

SHARON PUBLIC SCHOOLS

Superintendent: Dr. Peter Botelho

Interim Assistant Superintendent: Dr. Meg Dussault

SHARON MIDDLE SCHOOL

Student / Parent / Guardian Handbook

Principal: Kevin O'Rourke

Assistant Principal: Joan Glasheen

The Sharon School Committee and the Sharon Public Schools' administration continually review district policies throughout the school year. Please note: ***any policy referenced in this handbook may have an updated version on the district website.*** For the most recent version of all school district policies, please visit the district website at www.sharonschools.net. Policies are listed under the "School Committee" heading.

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SHARON MIDDLE SCHOOL

A Community of Respect

WELCOME TO THE 2021-2022 SCHOOL YEAR AT SHARON MIDDLE SCHOOL!

Dear Students,

The 2021-2022 school year promises to be a return to a more typical school learning environment. We're excited about welcoming all students back into the building and returning to our traditional, seven-day schedule with students moving from class to class. HOWEVER, the COVID-19 pandemic continues to require us to adhere to district safety mandates and adjust routines and plans.

Our teachers have been planning exciting lessons designed to meet the needs of all learners. Our custodians and nurses have worked tirelessly to prepare Sharon Middle School for students and staff's safe return.

We invite parents and guardians to partner with us to make this school year a great experience for our students. Sharon Middle School offers several opportunities for parents and guardians to become involved. As adults working together and adjusting plans as needed, we can model flexibility, confidence, and resiliency for our students.

Together, we can ensure a full academic school year that will be memorable and rewarding for everyone. As always, we welcome your input and value your support.

Kevin O'Rourke, Principal
korourke@sharonschools.net

Joan Glasheen, Assistant Principal
jglasheen@sharonschools.net

SHARON MIDDLE SCHOOL – Important Dates 2021-2022

SHARON MIDDLE SCHOOL - IMPORTANT DATES 2021-2022

FIRST DAY OF SCHOOL	MONDAY	AUGUST 30
LABOR DAY	FRIDAY/MONDAY	SEPTEMBER 3 & 6
ROSH HASHANAH	TUES/WED	SEPTEMBER 7 & 8
YOM-KIPPUR-NO SCHOOL	THURSDAY	SEPTEMBER 16
EARLY RELEASE	TUESDAY	OCTOBER 5
INDIGENOUS PEOPLE'S DAY		
	MONDAY	OCTOBER 11
TERM 1 MIDTERM	WEDNESDAY	OCTOBER 6
END OF TERM 1-PORTAL CLOSE	MONDAY	NOVEMBER 8
EARLY RELEASE	WEDNESDAY	NOVEMBER 10
VETERAN'S DAY-NO SCHOOL	THURSDAY	NOVEMBER 11
EARLY RELEASE	TUESDAY	NOVEMBER 16
PORTAL OPENS-TERM 1 GRADES	TUESDAY	NOVEMBER 16
THANKSGIVING RECESS-NO SCHOOL	WEDNESDAY-FRIDAY	NOVEMBER 24-26
TERM 2 MIDTERM	THURSDAY	DECEMBER 23
EARLY RELEASE	THURSDAY	DECEMBER 16
DECEMBER RECESS-NO SCHOOL	FRIDAY-FRIDAY	DECEMBER 24-31
EARLY RELEASE	WEDNESDAY	JANUARY 12
MLK DAY-NO SCHOOL	MONDAY	JANUARY 17
END OF TERM 2-PORTAL CLOSE	TUESDAY	JANUARY 25
PORTAL OPENS-TERM 2 GRADES	WEDNESDAY	FEBRUARY 2
FEBRUARY RECESS-NO SCHOOL	MONDAY-FRIDAY	FEBRUARY 21-25
TERM 3 MIDTERM	TUESDAY	MARCH 4
EARLY RELEASE	TUESDAY	MARCH 29
END OF TERM 3- PORTAL CLOSE	TUESDAY	APRIL 5
EARLY RELEASE	TUESDAY	APRIL 6
GOOD FRIDAY-NO SCHOOL	FRIDAY	APRIL 15
PORTAL OPENS-TERM 3 GRADES	WEDNESDAY	APRIL 23
APRIL RECESS-NO SCHOOL	MONDAY-FRIDAY	APRIL 18-22
EARLY RELEASE	THURSDAY	MAY 5
TERM 4 MIDTERM	MONDAY	MAY 16
MEMORIAL DAY-NO SCHOOL	MONDAY	MAY 30
LAST DAY OF SCHOOL- END OF TERM 4 - IF NO SNOW DAYS	THURSDAY	JUNE 16
JUNETEENTH	MONDAY	JUNE 20

Faculty and Staff 2021-2022

To email staff, use this convention - first initial last name@sharonschools.net

example: Karen Wald = kwald@sharonschools.net

Exceptions: Ms. Martin = jmartin1@sharonschools.net

Ms. Camara = kcamara2@sharonschools.net

Ms. Foley = sfoley@sharonschools.net

Ms. Griffin = micaelagriffin@sharonschools.net

<u>Building Administrators & Office Staff</u> Mr. Kevin O'Rourke, Principal Ms. Joan Glasheen, Assistant Principal Ms. Liz Deschane, Coordinator - Special Education Ms. Michele Nelson, Admin. Asst. Ms. Karen Wald, Admin. Asst. Mr. Rick Ripley, Transitions Asst. Ms. Kathleen McGrath, School Asst.		<u>6-12 Department Coordinators</u> Ms. Emily Burke, Science Dr. Tom Gorsuch, Mathematics Ms. Claire Jones, K-12 METCO Dir. Dr. Maureen Magnan, World Lang. Mr. Robert Pomer, Academic Affairs Ms. Rebecca Smoler, ELA TBD, Social Studies		<u>Nurse</u> Ms. Jen Tolland - SMS RNMs. Mary Alice Nathan, District RN <u>Librarian</u> Ms. Susanne Fuller <u>Tech Support</u> Mr. Andy Farrer Mr. Chris Lindsey	401 401 404 403 403
<u>School Counselors</u> Mr. Christopher Walsh, Gr. 6 Ms. Marybeth Shinney, Gr. 7 (M,T, W) Ms. Rebecca Sisitsky, Gr. 7 (W,TH,F) Ms. Meaghan Merrigan, Gr. 8 <u>Adjustment Counselor</u> Ms. Elise Herrig	<u>RM</u> 518 206 206 215 117	<u>School Psychologists</u> Ms. Jamie Connors Mr. Jake Oppenheim <u>METCO Liaison</u> Ms. Kimbra Dennis	<u>RM</u> 411 114 413	<u>Custodians</u> Peter Montgomery, Head Custodian TBD, Afternoon Sam Haven, Night Custodian <u>OT</u> Ms. Sarah Keough	 ECC

<u>GRADE 6 TEAMS</u>	<u>Rm</u>	<u>GRADE 7 TEAMS</u>	<u>Rm</u>	<u>GRADE 8 TEAMS</u>	<u>Rm</u>
6A Ms. Ruthie Miller (English) Ms. Erin Gilligan (Science) Ms. Rebecca Canelli (Math) Ms. Catherine Murphy (Social Studies) Ms. Victoria Ruzzo (SPED)	513 511 509 515 516	7A Ms. Katie Camara (Social Studies) Ms. Valerie Ordway (Science) Ms. Christine Moore (English) Ms. Sydney Ross (Math) Ms. Karen Ellston (SPED)	204 210 200 202 213	8A Mr. Ed DeWitt (Social Studies) Ms. Micaela Griffin (Science) Ms. Melissa Graham (English) Mr. Matt Holzman (Math) Ms. Sherri Allen (SPED)	311 300 313 309 409
6B Ms. Jackie Martin (English) Mr. Joseph Connolly (Science) Mr. Andrew Marrone (Social Studies) Ms. Maggie Driscoll (Math) Ms. Sarah Rohan (SPED)	501 505 507 503 516	7B Ms. Shana Macks (Social Studies) Ms. Erinne Silver (Science) Ms. Meredith Burdett (English) Ms. Maureen Herbstzuber (Math) Ms. Elise Coulibaly (Leap) Ms. Matilda Lanzel (SPED)	205 208 201 203 LSR 213	8B Ms. Sally Lehr (Social Studies) Ms. Micky Foley (Science) Ms. Maria Robinson (English) Ms. Ashley Monty (Math) Ms. Carrie Pearson (SPED) Ms. Susan Naughton (LEAP)	303 302 301 305 409 412
6C Ms. Lauren Cohen (English) Ms. Nancy Schechner (Math) Ms. Rosie Shores (Science) Ms. Emily Matunis (SS) Ms. Victoria Ruzzo (SPED) Ms. Amanda Rose (LEAP)	510 508 512 506 516 517	7C Dr. Jennifer Brigham (Science) Ms. Haley Nevers (English) Ms. Laura Smolcha (Social Studies) Ms. Laurie Beth Chin (Math) Ms. Matilda Lanzel (SPED)	214 218 209 211 213	8C Mr. Bill Fine (Social Studies) Mr. Shawn Flaherty (Science) Ms. Kelsey Sullivan (English) Ms. Kathy Kaplan (Math)	308 304 312 310

