



**SHREWSBURY** (/)  
PUBLIC SCHOOLS



# **SPRUEWOOD MIDDLE SCHOOL STUDENT HANDBOOK**

**2021-2022**



**Welcome**

**Our School**

**School Programs**

**School Policies**

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## **Homework**

The homework policy of the Shrewsbury Schools is provided as a guide to balance homework with the realities of family life in the 21st century. The most effective implementation of the homework policy will occur when teachers, parents, and students appreciate the importance of good communication among those involved. The mission of the Shrewsbury Public Schools urges that the schools work “in partnership with the community.” Such a partnership is particularly important in the area of homework.

**Policy – Grade 1 through Grade 8**

Homework is defined as written or non-written tasks that are assigned by teachers to be completed by students outside of the classroom. The purposes of homework in the Shrewsbury Schools are to practice newly taught skills, review previously mastered skills, develop independent study habits, and extend and enrich the curriculum. Homework should be related to the curriculum of the school and promote an understanding of the importance of lifelong learning. Additional academic homework will not be used as a behavior management tool or as a form of punishment. Finally, students, not parents, should do homework.

Homework may be given four nights per week in grades 1-4 and should not be assigned on weekends. Homework may be assigned on Fridays in grades 5-8. Reading assignments are to be incorporated into the time allotments at each grade level. Because reading is crucial to academic success, voluntary reading beyond homework guidelines is encouraged.

Long-term projects should be assigned at least two weekends before the work is due. Homework guidelines for some students with special needs may be determined by the student's educational plan and should be specifically related to the student's learning profile. The modifications in an educational plan supersede the general guidelines listed here:

### **Grade 5: 50 minutes Monday – Friday**

### **Grade 6-8: 60 – 90 minutes Monday – Friday**

#### **Students' Roles and Responsibilities**

- Get the assignment and be able to ask for help if the assignment is not clear
- Copy all assignments into planner (grade 4), carefully recording due dates
- Set a time each day to do homework
- Check work and, if possible, explain it to an adult
- Maintain the highest quality work on homework assignments
- Take home all necessary resources, such as packets, textbooks, notes and study guides
- Bring the completed homework back to school when it is due
- Be responsible for getting assignments when absent from school
- Be responsible for taking care of, and returning, any borrowed resource materials

#### **Teachers' Role and Responsibilities**

- Identify the purpose of homework assignments for parents and students.
- Establish objectives and guidelines for special projects, including any expectations for parent participation.
- Follow the guidelines for the amount of time designated for homework including special projects.
- Communicate expectations to students.

- Post all assignments and provide time for students to record them.
- Model homework strategies and provide models as appropriate throughout the school year.
- Review homework and return it in a timely manner.
- Establish a system for recording and reporting homework.
- Ensure that resources and materials required for homework projects are easily obtained by the student.
- Provide ways for parents to communicate with teachers about home- work.
- Notify parents regarding homework problems and missing assign- ments.
- Assign long-term projects so that the completion time includes more than one weekend, and is not limited to a school vacation period.
- Discuss homework practice with colleagues and provide guidelines for the type of homework at each grade level in each school.

### **Administrators' Role and Responsibilities**

- Ensure that homework is consistent with the educational goals of the Shrewsbury Public Schools
- Facilitate communication between classroom and specialist teachers concerning homework
- Monitor and support the teachers in the implementation of the homework guidelines
- Encourage teachers to use homework as a tool to reinforce learning
- Be aware of the assignment of major projects and their impact on the student's overall educational program
- Support the need for balance among the many learning activities in the life of a student besides homework
- Facilitate the communication process between the school and home, and help maintain the parent/school partnership on homework.

### **Parents' Role and Responsibilities**

- Promote a positive attitude toward homework as part of the learning process.
  - Understand and reinforce expectations for the quality of student work.
  - Provide structure, a place, and tools needed to help the child organize for the completion of homework.
  - Be available to provide supervision, but do not do the assignment for the child.
  - Have an understanding of the amount of assistance appropriate for homework assignments.
  - Communicate often with the student and his/her teacher, giving feed- back to the teacher when there is a homework concern.
  - Learn strategies/techniques for helping the student through opportunities such as parent homework clinics.
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## Curriculum Links

The Shrewsbury Public Schools curriculum is linked to MA State Frameworks. The specifics of your child's curriculum will be covered at our annual curriculum night. If you have any additional questions, please contact your school's curriculum coordinator.

Massachusetts State Curriculum Frameworks (<http://www.doe.mass.edu/frameworks/>)

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## HOWLs

All teachers will be implementing HOWLs, Habits of Work and Learning, into their classroom routines and expectations. Several teams have piloted HOWLs in the past two years and have been pleased with the positive impact on student behavior.

HOWLs will be on the report card for each subject area teacher as well as Allied Arts and Foreign Language class. We are excited to have common language and to develop common expectations for students' behavior and work habits in all aspects of their day at Sherwood.

Teachers will begin the year by discussing the HOWLs, the HOWLs rubric, and what these will look like in the classroom, at lockers, in the hall, etc. Administrators will help students understand expectations related to HOWLs in the cafeteria and at recess. Students will create posters for what each of the HOWLs (Respect, Responsibility, and Perseverance) look like in the classroom. These posters will be displayed in the classroom with a set for each homeroom that will travel to Allied Arts classes. Teachers will communicate with students which HOWLs element or elements are linked to the work they are completing in class.

<b>RESPECT</b>
★ I work cooperatively with others
★ I communicate politely and kindly
★ I take care of building resources and look for ways to improve our community
<b>RESPONSIBILITY</b>
★ I arrive for each class prepared
★ I carefully and thoughtfully complete all class assignments to the best of my ability and in a timely manner
★ I participate fully and mindfully in class
<b>PERSEVERANCE</b>
★ I assess my work based on the established criteria.
★ I learn from feedback and revise my work.
★ I improve my learning by seeking help when needed and by asking questions

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## Student Lockers

Lockers are typically assigned in the first week of school by homeroom teachers.

It is your responsibility to keep your locker clean and neat. Lockers are not to be written on or defaced in any way. Stickers are not to be placed on a locker or inside the locker.

There are no locks of any kind allowed on lockers. Remember: School is not a place to bring valuable items such as iPods or handheld electronic devices.

As long as these kinds of things stay at home, there is no chance of something happening--like having them lost or stolen--at school.

Neither Sherwood Middle School, nor the Shrewsbury School Department is liable for possessions stolen or missing from lockers or personal belongings. Remember, if it is very valuable to you, you probably should not bring it to school.

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## Food Services

### **Breakfast Program**

A Breakfast Program is offered daily at the Middle Schools before the school day begins. A variety of cereals, fruits, pastries, morning breads, yogurts, juice and milk are offered daily. All meals meet the USDA requirements for good nutrition. The cost of breakfast is \$1.50. Families with financial need may qualify for a reduced price breakfast at \$.30 or a free breakfast.

### **Lunch Program**

A Lunch Program is offered daily at the Middle School. A minimum of two entrees is offered daily. In addition a variety of sandwiches, soups, milks, juice, fruits, vegetables, breads and a salad bar are offered daily. All meals meet the USDA nutritional guidelines. The cost of lunch is \$3.25. Families with financial need may qualify for a reduced price lunch at \$.40 or a free lunch.

### **Free and Reduced Breakfast/Lunch Applications**

Free and reduced meals are available to students if there is financial need. Applications are available online. Applications must be submitted yearly in the fall. If you need an application at any time during the year call the Food Service Office at 508-841-8819 and one will be mailed to you. Eligibility is governed by guidelines set by the Department of Education. A written notification will be sent to all families stating what program they qualify for.

## **Menus**

The monthly menu is printed in the Chronicle. The menu is also posted on the Shrewsbury Home Page website at [https://schools.shrewsburyma.gov/foodsvc/ \(/foodsvc/\)](https://schools.shrewsburyma.gov/foodsvc/). The Food Service is committed to serving what is on the printed menu.

## **Prepaid Lunch Plan**

Parents and guardians are able to prepay for their child's lunch so students do not need to bring money to school each day. Money can be brought to the school in the form of cash or check by students or by mail to: Shrewsbury School Food Service, 64 Holden Street, Shrewsbury, MA 01545. Funds will be deposited in your child's account and accessible through our electronic point-of-sale registers and should memorize their student ID number.

## **Food Service Department**

Please contact the Food Service Department with any questions, suggestions, or ideas. The Food Service Department is located at Shrewsbury High School, 64 Holden Street, Shrewsbury, Ma. 01545. The telephone number is 508 -841-8819. The Middle Schools have managers on site available to speak with you. Please visit our web page on the Shrewsbury Home Page website at [https://schools.shrewsburyma.gov/foodsvc/ \(/foodsvc/\)](https://schools.shrewsburyma.gov/foodsvc/).

In order to create a safe school environment for all students, Shrewsbury Public School buildings and classrooms are designated as "Allergy Aware". This indicates an effort on the part of the school to make the community (students, staff, families, etc) aware that there are students with food allergies in the classroom or building, and for that reason to ask that they be respectful of those around them who might have allergies by refraining from bringing foods that contain allergens into school as much as possible, and that they never share food of any kind while at school or on the bus.

- Allergy Aware tables will be available in cafeterias at the elementary and middle schools. Students with allergies can choose to sit at these tables along with non-allergic students whose lunch does not contain allergens. Again, sharing/trading of food is not permitted.
  - We will require that parents not send in edible treats for celebrations. In accordance with the District's Wellness Policy, foods used for these events must be purchased through Food Services.
  - For special celebrations involving food, teams will secure written permission from each family allowing participation in the event after gaining administrative and nursing approval.
  - Staff will be encouraged to use rewards other than food.
  - Health teachers will be encouraged to discuss healthy diet and nutrition issues as well as food allergy topics with students whenever possible.
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## Safety

### **School Safety and Security**

Fire drills and lockdown drills are conducted periodically throughout the school year. During these drills, students must follow teacher instructions. Exterior doors remain locked in all of Shrewsbury's elementary school. Parents will be permitted access through the school office.

