



*Salem Prep
High School*

Student-Parent Handbook 2015-2016

**Salem Prep High School
114 Derby Street
Salem, MA 01970**

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This Student/Parent Agenda Belongs To:

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INTRODUCTION

SALEM PREP HIGH SCHOOL **Our Mission**

The mission of Salem Prep High School is to provide a therapeutic milieu offering all enrolled students the opportunity to develop independence, self-control, and responsibility for self and others. Salem Prep provides a safe learning environment that builds trust, life skills, self-confidence, self-respect, and community through positive reinforcement and modeling of peers and staff.

STUDENT/PARENT HANDBOOK **2014 - 2015**

The Salem Prep High School administration and staff encourage all students and their parents to read the Salem Prep High School Student Handbook carefully. It contains important information regarding a variety of subjects including attendance policies, academic policies and regulations, guidelines for student behavior, discipline code regulations, bus transportation guidelines, student health information, and athletic department rules and regulations.

Escuela Secundaria de Salem **Manual Estudiantil 2013-2014**

La Administracion y Personal urgen a los estudiantes y sus padres a leer cuidadosamente el manual e estudiantil de la Escuela Secundaria de Salem Prep. Este contiene informacion importante con respecto a la variedad de temas incluyendo polizas de asistencia, poliza y regulaciones disciplinarias, guia de transporte, informacion de salud estudiantil, reglas y regulaciones del departamento de atletismo.

Favor de firmar y devolver esta pagina del manual estudiantil a la maestra de su hijo/a. Esta se mantendra archivada en la escuela durante el año escolar.

Yo he leído y entiendo las reglas ya fijadas en el **Manual Estudiantil de la Escuela Secundaria de Salem Prep.**

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."

SALEM PREP HIGH SCHOOL

OUR VISION

Salem Prep High School will become the standard to which other day school therapeutic milieu programs strive for in preparing and transitioning individuals from school to work or college.

CONTENTS OF HANDBOOK

The content of this handbook is consistent with the policies and procedures of the Salem Public Schools and the contents shall be reviewed annually.

September 5, 2012	School Year Begins	
September 7, 2012	SAT Oct 6 th Test Registration Deadline	← Take Note
September 14, 2012	ACT Oct 27 th Test Registration Deadline	← Take Note
September 19, 2012	Professional Development	Early Release
September 20, 2012	Meet the teacher night 6:00 to 8:00pm	
September 26, 2012	Plan Release	Early Release
October 6, 2012	SAT AT SALEM HIGH	← Take Note
October 4, 2012	SAT Nov 3 rd Test Registration Deadline	← Take Note
October 8, 2012	Columbus Day	No School
October 11, 2012	Parent/Teacher Conference 8:00-10:00 AM	2 hr. delay
October 17, 2012	PSAT at Salem High	← Take Note
October 17, 2012	Professional Development	Early Release
October 27, 2012	ACT AT SALEM HIGH	← Take Note
October 31, 2012	Plan Release	Early Release
<u>November 02, 2012</u>	<i>End of First Quarter</i>	
<u>November 01, 2012</u>	DAT Dec. 1 st Test Registration Deadline	← Take Note
<u>November 02, 2012</u>	ACT Dec. 8 th Test Registration Deadline	← Take Note
November 03, 2012	SAT AT SALEM HIGH	← Take Note
November 1-2, 2012	Math MCAS Retests	-
November 7-9, 2012	ELA MCAS Retests	-
November 6, 2012	Professional Development	No School
November 12, 2012	Veterans' Day	No School
November 14, 2012	Plan Release	Early Release
November 15, 2012	Parent/Teacher Conference 3:00-5:00 pm	-
November 22-23, 2012	Thanksgiving Recess	No School
December 12, 2012	Parent/Teacher Conference 2:30 – 3:30 pm	-
December 19, 2012	Professional Development	No School
Dec. 24 – Jan. 2, 2013	Holiday Recess	No School
December 28, 2012	SAT Jan 26 th Test Registration Deadline	← Take Note
January 9, 2013	Professional development	Early Release
January 10-Feb 13, 2013	Access for ELLs Test	-
January 21, 2013	Martin Luther King Day	No School
January 17, 2013	Professional Development Day	No School
January 22-25, 2013	MIDTERMS (Early Dismissal)	-
<u>January 25, 2013</u>	<i>End of Second Quarter</i>	-
<u>January 26, 2013</u>	SAT AT SALEM HIGH	
January 30, 2013	Plan Release	Early Release
February 7, 2013	Parent/Teacher Conference 8:00-10:00 AM	2 hour delay
February 8, 2013	SAT Mar 9 th Registration	← Take Note
February 13, 2013	Professional Development	Early Release

February 18– 22, 2013	Winter Recess	No School
February 27-March 1 2013	ELA MCAS Retests	-
March 4-5, 2013	Math MCAS Retests	-
March 08, 2013	ACT April 13th Test Registration Deadline	Take Note
March 9, 2013	SAT AT SALEM HIGH	Take Note
March 13, 2013	Professional Development	Early Release
March 19, 2013	ELA Composition A&B	3 hour Delay
March 21-22, 2013	ELA MCAS	3 hour Delay
March 27, 2013	Plan Release	Early Release
March 29, 2013	Good Friday	No School
April 05, 2012	SAT May 4th Test Registration Deadline	Take Note
April 10, 2013	Professional Development	Early Release
April 13, 2013	ACT AT SALEM HIGH	Take Note
April 15 – 19, 2013	Spring Recess	No School
April 25, 2013	Parent/Teacher Conference 8:00-10:00 AM	2 hour delay
May 01, 2013	Professional Development	Early Release
May 04, 2013	SAT AT SALEM HIGH	Take Note
May 02, 2013	SAT June 1st Test Registration Deadline	Take Note
May 13-14, 2013	Math MCAS	3 hour delay
May 22, 2013	Plan Release	Early Release
May 27, 2013	Memorial Day	No School
June 01, 2013	SAT AT SALEM HIGH	Take Note
June 4-5, 2013	Biology MCAS	3 hour delay
June 13-19, 2013	Final Exams	Early Release
June 19, 2013	Professional Development	Early Release
June 13-19, 2013 (pending snow make-up)	FINAL EXAMS (Early Dismissal)	<i>*See Below</i>

** Families should take into consideration the five possible snow days at the end of the school year when planning vacations.*

GRADING POLICY

Report cards are issued on a quarterly basis. The following grades are used to report student progress on a quarterly basis:

A+ = 100-98	C+ = 79-77	F = 59 and below
A- = 92-90	C = 72-70	I = Incomplete
B+ = 89-87	D+ = 69-67	E = Excused
B = 86-83	D = 66-63	W = Withdrawn
B- = 82-80	D- = 62-60	

Eligibility for summer school is based on a student achieving a course grade average of at least 45 and having 75% attendance (*No more than 11 unexcused absences for a half year course and no more than 23 unexcused absences for a full year course*).

