

SHARON PUBLIC SCHOOLS

Superintendent: Dr. Victoria Greer
Assistant Superintendent: Elizabeth Murphy
Assistant Superintendent: Dr. John Marcus

SHARON MIDDLE SCHOOL Student / Parent / Guardian Handbook

Principal: Kevin O'Rourke
Assistant Principal: Trelane Clark

The Sharon School Committee and the administration of the Sharon Public Schools review district policies on a continuous basis. Updates are sometimes made after the beginning of a school year that cannot be reflected in a Student / Parent Handbook that was finalized in late June. Therefore, it is important to note that any policy referenced in this handbook may have an updated version on the district website. For the most recent version of all school district policies, please visit the district website at www.sharon.k12.ma.us. Policies can be found under the "School Committee" heading.

SMS: A Community of Respect

Work Hard and Play Hard
Respect and Accept Others
Brighten Someone's Day with a SMILE

This handbook can be translated for you. Este manual se puede traducir para usted.

Это руководство может быть переведено для Вас. 这本手册可以为您被翻译



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TABLE OF CONTENTS

	<u>Page</u>
LETTER FROM THE PRINCIPAL.....	4
<u>IMPORTANT DATES</u>.....	5
<u>DAILY BELL SCHEDULE</u>.....	6
<u>FACULTY AND STAFF LIST</u>.....	7
<u>FREQUENTLY ASKED QUESTIONS</u>.....	8
<u>SCHOOL PROCEDURES</u>.....	9
<u>Arrival</u>	
<u>Attendance</u>	
<u>Absences</u>	
<u>Tardiness</u>	10
<u>Dismissal</u>	
<u>Absences due to family travel</u>	11
<u>MCAS absences</u>	
<u>Emergency Drills and Lockdowns</u>	
<u>Lockers</u>	
<u>Lost and Found</u>	
<u>Library</u>	
<u>Passes</u>	
<u>COMMUNICATIONS</u>.....	12
<u>Home/School Partnership and Communication</u>	
<u>No School Announcements</u>	
<u>Advisory and Morning Announcements</u>	
<u>Weekly Email and Updates</u>	
<u>Notices and School Newsletters</u>	
<u>Signed Notes and Permission Forms</u>	
<u>STUDENT HEALTH ISSUES</u>.....	13
<u>School Nurse</u>	
<u>Health Records</u>	
<u>Medications</u>	
<u>Immunizations and Assessments</u>	
<u>Communicable Conditions</u>	
<u>ACADEMIC EXPECTATIONS</u>.....	14
<u>Classes</u>	
<u>Homework Guidelines</u>	
<u>Academic Responsibilities</u>	15
<u>Midterm Reports</u>	
<u>Report Cards</u>	
<u>Extra Help/Makeup Work</u>	
<u>Teacher Recommendations for Private Schools</u>	
<u>Academic Contracts</u>	
<u>Specials</u>	16

<u>STUDENT ACTIVITIES</u>	17
<u>Student Council</u>	
<u>School Musical and Drama Performances</u>	
<u>Jazz Band</u>	
<u>Math Counts/Math Teams</u>	
<u>Intramural Sports</u>	
<u>BEHAVIORAL EXPECTATIONS</u>	18
<u>School Code of Cooperation</u>	
<u>Cheating/Plagiarism</u>	
<u>Use of Phones</u>	
<u>Electronic Devices</u>	
<u>Computer Use</u>	
<u>Dress Code</u>	19
<u>Cafeteria Expectations</u>	20
<u>Assemblies</u>	
<u>Respect for School Property</u>	21
<u>Passing from Class to Class</u>	
<u>Teacher Issue Detentions</u>	
<u>Office Referrals, Detentions, Suspensions</u>	
<u>Cheating/Plagiarism</u>	22
<u>Behavior Contract</u>	
<u>Chart of Consequences</u>	24
<u>Special Needs Discipline Policy</u>	25
<u>SMS Substance Abuse Policy</u>	
<u>Sharon Public Schools Substance Abuse Policy</u>	26
<u>APPENDIX A: SHARON PUBLIC SCHOOL DISRICT POLICIES AND STATE LAW</u>	30

August 2018

Dear Students, Parents and Guardians of Sharon Middle School,

Welcome to Sharon Middle School! We are excited for the start of a new school year with our dynamic faculty as the cornerstone of our learning community. Our talented teachers are dedicated to meeting the needs of every student and developing the whole child. We continue to offer a wide array of specials to provide a diverse experience for our middle school students, but reflect upon what we can do to meet the changing needs of our middle level students so that we are able to fine tune and improve the educational opportunities offered to our students.

This year we look forward to implementing year four of our one-to-one laptop computer program with our eighth grade. We will continue our efforts to enhance student engagement and our high expectations for every student. We will also continue along our path of developing a strong culture and climate through our advisory program and CHILL peer leader program and through school-wide community days. As a community we will work to make our school values of Responsibility, Respect, Acceptance, Honesty and Fun the foundation of how we interact with each other at Sharon Middle School.

And finally, but most importantly, we will seek this year to strengthen and renew our connections with all of you, our parent and community partners, whose support is essential as together we guide our middle school students through the exciting intellectual, social and emotional journey that this age has to offer.

Welcome to a year of new beginnings...

Mr. Kevin O'Rourke
Principal

SHARON MIDDLE SCHOOL: IMPORTANT DATES 2018-2019

FIRST DAY OF SCHOOL	Wednesday	August 29
LABOR DAY – SCHOOL CLOSED	Friday & Monday	August 31 & September 3
6 th GRADE PARENT OPEN HOUSE	Wednesday	September 12
7 th & 8 th GRADE PARENT OPEN HOUSE	Thursday	September 13
Yom Kippur – NO SCHOOL	Wednesday	September 19
DISTRICT WIDE (EARLY RELEASE)	Wednesday	October 3
COLUMBUS DAY - SCHOOL CLOSED	Monday	October 8
TERM 1 MIDTERM REPORTS AVAILABLE	Wednesday	October 10
END OF TERM ONE	Wednesday	November 7
VETERANS’ DAY - SCHOOL CLOSED	Monday	November 12
TERM ONE – PORTAL OPENS	Wednesday	November 14
DISTRICT WIDE (EARLY RELEASE)	Wednesday	November 14
THANKSGIVING RECESS - SCHOOL CLOSED	Wednesday through Friday	November 21 – 23
DISTRICT WIDE (EARLY RELEASE)	Thursday	December 13
TERM 2 MIDTERM REPORTS AVAILABLE	Monday	December 17
HOLIDAY RECESS - SCHOOL CLOSED	Monday through Tuesday	December 24 – January 1
SCHOOL REOPENS	Wednesday	January 2
M. L. KING JR.’S BIRTHDAY-SCHOOL CLOSED	Monday	January 21
DISTRICT WIDE (EARLY RELEASE)	Tuesday	February 5
END OF TERM TWO	Thursday	January 24
TERM TWO – PORTAL OPENS	Thursday	January 31
WINTER VACATION - SCHOOL CLOSED	Monday through Friday	February 18 - 22
TERM 3 MID-TERM REPORTS AVAILABLE	Friday	March 8
DISTRICT WIDE (EARLY RELEASE)	Tuesday	April 2
DISTRICT WIDE (EARLY RELEASE)	Wednesday	April 10
MCAS TESTING WINDOW		April 1 – May 25
SPRING VACATION – SCHOOL CLOSED	Monday through Friday	April 15-19
END OF TERM THREE	Friday	April 5
TERM THREE – PORTAL OPENS	Friday	April 12
MEMORIAL DAY – SCHOOL CLOSED	Monday	May 27
180 th SCHOOL DAY (IF NO SNOW DAYS)	Monday	June 17
TERM 4 MID-TERM REPORTS AVAILABLE	Monday	May 20
LAST DAY OF SCHOOL (IF NO SNOW DAYS)	Thursday	June 20

FACULTY & STAFF 2018 – 2019

To reach a staff member by email, use the following model: first_initial_last_name@sharon.k12.ma.us
Phone: 781-784-1560

Building Administrators & Office Staff

Mr. K. O'Rourke, Principal
Ms. T. Clark, Assistant Principal
Ms. C. Shuffain, Admin. Assistant
Ms. K. Wald, Admin. Assistant
Mr. R. Ripley, Transitions Assistant
Ms. K. McGrath, School Assistant
Ms. A. Abrams, 6-8 Special Education

Department Coordinators

Ms. E. Burke, 6-12 Science
Mr. C. Fazio, 6-12 Social Studies
Mr. T. Gorsuch, 6-12 Math
Dr. K. Dahlen, 5-12 World Languages
Ms. R. Smoler, 6-12 ELA
Ms. C. Jones, K-12 METCO
Mr. R. Pomer, 6-12 Guidance

Guidance Counselors

Mr. C. Walsh, gr. 6 518
Ms. R. Sisitsky, gr. 7 206
Ms. M. Walsh, gr. 7 206
Ms. M. Merrigan, gr. 8 215

School Psychologists

Ms. J. Connors 411
Mr. J. Oppenheim 114

School Adjustment Counselor

Amanda McMorrow 117

Nurse

Ms. M.A.Nathan, RN 401

Librarian

Ms. S. Fuller 404
Ms. J.Galford Lib.Asst.

