

REFERENCES	ALL SCHOOL EMPLOYEES (SELECTED LAWS)	300
GL, Ch.71, S.39	Prohibits inquiring about an applicant's religious beliefs and political opinions and affiliations.	
GL, Ch.151B, S.4(1)	Prohibits discrimination in hiring and employment practices on the basis of race, color, religious creed, national origin, sex, age, or ancestry of any individual.	
GL, Ch.71, S.5	Prohibits discrimination in hiring and employment practices on the basis of sex. (ch.622, Acts of 1971)	
TITLE IX Regulations, Educational Amendments of 1972	For all schools and other agencies receiving federal funds, prohibits discrimination Regulations, in hiring and employment practices on the basis of sex.	
Federal Regulations, Section 504 Rehabilitation Act of 1973	For all schools and other agencies receiving federal funds, prohibits discrimination in hiring and employment practices of a qualified person on the basis of a handicap.	
GL, Ch.264, S.14	New employees required to take "oath of affirmation."	
GL, Ch.41, S.100C	Employees indemnified for damages caused by actions while on the job.	
GL, Ch.71, S.38L	Liability insurance may be purchased by school committee (or town) to cover losses due to responsibility for indemnification of employees.	
GL, Ch.71, S.55B	Denial of continuing in employment to person with tuberculosis; requirement for tuberculin test every three years; provisions for paid leave for employees with tuberculosis.	
GL, Ch.149, S.33C	If law accepted, leave provided without loss of pay for purpose of donating blood to any cancer research center.	
GL, Ch.71, S.54	The school physician shall make a prompt physical examination of teachers if, in his opinion, the health of pupils requires it.	

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POLICY FAMILY	ALL SCHOOL EMPLOYEES	301-302
<p style="text-align: center;"><u>301.</u></p> <p style="text-align: center;">Family Relationships and Employment</p> <p>Adopted 12/6/80 Amended 12/1/04</p>	<p>Family relationships will at no time be a factor in the employment, assignment, evaluation or promotion of personnel. For the purposes of this policy, a “relative” is defined as a parent, child, spouse, domestic partner, sibling, parent-in-law, sibling-in-law, child-in-law or stepchild.</p> <ol style="list-style-type: none"> <li>1. The school district shall employ neither a relative of the superintendent or school committee member, nor assign a relative of a principal as an employee at the principal's school.</li> <li>2. The employment of a relative of a central office administrator requires the recommendation of the superintendent and two weeks written notice to the school committee.</li> <li>3. In no instance will an employee be assigned to a position in which he or she would be supervised or evaluated by a relative.</li> </ol>	
<p style="text-align: center;"><u>302.</u></p> <p style="text-align: center;">Drug Free Workplace</p> <p>Adopted 6/20/91</p>	<p>The Shrewsbury Public Schools are committed to maintaining a Drug Free workplace. Illegal drugs in the workplace are a danger to us all. Illegal drugs impair safety and health, promote crime, lower productivity and undermine public confidence in the schools.</p> <p>Therefore, in compliance with the Federal Drug Free Workplace Act of 1988, the Shrewsbury Public Schools will enforce the following regulations:</p> <ol style="list-style-type: none"> <li>1. All employees are prohibited from unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substance or alcohol in the workplace. A list of these drugs is available from the building principals.</li> <li>2. Employees have a right to know the dangers of drug/alcohol abuse in the workplace and are encouraged to seek the assistance available to combat drug/alcohol problems. Shrewsbury Public Schools will establish a drug-free awareness program that will inform employees about the dangers of drug abuse in the workplace; the district's policy for maintaining a drug-free workplace; the availability of drug counseling, rehabilitation and the penalties that may be imposed upon employees for drug abuse violations (41 USC, Section 702 (a) (1) (B)). The Shrewsbury Public Schools shall guarantee privacy and confidentiality to those employees seeking and/or accepting services.</li> <li>3. An employee who violates this policy is subject to appropriate personnel action including termination of employment.</li> <li>4. As a condition of employment, all employees of the Shrewsbury Public Schools are required to comply with the prohibition against drugs in the workplace. The Superintendent of Schools must be notified, within 5 days, of any criminal drug statute conviction for a violation occurring within the workplace.</li> <li>5. Under Federal Law, the superintendent must notify the contracting federal agency within 10 days of receipt of notice of a criminal drug statute conviction for a violation occurring within the workplace. Within 30 days of receiving notice, the superintendent must take appropriate personnel action against the employee, up to and including termination, and/or require the employee to participate in an approved substance abuse assistance or rehabilitation program. Such programs may or may not be fully covered by health insurance benefits.</li> </ol>	

