

Bates Elementary

Student/Parent Handbook

2015-2016
Bates School hours
7:45am-1:50pm

Policy of Non-Discrimination

Salem Public Schools' policy of non-discrimination (See [SC Policy 1101.1](#)) ensures that the district does not discriminate on the basis of race, color or national origin, sex, disability, age, sexual orientation, homelessness, socio-economic status, or religion.

To that end, the district commits to:

1. Promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, applicable legislation and judicial interpretations;
2. Encourage positive experiences in human values for all its students, staff, and other members of the community, affirming the diversity of familial backgrounds, socioeconomic statuses and ethnicities represented in the Salem schools community;
3. Work toward a more integrated, harmonious community and to enlist all individuals, groups and agencies—both private and governmental—to support this effort;
4. Use all appropriate communication and action techniques to hear and address the grievances of any individuals and/or groups;
5. Consider carefully the potential benefits or adverse consequences of any decision made within the Salem school system on human relationships within the schools and the larger Salem community;
6. Initiate procedures and practices that will actively promote the objectives of this policy in the Salem school system.

This policy of nondiscrimination extends to all students, staff, the general public, and individuals with whom the School District does business. No person shall be excluded

from or discriminated against in admission to a Salem public school, or in obtaining the advantages, privileges, and/or courses of study of our public schools on account of sex, sexual orientation, gender identity, age, race, color, national origin or socioeconomic status, union seniority, disability or pregnancy.

Equal Access to Educational Opportunities

Consistent with its policy on nondiscrimination, Salem Public Schools ensures equal access and opportunity to the educational programs available in the district. According to Salem Public Schools' School Committee Policy on Equal Access & Opportunity (See [SC Policy 5212.01](#)), "Every child shall have a right to attend the public schools of the town where he/she actually resides, subject to the provisions of Chapter 76. All enrolled students shall have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district. In compliance with state and federal laws, the Salem Public Schools maintains a nondiscrimination policy. No child shall be excluded from or discriminated against in admission to Salem Public Schools, or in obtaining the advantages, privileges and courses of study of our schools, regardless of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness. This policy provides equal access to courses and programs, counseling services, physical education and athletics, vocational education, instructional materials and extra-curricular activities

September 2015

Dear Families:

Thank you in advance for taking the time to read through our school handbook. Please note that information in this handbook will be updated periodically, in which case we will reach out and let you know of any changes. Please do not hesitate to contact us if you have any questions regarding the content of this document.

Best regards,
Thomas W. Milaschewski
Principa

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Important Bates Numbers

Main Office	978-740-1250
Fax	978-740-1255
Nurse's Office	978-740-1251
Guidance Counselor	978-825-3606
Attendance Hotline	978-740-1172
Library	978-740-1253
After School Program	978-740-5927
Cafeteria	978-825-3419
Food Services	978-740-1231

Bates Web Page

We have a school website that is being continually updated. You can reach our website through the Salem Public Schools' site:

<http://spsbates.salemk12.org>

If you would like to email one of our teachers:
firstlastname@salemk12.org

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School Hours

The Bates School hours are **7:45a.m.** to **1:50p.m.** For safety reasons, please do not have your child arrive on school property until at least 7:10a.m.

No School/Delayed Opening Announcements

School cancellations or delays because of inclement weather will be announced on several area radio stations, such as WBZ/1030AM; WEEI/590AM; and WHDH/850AM. Local T.V. stations also carry

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announcements of school cancellations and delayed openings. The Salem Public Schools web page will also list no school announcements. **You will also be notified through our ConnectEd program from the central office.** Please DO NOT call the school, police or fire department for this information. If the superintendent declares a delayed opening of one or two hours (meaning a start time of 8:45a.m. or 9:45a.m.) students will still be released at 1:50p.m. If students have already arrived at school and the weather worsens during the day, children will still be dismissed at the usual time to allow buses to make their regularly scheduled runs, except in the case of a crisis or emergency. **Please make sure to update any phone number changes.**

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Parking Rules

- In the morning children should be left off at the **Drop Off Only** area.
- After school, parents picking up their child(ren) by car are urged to either wait in the designated “Live Parking Only” section in front of the school, in the parking lot on the side of the school (within playground during after school hours only), or on the street level.
- There is **no parking** allowed next to the “kindergarten playground” or on Liberty Hill Avenue on the opposite side of the street.
- There is no double parking allowed at any time.

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- There is no parking in handicap spaces without proper license plate or placard displayed.

Because safety is our major concern, violators of these rules will be reported to the police department.

Bates School Attendance Hotline:
978-740-1172

***excused absence** – a valid cause for absence from school – a legitimate illness, death in the immediate family, observance of a religious holiday

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***unexcused absence** – invalid cause for absence from school; family vacations are not recognized as excused absences

1. When students are absent, **parents must call the school before 7:45a.m. and leave the following information: your child's name, your name, your child's teacher, and the reason for the absence.**
2. Each child must give a **note** to their teacher from a parent/guardian to reenter school after any absences or it will be considered an unexcused absence/truant.
3. The school will contact the home upon the 3rd day of the unexcused absence to remind parents of the legal requirements for students to be in school.
4. The principal or school counselor will schedule a meeting with the parent(s)/guardian upon the 4th unexcused absence.

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5. Upon the 6th unexcused absence, the student's name will be forwarded to the Attendance Officer/Court Liaison for referral to the Attendance Panel.
6. Court action may begin upon the 7th unexcused absence or sooner in exceptional cases.
7. A child out of school for 4 consecutive days within a term/marking period or exhibiting a pattern of absence due to illness must have doctor's note upon returning to school.
8. A student not having proper documentation will have 48 hours to produce it, or the parent/guardian must appear at the school in order to explain why the doctor's note is not forthcoming. Noncompliance with this procedure may mean Court Action. In exceptional situations (e.g., flu epidemic, chicken pox, etc.), the school nurse will determine whether or not a doctor's note is required to reenter school.
9. Attendance will be reviewed continually.
10. The Attendance Policy will be included in all elementary school handbooks.

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Tardiness

A student is tardy when s/he is not in his/her classroom at **7:45a.m.**, except in the instance where the school bus is late in delivering the children to the school. The teachers and administrators are working hard to encourage all students to come to school on time, ready to learn. Losing even five minutes a day adds up to fifteen hours a year, which is three days. Every time a student comes late to school, s/he misses valuable lessons and also interrupts other children who have arrived on time and who are trying to learn. Important learning goes on early in the morning and we do not want anyone to miss it!

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When a student is tardy, s/he should have a note explaining the reason why. If you are accompanying your child to school, please bring your child to the office. Students who continue to come to school late will be referred to the Salem Schools' Attendance Officer. Excessive tardiness may be grounds for DCF involvement.

Dismissals

A parent or guardian who wishes to have his or her child dismissed from school before the end of the school day must **send a note** to the school prior to dismissal. The note should state the date and time of the dismissal and the name of the person who will pick up the child at school. Phone calls to dismiss students should only be placed in case of an emergency. The office must dismiss all children and the person picking up the child must sign the "Dismissal Log." **NO CHILD WILL BE**

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ALLOWED TO LEAVE THE BUILDING ALONE. Also, please be aware that the person picking up your child must be on the emergency form and be prepared to show identification.