Clinical Consultant

Ms. L. Gallagher

Tech Support

Laurie DiLibero 403

Grade Six Teams

6A
Ms. J. Talbot (English/Science) 511
Ms. R. Canelli (Math/SS) 509
Ms.. S Rohan (SPED) 516

6B
Ms. B. Sullivan (English) 501
Mr. J. Connolly (Science) 505
Mr. A. Marrone (SS) 507
Ms. K. Healy (Math/Science) 503
Ms.. S Rohan (SPED) 516

6C
Ms. R. Miller (English/SS) 513
Ms. R. Shores (Math/Sci) 512
Ms. M. Goldman (Math/SS) 515
Ms. N. Pearlstein (SPED) 516

6D
Ms. E. Rose (English/SS) 510
Ms. N. Schechner (Math/English) 508
Ms. E. Matunis (Science/SS) 506
Ms. N. Pearlstein (SPED) 516
Ms. K. Greene (LEAP) 504

Grade Seven Teams

7A
Ms. S. Lehr (Social Studies) 204
Ms. V. Ordway (Science) 210
Ms. C. Moore (English) 200
Ms. M. Herbstzuber (Mathematics) 202
Ms. K. Ellston (SPED) 213

7B
Ms. L. Smolcha (Social Studies) 205
Ms. E. Silver (Science) 208
Ms. M. Burdett (English) 201
Ms. L. Chin (Mathematics) 203
Ms. M. Lanzel (SPED) 214
Ms. E. Coulibaly (LEAP) 214

7X
Mr. W. Fine (Social Studies) 308
Mr. S. Flaherty (Science) 304
Ms. A. King (English) 312
Ms. K. Kaplan (Mathematics) 310
Ms. C. Manning (SPED) 116

Grade Eight Teams

8A
Mr. E. Dewitt (Social Studies) 311
Ms. L. Scarborough (Science) 302
Ms. N. Grefe (English) 313
Ms. J. Naughton (Mathematics) 309
Ms. S. Allen (SPED) 412

8B
Ms. S. Macks (Social Studies) 303
Mr. G. Warren (Science) 300
Ms. J. Belcher (English) 301
Ms. A. Monty (Mathematics) 305
Ms. C. Pearson (SPED) 409

8X
Mr. W. Fine (Social Studies) 308
Mr. S. Flaherty (Science) 304
Ms. A. King (English) 312
Ms. K. Kaplan (Mathematics) 310
Ms. C. Manning (SPED) 116

World Language Teachers

Ms. Y. Zhan (Chinese) 223
Ms. E. Johnson (Spanish) 209
Ms. N. Strandson (Spanish) 221
Mr. C. Szczepanski (French) 222
Ms. K. Gulley (Spanish) 219
Ms. M. Beatrice (Spanish) 502
Ms. J. Eichelburg (French) 211
Dr. K. Dahlen (French) 211
Ms. A. Archambault (French) 220

Instructional Assistants

Ms. E. Adams
Ms. M. Angelos
Ms. A. Hardy
Ms. K. Howarth
Ms. P. Gorman
Ms. S. Kaveti
Ms. H. Magier
Ms. M. Paluzzi
Ms. V. Ruzzo
Ms. C. Van Dam
Mr. J. Warriner
Mr. N. Cittadino
Mr. B. Hallahan

METCO Assistant

Ms. P. Bolgen

Custodians

Mr. M. Thibodeau, Head Custodian
Mr. S. Clark

Specialists

Mr. R. Votalato (Music) 101	Ms. L. Ethier (Strings) 106	Ms. L. McCluskey (Math) 115
Mr. W. Greely (Music) 104	Ms. J. Michaud (Technology) 102	Ms. K. Whiteside (Physical Ed./Health) Gym
Ms. E. Sammons (Drama) 105	Mr. R. Kowalski (Technology) 100	Mr. R. Vandenebeele (Physical Ed./Health) Gym
Ms. D. Coco (Art) 113	Mr. M. Whipple (Technology) 103	Mr. D. Whitham (Physical Ed./Health) Gym
Ms. K. Ramocki (Art) 111	Ms. B. Smith (ELL/Reading) 412	Ms. L. Trail (Life Skills) 218
Ms. S. Feeny (ASD) 109	Ms. R. Dragonetti (Speech & Language) 517	Ms. M. Pini (Physical Ed.) Gym
Ms. V. Cormier (DLP) 216	Ms. K. Jardin (Speech & Language) 107	Ms. K. Engel (Reading) 406
Ms. S. Kotsalidis (ELL) 519		

**SHARON MIDDLE SCHOOL
DAILY BELL SCHEDULE
2018 – 2019**

Times	Title	# Minutes
7:45 - 7:50	Advisory	5 minutes
7:53: - 8:40	Period 1	47 minutes
8:43 - 9:30	Period 2	47 minutes
9:33 - 10:20	Period 3	47 minutes
10:23-10:54	Advisory	31 minutes
Lunch Block 10:57 - 11:25 11:28 - 11:56 11:59 - 12:27	Period 4	59 minutes
12:30 - 1:17	Period 5	47 minutes
1:20- 2:10	Period 6	50 minutes

Notes:

There are seven days in a cycle. These days follow each other consistently throughout each school day of the year – unless changes need to be made (to the periods / days) based on certain events such as MCAS - PARCC testing, our peer leader programs, or for some assemblies.

Different grades are assigned lunches based on which group is having gym during the lunch period.

Frequently Asked Questions

WHAT IF'S (Frequently asked questions - FAQ's)

WHAT IF.....You forgot your lunch or lunch money?

Parents may bring in lunches as well as any other items a student has forgotten at home and leave them at the front office counter with the student's name on it. The office does not call students out of class, so students must periodically check back. Also, it is suggested that parents put money on a student's lunch account in case of an emergency. If a student is without lunch, they will be allowed to charge a lunch from our cafeteria, but that amount must be paid back immediately. No further charges will be allowed until the charge is paid back.

WHAT IF.... You forgot something you need for school that day?

Students are allowed to use the office phone to call home but should ask to come to the office at a time when they are not missing classroom instruction. If your parent is bringing anything to school that you have forgotten, they will be asked to put your name on it and leave it on the counter in the office. We do not call the students to come to the office in order to avoid interrupting the learning that is occurring in those classes. You need to check the office counter periodically between classes.

WHAT IF.....You miss your bus?

If it is in the morning, have your parents/guardians drive you to school. If your parents have left for work, call them for advice. Do not walk to school without their permission. If it is after school, please notify a staff member – even if you have your own cell phone and can call your parent. On Monday or Wednesday, you can take the late bus if you have a bus tag. Do not walk home without parental permission and checking in with a staff member.

WHAT IF.....You would like to speak with your guidance counselor?

Go to the Guidance Office and make an appointment. The guidance offices are located in room 215 (grade 8), room 206 (grade 7), or 518 (grade 6).

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

Try talking to the teacher or talk to your guidance counselor in order to work out a plan. It may be necessary to have your parents call on your behalf to talk with or arrange for a conference with the teacher.

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

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

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

Make arrangements with the individual teacher to create a time that works for both of you. Making an effort to get extra help shows that students are concerned about learning and that they are making the effort to improve. Teachers will allow for the make up of missed homework, tests, and quizzes if the student has had an excused absence. **No students should be in the building after dismissal unless they are under a staff member's supervision. Students awaiting transportation after extra help sessions must wait in the media center. Students should not be on school grounds without permission and/or supervision of a school staff member.**

WHAT IF.....You forget your locker combination?