<u>World Language</u>		<u>Specialist</u>		<u>Instructional Assistants</u>
Ms. Angela Archambault (French)	220	Ms. Dianne Coco (Art)	113	Ms. Veronica Barros (Bridges)
Ms. Karen Gulley (Spanish)	219	Dr. Cathy Collins (Technology)	103	Ms. Jennifer Beale (Bridges)
Ms. Nicole Hadden (Spanish)	504	Ms. Linda Ethier (Strings)	106	Mr. Jack Boyle (Bridges)
Ms. Elizabeth Johnson (Spanish)	221	Mr. Ted Greely (Music - Band)	104	Ms. Melanie Charron (8)
Ms. Michelle Kindt (French)	514	Ms. Laura Isaksen (Technology)	100	Ms. Mayura Chattopadhyay (1:1 6)
Ms. Aurora Massouda (Spanish)	105	Ms. Jan Michaud (Technology)	100	Ms. Nadia Coudry (1:1 6)
Ms. Catherine Monson (French)	514	Ms. Katie Ramocki (Art)	111	Ms. Maureen Deluca (TBL)
Mr. Criag Szczepanski (French)	222	Ms. Brianna Stern (PE/Health)	Gym	Ms. Christine Donahue (Bridges)
Ms. Yumei Zhan (Mandarin)	223	Ms. Esme Sammons (Drama)	105	Ms. Linda Donnelly (Bridges)
		Ms. Laura Trail (Health, Life Skills)	502	Ms. Laura Donovan (TBL)
		Mr. Scott Tarantino (Music - Chorus)	101	Ms. Judy Galford (6B)
		Mr. Rob Vandenabeele (PE/Health)	Gym	Mr. Michael Giannetti (TBL)
		Ms. Kathleen Whiteside (PE/Health)	Gym	Ms. Phyllis Gorman (Bridges)
		Mr. Dan Whitham (PE/Health)		Ms. Ann Marie Hardy (7A)
<u>Student Support Specialists</u>				Ms. Suma Kaveti (Bridges)
Ms. Victoria Cormier (Bridges)	216			Ms. Helayne Magier (6A)
Ms. Robyn Dragonetti (Speech & Lang.)	107			Ms. Robin Miller (Bridges)
Ms. Katherine Hahn (ELL)	519			Ms. Michelle Paluzzi (Bridges)
Ms. Stephanie Feeney (Bridges)	109			Ms. Tripti Srivastana (Bridges)
Ms. Michelle Fox (Math Specialist)	115			Ms. Alexandra Straus (8)
Ms. Katie Jardin (Speech & Lang.)	517			Ms. Caryn Van Dam (7)
Ms. Lindsay Stork (TBL)	116			
Ms. Holly Gershman (Reading Specialist)	115			

SHARON MIDDLE SCHOOL
DAILY BELL SCHEDULE with PM Advisory
2021-2022

Open School	7:40
Warning Bell	7:43
Advisory	7:45 – 7:50 (5 min)
Period 1	7:53 – 8:39 (46 min)
Period 2	8:42 – 9:28 (46 min)
Period 3	9:31 – 10:17(46 min)
Advisory	10:20 – 10:51
Period 4 (Lunch)	10:54 – 12:24
Lunch 1	10:54 – 11:22
Lunch 2	11:25 – 11:53
Lunch 3	11:56 – 12:24
Period 5	12:27 – 1:13 (46 min)
Period 6	1:16 – 2:02 (46 min)
PM Advisory	2:05 - 2:10 (5 min)

Lunch	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
1st	6	6	8	7	8	8	7
2nd	7	8	7	6	7	6	8
3rd	8	7	6	8	6	7	6

Frequently Asked Questions (FAQs)

WHAT IF... you miss your bus?

If you miss your bus in the morning, have your parents/guardians drive you to school. If your parents have already left for work, call them for advice. Do not walk to school without their permission. If it is after school, please notify a staff member – even if you have your cell phone and call your parent. DO NOT walk home without parental permission and checking in with a staff member.

WHAT IF... you want to speak with your school counselor?

Go to the school counselor's office and make an appointment. The counseling offices are located in room 215 (grade 8), room 206 (grade 7), or 518 (grade 6). If it is an emergency, please visit the main office, and someone will assist you.

WHAT IF... you are not getting along with a teacher?

We encourage our middle school students to talk to their teacher or school counselor to develop a better plan. It may be necessary to have your parents call on your behalf to arrange a conference with the teacher.

WHAT IF... you are out of school for a long time?

Consult the section in this handbook on "Make-up Work." It is your responsibility to check in with your teachers. Ask your school counselor for help if needed.

WHAT IF... you want more extra help than the help provided during the school day?

Make arrangements with the individual teacher to create a time that works for both of you. Making an effort to get extra help shows that you are concerned about learning and improving. Teachers allow students to make up missed homework, tests, and quizzes if they have an excused absence.

WHAT IF... you're waiting to be picked up and want to come back into the school?

No student should be in the building after dismissal unless they are under a staff member's supervision. Students awaiting transportation after extra help sessions must wait in the lobby or office. Students are not permitted on school grounds without permission or supervised by a school staff member.

WHAT IF... you skip a teacher or office detention or are absent on a day you had a scheduled in-school suspension?

Teachers will report you to an administrator for disciplinary follow-up. Usually, you will speak to an administrator/teacher and serve the consequence the following school day.

WHAT IF... you or someone you know is being bullied/harassed?

You should tell an adult in the building immediately. It is brave to be an upstander for what is right, and everyone has a right to feel safe at Sharon Middle School. We rely on our students to help us create a safe school climate-

There is a reporting form that you can fill out anonymously online:

(https://drive.google.com/file/d/1AXqC2BJyitiFbeIGNXH9p_NU6ueU5z5x/view)

You may also-speak confidentially with your school counselor, the Principal, the Assistant Principal, or a teacher. The adults in the building will respect your privacy as they investigate the situation.

There are serious consequences for any student who retaliates against someone who reports bullying/harassment. If someone does retaliate against you, please inform the office immediately.

SCHOOL INFORMATION AND PROCEDURES

Arrival & Dismissal

Arrival

- Parents can **drop off their children at school between 7:30 am -7:40 am.**
- Expectations for appropriate school behavior apply while students are waiting for the beginning of school.
- Bicycles must be parked and locked in the bicycle rack located in front of the building near the gym entrance. Students may not ride bikes on the front sidewalks, the bus loading areas, or by the front exits. Use your helmets at all times. **Skateboards and rollerblades are prohibited on school property.**

Dismissal

- **Students are dismissed by teams beginning at 2:10 pm.** Students need to wait for the announcements dismissing their teams. Please gather your belongings **quickly** and head to your dismissal plan.
- Students are not to leave the building until they are dismissed.
- **Early Dismissals:** Bring a note written by a parent/guardian to the Main Office in the morning stating the dismissal time, or email the teachers and office in advance. Parents/guardians may also call the office in advance of the dismissal. Any students being dismissed from school must be signed out in the Main Office. Please minimize any disruptions to the class if leaving early. Walk-in dismissals without prior notification to the office may be subject to delays. There are no dismissals allowed after 1:30 pm.

Attendance

Absences

- An absence is noted as '*excused*' when the parent/guardian has contacted the main office by 7:45 am on the day of the absence.
- Parents/guardians must call the attendance line at 781-784-1560 ext. 1. Please identify the student (spell the last name), their grade, the date, and the reason for the absence.
- A student with an excused absence is entitled to make up any missed work upon their return.
- For short-term absences, it is the student's responsibility to obtain all missed assignments and arrange to make up assessments.
- Students who are out sick have twice the amount of days that they are out to make up assignments.
- If you are absent for three or more days, a parent may call the office and request that their child's teachers provide any missed work. We ask that families give one day's notice before arriving to pick up missed work.
- If you have seen a doctor or are hospitalized, causing your absence, families must provide a written doctor's note stating the illness.
- If the school is not contacted at least by the day after the absence, then the student's absence will be considered '*unexcused*.'
- **It is important to note that all absences, regardless of the reason or classification, are recorded in the main office and are summarized on students' report cards as absences.**
- Student absenteeism (for excused and unexcused absences) will be considered excessive when a student reaches seven (7) absences. At this point, parents will be notified by a letter and contacted by the assistant principal to discuss the situation. If additional absences occur, then further action will be taken.
- During inclement weather, a parent may determine that it is in their child's best interests to remain at home even if the Superintendent of Schools does not close school for all students.
- When a student reaches ten absences, parents will be notified by a letter and contacted to discuss a remedy.
- If additional absences occur, then this would indicate a chronic attendance problem. Without detailed documentation or extenuating circumstances, the student may be considered truant. Either a 51A report may be filed with the Massachusetts Department of Children and Families, or a CRA (Child Requiring Assistance) may be filed with the Massachusetts Juvenile Court Department.

Late Arrivals & Dismissals & Attendance:

- **Dismissals & Attendance:** To be considered present for a school day, students must be picked up after 11:10 a.m. or arrive by 11:10 a.m. (This is regarded as a half-day of school.)
- Students must be in school for more than half the school day to maintain eligibility to participate in any after-school or evening activities (including rehearsals) on that day.
- Any student late to school or dismissed from school before fulfilling this requirement will be considered absent.