GRADUATION REQUIREMENTS

Students who have fulfilled all graduation requirements (24 units*) and who have met all their school obligations, shall be eligible to participate in graduation. *Note that a unit is defined as one full year course or 2 half year courses. Students also need to have passing scores on MCAS ELA, Math and Biology.

The requirements for graduation are:

4 Units-English	3 Units-Social Studies (1 in US History)
3-4 Units-Mathematics	3 Units-Science (1 in Biology)
2 Units-Physical Education	.5 Unit-Health

The total number of units required for graduation is 24. These units may be attained in full and half-year courses as long as the appropriate subject matter listed above has been met. Students in all grades must take the equivalent of 7 full-year courses each year. (State law requires 990 hours minimum of instructional time). In addition to these required courses, a student chooses electives to meet graduation requirements.

The following table shows the credit range indicating student grade level:

Fresh. = 0 - 5.5	Soph. = 5.5 - 12	Junior = 12 - 18	Senior = 18 - 32
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Note: A student must earn 24 units to receive a Salem Prep High School diploma.

GUIDANCE SERVICES

The Guidance Department is located in the third floor of the IMC of Salem High School. Parents may call and make an appointment to see the counselor at any time during the school day. Students should not hesitate to ask for assistance in dealing with personal, vocational, or academic issues.

Guidance Director: Robert Quist 740 – 1125

Counselors	Student Assignments by Last Name	Contact Number
Maureen Beaudet	A – C	740 – 1148
Kerry McHugh	D – G	825 – 3467
Martin Ammer	H – Martel	740 – 1130
David Conwell	Martinez – P	740 – 1154
Luz Barreto-Longus	Q – Santos + ELL Students	740 – 1149
Alice Ryan	Sargent – Z	740 – 1170
Cynthia Georgelas	Secretary	740 – 1157
William Mardney	School to Career Coordinator	740 – 1160

PLAGIARISM

The act of plagiarizing involves the use, assistance or abetting of someone else's words or ideas without citing the source of the information. Paraphrasing and direct quoting are two forms of plagiarism, if not cited properly. It can occur in, but does not exclusively pertain to homework, essays, projects, and all forms of schoolwork. Students determined to have plagiarized will receive a zero for the assignment and the respective housemaster and parents will be notified. If applicable, the student will be reported to National Honor Society.

PUBLICITY

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 will take pictures or write about school activities and students. **It is the policy of the Salem 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.

ACADEMIC AND CAREER RESOURCES

www.noblenet.org/salem	Free Test Preparation Resource with use of library card
NAVIANCE Program	Available through guidance page of high school website Helps students determine career areas of interest.
http://www.collegeboard.com	Provides information for upcoming SATs. Students may register for this college entrance exam here .
http://www.actstudent.org	Provides information for upcoming ACTs. Students may register for this college entrance exam here .
http://www.studygs.net/	Offers extensive list of strategies for meeting success in the classroom
http://www.fastweb.com/	Scholarship search site
http://oftocollege.com/	Guides students through the college planning process
http://mefa.org	Massachusetts Educational Financing Authority
http://www.fafsa4caster.ed.gov	Offers a financial aid calculator.
http://spssalemhs.salemk12.org/pages/SPS_HSParentRes/stai	Salem Teen Academic Initiative: The link provides information on Salem Organizations who provide academic and social support for teens and their families.

ATTENDANCE AND TARDY POLICIES

Pursuant to Massachusetts General Laws, specifically Chapter 76: Sections 1,2,4, and 19 and consistent with any and all Board of Education regulations relative to school attendance, the intent of the attendance policy of Salem Prep High School is to preserve, protect and promote educational excellence by expecting daily, timely and responsible actions from the student. To be successful, students are expected to attend school every day; attending every class on time; and be ready to work to the best of their ability in each scheduled class throughout the school year.

Salem Prep High School's grading and credits include, but are not limited to, completing assigned work and good attendance. Class participation is an integral part of a commutative grade and attendance is important. Absence will adversely impact understanding of concepts.

This policy acknowledges the necessity of attendance in the understanding and satisfactory completion of all Salem Prep High School courses of study.

Attendance Policy

1. Absences should be a rare occurrence. Students need to attend school for the entire school day.
2. Parents/guardians are to make sure the student is in school every day for the entire school day. Patterns of student absenteeism will be closely monitored. The following are acceptable ways to excuse an absence:
 - Legitimately documented medical excuse
 - A parent/guardian note that has been verified by director (vacation is not an acceptable excuse)
 - Death in the student's immediate family
 - Religious holidays
 - Documented court/legal/governmental appearances
 - Administrator approved field trips
4. The student is required to turn in a note to the school within two (2) school days upon returning to school. A parent may also call a student in absent.
5. Students **MUST** make up schoolwork missed within a reasonable time period unless the teacher grants an extension.
6. Parents will be informed through *Connect Ed* when students are absent. Absences will also appear on the students' progress reports and report cards.
7. Suspensions will not count toward the students' unexcused absences.
8. Teachers will keep track of the unexcused/excused absences for their individual classes.

Tardy Policy

It is expected that students will be on time for school. School begins at 8:20 a.m.

1. Students not in their class after 8:20 a.m. **must** sign in to school at the desk in the main lobby.
2. Students who arrive late to school without a legitimately documented note will be considered unexcused late.
3. Once a student has accumulated three (3) late arrivals to school in a quarter, parents will be notified and liaison will arrange a parental intervention.
4. Teachers will keep track of the number of tardies for their individual classes and will assign consequences as appropriate (i.e. lose class points).

DISMISSAL

Students who wish to be dismissed before the end of the school day must bring a note from their parent or guardian to the office upon entering school on that day. The note must include a telephone number at which a parent or guardian may be contacted during the first two periods of the school day. The student will receive a dismissal slip to be shown to the teacher in charge at the time of dismissal. The dismissal slip must be returned to the director's office prior to leaving. If the student returns the same day, he or she must sign-in at the front desk. **Missed work must be made up.**

HOME INSTRUCTION

Home instruction is provided for students who will be absent from school for an extended period of time, and consistent with state law. Teachers are to supply class work and materials for the tutor. The tutor will submit the completed work to the teacher for grading.