### **Early Dismissal**

Early dismissals will be granted in the case of an emergency. A note signed by the parent must be sent to the child's teacher on the day of the dismissal. Parents may pick their child up in the main office. No child will be allowed to leave school without the permission of the building principal or designee.

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## Bus Registration

### **Online Registration**

The registration process begins with the online portion through the PowerSchool Parent Portal. If you cannot access your Parent Portal account, please email the registrar Diane Abbott . A message will be displayed during the registration process stating whether or not a fee is required. Print the online registration confirmation form for your records. If no fee is due, your registration is complete.\*

\*Exception - The confirmation forms for students that do not require a fee due to the "Family Cap" must still be mailed with the other two registration forms where payment is due. For more information on Student Transportation and bus registration please visit:

<https://schools.shrewsburyma.gov/transportation/>

(<https://schools.shrewsburyma.gov/transportation/>)

(This handbook provides an excerpt on the major policy and procedure items regarding school bus transportation. The full School Committee Transportation Policy and district rules and regulations pertaining to all facets of the transportation program including the Bus Code of Conduct and fees can be found on the District website at the following link:

<https://schools.shrewsburyma.gov/transportation/>

(<https://schools.shrewsburyma.gov/transportation/>)

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## Student Pick-Up/Drop-Off



**My child does not take a bus. Where will I drop them off in the morning and pick them up in the afternoon?**

Parents will enter the back driveway to Sherwood via Crescent Street. There is no entrance from Hutchins Street in the morning or afternoon. Parents and caretakers will follow the traffic pattern into and around the parking lot. Adults will direct you where to stop; we ask that you pull up as far as possible so more than one car can unload at a time.

**Which way should I exit after dropping off or picking up my child?**

The access road is two-directional. You will be able to exit the lot by turning right to exit via Crescent Street or by turning left to exit via Hutchins Street.

**Can I drive in front of Sherwood to get to the student drop-off/pick-up location?**

No. The only traffic allowed in front of Sherwood during student drop-off and pick-up times is bus traffic. All parents and caretakers must use the Crescent Street entrance to access the drop-off / pick-up area. Please do not drop your child off in the parking lot between Oak and Sherwood as bus and staff traffic can make this an unsafe location.

**What times are drop-off and pick-up?**

Students can be dropped off as early as 7:30 AM. This is when there are adults in the building to supervise children and doors are unlocked to allow their access. Students who arrive prior to 7:45 must report to the cafeteria to be properly supervised. Homeroom starts promptly at 8:00. Students are dismissed at 2:35 to parent pick-up.

**Where should parents park when visiting the school during the day?**

All visitors should park in the designated "Visitor Parking" spots in the front of the school. If there are no available spots in this area, any unmarked parking spot is fine.

Please direct any additional questions to the Sherwood Main Office. (508)-841-8670



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## Off-Campus Permission

There are times during the school year when students and their teachers walk to Oak Middle School or the Foundation Fields on Maple Street.

Oak Middle School has an auditorium used for large presentations, such as the 5th grade Weather Show. Field Day is sometimes held at the Foundation Fields.

Parents will be informed of these off- campus visits in advance. If you do not give permission for your child to walk to Oak Middle School or the Foundation Fields for a prearranged event with adult supervision, please inform your child's teacher in writing.

***Unless the school receives contrary notice in writing, it is assumed that parents have given consent for their child to walk to Oak Middle School or the Foundation Fields.***

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## Publicity Policy

Many school events, student accomplishments, and student work are published through both print and electronic media, including local newspapers, local cable television, and the Internet. If you have any objection to your child being included in the items listed below, you must send your decision to opt out to your child's principal in writing.

***Unless the school receives contrary notice in writing from a parent, it is assumed that parents have given consent for the information below to be publicized:***

- Images for print, broadcast, and electronic display and distribution, including on our school website and social media site.
- Audio and video for broadcast and electronic display and distribution
- Directory Permission-Student's name, address, phone number and email address supplied to students and parents in your school community.

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## Health Services

The school nurse position at SMS is shared by two RN's. Please feel free to contact us anytime with any questions or concerns you have about your child. To ensure that you receive a timely response when emailing us, please email both of the nurses. The nurses will provide support for children who become sick during the school day, who are injured at school, and/or

need to have medications administered while at school. The nurses will evaluate children who are ill and will make a determination about their attendance. The school nurses are also available as a resource for students and their parents/guardians in regards to a wide variety of chronic or acute medical and psychosocial needs. Please update the school nurses if there are any changes in your child's health status throughout the school year.

## **Illness/Fever**

The spread of germs is a reality in any group of young children. Please do not bring your child to school when he/she is ill. As a general rule, if a child has a fever or is vomiting, or has been diagnosed with an illness that is likely to spread to other students or staff, it is best to keep the child at home.

Any temperature greater than 100 degrees F (orally) is considered a fever. Children must be fever-free for 24 hours (without the use of fever-reducing medications such as Tylenol, Motrin, etc.) prior to returning to school. This applies even if the underlying cause of the fever is non-infectious, such as an ear infection, urinary tract infection, etc. Children with a fever do not usually feel well enough to participate and attend school activities. It is recommended that they be given 24 hours to recover from the fever before returning to school. Please note that a child who exhibits symptoms of illness (with or without a fever) may be sent home if the nurse feels that it is in the best interest of the child and/or the child's classmates.

Should your child exhibit symptoms of illness while at school, he/she should report to the nurse, who will work with your child to decide what should be done. Students should NOT call their parents/guardians directly on a pay phone or individual cell phones. Phone calls to parents/guardians will be made at the discretion of the School Nurse. In the event that a child shows symptoms of a contagious illness while at school, the child will be isolated from other students and the parents will be called immediately for dismissal.

## **Accidents**

In the case of a bus accident, all injured children shall be referred to the school nurse. If injuries are sustained, the nurse will determine the level of care required and make arrangements for emergency transport as needed. Parents will be contacted by the school as soon as possible. An accident report will be completed by the nurse or principal and filed in the School Department Office.

## **Attendance Policy**

Good attendance is important for success in school. Much of what children learn comes from the instruction by the teachers and interactions with other students in the classroom. To that end the School Department requests that parents make every effort to have their child attend each day school is in session. Children, however, do become ill and as a result need to stay at home. Parents should use their discretion regarding the seriousness of an illness but as a general rule if the child will be uncomfortable with a cold or may spread the illness to staff

and students, it is best to keep the child at home. In the event that the child is too ill to attend to his or her work, the school nurse will make a determination to send the child home and will contact the parents. (For more information about when to keep your child home from school, please refer to the School Health Services section of this handbook.)

### **Extended Absences**

In the event that your child is injured or seriously ill and will be absent for more than 5 consecutive days, a doctor's note is required. Please notify the school nurse, who will assist parents with the process for support and/or homework. A student must be absent for three consecutive days before parents can request homework.

### **Physical Examinations and Immunizations**

Massachusetts General Law c.71, s. 57 and related amendments and regulations (105 CMR 200.000- 209.920) require physical examinations of school children within one year prior to entrance to school or within 30 days after entry, and at intervals of either three to four years thereafter. A student transferred from another school system shall be examined as an entering student.

It is recommended that each time your child has a physical exam, a copy be submitted to your school nurse so that the school health record remains current.

Immunization requirements are published annually by the Massachusetts Department of Public Health and may be found in the Immunizations section of this handbook, as well as on the Nursing/Health Service page on the District's website  
<http://schools.shrewsburyma.gov/nursing/> (<https://schools.shrewsburyma.gov/nursing/>)

The Shrewsbury Public School District procedure requires that the student's parent/guardian submit written documentation of the physical exam and immunizations at the intervals required by Massachusetts laws and regulations, as stated above, or their child will be excluded from school until such documentation has been provided. Parents are responsible for providing a copy of the original exam and record of immunizations. Parents/guardians of children who are not in compliance with this procedure will be notified of the physical examination/immunization requirements via mailings, newsletters or by telephone well in advance of the date of possible exclusion from school.

### **Immunizations**

Massachusetts state law requires that students be immunized according to the information found on the state's website. <https://www.mass.gov/service-details/school-immunizations>  
(<https://www.mass.gov/service-details/school-immunizations>)

### **Food Allergy Information**

A significant number of students in our schools have life threatening food allergies. Their allergens include peanuts, tree nuts (e.g.: walnut, almond, hazelnut, cashew, pistachio, etc), soy, milk, wheat (gluten), fish, shellfish, various fruits, etc.

Reactions to allergens can cause anaphylaxis, a sudden, severe reaction that is potentially fatal. In order to create a safe school environment for all students, Shrewsbury Public School buildings and classrooms are designated as “Allergy Aware”.

This indicates an effort on the part of the school to make the community (students, staff, families, etc) aware that there are students with food allergies in the classroom or building, and for that reason to ask that they be respectful of those around them who might have allergies by refraining from bringing foods that contain allergens into school as much as possible, and that they never share food of any kind while at school or on the bus.

Per the district’s Wellness Policy, staff are not permitted to bring food in to school to share with students. Any food used in classrooms for curriculum related activities must be approved by the principal after consult with the school nurse, and should be wrapped, store-bought foods, with ingredients listed on the labels whenever possible. The staff person leading the activity should check labels to ensure that no allergens are present.

Families of students with food allergies are asked to partner with our schools by teaching their child about their specific allergen(s), what foods should be avoided, how to read food labels, how to recognize symptoms of a reaction, how to self advocate in regards to their allergy, and what to do if a reaction occurs.

Students should be reminded that food of any kind should not be shared at school or on the bus. Parents/guardians should inform the school nurse of any known allergies and provide a doctor’s order, allergy management plan, and any required medications to the nurse at the beginning of each school year.