MCAS Testing and Absences

- Grades 6 through 8 MCAS: April - May 2022
- If you are tardy or absent on an MCAS testing day, you will have to take the test on a scheduled Make-Up Day.

Tardiness

- In-school students are considered tardy if they arrive at school after 7:45 am. They must report to the office for a pass before going to homeroom or class. The office logs all tardies as **“excused” or “unexcused.”**
- All late arrivals are considered “unexcused” unless one of the following occurs:
 - A parent/guardian provides a reason for the tardy;
 - A student arrives with official stationery from the appointment that caused them to be late to school on that day;
 - The administration has previously determined and has on record that extenuating circumstances exist that warranted special allowances (i.e., medically documented illnesses).
- If the late arrival is considered “excused,” the student will be permitted to make up any missed assignments and assessments with the exception of MCAS, which may need to be taken on a different day.
- Students who accrue a series of “unexcused tardies” **in an academic quarter** may receive the following consequences at the discretion of the Principal or Assistant Principal:

Unexcused Tardiness	Consequences
3 times tardy in a quarter	Verbal warning to student and letter to parent
5 times tardy in a quarter	Lunch detention that day and each day tardy after that for the quarter

8 times tardy in a quarter	Mandatory parent meeting. The student will be restricted from after-school activities for the duration of the quarter.
12 times tardy cumulative for all quarters by May 1st	May become ineligible for class trips, including but not limited to the Washington DC trip.

Emergency Drills and Lockdowns

- Exit the building as quickly, quietly, and safely as possible.
- Be silent while teachers take attendance.
- Students may not return to the building until the “all clear” signal is given.
- If you are not in your classroom when the fire alarm sounds or during a lockdown, leave through the nearest exit, and look for your advisory teacher or the nearest adult outside of the building.

Lost and Found

- Lost and Found items may be found/placed outside of the office, in the wooden cubbies in the cafeteria, and in the gym lobby.
- Any items of value (watches, eyeglasses, phones, etc.) should be turned into and will be kept in the main office.
- The ‘lost and found’ areas will be periodically emptied, and items will be thrown away or donated to an appropriate organization.

Passes - *These procedures are necessary for the safety of all students.*

- YOU must request a **pass** from a teacher whenever you need to move within the building (i.e., restroom, nurse, another classroom, office, etc.) – before or during school. Students are to follow any additional procedure for signing out of a room that is set up by the staff member in charge of that room.
- If you don’t have a pass, you may be sent back to retrieve one from the teacher who gave your permission to leave. **If you have not been given permission to leave a classroom space or you are not being accompanied by an adult, you may not leave.**
- Please use the restroom between classes or during the last five minutes of a class period.
- Students must use the restroom **closest** to the classroom.

Passing from Class to Class

Each passing period is 3-4 minutes in length. Students can help maximize safety and minimize hallway congestion by doing the following:

- **Walk** on the right side of the corridor.
- To avoid injury or hurting others, please be patient. Try to keep at least 3 feet between you and the person in front of you.
- Keep moving to your next class—Limit side conversations.
- Keep your hands to yourself.
- Use of backpacks is not allowed when passing from class to class and may only be used when students are entering or leaving the building.

ACADEMIC EXPECTATIONS

Classes

- 5 academic classes: English Language Arts (ELA), Mathematics, Science, Social Studies, and World Language.
- Specific classroom and homework expectations will be discussed during the first week of school.
- Check Schoology /Google Classroom for homework, assignments, and assessments.

SMS Learning Platforms

- Use Schoology to check what and when assignments are due - use the Schoology combined calendar.
- Use Google Classroom to view instructions/directions, complete assignments, and turn in assignments. Students will also see a grade book in Google Classroom, but it is not official.
- Use PowerSchool to view the results: grades, report cards, homework success, teacher comments/feedback.
- For help with PowerSchool, email psquestions@sharonschools.net.

Student Homework Guidelines

- Homework is assigned in most classes and is expected to be completed when due.
- If you feel you are spending too much time on homework, please speak to your teacher.
In general, you should be spending about (including reading):
 - 6th grade - 60 minutes every night
 - 7th grade - 70 minutes every night
 - 8th grade - 80 minutes every night
- Use your planner. If the planner is lost, you may purchase another one at the main office until our supply is gone.
- Your Learning is YOUR Responsibility!

Academic Responsibilities

Students' responsibilities are to:

- try your best

- participate in class discussions and learning activities as directed and appropriate for the class
- bring your planner and other materials to each class period each day
- bring your device to school, fully charged, to each class period each day.
- write down assignments, including all directions, in your planners
- keep your materials organized
- hand in work done thoughtfully and on-time
- plan carefully for long-term assignments
- call a classmate or check Schoology for assignments when absent
- ask questions when needed to clarify assignments or and advocate for yourself when you are struggling in a class
- request assignments and follow-up instruction, as needed, after any missed classes

Midterm Reports & Report Cards

- Halfway through each quarter (about 4 weeks) you will receive a midterm report electronically through PowerSchool.
- Report cards are available at the end of each quarter via PowerSchool.
- All assignments are to be completed and turned in by the date when grades close unless you have made clear arrangements with the teacher **prior to** grades closing.
- The deadline for completing this work is ten school days following the issue of the report card unless there are serious extenuating circumstances.
- No incomplete grades are issued during the last grading period.

Academic Contracts

- You may be placed on an Academic Contract if you receive more than one grade below a C-.
- An academic contract is a clear set of guidelines written explicitly for you. An Academic Contract is in place until the end of the term.
- Your team of teachers will meet with you to discuss ways to support you to be successful. It will outline the steps that YOU need to take and what your teachers will do to support you.
- An Academic Contract may list things that you will not be eligible to participate in until your grades improve. A letter and a copy of the contract will be sent home.

Physical Education/Fitness

- Gym Clothes - Dress Code:
 - Bring and wear the proper workout clothing (i.e., athletic pants or shorts, a tee-shirt or sweatshirt, and properly laced athletic sneakers).
 - If you are not appropriately dressed for PE/Fitness class, you will be asked to sit out and complete an alternate assignment.

- Use the lockers to store your belongings. You may choose to bring a lock.
- Non-Participation:
 - For any student who will miss physical education/fitness classes for an extended period of time, you must submit a note from a parent or guardian to the school nurse. Please give a copy to the physical education teacher. Those students may be expected to complete alternate assignments.

Advisory

- The purpose of advisory is to help every student form a connection with a teacher and a smaller community of peers where you can set goals toward achieving academic, social, and emotional success through lessons on community building, goal setting, character development, and skill-building.
- Each student has an advisory that meets every day.
- Advisory includes a Social Emotional Learning lesson on day one, a Drop Everything and Read on Day 4, and Flex time to support whatever students need on days 2,3,5,6, and 7

Health Office

Jennifer Tolland, school nurse

- If you need to go to the nurse, you **must** have a pass from your teacher. The nurse's office is located across from the main office.
- If the nurse is not there, you should report to the main office, and one of the administrative assistants will assist you.
- **YOU MAY NOT CALL/TEXT A PARENT/GUARDIAN ON YOUR CELL PHONE DURING THE SCHOOL DAY IF YOU ARE ILL.** The adults in the building are here to help take care of you. If you have a health condition, the school nurse will already have communicated this to your teachers.
- You are NOT to have any medications on you, **including any over-the-counter medicines**, in your pocket or backpacks. Medication must come to school in the prescription labeled container, or original packaging must be kept in the nurse's office and dispensed by the school nurse.

Communication with the Health Office

Your **parents** are responsible for notifying the school nurse of the following:

- A new medical diagnosis or change in your health status.
- A newly prescribed medication.
- A serious injury, illness, or hospitalization.

Medical Waiting Room

If your child displays COVID-19-related symptoms at school, they will be placed in the Medical Waiting Room until they can be picked up. As outlined by the Centers of Disease Control and Prevention, these symptoms are defined as:

- Temperature of 100 F or higher
- Cough, runny nose or congestion/nasal congestion (not due to other known cause such as chronic cough)
- Shortness of breath or difficulty breathing
- Muscle or body aches
- Sore throat
- Fatigue, when in combination with other symptoms
- Headache, when in combination with other symptoms
- Recent/new loss of taste or smell
- Nausea, vomiting or diarrhea

Updated Contact Information

If your child is in the medical waiting room, they are likely to be in there with other students who have similar symptoms. Although they will be wearing masks and spaced six feet apart, we recommend that you pick up your child as soon as possible. Having **updated** contact information and **local emergency contacts** is essential.

COMMUNICATION WITH FAMILIES

Weekly Email Updates/Forms

- SMS publishes a weekly newsletter that is emailed to parents if they have provided an email address in PowerSchool. This weekly newsletter provides details, information, and announcements of school-related items.
- Periodically notices and other information will be sent home to parents in order to communicate about school events.
- Information will also be posted on the Sharon Middle School website.
- Turn in any notes/permission slips signed by parents.

