



HINGHAM MIDDLE SCHOOL

1103 Main Street Hingham
Massachusetts 02043
www.hinghamschools.org

STUDENT HANDBOOK 2022-2023

Derek M. Smith
Principal
dsmith@hinghamschools.org

David M. Riordan
Assistant Principal
driordan@hinghamschools.org

Alison A. Janulewicz
Assistant Principal
ajanulewicz@hinghamschools.org

Main Office - 781-741-1550

Mission Statement of the Hingham Middle School

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

THIS AGENDA BELONGS TO:

Student Name: _____ Homeroom No. _____

HINGHAM MIDDLE SCHOOL
1103 Main Street
Hingham, MA 02043



Dear Students and Parents/Guardians:

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

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

Hingham Middle School has developed a "Home/School Partnership" document with input from staff, students, and parents/guardians. It outlines the roles and responsibilities for each group. A copy of this contract can be found on the following page.

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

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

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

如果您需要这本小册子被翻译，请与您的
儿童的学校大会办公处联系。



**HINGHAM MIDDLE SCHOOL
FAMILY-SCHOOL PARTNERSHIP**

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

STAFF PLEDGE:

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

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

STUDENT PLEDGE:

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

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

FAMILY/PARENT/GUARDIAN PLEDGE:

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

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

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.

TABLE OF CONTENTS

Mission Statement	Page 1
Introductory Letter/Translation info	Page 2
Family/School Partnership Pledge	Page 3
Table of Contents	Pages 4-5
Activities / Evening Activities	Page 6
Attendance	Page 6
Absences and Make up Work	Page 6
Cancellations / Delayed Openings	Page 7
Early Release /Change of Address/Withdrawals	Page 7
Dismissals	Page 7
Tardy to School Policy	Page 7
Tardy Procedures/Notes	Page 8
Tardy to Class	Page 8
Truancy	Page 8
Vacations	Page 8
Bicycles / Skateboards / Rollerblades	Page 8
Cheating	Page 8-9
Civil Rights	Pages 9
Title VI, IX	Page 9
504, Homeless	Page 9
Title II Compliance / Grievance procedures	Page 10
Harassment	Page 10
Sexual Harassment Policies	Page 10
Computer/Internet Policies and Procedures	Pages 11-13
Conferences (Parent/Guardian)	Page 14
Counseling Department	Page 14
Instructional Support Team (IST)	Page 15
Dress Code/School Attire	Page 15
Discipline-Code of Discipline	Page 15-16
Bullying and Harassment	Pages 17
Care of School Property	Page 17
Detention	Page 17
Expulsion and Records	Page 17-18
Memo of Understanding	Page 18
Physical Restraint Policy	Pages 18

Safety Environment	Page 19
Student Behavior	Page 16
Drugs and Alcohol	Page 19
Education -Comprehensive Health Curriculum	Page 19-20
English Learners Education	Pages 20-21
Examinations/Finals	Page 21
Evacuation Drills / Guidelines	Pages 21
Firearms	Page 22
Health Services	Page 22
Communicable Diseases/Chicken Pox	Page 23
Illness / Injury at School	Page 22-23
Immunizations/Physicals/Screenings	Page 23
Medications /_Allergies or Chronic Health Care	Page 23-24
Homework Policies	Pages 24
L.M.C. (Library Media Center)	Page 25
Lavatories	Page 25
Lockers	Page 25
Lost and Found	Page 25
Money and Valuables	Page 25
Parent/Student Signature Page	Page 33
Physical Education	Page 25
Procedures	Pages 26
After School Procedures	Page 25
Daily Procedures	Page 25-26
Lunchroom Procedures	Page 27
Report Cards and Progress Reports	Pages 28
Rules of the Road	Page 34
School Bus Protocols	Pages 28
Cameras on Buses	Page 29
Safety Rules	Pages 29-30
Parent Drop-Off Area	Page 30
Tobacco Products	Page 30
Student Records	Pages 30
Telephones	Page 30
Use of Cell Phones/Electronic Equipment	Page 30-31
Textbooks	Page 31
Visitors and Security	Page 31

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.

ACTIVITIES

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

Students will be kept informed of upcoming activities and registration procedures through daily notices. Daily notices are available on the HMS website for parents/guardians to keep updated.

Evening Activities

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

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

ATTENDANCE/PROCEDURES:

Parents/guardians should call the school if a student is to be absent from school. In addition, on the first day a student returns to school after being absent, the student must bring a note signed by a parent or guardian to the homeroom teacher.

