

Below is the newly proposed updated Policy 321, which is followed on the next page by existing Policy 321. New/updated language in the proposed policy is in red font.

POLICY FAMILY	Personnel - Responsibilities & Procedures	300
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Policy 321: Regulations for the Conduct of Staff

Adopted 2/6/80

Amended 11/17/04

Proposed Amended June 2018

Updated Policy – Draft for Consideration

1. All staff have the responsibility to familiarize themselves with, and abide by, all applicable laws, regulations, and policies set forth by the United States of America, the Commonwealth of Massachusetts, the Massachusetts Department of Elementary and Secondary Education, the Shrewsbury School Committee, and the Shrewsbury Public Schools administration (including the superintendent of schools and his/her designees and the school principal and his/her designees), as well as by the provisions of any applicable collective bargaining agreement (e.g., Shrewsbury Education Association, Shrewsbury Paraprofessional Association, etc.).
2. With regard to personal conduct, all Shrewsbury Public Schools staff are expected to conduct themselves at all times in a **reasonable** professional and ethical manner that a) is in keeping with district and school core values and policies, b) reflects positively on the school district and each school, and c) serves as a model worthy of emulation by students.
3. All staff have the responsibility to assist and support both the school district and their assigned school(s) in accomplishing the stated district and school mission, vision, and goals.
4. All instructional staff have the responsibility to help implement locally determined curriculum that is based on the guidelines of the Massachusetts Curriculum Frameworks, and locally determined educational programming, in a manner consistent with each staff member's role.
5. All staff will be provided with a copy of, or an electronic link to, all current applicable regulations and policies; all staff must participate in any mandated compliance trainings related to these, including required state ethics training.
6. A staff member whose conduct violates this policy may be subject to disciplinary action, up to and including dismissal, pursuant to the processes outlined in any applicable collective bargaining agreement or employment contract and/or as set forth in Massachusetts General Laws Chapter 71, Section 42, if applicable.
7. This policy is required by Massachusetts General Laws, Chapter 71, Section 37H.

This policy will be reviewed within five years of revision.

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"> a. To assist and support in the accomplishment of the annual goals. b. To abide by the applicable provisions of the Massachusetts General Laws. c. To abide by the written policies of the school committee and the provisions of the collective bargaining agreement with the Shrewsbury Education Association. d. To abide by the regulations and policies promulgated by the building principal, superintendent, and school committee. <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>¹GL, 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> <ul style="list-style-type: none"> 1. The building principal will monitor the placement and supervised internship of each student teacher. 2. Participating colleges and the procedures of the Shrewsbury Teachers Mentoring Program will determine the responsibilities of the student teacher and the cooperating teacher. 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. 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. 5. A cooperating teacher must hold professional teacher status, unless there is a specific waiver from the Department of Education. 6. A teacher may volunteer to have a student teacher for a period of time not to exceed 16 weeks per year. 7. Local school sites will provide opportunities for colleges to offer field-based courses that prepare prospective teachers to meet the requirement for certification. 8. Student teachers will not be paid as substitute teachers. 	