No School Announcements

- Starting at 6:30 a.m., all "NO SCHOOL" and "DELAYED OPENING" announcements will be announced via email, text, social media, as well as the district website, www.sharonschools.net
- You may also tune in to local radio stations as well as television channels 4, 5, and 7 and local cable TV channel 8 for up-to-date announcements.

STUDENT ACTIVITIES

There are numerous activities at Sharon Middle School, and we encourage students to participate. They provide opportunities for students to follow a particular interest or to take a risk and try something new. Some of the organizations are listed below. *To participate, students must maintain appropriate academic and behavioral standards. Students may be removed from any activity (club, student council, sports, etc.) or not allowed to join an activity if they have been placed on a behavior or an academic contract.*

Here is a sample list of some of our activities - not all are offered every term.

- GLI - Girls Learn International
- GSA - Gender Sexuality Alliance
- Intramurals
- Jazz Band
- Math Counts/Math Team
- Peer Leaders
- Robotics Club
- School Choir
- School Musical
- School Play
- STEM Club
- Student Council
- Track Team/Cross Country

Student Council

The Student Council is the official student government organization of the middle school. The student body will elect its members. The Student Council aims to:

- uphold the school's core values;
- promote goodwill among students, faculty, staff, and administrators;
- be of service at any time to the school
- provide training in responsible citizenship;
- create a yearlong series of activities to help develop school spirit among all members of the school community.

BEHAVIORAL EXPECTATIONS

Core Values

Sharon Middle School has adopted the five core values from the Sharon Public Schools District Plan, which spell the word **HEART: Honesty, Equity, Acceptance, Respect/Kindness, Teamwork**. These core values will guide the work that adults and students engage in our community. Embracing these values will help each student to reach the level of independence that becomes so important at this age. It will also engender a positive school climate in which everyone has the opportunity to reach their academic potential and exhibit healthy socio-emotional behaviors in a safe, welcoming environment.

These values translate into behavioral expectations that can help us to function as a community and allow students and teachers to feel comfortable at school. It is expected that students adhere to these school expectations during the school day and at all school events outside of school hours, and hopefully, in their daily lives.

Expectation 1: HONESTY

Assume responsibility for your work and your behavior. Choose truth at all times. Act with integrity- always act as if no one is watching.

Expectation 2: EQUITY

Understand and acknowledge that every student/adult has a right to learn and work in an environment in which they are welcomed and included. Everyone has a right to get what they need in order to be successful.

Expectation 3: ACCEPTANCE

Accept the unique differences of other members of the SMS Community. All are welcomed here and deserve to be treated as valued individuals.

Expectation 4: RESPECT/KINDNESS

Respect yourself, others, and school property. If you are respectful, then you agree to be kind and considerate to everyone; be prepared to help others; keep all electronic equipment off and away (not visible) during school hours; be responsible for attending all classes and arriving on time, ready to learn; and behave appropriately at all times.

Expectation 5: TEAMWORK

Recognize that engaging in teamwork is often one of the most effective methods of being successful in school. Willing participation in teamwork makes for a collaborative, fun school environment for all.

INTERVENTIONS

When students have made a mistake or have behavioral difficulties, our goal is to help them understand why the behavior causes problems for themselves or for other students and to help them to make better choices in the future. Teachers will notify parents of any ongoing issues. If the behavior occurs outside of the classroom, offenses are repetitive, or if the incident interferes with the learning of other students, students may be sent to the office to meet with an administrator.

Students who exhibit behaviors outside of our Core Values and Behavior Expectations will be subject to consequences. Consequences will often involve a conversation about your role in the incident and options for solving the issue or engaging in learning opportunities. **Actual consequences for any given incident may vary based on the circumstances surrounding the incident.** Parents will be notified as necessary, depending on the offense.

A Sample List of Behaviors that will be addressed by Teachers and/or Administrators

- Intentional Disruption/Disrespect of others
- Careless, hurtful remarks, rudeness, teasing
- Encouraging peer aggression, bullying, or harassment
- Bullying or Harassment (*includes cyber-bullying with cell phones or the internet*)
- Threats /Hate symbols and Hate speech
- Cheating/Plagiarism
- Stealing/damaging school/student/adult property
- Unsafe/Inappropriate physical interactions (pushing, hitting, etc.)
- Fighting/Attacking
- Inappropriate Cafeteria Behavior
- Inappropriate/Unsafe Bus Behavior
- Use/Possession/Sale of Drugs/Alcohol or other Substances or Paraphernalia
- Possession of Weapons/Making/Using an object as a weapon
- Misuse of Electronic Devices/Cell Phones/Internet/Social Media
- Using cell phones without administrative or school nurse approval during school hours.

Electronic Devices

- All SMS students will be issued a Chromebook to use for the school year. ***No outside personal devices are allowed.***
- Each student needs to fill out and return the Responsible Use Agreements which help families understand the importance of using devices in a responsible manner. ***Students will not receive their devices until the agreement, signed by both the student and a parent/guardian, is returned to their advisory teacher at school. The RUA Agreements are:***
 - Responsible Use Agreement Grades 6-8 (RUA)
 - 1:1 Responsible Use Agreement - Additional Practices 2021-2022

- Please see the district website at www.sharonschools.net for the full disclosure on electronic devices. Extra-educational electronic devices brought to school from home by students, including but not limited to cell phones, video or tape recorders, cameras, MP-3 players, hand-held video-game systems, CD and/or DVD players, portable radios or televisions, are not to be turned on, used or visible during the school day unless written or verbal permission is granted by an administrator. Electronic devices for educational purposes including but not limited to: smartphones, tablets, or laptops may be brought into school but may only be used during instructional time with the express permission of the teacher and building administration, and in accordance.
- Since cell phones are the most common of the accessories, **they must be turned off** before entering the building (and in cases of inclement weather, they must be turned off when exiting the cafeteria, auditorium, and gym upon the beginning of the school day).
- It is strongly suggested that students, as well as parent(s)/guardian(s), be aware of some of the school's concerns with regard to cell phone use, including text messaging, emailing, Instagram, Snapchat, cheating (See *Cheating and Plagiarism*), taking photographs, recording video or any social media apps/websites. None of these actions are sanctioned by the school, and no form of photography or video recording is permitted on school property or on school-provided transportation; as such, owners of cell phones should be cognizant of the legal difficulties that improper use can present.

Students found using any of the aforementioned electronic devices in violation of this policy will be subject to the following consequences:

First offense: Item confiscated and returned to student at the end of the school day
 Second offense: Item confiscated, and parent/guardian is required to retrieve the item

- Any subsequent offenses or non-sanctioned use of any electronic device by a student will be subject to additional disciplinary measures, including but not limited to suspension.
- It should also be noted that the school is not in any way responsible for the lost or stolen property; therefore, it is our expectation that students who find items of value, such as electronic devices, return them to the office immediately. Failure to do so will subject a student to the disciplinary consequences associated with being in possession of the stolen property. Legal consequences (as well as school consequences) are possible if any of these devices or computers is used to send or receive inappropriate or bullying messages. No student should ever take a picture of someone without the person's permission. *See Appendix A School District Policies and State Law*

Inappropriate Use of Photos/Videos

- Any student that requests inappropriate, revealing photos or videos of classmates or students who send or post revealing or inappropriate photos, images, or videos will be

suspended from school. The school will address any inappropriate communication through electronic devices. This behavior can happen at any time or any place and will be subject to school discipline as well as potentially a criminal issue.

Dress and Apparel

In order to ensure that the educational atmosphere at Sharon Middle School is as conducive to learning as possible, dress and apparel appropriate for a school setting are required at all times. This means that clothing or accessories that may present a health or safety problem are prohibited. In addition, clothing/accessories that distract students from the regular learning environment are prohibited. Students are encouraged to take pride in their personal appearance so that it reflects the qualities of appropriate dress and good grooming. Students are expected to be neat and clean in appearance and to be dressed in a way that is appropriate for a learning environment.

The following list constitutes a sampling of items that the administration may consider inappropriate for a school setting or potentially compromising to the health, safety, and well-being of others:

- Chains, metal spikes (including but not limited to: wrist/neck bands)
- Clothing/apparel that depicts lewd, obscene, derogatory, degrading, sexual, violent, homophobic, or racist remarks, gestures, or activities
- Clothing/apparel that promotes alcohol, tobacco, or drug use/paraphernalia
- Visible undergarments or underwear, or clothing that is see-through in nature, are not considered appropriate for school.
- Any other item not listed herein which could be perceived as something that could pose a health risk to the individual or endanger the safety or welfare of the individual or others in the building

Any student whose clothing/apparel is deemed potentially problematic or in violation of the dress and apparel guidelines as determined by a school administrator or other school official will be required to change into something appropriate. The administration will address dress code-related concerns by having an administrator (or designated school official) of the same sex speak with the student in a private setting so that the student is not embarrassed.

“Celebratory” clothing worn collectively by a group of people invited to a particular social event is strongly discouraged because it has a negative impact on our school culture and climate, and by its nature, excludes students. It includes t-shirts, sweatshirts, sweatpants, etc., that are given out at social events outside of school.