POLICY FAMILY	ALL SCHOOL EMPLOYEES	304
<p><u>304.</u></p> <p>Involvement with Proposition 2 ½ Ballot Questions</p> <p>Purpose and Philosophy</p> <p>Scope</p> <p>Guidelines</p> <p>Adopted 4/6/94 Amended 4/25/07</p>	<p>The purpose of this policy is to inform public employees of proscribed and permitted behaviors regarding actual or potential ballot questions, thus ensuring that governmental resources are not used to underwrite political activity. Staff members do not sacrifice their rights to freedom of speech relative to political questions, but are subject to specific restrictions established by the Office of Campaign and Political Finance (Interpretive Bulletins OCPF-IB-911-01 and OCPF-92-02). In general terms, taxpayer resources (paper, copy machines, telephones, fax machines, etc.) should not be used in favor or in opposition to a ballot question. However, a public employee may work for or against a ballot question on his/her own time.</p> <p>This policy applies to all employees of the Shrewsbury Public Schools. It does not apply to members of the elected School Committee.</p> <p>Employees in the Shrewsbury Public Schools must comply with the following:</p> <ul style="list-style-type: none"> <li>• Public employees are free to express their opinions on ballot questions on or off school property, to belong to organized groups, to contribute money to political groups, and to work for or against ballot question issues on their own time, provided that such work is not in a fund-raising capacity.</li> <li>• Public employees may not solicit funds for a political group, either directly or indirectly, even when that effort is in a different town from the place of their employment.</li> <li>• The names of public employees may appear among a list of names supporting or opposing a ballot question provided that the advertisement does not solicit funds.</li> <li>• The superintendent and/or principals may call a meeting and produce and distribute, at taxpayers' expense, information regarding a ballot question, including information that advocates for a position on a ballot question. Such materials may not be distributed unsolicited to those not in attendance at the meeting.</li> <li>• Information may be sent home to parents from schools (e.g., date of election, poll hours and reminder to vote) but may not advocate for any position on the ballot question.</li> </ul> <p>Use of school facilities must comply with the following:</p> <ul style="list-style-type: none"> <li>• School facilities may be rented in accordance with Policy 851 for meetings of political groups working for or against ballot questions, and must be made available to groups regardless of their position on the question.</li> <li>• Posters or other publicity materials expressing a position on ballot questions may not be displayed in school buildings.</li> <li>• Funds for ballot questions or other political questions may not be solicited in school buildings at any time.</li> </ul>	

POLICY FAMILY	ALL SCHOOL EMPLOYEES	305
<p style="text-align: center;"><u>305.</u></p> <p>Personnel Folders for Employees</p> <p>Adopted 1/19/05</p>	<ol style="list-style-type: none"> <li>1. The superintendent shall establish and maintain a "personnel folder" for all employees.</li> <li>2. Among the kinds of information which can be included in the personnel folder are: name, address, date of birth, job title, and description; rate of pay and other compensation paid to the employee; starting date of employment; the job application of the employee; resumes or other forms of employment inquiry submitted to the employer in response to his advertisement by the employee; all employee performance evaluations, including but not limited to, employee evaluation documents; written warnings of substandard performance; list of probationary periods; waivers signed by the employee; copies of dated termination notices; any other documents relating to disciplinary action regarding the employee.<sup>1</sup> The personnel folder shall also contain undergraduate and graduate transcripts.</li> <li>3. Employees shall be required to provide appropriate information for personnel folders on request by the Superintendent.</li> <li>4. Upon receiving a written request from an employee, the superintendent "shall provide the employee with an opportunity to review his personnel record within five business days of such request. The review shall take place in the central office and during normal business hours. An employee shall be given a copy of his personnel record within five business days of submission of a written request for such copy to his employer."<sup>1</sup></li> <li>5. "If there is a disagreement with any information contained in a personnel record, removal or correction of such information may be mutually agreed upon by the employer and the employee. If an agreement is not reached, the employee may submit a written statement explaining the employee's position which shall thereupon be contained therein and shall become a part of such employee's personnel record. The statement shall be included when said information is transmitted to a third party as long as the original information is retained as part of the file. If an employer places in a personnel record any information which such employer knew or should have known to be false, then the employee shall have remedy through the collective bargaining agreement, other personnel procedures or judicial process to have such information expunged. The provisions of this section shall not prohibit the removal of information contained in a personnel record upon mutual agreement of the employer and employee for any reason."<sup>1</sup></li> <li>6. The superintendent "shall retain the complete personnel record of an employee as required to be kept under this section without deletions or expungement of information from the date of employment of such employee to a date three years after the termination of employment by the employee . . . . In any cause of action brought by an employee against [the Shrewsbury Public Schools] in any administrative or judicial proceeding, including but not limited to, the Massachusetts Office of Affirmative Action, the Massachusetts Commission Against Discrimination, Massachusetts Civil Service Commission, Massachusetts Labor Relations Commission, attorney general, or a court of appropriate jurisdiction, [the superintendent] shall retain any personnel record required to be kept under this section which is relevant to such action until the final disposition thereof."<sup>1</sup></li> <li>7. Offers of employment are contingent upon a successful C.O.R.I. (Criminal Offender Records Information) check to the satisfaction of the Shrewsbury Public Schools. The information obtained through the C.O.R.I. check will not be part of the employee's personnel file. However, upon written request the employee shall be permitted to schedule an appointment with the Director of Human Resources for the purpose of reviewing such C.O.R.I. information. The processing of C.O.R.I. data shall be in accordance with MGL. Ch. 6, Sections 167-187.</li> </ol> <p><sup>1</sup>MGL, Ch. 149, S.52C</p>	