Our food service department works hard to provide nutritious meal choices in our school cafeterias. If a student with food allergies chooses to buy food at school, parents/guardians should review menu choices at home and help to decide what is safe for their individual child. Some menu items may contain allergens. School and cafeteria staff will not monitor lunch choices made by students.

If parents/guardians have questions about possible allergens, they should contact the cafeteria manager at their child’s school. Menus are available on the Food Service page of the Shrewsbury Public Schools website Allergy Aware tables will be available in the cafeterias at elementary schools and middle schools. Students with allergies can choose to sit at these tables along with non-allergic students whose lunch does not include allergens. Again, sharing/trading of food is not permitted.

## **Stock Supply of Emergency Medications in Health Offices**

Per district policy, “certain medications for emergency use, such as epinephrine pens to treat anaphylaxis, naloxone to treat opioid overdoses, or similar medications, may be administered by a school nurse, or by a trained individual where law allows, to individuals who present with symptoms regardless of whether a physician’s order exists, as the condition may be undiagnosed.”

For the 2019-2020 school year, the health office in each building will stock the following medications for use during the school day:

- Narcan (naloxone): 2 doses per building for use in the case of suspected opioid overdose
- EpiPen/EpiPen Jr (epinephrine auto injector): 2 doses per building, plus sufficient supply to send at least one dose on field studies taking place out side of school

Students who are already diagnosed with the potential need at school for such medication as listed above, such as an allergy that could cause anaphylaxis, must provide a physician’s order for the emergency medication to the school nurse. In cases where the school has such emergency medication in stock, parents of students who are prescribed such medications will not be required to provide personal doses of medication for their child’s potential use in an emergency at school. This exception is provided as an opportunity for families to potentially save on the expense of purchasing multiple doses of emergency medication (such as multiple epinephrine pens), since the school will already have a supply on hand, it is rare that this medication is required to be administered, and rarer still that multiple individuals would need doses at the same time. However, parents may opt to send in the emergency medication specific to their child if that is their preference.

The school nurse, parents, student’s physician, and, where appropriate, school administration, will confer on a case-by-case basis whether a student may carry a personal, prescribed emergency medication on his or her person for potential self-administration, such as an epinephrine pen or asthma inhaler. The availability of personal, prescribed emergency medications to be self-administered by students will be governed by applicable state laws and regulations. Because stock emergency medication may not be available during school activities that take place outside of school hours, the school district cannot make any commitment to families regarding the availability of stock emergency medication outside of school hours. The carrying of a personal, prescribed emergency medication as described above is encouraged for students who are trained in self-administration and participate in such programs.

## **Screenings**

The following school screenings are mandated by Massachusetts state law (M.G.L. c.71, s.57 and 105 CMR 200.000) and are conducted according to the following schedule:

- Vision screenings screening: each year for students in grades pre K, K, 1, 2, 3, 4, 5, 7, and 10
- Hearing screening: each year for students in grades K, 1, 2, 3, 4, 5, 7, and 10
- Heights and weights are measured and BMI is calculated for students in grades 1, 4, 7, and 10. Aggregate data reported to the state as mandated. Individual student data is not reported but is recorded in the confidential student health record.
- Postural screenings: each year for all students in grades 5, 6, 7, 8, and 9

Per MA 105 CMR 200.000, the purpose of mandated screenings is to “identify and take appropriate actions with respect to disabilities and medical conditions of school children in public schools as soon as possible so as to enable all children to obtain the fullest benefit of their educational opportunities ...” Screenings are a tool used for referral for further care and should not be considered diagnostic. Letters will be mailed home if follow-up for vision, hearing, or postural screening is recommended. BMI data is available by parent request to the nurse.

Hearing and vision screenings are conducted in the health office by school nurses and trained personnel.

Postural screenings, height, weight and BMI screenings are done by the Physical Education teachers, usually during the first 2 weeks of PE class. If the PE teacher has concerns about a particular student, the student will be rescreened by the school nurse.

SBIRT screenings are conducted by trained staff, including school nurses, school adjustment counselors, guidance counselors and school psychologists.

In order for a student to be excused from any screening(s), the parent/guardian must make a request in writing to the school nurse annually. For postural screening exclusion requests, documentation of screening within the past year by a medical professional must also be provided.

For more information on Shrewsbury Public Schools Local Wellness Policy, please visit the Nursing and Health Services website on the district home page <https://schools.shrewsburyma.gov/nursing/> (<https://schools.shrewsburyma.gov/nursing/>)

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## Sexual Education - Parent Notification

(School Committee Policy #647)

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

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

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

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment that will be clearly stated on the permission slip.
2. Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable at the time of notification.

Parents/guardians may arrange with the principal to review the materials at the school, and may also review them at other locations that may be determined by the Superintendent of Schools.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue.

The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute.

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## Substance Abuse Policy

The possession of drugs, alcohol or tobacco in school or at a school- related event will result in an automatic suspension with an Administrative/ Team/Counselor Review and parent involvement. The school Resource Officer will work with the administrative team to oversee this disciplinary action.

The Substance Abuse Policy covers any material that is considered by the administration to be drug, alcohol or tobacco-related. This may include: pipes, matches, lighters, drug pouches or baggies, and rolling papers, among other things.

A student in possession of drugs and/or alcohol (or related paraphernalia) in school or at a school-related event can and may be excluded from school for up to 180 days, or he or she may be expelled.

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## Dress Code

Students and families should exercise good judgment regarding appropriate school clothing. Sherwood Middle School Administrators will determine what constitutes appropriate attire.

### **Guidelines**

- Shorts and/or skirts that rise several inches above the knee may be considered inappropriate for school. Administrators will use reasonable discretion.
- Tube tops and halter-tops are not allowed. Tank top straps must be at least 1 inch wide.
- Exposed undergarments are not appropriate. Undergarments and pajamas/loungewear are not appropriate for school unless approved on a “spirit day.”
- No Bs should be exposed: backs, buttocks, bellies, breasts, boxers, briefs, bras, or bathing suits.
- Appropriate footwear is to be worn at all times. Slippers are not allowed.
- Heavy coats, extra sweaters, and oversize sweatshirts may not be worn during the school day. All outerwear should be stored in lockers or cubbies, to be used for recess.
- Hats and kerchiefs may be worn to school and on the bus, but must be removed when students enter the building.
- Items that are offensive, intimidate or put down others are not appropriate.
- Items that promote or endorse the use of alcohol, tobacco or illegal or prescription drugs are not appropriate for school.

### **Dress Code Procedures**



Students are expected to arrive at school dressed appropriately.

Students who are not dressed appropriately will be sent to the Main Office to discuss the issue with the appropriate administrator.

Students will be given the opportunity to change into appropriate school attire if it is available. They may be asked to remove the article in question.

Students who do not have appropriate clothing will be asked to call a parent or guardian to provide appropriate clothing. The school will attempt to reach parents and/or guardians by phone. If a student is unable to obtain the appropriate clothing, the school will provide a pair of sweatpants and/or a t-shirt for the child to wear.

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## **☐ Vacation**

### **Vacations**

It is the expectation of the School Department that all students will be in attendance for all scheduled school days unless the child is ill or there is an unexpected emergency. If a family chooses to go on vacation during the school year, homework will not be provided ahead of time.

A folder of class work will be saved for the student to complete when he/she returns to school. Extended vacations have a detrimental effect on a child's educational program and negatively impact the environment for the other students in the class. Parents must discuss any possible extended absences with the school principal.

Any student who is absent for vacation purposes will be marked with an unexcused absence for the first fifteen (15) days absent. On day sixteen (16), the student will become inactive and the parent must re- register the student at the school department offices at the Town Hall before the student may begin attending school again. Proof of residency will be required at that time. If the student has been out of the country for thirty (30) days or more, students will be asked to submit the results of a TB test six (6) to eight (8) weeks after their return.

### **Extended Absences**

In the event that your child is injured or seriously ill and will be absent for an extended length of time you should notify the school nurse, who will verify the absences and assist parents with the process for support and/or homework. A student must be absent for three consecutive days before parents can request homework.

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## **■ Special Education**

Shrewsbury Public Schools provide special education services in accordance with State and Federal regulations. Students may be referred for a special education evaluation under two conditions; 1) when a parent requests an evaluation and there has been an identified suspected disability; 2) under “child find” the district has followed the Early Intervening Team (EIT) process and provided interventions in the general education classroom to remediate any concerns and they have not proven successful. If a student is found eligible for special education services the TEAM will propose an Individualized Educational Program, which defines the type and frequency of services.

Shrewsbury provides special education services in the Least restrictive Setting. This includes working with students in their general education classroom whenever possible. There are a variety of supports and services available at each elementary school to meet the unique learning needs of the students to help them make effective progress towards their goals. Specific questions about the special education programs should be directed to the Team Chair in each elementary school or to the Director of Special Education and Pupil Personnel Services. She can be reached by phone at 508-841-8660. The Special Education Office is located at 15 Parker Road.

### **Guidelines for Classroom/Program Observation**

The purpose of An Act to Provide Access to Information for Parents and Evaluators (House Bill No.391) is to protect the rights of parents in participating fully and effectively with school personnel in the development of appropriate educational programs for their children.

To that end, the Shrewsbury Public Schools has established guidelines regarding parents’ observations of their child or child’s program conducted by themselves, their educational advocate, or an evaluator. The cooperation of school and parent is essential to ensure the safety of children and the integrity of the program while under observation. The district’s guidelines for observations of students and programs are listed below.

### **Requesting an Observation**

#### **Parent(s)/Advocates/Evaluators**

- In order for the school district to have verbal or written contact with an educational advocate or evaluator, a “Release of Information” form must be signed by the parent for requests for an advocate or evaluator to observe the student in the classroom.
- A request for an observation shall be made to the school principal either through email, letter, or telephone minimally 3 days in advance of the requested observation date. Principals will immediately notify the teachers involved and determine the

appropriateness of the specific date requested. Requests for an observation shall include the purpose and desired outcome of the observation.