Any school dress code enforcement actions should minimize the potential loss of educational time. Administration and enforcement of the dress policy shall be consistent with the Sharon Public Schools equity policies on race, gender, religion, and sexual orientation.

Lunchtime Expectations

- Monthly lunch menus are posted in school and on our website.
- Lunchtime should always be a safe and relaxed environment for everyone. All school rules and expectations apply during lunch. The following are specific guidelines that students must follow:
 1. Students should line up outside of their lunch area and wait for a supervisor to notify them that it is time for them to enter.
 2. Students should bring coats or sweatshirts to lunch on cold days.
 3. Students may NOT save seats for others.
 4. Students must be respectful in the lunch area, waiting for their turn in line, and not touching food that does not belong to them or that they are not purchasing.
 5. Students must clean up AFTER THEMSELVES.
 6. Students must ask for permission from a cafeteria supervisor to leave the cafeteria, including for restroom/water.
 7. A lunch supervisor will dismiss students once their table and area are cleaned up.
 8. Please do not bring cakes, cookies, brownies, candy, and other items for the celebration of birthdays and holidays.
 9. If you have a food allergy, please contact our Food Service Director to address any concerns. Sharing of food in the cafeteria and other places in the building is strongly discouraged due to the number of food allergies.

The student practice of bringing cakes, cookies, brownies, candy, and other items for the celebration of birthdays and holidays is strongly discouraged for the following reasons:

- it is counter to the spirit of our District Wellness Policy;
- it places students with allergies at potential risk;
- it creates a mess at the table; and,
- it creates a climate of exclusion when not all students in the lunch area are included in the celebration.

Please note that our cafeteria staff makes every effort to avoid food products containing peanuts or sesame, but we cannot guarantee that our food is allergen-free. If your child has a food allergy, please contact our Food Service Director, Molly Van Cott, to address any concerns. Sharing of food at lunch and other places in the building is strongly discouraged due to the number of food allergies.

STUDENT DISCIPLINE

For Complete Sharon Public Schools Anti-Bullying Policy see Appendix A: SCHOOL DISTRICT POLICIES AND STATE LAWS

Teacher Issued Detentions

Some teachers may choose to assign a lunch or after-school detention rather than making an office referral. After school detentions will be held from 2:10–3:30 in a teacher's classroom.

Office Referrals, Detentions, and Suspensions

After teachers have tried a variety of strategies for working with a student, or if a student's behavior warrants it, an administrator may be asked to intervene. This intervention is called an office referral. Once a student is referred to the office, the Principal, Assistant Principal, or a designee may assign a consequence including but not limited to an administrative/office detention. Parents will be notified by phone of after-school detention or suspension.

Office/Administrative detentions will be served in the In-School Suspension room. The detention supervisor will maintain a quiet atmosphere so that the student can study or read.

- Office detentions may be during lunch or after school.
- During lunch detentions, students bring their lunches to the in-school suspension room and eat quietly separate from their classmates.
- After school, detentions are held from 2:10 – 3:45 p.m. with prior parent notification to arrange transportation home for the student.
- Each student will do their homework or read silently.
- Students may not talk, engage in games or violate any accepted school guideline.
- No visitors are allowed in office detention.
- Detention takes priority over extra-curricular activities and all personal plans – with the exception of previously scheduled medical appointments.

Cheating and Plagiarism

Honesty is a school value at Sharon Middle School, and it should be assumed that cheating and plagiarism are not acceptable. As such, it cannot be reiterated enough that students need to understand what constitutes cheating and/or plagiarism clearly. The most common forms have been listed below:

- Looking at another student's paper during an exam, test, quiz, or other forms of assessment;
- Carrying information into an exam, test, quiz, or other forms of assessment with the intent of misusing it;

- Receiving information (by any means) during an exam, test, quiz, or other forms of assessment;
- Copying another student's work to complete an assignment;
- Providing unapproved information to another student (by any means) during an exam, test, quiz, or other forms of assessment;
- Sharing materials for the purpose of misusing them to complete an assignment;
- Plagiarizing or taking credit for work that is not your own, such as copying another student's work, a textbook, or an internet source while not giving credit to where you got the information (see Sharon Public Schools. Grades 6-12, Research and Writing Guide).

In light of the efforts that the faculty and staff routinely make to educate students about the inappropriateness of cheating and plagiarism, it is incumbent upon students to ensure that dishonesty will not be suspected when they submit or complete an assignment.

Therefore, students are strongly encouraged to seek out their teachers and to ask questions about the use of content or materials that may call into question the authenticity of a student's final submitted work. Parents and guardians also need to be cognizant of the fact that while the school certainly encourages and understands efforts at home to guide, assist, and support the learning process, a student's final submitted work should be reflective of their current knowledge and ability level. Anything submitted by a student that seems contrary to what a teacher has become familiar with makes it difficult for a teacher to accurately assess the academic progress of the students.

Cheating and plagiarism violate our school values of honesty and our school Code of Conduct. A person who cheats not only harms the person who is doing the cheating, it will lead to school consequences. Please see the Chart of Consequences. Additionally, in all cases, a student will receive a grade of zero (0) on the assignment or form of assessment. They will be required to discuss the impropriety at a meeting with their parent(s)/guardian(s) and the appropriate administrator.

Suspension

Suspension from classes means that a student has behaved in a manner that has caused the principal or assistant principal to suspend the student's right to participate in the educational process for part of a day, one full day, or sometimes even longer. Suspension is given for those situations where the student has shown, by his/her behavior, the need to be separated from the rest of the school population.

- ***In-School Suspension (ISS)*** is held in a room in or near the main office. Students are supervised at all times, and teachers will provide appropriate work for the time that a student will be in suspension. Students may also be asked to do work related to the

infraction. A reentry meeting involving the parent/guardian and the student may be required when a student returns to classes from the ISS.

- ***Out-of-School Suspension (OSS)*** is served by the student at home. A reentry meeting involving the parent/guardian and the student may be required when a student returns to classes from the OSS. Notice to the parents that the suspension will occur before the student may be asked to leave school for an OSS. Students will be told the length of the suspension when it is initiated – unless further investigation is required to determine the seriousness of the offense. If an administrator has reason to believe that a suspension will not be an effective deterrent to future misbehavior, an alternative plan such as a behavior contract will be developed that involves significant parental involvement. This plan will be finalized with the team, school counselor, and parental input. (See additional information about suspensions in the district policy section.)

A student who engages in any of the behaviors listed below will be suspended from school for a period of time lasting no less than ten (10) school days. The student will also be subject to an expulsion hearing. An immediate referral to the police department will be made which may result in court appearances and further court-ordered discipline.

In-school suspension is not an option for the behaviors listed below:

- Using, possessing, distributing, or selling controlled or banned substances or items purported to be controlled or banned substances, including but not limited to: drugs, alcohol, dangerous weapons, and pyrotechnics (see *Substance Abuse* and *Expulsion*)
- Arson, or starting a fire
- Assaulting or threatening serious bodily harm to a member of the faculty, staff, or other adult persons authorized to be on school property (see *Chapter 71, section 37H and 37H 1/2*)
- Any assault or threat of violence that disrupts the operation of the school or requires the intervention of the police or other law enforcement.

The Principal retains the right and responsibility to all students and staff to issue penalties for acts not stated herein, to examine any mitigating factors that - in the Principal's judgment - should be considered, and to utilize penalties stated herein as guidelines (which may be adjusted to reflect the seriousness of the conduct in question). Furthermore, though progressive discipline is generally used, the Principal reserves the right to apply all provisions of this handbook consistent with what he/she determines to be in the best interest of the learning environment and educational processes in the school.

In all cases, the decision of the administrators may be appealed. See the appeal process in the Student Handbook.

Due Process

Before a student is suspended from middle school for ten days or less, the student has the right to receive:

1. Oral or written notice of the charges and evidence against them.
2. The opportunity to present their side of the story to an administrator

Expulsion

Please see Appendix A

Behavioral Contract Restrictions

Students who receive 5 referrals due to inappropriate behavior will be considered for placement on a behavioral contract. A behavioral contract is a clear set of guidelines written explicitly for the individual student. It takes effect immediately upon the student's meeting with their team or with an administrator to discuss the contract. It will indicate the steps that the student needs to take for the period of time that he or she is on this contract. **Repetitive or serious behavioral incidents that occur within the classroom, as well as those dealt with by school administrators, may also trigger the immediate start of a contract.** Teachers will notify parents/guardians and administrators of any ongoing concerns. A letter and a copy of the contract will be sent home. Upon receipt of the letter, the parent/guardian may contact the school to arrange for a conference with the team.

Any suspension from school will result in a Behavior Contract Restriction. During the time covered by the contract, the student will not be allowed to participate in any extracurricular activities (sports, musical, dances, etc.) or attend any field trips. All behavior contracts /restrictions due to suspensions will remain in place for the entire school year. These suspensions will result in the student becoming ineligible for all off-campus trips (e.g., 8th grade Washington D.C.). Additionally, any student who is placed on two separate contracts during the course of an academic year will be unable to participate in any school-wide activities or field trips.

