VI Of The Civil Rights Act Of 1964 For The Hingham Public Schools:** The person serving as the Coordinator of Title VI of the Civil Rights Act of 1964 for the Hingham Public Schools is the Superintendent for the Hingham Public Schools. Title VI “prohibits

discrimination, exclusion from participation, and denial of benefits based on race, color and national origin.” Any student, parent, caregiver having questions or concerns about Title VI with respect to the Hingham Public Schools should contact the Interim Assistant Superintendent, Katie Roberts, 220 Central Street, Hingham, Massachusetts 02043 or by phone at (781) 741-1500, by email [kroberts@hinghamschools.org](mailto:kroberts@hinghamschools.org) or by fax at (781) 749-7457.

**Coordinator Of Title IX Of The Education Amendments Of 1972:** The person serving as Coordinator of Title IX of the Education Amendments of 1972 for the Hingham Public Schools is Interim Assistant Superintendent for Teaching and Learning. Title IX “prohibits discrimination, exclusion from participation, and denial of benefits in education programs based on sex”. Any student, parent, or caregiver having questions or concerns about Title IX with respect to the Hingham Public Schools should contact the Director of Student Services, Suzanne Vinnes, at the School Department, 220 Central Street, Hingham, Massachusetts 02043. She can be reached by telephone at (781) 741-1500, by email at [svinnes@hinghamschools.org](mailto:svinnes@hinghamschools.org), or by fax at (781) 749-7457.

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

**School District Homeless Education Liaison:** The McKinney-Vento Education Act for Homeless Children and Youth requires that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youth. Anyone having questions or concerns about the legal rights of homeless children or youth should contact the Director of Student Services, Suzanne Vinnes, at the School Department, 220 Central Street, Hingham, Massachusetts 02043. She can be reached by telephone at (781) 741-1500 or by email at [svinnes@hinghamschools.org](mailto:svinnes@hinghamschools.org) or by fax at (781) 749-7457.

**Title II, ADA Compliance Liaison:** The person serving as the contact for concerns about school facilities and compliance with the Americans With Disabilities Act of 1990 is Aisha Nelson-Oppong, Director of Business & Support Services. She can be reached at (781)741-1500, or at [aoppong@hinghamschools.org](mailto:aoppong@hinghamschools.org).

## **Grievance Procedure:**

1. Any employee or student who believes that they have been discriminated against should contact in writing the appropriate coordinator or liaison as soon as possible, normally within thirty (30) days of the discrimination.
2. The Coordinator will meet with the person(s) to discuss the situation within seven (7) days of receiving the written complaint.
3. The Coordinator will have fourteen (14) days to respond to the grievance in writing.
4. If the grievance is not settled at this level, a representative from the Office of Civil Rights or the Department of Education will be contacted for remediation

## **HARASSMENT AND BULLYING**

The Hingham Public Schools strive to maintain an environment free of harassment and bullying. Students and adults are expected to treat one another with courtesy and respect at all times. Harassment includes but is not limited to threats, unsolicited remarks, gestures, physical contact, or the display or circulation of written materials or pictures derogatory in nature and related to gender, gender identity, race, ethnicity, religion, age, sexual orientation, or disability. Bullying is defined by M.G.L. C 71 S 37 O, as amended in 2013 and 2014. Harassment or bullying of any type must be reported immediately to a school counselor or administrator who will conduct an investigation and take steps to resolve substantiated claims. If the problem persists or if an individual is not satisfied with the resolution of the complaint at this level, they should pursue the matter with the principal or with the Superintendent if the problem remains unresolved. In serious situations, the Department of Children and Families (DCF) and/or the police may be notified.

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

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

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

Cooperating in the investigation of informal reports or formal complaints of alleged sexual harassment by providing any information they possess concerning the matters being investigated; and

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

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

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

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

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

## INDEX

|                                                                   |    |
|-------------------------------------------------------------------|----|
| Absence From School .....                                         | 22 |
| Academic Integrity (Cheating/Plagiarism).....                     | 23 |
| Academic Information.....                                         | 14 |
| Administrators and School Counselors.....                         | 5  |
| Alcohol and Drugs .....                                           | 23 |
| Assemblies .....                                                  | 24 |
| Athletic Awards.....                                              | 64 |
| Athletic Eligibility: Chemical Health/Alcohol/Drugs/Tobacco. .... | 60 |
| Athletic Equipment and Supplies Collection.....                   | 62 |
| Athletic Injury Guidelines .....                                  | 65 |
| Athletic Participation Regulations.....                           | 59 |
| Athletic Philosophy and Objectives .....                          | 56 |
| Athletic Practices .....                                          | 62 |
| Athletic Safety .....                                             | 65 |
| Athletic Transportation.....                                      | 62 |
| Athletic User Fees.....                                           | 59 |
| Athletic Violations.....                                          | 63 |
| Attendance Policy.....                                            | 17 |
| Banquets .....                                                    | 64 |
| Bell Schedules .....                                              | 54 |
| Bona Fide Team Members Rule. ....                                 | 61 |
| Booster Groups .....                                              | 68 |
| Bullying and Harassment .....                                     | 44 |
| Buses .....                                                       | 24 |
| Cafeteria .....                                                   | 25 |
| Captain Elections, Eligibility, and Responsibilities.....         | 63 |
| Categories of Violations and Consequences.....                    | 72 |
| Civil Rights Protections.....                                     | 80 |
| Class Cuts .....                                                  | 25 |
| Code of Conduct for Athletes.....                                 | 58 |
| Code of Discipline .....                                          | 70 |
| Counseling Services.....                                          | 9  |
| Credit For Summer and Evening Schools.....                        | 25 |
| Dances and Other Social Activities .....                          | 33 |
| Discipline Procedures.....                                        | 18 |
| Dismissals .....                                                  | 25 |
| Dress .....                                                       | 25 |
| Dual Enrollment Policy.....                                       | 26 |
| Due Process .....                                                 | 7  |
| Eighteen Years Old .....                                          | 26 |