POLICY FAMILY	PERSONNEL STEPS- TEACHERS	311
<p style="text-align: center;"><u>311.</u></p> <p style="text-align: center;">Recruiting of Teachers</p> <p style="text-align: center;">Adopted 2/6/80 Amended 2/14/01</p>	<ol style="list-style-type: none"> <li>1. Within the financial resources available, every effort will be made to recruit of Teachers persons of highest professional and personal qualifications.</li> <li>2. The “Personnel Profiles” (which describe the experienced background of a group of teachers of a grade, school, and/or subject area department) shall be considered in recruiting and selecting new staff.</li> <li>3. Varied sources of applicants will be cultivated and used, including: present teachers, substitute teachers, and certified aides; college placement services; advertisements in area newspapers; the placement service of the Department of Education; and the most promising persons among those who have been student teachers and interns.<sup>1</sup></li> <li>4. The Shrewsbury Public Schools welcomes applications from persons both within the community and from outside the community whose qualifications fit those stated in the position description.</li> <li>5. The recruitment of teachers will be administered consistent with the "Guidelines for Personnel Searches" as periodically updated by the Superintendent of Schools.</li> </ol> <hr style="width: 20%; margin-left: 0;"/> <p><sup>1</sup> Notice of professional vacancies shall be publicized in keeping with the contract with the Shrewsbury Education Association.</p>	