Family Vacations

Parents are strongly advised *not* to plan family vacations during school time. **Students who are absent due to family trips will not be given schoolwork because such absences are considered unexcused.** Allowing students to miss school sends a very strong message to your child that school is not that important. That is a message we don't want to convey to them.

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Visitors' Policy & Safety Concerns

The safety of your child(ren) is our utmost concern. While we do all in our power to assure your child(ren) is/are safe at school, we need your cooperation with the following rule:

- When visiting the school once it is in session, you must ring the bell on the left side of the entrance and enter through the second main door on your right. You must immediately report to the office and sign in. **DO NOT GO DIRECTLY TO YOUR CHILD'S CLASSROOM.** Upon leaving, visitors must sign out in the office.

This allows us to know who has entered the building and at what time they left. Safety is our number one concern and this policy allows us to screen who is in our school.

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All students are instructed to not open any school door during school hours. Visitors may only enter through the main front doors of the school and immediately report to the school office.

End of Day Dismissal

Bus students will assemble in the gym and be escorted onto buses on the gym side of the building. Special Education vans and day care buses will also load on the gym side, as well as, the back of the school building. All walkers and non-bus riders will exit from the front of the school. Non-bus kindergarten and grade one students will be exiting the building from the doors leading into the fenced-in area in front of the school. Non-bus students in grades two through five will be exiting from the Main Entrance, the four main doors located towards the center/right of the building. **Regular bus students must have a note if not riding on a particular school day.**

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After School Care

Since 2006, For Kids Only Afterschool (FKO) has partnered with the Bates Elementary School to provide out-of-school time programming for our students. FKO's after school program is housed at the Bates School and operates Monday through Friday from school dismissal until

6:00 pm. The daily schedule includes a healthy snack, time for homework support, academic enrichment classes, and opportunities for children to explore new interests, form positive relationships and socialize with peers and caring adults. To support the needs of working families and increase access to enrichment opportunities, FKO remains open on early release days and provides full-day programming during school vacation weeks and the summer months. Information regarding

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registration and rates can be obtained by calling FKO at 978-740-5927.

School Nurse

There is a full-time nurse on duty at the Bates who is available Monday to Thursday from 7:30 - 2:30 and on Friday, 7:30 to 2 PM. You will be called to bring your child home if the nurse feels that s/he is ill and should not remain in school. Thank you for your cooperation with this.

Medications

Students who need to take prescription medications must have a dated physician's note detailing the name of the drug, dosage, time and treatment regimen. The medication

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must be in a pharmacy labeled container. The school must also receive a dated written permission from the parent or guardian requesting that the school administer the medication as prescribed. Non-prescription medications will only be given with a doctor's note and written parental permission. **Only parents/guardians** can transport medications to and from school.

Medical Information

There are strict state guidelines which forbid entry into school if a child does not have the proper immunizations. Please understand that the nurse is following proper procedures if she denies admittance due to the absence of proof of immunizations. She will gladly suggest places

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where you can take your child to receive the proper immunizations and thus allow him/her entry into school.

All children will be given annual hearing and vision screening tests. Children in grade five will also be given a postural screening test to check for spinal or posture deformities. Yearly height and weight screens are also done. Any potential problems noted in above screenings will be brought to the attention of the student's family. It is then the family's responsibility to follow-up with their doctor.

School Insurance

School insurance is available to all students. Applications will be sent home early in the school year. You are encouraged to seriously consider purchasing this insurance since other than Physical Education classes and Athletics, the School Department does not carry accident insurance for students.

Free and affordable medical insurance is available for children. Mass Health and the Children's Security Plan (CMSP) are state programs that help nearly a million people living in Massachusetts pay for health care. Here are a few of the benefits Mass Health provides for many families: checkups, hospital stays, vaccinations, emergency services, dental care, eyeglasses, and x-rays. Mass Health even has programs that help working parents pay for health insurance offered on the job. Uninsured children who can't get Mass Health because their family income is too high are automatically eligible for CMSP regardless of

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income. So why wait for another medical bill? To learn more about free and affordable health care and to get an application, please call Mass Health at 1-800-847-2900 or the Children's Medical Security Plan at 1-800-537-2229 for more information.

Report Cards

Report cards and other communications about your child's personal and academic progress are important responsibilities of every teacher. The objective of the card, distributed three times per academic year, is to provide you with information concerning your child's academic and social growth. Due to the restrictive nature of the report card's one-way communication, we strongly encourage you to keep in close contact with your child's teachers. This can happen by way of telephone, notes, or parent-teacher conferences. Recognizing that the home-school connection is vital to your child's growth, a meaningful dialogue

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between parent and teacher will result in improving and enhancing your child's overall intellectual and social growth.

Report Card Schedule:

<u>Trimester 1</u>	<i>Cards Go Home</i> December 5, 2014
<u>Trimester 2</u>	March 13, 2015
<u>Trimester 3</u>	June 19, 2015 (Or last day of school)

Emergency Information

Each September, or at the time of enrollment, your child will be given an **EMERGENCY INFORMATION SHEET. THIS IS A VERY IMPORTANT DOCUMENT. IT MUST BE FILLED OUT**

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COMPLETELY, ACCURATELY, AND LEGIBLY AND RETURNED TO SCHOOL PROMPTLY. It is suggested that an effort be made to provide emergency contacts that do not live in the same household or share the same telephone number. Please be sure to provide the phone number of your place of business and your cell phone number. During the course of the year please notify the school office immediately if there are any changes in this information.

Any person who will be picking up your child MUST be listed on this form and be prepared to show identification. Also, if there are any custodial arrangements the school must be notified and all court ordered documentation must be on file in the school.

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Emergency Procedures

The Bates Elementary School has developed a Crisis Intervention Plan that is designed to minimize danger to anyone occupying our school should an emergency occur. Our main objective is to attend to the health and welfare of your child(ren) in the event of a crisis.

We ask that you follow this procedure if you hear of a school emergency:

1. Turn on your radio to WBZ/1030AM. We will keep the media informed of any emergency.
2. Do not telephone the school.
3. Please do not come to the school unless requested to pick up your child at the school release area.

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You may view and/or obtain a complete copy of the school's Crisis Intervention Plan in the Main Office.

Students in Videos and Still Photographs

Often the media/press requests information regarding student awards, honors, scholarships, and sports or club memberships. Throughout the year the local cable TV channel, newspaper, and school department newsletters/websites will take pictures or write about school activities and students. It is the policy of the Salem

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School Department to make this information routinely available unless parents have requested in writing, in advance, that they do not wish to have this information published. We will be happy to comply with parents' written requests. **If we do not receive a written request, we will proceed with the publication of student information as described above.**

Student Dress Policy

Because we believe that school is a place for learning and that some manners of dress interrupt that process, we ask the following when you consider what students will wear to school:

Clothing for school should be appropriate, comfortable, practical, clean, and seasonally-suited. Beachwear,

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clothing that displays open midriffs, spaghetti straps, tank tops, sandals, flip-flops, Crocs or Croc-like shoes, and pants or shorts that sag below the waist are not appropriate. Further, clothing that displays negative messages that involve alcohol, tobacco, drugs, violence, obscenity, racism, sexism, threats, or otherwise offensive language should not be worn at any time.

When, in the judgment of school personnel, clothing worn by a student is considered disruptive or offensive, s/he may be sent home to change clothes or loaned other clothes to wear. In addition, jewelry or other personal adornments that are either dangerous or a distraction to the learning process are prohibited.