At the end of the contract:

- If the contract is fulfilled, then the behavioral issue is deemed corrected, and the student is eligible to participate in all school activities;
- If the contract is violated, then an administrator or the team will meet with the student to process the violation. The contract will be extended for an additional 5 school days, and other steps may be put in place to assist the student in making progress.
- Parents/guardians will be notified of the extension and any changes to the contract;
- If a second contract extension is required, then an in-school suspension will occur. In addition, a meeting will be held with the student, parent/guardian, team member, and an administrator to discuss the student's lack of progress.

NOTE: An administrator, in conjunction with team members, may review academic status or behavioral offenses for a student based on extenuating circumstances that may arise. The school administrators reserve the right to review the behavior or academic record of any student and to make adjustments and accommodations to his/her participation in school activities.

Related Conduct Code Information, Policies, Regulations, and Laws Smoking and Smokeless Tobacco

- The use of any nicotine or tobacco product is prohibited on school grounds and vehicles, as well at all school-sponsored events. Students should not possess any nicotine or tobacco products, including juul pods, vapes, e-cigarettes, or variations thereof. Students found to be in possession of nicotine or tobacco products will have the product confiscated and turned over to a parent/guardian.
- Additionally, any student found to be vaping or smoking, using a nicotine or smokeless tobacco product, or to be selling or distributing nicotine or tobacco products will be subject to the following disciplinary consequences:
 - *1st offense:*
 - Three (3) day out-of-school suspension
 - *2nd offense:*
 - Five (5) day out-of-school suspension
 - *3rd offense:*
 - Five (5) day out-of-school suspension and mandatory enrollment in a smoking cessation program.

Tobacco and nicotine products include, but are not limited to: cigarettes, e-cigarettes, smokeless tobacco, vape pens, juuls, cigars, cigarillos, pipes, hookahs, bidis, and kreteks.

Students who are willing to participate in and complete a smoking cessation program upon a first or second offense finding may have their suspensions reduced by one (1) school day. In light of the fact that some individuals may have difficulty refraining from smoking, the school will work with local health organizations to provide referrals for students and staff to smoking cessation programs, and to offer such programs on-site as need and interest dictate.

Chart of Consequences

In cooperation with parents and staff, the following chart of consequences was developed to set guidelines for dealing with inappropriate behaviors. **Actual consequences for any given incident may vary based on the circumstances surrounding the incident.** The goal at all times is to assist students, who have made a mistake or have behavioral difficulties, to understand why the behavior causes problems for themselves or for other students, and to help them to make better choices in the future. Teachers or team leaders will notify parents of any ongoing

issues. If the behavior occurs outside of the classroom, if the student's offenses are repetitive, or if the incident interferes with the learning of other students, they may be sent to the office.

The process for office referrals includes removal of a student from the class (if the behavior is disruptive), a written intervention form from the staff member who reports the incident, a written response from the student explaining the incident in his/her words, and a meeting between an administrator and the student. If additional information is required or an investigation is needed, consequences will not be assigned until further details have been determined. A school counselor may also participate in discussions with the student. Parents are notified in writing of all office referrals and may receive a phone call when appropriate. The superintendent will be notified of all suspensions. Following specific incidents of a serious nature involving violence or a concern relative to any child's safety, an administrator may require an emergency psychological evaluation before a student is allowed to return to school.

	BEHAVIOR	CONSEQUENCE
1	Careless, hurtful remarks, rudeness, lying, inappropriate language	1 st offense / mild: warning
		2 nd offense / moderate: lunch detention
		3 rd offense / serious incident: after school detention
2	Teasing	Consequences depend not only on the number of times the behavior has occurred but also on the seriousness of the incident itself. A first-time occurrence can require more serious, immediate consequences.
	Encouraging peer aggression, bullying, or harassment	Consequences will range from lunch detention to out-of-school suspension and police involvement, depending on the nature of the incident.
	Bullying / Verbal or written harassment/threat/hate symbols and speech <i>(includes cyber-bullying with cell phones or the internet)</i>	Consequences depend on the situation but may result in in-school or out-of-school suspension. Police will be notified of any incident of threat, bullying, or harassment. See additional information in the district policy section. Parents/guardians of the victim and bully are notified in all cases.

3	Cheating/plagiarism (includes copying homework; see additional info below)	Parents/guardians are notified in all cases.
		1 st offense: Both the student who cheats / copies the work, as well as the student who allows it, receive zeroes on the assignment, project or assessment.
		2 nd offense: Students involved receive a zero and after school detention
		3 rd offense: Students involved receive a zero and an in-school suspension. A meeting is held with the parent/guardian, student, and administrator/teacher.
4	Stealing/damaging school property Stealing/damaging someone else's property in school (This includes stealing food or drinks from the cafeteria.)	Restitution is required and parent/guardian contact made for all offenses; <u>police are notified</u> .
		1 st offense: in-school suspension
		2 nd offense: out of school suspension; meeting with parent/guardian & student held with an administrator
5	Pushing, hitting, tripping, wrestling (physical aggression)	Varies depending on the severity of the incident – will range from 2 lunch detentions to suspension
6	Fighting (physical aggression/attack)	Student(s) is (are) placed immediately in ISS; parent/guardian is contacted.
		1 st offense: 3-5 days in-school suspension
		2 nd offense: 5-10 days out of school suspension; reentry meeting required with parent/guardian, administrator, and student

		3 rd offense: 10-15 days out of school suspension; reentry meeting required with parent/guardian, administrator, and student; possibility of expulsion
		Police involvement may occur with any incident.
		98
7	Inappropriate lunch behavior (throwing/purposely dropping/spilling food/drinks) (taking other students' food or selling one's food) (running/cutting in line) (refusing to clean up)	removal from lunch
		1 st offense: lunch detention
		2 nd offense: 2 lunch detentions
		3 rd offense: after school detention
8	Bus behavior (See more details in the district policy section of the handbook.)	1 st offense: warning/lunch detention or after school detention, depending on the type of offense
		2 nd offense: after school detention and possible loss of bus privilege for up to 10 days
		3 rd offense: 3 – 5 days in-school suspension; loss of bus privilege for up to 10 days
9	Dress code (See more details below.)	1 st offense: warning
		2 nd offense: lunch detention
		3 rd offense: half-day in-school suspension
10	Weapons/drugs	See the district policy section of the handbook.

	Note: Any toy replica of a weapon, knife, or similar implement is NOT allowed and will be confiscated.	<i>If a replica or model of a weapon is needed for drama or for a presentation, a parent/guardian must bring the article to the office and pick it up at the end of the day or when it is no longer needed. A teacher must make prior arrangements with an administrator before the article can be brought to the school.</i>
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Special Needs Discipline Policy

Special Needs Students: With respect to removal of students with special needs from public school, Massachusetts General Laws Chapter 71B, Section 3 states: *"No School Committee shall refuse a school-age child with special needs admission to, or continued acceptance in public school without prior approval of the Department of Education."*

No child shall be denied an alternative form of education approved by the Department. For the purposes of this statute, the Department of Education has developed procedures that protect students with special needs from suspension of more than 10 cumulative days in a school year. However, nothing in these procedures is intended to limit the provisions of Section 331 of the Chapter 766 regulations for emergency evaluation and placement in instances of dangerously assaulting or self-abusive behavior..."

1. The Individual Education Program (I.E.P.) for every special need's student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any modification will be described in the I.E.P.
2. The principal or designee will notify the Student Services office of the suspendable offense of a special needs student. Records will be kept of such notices.
3. When it is known that the suspension(s) of a special needs student will accumulate to more than ten days in a school year, a review of the I.E.P. as provided in Section 333 of the Chapter 766 regulations will be held to determine the appropriateness of the student's program. The team will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and either:
 - a. Design a modified program for the student, or
 - b. Write an amendment to provide for the delivery of special education services during the suspension and any needed modification of the I.E.P.

In addition, the Department of Education will be notified as required by law, and the procedures promulgated by the Department of Education for requesting approval of the alternative plan will be followed.

Sharon Middle School Substance Abuse Policy

Statement of Intent

Sharon Middle School recognizes the right of every student to a school environment that is drug and alcohol-free. This substance abuse policy is part of a comprehensive effort by the Sharon School Department to protect that right by preventing the illegal use and abuse of drugs, alcohol, and mood- or mind-altering substances by students. It is the intent of the Sharon Schools that the School Department responds swiftly and firmly to all violations of the policy with disciplinary procedures and/or rehabilitative efforts that are positive, compassionate, and individualized.

1. to involve the student, parent(s), or guardian(s) in efforts to help the student;
2. to discipline summarily any student found to have violated the substance abuse policy;
3. to inform the Chief of Police or his designee of the violation.

The Sharon Middle School continues to provide, without penalties, assistance to any student voluntarily seeking drug and alcohol treatment and advice. This policy applies to students in the middle school.

Sharon Public Schools Substance Abuse Policy

Part I

Types of 'substances'

For the purpose of this policy, the word "substance" includes alcohol, drugs, and mood- or mind-altering substances. It may also include paraphernalia that may be used in the sale or use of drugs. The use, possession, distribution, or sale of such substances, including alcohol, is a statutory offense punishable by law. Since this is a legal matter, students, parents, and citizens of our community must recognize that neither the school nor the students have any immunity from the law regarding such substances. If illegal possession or sale is discovered on school property, the administration must notify the Sharon Police Department, and the suspected material or substance must be turned over to the Police. Parents will also be notified and the offending student will be given due process rights.