Students are encouraged to provide their homeroom teacher with a copy of their locker combination or key at the beginning of the school year. Thus, you can ask your homeroom teacher should you forget the combination.

WHAT IF.....You have two things to do after school and one of these is detention?

Detention takes priority unless you have a scheduled doctor's appointment. You will always be given at least a day's notice prior to having a detention.

WHAT IF You skip a teacher or office detention?

Your name will be reported to an administrator for disciplinary follow-up. Typically, the detention doubles.

WHAT IF.....You or someone you know is being bullied?

You should tell an adult in the building immediately. Many students feel that this is being a “snitch,” but everyone has a right to feel safe at Sharon Middle School. We cannot create a safe school climate without students’ help. There is a bullying reporting form that you can fill out anonymously, or you can speak confidentially with your guidance counselor, principal, assistant principal or a teacher. The adults in the building will respect your privacy as they investigate the situation. There are serious consequences for any student who retaliates against someone who reports bullying.

WHAT IF.....You do not know which late bus to take home?

Check the late bus routes posted in the front hall on the office windows. You may always ask the bus driver. He/she will tell you which bus goes closest to your house. Students must display their bus tag.

WHAT IF.....You are not in school (or were dismissed or arrived significantly late) on the day of the cabaret or other school sponsored activity?

You may not attend the event if you have been absent from school that day, unless extenuating circumstances prevail that have been discussed with an administrator.

WHAT IF.....You do not find your ‘WHAT IF’ here?

Ask your teacher, the principal, the assistant principal or any other adult in the building.

SCHOOL PROCEDURES

Arrival

Students arriving to school before 7:40 a.m. are to remain in designated areas, which will be determined based on the weather. In good weather, students will gather in front of the school building, with 8th grade closest to the gym entrance, 6th grade closest to the main entrance, and 7th grade in the middle area. In the case of inclement weather, 8th graders should report to the cafeteria before school and 6th and 7th graders to the gym. Expectations for appropriate school behavior apply while students are waiting for the beginning of school (or while waiting for transportation home).

Bicycles

Students who arrive by bicycle should be aware of the following expectations and should read the Massachusetts General Laws on bicycle riding that are contained in the second section of this handbook. Bicycles should be parked and locked in the bicycle rack located in front of the building near the gym entrance. Students may not ride bicycles on the front sidewalks, the bus loading areas, or by the front exits. Parents are urged to require the use of helmets at all times. **Skateboards and rollerblades are prohibited on school property.**

Attendance

Absences

When a student is absent from school or class, the absence is recorded in the main office and is classified as “Excused”, “Unexcused”, or “Exempt”.

“Exempt” absences are absences that do not eliminate a student from maintaining a perfect attendance record. The nature of these absences can include, but are not limited to, the following:

- o Religious holiday observances
- o Court-ordered appearances
- o Absences approved in advance by the administration

Students must be in school for more than half the school day to be considered present and to maintain eligibility to participate in Sharon Middle School’s interscholastic athletic practices or competitions, co-curricular clubs or activities, or school-related evening events on that day. Any student who is late to school or who gets dismissed from school prior to fulfilling this requirement will be considered absent. 10:54 a.m. is considered the midpoint of the school day, and half the school day equates to three hours and seventeen minutes of time.

Absences

An absence is noted as ‘excused’ when the parent/guardian has contacted the main office by 9:00 am on the day of the absence, at 781-784-1560 ext. 1, to identify the student, his/her grade, and the reason for the absence. A student with an excused absence is entitled to make up any missed work upon his/her return. For short-term absences, it is the student’s responsibility to obtain all missed assignments and to arrange to make up assessments. Students who are out sick have twice the amount of days that they are out to make up assignments. If a child is absent for three or more days, a parent

may call the office and request that his/her child's teachers provide any work that has been missed. We ask that you give one day's notice before you plan to pick up the materials. Please provide a written doctor's note stating the illness whenever your child is seen by a doctor or is hospitalized. Otherwise, written notes explaining a student's absence will not be necessary.

If you take your child to a doctor, it would be helpful to provide the school with the following documentation so that we can properly meet his/her needs here at school:

- A doctor's note from the student's primary care provider indicating reason for medical absence;
- The doctor's note should allow for the following accommodations if needed:
 - Permission to participate in physical education;
 - Permission to use crutches, to use the elevator and/or to leave class earlier to meet their health needs;
 - Whether transportation is needed to qualified temporarily handicapped students;
 - Administration of medications. (* note- no medications can be issued by the school nurse without current doctor's orders)

If the school is not contacted at least by the day after the absence, then the student's absence will be considered **'unexcused'**. A student whose absence is considered **'unexcused'** will not have make-up privileges. All absences, regardless of the reason or classification, are recorded in the main office and are summarized on students' report cards.

With respect to students with chronic illnesses who have recurring home/hospital stays and who are absent (or are expected to be absent) from school for a period of time equating to at least fourteen (14) school days, it is important to know that these students are entitled to tutorial services. Generally, ten (10) hours per week are provided at home or in the hospital, but the actual amount could be more or less based on the individual needs of the student as determined by the Director of Student Services. In order to initiate tutorial services qualified by the aforementioned guideline, the Guidance Department must be notified and a physician's written order (Form 28R/3) must be on file. It is recommended that any related request be made as soon as reasonably possible.

Student absenteeism (for excused and unexcused absences) will be considered excessive when a student reaches ten absences. At this point, parents will be notified by a letter and contacted by the school nurse in order to discuss the situation. If additional absences occur, then this would indicate a chronic attendance problem. Without detailed documentation or extenuating circumstances, the student may be considered truant and either a 51A report may be filed with the Massachusetts Department of Children and Families, or a CHINS petition (Child In Need of Services) may be filed with the Massachusetts Juvenile Court Department.

During inclement weather, a parent may determine that it is in the best interests of his or her child to remain at home even if the Superintendent of Schools does not close school for all students.

Tardiness

After 7:45, students are considered tardy and must report to the office for a pass before going to homeroom or to class. Students should have a note from home explaining their tardiness. The office logs all tardies as **"excused"** or **"unexcused."**

All later arrivals are considered "unexcused" unless one of the following occurs:

- A parent/guardian accompanies the student into the building and checks the student in at the main office;
- A student arrives with official stationery from the appointment that caused him/her to be late to school on that day;
- The administration has previously determined and has on record that extenuating circumstances exist that warranted special allowances (i.e. medically documented illnesses).

In these cases, the late arrival is considered "excused" and the student will be permitted to make up any missed assignment and/or assessment. Phone calls and/or retroactive notes will not be accepted as legitimate explanations for late arrivals.

Students who accrue a series of “unexcused tardies” **in an academic quarter** will have the following consequences at the discretion of the Principal or Assistant Principal:

Unexcused Tardiness	Consequences
3 times tardy in a quarter	Verbal warning to student and letter to parent
5 times tardy in a quarter	Lunch detention that day and each day tardy after that for the quarter
8 times tardy in a quarter	Mandatory parent meeting and student will be restricted from after school activities for the duration of the quarter.
12 times tardy cumulative for all quarters by May 1st	May become ineligible for class trips, including but not limited to Thompson Island and Washington DC.

*The number of tardies are re-set at the end of each quarter, EXCEPT for the cumulative tardies that can be counted for the year noted in the final row above.

Dismissals

The school understands that situations arise when a student may need to be dismissed during the school day. Students need to bring a written dismissal note to the main office in the morning stating the time of dismissal. Any students being dismissed must be signed out in the Main Office by a parent/guardian before leaving the building.

If a student needs to be dismissed before the end of the school day, it is easiest to do so at the beginning or end of a period. Parents should not park in the bus loop or pick up lane to avoid disrupting the buses or school vans

Students must be in school for more than half the school day to be considered present and to maintain eligibility to participate in any after school or evening activities (including rehearsals) on that day. Any student who is late to school, or who is dismissed from school prior to fulfilling this requirement, will be considered absent.

Absences Due to Family Travel

Parents/guardians who remove students from school for travel at times other than those designated on the school calendar as “vacation periods,” need to be aware that teachers **are not obligated** to provide schoolwork in advance of these planned absences. It should also be understood that, upon a student’s return to school from a planned absence, he/she will be expected to participate fully in all class activities, including scheduled assessments. In the unlikely event that teachers are in fact able to provide work to students, that work **MUST** be returned to the teacher upon return to school, and students will be held accountable for any of that work that is not completed.