Students are required to wear non-marking (rubber-soled) gym shoes in gym class. Hats or hoods are not to be worn inside the school.

Salem Public Schools' Discipline Policy

It is the policy of the School Committee that the elementary schools shall ensure the safety and well being of students, staff, and citizens, establish conditions that will stop students from interfering with the education of other students or prevent from teaching, maintain conditions that are conducive to learning, and develop an understanding among students that they are responsible for their own behavior.

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To that end, the code of conduct for elementary students has been divided into three classes of infractions.

Class One Offenses

- Vulgarity or rudeness
- Disruptive behavior at school or school-sponsored events
- Chronic tardiness to school
- Causing a problem on the bus
- Forgery of school-related note/pass
- Horseplay, including pushing, shoving, and wrestling
- Other behaviors designated by school personnel

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Class Two Offenses

- Profane, obscene, indecent, or immoral language or gesture
- Open defiance of administrators, staff, or faculty
- Vandalism, including damage to school or property of others
- Harassment (see harassment policy)
- Use, possession, distribution of fireworks
- Leaving school without permission
- Leaving or skipping class
- Violation of tobacco policy
- Theft or possession of stolen property
- Fighting; physical conflict between two or more students

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- Initiating, inciting, or deliberately provoking a fight
- Assault; willful use of physical violence to cause injury
- Tampering with fire alarm/safety devices
- Skipping detention

Class Three Offenses

- Assault or the threatening of any Salem Public Schools employee
- Possession, use, distribution, or being under the influence of alcohol, drugs, or any other controlled substances, including look-alike drugs
- Fighting involving three or more people

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- The use, possession, and/or the concealing of a dangerous weapon or look-alike weapon. A dangerous weapon includes, but is not limited to, a gun or knife. The term dangerous weapon depends on the circumstances. If an object is being used as a weapon it will be considered as such.
- Possession or use of a dangerous substance
- Premeditated fight causing injury

**LONG TERM SUSPENSION AND/OR EXPULSION
PURSUANT TO M.G.L. CH. 71, §§37H AND 37H½**

Students are subject to long-term suspension and/or expulsion (i.e, permanent exclusion) by the Principal for

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the conduct listed below. (See also, M.G.L. ch. 71, §§37H at page [])

- Possession of a dangerous weapon*
- Possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse)
- Assault on teachers, administrative staff or other educational personnel

*This includes not only knives and guns, explosive devices and realistic replicas of such weapons/devices, but also other objects used to assault another person or to otherwise create a dangerous situation, such as a baseball bat, a pair of scissors, matches or a lighter. While such objects would not always constitute “dangerous weapons”, administrators and educational professionals will review the circumstances

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of each case and make a reasonable determination about whether a particular object in a student's possession constitutes a dangerous weapon in the school setting. Any illegal weapon will be turned over to the Police Department. Any student who brings a firearm to school must be expelled for a minimum of one school year, with exceptions granted only by the superintendent. (The definition of a firearm includes but is not limited to guns (including a starter gun), bombs, grenades, rockets, missiles, mines and similar devices.)

Students are also subject to long term suspension/expulsion by the Principal when charged/convicted of a felony based upon the standards and procedures set forth in M.G.L. c.71, §37H1/2.

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Any student who is removed from school for a disciplinary offense under G.L. c. 71, §37H or §37H½ for more than ten consecutive days will have an opportunity to receive educational services and make academic progress during the period of removal under a school-wide education service plan, and will be so informed at the time of the suspension/expulsion.

PROCEDURES APPLICABLE TO CONDUCT COVERED BY M.G.L. C. 71, §37H AND 37H ½

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance (such as marijuana, cocaine, or prescription drugs not authorized by the school nurse), or assault on teachers, an administrator may place a student on

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short term suspension (ten days or less) based upon an informal hearing, to be followed by a formal hearing before the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

1. The informal hearing will be in the form of a conference between the student and the principal or designee. At this conference, the student (1) shall be informed of the reason for the conference, (2) shall be given the opportunity to present his or her side of the story, and (3) shall be given a decision on the suspension. If the administrator deems delay of the hearing necessary to avoid danger or substantial disruption, this process may occur immediately after, rather than before, the suspension.

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2. Prior to putting a suspension into effect, the principal or designee shall make a reasonable effort to telephone and inform the student's parent or guardian of the impending suspension; this shall include attempts to contact the parents or guardian at home and at work. Parents may contact the school for additional information regarding the suspension.

3. A letter will be mailed to the parent/guardian of the suspended student stating:

- a) The reason for the suspension
- b) A statement of the effective date and duration of the suspension
- c) A statement regarding whether or not the Principal will schedule a formal hearing to consider further discipline, up to and

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including expulsion from school in accordance with M.G.L. c. 71, §37H

When considering a suspension/expulsion of a student charged with/convicted of felony, the Principal will use the standards and procedures set forth in M.G.L. c.71, §37H1/2. In addition, prior to initiating such procedures, the Principal may meet informally with the student and/or his parents to review the charge and the applicable standards if the Principal deems appropriate.

Continuation of Educational Services under M.G. L. ch. 71, §37H and §37H½

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Any student who is removed from school for a disciplinary offense under G.L. c. 71, §37H or §37H½ for more than ten consecutive days will have an opportunity to receive educational services and make academic progress during the period of removal under a school-wide education service plan, which is described below, and will be so informed at the time of the suspension/expulsion. If the student withdraws from the school and/or moves to another school district during the period of suspension or expulsion, the new school/district/district of residence shall either admit the student to its schools or provide educational services to the student under the new school or district's education service plan.

MGL CHAPTER 71: SECTION 37H:

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

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- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- (d) Any student who has been expelled from a school or school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall

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not be limited solely to a factual determination of whether the student has violated any provisions of this section.

- (e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

MGL CHAPTER 71 SECTION 37H 1/2:

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- 1.) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or Housemaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or Housemaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of this right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing

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conducted by the superintendent. The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of suspension. The superintendent shall hold a hearing with the student and student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or Housemaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision

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shall be the final decision of the city with regard to the suspension.

- 2.) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or Housemaster of a school in which the student is enrolled may expel said student if such principal or Housemaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall

remain in effect prior to any appeal hearing conducted by the superintendent. The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or Housemaster, including recommending an alternative educational program for the student. The superintendent shall render a decision on the appeal within five calendar

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days of the hearing. Such decision shall be the final decision of the city with regard to the expulsion. Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to the school or provide educational services to the student in an education service plan, under section 21 of chapter 76.

**PROCEDURES APPLICABLE TO CONDUCT
COVERED BY M.G.L. C. 71, §37H¾**

Suspensions may be short term or long term. Short term suspension means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. Long term suspension means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year.

Suspensions may also occur in-school or out-of-school. In-school suspension is the removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. Long-term suspension

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means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in his/her discretion, allow a student to serve a long-term suspension in school.

During the course of any suspension, a student is ineligible to participate in any school-related activities, including athletic activities. The student and his/her parents are expected to meet with a school administrator prior to the student's return to class. During the course of an out-of-school suspension, a student cannot be on school premises.

A student will not be excluded from school without being afforded appropriate due process as set forth below. If,

however, a student's continued presence in school poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's, judgment there is no alternative available to alleviate the danger or disruption, a student who is charged with a disciplinary offense may be removed temporarily from school before receiving due process pursuant to an Emergency Removal (see below for more information).