Please call the Health Office at (978)740-1171 for the forms necessary for home instruction approval.

ATHLETICS AND STUDENT ACTIVITIES REGULATIONS

Salem Prep High School does not offer intermural athletics, however all Salem Prep students who meet the following eligibility criteria can sign-up for sports at Salem High School. Salem High School follows the Massachusetts Interscholastic Athletic Association procedures for participation in intermural athletics. These procedures and requirements are posted on the Salem High School website:

<http://www.spssalemhs.salemk12.org>

TRANSPORTATION FOR PARTICPATION IN ATHLETICS

Salem Prep High School students will be bussed to Salem High practice and games, but Salem Prep High School students will be bussed to Salem High practice and games, but are responsible for their own ride home from Salem High School. Students are required to ride the provided bus to and from all away games. At no time will a student be allowed to drive herself or himself to a contest. Any exceptions to this rule must receive prior approval of the Athletic Director or Principal.

CONCUSSION INFORMATION

What is a concussion: A concussion is a type of traumatic brain injury (TBI) caused by a bump, blow or jolt to the head. Concussions can also occur from a fall or blow to the body that causes the head and brain to move quickly back and forth. Doctors may describe a concussion as a “mild” brain injury because concussions are usually not life-threatening. However, sports-related head injuries and concussions can have serious consequences for students, including long-term health and educational issues if they are not properly managed.

The Commonwealth of Massachusetts Executive Office of Health and Human Services now requires that all schools subject to the Massachusetts Interscholastic Athletic Association (MIAA) rules adhere to the following law: DPH 105 CMR 2013.000. Student-athletes and marching band members, their parents, coaches, athletic directors, athletic trainers, volunteers, school nurses, and healthcare providers (physicians, nurse practitioners) must learn about the consequences of head injuries, and concussions through training programs and written materials. The Athletic Director will inform students and their parents about what must be turned in as proof of this training at the pre-season meeting.

Two free on-line courses are available and contain all the information required by law:

http://www.cdc.gov/concussion/HeadsUp/online_training.html

<http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>

The written materials can be found at:

Student-Athletes http://www.cdc.gov/concussion/pdf/Athletes_Fact_Sheet-a.pdf
(English)

http://www.cdc.gov/concussion/pdf/Athletes_Fact_Sheet_Spanish-a.pdf

(Span)

Parents:	http://www.cdc.gov/concussion/pdf/Parents_Fact_Sheet-a.pdf	<i>(English)</i>
(Span)	http://www.cdc.gov/concussion/pdf/Parents_Fact_Sheet_Spanish-a.pdf	

Coaches:	http://www.cdc.gov/concussion/pdf/Coach_Guide-a.pdf
	http://www.cdc.gov/concussion/pdf/coaches_Engl.pdf

School Nurses:	http://www.cdc.gov/concussion/HeadsUp/schools.html
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The law requires that athletes, marching band members, and their parents inform their coaches about prior head injuries at the beginning of the season. This **Pre-Participation Head Injury/Concussion Reporting Form** can be printed out from this link:

<http://www.mass.gov/eohhs/docs/dph/com-health/injury/preparticipation-reporting-form.pdf>

It will be **REQUIRED** to have this form filled out and returned to the Athletic Director prior to any student-athlete or marching band member's participation in their season.

If a student-athlete exhibits any signs or symptoms of a concussion, the law now mandates taking the student out of play or practice, and requires a written certification from a licensed medical professional for "return to play." This **Post Sports-Related Head Injury Medical Clearance and Authorization Form** can be printed out from this link:

<http://www.mass.gov/eohhs/docs/dph/com-health/injury/posthead-injury-clearance-form.pdf>

It will be **REQUIRED** to have this form filled out and returned to the Athletic Director prior to resumption of a student-athlete or marching band member's participation in their activities.

It could occur that a student-athlete or marching band member receives a concussion outside of school-related extracurricular activities. He/she will need to follow the same protocols as if it had taken place during practice or a game. In this case, a parent must fill out and turn into the school nurse the **Report of Head Injury During Sports Season Form** which can be printed out from this link: **<http://www.mass.gov/eohhs/docs/dph/com-health/injury/in-season-report-form.pdf>**

Additional Resources

Massachusetts Concussion Regulations:

<http://www.lawlib.state.ma.us/source/mass/cmr/cmrtxt/105CMR2013.pdf>

Center for Disease Control and Prevention:

<http://www.cdc.gov/concussion/>

Brain Injury Association of Massachusetts:

<http://www.biama.org/>

Massachusetts General Hospital for Children Youth Sports Concussion Clinic:

<http://www.massgeneral.org/children/services/treatmentprograms.aspx?id=1664>

Children's Hospital Boston:

<http://www.childrenshospital.org/az/Site3156/mainpageS3156P0.html>

DANCES

Salem Prep High School students can attend dances at Salem High School. Dances are a privilege and not a right. Students absent from school or suspended for the day are not eligible to attend a dance that evening. Students will not be admitted after 9:00 p.m. unless prior permission has been given by an administrator. If a student leaves a dance or is told to leave, no refund will be given. Salem High dances are for Salem students only unless announced beforehand. Cigarettes, alcoholic beverages and drugs are

not permitted by students or their guests. Dances allowing guests will follow the guidelines below.

- *Middle school students are not allowed at Salem High School dances.*
- *Guests for the freshman and sophomore dances may not be over 18 years old.*
- *Guests for the Cotillion, Jr. Prom and Sr. Prom may not be over 21 years old.*
- *Guest approval forms should be picked up at the Student Activities office. Approval forms must be completed and returned to the Student Activities office two weeks prior to the dance. Housemaster will notify student if guest's approval has been denied.*
- *School Dress Code applies at school dances.*

Admittance to Grade-Specific Dances and Activities

Grade-specific dances and activities include the Junior/Senior Cotillion, Sophomore Social, Freshman Fling, Senior Show, and Senior-Week Activities. To attend, students must have earned the correct number of credits for the specified grade-level. Students short credits, but with the ability to regain dance-specific grade level by the end of the year, must be passing all seven classes and considered in good-standing (see good-standing section) to attend. An appeal process is available for students not having enough credits for senior year. See Director to begin this process.