Absences and Make-Up Work

It is the responsibility of the student to make up all work missed. Students should check with each of their teachers about make-up work on the day they return to school. Make-up work not completed by the end of the term will be reflected in the grade a student receives.

Parents/guardians may call the office for homework assignments on the **third** day of a student's absence only if the student will also be out the next day. Prior to the third day, students should check with fellow classmates for possible assignments or check with the teachers' websites. Frequent absences affect a student's ability to do well academically. The administration reserves the right to require a doctor's note if the student has excessive absences.

Students are **not** permitted to take part in after school or evening activities if they are absent from school on that day. Students are considered absent if they are not in school by 11:00 a.m. Although students are marked absent after 11:00 am, students arriving after 11:00 am will be permitted to attend their classes for the remainder of the day.

In unusual circumstances, a principal's waiver may be granted for students to attend after school or evening activities on the day of an absence or late arrival.

SCHOOL CANCELLATIONS AND DELAYED OPENINGS

In the event of an emergency, extremely bad weather, or other cancellations, announcements will be broadcast over local radio stations, as well as local TV channels and the HPS website.

Please DO NOT call the school or the Hingham Police for information on school cancellations. Check the district/school website at www.hinghamschools.org

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

UNSCHEDULED EARLY RELEASE DAYS

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

CHANGE OF ADDRESS

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

WITHDRAWALS

Parents/guardians of students moving or leaving Hingham Middle School for another school must contact the HMS Guidance Office to follow the appropriate withdrawal/transfer procedures.

DISMISSALS

If a student is to be dismissed early from school, they must bring a note signed by a parent/guardian to the designated area (either Library Media Center or main office) before school **stating the reason and time** of dismissal. The student will be given a dismissal slip to be presented to the teacher at the time of dismissal. Whoever is picking up the student **must** come into the main office to sign out the student. If no note is given, a student will not be dismissed until the teacher receives a call from the main office. Please allow extra time to locate and call the student down to the office.

TARDY TO SCHOOL POLICY

After a student has been tardy to school (unexcused) three times, a verbal warning will be issued to the student by a school administrator. In addition, the following will be in place.

1. Communication will be sent to parents/guardians after the fourth unexcused tardiness to school.
2. A student will serve a detention after the fifth unexcused tardiness to school within a semester.
3. Additional action will be taken if the pattern of tardiness continues.
4. Habitual tardiness, excused or unexcused, will result in disciplinary action.

TARDY PROCEDURES/NOTES

1. Students should report to the Library Media Center for a tardy pass after 7:30 a.m.
2. Tardiness is excused only for a student who brings a note from home on the day they are tardy. The note should contain the student's name, the date, the reason for tardiness and parent/guardian signature.
3. If a student does not have a note, they are unexcused. Multiple unexcused tardies by students will result in disciplinary action.
4. Parents/guardians of students who are frequently tardy will be notified.

TARDY TO CLASS

A student late to class must have a pass from their previous teacher. If the student is late to class and does not have a pass, the student may be required to make up time after school. Parents/guardians will be informed if the student is required to make up time after school. Chronic offenders will be reported to the office and parents/guardians will be notified.

TRUANCY

A student is considered truant from school if:

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

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

VACATIONS

When parents/guardians are planning family vacations, these vacations should coincide with school vacation dates. By doing so, the student's academics are not impacted. Teachers should **not be expected** to provide specific assignments in advance of a vacation or long-term absence; however, they may be able to provide a general sense of what topics/areas the missed classes will cover.

BICYCLES

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

SKATEBOARDS and ROLLERBLADES

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

CHEATING

Academic dishonesty will not be tolerated. Cheating in any form is considered a discipline matter to be addressed by the school. A teacher who becomes aware of one or more students cheating on any graded assignment, quiz or test will record a zero grade for that assignment for each student

involved. Plagiarism, (stealing the thoughts and ideas of another and passing them off as one's own) is a form of cheating and will be dealt with as a cheating offense. The teacher will inform the parent/guardian and the administration of the incident. The Administrator will take further action if they deem it warranted.

CIVIL RIGHTS

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

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

The person serving as Coordinator of Title VI of the Civil Rights Act of 1964 for the Hingham Public Schools is the Superintendent. Title VI “prohibits discrimination, exclusion from participation, and denial of benefits based on race, color, and national origin”. Anyone having questions or concerns about Title VI with respect to the Hingham Public Schools should contact the Superintendent at the School Department, 220 Central Street, Hingham, MA 02043. They can be reached by telephone at 781-741-1500 or by fax 781-749-7457.