I. IN-SCHOOL SUSPENSION

An in-school suspension is a removal of a student from regular classroom activities, but not from the school premises. The procedure for an in-school suspension of no more than (10) school days (consecutive or cumulatively

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for multiple infractions during the school year) will be as follows:

1. The administrator will inform the student of the disciplinary offense charged, the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, the administrator will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.
2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the parent orally of the disciplinary offense, the reasons for concluding

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that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent after making and documenting at least (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent of the in-school suspension.

3. The administrator will send written notice to the student and parent about the in-school suspension,

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including the reason and the length of the in-school suspension, and inviting the parent to a meeting with the principal for the purpose set forth above, if such meeting has not already occurred. The administrator will deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or by other method of delivery agreed to by the administrator and the parent.

An in-school suspension of more than 10 cumulative days in a school year will be subject to the procedures for long-term suspension found at page [].

II. SHORT TERM OUT-OF-SCHOOL SUSPENSION

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Except in the case of an Emergency Removal (see below), prior to imposing a short term out-of-school suspension (10 days or less in a school year) for conduct not covered by M.G.L. c. 71, §37H and 37H ½, an administrator will provide the student and his/her parent oral and written notice and an opportunity to participate in an informal hearing.

1. Notice: The written notice to the student and the parent will be in English and in the primary language of the home if other than English, or other means of communication where appropriate and will include the following:

- a) the disciplinary offense;
 - b) the basis for the charge;
 - c) the potential consequences, including the potential length of the student's suspension;
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- d) the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
 - e) the date, time, and location of the hearing;
 - f) the right of the student and the student's parent to interpreter services at the hearing if needed to participate;

Written notice to the parent may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and parent.

2. Efforts to Involve Parent: The administrator will make reasonable efforts to notify the parent of the opportunity to attend the hearing. To conduct a hearing without the parent present, the administrator must be able to document reasonable efforts to include the parent. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

3. Format of Hearing: The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be

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appropriate. The administrator will provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

4. Decision: The administrator will provide written notice to the student and parent of his/her determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing.

III. LONG TERM SUSPENSION

Except in the case of an Emergency Removal provided on page [], prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year), an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

1. Notice: The notice will include all of the components for a short-term suspension in Section C above, plus the following:

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- a) In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
- b) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense;
- c) the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
- d) the right to cross-examine witnesses presented by the school district;
- e) the right to request that the hearing be recorded by the administrator, and a copy of

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- the audio recording provided to the student or parent upon request; and
- f) the right to appeal administrator's decision to impose long-term suspension to the superintendent.

2. Format of Hearing: The Hearing will afford the rights set forth in the notice above. The administrator will also provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

3. Decision: Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension,

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what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the school and the parent. If the administrator decides to suspend the student on a long-term basis, the written determination will:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached;

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3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 cumulative days);
5. Inform the student of the right to appeal the administrator's decision to the superintendent or designee. Notice of the right of appeal will be in

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English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:

- a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar

days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that

- b) the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

No long-term suspension will extend beyond the end of the school year in which such suspension is imposed.

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APPEAL TO THE SUPERINTENDENT

If a decision by an administrator, following the parent meeting, results in suspension of a student for more than 10 cumulative school days for the school year, the student may appeal the decision to the superintendent. In order to do so the student or parent must file a notice of appeal with the superintendent within five (5) calendar days with a seven (7) day postponement option. The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

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The following apply:

- The superintendent will make a good faith effort to include the parent in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent will send written notice to the parent of the date, time, and location of the hearing.
- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be.

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The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request.

- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section D above.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section D above. If the superintendent determines that the student committed the disciplinary offense, the

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superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that imposed by the administrator's decision.

The decision of the superintendent constitutes the final decision of the school district.

EXCEPTION FOR EMERGENCY REMOVAL

Notwithstanding the provisions for short or long-term suspension set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the

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administrator's judgment, there is no alternative available to alleviate the danger or disruption.

The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal will not exceed two (2) school days following the day of the emergency removal, during which time the administrator will provide the following, as applicable to the length of suspension:

- Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and other applicable matters;

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- Provide written notice to the student and parent as provided in Section C or D above, as applicable;
- Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent.
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day.

An administrator may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

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Continuation of Educational Services

Students serving an in-school suspension, short-term suspension, or long-term suspension have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. Students who are suspended under §37H³/₄ for more than ten (10) consecutive days, whether in school or out of school, are entitled to receive educational services during the period of suspension under SPS's Education Service Plan, which is described below. If the student withdraws from the District and/or moves to

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another public school during the period of suspension, the new school/district/district of residence shall either admit the student to its schools or provide educational services to the student under the new school or district's education service plan.

Services during Removals and School-Wide Education Service Plan

Students who are suspended from school for 10 or fewer consecutive days, whether in or out of school, have the opportunity to make academic progress during the period of suspension; make up assignments; and earn credits missed

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including, but not limited to, homework, quizzes, exams, papers and projects missed.

SPS has developed a school-wide Education Service Plan for all students who are expelled or suspended from school for more than 10 consecutive school days, whether in or out of school. Principals shall ensure these students have an opportunity to make academic progress during the period of suspension or expulsion, to make up assignments and earn credits missed, including, but not limited to, homework, quizzes, exams, papers and projects missed.

SPS's Education Service Plan is subject to change, and may include, but is not limited to, tutoring, alternative

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placement, Saturday school, and online or distance learning.

Behavior Philosophy, Code & Discipline

It is the right of every pupil to comfortably participate in the educational community. The educators at Bates School are dedicated to the education and well being of our pupils. Since our students are acquiring social, emotional, and behavioral skills, discipline at this level should be a learning experience, not a punitive one. Whenever possible, pupils should be encouraged to use their

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“Personal Power” and then, if necessary, help to solve minor problems on their own. Consequences should be logical, predictable, consistent, and related to the infraction. Cooperation between school and home will promote a positive experience for your child.

Individual teachers will determine behavioral expectations for each classroom. These rules will be established according to the needs of each classroom. Each class will set forth the expectations and consequences, which will be administrated by the teacher. Each teacher will determine when classroom offenses constitute a major disciplinary problem.

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Discipline Procedures for Students with Disabilities

Federal and state laws govern the disciplining of students with disabilities eligible for Special Education and the regulations promulgated thereunder. These laws include the Individuals with Disabilities Act, 20 U.S.C. 1400, et seq., 34 C.F.R. 300.519-529 et seq., Section 504 of the Rehabilitation Act (Section 504), and Massachusetts General Laws, c. 71B.

In general, students may be excluded from their programs, just as any other student can be, for up to ten school days per year. However, when a student is excluded from his/her program for more than ten school days in the school year, school staff may be required to provide alternative educational services for the student. In addition, in many

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instances, the student's Team must convene to determine whether the student's behavior was a direct result of his/her disability (a "manifestation determination").

If the Team determines the behavior was not a direct result of the student's disability, the school may discipline the student according to the school's code of student conduct, except that the district must continue to provide the student with educational services during the period of suspension or expulsion. However, if the Team determines that the behavior is a manifestation of the disability, then the Team completes necessary assessments and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews it and modifies it, as necessary, to address the

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behavior. The Team also reviews the IEP and modifies it, as necessary. Except when he or she has been placed in an interim alternative educational setting (see below), the student returns to the original placement unless the parents and school agree otherwise.