The following table shows the credit range indicating student grade level:

Fresh. = 0 - 5.5	Soph. = 5.5 - 12	Junior = 12 - 18	Senior = 18 - 32
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EXTRA-CURRICULAR ACTIVITIES POLICY

Salem Prep High School students can participate in extra-curricular activities at Salem High School. Students participating in non-athletic activities will follow the same academic eligibility and drug and alcohol policy as students attending Salem High School.

STUDENT ACTIVITY FEE

A Student Activity Fee of \$25.00 will be collected from all students who participate in activities that are overseen by a paid advisor. The fee covers all activities for one year. The following activities are exempt from the fee: honor societies, student government, class officers, activities that are aligned with classes and activities whose sole purpose is fundraising.

STUDENT IN GOOD STANDING

A student in "Good Standing" demonstrates by their grades and good citizenship that they are mature, responsible young adults. The following characteristics depict the attendance, grades, and behavior reflective of a student in "Good Standing."

<i>Attendance</i>	<i>Academic</i>	<i>Behavior</i>
No Truancy	Passing all classes	No Pending Discipline
No Class Cuts	No Incompletes	Always respectful
On Time for Class		Supports a safe-learning environment

BUS- SCHOOL TRANSPORTATION POLICY

Grades 9-12: Transportation may be provided as per their IEP.

SCHOOL BUS STOPS: The bus routes will be similar to the current ones. Children will walk to a common bus stop. Students are not entitled to street to street or door to door pickup or delivery. Parents are responsible for getting the child to the correct bus stop. Any child standing at unauthorized locations or bus stops not assigned by transportation, will not be picked up. Do not assume bus stops are in the same location as the previous year as they may change. School bus drivers are not permitted to make changes, additions or deletions of any bus stops.

Please note that Salem Prep High School Student Bus Policy is always in effect. Riding the school bus is a privilege. Behavior issues will be dealt with in accordance with School Policy. Salem Prep High School's Code of Conduct adheres to the bus. Suspension or revocation of riding privileges will not afford a refund of bus fees for any reason.

CAFETERIA

In order to maintain clean and orderly cafeterias, the following rules must be observed:

1. No touching or taking other student's food.
2. Once the students are finished eating, they are required to clean up the trash and the food trays from their table.
3. Students must keep the table and floor in their area in clean condition for others.
4. Students are not to loiter at the entrance to the cafeteria or serving area but are to report to the designated area after lunch.
5. Card playing and/or other games of chance are prohibited.
6. **Students may not take food from the cafeteria.**

HEALTH SERVICES

A registered nurse is on duty part of the school day. If a student becomes ill or injured during the school day, he/she should report to the health office, which is located on the first floor. Students who are ill should not remain in the restrooms or leave the building without reporting to the health office or director's office. Students must receive a pass from their teacher before visiting the health office, unless he/she is acutely ill or seriously injured. Students with minor illnesses or injuries are discouraged from leaving their classes to visit the health office. All students must be in compliance with Massachusetts General Law regarding immunization and physical exams.

COMMUNICABLE DISEASES POLICY:

The health office must be notified when a student is absent due to a communicable disease. A statement from the physician must be presented before the student is readmitted to school. The cooperation and assistance of the parents is necessary in ensuring the safety and well-being of the students. If your student:

1. Is ill before school, keep him/her home.
2. Has an acute or chronic medical problem requiring medication or attention during the school day, notify the nurse.
3. Needs to be dismissed from school, the parent or a designated responsible person must provide transportation.
4. Is to be excused from P.E. classes for a medical reason, a physician's statement must be given to the nurse

MEDICATION POLICY:

Any student who is required to take medication during the regular school day must comply with the following regulations:

1. **Written dated orders from a physician detailing the student's diagnosis, the name of the drug, dosage, route of administration and time the medication is to be administered.**
2. **Written dated request from the student's parent or guardian that the school complies with the physician's order.**
3. **The medication must be brought to school in a container properly labeled by the pharmacy and kept in the health office.**
4. **Students may not carry medication on their person. With physician's order, parental permission, and nurse approval, students may carry asthma inhalers, insulin delivery systems, and Epi-pens, and pancreatic enzymes. The forms for these exceptions are available in the health office**
5. **Tylenol (acetaminophen 325mg) is available for students, as needed, who have parental permission slips on file.**

The Teen Health Center is located within the Salem High School and provides teens access to adolescent medicine primary care and counseling services. These comprehensive services include school and sports physicals, immunizations, sick and injury visits, medical gynecological care, family planning, as well as behavioral health/psychosocial services.

The Health Center accepts most insurance coverage. Students without insurance or those receiving confidential services will receive services at no cost. No one will be denied access to services because of inability to pay.

The Teen Health Center is located within the Salem High School, 77 Wilson Street, Salem MA 01970. The Teen Health Center is open Monday through Friday 8:00am - 3:00pm throughout the school year. Salem Prep High School will aid in arranging appointments for students to go to the Teen Health Center for medical or behavioral health services. Bus transportation will be provided to and from Salem Prep High School and Salem High School.

HOURS OF SCHOOL OPERATION

- 8:00 am: Main lobby opens for students who arrive to school early.
- 8:10 am: The cafeteria opens for breakfast.
- 8:20 am: Breakfast service ends.
- 8:20 am: Classes begin. Students not in their classes by this time are marked *Tardy to School*.
- 2:20 pm: School day ends.
- 2:30 pm: Main lobby closes. Doors to academic classes are closed.

LIBRARY

The following rules govern use of the library:

1. The library is opened from 8:00 AM – 3:00 PM, Monday through Friday.
The library is not opened after school on early release days.
2. Respect for the rights of others demands that there be little talking. An orderly, quiet atmosphere that lends itself to study must be maintained at all times.
3. Teachers may send students to the library during the school day. They must fill out a pass with the students' names, the time they left the classroom, and the reason why they are sending them to the library.
4. Students sent to the library during class time are expected to be on task. If they are not, they will be sent back to class.
5. Game playing or computers for personal use is not allowed in the library.
6. Students may use the library computers before and after school, and during class if they have a pass from their teacher. *Please note that teachers who have signed up their class to use the library computers have priority over those students who have dropped in.*
7. Internet use is allowed only after both the student and their parent/guardian have signed and returned the Salem Public School's Acceptable Use Policy (*see the Signature Page/Acknowledgement Form in this handbook*).
8. Use of the library's computers and the Internet is limited to school work only.
9. Students may come to the library for quiet study or reading during their lunch. Students who are loud or disruptive will be asked to return to the cafeteria.
10. NO FOOD or DRINK is allowed in the library.