COORDINATOR OF TITLE IX OF THE EDUCATION AMENDMENTS OF 1972

The person serving as Coordinator of Title IX of the Education Amendment of 1972 for the Hingham Public Schools is the Assistant Superintendent. Title IX “prohibits discrimination, exclusion from participation, and denial of benefits in education programs based on sex”. Anyone having questions or concerns about Title IX with respect to the Hingham Public schools should contact the School Department, 220 Central Street, Hingham, MA 02043. They can be reached by telephone at 781-741-1500..

COORDINATOR OF SECTION 504 OF THE REHABILITATION ACT OF 1973

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

SCHOOL DISTRICT HOMELESS EDUCATION LIAISON

The person serving as School District Homeless Education Liaison for the Hingham Public Schools is the Assistant Superintendent. The McKinney-Vento Education Act for Homeless Children and Youth requires that each child of a homeless individual and each homeless youth have 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 School Department, 220 Central Street, Hingham, MA 02043. They can be reached by telephone at 781-741-1500.

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 the Director of Business & Support Services. Anyone having questions or concerns about Title II with respect to the Hingham Public Schools should contact the School Department, 220 Central Street, Hingham, MA 02043. They can be reached by telephone at his office at 781-741-1500.

The grievance procedure for any individual who believes that they have been discriminated against is described after this section.

GRIEVANCE PROCEDURE

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

HARASSMENT POLICY

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

SEXUAL HARASSMENT POLICY

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 Middle School is personally responsible for:

- 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 and to maintain a working and learning environment free from such unlawful discrimination.

HINGHAM PUBLIC SCHOOLS POLICIES AND PROCEDURES

Computer and Internet Acceptable Use Policy for Students

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

Use of the District's computers and technology equipment, including access to the Internet, is a privilege and requires the user to be responsible for their behavior and for communications over the District's networks. The policy, policy guidelines, and sign-off procedures for use of technology resources shall be published and are described for students under Procedure 6.29A. Neither staff nor students should have an expectation of privacy with respect to the use of the District's hardware and software.

PROCEDURE

Policy Guidelines and Procedures for Internet and Technology Use

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

The Hingham Public School District makes no warranties of any kind, whether expressed or implied, for the computer services it is providing. Hingham Public Schools will not be responsible for any damages resulting from delays or service interruptions caused by its own negligence or its errors or omissions. Use of any information obtained via the Internet is at one's 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. Email messages are considered public records and are therefore legally discoverable and subject to record retention. Users should not expect that email messages (even those marked "Personal") are private or confidential.
4. The Hingham Public School system may monitor email 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 email 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 email.
 - g. Use of school computer systems for political or commercial purposes.
 - h. Using school computer systems to send unsolicited bulk email (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 or principal's designee, shall be subject to penalties for bullying and harassment as contained in the student handbook, as well as possible criminal penalties.

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

CONFERENCES (Parent/Guardian)

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

1. communication using the Agenda Book
2. written communication to the teacher
3. email communication
4. telephone communication
5. individual/Team conferences

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

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

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

- In most cases of concern about a classroom situation, parents/guardians should communicate directly with the teacher or specialist involved.
- General questions or concerns may be most appropriately addressed by the counselor.
- If direct communication with the teacher is not possible, or does not resolve the concern, parents/guardians should contact the building principal who may refer some issues to the department director.

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

COUNSELING DEPARTMENT

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

INSTRUCTIONAL SUPPORT TEAM (IST)

As part of our ongoing support of middle school students, the staff regularly collaborates to develop strategies to address academic and behavioral needs. All efforts are made to modify the regular education program to meet such needs. Such efforts may include, but are not limited to: modification of the curriculum, teaching strategies, teaching environments or materials, and use of support services, consultative services, and building-based teams to meet the child's needs in the regular education classroom. The **IST** is composed of trained school staff. Members may include administrators, counselors, teachers, school psychologists, social workers, support staff, and others.

DRESS CODE/SCHOOL ATTIRE

The goal of our dress code is to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, culture, cultural observance, household income, ability, or body type/size.

Students must wear a top and bottom (or dress), as well as footwear. Any item of clothing should not contain words or symbols that could reasonably be construed as offensive. Clothing/attire or grooming which depicts or advocates violence, criminal activity, use of alcohol or drugs, pornography, or hate speech is prohibited. Health regulations require that shoes be worn at all times in a public building.