All work and/or assessments missed during the absence must be completed within five (5) school days, and as with any absence, it is incumbent upon the student to approach his/her teachers to inquire about what he/she has missed, and to also take advantage of the available resources that will expedite his/her transition back to the current curriculum in his/her classes.

MCAS Testing and Absences

We appreciate parental efforts to ensure that students are well prepared and attend school during our MCAS testing periods. The Massachusetts Department of Elementary and Secondary Education has designated the following weeks for testing in grades 6 through 8 in 2019: MCAS: April 1nd – May 24th.

Emergency Drills and Lockdowns

Occasionally we have emergency drills. When the building is evacuated, students are expected to stay in a single line and be silent while their teachers take attendance. Students should not return to the building until the “all clear” signal is given. Students who are not in their classroom when the fire alarm sounds, or who are on their way to class, should leave through the nearest exit and look for their advisory teacher at the track.

Lockdown drills will also be practiced periodically throughout the year. Students who are not in their classrooms when a lockdown is announced should go to the nearest classroom or office and follow the directions of staff.

Lockers

Books and personal property should be kept in lockers. It is recommended that students bring quality locks that can be

used on their lockers; however, students should be very careful about bringing electronics and valuables to school. The school cannot be responsible for items lost/stolen from lockers. Students are responsible for maintaining a clean locker. Lockers are school property and may be searched at any time for inappropriate items.

Lost and Found

There is a 'Lost and Found' section in the wooden cubbies in the cafeteria. Any items of value (watches, eyeglasses, phones etc.) will be kept in the office. Any student who finds an item that does not belong to him/her should bring it to the office. The 'lost and found' cubbies will be periodically emptied and items will be thrown away or donated to an appropriate organization. Additionally, there is a lost and found in the gym lobby.

Passes

Students need to request a written pass from a teacher whenever they need to move within the building – *before, during or after school.* Students are to follow any additional procedure for signing out of a room that is set up by the staff member in charge of that room. *These procedures are necessary for the safety of all students.* Except for emergency situations, students must always have a pass when they need to go to the lavatory. It is preferred that students use the lavatories between classes or during the last five minutes of a class period. Students must use the lavatory closest to the classroom.

COMMUNICATION

Home/School Partnership and Communication

It is the belief of the Sharon School Committee and the administrators that the best interests of our students are served whenever teachers and parents work together on behalf of the children. Therefore, it is essential that all attempts to resolve problems be instituted in the most prudent manner possible.

The Sharon School Committee has adopted the following guidelines to be used by parents or the public in order to expedite information giving and/or problem solving:

1. Questions and problems regarding individual students must first be addressed to the teacher or staff member who works most closely with the student in the context of the concern.
2. If unresolved, these matters and/or problems concerning individual students, departments or schools should be directed to the appropriate principal or program coordinator/administrator.
3. If the matter is still unresolved, or in the event that questions and/or problems concerning the entire school system occur, they should be directed to the Superintendent of Schools.
4. If the Superintendent of Schools or his/her designee cannot bring about a satisfactory resolution to the matter, it may be brought to the School Committee. This must be done in writing by sending the correspondence to the attention of the Chair of the School Committee at 75 Mountain Street. The Chair may decide that action is required by the full School Committee and that the matter will be placed on a regular agenda for discussion and action. The sender will be notified of the date and time. See School Committee Policy KE.

No School Announcements

Starting at 6:30 a.m. all "NO SCHOOL" and "DELAYED OPENING" announcements will be announced via Twitter, @SharonSchools as well as the district website, www.sharon.k12.ma.us. You may also tune in to local radio stations as well as television channels 4, 5 and 7 and local cable TV channel 8 for up to date announcements. The "SCHOOL CANCELLATION" announcement means that all classes and school activities are canceled for the day including adult evening education classes. If you provide contact information we will also notify you by phone and email using our automatic notification system whenever school has been cancelled for the day or if a storm or other event causes cancellation once school has been in session. Please be sure to complete the proper information and permissions for our automatic notification system.

Advisory and Morning Announcements

Students are to report to their advisories by 7:45 am. Advisory is a 5 minute block of time in the morning. Daily attendance is taken in advisory and announcements are made at this time. Advisory also meets for 30 minutes after period 3 each day. The purpose of advisory is to help every student form a connection with a teacher and a smaller community of peers where they can set goals toward achieving academic, social and emotional success through lessons on community building, goal setting, character development and skill building. Advisory updates are included in the SMS weekly bulletins.

Weekly Email Updates

We publish a weekly bulletin that is emailed to parents if they provide an email address to the school. This weekly update provides details, information, and announcements of school-related items.

Notices and School Newsletters

Periodically notices and school newsletters will be sent home to parents in order to communicate about school events. Electronic notices will be made available in a hard copy by parent request; however most communication will occur via the Sharon Public Schools Power Announcement Messaging system. Additionally, parent information will be posted on the Sharon Middle School web site.

Signed Notes and Permission Forms

There are many times during the year when students are required to return materials (absence/tardy notes, field trip money/permission slips, etc.) that must be signed by parents. Failure to return required signed documents could result in a consequence for a student.

STUDENT HEALTH ISSUES

School Nurse

If a student needs to go to the nurse, he/she must have a pass from his/her teacher. The nurse's office is located next to the main office. If the nurse is not there, the student should report to the main office and one of the secretaries will assist him/her.

Communication

The school nurse can be reached by telephone (781) 784-1560 (X6005 or X6055).

E Mail Address m_nathan@sharon.k12.ma.us

Please notify the school nurse for the following reasons.

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

Health Records

Individual health records for each student are kept in a locked file cabinet in the Health Office. Medical information that the school nurse feels is necessary for the student's safety and wellbeing in school (e.g. anaphylactic allergies to insect stings or foods, asthma, diabetes, etc.) will be shared with staff. A grade-level list is distributed to academic teachers and specialists and kept confidentially in the classroom. If you have any questions or concerns about sharing any information about your child, please call the nurse for assistance.

Medications

It is expected that all students on medication will take their required dose at home before and after school hours. In cases where it is absolutely necessary for a student to take medicine during the school day, the student should observe the following procedures as set forth by School Committee policy and state regulations:

1. Students Medication may not be carried in school except for epi-pens or inhalers with the required doctor & parent/guardian permissions. Exceptions include epi-pens, inhalers (for students w/asthma or respiratory diseases), and enzyme supplements (for students w/cystic fibrosis). Glucose monitoring tests and insulin delivery systems may also be carried (by students w/diabetes). In all cases, the required doctor's order and parent/guardian permission must be on file in the nurse's office.
2. **All other medications – including any over the counter medications - must be kept in the nurse's office and**

dispensed by the school nurse. Acetaminophen (Tylenol) and ibuprofen (Advil) are available from the nurse if the student has a signed parent/guardian permission form on file.

3. Any other medications require a doctor's order and parent/guardian permission. Forms are available in the nurse's office.
4. Medication must come to school in the prescription labeled container or original packaging.
5. In cases where the school nurse feels it is absolutely necessary for students to take medication during the school day while on a field trip, one of the student's parents will be encouraged to accompany the class on the trip. If a parent is unable to accompany the student on the field trip, the school will ensure appropriate medical personnel attend the field trip with the student.
6. For short-term prescription medications, i.e., those requiring administration for ten school days or fewer, the pharmacy labeled container may be used in lieu of a licensed prescriber's order.
7. All orders and permissions for medication must be renewed each school year.
8. Students who do not follow the procedures for taking medication in school may be subject to appropriate disciplinary action.

Immunizations and Assessments

The Sharon Public Schools in accordance with the regulations of the Mass. Department of Public Health requires the following information before a student enters school:

Any student with an incomplete immunization record will be excluded from school. The school nurse oversees the immunization records and health assessments. Students should consult her if they have any questions in these matters.

The required immunizations for returning grade seven students are:

1. 2 doses of MMR vaccine
2. 3 doses of hepatitis B vaccine (or 2 doses if adolescent has received the Recombivax BH 2 dose adolescent schedule option)
3. 2 doses of varicella vaccine (or proof of chicken pox disease).
4. 1 dose of Tdap if it has been greater than 5 years since the last dose.

Documentation of the above immunizations is required before your child can enter seventh grade.

An immunization certificate/record needs to be submitted and reviewed by the school nurse before the student begins school.

Exemption:

If there are medical reasons why your child has not been immunized, a certificate must be obtained from your physician. For a religious exemption, please write a note to the school nurse.