POLICY FAMILY	PERSONNEL STEPS- TEACHERS	313
<p style="text-align: center;"><u>313.</u></p> <p>Personnel Folders for Teachers</p>	<p>1. The Superintendent shall establish and maintain a “personnel folder” for all teachers.</p> <p>2. Among the kinds of information which can be included in the personnel folder are: name, address, date of birth, job title, and description; rate of pay and other compensation paid to the employee; starting date of employment; the job application of the employee; resumes or other forms of employment inquiry submitted to the employer in response to his advertisement by the employee; all employee performance evaluations, including but not limited to, employee evaluation documents; written warnings of substandard performance; list of probationary periods; waivers signed by the employee; copies of dated termination notices; any other documents relating to disciplinary action regarding the employee.<sup>2</sup> The personnel folder shall also contain undergraduate and graduate transcripts and teaching certificate.</p> <p>3. Teachers shall be required to provide appropriate information for personnel folders on request by the Superintendent.</p> <p>4. The Superintendent shall, at the written request of the teacher, permit the teacher by appointment to inspect the contents of his/her personnel folder, files, cards, and records, and to make copies of such contents and records as concern his/her work or him/herself. The opportunity to review personnel record will be granted within five business days of the written request. The review shall take place in the central office and during normal business hours. An employee shall be given a copy of his/her personnel record within five business days of submission of a written request for such copy to the superintendent.<sup>1,2</sup></p> <p>5. If there is a disagreement with any information contained in a personnel record, removal or correction of such information may be mutually agreed upon by the superintendent and the teacher. If an agreement is not reached, the teacher may submit a written statement explaining the teacher's position which shall thereupon be contained therein and shall become part of such teacher's personnel record. The statement shall be included when said information is transmitted to a third party as long as the original information is retained as part of the file. If a superintendent places in a personnel record any information which he/she knew or should have know to be false, then the teacher shall have remedy through the collective bargaining agreement, other personnel procedures or judicial process to have such information expunged. The provisions of this section shall not prohibit the removal of information contained in a personnel record upon mutual agreement of the superintendent and teacher for any reason.<sup>2</sup></p> <p>6. The superintendent shall retain the complete personnel record of an employee as required to be kept under this section without deletions or expungement of information from the date of employment of such employee to a date three years after the termination of employment by the Shrewsbury Public Schools. In any cause of action brought by an employee against the Shrewsbury Public Schools in any administrative or judicial proceeding, including but not limited to, the Massachusetts Office of Affirmative Action, the Massachusetts Commission Against Discrimination, Massachusetts Civil Service Commission, Massachusetts Labor Relations Commission, attorney general, or a court of appropriate jurisdiction, the superintendent shall retain any personnel record required to be kept under this section which is relevant to such action until the final disposition thereof.<sup>2</sup></p> <p>7. Offers of employment are contingent upon a successful C.O.R.I. (Criminal Offender Records Information) check to the satisfaction of the Shrewsbury Public Schools. The information obtained through the C.O.R.I. check will not be part of the employee's personnel file. However, upon written request the employee shall be permitted to schedule an appointment with the Director of Human Resources for the purpose of reviewing such C.O.R.I. information. The processing of C.O.R.I. data shall be in accordance with MGL, Ch. 6, Sections 167-178.</p> <p><sup>1</sup>MGL, Ch.71, S.42C <sup>2</sup>MGL, Ch. 149, S.52C</p>	



POLICY FAMILY	SEXUAL HARASSMENT	314
<p data-bbox="256 262 316 294"><u>314.</u></p> <p data-bbox="224 336 349 409">Substitute Teachers</p> <p data-bbox="170 808 397 955">Adopted 2/6/80 Amended 4/10/91 11/20/96 2/14/02</p>	<p data-bbox="446 262 1421 346">The Superintendent's office shall develop and maintain a list of substitute teachers in order Teachers to ensure the continuation of instructional programs in the absence of regularly assigned staff.</p> <ol data-bbox="446 388 1453 955" style="list-style-type: none"> <li>1. All substitute teachers must hold an undergraduate degree from an accredited institution of higher learning.</li> <li>2. Whenever possible, substitute teachers should also be certified by the Massachusetts Department of Education.</li> <li>3. No substitute teacher shall be employed without the consent of the Superintendent of Schools.</li> <li>4. School administrators will notify the Director of Human Resources if a substitute teacher does not meet the standards of the Shrewsbury Public Schools. The Director of Human Resources will determine when individuals are to be removed from the substitute list.</li> <li>5. Administrators in each building will provide substitutes with written information about school procedures.</li> <li>6. The Superintendent will periodically review the compensation of substitute teachers and make recommendations for adjustments to the School Committee.</li> </ol>	

# Attachment to Sexual Harassment Policy 316 (also 645)

## Parker Road Preschool

15 Parker Road  
508-841-8646  
Lisa Robinson, Director  
Kristin Stewich, School Nurse  
Amanda Park, School Psychologist

## Parker Wesleyan Terrace

508-845-7078  
Lisa Robinson, Director  
Kristin Stewich, School Nurse  
Amanda Park, School Psychologist

## Beal Early Childhood Center

1 Maple Ave.  
508-841-8860  
Chris Girardi, Principal  
Jill Wensky, School Nurse  
Lisa Drobinski, School Psychologist

## Coolidge School

1 Florence Streets  
508-841-8800  
Amy Clouter, Principal  
Katie Zimmerman, School Nurse  
Julia Holdren, School Psychologist

## Floral Street School

57 Floral Street  
508-841-8720  
Lisa McCubrey, Principal  
Tiffany Ostrander, Assistant Principal  
Sandy Sorenson, School Nurse  
Suzanne Margiano, School Psychologist

## Paton School

58 Grafton Street  
Wendy Bell, Principal  
Lisa Smith, School Nurse  
Angelina Ciccantelli, School Psychologist

## Spring Street School

123 Spring Street  
508-841-8700  
Bryan Mabie, Principal  
Rebecca Carle, School Nurse  
Michelle LeMay, School Psychologist