In accordance with Massachusetts State Law (MGL c.71, § 83) there is an expectation that students dress in keeping with reasonable standards of safety, health, and cleanliness. The following will apply:

- A. Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
- B. Shirts and dresses must have fabric covering the front.
- C. Clothing must cover undergarments (waistbands and straps excluded).
- D. Fabric covering breasts, genitals and buttocks must be opaque.
- E. Hats, hoodies and headwear may not be worn in school. Medical and religious exemptions will be made.
- F. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- G. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

In addition, HMS will follow the School Dress Code Policy as determined by the HPS School Committee.

DISCIPLINE – CODE OF DISCIPLINE

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

It is important that every student and parent/guardian read and become familiar with the contents of the **Hingham Public Schools Code of Discipline** that will be distributed at the beginning of the

school year. Parents/guardians and students should be aware that, when traveling to and from school, the students will be held accountable for their actions under the Code of Discipline. If you have any questions, speak with a teacher, counselor, assistant principal and/or the principal. If you have further questions, you may contact the Superintendent of the Hingham Public Schools at 781-741-1500.

Student Behavior

A town-wide HPS Code of Discipline is distributed to each family. Parents/guardians and students should note that misbehavior while traveling to and from school is punishable under the Hingham Code of Discipline. Consequences for lack of compliance with school rules will begin with restorative practices for behavior and conflict resolution as well as positive behavior interventions and supports (PBIS). If these practices don't work, other actions may include admonition, reprimand, in-school suspensions, or short or long-term exclusions from school or expulsion. Progressive discipline decisions shall be the responsibility of the principal, or the principal's designee, and will be guided by the HPS Code of Discipline,

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

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

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

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

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

BULLYING AND HARASSMENT

Teachers and students are to maintain an environment free of **harassment and bullying** 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. **Bullying is defined by MGL C71S 370..** Students and staff are expected to treat adults and students 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 himself or of damage to his property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of 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 or bullying or as a rationale for reduced consequences for aggressors.

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.

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, 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 of creating an intimidating, hostile or offensive education environment.

CARE OF SCHOOL PROPERTY

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

DETENTION

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

Students sent from class for disciplinary reasons will report immediately to the school's office and check in. These students may be required to meet with the teacher and an administrator immediately after school on the day of the incident. Parents/guardians are notified when a student is required to remain after school. In cases of serious infractions, other actions may be taken at the discretion of the administration.

EXPULSION AND RECORDS

According to the Massachusetts Educational Reform Act of 1993, students may be subject to expulsion from school by the school principal for the following reasons: a. 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 knife or gun; or possession/use of a controlled substance as defined by Chapter 94C including, but not limited to, marijuana, cocaine, and heroin; and b. assault of a member of the educational staff on the school premises or at any school-sponsored event or school-related event, including athletic games. In addition, students may be expelled as a result of a felony charge, conviction, or admission, with a right of appeal to the superintendent.

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

MEMORANDUM OF UNDERSTANDING

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

PHYSICAL RESTRAINT POLICY

Hingham Public Schools' students may in rare circumstances require physical restraint when non-physical interventions would not be as effective and the student's behavior poses a threat of imminent, serious physical harm to self and/or others. Such physical restraint should be limited to the use of such reasonable force as necessary to protect a student or another member of the school community from assault or imminent, serious physical harm. Such incidents of restraint must be reported to an administrator and a report filed with MA Department of Elementary and Secondary Education. Parents/guardians will be notified.

SAFETY ENVIRONMENT

The middle school is committed to maintaining a safe and caring environment. The principal of the school may require an outside risk assessment of any student who possesses a threat to the safety of others or the school. When a student makes a threat, uses threatening behavior, or if there is concern that the student's behavior indicates an escalation for violence, administration will be notified and parents/guardians will be notified immediately. Local safety officials may also be notified. Examples may include:

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

In addition, an internal threat assessment will be completed by the school.

DRUGS AND ALCOHOL

Students shall not use, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. Parents/guardians and police will be notified. Refer to Code of Discipline.

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 will be barred from that activity and may be subject to disciplinary action.

EDUCATION-COMPREHENSIVE HEALTH CURRICULUM

Our comprehensive health education curriculum, developed by our professional staff under the guidance of the community health education advisory council, has its own goal to continue efforts begun in earlier grades to promote the health and well-being of our students, and to help them make wise and informed decisions during their adolescent years and beyond. To further the

accomplishment of this goal, students may periodically be asked to participate in an anonymous survey about student behaviors in the areas of fitness, nutrition, alcohol, drug and tobacco use, violence exposure, and HIV awareness. The purpose of such a survey is to identify areas of concern that should be more fully addressed in the health education curriculum.