INFORMATION RELEASE

The school may release a student's name, address, telephone listing, and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class participation in officially recognized activities and sports, degrees, honors and awards, and post-high school plans without the consent of the eligible student or parent, provided that the school gives public notice of the types of information it may release under 603 CMR 23.07 and allows eligible students and parents a reasonable time after such notice to request that this information not to be released without the prior consent of the eligible student or parent. Such notice may be included in the routine information letter required under 603 CRM 23.10.

The school may release information regarding a student upon receipt of a request from the Department of Social Services, a probation officer, a justice of any court, of the Department of Youth Services under the provisions of M.G.L. c. 119, SS 51B, 57, 69, and 69A respectively.

PARKING

Licensed students may park in student parking areas during school hours. All cars parked in student parking areas must be registered with Salem Prep High School administration.

1. Students parking in fire lanes, handicapped areas, or unmarked lanes will be towed without warning and at owner's expense.
2. Vehicles improperly parked may be towed without notice.
3. Vehicles on school grounds are subject to search for banned material substances when reasonable suspicion exists that they may be present.
4. Violations of motor vehicle rules will result in revocation of driving privilege as well as possible disciplinary action.
5. The driver of a motor vehicle and all passengers must wear seat belts when on school property.
6. Students not in "Good Standing" will lose parking privileges.

SCHOOL CANCELLATIONS AND DELAYED OPENINGS

School closing or delayed opening announcements will be made by radio on radio stations WBZ, 1030 AM, WESX 1230 AM, and on television stations WBZ Channel 4, WCVB channel 5, WHDH channel 7 and WLVI channel 56. Announcements will also be listed on the local cable station, Salem Access TV or on the web site @salem.k12.ma.us. A Connect-Ed phone call will also be placed.

In the event that students have already arrived at school and the weather worsens during the school day, except in the case of crisis or emergency, students **will not be dismissed until the end of the regular school day** to allow buses to make regularly scheduled runs.

VISITORS

All visitors to Salem Prep High School building are required to sign in and out of the building. Visitors will be provided with identification at the time of their visit.

ALCOHOL AND SUBSTANCE USE

Every student has the right to a drug free school. It is the responsibility of all students, parents and school personnel to work together to achieve this goal. The ingestion of a substance which interferes with a student's ability to perform physically, intellectually, emotionally or socially is damaging to the student's health and well-being and could infringe upon the learning process and well-being of others.

In support of this philosophy the Salem Prep High School prohibits the use or possession of alcohol or other drugs, or any device or paraphernalia associated with these substances, during the school day, on school property or at any school sponsored function, automobile and motorized vehicles.

BULLYING PREVENTION AND INTERVENTION

Definitions and Policies

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.

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;
 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.

"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
- 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 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.

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,
- 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;
- 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 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 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.

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 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.

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 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.

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.

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 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 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.

CODE OF CONDUCT FOR STUDENTS

*Please also see Appendix for District Code of Conduct
and Student Discipline Policy*

Students at Salem Prep High School are expected to treat all members of the school community with dignity and respect. The school community is defined as all those people who work or interact in the school. Students, teachers, administrators, counselors, custodians, secretaries, cafeteria workers, parent volunteers and school visitors are part of this community.

All members of the school community must understand and support the standards of conduct of the school and assist in the enforcement of rules and regulations. This behavior is expected during all curricular, co-curricular, athletic and special events of the school both on and off campus (e.g., graduation, school dances, proms, athletic events at other schools, etc.). A student's participation in graduation, co-curricular or athletic activities is a privilege, not a right or entitlement. The school is interested in maintaining the quality and integrity of its programs throughout the school year. Infractions of school rules may be subject to further penalties in addition to those listed below, which include, but are not limited to, removal from school activities, removal from elected offices, and/or participation in graduation activities or ceremonies.

These rules and regulations may be supplemented by a teacher's individual classroom rules. The academic success and the safety of students are contingent upon students maintaining appropriate and responsible behavior. The discipline procedures for students with disabilities shall follow applicable

state and federal laws. Copies of these laws are available in the director's office for parent or student review.

All members of the school community are subject to the laws of the Commonwealth and City ordinances. The school will report acts which may violate the law to the police, including but not limited to assault and battery, possession of a dangerous weapon resulting in a felony charge, destruction of property (graffiti, arson, tagging, and theft), domestic or dating/relationship violence, inappropriate sexual assault or sexual behavior, harassment and civil rights threats or violations, actual or constructive possession of a controlled substance, reasonable belief that a student has sold or offered to sell a controlled substance. Other acts may also be reported to the police as appropriate. Student information including student records will be shared with the resource officer assigned to Salem Prep High School when appropriate to maintain a positive and safe educational environment.

DISCIPLINE – SPECIAL EDUCATION

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

Students with disabilities eligible for Special Education who violate school rules are subject to removal from their current placement for up to ten (10) days, to the extent that such a removal would be applied to students without disabilities, without a prior determination as to whether the misconduct is related to the student's disability. External suspension for more than 10 cumulative days in a school year constitutes a change of placement and a manifestation determination meeting must be held before the 11th day. In that meeting, the Team will review the student's educational program and other relevant information to determine if (1) the conduct is a direct result of the school's failure to implement the IEP or (2) if the conduct has a direct and substantial relationship to the disability. If the conduct is a direct result of the school's failure to implement the IEP, the school must take immediate steps to remedy those deficiencies. If the conduct has a direct and substantial relationship to the disability, the school must conduct a functional behavioral assessment and develop a behavior intervention plan, or review and modify an existing plan, as needed. If the answer is no to both questions above, the school may apply relevant disciplinary procedures in the same manner and for the same duration as to students without disabilities. The student shall receive FAPE services. The school can also determine if a functional behavioral assessment and/or behavior intervention plan is necessary.

School personnel may also 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 only if a student:

1. Carries a weapon to or possesses a weapon at school, on school premises, or to a school function;
or
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.
3. Inflicts serious bodily injury upon another person while at school, on school premises, or at a school function.