School personnel may order a change in the placement of a student with a disability to an interim alternative educational setting for not more than forty-five (45) days if a student:

(1) Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function;

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(2) Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or

(3) Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

Additionally, a Massachusetts Department of Education Hearing Officer, under certain circumstances, may order a change in the placement of a student with disabilities eligible for Special Education to an interim alternative educational setting for not more than forty-five (45) days.

Similar procedures apply to students with plans under Section 504 of the Rehabilitation Act of 1973.

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For additional information, you may contact the School Principal or the Department of Pupil Personnel Services at (978) 740-1247.

Bates Miscellaneous Information

Volunteering

Research shows that children do better in schooling when parents are active in their child's education. It is required by law anyone working with children or attending field trips with children must have a CORI check. This is for the safety of our children by checking the legal backgrounds of all adults in the building who are interacting with them. This form is simple to fill out and takes about a week to two weeks

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to be approved. If you plan to volunteer within the school or chaperone a field trip, please stop by the office to fill out the CORI form (background check). **These forms need to be filled out every two years.**

Special note to volunteers: We ask that parents and guardians who are actively involved in the school to please be aware that your choice of dress is appropriate. Just as we ask our students to refrain from wearing beachwear and/or revealing clothing, we ask that you also conform to the school dress policy.

Field Trips

In order to provide extensions to classroom curriculum, classes will often travel to places outside the school building. Whenever your child will be participating in a field trip outside the City of Salem, you will receive notification from

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the classroom teacher indicating the date and location of the trip, its relevance to the classroom curriculum, information regarding meals, admissions, and spending money. You will be required to sign the permission form and return it to the school in order for your child to attend the field trip.

At the beginning of the school year, your child will bring home a permission slip, which gives the school permission to take your child on a field trip WITHIN the City of Salem.

Students will travel to Salem sites either by bus or by walking. Some examples of field trips to Salem sites include: Pioneer Village, Peabody Essex Museum, as well as other historical and recreational areas in the city.

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Thursday Folders

Each week you will be receiving a “Thursday Folder” which may contain newsletters, calendars, lunch menus, forms, permission slips or sign-up sheets for your child to participate in activities (e.g., Little League, Keyboarding, etc.). The “Thursday Folder” needs to be **signed** by a parent/guardian and **returned** to the classroom teacher the following school day, along with necessary signatures on any enclosed form.

Bicycles

We do not encourage students to ride bicycles or scooters to school. Our school is situated on a busy street, and we are very concerned with their safety.

Breakfasts and Lunches

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Students have a thirty five-minute lunch/recess period daily. The price of lunch is \$2.75. The price of milk is \$0.65 (Prices are subject to change). If you think you may be eligible for free or reduced lunch, you need to fill out the “free lunch” application and wait for approval. The price of reduced lunch is \$0.40 (Prices are subject to change). We now are serving “free” breakfast to all students in their classrooms.

We ask that you prepay a week or more in advance. Payment by check is preferred. Checks can be made out to “Salem Food Services”. Each meal will be deducted from your balance. A notice will go home when your child’s balance is running low. Once your balance reaches -\$5.00 (negative), you will receive an automated phone call from the city and your child will receive an alternate lunch until the balance is paid in full. Note: The alternate lunches will continue to be

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charged to your account at the same cost of regular lunches. The phone number for Food Services is 978-740-1231.

Children should not share or trade food served to them or brought from home.

Snack

Please send in a healthy snack with your child daily; these are not provided by the food service department. Fruit and vegetables are healthy options. There is **NO SODA** or **CANDY** allowed at the Bates School. Also, there is **no juice or flavored waters** allowed in classrooms during snack time. Please send in water for your child’s snack. Also only healthy treats will be allowed in classrooms for special celebrations. This does not include cupcakes, brownies, sweets, etc. This new rule is being mandated by the district’s health and wellness policy.

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School Pictures

School pictures are taken twice a year. The fall pictures, which will be taken of every student, are prepaid. You will be notified of the date. Envelopes will be provided for payment. Spring pictures will be announced later in the year. In addition, a fifth grade class picture will be taken in the spring.

Lost & Found

“Lost & Found” articles are kept in the downstairs lobby of the Main Entrance, just outside the entrance of the Cafetorium. Please urge your child to check in the “Lost & Found” for any missing items. Periodically, “Lost & Found” items are discarded or given away after having been left in the collection for an

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extended time. **Please remember to put your child’s name on his/her belongings.**

Parent Teacher Organization (PTO)

The PTO meets monthly, each September through June. Money raised goes towards field trips, cultural arts events, family fun night, and other enrichment opportunities. The PTO sponsors a “Book Swap” every other week, two major fund-raising events, and two ice-cream socials. We encourage parent/guardian and staff participation and hold elections for officers. By-laws and other PTO information are available on the PTO page of the school’s website.

Box Tops, Toner Cartridges

Our school is still participating in these fund raisers. Please send in all box tops and empty ink/toner cartridges to the office or your child’s teacher. This is a great way to recycle and fund raise at the same time!

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School Store – The Pencil Box

The “Pencil Box” is the Bates School Store. The store is operated by parent volunteers and is open for business from 7:15a.m. to 7:40a.m. on designated mornings. Some of the items that can be purchased are pencils, pens, rulers, erasers, and many other non-food items. These are all attractively designed and the children enjoy browsing and purchasing. The costs of the items range from \$0.05 to \$1.50.

Please come in to visit with your child. The “Pencil Box” is located in a room near the Cafetorium.

Roller Blades, Trading Cards, & Toys

There are absolutely no roller blades (including sneakers with pop-out wheels) or trading cards, stuffed animals, toys allowed

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on school property. This includes all electronics, such as; MP3 players and video gaming systems.

Cell Phones

Use of cellular telephones is prohibited during school hours. Cell phones may be used on school property before and after school hours.

No Dogs Allowed on School Property

For the safety and well-being of all students and adults, dogs will not be allowed on school property. We thank you for your cooperation in this matter.

Independent Zone

We have placed “Independent Zone” signage at the beginning of each hallway at the primary and the intermediate wings. Children are capable of going to their locker and to their classroom independently. The Independent Zone is in effect before, during, and after school. All visitors must check in at the main office.

Party Invitations

Invitations to parties will only be passed out if there is one for every child in the classroom.

Salem Public Schools’ Policies

SALEM PUBLIC SCHOOLS STUDENT

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ACCEPTABLE USE POLICY

The Salem Public School District provides technology to support teaching, enhance learning, and improve productivity. All Salem Public Schools students are required to comply with the provisions herein.

The use of Salem Public School District technology is a privilege, not a right. Students are responsible for their conduct when using Salem Public Schools technology. Staff must supervise student use of technology at all times.

Definitions

As defined in this policy, the term technology includes, but is not limited to: all computers; printers, scanners, peripheral equipment; networks; Internet resources, including production of Web content, all forms of Web-based synchronous and asynchronous communication including electronic mail, and file transfer protocol; multimedia, video, laser, cable, TV, telephone, and fax equipment; language lab equipment; all software and files, including all user files

generated from the use of the resources listed herein; as well as the supplies used to maintain technology.

Technology Use

Before students will be allowed to use any of the district's technology, parents and/or guardians of all students must sign and return the Acceptable Use section included in each school's Student Handbook at the start of each school year. Students in Grades 3 through 12 must also sign. Signature indicates understanding of this policy, and acceptance of liability for damages resulting from the intentional disregard of this policy. Students in grades 3 – 12 may not log in under a generic or shared password unless there is an extenuating circumstance.