Health Screenings

In compliance with the Mass. Department of Public Health, the following student health screenings are conducted annually.

These screenings are initial health screenings. Parents/guardians are sent written notification when a student does not meet the passing criteria and are advised to seek further medical evaluation.

- Vision and Hearing screenings
- Heights and Weights and BMI measurements
- Postural Screenings

Communicable Conditions

Children who show symptoms of fever, strep throat, or chicken pox should remain home until a physician or the school nurse has made certain that it is safe to send them to school. Common colds without fever are to be evaluated by the parents to determine whether or not the child is able to attend school. Children having skin diseases such as ringworm or impetigo should be excluded from school until the disease is non-contagious as documented by a medical professional. Parents will be notified if their child shows evidence of head lice (pediculosis), and treatment will be recommended.

ACADEMIC EXPECTATIONS

Classes

Students take 5 academic classes: English Language Arts (ELA), Mathematics, Science, Social Studies, and Foreign Language. In addition, many students take a variety of ‘specials’ for 1 to 4 quarters of the year. These may include: art, music, physical education, drama, and computer courses. Some students also participate in special education or take classes with the reading or math specialist depending on their needs. Specific classroom and homework expectations will be discussed with students during the first week of school. Many teachers use Edline to post homework. Please check with individual teachers as to the best method for obtaining information about your child’s homework assignments.

Homework Guidelines

Homework is assigned in most classes, and is expected to be completed when due. If your child appears to be spending too much time on his/her homework, or you want clarification on the purpose of the assignments, please do not hesitate to contact your child’s teacher or team leader. In general, you should contact your child’s teacher if he/she is spending MORE THAN (including reading):

- 1.5 hours every night in 6th grade
- 2 hours every night in 7th grade
- 2.5 hours every night in 8th grade

If your child consistently reports that he/she has no homework, you should also check in with teachers.

Your child’s planner will be an important student resource for recording information regarding his/her homework. Each child receives a school planner at the beginning of the year. If the planner is lost, a second one can be purchased by requesting one at the main office until our supply is gone.

We suggest the following guidelines for student and parent/guardian responsibilities regarding homework – understanding that it is important for your child’s development that he/she becomes increasingly independent in this area.

Academic Responsibilities

Students’ responsibilities are to:

- try their best
- bring their planners to each class
- write down assignments, including all directions, in their planners
- ask questions when needed to clarify assignments
- keep materials organized in their binders
- hand in work done thoughtfully and on-time
- plan carefully for long-term assignments
- call a classmate for assignments when absent
- request assignments and follow-up instruction, as needed, after any missed classes

Parents’/Guardians’ responsibilities are to:

- provide a suitable and consistent place for study (free of noise and other distractions)
- help students develop successful home study habits
- provide assistance when appropriate to encourage and support mastery, but not to do the actual assignments
- notify the teacher if a child is having extreme difficulty in a subject
- assist in budgeting time for long-term assignments

Midterm Reports

Midway through each quarter, a mid-term report will be issued by each teacher to keep parents informed of their child’s progress. Students and parents will receive these electronically 4 weeks into the term. Mid-term reports are not meant to be the sole vehicle for parent/teacher communication. If you have questions or concerns, please contact individual teachers.

Report Cards

Sharon Middle School operates on a quarterly schedule. Student report cards will be issued electronically to students one

week after grades close on November 7, 2018, January 25, 2019, April 5, 2019 and June 29, 2019 (or the last day of school).

An incomplete grade, indicated as an "I" on the report card, signifies that no grade has been assigned to that particular subject at grade-closing time. The student must arrange with the teacher to complete whatever work is necessary to determine the grade for that marking period. The deadline for completing this work is ten school days following the issue of the report card unless there are serious extenuating circumstances. Because there is no time for make-up work at the close of the school year, no incomplete grades are issued during the last grading period.

Extra Help/Makeup Work

Students who need extra help should arrange a time to meet with their teachers. Teachers may be available for extra help from 2:10 p.m. until 2:40 p.m. or sometimes later on Mondays and Wednesdays when the late bus is also available for students who have paid for the bus. Alternative times may be discussed with individual staff members.

Teacher Recommendations for Private Schools

Occasionally, staff members are asked to write a recommendation for a student planning to attend private school or a specific summer program. Our teachers recognize the importance of such requests, but ask that parents consider the following when making their request:

1. Give teachers at least a 2-3 week notice when requesting recommendations.
2. Provide a stamped, self-addressed envelope to the school for each recommendation.
3. The student involved will be notified through the Guidance Office or his/her teacher when the recommendations have been mailed. Please use written notes instead of a phone call if you wish to remind teachers of due dates.
4. Please be respectful of our staff members and do not request more than 3 recommendations in any school year.

Academic Contracts

An academic contract may be incurred when a student is receiving more than one grade below a C-. An academic contract is a clear set of guidelines specifically written for the individual student. It takes effect immediately upon the student's meeting with his/her team or with an administrator to discuss the contract. It will indicate the steps that the student needs to take for the period of time that he or she is on this contract. For example, it may require that the student go to certain teachers during each learning center, during after school help session or during advisory. A letter and a copy of the contract will be sent home. Upon receipt of the letter, the parent/guardian may contact the school secretary to arrange for a conference with the team.

A contract is until the end of the next term. During the time covered by the contract, the student will not be allowed to participate in any clubs, extra-curricular activities (sports, musical, dances, etc.), or attend any field trips including any 6th grade, 7th grade trips or the 8th grade trip to Washington DC. Additionally, any student who is placed on two separate contracts during the course of an academic year will be unable to participate in any school-wide activities or field trips for the balance of the academic year.

At the end of the contract:

- If the contract is fulfilled, then the academic issue is deemed corrected and the student is eligible to participate in all school activities;

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

Specials

Students in every grade have two specials a day. The specials vary depending on the grade. The frequency of the meeting time for specials also varies.

Specials Breakdown 2018-2019

Grade 6

Physical Education:	meets 3 times a cycle for a full year
Music:	meets 2 times a cycle for a full year
Health:	meets 2 times a cycle for a semester
Art:	meets 3 times a cycle for a semester
Inventions Through Time:	meets 3 times a cycle for a semester
Programming Communications:	meets 2 times a cycle for a semester
Connections:	meets 1 time a cycle for a semester
Library:	meets 1 time a cycle for a semester
Learning Center:	meets 1 time a cycle for a full year

Grade 7

Physical Education:	meets 2 times a cycle for a full year
Music:	meets 2 times a cycle for a full year
Learning Center:	meets 1 time a cycle for a full year
Drama:	meets 1 time a cycle for a full year
Life Skills:	meets 1 time a cycle for a full year
Engineering and Design:	meets 4 times a cycle for a quarter
Art:	meets 4 times a cycle for a quarter
Business Technology:	meets 4 times a cycle for a semester
Connections:	meets 1 time a cycle for a semester
Sculpture:	meets 1 time a cycle for a semester

Grade 8

Physical Education:	meets 2 times a cycle for a semester/1x a cycle the other semester
Music:	meets 2 times a cycle for a full year
Learning Center:	meets 1 time a cycle for a full year
Drama:	meets 1 time a cycle for a full year
Programming Design:	meets 4 times a cycle for a semester
Art:	meets 4 times a cycle for a semester
21 st Century Media Skills:	meets 1 time a cycle for a semester
Health:	meets 2 times a cycle for a semester
Life Skills:	meets 2 times a cycle for a semester

Physical Education

Gym Clothes - Dress Code: Students are expected to bring sportswear for all physical education classes. This includes athletic pants or shorts, a tee shirt or sweatshirt, and properly laced athletic sneakers. No jewelry may be worn during class. No shirts with buttons. Students should leave books or personal items in the lockers that are located in the locker rooms, and are expected to bring their own locks to secure their belongings. Students not appropriately dressed for PE class will be asked to sit out and complete an alternate assignment.

Non-Participation Consequences: Any student not participating in his/her gym class for any reason will be required to complete an alternate assignment during class. A student with an acute illness or short-term injury may be excused from participating in the class with a note from a parent or guardian, and will be asked to complete an alternate assignment. A physician's note must be submitted to the school nurse and a copy to the physical education teacher for any student who will miss gym classes for an extended period of time. Those students will be expected to complete alternate assignments, but will not be required to make up missed classes.