## Sherwood Middle School

28 Sherwood Ave.  
508-841-8670  
Jane Lizotte, Principal  
Heather Gablaski, Assistant Principal  
Karen Gutekanst, Assistant Principal  
Kristen Franger, School Nurse  
Kelly O'Connell, Adjustment Counselor  
Rebecca Connole, Adjustment Counselor,  
Aaron Gritter, School Psychologist

## Oak Middle School

45 Oak Street  
508-841-1200  
Ann Jones, Principal  
Anne Koertge, Assistant Principal  
Scott Yonker, Assistant Principal  
Noelle Freeman, School Nurse  
Kristen Minio, Adjustment Counselor  
Jennifer Lencioni, Adjustment Counselor  
Mindy Sefton, School Psychologist

## High School

64 Holden Street  
508-841-8800  
Todd Bazydlo, Principal  
Maureen Monopoli, Assistant Principal  
Greg Nevader, Assistant Principal  
PJ O'Connell, Assistant Principal  
Pam Johnson/Brenda Filiere, School Nurse  
Beth Neiman and Marc Spisto, School Psychologists  
Nga Huynh, Director of Guidance  
Lee Diamantopoulos, Guidance Counselor  
Susie Eriole, Guidance Counselor  
Kathy Floyd, Guidance Counselor  
Frank Flynn, Guidance Counselor  
Jammie Lussier, Guidance Counselor  
Jessica Rice, Guidance Counselor

## Central Administration

100 Maple Avenue  
508-841-8400  
Steve Rocco, Transportation, Safety and Security Coordinator

SINGLE POLICY	SEXUAL HARASSMENT	316
<p>Statement</p>	<p>Shrewsbury Public Schools strive to meet the intellectual, emotional, cultural, physical and social needs of the entire school community. Students are encouraged to develop to their maximum potential and to acquire the skills necessary to become mature, responsible and productive citizens. Faculty and staff members work in a professional environment to help students fulfill these goals. Sexual harassment is an unlawful and destructive behavior that interferes with education and teaching, and therefore, will not be tolerated.</p> <p>Because Shrewsbury Public Schools takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective act as is necessary, including disciplinary action where appropriate.</p> <p>Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of sexual harassment complaint is similarly unlawful and will not be tolerated.</p> <p>Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, this policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct, which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.</p> <p>The purpose of this policy is to define sexual harassment, establish appropriate standards of conduct and set guidelines for recognizing and dealing with sexual harassment.</p>	
<p>Definition G.L. Chapter 151C. Fair Educational Practices</p> <p>Definition School Committee Policy</p>	<p>The term "sexual harassment" means any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:--(i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of benefits, privileges or placement services as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct create an intimidating, hostile, humiliating or sexually offensive educational environment.</p> <p>Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits, such as favorable reviews, salary increases, promotions, increased benefits or continued employment constitutes sexual harassment.</p> <p>Sexual harassment includes verbal and physical conduct related to gender or sexual preference that creates an intimidating, controlling, or hostile environment.</p> <p>Sexual harassment may include but is not limited to:</p> <ol style="list-style-type: none"> <li>1. unwelcome sexual advances, whether they involve physical touching or not, or request for sexual favors;</li> <li>2. inappropriate touching, intentionally impeding movement, verbal comments, gestures or written communication of a suggestive or sexually derogatory nature, or intimidation based on gender or sexual preference;</li> <li>3. continuing to express sexual interest after being informed that the interest is unwelcome (reciprocal attraction between peers is not considered sexual harassment);</li> <li>4. subtle pressure or requests for sexual activity;</li> </ol> <p style="text-align: right;">Continued on next page.</p>	

5. unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments and voyeurism;
6. displaying sexually suggestive pictures or objects anywhere in the workplace;
7. sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; and
8. inquiries into one's sexual experiences and/or discussion of one's sexual activities

Sexual harassment may include conduct by men towards women, men towards men, women towards men, women towards women, employees towards supervisors, supervisors towards employees, employees towards citizens or vendors, and citizens or vendors towards employees. It may also include consensual sexual conduct by co-workers that is offensive or disadvantageous to a third party employee.