Staff will enforce this policy. Students in their charge who have not returned the appropriately signed Acceptable Use section included in each school's Student Handbook will not use Salem Public Schools technology.

Internet Use

The Internet contains a rich collection of educational resources which can enrich and extend instruction. Because it is an

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unregulated worldwide medium that is always growing and changing, it is the responsibility of Salem Public School employees to ensure that students can make use of this resource safely and responsibly.

Salem Public Schools uses an Internet content filter that is compliant with the Child Internet Protection Act (CIPA), in that it blocks material that is obscene, pornographic, and in any way harmful to minors. All use of the Internet is monitored.

Each student must take responsibility for his or her actions online. Any attempt to

- visit inappropriate web content
- download files with or to Salem Public Schools equipment
- upload files to a site not approved by the Salem Public Schools, or
- communicate with anyone in an inappropriate, harassing or threatening manner

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will result in immediate revocation of computer privileges as well as possible disciplinary and/or legal action.

Technology Code of Ethics

1. Respect the school's property. All technology is the property of the Salem Public School District. No one is to intentionally move, damage or tamper with district technology.
2. Use technology for school-related, educational activities.
3. Be courteous and use appropriate language. Do not harass, threaten or attack others, or use expressions of bigotry, racism, and/or hate. Do not send, display, or use profanity or obscene, explicit or offensive material
4. Protect your privacy and safety by not disclosing personal information such as your telephone number, address, location or password. Use only the password assigned to you. You are not allowed to use anyone else's password to access Salem Public School's technology.
5. Recognize and respect the intellectual property of others, including work and materials found online.

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6. Adhere to Federal copyright laws and publishers' licensing agreements.
7. Do not attempt to install software or download files for non-educational purposes using the Salem Public Schools technology.
8. Respect the integrity of the Salem Public School's networks. Do not attempt to circumvent or subvert system security. Do not tamper with, alter or cause disruption of networks.
9. Report user misconduct, suspected viruses and technical problems to your teacher immediately so that action can be taken to minimize possible damage to technology.
10. Use technology responsibly. Consider the needs of others when using shared or networked computers, printers, or other technological resources. Conserve paper and toner whenever possible.

Violations of the Technology Code of Ethics

Violations of the Technology Code of Ethics may result in loss of access to technology, disciplinary and/or legal action, including any resulting financial liability.

Harassment Policy

Salem Public Schools is committed to maintaining an educational and work environment free from all forms of harassment and violence. Harassment based on race, religion, national origin, sex, disability or sexual orientation is unlawful and prohibited in the Salem Public Schools. It shall be a violation of this policy for any individual to inflict, threaten to inflict, or attempt to inflict violence or otherwise interfere with a student's education or an employee's work through conduct or any other form of communications.

This policy applies to all school employees, students, volunteers, contracted vendors, and other members of the school community. Each member of the school community has a responsibility to ensure

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that harassment and violence does not occur in the schools or at school sponsored activities.

Harassment is unwanted or unwelcome physical or verbal behavior relating to an individual's race, religion, national origin, sex, disability, or sexual orientation, which negatively impacts the educational or work environment. This includes, but is not limited to, unsolicited remarks, gestures, physical contact, and the display or circulation of written or illustrated derogatory material.

Sexual harassment refers to sexually motivated behavior that is unwelcome and personally offensive, and interferes with a student's education or an employee's work environment. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature.

Examples of behavior that may be considered sexual harassment include without limitation:

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Whistling, catcalls or offensive noises;
Stares or obscene gestures;
Suggestive remarks, jokes about a person's appearance, or derogatory sexual terms;
Displaying offensive photographs, illustrations, or sex-related objects;
Blocking a person's movements;
Touching, brushing, pinching or patting;
Pulling or lifting of clothing;
Pressure for dates, sex, or information about personal sexual experiences.

In certain circumstances, sexual harassment may constitute child abuse under Massachusetts General Laws Chapter 119, Section 51A. The Salem Public Schools will comply with Massachusetts law in reporting suspected cases of child abuse to the Massachusetts Department of Children and Family Services.

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Certain circumstances may violate state or federal Civil Rights, Hate Crimes, or Harassment statutes. The Salem Public Schools will comply with its Memorandum of Understanding and report appropriate incidents to the Salem Police Department.

Any individuals who believe that they have been the subject of any form of harassment or violence should report the conduct to a teacher or administrator. Staff will forward the complaint to a building administrator who will initiate an investigation.

Complaints may also be filed with Assistant Superintendent, at Salem Public Schools, Telephone - 978-740-1214.

Anyone filing a complaint may pursue her/his rights under the law and file a complaint with the appropriate state and federal agencies at anytime:

Commonwealth of Massachusetts: Massachusetts Commission Against Discrimination

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1 Ashburton Place, Boston
Information and Complaints: 617-994-6000
Complaints must be filed within 6
months.

**Federal Government: Education Department, Office for Civil
Rights**

J.W. McCormack Post Office & Courthouse,
Boston
Information and Complaints: 617-223-9662
Complaints must be filed within 180
days.

**Federal Government: Equal Employment Opportunity
Commission**

J.W. McCormack Post Office & Courthouse,
Boston
Information and Complaints: 617-565-3200

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Complaints must be filed within 300
days.

Staff who witness or have knowledge of actual or possible harassment or violence are required to report the incident to a building administrator, even if the victim does not express disapproval or wish to file a complaint.

All verbal and written complaints will be investigated promptly and in as impartial and confidential a manner as possible, to ensure prompt and appropriate action.

Any individual, who after an appropriate investigation is found to have engaged in any form of harassment, will be subjected to disciplinary action up to and including student expulsion or staff termination.

No individual will be subject to any form of coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or

cooperating in an investigation. Retaliation is unlawful and the Salem Public Schools will take the appropriate disciplinary action against any individuals involved. All staff members are required to participate in a school department investigation.

Violations of this policy will be cause for disciplinary action up to and including expulsion from school, termination of employment, or revocation of school department or city contracts.

Annually, each administrator will provide a written copy of this policy to all staff, and provide new employees with a copy at the time of their employment.

Legal Reference: Title VII of the Civil Rights Act
Title IX of the Civil Rights Act
42 U.S.C. Section 1983
United States Constitution Amendment
XIV

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MGL 76:5
MGL 119:51A
MGL 151C

See Complaint Form

M.G.L. Chapter 76, Section 5

No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation. (*Ch. 622 of Acts of 1971, Ch. 282 of Acts of 1993, G.L.c76s.5*)

Amendment to the Anti-Discrimination Law

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Effective March 10, 1994, the state law prohibiting discrimination against students in public schools includes protection against discrimination based on sexual orientation. As the result of enactment of Chapter 282 of the Acts of 1993, General Laws Chapter 76, section 5 now includes the following provision:

No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation.

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Equal Educational Opportunity Notification

Salem is an equal opportunity employer that complies with the provisions of Chapter 282, Title IX, Section 504, the Student Records Law and the Drug-Free Schools Act of 1988.