STUDENT ACTIVITIES

There are numerous activities in which students can participate. They represent opportunities for students to follow a particular interest or to take a risk and try something new. Some of the organizations are listed below. *In order to participate, students must maintain appropriate academic and behavioral standards. Students may be removed from any activity (club, musical, play, student council, sports, etc.) or not allowed to join an activity, if their grade in any course*

drops below C or they are placed on a behavior contract.

Student Council

The Student Council will be the official student government organization of the middle school. The student body will elect its members. The Student Council aims to promote good will among students, faculty, staff, and administrators; to be of service at any time to the school; to provide training in responsible citizenship; and to create a yearlong series of activities to help develop "school spirit" among all students.

School Musical and Drama Performances

Students may audition in October for the musical and drama performances, to be performed in early spring. Student rehearsals are scheduled after school. Students are expected to make appropriate transportation arrangements for rehearsals. Students involved in any of the performing arts curriculum are expected to meet their regular academic obligations, to attend school on a daily basis, to arrive to school on time, and to follow all school expectations during and after the school day.

Jazz Band

Students may try out for Jazz Band, which rehearses periodically during club period. The Jazz Band performs at the Winter and Spring Concerts, and may also participate in other performances throughout the school year.

Math Counts/Math Team

Students who have a particular interest in mathematics and problem solving should consider joining MathCounts or the Math Team. Both groups meet periodically after school and participate in different inter-school competitions.

Intramural Sports

Supervised intramural sports are offered after school (on afternoons to be determined) in the gym, unless there is a notice of cancellation. A small fee is charged. All students may participate, unless they are on an academic or behavior contract or have another commitment (detention, required after-school academic help, rehearsal, etc.). Intramurals dismiss at 3:50 p.m. for the late bus. Students who have spent time after school with a teacher may join intramurals with a pass from that teacher to the staff member responsible for the intramurals.

BEHAVIORAL EXPECTATIONS

Student Code of Cooperation

At Sharon Middle School we have 5 school values: Respect, Responsibility, Honesty, Acceptance and Fun. However, there are two, which should be foremost in guiding our behaviors as we strive to create a safe and supportive school community: Respect and Responsibility.

Respect: Respect yourself and others. If you are respectful, then you will: be kind and considerate to everyone; be prepared to help others; understand, appreciate and accept the differences among all of us in the Sharon Middle School; respect the property of others and the school building; and behave properly at all times.

Responsibility: Assume responsibility for your own belongings; for your homework; for being prepared for class work and assessments; for being in control of your actions; for being honest.

Following these values will help each student to reach the level of independence that becomes so important at this age. It will also engender a positive school climate in which everyone has the opportunity to reach his/her academic potential, develop new friendships, and become self-confident in a safe environment.

In following these values, there are some school expectations that help us to function as a community and allow students and teachers to feel comfortable in the school. These school expectations will be adhered to at all school events as well as during the school day.

EXPECTATION 1: Respect yourself and others.

EXPECTATION 2: Assume responsibility for your work and your behavior.

EXPECTATION 2: Be responsible for attending all classes and arriving on time ready to learn.

EXPECTATION 3: Respect the property of school and of others in the school community.

EXPECTATION 4: Respect the differences of other members of the SMS Community.

EXPECTATION 5: Respect the learning community by keeping all electronic equipment off and away during school hours.

Electronic equipment (audio-headphones, radios, CD players, beepers, cell phones, etc.) may only be used before or after school. Cameras of any kind, including video or cell phone, may never be used without permission of those who are being photographed. Any electronic device that comes onto school grounds shall not contain inappropriate content. (See the district policy JICJ for additional information.)

Use of Phones

No phone calls are to be made during school hours without permission of school personnel.

Electronic Devices

Please see the district website at <https://www.sharon.k12.ma.us/Page/291> for the full disclosure on electronic devices. Extra-educational electronic devices brought to school from home by students, including but not limited to: cell phones, beepers, video or tape recorders, cameras, MP-3 players, hand-held video-game systems, CD and/or DVD players, portable radios or televisions, are not to be turned on, used or visible during the school day unless written or verbal permission is granted by an administrator.

Electronic devices for educational purposes including but not limited to: smartphones, tablets or laptops may be brought into school but may only be used during instructional time with the express permission of the teacher and building administration, and in accordance.

Since cell phones are the most common of the accessories, they must be turned off before entering the building (and in cases of inclement weather, must be turned off when exiting the cafeteria and/or gym upon the beginning of the school day). It is strongly suggested that students, as well as parent(s)/guardian(s), be aware of some of the school's concerns with regard to their use including: text messaging, emailing, Instagram, cheating (See *Cheating and Plagiarism*), taking photographs, recording video or any social media apps/websites. None of these actions are sanctioned by the school, and no form of photography or video recording is permitted on school property, or on school-provided transportation, as such owners of cell phones should be cognizant of the legal difficulties that improper use can present.

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

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

Any subsequent offenses or non-sanctioned use of any electronic device by a student will be subject to additional disciplinary measures, including but not limited to suspension.

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

Inappropriate Use of Photos/Videos

Any student that requests inappropriate, revealing photos or videos of classmates or students who send or post revealing or inappropriate photos or videos will be suspended from school. The school will address any inappropriate

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

Computer Use

Students must comply with the “Acceptable Use Policy” (AUP) of the school system and the Responsible Use Agreement, which are given to each student before they are able to use SPS technology or the network. These policies guide the practices used in all classrooms. As stated in the AUP: “If a user violates any of these provisions, his or her account will be terminated and future access could be denied.” Consequences for misuse may include detention or suspension depending on the nature of the incident. *Please refer to the AUP for further details regarding Internet expectations.*

Student Use of Social Media

For purposes of this policy, "social media" means any internet-based messages or communication created through social interaction, where users primarily produce and contribute to the content. Social Media include, but are not limited to, social or professional networking websites/apps, wikis, blogs, virtual worlds, image-sharing websites/apps, and video-sharing websites/apps.

Use of social media sites or apps during the school day is prohibited except for instances where those systems are part of the lesson or have been sanctioned by the principal or his/her designee as noted in student handbooks. Students should only communicate electronically with SPS employees through SPS-approved methods such as the current SPS email systems, through SPS-sponsored communications systems, or through the SPS-supported learning management systems (currently Schoology, Blackboard, and Google Suite for Education). Exceptions are made if staff and student are family members, or an established family connection is present, or where the Principal or his/her designee authorizes such an exchange, primarily to improve student safety.

For the most up to date policies on Student Use of Social Media, please refer to the district website via <https://www.sharon.k12.ma.us/Page/94> .

Dress and Apparel

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

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

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

In the interest of being able to easily identify students and maintain a safe environment, hoods, hats, and other items that get in the way of being able to identify students (i.e. sunglasses) may not be worn in the building during the school day. Hoods will be required to be removed and hats may be confiscated. Legitimate religious articles are the only exception.

Any student whose clothing/apparel is deemed potentially problematic or in violation of the dress and apparel guidelines as determined by a school administrator or other school official will be required to change into something appropriate.

The administration will address dress code related concerns by having an administrator (or designated school official) of the same sex speak with the student in a private setting so that the student is not embarrassed.

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

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

Cafeteria Expectations

The cafeteria should always be a safe and relaxed environment for everyone. All school rules and expectations apply in the cafeteria. The following are specific guidelines that students must follow:

1. Students should line up outside of the cafeteria and wait for a cafeteria supervisor to notify them that it is time for them to enter;
2. Students should store their classroom materials and other personal items in the cubbies against the wall;
3. Students must be respectful in the food server area, waiting for their turn in line, and not touching food that does not belong to them or that they are not purchasing;
4. Students must remain in their seats except when discarding their trash or cleaning their table;
5. Students will take turns cleaning the table based upon the number posted daily;
6. Students must ask for permission from a cafeteria supervisor to leave the cafeteria. They will not be allowed to return to their lockers at any time during lunch;
7. A cafeteria supervisor will dismiss students once their table and floor area is cleared.
8. Students will take turns sitting in the outdoor patio at the discretion of the cafeteria supervisors. Prior cafeteria behavior will be a factor in this determination.

The student practice of bringing cakes, cookies, brownies, candy and other items for celebration of birthdays and holidays is strongly discouraged in the cafeteria as it is counter to the spirit of our District Wellness Policy, it places students with allergies at potential risk, it creates a mess at the table, and finally it creates a climate of exclusion as frequently not all students at a table or section of the cafeteria are included in the celebration.