In addition, an employee's mistreatment of another employee away from work may be, or may become, prohibited conduct if it is in any way associated with workplace conduct. Such mistreatment could include any conduct towards an employee outside of the workplace that would be prohibited in the workplace. Conduct including but not limited to following that employee home without her or his consent, making repeated unwelcome sexual overtures by telephone or sending unwelcome sexual materials through the mail, may be prohibited conduct.

The above examples are not all inclusive. Conduct not described in these examples might constitute sexual harassment. A common sense question to ask yourself about any conduct is, "Would I want my spouse, child, sister, brother or parent to have to experience, see or listen to something like this?". If the answer is "No", then the conduct should be stopped.

No form of sexual harassment will be tolerated by the Shrewsbury Public Schools. Anyone found to have committed any form of sexual harassment will be disciplined, up to and including termination. All supervisors are expected to be alert to any possible sexual harassment and to take appropriate steps to eliminate and report the same. Supervisors found to have tolerated or condoned sexual harassment, or found to have failed to take appropriate actions to prevent sexual harassment will also be disciplined. Employees found to have knowingly made false accusations of sexual harassment will be disciplined up to and including termination.

If any member of the school community believes that he or she has been subjected to sexual harassment, the individual has the right to file a complaint with our organization. This may be done in writing or orally. A formal complaint may be filed at any time by a student, employee, administrator, and/or applicant who believes that his/her rights as outlined in the sexual harassment policy have been violated.

All individuals should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated in this organization.

The school committee will annually appoint a grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedures set out below. The grievance officer may designate principals or designees to conduct the investigation. Should the grievance officer be the alleged harasser, the complaint should be filed with the superintendent or assistant superintendent.

If you would like to file a complaint, you may do so by contacting the grievance officer. This person is also available to discuss any concerns you may have and to provide information to you about the district's policy on sexual harassment and the district's complaint process.

Continued on next page.

## Complaints of Sexual Harassment

Procedure for  
Investigating  
Sexual Harassment  
Complaints

Every report of sexual harassment will be taken seriously and investigated in a timely fashion. Any investigation into allegations of sexual harassment must be conducted in the most confidential manner. Only those individuals with a need to know should be informed of the complaint. Witnesses identified by the complainant or the alleged harasser should be interviewed individually in circumstances that will encourage candid comments and protect confidentiality.

Any member of the school community who believes that s(he) has been subjected to sexual harassment should report the incident (s) to grievance officer.

The grievance officer, or his or her designee, shall obtain a written statement of the allegation from the complainant, if the employee does not put the complaint in writing, the grievance officer shall do so. The statement shall be as detailed as possible as to the time, date, location and description of alleged harassment. In the event that the complainant does not feel comfortable reporting the sexual harassment to the grievance officer, or if the grievance officer is the alleged harasser, the complainant may report the alleged harassment directly to the superintendent or the assistant superintendent.

Once the grievance officer receives the complaint, s(he) or his/her designee shall attempt to resolve the problem in an informal manner. Such an investigation may consist of, but is not limited to, the following actions:

1. Interview(s) with the individuals;
2. Interview(s) with the person(s) alleged to be the harasser(s);
3. Interview(s) with other employees or witnesses;
4. Interview(s) with other individuals at the discretion of the grievance officer or his/her designees; and
5. Review of pertinent records.

On the basis of the grievance officer's perception of the situation s(he) may:

1. Attempt to resolve the matter informally through reconciliations; or
2. Report the incident and transfer the record to the superintendent, or his/her designee, and so notify the parties by certified mail.

After reviewing the record made by the grievance officer, the superintendent or his/her designee may attempt to gather any more evidence necessary to decide the case. When the investigation is completed, the superintendent or his/her designee will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. The superintendent shall inform the alleged harasser and the complainant of his/her decision within ten (10) school working days of receipt of the written allegations.

If the superintendent determines that the allegations are not credible, the matter shall be closed. The superintendent shall keep the documents, notes, and other material from the investigation as a record.

If the superintendent determines that the allegations, or any part of the allegations, are credible, s(he) shall take appropriate disciplinary actions. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as the district deems appropriate under the circumstances.

The initiation of a complaint in good faith will have no detrimental effect on the complainant's standing or evaluation in the school in any way.

Continued on next page.

**State and Federal Remedies**

If a complainant cannot utilize any aspect of the procedure detailed above because the alleged harasser is involved in the procedure, the complainant should contact the superintendent of schools.

In addition to the above, if you believe you have been subjected to sexual harassment you may file a formal complaint with either or both of the government agencies set forth below. Using the district's complaint process does not prohibit you from filing a complaint with these agencies.