Prescription and Over-the-Counter Medications

A student possessing or using prescription or over-the-counter drugs, medicines, or controlled substances on school premises *for the treatment of an existing medical condition* will not be considered in violation of the substance abuse policy. However, the use or possession of such prescription and over-the-counter drugs must be in accordance with our medication policy. All prescription and non-prescription medications must be given to the school nurse in a pharmacy-labeled container. Parents must also provide a written order from the prescribing physician and written permission for their child to take the medication.

Students Seeking Voluntary Drug/Alcohol Assistance

The school will provide, without penalties, assistance to any student who voluntarily comes forward seeking drug and alcohol treatment/advice. Such student must not be currently in violation of the Substance Abuse Policy. School personnel will:

1. immediately consider the best possible means of helping the student, including the use of members of the school staff, student services, team conferences, or private and community resources;
2. involve the parent(s) or guardian(s) as soon as appropriate as an important factor in helping the individual student;
3. give the student the opportunity to make up any schoolwork missed.

Consequences for Violating the Substance Abuse Policy

Any student found by the principal of the school or by his assistant or designee to have violated the substance abuse policy will be subject to the following administrative actions:

First Offense:

- If a student is found to be under the influence of a substance, including alcohol, the parent or guardian will be called to remove the student immediately from school property, and the police will be notified. If the student's parent(s) or guardian(s) cannot be reached or, if reached, are unwilling or unable to pick up the student, the police department shall be apprised of the facts and requested to take protective custody of the student.
- A student found to be in violation of the Substance Abuse Policy will be suspended from school for ten school days (except as outlined in number 3 below). During the period of suspension, the student will lose credit for all schoolwork missed, including examinations, and will not be allowed to make up the lost credits.
- The parent(s) or guardian(s) and student must meet with the principal or assistant principal and appropriate staff the following school day for the purpose of determining a specific plan for monitoring the student's subsequent behavior and securing appropriate rehabilitative action. At this meeting various options for substance abuse counseling will be presented and discussed. These may include referrals to outside agencies. If the student and their parent(s) agree to participate in such counseling/rehabilitative program, the suspension period will be reduced automatically to five school days. The parent(s) or guardian must present documentation that plans have been made for the student to participate in the counseling/rehabilitative program before the end of the five-day period, or suspension will continue for the full ten days.
- If the parent or guardian does not cooperate with school authorities in the adoption and execution of a specific plan for monitoring the subsequent behavior of their child or ward, school authorities may file a "Child in Need of Services" petition with the Juvenile

Court of the Stoughton District Court, alleging (as the case may require) that the child lacks the proper attention of his/her parent or guardian, or that the child's parent or guardian is unwilling, unable, or unavailable to provide the needed care, discipline, or attention that the child's behavior warrants. Such a petition may seek an order directing that the Department of Children and Families be notified and summoning the student and parent or guardian to appear before the Court to show cause why the child should not be committed to the custody of the Department of Children and Families. The Sharon School Department may also petition the Court for other orders as appropriate.

Subsequent Offenses:

- If a student is found to be under the influence of a substance, including alcohol, the parent or guardian will be called to remove the student immediately from school property, and the police will be notified. If the student's parent(s) or guardian(s) cannot be reached or, if reached, are unwilling to pick up the student, the police department shall be apprised of the facts and requested to take protective custody of the student.
- A student found to be in violation of the Substance Abuse Policy for the second time within the academic year, will be suspended from school for a period of time as determined by the principal. The suspension will be for a period of no less than seven (7) days nor more than fifteen (15) days. During the period of suspension, the student will lose credit for all schoolwork missed, including examinations, and will not be allowed to make up the lost credits.
- For a subsequent offense, the student will be subject to exclusion from school for the remainder of the school year. The student will be allowed to return to school at the commencement of the next school year, but only under the conditions as the Principal may determine.
- School authorities may file a "Child in Need of Services" petition with the Juvenile Court of the Stoughton District Court, alleging (as the case may require) that the child lacks the proper attention of his/her parent or guardian, or that the child's parent or guardian is unwilling, unable, or unavailable to provide the needed care, discipline, or attention that the child's behavior warrants. Such petition may seek an order directing that the Department of Children and Families be notified and summoning the student and parent or guardian to appear before the Court to show cause why the child should not be committed to the custody of the Department of Children and Families. The Sharon School Department may also petition the court for any other order it deems appropriate.

Part II

Sharon Secondary School Substance Abuse Policy Procedures

These procedures are to be considered part of the Sharon Secondary School Substance Abuse Policy and shall be followed whenever school personnel shall have reason to suspect that a student is in violation of the Substance Abuse Policy. These procedures will be followed for both first and subsequent offenses.

- Notify the principal.
- Question the student.
- Conduct a search, if it is warranted.
- Confiscate substances.
- If a violation of the Substance Abuse Policy has occurred, initiate administrative action. (See "Consequences for Violating the Substance Abuse Policy".)
- Provide a written report to the Superintendent of Schools and the offending student.
- Schedule a hearing before the School Committee if the violation is a second or subsequent offense.

1. **Procedures for Notifying the Principal:** Whenever a teacher or member of the staff of the school has reason to suspect that any student is under the influence of, possess, or intends to distribute drugs, alcohol, or mood or mind-altering substances (as defined elsewhere in this policy), the teacher or the staff member will immediately notify the building principal.
2. **Procedures for Questioning the Student:** The principal or his designee will immediately inform the student of the accusation and ask the student whether the accusation is true. If the student denies the accusation, the principal will repeat the nature of the evidence against them and inform them that they may, if desired, present their side of the story.

If the student's explanation satisfies the principal that the student has not violated the substance abuse policy, the incident will be closed without penalty.

If the student's explanation does not satisfy the principal that the student has not violated the substance abuse policy, the principal will question the student to ascertain:

- the kind and amount of substance involved;
- when, where, from whom, and under what circumstances the substance was obtained;
- if, when, and where such substance was last consumed and in what quantity;
- whether the student still has in his possession or has in his immediate control, more of such substance;
- when, where, to whom, and under what circumstances such substance may have been sold or distributed.

If the student is found to be so under the influence that it appears that they is not capable of understanding or responding to the accusation, the pupil's parent(s) or guardian(s) shall be called, given an explanation of the charges and condition of the student, and told that a hearing before the principal will be held the next school day at a specified time and place for the purpose of giving the student the opportunity to tell his/her side of the story.

3. **Procedures for Conducting a Search:** The student's locker, any area under their immediate control, and their person will be searched whenever there is cause or reason to believe that the student has in their possession any substance or item, the possession of which constitutes a criminal offense under the laws of Massachusetts. The search of the student's person will be made by the principal, assistant principal, or designee of the principal who is of the same sex as the alleged suspect and in the presence of a third party, also of the same sex as the alleged suspect.
4. **Procedures for Confiscating Substances:** School authorities shall seize and retain substances as follows:
 - The principal or his/her designee, in the presence of another staff member, shall place the evidence into a container or envelope for safekeeping. This container shall be labeled with the date and time of seizure; a visual description of the contents; and the signatures of both the administrator and witness.
 - The Sharon Police Department shall be notified immediately.
 - The principal shall safeguard all substances until turned over to the police department for analysis, at which time the principal shall receive a receipt for all substances so transferred.
 - Whether a student found in possession of a substance shall be subject to criminal action shall be determined solely by the Sharon Police Department.
5. **Procedures Upon Determination that a Violation Has Occurred.** If the principal is convinced that the pupil has violated the Substance Abuse Policy, or if the student elects not to give his/her side of the story, the principal shall:
 - immediately initiate disciplinary and/or rehabilitative administrative actions as outlined elsewhere in this **Policy (See Part I, "Consequences for Violating the Substance Abuse Policy")**;
 - immediately notify the Superintendent of Schools that a violation of the Substance Abuse Policy has occurred;
 - immediately notify the Chief of Police or his designee of the violation.
 - prepare and deliver to the Superintendent and the offending student a complete, detailed written report setting forth the evidence, how the evidence was obtained, the conclusions of the principal; the disciplinary and/or rehabilitative action initiated; and the place where the evidence is being safe-guarded. Such written

report shall be delivered to the Superintendent and the student as soon as is reasonably practical.

6. **Procedures for Scheduling a Hearing for a Subsequent Offense.** In the case of a second or subsequent offense, a written notice shall also be served on the pupil and their parent(s) or guardian(s) scheduling a hearing before the School Committee for the purpose of determining whether the student should also be expelled from school and informing them that the student may be represented by an attorney of their choice. The hearing before the School Committee shall be scheduled at the earliest possible date approved by the Superintendent of School.