Chapter 622/282

No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the

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advantages, privileges and course of study of such public school on account of race, color, sex, religion, national origin or sexual orientation. (Ch. 622 of Acts of 1971, Ch. 282 of Acts of 1993, G.L. c 76 s. 5)

Title IX

No person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or

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activity receiving federal financial assistance. (Title IX of the Educational Amendments of 1972). Inquiries regarding compliance with these laws can be directed to the Title IX Coordinator, located at Salem High School, 77 Willson Street, Salem, MA 01970

Section 504

No otherwise qualified individual...shall solely by reason of handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or

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activity receiving Federal financial assistance.
(Section 504 of the rehabilitation Act of 1973)

Tobacco-Free Schools Policy

The following statement of policy applies to the use of tobacco products at all times within school buildings, school facilities, on the school grounds, and school buses, and at any school sponsored event on or off school grounds by any individual in accordance with M.G.L. Chapter 71, Section 37H. The prohibition applies to all employees, students, visitors, and any property owned, used, leased, or rented by or from the Salem Public Schools. All Salem Public School employees, any individual, group or agency using a school facility, or anyone receiving payment for services

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from the School Department, are responsible for compliance and assistance in the enforcement of the Tobacco Free Schools Policy.

Students are prohibited from possessing or using any tobacco product within school buildings, school facilities, on school grounds, on school busses, and at school sponsored events. Use is defined as smoking, inhaling, chewing, burning, carrying or possessing a lighted cigarette, cigar, pipe, weed, or other plant in any form or manner (excluding illicit substances which are covered under the Drug and Alcohol Policy). Possession is defined as having on one's person or to be in possession of any tobacco product, such as cigarettes,

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chewing or spitting tobacco, snuff, tobacco in any of its forms.

Elementary and Middle School student violations of this policy shall involve the following steps

1. 1st OFFENSE: Parental notification and mandatory Tobacco Education Group or Tobacco Awareness Program
2. 2nd OFFENSE: One day In-school suspension
3. 3rd OFFENSE: Three day In-school suspension
4. 4th OFFENSE: Five day In-school suspension and referral to the administration for appropriate action.

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Student Records Law

These regulations were adopted “to insure parents and students the rights of confidentiality, inspection, amendment and destruction of student records.”

(M.G.L. c 71, Section 34) The following are a few of the highlights contained in the regulations.

1. Student records shall consist of the transcript and temporary record. School departments must keep transcripts for 60 years after a student’s withdrawal,

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transfer, or graduation. Temporary records shall be destroyed after five years.

2. Parents have the right to inspect, amend, comment on, challenge, request interpretation of, control the dissemination of, and secure copies of information and data in their children's school records until the student becomes eighteen.

3. When a student becomes fourteen or enters Grade 9, the student or parent may exercise rights with regards to student records. At age eighteen, the student may assume exclusive responsibility for exercising these rights by written request.

4. With few exemptions, no information in a student's record shall be disseminated to a third party without the

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written consent of the eligible student, his or her parent, or authorized school personnel.

5. Student and/or parent request for access to records shall be granted no later than two consecutive weekdays after the initial request, unless the requesting party consents to a delay.

6. At least once during every school year, the school shall publish and distribute routine information letters to students and their parents informing them of the following:

a. the standardized testing program to be conducted during the year

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b. the general provision of these regulations regarding parent and student rights, and that copies of these regulations are available to them from the school

**DRUG-FREE SCHOOLS ACT OF 1988
STANDARDS OF CONDUCT**

The use of alcohol or other illegal drugs interferes with the purpose of the Salem Public Schools. Therefore, the use possession, or distribution of such substances, as well as the attendance at school or school sponsored activities while under the influence of such substances is not permitted in the Salem Public Schools or on school property. If a student is suspected of violating this policy, the administrator shall notify the parent or legal guardian and the police. If a student is identified as having violated this policy the following actions are available to the school administration:

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- Recommendation for counseling
- Disqualification from extracurricular activities for up to one year
- Suspension and recommendation for counseling
- Referral to police for formal charges
- Recommendation for alternative educational opportunities
- Referral for attendance in school sponsored alcohol and other drug education programs
- Recommendation for expulsion

Compliance with this standard of conduct is mandatory and governed by federal law.

The Student Assistance Program of the Salem Public Schools is available to assist parents and students who are experiencing difficulty as a result of alcohol or other drug use. Services provided by this program include: Assessment, Individual and Group Counseling, Intervention, Referral, and Follow-up.

Parents may call the program directly if they have concerns about a family member. The Assistant Superintendent, 978-740-1214, is the contact person administering this program for the Salem Public Schools.

Directory Information

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In accordance with student record regulations the Salem Public Schools considers the following to be Directory Information, which will be released without the consent of eligible students or parents: a student's name, address, telephone listing, date and place of birth, dates of attendance, participation in officially recognized activities and sports, photograph, class, and grade level.

Parents and eligible students, not wishing to have some or all of the information listed above released without their consent should notify their building principal in writing.

No Child Left Behind

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According to the No Child Left Behind Legislation, parents have the right to request specific information about a teacher's qualifications. Federal law requires us to give you this information in a timely manner if you ask for it. You have the right to ask for the following information about each of your child's classroom teachers:

- The teacher's certification for the grade levels and subject matter s/he teaches
- If the state has waived the certification criteria to permit the teacher to teach on an emergency or other provisional basis
- The teacher's college major, any advanced degrees and the subject of the degrees
- The qualifications of the paraprofessionals who provide services to your child

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These are available in the main office.

SPS Homeless Policy

- I. Definition of Homelessness
- II. Designation of a Homeless Education Liaison
- III. School Selection
- IV. Enrollment
- V. Transportation

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VI. Dispute Resolution

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

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I. Definition of Homelessness

Salem Public Schools recognizes that homeless students are those lacking a fixed, regular and adequate nighttime residence. This definition shall include children and youth who are:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or similar reasons;
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
3. Living in emergency or transitional

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- shelters;
4. Abandoned in hospitals;
 5. Awaiting foster care placement;
 6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
 7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings; and/or
 8. Migratory youth living in conditions described in the previous examples.

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II. Designation of a Homeless Education Liaison

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families. The Homeless liaison will:

- Work directly with school staff to identify students who become homeless during the school year;
- Assist in all aspects of immediate school enrollment when needed;

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- Arrange transportation in accordance with state regulations;
- Secure free lunch and breakfast;
- Work with other district personnel to assure that the student has equal access to attend and participate in all school courses, activities, and events;
- Collaborate with local service providers and refer homeless families to these agencies for the purpose of providing assistance and support;
- Provide information, education and training around issues homelessness for

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school personnel; and

- Facilitate resolution in disputes and assist with appeals process when requested.

The district's liaison will also review and recommend amendments to district policies that may act as barriers to the enrollment of homeless students.

III. School Selection

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To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in the attendance area in which the student is actually living. Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to homeless families on the same terms as all families enrolled in the district.

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IV. Enrollment

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies, even if the student does not have the documents usually required for enrollment, such as school records, medical records including current immunization records, or proof of residency. Students and families should be encouraged to obtain such records, and the district liaison will assist the student and family with that process.

Records from the student's previous school shall be requested from the previous school pursuant to

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district policies.

Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary.

V. Transportation

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in

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this district, the districts will coordinate the transportation services necessary for the student, or will divide the costs equally.

Homeless students are entitled to transportation to and from their school of origin at the request of the parent, guardian or unaccompanied youth.

Transportation will be provided if:

- The school of origin is in Salem but the homeless student is temporarily living in a different district, and the distance does not exceed one hour for those in Grades 1-12 or 45 minutes for those in Kindergarten.