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

Under Massachusetts law and School Committee policy, parents/guardians 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, simply send a letter to the school principal requesting an exemption for your child. No student who is exempted from this portion of the curriculum will be penalized.

English Learner Education

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

Any student identified as an English Language Learner (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 meetings with parents/guardians and students and teachers (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/guardian 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/guardians 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/guardians 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/guardian understands the content of the notice.

English Language Learners are provided the opportunity to receive support services, such as guidance and counseling, in a language that the student understands. Further, English Language 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 Language Learners that are based on the district curriculum across all content areas and all English Language Learners are instructed by qualified staff members

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

EXAMINATIONS / FINALS

Students in grades seven and eight may take final exams or complete final projects in all core subjects. Students who must miss final exams need to contact the teacher to make arrangements to complete the exams or assignments.

EVACUATION DRILLS

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

EVACUATION GUIDELINES

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

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

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

OR

dismiss all students early using the normal dismissal procedures in a timely manner. Public announcements would be made and notification of working elementary parents/guardians would be attempted. There are concerns, however, about whether or not parents/guardians could get home to receive students. Parents/guardians should have their own neighborhood contingency plans, with backup plans for childcare/supervision. It is important that parents/guardians discuss and review such plans with their children. The school system does not have the bus capacity to

relocate all students simultaneously and alternate sites for any mass evacuation out of town have not been identified. The school system is not included in the district for which there is a Plymouth Power Plant evacuation plan.

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

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

FIREARMS

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

HEALTH SERVICES

HMS school nurses are committed to providing all students with a healthy, safe and supportive learning environment. The nurses promote the physical and social emotional health and well-being of students through the provision of health services which may include: the identification and planning for care of students with individual health care needs; the performance of mandated health screenings; communicable disease prevention and control; emergency care of students, staff or faculty who are ill or injured; health counseling and education; and promotion of a safe and healthy school environment. The District recognizes that parents/guardians have the primary responsibility for the health of their children. Parents/guardians 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.

Mandated School Screenings

Massachusetts State law mandates regular health screenings be completed at school to identify potential barriers that may interfere with student success and make appropriate referrals for assessments and treatment. Mandated screenings do not take the place of regular primary care provider examinations. These screenings include: vision and hearing, completed once in middle school; postural screening, completed in grades 6, 7 and 8; BMI (Body Mass Index) and SBIRT (Screening, Brief Intervention, Referral to Treatment) screenings, both of which are completed in grade 7. Further information will be sent to parents/guardians. **Parents/guardians may opt their 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 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 in school. The nurse will determine if the student will be sent back to class, monitored in the health office, dismissed from school, or referred for emergency medical intervention. Students dismissed with a fever (100 F 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. The student may be eligible for a 504 plan during the period of recovery.

Communicable Illness:

HMS 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 Massachusetts Department of Public Health Isolation and Quarantine Regulations mandates exclusion from school for contagious diseases.

<https://www.mass.gov/regulations/105-CMR-30000-reportable-diseases-surveillance-and-isolation-and-quarantine>.

Physical Examinations and Immunizations:

School nurses are required to keep an immunization and health record for each student enrolled in the district. Physical examinations are required for new students registering at Hingham Middle School; this exam must have been completed within one year of school entry. Documentation of a physical exam is also required for students entering Grade 7. See Massachusetts State Law Physical Examination of children:

<https://www.mass.gov/regulations/105-CMR-20000-physical-examination-of-school-children>

All students attending school are required to be immunized according to Massachusetts State Law: <https://www.mass.gov/regulations/105-CMR-22000-immunization-of-students-before-admission-to-school>. Parents/guardians will be notified if their child/children do not have the required immunizations for school. Medical and religious immunization exemption waivers must be submitted to the Health Office annually. Note: When a case of a vaccine-preventable disease emerges in the school setting, susceptible individuals who are not vaccinated (**including those with medical or religious exemptions**) may need to be excluded as per Reportable Diseases, Surveillance and Isolation & Quarantine Requirements.

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 by parent/guardian to the school nurse 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.**

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).

The first dose of any medication will not be administered by the school nurse 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/guardian 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.

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. Students with life threatening allergies or other chronic medical conditions may be eligible for a Medical 504 Plan after evaluation and an eligibility determination.