NOTE: In the interest of ensuring a drug-free environment and adhering to all regulations and policies related to the school's zero-tolerance for the possession and use of any illegal substances, the administration may conduct periodic searches of the school and the school grounds. Such searches will be made in cooperation with the Sharon Police Department and may utilize drug-detection dogs as a means of indicating reasonable suspicion of the presence of illegal substances in student lockers and bags. Students found to be in possession of illicit substances as a result of such searches will be subject to the penalties contained in the Sharon School Committee's Substance Abuse Policy. (See Above)

Please note that rights not granted to Sharon Middle School through this handbook may in fact still be granted to the school under the Massachusetts General Laws.

APPENDIX A

SCHOOL DISTRICT POLICIES

AND

STATE LAWS

Note: The policies contained on these pages apply to all schools in the district.

STUDENT ABSENCES AND EXCUSES

Regular and punctual school attendance is essential for success in school. The Committee recognizes that parents/guardians of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of religious holidays. The principal or designee of each school may excuse cases of necessary absence for other excusable causes not exceeding 7 day sessions or 14 half day sessions in any period of 6 months.

Parents/guardians will promptly notify the school of any absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible. Each school will establish the method by which parents/guardians shall notify the school in the event of absence or tardiness. If the absence is for a reason other than those reasons allowed under this policy or in the school handbook, then the absence will be considered “unexcused.”

ABSENCES DUE TO ILLNESS

In all events, and regardless of how many absences have occurred to date, students should stay home if:

- A temperature over 100°F. Please remember that Tylenol, Advil, etc. can mask the effects of a fever. Your child should be fever-free (without medication) for 24 hours before returning to school.
- Vomiting and/or diarrhea (unrelated to a known, non-communicable condition) within 24 hours before returning to school
- A severe cold with fever, sneezing, and thickened nasal discharge

- A cough that keeps a child awake at night, worsens with increased activity, or is combined with other symptoms
- A persistent red, sore throat, especially if the tonsils are enlarged
- A severe and persistent earache
- Redness in the whites of the eyes, yellow discharge, and matted lashes are symptoms of conjunctivitis (pinkeye). A doctor should be consulted, as this may be highly contagious.
- Rashes can be difficult to evaluate. If they are all over the body, blistering, oozing, or painful, they could be a sign of a contagious infection. Please check with your school nurse or your doctor before you send your child to school.

If you are unsure whether to send your child to school, please call your school nurse. If you are keeping your child home from school, please call and notify your school on the day of absence. In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement regarding the absences.

Sharon High School Nurse:	781-784-1554, ext 8007
Sharon Middle School Nurse:	781- 784-1560, ext 6005
Cottage Elementary School Nurse:	781- 784-1580, ext 1010
East Elementary School Nurse:	781- 784-1551, ext 2010
Height Elementary School Nurse:	781- 784-1595 ext 3230
The Children's Center Nurse:	781- 784-1594 ext 6604

HOME OR HOSPITAL TUTORING

Students who will be out of school for an extended or chronic illness may be eligible for home or hospital tutoring if the absence will extend beyond, or are reasonably expected to accrue to, fourteen days and the situation meets the home/hospital regulations. (603 CMR 28.03 (3) (c), 28.04 (4)).

MAKE-UP WORK

Students who have missed school or a class are expected to make up missed assignments, tests, and other school work. Students who know that they will miss school because of planned activities (including college visits, exchange trips, field trips, academic competitions, etc.) should notify the affected teachers in advance in order to make arrangements with the teacher for making up work and with classmates to take class notes and record assignments on their behalf.

EARLY DISMISSAL

No pupil will be dismissed from school before the close of the school day, except in case of illness or other emergency, unless the school receives a request from the

parent/guardian. All cases of early dismissal will be recorded. Students may not leave the school building until the person receiving the student has been properly identified and the student must be signed out. No student may leave the school grounds without permission of the principal or his/her designee.

UNEXCUSED OR CHRONIC ABSENCES

- An unexcused absence or tardy may include, but may not be limited to, repetitive or chronic absence or tardiness due to illness or injury not documented by a doctor or other medical professionals, truancy, family vacations, undocumented absences, and non-emergency family situations.
- Parents and students are reminded that Massachusetts Law requires compulsory attendance for students. **We strongly discourage family vacations when school is in session. In addition to compromising the attendance law, family vacations interrupt the educational process of each course in ways that make-up work cannot reverse. Teachers are not required to give out homework assignments prior to a family vacation.**
- Students' understanding of the importance of day-to-day schoolwork is an important factor in the shaping of their character. Parents/guardians can help their children by not allowing them to miss school needlessly.
- Chronic absenteeism may lead to academic failure for the year and retention of the student.

UNEXCUSED ABSENCE NOTIFICATION

- Each school is required to notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence. Each school will use reasonable efforts to confirm all absences of children in grades K – 12 on the same day, if possible.
- Each school will notify a student's parent/guardian if a student has at least 5 days in which the student has an unexcused absence for 2 or more periods. In such a case, each Principal, by whatever title they may be known, or designee shall contact any student and that student's parent/guardian to develop action steps to improve student attendance. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies. Parents/guardians are encouraged to contact school staff and work collaboratively with them to correct the reasons that the student is missing school.

HABITUAL TRUANCY

Under state law, a student may be considered “habitually truant” for willfully accruing 8 unexcused absences in a quarter. In such cases, school officials may file a CRA (Child

Requiring Assistance) petition with the Juvenile Court which could result in a hearing before a Juvenile Court Judge. Prior to the filing of a CRA, Families and Students will be required to work with school administrators to improve the student's attendance.

DROPOUT PREVENTION

- No student who has not graduated from high school shall be considered to have permanently left public school unless an administrator of the school which the student last attended has sent notice within a period of 5 days from the student's tenth consecutive absence to the student and the parent or guardian of that student in both the primary language of the parent or guardian, to the extent practicable, and English. The notice shall initially offer at least 2 dates and times for an exit interview between the superintendent, or a designee, and the student and the parent or guardian of the student to occur prior to the student permanently leaving school and shall include contact information for scheduling the exit interview. The notice shall indicate that the parties shall agree upon a date and time for the exit interview, and that interview shall occur within 10 days after the sending of the notice. The time for the exit interview may be extended at the request of the parent or guardian and no extension shall be for longer than 14 days. The superintendent, or a designee, may proceed with any such interview without a parent or guardian if the superintendent, or a designee, makes a good faith effort to include the parent or guardian. The exit interview shall be for the purpose of discussing the reasons for the student permanently leaving school and to consider alternative education or other placements.
- The superintendent or a designee shall convene a team of school personnel, such as the principal, school counselor, teachers, attendance officer and other relevant school staff, to participate in the exit interview with the student and the parent or guardian of the student. During the exit interview, the student shall be given information about the detrimental effects of early withdrawal from school, the benefits of earning a high school diploma and the alternative education programs and services available to the student.
- The provisions of this section shall not apply to a student who has completed the regular course of education, or apply to a student whose absences have been excused, nor shall this section be construed to permanently exclude a student who wishes to resume his education.

POLICY IMPLEMENTATION

- The School District is required to comply with state laws on school attendance. If there is a conflict between state law and this policy, then state law will prevail.

- The School Committee directs the Superintendent to develop guidelines for the implementation of this policy and to publish these guidelines in the appropriate handbooks. These guidelines will include procedures to monitor student attendance, to communicate with parents/guardians about student attendance, and to intervene if a student has a pattern of poor attendance.

SOURCE: MASC October 2014

LEGAL REFS.: M.G.L. 76:1; 76:1B; 76:16; 76:18; 76:20

REVISED: April ___, 2019

School Bus Rules and Regulations – Sharon Public Schools Policy EEAA

Questions and Answers Re: Student Transportation System – Sharon Public Schools Policy EEAA-E

SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS – Sharon School Committee Policy IHBA

SEXUAL HARASSMENT AND ASSAULT – Sharon Public Schools Policy ACAB

NONDISCRIMINATION – Sharon Public Schools Policy AC

STUDENT RECORDS REGULATIONS – Sharon Public Schools Policy JRA-R

STUDENT SUSPENSION POLICY = Sharon Public Schools Policy JKD

ELECTRONIC DEVICES - Sharon Public Schools Policy JICB

HOME HOSPITAL EDUCATION – Sharon Public Schools Policy IHBF

HOMELESS STUDENTS – Sharon Public Schools Policy JFABD

GENERAL POLICY FOR HOME EDUCATION – Sharon Public Schools Policy IHBG

MALICIOUS DAMAGE TO SCHOOL PROPERTY = Massachusetts General Laws, Chapter 266-Section 98

PLEDGE OF ALLEGIANCE – Massachusetts General Law Chapter 71, Section 69

SMOKING ON SCHOOL PROPERTY - Sharon Public Schools Policy ADC

PROHIBITION OF HAZING – Sharon Schools Policy JICFA

SHARON PUBLIC SCHOOLS ANTI-BULLYING POLICY – Sharon Public Schools Policy JICFB

Sharon Public Schools Bullying Prevention and Intervention Plan

APPENDIX B

Sharon Middle School School Opening Plan 2021-2022

Below you will find links to our District Opening Plan, as well as a link to the plans for Sharon Middle School.

[Sharon Public Schools District Opening Plan](#)

[Sharon Middle School Opening Plan](#)