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

Monthly lunch menus are posted in school. The price for these lunches is \$3.25 to \$3.50. *Each family will receive information on how parents can set up a pre-paid lunch account with our school dining service so that students do not need cash to pay for lunch.*

Assemblies

Assembly programs for enrichment and enjoyment are held in the auditorium throughout the school year. The programs are varied and have included guest speakers, musical concerts, student performances, and motion pictures. It is expected that students will display good manners while attending assemblies: keeping their feet on the floor; not talking during the program; and showing appropriate applause in response to a performance. During assemblies, students will sit in assigned areas with their teachers.

Respect for School Property

Students may not damage or deface ANY school property at ANY time or they will be faced with disciplinary action and may be responsible for replacement of any items damaged. Students must demonstrate respect of school property by cleaning up after themselves.

Hate symbols (such as swastikas) and hate speech towards any group is not tolerated at Sharon Middle School and is not a part of the accepting community and culture we pride ourselves on exhibiting. Symbols and speech of this nature can interfere with the safe and comfortable environment provided for our students' learning. Students participating in these

acts of hate will be subject to consequences listed under “Bullying / Verbal or written harassment / threat/ hate symbol or speech” in the behavior consequence chart listed below, including but not limited to police notification and suspension.

Passing from Class to Class

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

1. **Walk** on the right side of the corridor.
2. Keep moving to your next class. Don't impede the movement of others by stopping to have a conversation or by blocking corridor intersections.
3. To avoid injury or hurting others, please **walk** and be patient wherever there is a crowd of students.
4. Keep your hands to yourself.
5. Use of book bags is not allowed when passing from class to class and may only be used when students are entering or leaving the building.

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

Teacher Issued Detentions

Some teachers may choose to assign a lunch or after school detention rather than making an office referral. After school detentions will be held from 2:10–3:30 in a teacher classroom Monday or Wednesday when there is a late bus.

Office Referrals, Detentions, and Suspensions

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

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

- Office detentions may be during lunch or after school.
- During lunch detentions, students bring their lunches to the in-school suspension room and eat quietly separate from their classmates.
- After school detentions are held from 2:10 – 3:30 p.m. on Monday and Wednesday in the in-school suspension room.
- Each student will do his/her homework or read silently.
- Students may not talk, engage in games or violate any accepted school guideline.
- No visitors are allowed in office detention.
- A 24-hour notice is given to students for all assigned teacher or office detentions.

Detentions may also be held on additional afternoons with prior parent notification to arrange transportation home for the student. Detention takes priority over extra-curricular activities and all personal plans – with the exception of previously scheduled medical appointments.

Cheating and Plagiarism

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

- Looking at another student 's paper during an exam, test, quiz, or other form of assessment;
- Carrying information into an exam, test, quiz, or other form of assessment with the intent of using it inappropriately;
- Receiving information (by any means) during an exam, test, quiz, or other form of assessment;
- Copying another student's work to complete an assignment;

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

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

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

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

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

The use of any nicotine or tobacco product is prohibited on school grounds and vehicles, as well at all school-sponsored events. Students should not possess any nicotine or tobacco products, including juul pods, e-cigarettes, or variations thereof. Students found to be in possession of nicotine or tobacco product will have the product confiscated and turned over to a parent/guardian.

Additionally, any student found to be vaping or smoking, using a nicotine or smokeless tobacco product, or to be selling or distributing nicotine or tobacco products will be subject to the following disciplinary consequences:

1st offense: 2nd offense: 3rd offense:

Three (3) day out-of-school suspension

Five (5) day out-of-school suspension

Five (5) day out-of-school suspension and mandatory enrollment in a smoking cessation program

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

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

Suspension

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

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

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

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

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

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

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

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

Due Process

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

1. Oral or written notice of the charges and evidence against him/her.
2. The opportunity to present his/her side of the story to an administrator

Expulsion

Please see Appendix A

Behavioral Contract Restrictions

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

Any suspension from school will result in a Behavior Contract Restriction. During the time covered by the contract, the student will not be allowed to participate in any extra-curricular activities (sports, musical, dances, etc.), or attend any field trips. All behavior contract /restrictions due to suspensions will remain in place for the entire school year. These suspensions will result in the student becoming ineligible for all off campus trips. (E.g. 8th grade Washington D.C. 7th Grade Thompson Island) Additionally, any student who is placed on two separate contracts during the course of an academic year will be unable to participate in any school-wide activities or field trips.

At the end of the contract:

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

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

Chart of Consequences

In cooperation with parents and staff, the following chart of consequences was developed to set guidelines for dealing with inappropriate behaviors. **Actual consequences for any given incident may vary based on the circumstances surrounding the incident.** The goal at all times is to assist students, who have made a mistake or have behavioral difficulties, to understand why the behavior causes problems for themselves or for other students and to help them to make better choices in the future. Teachers or team leaders will notify parents of any ongoing issues. If the behavior occurs outside of the classroom, if the student's offenses are repetitive, or if the incident interferes with the learning of other students, he/she may be sent to the office.

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

	BEHAVIOR	CONSEQUENCE
1	Careless, hurtful remarks, rudeness, lying	1 st offense / mild: warning 2 nd offense / moderate: lunch detention 3 rd offense / serious incident: after school detention
2	Teasing	Consequences depend not only on the number of times the behavior has occurred but also on the seriousness of the incident itself. A first time occurrence can require more serious, immediate consequences.
	Encouraging peer aggression, bullying or harassment	Consequences will range from lunch detention to out of school suspension and police involvement depending on the nature of the incident.
	Bullying / Verbal or written harassment / threat / hate symbols and speech (<i>includes cyber-bullying with cell phones or the internet</i>)	Consequences depend on the situation, but may result in in-school or out of school suspension. Police will be notified of any incident of a threat, bullying or harassment. See additional information in the district policy section. Parents/guardians of the victim and bully are notified in all cases.
3	Cheating / plagiarism (includes copying homework; see additional info below)	Parents/guardians are notified in all cases. 1 st offense: Both the student who cheats / copies the work, as well as the student who allows it, receive zeroes on the assignment, project or assessment. 2 nd offense: Students involved receive a zero and after school detention 3 rd offense: Students involved receive a zero and an in-school suspension.

		A meeting is held with the parent/guardian, student, and an administrator / teacher.
4	Stealing/damaging school property	Restitution required and parent/guardian contact made for all offenses; <u>police are notified.</u>
	Stealing/damaging someone else's property in school	1 st offense: in school suspension
	(This includes stealing food or drink from the cafeteria.)	2 nd offense: out of school suspension; meeting with parent/guardian & student held with administrator
5	Pushing, hitting, tripping, wrestling (physical aggression)	Varies depending on the severity of the incident – will range from 2 lunch detentions to suspension
6	Fighting (physical aggression/attack)	Student(s) is (are) placed immediately in ISS; parent/guardian is contacted.
		1 st offense: 3-5 days in-school suspension
		2 nd offense: 5-10 days out of school suspension; reentry meeting required with parent/guardian, administrator, and student
		3 rd offense: 10-15 days out of school suspension; reentry meeting required with parent/guardian, administrator, and student; possibility of expulsion
		Police involvement may occur with any incident.
		Note: any student involved in the fight is suspended; students are expected to notify an adult and not to retaliate or to participate for any reason.
7	Inappropriate lunch behavior	removal from lunch
	(throwing/purposely dropping/spilling food/drinks)	1 st offense: lunch detention
	(taking other students' food or selling one's food)	2 nd offense: 2 lunch detentions
	(running/cutting in line)	3 rd offense: after school detention
	(refusing to clean up)	
8	Bus behavior	1 st offense: warning / lunch detention or after school detention depending on the type of offense
	(See more details in the district policy section of the handbook.)	2 nd offense: after school detention and possible loss of bus privilege for up to 10 days
		3 rd offense: 3 – 5 days in school suspension; loss of bus privilege for up to 10 days
9	Dress code	1 st offense: warning
	(See more details below.)	2 nd offense: lunch detention
		3 rd offense: half day in-school suspension
10	Weapons/drugs	See the district policy section of the handbook.
	Note: Any toy replica of a weapon, knife or similar implement is NOT allowed and will be confiscated.	<i>If a replica or model of a weapon is needed for drama or for a presentation, a parent/guardian must bring the article to the office and pick it up at the end of the day or when it is no longer needed. A teacher must make prior arrangements with an administrator before the article can be brought to the school.</i>

Discipline Policy For Students with Special Needs

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

No child shall be denied an alternative form of education approved by the Department. For the purposes of this statute, the Department of Education has developed procedures which protect students with special needs from suspension of more

than 10 cumulative days in a school year. However, nothing in these procedures is intended to limit the provisions of Section 331 of the Chapter 766 regulations for emergency evaluation and placement in instances of dangerously assaulting or self-abusive behavior..."