- Principals should inform parents that their presence might influence the performance of their child that day, as well as the performance of other children.
- The building principal shall notify the Director of Special Education and Pupil Personnel Services of the request to observe.
- Different observation requests may require more planning and observation time than others depending on the complexity of the students needs being evaluated or observed. For example, timely access following a request to observe a specific classroom, which the parties agree, can be achieved in an hour. In other instances, such as when a designee needs to observe the current and proposed programs, including periods of unstructured time to observe student's interactions and responses the observation may take longer to schedule.
- For evaluators, observations may occur at greater frequency to complete an assessment. An evaluator must be credentialed/licensed in the area being evaluated. This will also be scheduled with the Principal or designee.
- There will be periods of time when observations will not be scheduled, such as during MCAS or other district wide testing and during the first two weeks of school and the last two weeks of school.
- The duration and extent of the observation will be determined on an individual basis.

### **Expectations During Observations**

- For evaluators, the length of the observation shall be a reasonable time to address the purpose of the observation and desired outcome and shall be limited to an amount of time agreed upon by the evaluator and school principal or designee.
- The number of people scheduled to observe a child or program at one time shall be limited to 2 people and no children may accompany a parent, advocate, or evaluator.
- A staff member will accompany a parent, advocate, or evaluator for the duration of the observation.
- Those observing will be seated in an area that will not disrupt instruction.
- Staff members involved in a classroom observation will welcome observers to the class but will not interact with observers before, during, or immediately after the observation period. Discussion of the observation may take place at subsequent conference. Discussions should last no more than 20-minutes unless a TEAM meeting is being scheduled.
- Those observing shall respect student confidentiality and shall not share any impressions of other students with anyone. Observers will be asked to sign a statement that in the event that they obtain personally identifiable or confidential information during the course of an evaluation/observation, they will not disclose it.
- School safety procedures shall be adhered to at all times.
- Principals retain the authority to exercise their discretion at any time to reschedule or terminate an observation in the event of a building emergency or a disruption that

impacts the physical or emotional well-being of the children in the school or the program being observed or when necessary to protect;

- The safety of the children in the program during the observation;
- The integrity of the program during the observation; and
- Children in the program from disclosure by an observer of confidential or personally identifiable information he or she may obtain while observing the program.

## **Follow Up**

- Depending on the purpose of the observation, staff will schedule a meeting or make telephone contact to follow up on the observation.
- If the parent requests a TEAM meeting and an evaluation was conducted as part of the observation, the evaluator shall provide a written evaluation report to the school district at least 10 days prior to a scheduled team meeting.

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## **Section 504**

Section 504 of the Rehabilitation Act of 1973 is a federal statute which states, in part, "No otherwise qualified individual, shall solely on the basis of handicap, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance."

This requirement not to discriminate in educational programs and activities also extends to employment. Each school has a designated Section 504 Coordinator. Initial inquiries relating to Section 504 should be directed to the building-based Section 504 Coordinator who can be contacted through the principal's office. Further information may be requested by contacting the Director of Pupil Personnel Services at (508) 841-8660.

The following grievance procedure should be used to report discrimination under Section 504 of the Rehabilitation Acts of 1973:

To fulfill its obligation under Section 504, the Shrewsbury Public Schools recognizes a responsibility to avoid discrimination in policies and practices regarding personnel and students. No discrimination against a person with a disability will knowingly be permitted in any of the programs or activities of the Shrewsbury Public Schools.

The school district has a specific requirement under the Rehabilitation Act of 1973, which includes the responsibility to identify, evaluate and if the child is determined to be eligible under Section 504, to afford access to free and appropriate educational services. Questions about eligibility or services should be first directed to the building-based coordinator.

If a parent or guardian disagrees with the determination made by the professional staff of the school, he/she has a right to a hearing, first with the district's Section 504 Coordinator, and secondly with an impartial hearing officer. The district's Section 504 Coordinator can be reached at 15 Parker Road, Shrewsbury, MA 01545 or by phone at (508) 841- 8660.

The Director of Pupil Personnel Services, the district's Section 504 Coordinator, who will provide a written report of the district's findings, will hear all grievances in a timely manner. If a parent or guardian is unsatisfied with the results of the review they may appeal to the Superintendent of Schools.

For grievances not resolved at the Superintendent's level, a review by an impartial hearing officer may be scheduled. Individuals with grievances are not required to use the Shrewsbury Public School's grievance procedure. Written complaints may be filed with the following agencies:

- Massachusetts Department of Elementary and Secondary Education 75 Pleasant Street Malden, MA 02148-4906 (781) 338-3000
- United States Department of Education Region 1 – Office of Civil Rights John W. McCormack Post Office and Courthouse – Room 222 Boston, MA 02109-4557 (617) 223-9662
- Equal Employment Opportunity Commission One Congress Street Boston, MA 02114 (617) 565-3200
- Mass. Commission Against Discrimination One Ashburton Place, Room 601 Boston, MA 02108 (617) 727-3990

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## ELL

Shrewsbury Public Schools provides English language instruction and support for students whose native language is not English. Instruction is provided outside the regular classroom in a small group setting or on an individual basis. English language learners (ELL students) study language appropriate materials to increase their English language reading, writing, listening, and speaking skills. The English as a Second Language (ESL) teacher collaborates with the classroom teacher and sends home quarterly reports. If your family speaks a language other than English and you believe your child needs English language support, please contact your child's classroom teacher or building principal. They will notify the ESL teacher so services can be scheduled.

### **Interpretation and Translation Services**

Two-way communication is an important component of our partnership with Shrewsbury Public School families. Please let the school know if you need communication in another language. You can do this as you complete the Home Language Survey when you register your

child/children in the public schools.

At any time during the school year, you can also request an interpreter or a document to be translated by sending an email to your child's teacher and/or grade administrator. Please follow this link to access to Home Language Survey <https://campussuite-storage.s3.amazonaws.com/prod/11162/b2004386-1ca3-11e6-b537-22000bd8490f/1718745/11f8c608-2860-11e8-86d6-1289bff8a33a/file/5HomeLanguageSurvey.pdf> (<https://campussuite-storage.s3.amazonaws.com/prod/11162/b2004386-1ca3-11e6-b537-22000bd8490f/1718745/11f8c608-2860-11e8-86d6-1289bff8a33a/file/5HomeLanguageSurvey.pdf>)

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## Homeschool

Families that wish to participate in Homeschooling need to complete the following steps:

1. A home school parent would need to submit a letter of intent to the Assistant Superintendent of Schools.
2. Complete the Home School Application
3. Please contact Donna Manzoli for an application and more information at:  
[dmanzoli@shrewsbury.k12.ma.us](mailto:dmanzoli@shrewsbury.k12.ma.us) (<mailto:dmanzoli@shrewsbury.k12.ma.us>)

Once their packet is reviewed by the Assistant Superintendent, an approval letter is sent to the parent(s).

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## Promotion/Retention

(School Committee Policy #581)

Principals, in consultation with the Instructional Support Team, may retain students in their current grade for the subsequent school year. Retention will be considered only after other alternatives (based on IST recommendations) have been attempted. Staff will provide regular communications with the parents during the course of the school year as issues relating to a student's success begin to surface. The recommendation to retain a student shall be made, in writing to the child's parents, by May 1st. Parents who wish their child to advance to the next grade level may appeal to principal's decision to the superintendent of schools. The appeal to the superintendent should be made within ten days of the principal's letter. (The special education team will make the recommendation to the principal for promotion/retention of special education students.)

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## Code of Conduct

The Code of Conduct applies to all school activities both during the school day and after regular school hours.

- Everyone has the right to be free of distraction, fear and discomfort, so that learning can take place.
- Every member of the school community has the right to:
  - Work in a pleasant, safe and orderly environment.
  - Be free from insulting or abusive treatment from others.
  - Be encouraged to learn.
- Everyone must follow the rules, realize why they exist and understand the consequences of not following the rules.
- In a positive environment, discipline means having rules with logical consequences.

### **At Arrival**

Expectations for Students:

- Enter the building quietly, remove hats and wipe feet
- Walk in hallways
- Quickly go to your lockers and then directly to your homeroom
- Be in homeroom by 8:00 a.m. at the latest

Expectations for Staff and Administrators:

- Starting at 7:45 a.m., monitor students at lockers and hallways
- Greet students
- Teachers should take attendance by 8:05am

### **In the Hallway**

Expectations for Students:

- Stay to the right side of the hallway
- Leave space in the hall so that others can pass
- Use a quiet voice and appropriate, positive language
- Get what you need from locker/cubby quickly and quietly
- Use the restroom or water fountain quickly and return to class without a delay
- Keep your hands to yourself, off other people and other peoples' property
- If you drop trash or see trash, pick it up

## Expectations for Staff and Administrators:

- Model appropriate behavior
- Periodically review rules
- Be visible and monitor student behavior
- Report and intervene on issues that arise between students
- Treat infractions with consistency
- Periodically check restrooms • Use a quiet voice in hallway • Take the time to check hall passes

## In the Classroom

### Expectations for Students:

- Arrive to class on time
- Follow the team rules
- Be prepared - pencils are sharpened and you have all the necessary materials
- Be respectful to all students, adults and property
- Put in 100% effort each and every day
- Follow the Golden Rule – Treat others the way you wish to be treated

### Expectations for Staff:

- Arrive to class on time and release students on time
- Stand at your door when students are entering and exiting
- Enforce rules from the handbook
- Create clear expectations for classroom behavior and model the behavior that you want students to exhibit
- Post rules/expectations in classroom

### Expectations for Administrators:

- Visit classrooms
- Support staff and students by helping build a respectful school community
- Follow the same expectations as the staff

## At Recess

### Expectations for Students:

- Walk out of the cafeteria
- Stay in the main playground area so that the staff on duty can see you
- Do not sit on the stairs or hang onto the railing
- Do not engage in any type of pushing, pulling or grabbing clothing



- Soft footballs and other soft equipment (nerf-type) are allowed on the play-ground
- Soft footballs may be used only on the grass/dirt area near the fence
- Use basketballs in the basketball hoop area only – one basketball per hoop
- During the wintertime, or when the ground is wet or snow-covered, stay on the blacktop
- Food or drink is not allowed outside

Expectations for Staff and Administrators:

- Position yourself so that you are able to scan the whole playground area
- Reinforce recess rules
- Send students who are not following rules to the cafeteria to help with the cleanup
- Send students who are not appropriately dressed back in the cafeteria
- Arrive on time to escort students back from lunch

## **In the Cafeteria**

Expectations for Students:

- Enter in an orderly manner through the appropriate doors
- Wait in single-file line until a staff member signals you to enter the kitchen area
- Be courteous and respectful at all times to those who work in the kitchen and to staff on duty
- Students assigned to cleanup duty will be required to clean the cafeteria at the end of each lunch
- Students assigned to cleanup duty must sit at the designated table and remain in the cafeteria until dismissed by staff on duty
- It is students' responsibility to keep their area clean; the floor should remain clean of food, papers, etc.