If the removal of a student will constitute a change in the student's placement, as defined by Federal Special Education Law, a student's IEP Team must convene to conduct a manifestation determination. In that meeting, the Team will review the student's educational program and other relevant information to determine if (1) the conduct is a direct result of the school's failure to implement the IEP or (2) if the conduct has a direct and substantial relationship to the disability. If the conduct is a direct result of the school's failure to implement the IEP, the school must take immediate steps to remedy those deficiencies. If the conduct has a direct and substantial relationship to the disability, the school must conduct a functional behavioral assessment and develop a behavior intervention plan, or review and modify an existing plan, as needed. If the answer is no to both questions above, the school may apply relevant disciplinary procedures in the same manner and for the same duration as to students without disabilities. The student shall receive FAPE services. The school can also determine if a functional behavioral assessment and/or behavior intervention plan is necessary.

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

Salem Prep High School rules and regulations are based on a system of progressive discipline while working within the state and federal guidelines for disciplining students with disabilities. This means that an administrator has the discretion to consider mitigating factors, including but not limited to: 1) previous disciplinary record; 2) severity of disruption to the educational process; 3) degree of danger to self and others; 4) degree to which the student is willing to change his/her inappropriate behavior. The student Code of Conduct has been divided into 3 classes. Each class contains a range of potential consequences for the infractions within. Please note this is not an exhaustive list.

Class 1	Offense	Consequences
C1.1	Profanity/vulgarity/rude or obscene gestures (minor offense)	<ul style="list-style-type: none"> • Detention of 5-15 minutes • Loss of point/privileges • verbal warning • Referral to counselor • Behavior plan • Loss of bus privileges • Alternative Dispositions (restitution, evening detentions, work detail) • Loss of parking, computer, or Internet privileges. • Social Probation • Parent contact • In-House Suspension • Out-Of-School Suspension 1-2 days. <p><i>Students disciplined multiple times for Class 1 Offenses may be elevated to Class 2.</i></p> <p><i>A parent conference may be required for re-entry for any offense listed.</i></p>
C1.2	Disruptive behavior at school or school sponsored events.	
C1.3	Dress code violations.	
C1.4	Possession of a tobacco product (products will be confiscated).	
C1.5	Possession of lighters and matches (will be confiscated).	
C1.6	Public display of affection.	
C1.7	Excessive tardy to school.	
C1.8	Causing a problem on a bus.	
C1.9	Forgery of school pass/note.	
C1.10	Leaving in unauthorized transportation	
C1.11	Misuse of a vehicle on school property/parking lot	
C1.12	Horseplay, including pushing and wrestling.	
C1.13	Being in an unauthorized area	
C1.14	Unauthorized use of iPods, phones, and other electronic devices defined by the director, including laser pointers.	
C1.15	Skipping a detention.	
C1.16	Tampering, hacking, and/or prohibited use of computers (minor offense).	
C1.17	Violation of the Internet and Computer (acceptable use) Policy.	
C1.18	Dangerous and/or reckless behavior (minor offense).	
C1.19	Leaving school without permission.	
C1.20	Leaving or skipping class.	
C1.21	Cheating, copying, and plagiarizing (along with a grade of zero).	
C1.22	Other behaviors designated by administration.	

Class 2	Offense	Consequences
C2.1	Profane, obscene, indecent, or immoral gestures, propositions and exhibitions (major offense).	<ul style="list-style-type: none"> • Detention 15-30 minutes • Loss of privileges • Referral to counselor • Behavior plan/contract • Alternative dispositions (e.g., social probation, loss of privileges, evening detentions, permanent removal from classes, work details, etc.) • Restitution for theft/vandalism/destruction of property. • In-House Suspension or • Out-of-school suspension for 1-3 days <p>The length of suspension will be determined by the severity of the offense and relation to educational disability. Students who are disciplined multiple times for Class 2 offenses may be elevated to Class 3. A parent conference may be required for</p>
C2.2	Open defiance of administrators, staff or faculty.	
C2.3	Vandalism including damage to school or the personal property of others. (minor offense).	
C2.4	Use, possession, distribution of fireworks.	
C2.5	Gambling/possession of gambling paraphernalia.	
C2.6	Theft or possession of stolen property.	
C2.7	Fighting-physical conflict between two or more students.	
C2.8	Initiating, inciting or deliberately provoking a fight.	
C2.9	Tampering with fire alarm/safety devices.	
C2.10	Violation of behavior contracts (minor offense).	
C2.11	Possession of drug paraphernalia(ex: rolling papers, pipes, etc).	
C2.12	Malicious destruction, hacking, or tampering of computer equipment (major offense).	
C2.13	Dangerous and/or reckless behavior (major offenses).	
C2.14	Violation of tobacco policy (subsequent offenses).	
C2.15	Forgery of Legal Documents (doctors notes, court attendance, tampering with yellow slips, etc).	
C2.16	Internet misuse (in unauthorized areas of the computer or internet).	
C2.17	Smoking in school or on school premises	

C2.18	Other offenses designated by an administrator.	reentry for any offense listed.
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Class 3	Offense	Consequences
C3.1	Assault or the threatening of any Salem Public School employee, visitor, or guest.	<ul style="list-style-type: none"> • Up to 10-day suspension with recommendation for change of placement. • Notification of police. • Mandated programs and/or evaluations. • Long Term Suspension and Expulsion: • Long-term suspensions may carry into the next school year. • Students with disabilities may have up to 45-days suspension serious infractions including possession of weapon, possession/sale of drugs, or causing serious bodily injury to another at school.
C3.2	Possession, use, distribution or being under the influence of alcohol, drugs or any other controlled substances including look-alike drugs.	
C3.3	The use, possession, and/or the concealing of a weapon or look-alike weapon.	
C3.4	Fighting involving 3 or more people.	
C3.5	Possession or use of dangerous substances (i.e. explosives, incendiary devices, chemicals, etc.).	
C3.6	Intentionally causing harm or injury.	
C3.7	Violation of signed behavior contracts (major offense).	
C3.8	Ringling a false alarm/Calling in false bomb threat.	
C3.9	Substantially disrupting the orderly operation of the school.	
C3.10	Vandalism including damage to school or the personal property of others (major offense).	
C3.11	Harassing behavior.	
C3.12	Unauthorized assembly, sit-in, protest meeting, etc.	
C3.13	Other serious offenses designated by an administrator.	

DRESS AND APPEARANCE

Students should dress appropriately adding to a positive, productive school environment. Student dress is unacceptable if it is a distraction to the learning process or school sponsored activities, is considered to be offensive, or if it affects the health, rights, and /or safety of the person or others. Ultimately, showing inappropriate body parts can be considered sexual harassment.