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- The school of origin is in a different district but the homeless student is temporarily living in Salem, and the distance does not exceed one hour for Grades 1-12 or 45 minutes for Kindergarten.
- The homeless student is temporarily residing within the district; in such instance transportation is provided per the Salem Public Schools' eligibility guidelines for transportation

VI. Dispute Resolution

If there is an enrollment dispute, the homeless

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student shall be immediately enrolled in the school in which the enrollment is sought, pending resolution of the dispute. Parents, guardians or unaccompanied youth shall be informed of the district's decision and their right to appeal in writing. The Homeless Education Liaison will facilitate the dispute resolution and appeal process. The final decision in such a situation resides with the Massachusetts Commissioner of Education.

LEGAL REF.: McKinney-Vento Homeless Education Assistance Improvements Act of 2001, as reauthorized by the No Child Left Behind Act of 2002

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42 U.S.C. § 11431 et seq.

SALEM PUBLIC SCHOOLS COMPLAINT PROCEDURE

A student, employee or parent/guardian who feels that he/she has been the victim of harassment, discrimination, retaliation, hazing, or inappropriate physical restraint practices, been denied educational or employment opportunities, or any

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privileges under Salem School Department Policy, should report this to an administrator. A student may feel more comfortable reporting an incident to a teacher, counselor, nurse, conflict resolution coordinator, or other trusted adult. The adult must report the complaint to the principal or assistant principal. This administrator will begin the Level I Complaint Procedure. A student may choose an adult to accompany and assist him/her throughout the complaint procedure.

The Salem Public Schools will comply with all state and federal statutes, including MGL C 119; 51A, and the Memorandum of Understanding with the Salem Police Department in reporting mandated and suspected incidents to the appropriate law enforcement and/or social service agency.

The **Complaint Procedure** consists of the following steps:

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Level I

The complaint must be made to a building administrator. Within five (5) school days of the receipt of the complaint the administrator shall meet with the complainant for a discussion of the matter, and an investigation will be conducted. If the complaint is resolved satisfactorily, the administrator will complete the Administrative Follow Up Report and forward it and all supporting documentation to the Civil Rights compliance Officer. If a satisfactory resolution cannot be achieved within ten (10) school days of receipt of the complaint, the administrator will refer the complaint, the investigation summaries, and all supporting documentation to the Assistant Superintendent to initiate Level II.

If the alleged complaint involves the building administrator, the complainant shall have the right to begin the complaint at

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Level II.

Level II

The complainant will complete and sign a Complaint Form that documents the incident(s). Upon receipt of the complaint, the Assistant Superintendent will review the complaint, findings, and recommendations from Level I, and take appropriate action within ten (10) school days. If the complaint is resolved satisfactorily, the Assistant Superintendent will complete a written Administrative Follow Up and forward it and all supporting documentation from Levels I and II to the Civil Rights Compliance Officer. Failure to achieve a satisfactory resolution of the complaint within ten (10) school days of its receipt at this level shall result in the movement of the complaint and all supporting documentation to Level III.

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Level III

The Superintendent of Schools shall review the complaint, findings and recommendations from Level II, and take appropriate action within fifteen (15) school days of receiving the complaint. If the complaint is resolved satisfactorily, the Superintendent will complete a written Administrative Follow Up and forward it and all supporting documentation from the previous Levels to the Civil Rights Compliance Officer. Failure to achieve a satisfactory resolution of the complaint within fifteen (15) school days of its receipt at this level shall result in the movement of the complaint and all supporting documentation to Level IV.

Level IV

The School Committee shall review the complaint, findings and recommendations from Level III, and take appropriate

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action within twenty (20) school days of receiving the complaint. The Assistant Superintendent will document the complaint resolution by completing a written Administrative Follow Up and forwarding it and all supporting documentation from the previous Levels to the Civil Rights Compliance Officer.

Retaliatory action taken against an individual as a result of the filing of a complaint, cooperating in an investigation, or otherwise participating in this process in any way, will not be tolerated.

The complainant may pursue her/his rights under the law and file a complaint with the appropriate state and federal agencies at anytime.

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**Commonwealth of Massachusetts: Massachusetts
Commission Against Discrimination**

1 Ashburton Place, Boston - Information
and Complaints: 617-994-6000

Complaints must be filed within 6
Months

**Federal Government: Education Department,
Office for Civil Rights**

J.W. McCormack Post Office & Courthouse,
Boston - Information and Complaints: 617-
223-9662

Complaints must be filed within
180 Days

**Federal Government: Equal Employment
Opportunity Commission**

J.W. McCormack Post Office & Courthouse,

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Boston - Information and Complaints: 617-
565-3200

Complaints must be filed within 300 Days

Non-Custodial Parent Notification

A recently enacted Massachusetts law requires that the Salem Public Schools obtain certain information from you prior to providing you with your child's student records. In essence, this law now requires that, since you do not have physical custody of your child, certain documents must be provided by you to the Principal of your child's school. Please contact the main office for a list of documents.

Salem Public Schools

Mission Statement

By being student focused in everything we do, by fostering the best teaching and learning practices, and by using the rich resources in the Salem community, the mission of the Salem Public Schools is to inspire students to realize their full potential and to prepare them to function successfully in a complex world.

Strategic Goals:

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- to maximize the opportunities for each student to succeed academically, emotionally, and socially to become productive members of a global economy and thoughtful participants in a democratic society
- to develop, expand, and/or improve curriculum models and implement best instructional practices
- to provide leadership by establishing a learning community in Salem through partnerships with higher education, community organizations, and businesses

- to establish a plan for ensuring successful leadership development and professional growth at all levels
- to ensure safe and state-of-the-art facilities in order to provide optimal environments for student achievement and community learning

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Bates School Mission Statement

By focusing on the enhancement of the arts, by building a foundation for literacy and by maximizing the potential of the whole child, the Bates School strives to guide our students beyond their creative horizons, surrounded by a safe, friendly, and child-centered community.

Strategic Goals

Maximize students' potential by enhancing their individual, academic and social abilities, setting the foundations for lifelong learning.

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Foster partnerships with parents and the surrounding community by building a cooperative, active learning environment focused on a shared responsibility of learning.

Engage all students in challenging standards and research based models of curriculum by integrating the arts, science, physical education and technology with classroom experiences.

Create a safe, child-centered, nurturing and respectful learning environment to promote excellence in a highly diversified community.

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Establish a plan for ensuring successful professional growth and development.

Anti-Bullying Policy

Definitions and Policies

Definitions

The Salem Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyberbullying.

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Salem Public Schools policy on Bullying Prevention (See [SC Policy 5410.01](#)) defines bullying as “the repeated use by one or more students or school staff member of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target’s property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;

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- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

School staff members are defined to include but are not limited to an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional.

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“Cyber-bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic

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- mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an

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electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

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Prohibition of Bullying

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,

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- Through the use of technology or an electronic device owned, leased or used by the Salem public schools;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Salem Public school district if the act or acts in question:

- create a hostile environment at school for the target;

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- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

**Administrative Policies and Procedures
Prevention and Intervention Plan**

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community

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representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Reporting

Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors

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are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

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Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions

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being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

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Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined

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that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

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Disciplinary actions for students *or staff members* who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent. Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

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Retaliation

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

Target Assistance

The Salem Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant

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contact with students in preventing, identifying, responding to, and reporting incidents of bullying. Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be

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trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Salem Public Schools website.