Equal Employment Opportunity Commission (EEOC)  
475 Government Center  
Boston, MA 02203  
607-565-3200 or 1-800-669-4000

Massachusetts Commission Against Discrimination (MCAD)  
One Ashburton Place, Room 601  
Room 601  
Boston, MA 02108  
607-994-6000

Adopted 6/16/93  
Amended 5/4/94  
Revised 4/2/97

POLICY FAMILY	RESPONSIBILITIES OF TEACHERS	321-322
<p style="text-align: center;"><u>321.</u></p> <p style="text-align: center;">Regulations For Conduct of Teachers</p> <p style="text-align: center;">(As required by GL, Ch.71,S.37H)</p> <p style="text-align: center;">Adopted 2/6/80 Amended 11/17/04</p>	<p>1. The primary responsibility of teachers is to implement the locally determined curriculum, based upon the guidelines of the Massachusetts Curriculum Frameworks. In addition, teachers have the following responsibilities:</p> <ul style="list-style-type: none"> <li>a. To assist and support in the accomplishment of the annual goals.</li> <li>b. To abide by the applicable provisions of the Massachusetts General Laws.</li> <li>c. To abide by the written policies of the school committee and the provisions of the collective bargaining agreement with the Shrewsbury Education Association.</li> <li>d. To abide by the regulations and policies promulgated by the building principal, superintendent, and school committee.</li> </ul> <p>2. The principal will provide each teacher with a copy of all current regulations and policies applicable to teachers.</p> <p>3. Single copies of all current regulations and policies applicable to teachers will be available to any person upon written request and without cost.</p> <hr style="width: 20%; margin-left: 0;"/> <p><sup>1</sup>GL, Ch.71,S.37H</p>	
<p style="text-align: center;"><u>322.</u></p> <p style="text-align: center;">Responsibilities to Student Teachers</p> <p style="text-align: center;">Adopted 4/10/91 Amended 6/20/91 Amended 11/20/96</p>	<p>The Shrewsbury Public Schools recognizes its responsibility to provide internships and field experiences for the preparation of the next generation of teachers.</p> <ol style="list-style-type: none"> <li>1. The building principal will monitor the placement and supervised internship of each student teacher.</li> <li>2. Participating colleges and the procedures of the Shrewsbury Teachers Mentoring Program will determine the responsibilities of the student teacher and the cooperating teacher.</li> <li>3. Supervised classroom experience will be provided for college students at the undergraduate level as they prepare to enter the classroom as provisionally certified teachers.</li> <li>4. Local support staff will work with college faculty to provide assistance for provisional teachers earning a clinical masters degree in the field of education and advancement toward full teaching certification. Others included will be provisional teachers who already have a masters degree. They will complete their clinical experience and studies at a level to that required in the clinical masters program.</li> <li>5. A cooperating teacher must hold professional teacher status, unless there is a specific waiver from the Department of Education.</li> <li>6. A teacher may volunteer to have a student teacher for a period of time not to exceed 16 weeks per year.</li> <li>7. Local school sites will provide opportunities for colleges to offer field-based courses that prepare prospective teachers to meet the requirement for certification.</li> <li>8. Student teachers will not be paid as substitute teachers.</li> </ol>	

POLICY FAMILY	RESPONSIBILITIES OF TEACHERS	323
<p data-bbox="256 262 316 294"><u>323.</u></p> <p data-bbox="181 336 391 478">Policy to Avoid Staff Conflict of Interest (GL, Ch, 268A)</p> <p data-bbox="181 520 391 552">Adopted 4/10/91</p>	<p data-bbox="448 262 1450 346">The Shrewsbury Public Schools wish to avoid any conflict of interest between any proprietary activities of faculty or other staff and the legitimate needs of Shrewsbury Public Schools for educational goods or services.</p> <ol data-bbox="448 388 1450 982" style="list-style-type: none"> <li data-bbox="448 388 1450 472">1. No staff member of the Shrewsbury Public Schools is to be a sole source provider of goods or services which are required or recommended as part of any educational program or course, or related activities of any educational program or course in the Shrewsbury Public Schools.</li> <li data-bbox="448 514 1450 661">2. In any case in which a staff member is a provider of such goods or services, it is the responsibility of that staff member to ensure that the students and their parents are provided a listing of at least three comparable vendors of such goods or services. The intent is to ensure that students have a fair choice of providers of goods or services, and that no staff member has a sole source channel, which would be a conflict of interest.</li> <li data-bbox="448 703 1450 829">3. Even if a staff member is not a proprietor or agent of a business, no staff member is to obtain any compensation or gratuity of any sort as a result of a contract to another supplier to provide goods or services to a group of students. The only exception may be a travel or lodging gratuity for a chaperone on an authorized curriculum-related trip.</li> <li data-bbox="448 871 1450 982">4. In the case of travel agencies in which a staff member may have any personal interest or receive any compensation of any kind there from, educational trip proposals must be reviewed by the superintendent's office for competitive bidding purposes. No educational trips are to be sole-sourced contracted to an agency in which a staff member has any interest whatsoever.</li> </ol>	