Please visit our Health Services Webpage for nurse contact information and more detailed health/wellness information and forms. <https://hinghamschools.org/academic-programs/nursing/>

HINGHAM PUBLIC SCHOOLS SECONDARY HOMEWORK POLICY

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

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

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

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

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

Library Media Center

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

LAVATORIES

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

LOCKERS

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

Bookbags/backpacks may be used to carry material back and forth to school. Students must leave all bookbags/backpacks in their lockers during the school day.

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

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

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

LOST AND FOUND

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

MONEY AND VALUABLES

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

PHYSICAL EDUCATION

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

PROCEDURES: AFTER SCHOOL / DAILY / LUNCHROOM/ AFTER SCHOOL PROCEDURES

1. Students may remain after school if they are:
 - a. directly involved in a school sponsored activity.
 - b. requested to remain by a teacher, guidance counselor or administrator. If so requested, a student must report to the designated area within five minutes after the end of school.
 - c. receiving extra help from a teacher or working on a class project.
 - d. working appropriately in the computer room or the L.M.C. with teacher supervision.
2. The gymnasium will not be open after school, unless a supervised activity is taking place.
3. After completing after-school commitments, bus students should wait for late buses in designated areas. Non-bus students should leave the school area immediately. Hingham Middle School is not responsible for students remaining at school unless they are participating in a school-sponsored activity.
4. Late bus runs are provided for all students who have stayed for extra help, disciplinary reasons or participation in extracurricular activities.

Daily Procedures

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

Snack time may be held at the discretion of each individual teacher during C Block, or once a day as determined by the teacher.

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

Lunchroom Procedures and Policies

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

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

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

REPORT CARDS AND PROGRESS REPORTS

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

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

1. For students achieving below a B- academically between October 1st and May 15th of the school year, parents/guardians may request a progress report for four consecutive weeks once per semester (half year).
2. It is a student's responsibility to procure the report from the teacher weekly on Fridays and return it to the teacher by the following Wednesday or the process will be discontinued.

SCHOOL BUS PROTOCOLS

NOTE: 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.

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

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

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.

CAMERAS ON SCHOOL BUSES

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

SAFETY/BEHAVIOR RULES

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

18. Students who live less than 1.5 miles from the school are not assigned a bus and may not use bus transportation except as stated in # 17.

PARENT/GUARDIAN DROP-OFF AREA

At all times the guiding consideration is to maintain a safe, orderly, and efficient dismissal for all of our students. It has been noted that there are more and more parent/guardian vehicles in the main parking lot at dismissal time each day.

TOBACCO PRODUCTS

Refer to the Code of Discipline

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

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

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

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

STUDENT RECORDS

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

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

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

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

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

TELEPHONES

Permission from a staff member must be obtained to use the office phones during school hours.

USE OF CELL PHONES AND OTHER PORTABLE ELECTRONIC EQUIPMENT

During the instructional day, the use of cell phones and other portable electronic equipment (including, but not limited to, Apple watches) is not allowed as it causes a disruption to the learning

environment. While we recognize the importance of the use of cell phones for families to stay in contact with each other, when needed, the office phones must be used instead.

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

Cell phones/portable electronic equipment in use during the school day will be confiscated by staff. Confiscated cell phones and other portable electronic equipment may only be picked up in the Main Office at the end of the school day by a parent or guardian. Students who use cell phones/portable electronic equipment during the school day will be subject to discipline. Parents/guardians who wish to contact their child during the instructional day in emergency situations may do so by calling the school.

TEXTBOOKS

Textbooks are becoming more and more expensive and must be covered. As a result, the school is unable to honor requests for a second set of books to be kept at home. If your child is unable to carry books back and forth to school due to a medical condition, they should bring a doctor's note to that effect. Once notified, the teachers will make an extra book available for classroom use. The student may then leave the book issued to them at home for study there. It is the student's responsibility to return the books that were assigned to them at the beginning of the school year. All books and other personal material should be kept in **locked** lockers. If you find any books belonging to the school in your home, please return them to the school asap.

VISITORS AND SECURITY

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

A full set of school committee policies are available on the District Web site or may be accessed directly through this [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](#)

[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

(The information contained in this Agenda Book was updated on 8/1/22)

PARENT/GUARDIAN/STUDENT SIGNATURE PAGE

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

STUDENT NAME _____ Y.O.G. _____ H.R. _____
(clearly print full name)

SIGNATURE OF STUDENT DATE

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

SIGNATURE OF PARENT/GUARDIAN DATE

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



PUBLIC SCHOOLS

Rules of the Road

➤ **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.