Expectations for Staff and Administrators:

- Arrive on time to lunch duty
- Monitor students by walking around the cafeteria
- Reinforce cafeteria rules

## **At Dismissal**

Expectations for Students:

- At 2:35 p.m., all students should be in their homerooms, reading an SSR book.
- Students should listen to the announcements and remain silent while the entire set of buses is called
- When exiting the building, students will WALK out of the building on the right side of the hallway and stay on the sidewalk.

### Expectations for Staff:

- Monitor the hallways from 2:30 p.m. to 2:40 p.m.
- Discourage use of the bathrooms after 2:35 p.m.
- Make sure that all students are sitting quietly in their homerooms reading by 2:35pm
- Designate a student to write the bus numbers on the board while they are being called
- Hold students in homeroom until all the buses in that set have been called
- If on duty, please be on time
- Staff should review the Bus Code of Conduct with students

### Expectations for Staff and Administrators:

- Facilitate bus/walker/parent pickup outside
- Assure that students WALK out of the building and to their buses
- Help walkers cross in the appropriate path
- Enforce the Bus Code of Conduct.

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## Bus Code of Conduct

The Shrewsbury School Committee provides transportation for eligible students according to School Committee Policy #671. Complete information on the school committee Transportation Services Policy, Discipline Procedures, and Transportation Procedures and Regulations can be found on our District web- site at:

<https://schools.shrewsburyma.gov/transportation/>

(<https://schools.shrewsburyma.gov/transportation/>)

The code below classifies unacceptable behavior into three levels. The examples are not exhaustive but illustrative. Additionally, all consequences are dependent upon the severity and frequency of the misbehavior.

### **All students should:**

- Respect the driver and bus property.
- Enter the bus quietly and in an orderly fashion.
- Choose a seat quickly and remain seated throughout the bus ride.
- Refrain from eating and drinking on the bus.
- Use quiet voices
- Keep hands, feet and all belongings to themselves.
- Use acceptable language.

It is highly encouraged and recommended that parents notify the bus company if their child has a medical condition that could impact the ride back and forth to school.

## **Procedures for Reporting Passenger Misconduct**

- The bus driver will report misconduct occurring on the school bus to the appropriate personnel.
- A School Bus Conduct Report will be completed and submitted to the bus company operations manager, who will then forward it to the appropriate school principal for action.
- The principal or designee and the bus company will retain copies of the signed report.

In some cases students may report passenger misconduct. If so, the student would report the misconduct to her or his teacher.

Bus Discipline Procedures and Consequences ([https://campussuite-storage.s3.amazonaws.com/prod/11162/b2004386-1ca3-11e6-b537-22000bd8490f/1674145/62479ea8-e216-11e7-94cd-0a766a2a54a4/file/1380571788\\_849182.pdf](https://campussuite-storage.s3.amazonaws.com/prod/11162/b2004386-1ca3-11e6-b537-22000bd8490f/1674145/62479ea8-e216-11e7-94cd-0a766a2a54a4/file/1380571788_849182.pdf))

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## **📺 Video/Audio Surveillance**

### **In School Buildings [Interior] and on School Grounds [Exterior]**

Electronic video [not audio] surveillance is used to deter crime and enforce the district's rules and policies, as well as the laws of the State of Massachusetts and the United States. Shrewsbury Public Schools recognizes the value of electronic surveillance for monitoring activity in school buildings and on school property to assist school officials and/or law enforcement with investigating alleged violations of school policy or illegal activity. A video recording may be subject to the provisions of the Family Education Rights and Privacy Act (FERPA) and Massachusetts student record law.

Access to the video surveillance system is limited to designated Central Office staff involved in school security, building principals, assistant principals, and other district personnel as approved by the superintendent or his designee.

### **On School Buses:**

The transportation contractor for Shrewsbury Public Schools operates a video and audio surveillance system on all of its buses for the safety of its students and monitoring of all driver and student activity while the bus is in operation. Recordings may be subject to the provisions of the Family Education Rights and Privacy Act (FERPA) and Massachusetts student record law. School bus ridership is optional and all riders who register for service accept the condition of being recorded by video and audio devices.

## SMS Intervention Plan

Sherwood Middle School's disciplinary procedures are in accordance with Massachusetts General Laws M.G.L. c. 71,37H M.G.L. c. 71,37H ½ M.G.L. c. 71,37H ¾ M.G.L. c. 76,21 603 CMR 53.00 Disciplinary procedures range from an informal conference to expulsion from school.

The procedure to be used in a particular instance depends upon the infraction, specific circumstances, and the individual's overall pattern of behavior.

The principal, or his/her designee, may also remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on a student's misconduct. This type of removal is not subject to the procedures for suspension and expulsion outlined below.

The purpose of this procedure is to produce school-wide consistency in handling discipline matters, to assist students in changing behaviors, and to assist teachers in dealing with parents and students in a proactive manner.

LEVEL		INTERVENTION
1	Classroom Interventions	Includes discussion of problem with student to develop a plan. This might include modification of classroom, success plan, take a break, 76 teacher-supervised PMs, EIT referral, etc. and identification of ways to help the student successfully meet expectations.
2	Team Discussion/Interventions and Calls to Parents	Includes input from team teachers (including Special Education Teacher, Counselor, etc.), which assists the student in correcting the disruptive behaviors. Parental calls are informational in nature (description of behavior and requests help and suggestions).
3	Teacher-Initiated Parent Conference	Invite parents in to discuss observed behaviors and make a plan to correct the behavior. Meeting should include team teachers, Special Education teacher, parent and student. Parents should be informed that if behavior does not improve, office referral will begin.

4	Referral to Administration	Teacher fills out Discipline Referral form through PowerSchool and has a discussion with Administration who will determine next steps. This will include discussion and implementation of logical consequences. Administrator will follow up with referring staff within 24 hours
5	Administrator Initiated Parent Meeting	Inform parents of disciplinary steps if behavior continues.
6	Administrator Action	Administrator Action could include short term suspensions, hearing for long term suspension, or further interventions as needed by outside providers. See below for procedures for suspensions.
7	"Last Straw"	Recommendation for alternative education, or filing for expulsion and/or incorrigibility

## Suspension

Suspension from school is regulated under Massachusetts General Law Sec. 71 Chapter 37H ¾. The principal, or his/her designee, may suspend students on a short-term or long-term basis.

Unless a student poses a danger to persons or property, substantially and materially disrupts the order of school, possesses a firearm, controlled substance, or assaults a school staff member, the student will receive the following prior to a short-term the parent in the manner specified by the parent for emergency notification.

## Suspension or Long-term Suspension

Short-term suspension (period of less than 10 school days)

Oral and written notice of the charges in English and the primary language of the home if other than English. This notice shall include:

- The disciplinary offense;
- The basis for the charge;
- The potential consequences, including the potential length of the suspension;
- The opportunity to have a hearing with the principal/designee and the parent concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident;
- The date, time, and location of the hearing;

- The right of the parent and student to interpreter services at the hearing; and If the student may be placed on a long-term suspension following the hearing with the principal:
- The rights set forth under the “Long-Term Suspension”; and
- The right to appeal the principal’s decision to the superintendent.

At the hearing, if the student and/or parent elects to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances.

The principal/designee shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing.

To conduct the hearing without the parent, the principal/designee must be able to document reasonable efforts to include the parent. The principal/designee is presumed to have made reasonable efforts if the principal/designee sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for the emergency notification.

Based on the available information, the principal/designee shall make a determination as to whether the student committed the disciplinary offenses and what remedy shall be imposed. The principal/designee shall notify the student and parent in writing of his/her decision, the reasons for it, and, if applicable, the type and duration of the suspension and the opportunity to make up assignments and other academic work.

### **Long-term Suspension (period of more than 10 school days):**

All of the same procedures as outlined in short term suspensions including the following:

- In advance of the hearing, the student shall have the right to review the student’s record and the documents upon which the principal/designee may rely in making a determination to suspend the student.
- The student shall also have the right to be represented by counsel or a lay person at the choice and expense of the student/parent.
- At the hearing, if the student and/or parent elects to attend, the student shall have the opportunity to present his/her version of the relevant facts and any mitigating circumstances.
- The student shall also have the right to produce witnesses and the right to cross-examine witnesses presented by the school. The student may request that the hearing be audio recorded by the principal and may request a copy of the recording. All parties must be made aware that the hearing is recorded in advance of the hearing.
- The parent, if present, shall have the opportunity to discuss the student’s conduct and other information, including mitigating circumstances, that the principal/designee should consider in determining consequences for the student.