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

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

Sharon Middle School Substance Abuse Policy

Statement of Intent

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

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

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

Sharon Public Schools Substance Abuse Policy

Part I

Types of 'substances'

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

Prescription and Over-the Counter Medications

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

Students Seeking Voluntary Drug/Alcohol Assistance

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

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

Consequences for Violating the Substance Abuse Policy

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

First Offense:

- If a student is found to be under the influence of a substance, including alcohol, the parent or guardian will be called to remove the student immediately from school property, and the police will be notified. If the student's parent(s) or guardian(s) cannot be reached or, if reached, are unwilling or unable to pick up the student, the police department shall be apprised of the facts and requested to take protective custody of the student.
- A student found to be in violation of the Substance Abuse policy will be suspended from school for ten school days (except as outlined in number 3 below). During the period of suspension, the student will lose credit for all schoolwork missed, including examinations, and will not be allowed to make up the lost credits.
- The parent(s) or guardian(s) and student must meet with the principal and/or assistant principal and appropriate staff the following school day for the purpose of determining a specific plan for monitoring the student's subsequent behavior and securing appropriate rehabilitative action. At this meeting various options for substance abuse counseling will be presented and discussed. These may include referral to outside agencies. If the student and his or her parent(s) agree to participate in such counseling/rehabilitative program, the suspension period will be reduced automatically to five school days. The parent(s) or guardian must present documentation that plans have been made for the student to participate in counseling/rehabilitative program before the end of the five-day period or suspension will continue for the full ten days.
- If the parent or guardian does not cooperate with school authorities in the adoption and execution of a specific plan for monitoring the subsequent behavior of their child or ward, school authorities may file a "Child in Need of Services" petition with the Juvenile Court of the Stoughton District Court, alleging (as the case may require) that the child lacks the proper attention of his/her parent or guardian, or that the child's parent or guardian is unwilling, unable, or unavailable to provide the needed care, discipline, or attention that the child's behavior warrants. Such a petition may seek an order directing that the Department of Children and Families be notified and summoning the student and parent or guardian to appear before the Court to show cause why the child should not be committed to the custody of the Department of Children and Families. The Sharon School Department may also petition the Court for other orders as appropriate.

Subsequent Offenses:

- If a student is found to be under the influence of a substance, including alcohol, the parent or guardian will be called to remove the student immediately from school property, and the police will be notified. If the student's parent(s) or guardian(s) cannot be reached or, if reached, are unwilling to pick up the student, the police department shall be apprised of the facts and requested to take protective custody of the student.
- A student found to be in violation of the Substance Abuse Policy for the second time within the academic year, will be suspended from school for a period of time as determined by the principal. The suspension will be for a period of no less than seven (7) days nor more than fifteen (15) days. During the period of suspension, the student will lose credit for all schoolwork missed, including examinations, and will not be allowed to make up the lost credits.
- For a subsequent offense, the student will be subject to exclusion from school for the remainder of the school year. The student will be allowed to return to school at the commencement of the next school year, but only under the conditions as the Principal may determine.

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

Part II

Sharon Secondary School Substance Abuse Policy

Procedures

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

- Notify the principal.
 - Question the student.
 - Conduct a search, if it is warranted.
 - Confiscate substances.
 - If a violation of the Substance Abuse Policy has occurred, initiate administrative action. (See "Consequences for Violating the Substance Abuse Policy".)
 - Provide a written report to the Superintendent of Schools and the offending student.
 - Schedule a hearing before the School Committee, if the violation is a second or subsequent offense.
1. **Procedures for Notifying the Principal:** Whenever a teacher or member of the staff of the school has reason to suspect that any student is under the influence of, possesses, or intends to distribute drugs, alcohol, or mood or mind-altering substances (as defined elsewhere in this policy), the teacher or staff member will immediately notify the building principal.
 2. **Procedures for Questioning the Student:** The principal or his designee will immediately inform the student of the accusation and ask the student whether the accusation is true. If the student denies the accusation, the principal will repeat the nature of the evidence against him/her, and inform him/her that he/she may, if desired, present his/her side of the story.

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

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

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

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

3. **Procedures for Conducting a Search:** The student's locker, any area under his/her immediate control, and his or her person will be searched whenever there is cause or reason to believe that the student has in his/her possession any substance or item, the possession of which constitutes a criminal offense under the laws of Massachusetts. The search of the student's person will be made by the principal, assistant principal, or designee of the principal who is of the same sex as the alleged suspect and in the presence of a third party, also of the same sex as the alleged suspect.
4. **Procedures for Confiscating Substances:** School authorities shall seize and retain substances as follows:
 - The principal or his/her designee, in the presence of another staff member, shall place the evidence into a container or envelope for safekeeping. This container shall be labeled with the date and time of seizure; a visual

description of the contents; and the signatures of both the administrator and witness.

- The Sharon Police Department shall be notified immediately.
- The principal shall safeguard all substances until turned over to the police department for analysis, at which time the principal shall receive a receipt for all substances so transferred.
- Whether a student found in possession of a substance shall be subject to criminal action shall be determined solely by the Sharon Police Department.

5. **Procedures Upon Determination that a Violation Has Occurred.** If the principal is convinced that the pupil has violated the Substance Abuse Policy, or if the student elects not to give his/her side of the story, the principal shall:

- immediately initiate disciplinary and/or rehabilitative administrative actions as outlined elsewhere in this **Policy (See Part I, "Consequences for Violating the Substance Abuse Policy")**;
- immediately notify the Superintendent of Schools that a violation of the Substance Abuse Policy has occurred;
- immediately notify the Chief of Police or his designee of the violation.
- prepare and deliver to the Superintendent and the offending student a complete, detailed written report setting forth the evidence, how the evidence was obtained, the conclusions of the principal; the disciplinary and/or rehabilitative action initiated; and the place where the evidence is being safe-guarded. Such written report shall be delivered to the Superintendent and the student as soon as is reasonably practical.

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

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

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

APPENDIX A

SCHOOL DISTRICT POLICIES

AND

STATE LAWS

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

School Bus Rules and Regulations – [Sharon Public Schools Policy EEAA](#)

All school buildings and school buses are equipped with security cameras that record video and may also record audio. There should be no expectation of privacy on school grounds or buses, except in locker rooms and restrooms. All video and audio recordings from security cameras will be kept confidential, only to be used by school staff under the direction of the Superintendent and/or their designee. If warranted, recordings from security cameras may be used as part of disciplinary inquiries.

Questions and Answers Re: Student Transportation System – [Sharon Public Schools Policy EEAA-E](#)

SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS – [Sharon School Committee Policy IHBA](#)

SEXUAL HARASSMENT AND ASSAULT – [Sharon Public Schools Policy ACAB](#)

NONDISCRIMINATION – [Sharon Public Schools Policy AC](#)

STUDENT RECORDS REGULATIONS – [Sharon Public Schools Policy JRA-R](#)

STUDENT SUSPENSION POLICY = [Sharon Public Schools Policy JKD](#)

ELECTRONIC DEVICES - [Sharon Public Schools Policy JICB](#)

HOME HOSPITAL EDUCATION – [Sharon Public Schools Policy IHBF](#)

HOMELESS STUDENTS – [Sharon Public Schools Policy JFABD](#)

GENERAL POLICY FOR HOME EDUCATION – [Sharon Public Schools Policy IHBG](#)

MALICIOUS DAMAGE TO SCHOOL PROPERTY = [Massachusetts General Laws, Chapter 266-Section 98](#)

PLEDGE OF ALLEGIANCE – [Massachusetts General Law Chapter 71, Section 69](#)

SMOKING ON SCHOOL PROPERTY - [Sharon Public Schools Policy ADC](#)

PROHIBITION OF HAZING – [Sharon Schools Policy JICFA](#)

SHARON PUBLIC SCHOOLS ANTI-BULLYING POLICY – [Sharon Public Schools Policy JICFB](#)

Sharon Public Schools [Bullying Prevention and Intervention Plan](#)