FAMILY POLICY	TEACHERS- RESPONSIBILITIES	325
<p style="text-align: center;"><u>325.</u></p> <p style="text-align: center;">Physical Restraint of Students</p>	<p>The Shrewsbury Public Schools complies with the DOE restraint regulations, 603 CMR 46.00 et seq. (“Regulations”), to the extent required by law. According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the Regulations is provided below.</p> <p>Physical restraint, including prone restraint where permitted, shall be considered an emergency procedure of last resort except when a student’s behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances.</p> <p>The district shall have procedures for restraint prevention and behavior supports regarding appropriate responses to student behavior that may require immediate intervention. These procedures will be reviewed annually and provided to program staff and made available to parents of enrolled students.</p> <p>Physical restraint shall not be used:</p> <ul style="list-style-type: none"> <li>(a) As a means of discipline or punishment;</li> <li>(b) When the student cannot be safely restrained because it is medically contraindicated for reasons including but not limited to asthma, seizures, cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;</li> <li>(c) As a response to property destruction, disruption of school order, a student's refusal to comply with a program rule or staff directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm; or</li> <li>(d) As a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) will include use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.</li> </ul> <p>Prone restraint is prohibited in Shrewsbury programs except on an individual student basis.</p> <p>Mechanical restraint and medication restraint is prohibited.</p> <p>Seclusion means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Seclusion does not include a time-out as defined in 603 CMR 46.02.</p> <p>Time-out is <b>not</b> prohibited</p> <p>Time-out means a behavioral support strategy developed pursuant to 603 CMR 46.04(1) in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student will be continuously observed by a staff member. Staff will be with the student or immediately available to the student at all times. The space used for time-out will be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out will cease as soon as the student has calmed. If a student has not calmed and the time-out may need to exceed 30 minutes, the principal or designee must be contacted in order to approve extending the time-out beyond this timeframe.</p>	<p style="text-align: right;">Continued on next page</p>

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

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

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

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

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

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

5) Report all physical restraints to the Department. Every school will collect and annually report data to the Department regarding use of physical restraints in a manner and form directed by the Department

Complaints. Complaints and investigations regarding restraint practices are covered by District Policy 132, Steps for Handling Complaints

Additional information. The above procedures and guidelines will be reviewed annually with school personnel and shared with students and parents. A copy of the regulations can be obtained from the Director of Special Education/ Pupil Personnel Services, who can be reached at (508) 841-8660.

A copy of the regulations of Department of Education may also be obtained at the following websites: [www.doe.edu/lawsregs/603cmr46.html](http://www.doe.edu/lawsregs/603cmr46.html)

Adopted 3/6/02

Revised  
3/25/2015

GENERAL LAWS	EVALUATION AND PROFESSIONAL GROWTH	380
Ch.71, S.38G	Three-person evaluation committee to be formed to make recommendations with regards to permanent certification. (Effective date of this legislation is uncertain.)	
Ch.71, S.41A	Teacher and other designated educators with tenure eligible for leaves of absence for study or research with full or partial pay, for a period not to exceed one year.	

SINGLE POLICY	CIVIL SERVICE APPOINTING AUTHORITY	393
<p style="text-align: center;"><u>393.</u></p> <p>Confirmation of Civil Service Appointing Authority</p> <p>Adopted 4/4/90</p>	<p>This policy is a confirmation of the Civil Service appointing authority in the Shrewsbury School Department.</p> <p>Under Chapter 31, Section 1, the School Superintendent is the appointing authority.</p> <p>The appointing authority is responsible for appointments, setting classification plans, maintaining records, submitting reports, and holding hearings relative to personnel.</p>	