The principal/designee shall make a determination as to whether the student committed the disciplinary offenses and what consequences shall be imposed. The principal shall notify the student and parent in writing of his/her decision, including the following information:

- The disciplinary offense, the date on which the hearing took place, and the participants in the hearing;
- The key facts and conclusions reached by the principal;
- The length and effective date of the suspension and the date of return to school;
- The notice the student's opportunity to receive education services to make academic progress during the suspension;
- The student's right to appeal the principal's decision to the superintendent or his/her designee if a long-term suspension has been imposed. This notice of appeal shall include the process for appealing the decision, which requires the parent or student to file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension.
  - a. The superintendent shall hold the hearing within three (3) school days of the student's request, unless an extension is mutually agreed to.
  - b. The superintendent shall make a good-faith effort to include the parent in the hearing.

### **Academic Progress During Suspension**

Any student who is serving a short-term suspension, long-term suspension, or expulsion shall have the opportunity to make up assignments, test, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom.

### **Procedures For Emergency Removal**

If the student's continued presence poses a danger to persons or property, or materially and substantially disrupts the order of the school and, in the principal/designee's judgment, there is no alternative available to alleviate the danger or disruption, the principal/designee shall temporarily remove the student from the school.

This temporary removal shall not exceed two (2) days following the day of the emergency removal and the superintendent shall be immediately notified of the removal. Additionally, the principal/designee shall make immediate and reasonable efforts to orally notify the student and student's parent of the emergency removal, the reason for the emergency removal, and the other information required in a short-term suspension notification.

The short-term suspension notice shall be provided in writing to the student and parent. The opportunity for a hearing with the principal/designee shall occur within two (2) school days, unless otherwise extended by the school and parent.

A decision regarding the student's continued suspension or other removal shall be rendered the same day as the hearing and written notice shall be provided the following school day.

This written notice shall include all the information required based on the type of discipline imposed (short-term suspension, long-term suspension, or expulsion).

### **Additional Procedural Protections for Special Education Students**

In general, special education students may be excluded from their programs for up to ten school days per school year just as any other student. However, when the district seeks to exclude a special education student from his/her program for more than ten school days in the school year, the student's special education Team must first determine whether the student's behavior was caused by, or was directly and substantially related to his/her disability or whether the conduct in question was the direct result of the district's failure to implement the student's IEP (a "manifestation determination").

If the Team determines that the behavior was a manifestation of his/her disability or was caused by a failure to implement the IEP, it must conduct a functional behavioral assessment and develop a behavior plan (or review and modify an existing plan, if necessary), and return the student to his/her current program, unless the student's parents and the district agree to a change in placement.

If the Team determines the behavior was not caused by, or directly and substantially related to the student's disability or failure to implement the IEP, the school may discipline the student according to the school's code of student conduct, except that during the period of suspension or expulsion, the district must continue to provide the student with a free appropriate public education (FAPE) and, if appropriate, conduct a functional behavior assessment and provide intervention services and modifications to prevent the conduct from recurring.

If the conduct involves weapons, drugs, or serious bodily injury, a special education student may be removed to an interim alternative educational placement for up to 45 school days regardless of the behavior's relationship to his/her disability.

Additional information regarding the procedural protections for students with disabilities can be obtained from the Director of Pupil Services at 508-841-8660.

### **Repeated Misconduct**

The school administrators reserve the right to administer disciplinary actions as deemed necessary.



- In cases of repeated misconduct, the school may file a CRA (Child Requiring Assistance) with the Worcester Juvenile Court. Students who fall into this category, in the opinion of the school administration, will be identified as a “habitual school offender” and will be assigned a Probation Officer. The school may attend the court hearing to provide documentation for the repeated offenses.
- This code takes into consideration state guidelines for appropriate disciplinary action for all students.

## **Expulsion**

The following offenses, detailed in Mass. General Laws (MGL), Chapter 71, Section 37H, may be cause for expulsion from school:

1. Any student who is found on school premises or at school sponsored or school related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance, as defined in MGL, Chapter 94C, including, but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
2. Any student who assaults a principal, assistant principal, teacher, teacher’s aide or other educational staff on school premises or at school sponsored or school related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

Any student who is charged with a violation of either paragraph (1) or (2) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, the principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (1) or (2).

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent.

When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student.

If the student does apply for admission to another school or school district, the superintendent of school district to which the application is made, may request, and shall receive, from the superintendent of the school expelling said student, a written statement of

the reasons for said expulsion. The school will not be responsible for providing educational services for the period of suspension/expulsion.

### **Suspending Students with Special Needs**

1. Suspension shall be defined as any action which results in the removal of a student from the program presented in his/her Educational Plan.
2. The Special Education Department Director will receive a copy of the discipline notice when a special needs student is suspended.
3. The Individualized Education Plan (IEP) for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if a modification is required. If a modified discipline code is required, it will be written into the IEP.
4. If an Administrator determines an out-of-school suspension is appropriate, the student will be so informed and written notification will be sent by mail to the student's parents. A copy of the special education "Notice of Procedural Safeguards" will be included in the mailing. Students may not return to school until the date specified. A parent meeting may be required. Suspended students must not be on school grounds or in the building during the period of suspension. A student has the right to appeal the suspension to the Principal.
5. A student with special needs may be suspended up to 10 days in any school year without implementation of procedural requirements outlined below.
6. During suspension, the student will continue to complete work from the general curriculum and progress toward IEP goals.

Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or when a pattern of suspension exceeding 10 cumulative days has developed:

1. A suspension of 10 consecutive school days or longer or a pattern of a series of suspensions must result in the reconvening of the Team. The Team, including school district personnel and the parent, will review the IEP, teacher observations, parent information and other relevant information to determine if the behavior was caused directly by the student's disability or the district's failure to implement the IEP. A "manifestation determination" will be completed as a result of this review and Team meeting.
2. When a behavior is not a manifestation of the disability, the suspension may be implemented.
3. If the behavior is a manifestation of the student's disability, the Team will review the behavioral plan or conduct a functional behavioral assessment and develop an appropriate behavioral plan for the student.

## Conduct Definitions

Bullying, Harassment, Threats, or Intimidation	Participating in or threatening to participate in behavior that could cause physical or emotional harm. <i>This includes online threats made on a computer dealing with the safety of Sherwood Middle School students.</i>
Cheating	To turn in work as one's own after having obtained improper access to answers.
Dangerous Behavior	Any behavior deemed dangerous by the school administration. These behaviors include, but are not limited to: threatening notes or statements, and/or intimidating gestures toward any member of the Sherwood community. <i>This includes online threats made on a computer dealing with the safety of Sherwood Middle School students.</i>
Defiance of Authority or Non-Compliance	Refusing to follow reasonable requests by staff or rude and disrespectful behavior.
Destruction/Defacement/Stealing of Property	Destroying, defacing (graffiti, etc.) damaging or taking school or personal property.
Disruptive Behavior	Behavior that disrupts any part of the school day or an after school activity.
Fighting	Fighting between two or more individuals in which the purpose is to harm or injure the other.
Forgery	Writing or using the signature or initials of another.
Inappropriate Dress	See Policy

## Consequence Definitions

<b>Informal Talk</b>	A staff member will talk to the student to reach an agreement regarding future behavior.
<b>Apology of Action/ Fix-it Plan</b>	Student creates a plan to fix hurt feelings or make amends when one's actions negatively impact others.
<b>Loss of Privilege</b>	Student loses a related privilege when he or she does not act responsibly.
<b>Take a Break</b>	Student is removed from a situation temporarily to stop disruptive behavior or as a logical consequence to a child's disruption.
<b>Conference</b>	A formal conference with an administrator during which the student agrees to correct his behavior. This may include parents.
<b>PM</b>	The student reports to lunch and/or after school PM to review the circumstances and/ or complete the necessary work.
<b>In-School Suspension</b>	The student is excluded from one or more classes, but remains at school and is expected to complete the day's assignments.
<b>Out of School Suspension</b>	Removal from school for 1-10 days. The parent is notified immediately.
<b>Exclusion</b>	An out of school suspension between 11 and 179 days. The Principal will conduct an Exclusion Hearing within 10 school days of the offense. Parent/Guardian may appeal to Superintendent.
<b>Expulsion</b>	Expulsion is a permanent removal of a student from the public school system. The Principal will conduct an Expulsion Hearing within 10 school days of the offense. Parent/Guardian may appeal Expulsion to the Superintendent.

## Search and Seizure

Searches and seizures of students and student property will be conducted only when such search and/or seizure is deemed necessary by the school administrator who has a reasonable suspicion that a student possesses an illegal substance or weapons and to preserve order and safety in the school.

School lockers/cubbies are school property assigned to students for use during the school year. Lockers and cubbies are subject to searches by the school's administration and staff.

On occasion, the police department and school administration may have trained, drug-sniffing dogs check school property and lockers/cubbies for contraband.

When violations of the law are suspected, the School Resource Officer and police officials will be contacted.

## **Weapons**

The possession of weapons in school or at a school-related event will result in an automatic suspension with an Administrative /Team /Counselor Review and parent involvement. The school Resource Officer will work with the administrative team to oversee this disciplinary action.

A student in possession of a weapon in school or at a school related event can and may be expelled from school for up to one full year.

### **Definition of a weapon:**

A weapon is defined as any loaded or unloaded firearm, any knife, any martial arts device, any defensive weapon, or any tool or instrument which school administration could reasonably conclude as begin capable of inflicting bodily harm or which by virtue of its shape or design gives the appearance of a weapon.

## **Skateboards/Bicycles/Rollerblades/Heelies**

Students who choose to skateboard or ride a bike to school must use the crosswalks on the school grounds. Students must be wearing a proper helmet.

Students must be off their wheels at the entrance of the school. Bikes are left in the rack at the front of the school and skateboards in the main office. Rollerblades and Heelies are not permitted anywhere on school grounds.