The following clothes and accessories are not allowed:

- Clothing, jewelry, or related apparel that refers to alcohol, drugs, gang affiliation, tobacco, profanity, or makes sexual connotations, or suggests double meaning.
- Clothing that disrupts or interferes with the educational process (sunglasses, bare midriffs, bandanas, ripped clothing, etc.)
- Accessories that pose a potential for damage, safety, and/or injury (chains worn on pants, protruding studs from clothing, sharp objects on clothing or jewelry)
- Jewelry that is dangerous or inappropriate for age-level.

Students must follow the clothing regulations listed below:

- Pants should be worn waist high. If under garments are visible pants are too low
- Shorts and skirts need to be mid-thigh in length (fingertip length)
- No revealing neck-lines
- No shirts made of netting

Students who do not adhere to the dress code will be considered a disruption to the operation of school. Appropriate disciplinary action will take place up to and including suspension.

USE OF CELLULAR TELEPHONES & ELECTRONIC DEVICES

Use of cellular telephones & electronic devices are discouraged during school hours except for lunch or walks are unacceptable. Cell phones & electronic devices may be used on school property before and after school hours. Parents may contact their children while they are in school by calling the director's office 978-740-1171. The director will determine the conditions under which messages will be delivered to students.

Electronic devices such as cellular telephones, IPODS, non-school related cameras, should not be visible, worn, or be used by students in class or school building without approval. Students shall not record staff or other students using video or audio. If a student misuses any of these devices or headgear

during the school day, the device/headgear disrupts class it will be confiscated and given to the director till the end of the day.

Students who bring cell phones or electronic devices to school are responsible for them. They should be secured at all times. Salem Prep High School or their employees are not responsible for lost or stolen property.

IDLING SCHOOL BUSES OR MOTOR VEHICLES

Consistent with Massachusetts General Law Chapter 90, sec. 16B, there will be “no idling” of school buses or motor vehicles on or within 100 feet of school property at any public or private accredited school as posted on school grounds. This shall include any athletic field or facility, playground, or property used for school purposes or functions which are owned by municipality or school district, regardless of proximity to school building, as well as parking lot appurtenant to the school, athletic field, facility or playground. Prolonged idling shall not be permitted and is a violation of the registry of motor vehicles. Any operator or owner of a motor vehicle who violates this section shall be subject to a civil assessment of \$100 for the first violation and \$500 for a second and subsequent violation, enforced by law enforcement agencies. Operators of school buses shall not idle school bus engines for any unnecessary period of time in advance of leaving school grounds, unless it is determined that the school engine must be fully engaged in order to operate safety devices or such idling prohibition would otherwise compromise the safety of children boarding or exiting a bus.

RESOURCES TO SUPPORT SAFETY OUTSIDE OF SCHOOL

North Shore Rape Crisis Center	Offers counseling and support groups. Gives support at hospital, police station, or court. 24-hour Hotline: 1-800-922-8772
HAWC (Healing Abuse Working for Change)	Provides shelter for victims of abuse. Offers legal support and education around abuse. 24-hour Hotline: 1-800-547-1649
Family Resource Center <i>Mass General for Children at North Shore Medical Center</i>	Supports children, adolescents, parents, and professionals. Provides educational materials, links to community resources, conferences, and family support in all areas of children’s developmental and behavioral health. Visit nsmcfamilyresourcecenter.org to see a list of their programs. Also call 978-354-2660 or 978-354-2670
Massachusetts Substance Abuse Helpline	1-800-327-5050 or www.helpline-online.com
Web Resources for Facts and Information About Drug Use	www.freevibe.com www.abovetheinfluence.com www.thecoolspot.gov

STATE, FEDERAL, AND CITY LEGISLATION

IDEA

It is the purpose of IDEA to provide for a flexible and uniform system of special education program opportunities for all children requiring special education; requiring evaluation of the needs of the child and adequacy of the special education program before placement and periodic evaluation of the benefit of the program to the child and the nature of the child's needs thereafter; and to prevent denials of equal education opportunity on the basis of national origin, sex, economic status, race, religion, and physical or mental handicap in the provision of differential education services. (M.G.L. c.71B)

Salem provides a variety of special programs and services to those children who are in need of educational support. The special education department offers complete evaluation services to those who are referred, and participates with the child's school in determining those educational strategies which best meet the individual child's needs. The right of referral for an evaluation or services is available to

all those who have interest in the child's welfare, including parents or guardian, teacher, counselor, physician, and the public service agencies dealing with children and families.

Inquiries regarding compliance with Section 504 or other Special Education laws can be directed to: **Director of Pupil Personnel Services & Team Chair for Section 504, Collins Middle School, 29 Highland Ave., Salem, MA , (978) 740-1249.**

Inquiries regarding compliance with any of the above laws may also be directed to: **Department of Education, 350 Main Street, Malden, MA 02148, or Director of the Office for Civil Rights, Department of Health, Education and Welfare, Boston, MA 02114.**

COMPLAINT PROCEDURE

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

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 Title IX Coordinator. If a satisfactory resolution cannot be achieved within ten (10) school days of receipt of the complaint, the administrator will refer the complaint and all supporting documentation to the Assistant Superintendent - Human Resources to initiate Level II.

If the alleged complaint involves the building administrator, the complainant shall have the right to bring the complaint at Level II.

LEVEL II

Upon receipt of the complaint, the Assistant Superintendent - Human Resources 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 – Human Resources will complete a written Administrative Follow Up and forward it and all supporting documentation to the Title IX Coordinator. 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.

LEVEL III

The Superintendent of Schools shall review the complaint, findings, and recommendations from the previous Levels, 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 to the Title IX Coordinator. 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 the previous Levels, and take appropriate action within twenty (20) school days of receiving the complaint. The Assistant Superintendent - Human Resources will complete a written Administrative Follow Up and forward it and all supporting documentation to the Title IX Coordinator.

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 any time.