Electronic Devices/Phones ..... 26

Eligibility ..... 34

English Learner Education ..... 26

Exams ..... 15

Exclusion From Class ..... 19

Extracurricular Activities ..... 33

Expulsion Procedures. .... 78

Family-School Partnership ..... 3

Fire Drills/Alarms ..... 28

Gifts to Staff Members ..... 28

Global Citizenship Program. .... 37

Graduation and Promotion Requirements ..... 7

Harassment and Bullying ..... 82

Harvard Extension School - Lowell Scholarship ..... 28

Hazing..... 41

Health Services..... 10

Homework ..... 28

Honor Rolls ..... 14

Impact Concussion Management Program. .... 66

Incompletes ..... 28

Insurance - Athletic ..... 59

Insurance - School..... 28

Library Media Center (LMC)..... 13

Level and Teacher Changes ..... 16

Lockers and Valuables..... 29

Lost and Found ..... 29

Make-Up Work ..... 29

Memorandum of Understanding Between HPS and HPD ..... 48

Mission and Expectations ..... 2

National Honor Society ..... 35

Non-school Sponsored Activities ..... 35

No School Announcements ..... 29

Parent/Coach Communication Guidelines..... 66

Parent-Teacher Conferences ..... 30

Parking for Students..... 30

Patriot League Chemical Health Rules..... 61

Performance Reports/Report Cards ..... 14

Physical Education ..... 31

Physical Restraint Policy ..... 19

Rank in Class/GPA..... 31

Requesting New Sport..... 58

Saturday School ..... 20

Schedule Changes ..... 15

School Climate ..... 6

|                                                     |    |
|-----------------------------------------------------|----|
| School Committee Policy Links.....                  | 87 |
| School Property.....                                | 31 |
| School Safety Policy.....                           | 6  |
| Sex Education Programs.....                         | 47 |
| Sexual Harassment .....                             | 45 |
| Smoking/Tobacco Products .....                      | 32 |
| Special Services .....                              | 10 |
| Sports Offered .....                                | 57 |
| Student Government/Student Council.....             | 36 |
| Student Records.....                                | 20 |
| Student Rights/Responsibilities .....               | 6  |
| Suspensions. ....                                   | 76 |
| Tardiness.....                                      | 32 |
| Technology Acceptable Use Policy.....               | 38 |
| Transition Program.....                             | 9  |
| Truancy .....                                       | 32 |
| Visitors andTelephone Calls .....                   | 32 |
| Weapons, Controlled Substances, Felony Charges..... | 43 |
| Work Missed.....                                    | 32 |



A full set of school committee policies are available on the District Web site or may be accessed directly through [Link](#) to Policies. Frequently Accessed School-Related Policies are listed below:

**AC-2- NONDISCRIMINATION**

**ACA - NONDISCRIMINATION ON THE BASIS OF SEX**

**ACAB - SEXUAL HARASSMENT**

**ACE - NONDISCRIMINATION ON THE BASIS OF DISABILITY**

**BDFA - SCHOOL COUNCILS**

**EBA -SAFE SCHOOLS POLICY**

**IHBEA - ENGLISH LEARNER EDUCATION**

**JB - EQUAL EDUCATIONAL OPPORTUNITIES**

**JBB - EDUCATIONAL EQUITY**

**JFABD - HOMELESS STUDENTS: ENROLLMENT RIGHTS AND SERVICES**

**JFABE - EDUCATIONAL OPPORTUNITIES FOR MILITARY CHILDREN**

**JFABF - EDUCATIONAL OPPORTUNITIES FOR CHILDREN IN FOSTER CARE**

**JH - STUDENT ABSENCES AND EXCUSES**

**JIC - STUDENT DISCIPLINE**

**JICA - STUDENT DRESS CODE**

**JK - STUDENT CONDUCT**

**JICC (also EEAEC) - STUDENT CONDUCT ON SCHOOL BUSES**

**JICFA - PROHIBITION OF HAZING**

**JICFA-E - HAZING**

**JICFB - BULLYING PREVENTION**

**JICH - ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED**

**JIH - SEARCHES AND INTERROGATIONS**

**JJA - STUDENT ORGANIZATIONS**

**JKAA – PHYSICAL RESTRAINT**

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