## **Cell Phones, iPods, Pagers, MP3 Players and Any Other Electronic Devices**

Personal items such as these brought to school are the sole responsibility of the student. All electronic devices should be turned off upon entering the school and remain stored in the student's backpack. The school is not responsible if these items are lost, damaged or stolen.

Each elementary and middle school is staffed with a certified school psychologist who provides counseling and support to students who are experiencing challenges which affect their educational performance. Students may be referred for counseling by their teacher, the building principal, or the school nurse. Parents who believe their child should meet with a counselor should call the school psychologist and discuss their issues and concerns. The school psychologist works with both students receiving special education services and students in the general education classrooms.

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## **■ Bullying and Intervention**

The Shrewsbury School Committee has adopted a formal Bullying Prevention and Intervention Plan. This plan, which can be found in its entirety on the district website, is fully compliant with state laws and regulations.

### **Reporting Bullying or Retaliation**

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school or district staff member is required to report promptly to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Each school will establish a procedure for staff to provide such reports by use of a written form and/or an online tool. In accordance with the law, reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously, with the understanding that no student shall be subject to discipline based solely on an anonymous report.

There are three options promoted by the Shrewsbury Public Schools for students, parents and community members who wish to report an incident that may be considered bullying.

- Reporting Option #1: The Shrewsbury Public School administration strongly encourages anyone who sees or hears of a suspected bullying incident to report the incident to a school administrator personally.
- Reporting Option #2: If for whatever reason, an individual does not wish to discuss a suspected incident in person, a link on the school district's website will provide you access to a reporting form that can be filled out by the reporter, printed and given to the respective school administrator(s). If you are not sure of the school the student(s) attend, the form can be delivered to the School Department Office in Town Hall.
- Reporting Option #3: If a student, parent, or community member does not feel comfortable utilizing options #1 and #2 and would prefer to file a report anonymously, he or she can submit an anonymous report using a link on the district's website. The submitted form will be sent to district and school administrators to be investigated.

## **Bullying Pledge for Students**

All students and their parents/guardians are asked to review the Bullying Prevention Pledge. This pledge provides students with age appropriate language to identify bullying, proactive ways to prevent bullying, and steps to take if they find themselves bullied.

We agree to join together with others in our school community to prevent bullying.

### **Bullying is:**

- Acting in an unkind way that hurts someone: their feelings, body, or belongings
- Is done over and over again
- Causes the target of the bullying to be fearful about being in school

### **I will:**

- Treat others with respect and kindness
- Help others if they are being bullied
- Include others who are left out

### **I can respond to being bullied by:**

- Telling them to stop
- Seeking help from a friend, getting away, and getting help from an adult

## **Statement Prohibiting Bullying, Cyberbullying, and Retaliation**

The Shrewsbury Public School district holds a core value of “respect and responsibility” and, as such, is committed to the continuous improvement of learning environments. In order to achieve these aspirations, the Shrewsbury Public Schools is committed to providing school environments where students are not subject to bullying and cyberbullying and the effects of such actions. Acts of bullying and cyberbullying are prohibited:

1. On school grounds; on property immediately adjacent to school grounds; at a school sponsored or school-related activity, function or program whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by the school district; or through the use of technology, including use of the school district's network for World Wide Web/Internet/intranet access; use of a personal electronic device when present at the locations cited above; or use of an electronic device owned, leased or used by the school district, and
2. At a location, activity, function or program that is not school-related, or through the use of technology, including through the World Wide Web/Internet or use of an electronic device that is not owned, leased or used by the school district, if the acts create a hostile environment at school for the target, infringes on the rights of the target at school or

materially and substantially disrupts the education process or the orderly operation of a school. Retaliation against a person who reports bullying, or who provides information during an investigation of bullying, or who witnesses or has reliable information about bullying, also is prohibited. As stated in M.G.L. c. 71, § 37O, nothing in the Bullying Intervention and Prevention Plan requires the district or school to staff any non-school activities, functions, or programs.

Retaliation against a person who reports bullying, or who provides information during an investigation of bullying, or who witnesses or has reliable information about bullying, also is prohibited.

As stated in M.G.L. c. 71, § 37O, nothing in the Bullying Intervention and Prevention Plan requires the district or school to staff any non-school activities, functions, or programs.

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## Physical Restraint

The Shrewsbury Public Schools complies with the DOE restraint regulations, 603 CMR 46.00 et seq. ("Regulations"), to the extent required by law. According to their terms, the regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the Regulations is provided below.

Physical restraint, including prone restraint where permitted, shall be considered an emergency procedure of last resort except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances.

The district shall have procedures for restraint prevention and behavior supports regarding appropriate responses to student behavior that may require immediate intervention. These procedures will be reviewed annually and provided to program staff and made available to parents of enrolled students.

Physical restraint shall not be used:

- As a means of discipline or punishment;
- When the student cannot be safely restrained because it is medically contraindicated for reasons including but not limited to asthma, seizures, cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;
- As a response to property destruction, disruption of school order, a student's refusal to comply with a program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm; or

- As a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) will include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

Prone restraint is prohibited in Shrewsbury programs except on an individual student basis. Mechanical restraint and medication restraint is prohibited. Seclusion means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Seclusion does defined in 603 CMR 46.02.

Time-out is not prohibited. Time-out means a behavioral support strategy developed pursuant to 603 CMR 46.04(1) in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student will be continuously observed by a staff member. Staff will be with the student or immediately available to the student at all times. The space used for time-out will be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out will cease as soon as the student has calmed. If a student has not calmed and the time-out may need to exceed 30 minutes, the principal or designee must be contacted in order to approve extending the time-out beyond this timeframe.

The Regulations do not prevent a teacher, employee or agent of the District from using reasonable force to protect students, other persons or themselves from assault or imminent serious harm or from restraining students as otherwise provided in the Regulations.

At the beginning of each school year, the principal of each building or his or her designee will identify program staff who are authorized to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff must have participated or will participate in in-depth training in the use of physical restraint. Such training shall be competency-based and at least 16 hours in length, with refresher training occurring annually thereafter.

### **1) Informing parents.**

The principal will make reasonable efforts to verbally inform the student's parents as soon as possible of the restraint, and no more 24 hours following the event, and will also notify the parent by written report sent either within three school working days of the restraint to an email address provided by the parent for communications about the student, or by regular mail postmarked no later than three school working days of the restraint. If the parent of a student receives report cards and other necessary school-related information in a language other than English, the written restraint report will be provided to the parent or guardian in that language. The principal will provide the student and the parent an opportunity to comment orally and in writing on the use of the restraint and on information in the written report.



## **2) Individual student review.**

The principal of the program will conduct a weekly review of restraint data in order to identify students who have been restrained multiple times during the week.

## **3) Administrative review.**

The principal will conduct a monthly review of school-wide restraint data.

## **4) Report all restraint-related injuries to the Department.**

When a physical restraint has resulted in an injury to a student or staff member, the principal will send a copy of the written report to the Department postmarked no later than three (3) school working days of the administration of the restraint. The principal will also send the Department a copy of the record of physical restraints maintained by the principal for the 30-day period prior to the date of the reported restraint.

## **5) Report all physical restraints to the Department.**

Every school will collect and annually report data to the Department regarding use of physical restraints in a manner and form directed by the Department Complaints. Complaints and investigations regarding restraint practices are covered by District Policy 132, Steps for Handling Complaints.

## **Additional Information**

The above procedures and guidelines will be reviewed annually with school personnel and shared with students and parents. A copy of the regulations can be obtained from the Director of Special Education/ Pupil Personnel Services, who can be reached at (508) 841-8660. A copy of the regulations of Department of Education may also be obtained at the following website: <http://www.doe.mass.edu/lawsregs/> (<http://www.doe.mass.edu/lawsregs/>)

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## **☐ Court Orders/Restraining Orders**

Unless a copy of the order is given to the school, a non-custodial parent/guardian or anyone listed on the student's emergency contact list will be allowed to dismiss/pick up a student from school.

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## **☐ Sexual Harassment Policy**

The Shrewsbury School Committee has formulated Policy 316, which defines sexual harassment, establishes appropriate standards of conduct and sets guidelines for recognizing and dealing with sexual harassment. The text below is from policy 316; a complete copy of the policy is available in the main office of each school or at the Superintendent's Office at 100 Maple Avenue.

The Shrewsbury Public Schools strive to meet the intellectual, emotional, cultural, physical and social needs of the entire school community. Students are encouraged to develop to their maximum potential and acquire the skills necessary to become mature, responsible and productive citizens. Faculty and staff members work in a professional environment to help students fulfill these goals. Sexual harassment is an unlawful and destructive behavior that interferes with education and teaching, and therefore, will not be tolerated.

The term "sexual harassment" means any sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature when submission to or rejection of such advances is made a term or condition of benefits, privileges, or the basis of academic achievement; or such requests or advances create an intimidating, hostile, humiliating or sexually offensive educational environment. Sexual harassment includes verbal and physical behavior related to gender or sexual preference that creates an intimidating or controlling environment.

Sexual harassment may include but is not limited to: unwelcome sexual advances or requests for sexual favors inappropriate touching or verbal comments inappropriate written messages of a sexual nature or intimidation based on gender or sexual preference leering or voyeurism displaying sexually suggestive pictures or objects in school. No form of sexual harassment will be tolerated by Shrewsbury Public Schools. Anyone found to have committed any form of sexual harassment would be disciplined.

Retaliation against any individual for reporting sexual harassment is unlawful and will not be tolerated. Student should report incident to a teacher, school guidance personnel, SRO or school administration. The school will inform parents and a meeting will take place.

### **Reporting Sexual Harassment**

Every report of sexual harassment will be taken seriously and investigated in a timely manner. Investigations will be conducted in confidence. Whenever possible, any individual who believes that he/she has been harassed, should meet the harasser personally in order to resolve the issue on an informal basis. Students will be assisted and supported in this process by an adult in the school. If the individual reporting the harassment does not want to meet directly with the harasser they must report the incident to the building administrator, the guidance/ adjustment counselor or the school psychologist. All cases of sexual harassment must be reported to the building principal.

## Shrewsbury Harassment Policy

The Shrewsbury School Committee's Policies #316 and #645 deal directly with the issues of harassment. Copies of these policies are available in the Principal's Office at each school or through the Superintendent's Office, located at 100 Maple Avenue, Shrewsbury, MA 01545. Further information may be obtained by contacting Ms. Barbara Malone, Director of Human Resources at (508) 841-8400.

The following grievance procedure, which was approved by the Shrewsbury School Committee, is to be used for all issues relating to harassment or discrimination involving student and/or staff:

1. The Shrewsbury Public Schools does not and will not knowingly discriminate against any student or employee on the basis of race, color, sex, religion, national origin, sexual orientation or disability. All reports of harassment or discrimination will be taken seriously and investigated in a timely fashion. Reports will be held in the utmost confidence.
2. Any individual who believes he/she has been the subject of harassment or discrimination should immediately report the incident, either verbally or in writing to an administrator, adjustment counselor, guidance counselor, or teacher. The principal must be notified in all cases of harassment or discrimination. All cases of harassment involving a staff member will be reported to the Director of Human Resources.
3. An administrator will first meet with the parties involved in an attempt to resolve the issue informally.
4. If the complainant is unable to meet with the alleged harasser, the administrator, teacher, or counselor may assist the complainant in drafting a letter clearly describing the incident (behavior, where and when it occurred), how the complainant felt, and a request that the behavior stop immediately.
5. Any letter should be signed by the complainant, sent to the alleged harasser and be kept on file by the school administrator.
6. The alleged harasser may be encouraged to apologize, personally or by letter or to write a letter refuting the allegations.
7. In cases of alleged harassment requiring formal investigations, the following shall be implemented:
  - The complainant shall have the support of a staff member of his/her choice and the alleged harasser will also have the opportunity to select representation (union representative, attorney, teacher, etc.).
  - An administrator from the appropriate level will complete an investigation promptly and make a decision regarding the allegations.
  - In serious cases, where alleged harassment does not stop following a warning, appropriate disciplinary sanction may be imposed, up to and including suspension

or dismissal.

8. If the conduct violates the law, the incident will be reported to the appropriate authorities by the school administration. Retaliation or threats of retaliation are unlawful and will not be tolerated.
9. In all cases of harassment or discrimination, the investigating administrator will make a final disposition and issue a written report, which will be maintained in the school files.

If the complainant cannot utilize the procedure detailed above because the alleged harasser is involved in the procedure, the complainant should contact the Superintendent of Schools. Complaints about the Superintendent of Schools should be made to the Chairperson of the School Committee.

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## **■ Statements of Non-Discrimination**

Shrewsbury Public Schools is required by the Massachusetts Department of Education to publish an annual statement of non-discrimination. This notice serves to meet that requirement.

The Massachusetts Equal Educational Opportunity statute, General Laws Chapter 76, § 5, ensures that all students have the right to equal educational opportunities in the public schools. It is the policy of the Shrewsbury Public Schools not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, gender identity, age or disability in its education programs, services, activities, or employment practices. Further information may be obtained by contacting Ms. Barbara Malone, District Equity Coordinator, at 508 841-8400.

The Shrewsbury Public Schools are in compliance with state and federal laws prohibiting discrimination and harassment. The following laws apply:

- Massachusetts General Law Chapter 76, § 5, which states, "No person shall be excluded from or discriminated against in the admission to a public school or in obtaining the advantages, privileges, and course of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation."
- Title IX of the Educational Amendments of 1972 is a Federal statute which states, in part, "No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program receiving federal assistance." This requirement not to discriminate in educational programs and activities also extends to employment. Ms. Barbara Malone is the Title IX Coordinator, Director of Human Resources at (508) 841-8400.
- Title VI of the Civil Rights Act of 1964, provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be

denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance. Title VI provided for equal access and prohibits discrimination in the assignment of students to classes. It also prohibits discrimination in ability grouping or tracking students.

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## Frequently Asked Questions

### **WHAT IF. . .**

#### **...you are late for school?**

If you are late to school you should have a signed note from a parent or guardian explaining the reason for being late. You must check in at the main office before going to class and will be given a tardy slip that will admit you to class. Excessive tardiness is not acceptable. Please refer to the Sherwood Middle School attendance policy.

#### **...you have to get dismissed early from school?**

You must bring in a signed note to the main office in the morning. You will receive a dismissal slip. When it is time to be dismissed, you will show this slip to your teacher, and then bring the slip to the main office where you will be dismissed.

#### **...you get sick or injured during school time?**

The school nurse will decide if there is a need to leave school or seek further medical attention. In such cases, parents or guardians will be notified. Students are not to call home to ask a parent to come to pick them up. The nurse will handle this. Please keep emergency contact information up to date.

#### **...you must contact your parents?**

A telephone is available to students and is located in the main office. Your teacher may allow you to use the phone in the classroom with his or her assistance as long as it is not disruptive to learning. The best time to make calls is at lunchtime. You may not make calls at the end of the day.

#### **...you forget your lunch money?**

The school does not want any student to go without eating lunch. Should you forget your lunch money and cannot make arrangements with home, then the cafeteria manager will have a lunch available. This lunch must be paid for the next day.

#### **...you lose money or personal items?**

If you lose money or personal items, your teachers and/or someone in the main office should be notified as soon as possible. You should also check the lost and found box in the main office. You should not bring large sums of money or any valuable item to school.

### **...you lose or damage a textbook or a library book?**

You are responsible for all books given to you during the year. Cover your texts and keep them covered to protect them from damage. You must pay for any book that is lost or damaged during the time that you have it signed out to you. The replacement costs of many of our school books can be as high as \$60.

### **...you have to stay after school for Homework Academy?**

Homework Academy can be assigned by a teacher or an administrator. The school must be sure that any student who stays after school has made arrangements to get home safely. For that reason, an assigned Homework Academy usually means that you have the responsibility to make your parent or guardian aware so you can be picked up at the end of the day. If this cannot be done, the parent must get in touch with the teacher or administrator to work out an alternate solution.

### **...you are not sure whether or not there is school because of a bad storm?**

When it becomes necessary to cancel school or delay the opening of school because of poor weather, there will be announcements on several radio and TV stations and through our emergency call system. Please listen for these announcements and do not call the school.

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**Sherwood Middle School (<https://schools.shrewsburyma.gov/sherwood>)**

**About Us (<https://schools.shrewsburyma.gov/sherwood/about-us>)**

**Mental Health & Wellness Resources (<https://schools.shrewsburyma.gov/sherwood/mentalhealth>)**

**Activities (<https://schools.shrewsburyma.gov/sherwood/activities>)**

**Calendars (<https://schools.shrewsburyma.gov/sherwood/calendar>)**

**Communications (<https://schools.shrewsburyma.gov/sherwood/communications>)**

<b>Faculty &amp; Staff</b> ( <a href="https://schools.shrewsburyma.gov/sherwood/people">https://schools.shrewsburyma.gov/sherwood/people</a> )
<b>Lunch Menu</b> ( <a href="https://schools.shrewsburyma.gov/foodsvc/mslunchmenu">https://schools.shrewsburyma.gov/foodsvc/mslunchmenu</a> )
<b>Policies &amp; Procedures</b> ( <a href="https://schools.shrewsburyma.gov/sherwood/policies-procedures">https://schools.shrewsburyma.gov/sherwood/policies-procedures</a> )  <b>Student Handbook</b> ( <a href="https://schools.shrewsburyma.gov/sherwood/student-handbook">https://schools.shrewsburyma.gov/sherwood/student-handbook</a> )  Parent Pick-Up ( <a href="https://schools.shrewsburyma.gov/sherwood/parent-pickup-information">https://schools.shrewsburyma.gov/sherwood/parent-pickup-information</a> )  Prevention Education Regarding the Use of Alcohol, Tobacco/Nicotine, and Drugs by Students ( <a href="https://schools.shrewsburyma.gov/sherwood/files/documents/1542new-EM.pdf">https://schools.shrewsburyma.gov/sherwood/files/documents/1542new-EM.pdf</a> )  Test Page ( <a href="https://schools.shrewsburyma.gov/sherwood/files/documents/1.It's%20Complicated%2018,19%20parent%20permission%20-%20Google%20Docs.pdf">https://schools.shrewsburyma.gov/sherwood/files/documents/1.It's%20Complicated%2018,19%20parent%20permission%20-%20Google%20Docs.pdf</a> )  Prohibition of the Use of Alcohol, Tobacco/Nicotine, and Drugs by Students ( <a href="https://schools.shrewsburyma.gov/sherwood/files/documents/1751new-EM.pdf">https://schools.shrewsburyma.gov/sherwood/files/documents/1751new-EM.pdf</a> )
<b>Resources</b> ( <a href="https://schools.shrewsburyma.gov/sherwood/resources">https://schools.shrewsburyma.gov/sherwood/resources</a> )
<b>Supply Lists</b> ( <a href="https://schools.shrewsburyma.gov/sherwood/supply-lists">https://schools.shrewsburyma.gov/sherwood/supply-lists</a> )
<b>PTO</b> ( <a href="https://schools.shrewsburyma.gov/sherwood/pto">https://schools.shrewsburyma.gov/sherwood/pto</a> )

### OUR MISSION

The Shrewsbury Public Schools, in partnership with the community, will provide students with the skills and knowledge for the 21st century, an appreciation of our democratic tradition and the desire to continue to learn throughout life.

**New Students & Families** (/studentreg)

**Colonial Fund** (/future)

**Employment** (/hr/Employment)

**Alumni** (<https://schools.shrewsburyma.gov/alumni>)

**Town** (<http://www.shrewsburyma.gov/>)

## Accessibility (/accessibility)