Massachusetts Commission Against Discrimination
1 Ashburton Place, Boston, Massachusetts
Information and Complaints: 617-727-3990

FEDERAL GOVERNMENT: EDUCATION DEPARTMENT, OFFICE FOR CIVIL RIGHTS
J.W. McCormack Post Office & Courthouse, Boston
General Information: 617-223-9662
To File A Complaint: 617-223-9662

FEDERAL GOVERNMENT: EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
J.W. McCormack Post Office & Courthouse, Boston
General Information: 1-800-669-3362
To File A Complaint: 617-565-3200

DISTURBANCE OF SCHOOLS OR ASSEMBLIES

MGL CHAPTER 272: SECTION 40

Whoever willfully interrupts or disturbs a school or other assembly of people met for a lawful purpose shall be punished by imprisonment for not more than one month or by a fine of not more than fifty dollars; provided, however, that whoever, within one year after being twice convicted of a violation of this section, again violates the provisions of this section shall be punished by imprisonment of one month, and the sentence imposing such imprisonment shall not be suspended.

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:

- Recommendation for counseling
- Disqualification from extracurricular activities for up to one year
- Suspension
- 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.

DUE PROCESS

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 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 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, 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 [].

The Principal may remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to such due process procedures.

II. Short Term, Out-of-School Suspension. 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;
- 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 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:

- 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 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, 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;
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 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.

IV. Expulsion

Students are subject to expulsion (i.e, permanent exclusion) by the Principal for 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 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.

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.

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 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.
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 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.

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 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;
- 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.

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.

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. 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 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.

The following rules governing the expulsion and suspension of students apply at school and at all school-sponsored activities, events and functions.

Mass. Gen. Laws, Ch.71, §37H provides the following:

- (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 teacher, teacher's aide or other education- al staff or administrator on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the Principal.
- (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 district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall 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.

Massachusetts General Laws Chapter 71, section 37H 1/2 provides the following:

- (1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency com- plaint against the student, the Principal of the school in which the student is enrolled may suspend such student for a period of time determined appropriate by said Principal, if said Principal 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 receive written notification of his right to appeal and the process for appealing such suspension, provided, however, that such suspension shall remain in effect prior to any appeal hearing 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 the suspension. The Superintendent shall hold a hear- ing with the student and the 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 right to overturn or alter the decision of the principal, 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 shall be the final decision of the town with regard to the suspension.

- (2) Upon a student's being convicted of a felony or upon adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Principal of a school in which a student is enrolled may expel said student if such Principal 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 the 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 the 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 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 right to overturn or alter the decision of the Principal, 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 shall be the final decision of the town with regard to the expulsion.

(3) 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:

- (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.
- (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 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 place, under section 21 of chapter 76.

MGL CHAPTER 71L SECTION 37H 1/2:

- 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 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 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 days of the hearing. Such decision shall be the final decision of the city with regard to the expulsion.
- 3.) 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.

FEDERAL GUN-FREE SCHOOLS ACT

The Federal Gun-Free Schools Act is Section 14601 of the Improving America's School Act, which was enacted in October of 1994. This act requires school districts and other educational agencies to expel from school for a **minimum of one year** any student who is determined to have brought a firearm to school. An exception is made to permit the chief administering officer (i.e. superintendent of schools) to modify the expulsion requirement on a case-by-case basis. The law does not preclude an expelled student from receiving educational services in an alternative setting.

HARASSMENT & VIOLENCE POLICY

The Salem School Committee and the Salem Public Schools are committed to maintaining a work and educational environment free from all forms of harassing conduct. We expect all employees, students, parties contracted to perform work for the Salem Public Schools, and other members of the school community to conduct themselves in an appropriate manner with respect, dignity, courtesy, and fair treatment for all individuals in the school community. Each member of the school community has a responsibility to ensure that harassment does not occur. **The anti-bullying policy is posted on the Salem Public School website www.salemk12.org.**

Harassment on the basis of race, national origin, age, gender, sexual orientation, religion, or disability is illegal and will not be tolerated.

Sexual harassment is unwanted attention directed towards a person because of his/her gender. It includes deliberate and unwelcome:

- Whistling, catcalls or offensive noises
- states 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

Sexual Harassment may constitute child abuse under Massachusetts Law C119 ss 51a. The Salem Public Schools will comply with the Massachusetts Law in reporting suspected cases of child abuse to the Department of Social Services.

Individuals who believe they are the subject of sexual or other kinds of harassment should report the conduct to conflict resolution or their housemaster. Staff who witness harassment are required to report the incident, even if the victim of harassment does not express disapproval or file a complaint. (*See complaint procedure on pgs 36-37.*)

All reports of harassment will be investigated promptly and in as impartial and confidential manner as possible. Any individual who is found, after appropriate investigation, to have engaged in sexual or other forms of harassment will be subject to disciplinary action up to and including expulsion. No individual will be subject to any form of coercion, intimidation, retaliation, interference, or discrimination for filing a report of harassment. On the other hand, blatantly false accusations will not be tolerated.

HAZING

M.G.L. Chapter 269, Section 17: Whoever is a principal organizer or participant in the

student or other person, or which subjects such students or other person to extreme stress, including extended deprivation of sleep or rest or extended isolation.

Section 18: Whoever knows that another person is a victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Hazing is defined as any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly, endangers the mental or physical health of a student or other person, regardless of the individual's willingness to participate.

The law requires school employees to immediately report any instances of hazing that they have witnessed or become aware of to the director or principal, who shall promptly conduct an investigation. All members of the community are encouraged to report any knowledge of hazing, this includes students, parents, staff and community members as well. If it is determined that hazing has occurred, the following steps will be followed:

1. Notify law enforcement if criminal charges may be pursued against the aggressor;
2. Notify parent/guardians of the aggressor(s); and
3. Notify parent/guardians of the target.
4. Take disciplinary action.

Severe disciplinary action will be taken by school officials for any student directly or indirectly involved in a hazing incident. These disciplinary actions may include suspension or expulsion, removal from athletic teams, clubs and activities and loss of captaincy privileges, if applicable.

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, gender identity, religion, national origin or sexual orientation. (Ch. 622 of Acts of 1971, Ch. 282 of Acts of 1993, G.L.c76s.5)

Search and Seizure

A student search, either personal or locker, by a public school official or teacher will be found reasonable, under the US Supreme Court New Jersey v. T.L.O (1985) standard, if (a) there are reasonable grounds for suspecting that the student has violated or is violating either the law or the rules of the school, and (b) the search itself is conducted in a manner reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

"Reasonable grounds" for a student search may include, for example, a school official's personal observation that a student possess contraband material on school premises, or the official's receipt of a report to that effect by a teacher, another school employee, a student, or some other reliable source. Even a report from an anonymous source may constitute reasonable grounds for a search, if all the circumstances persuade the school official that the report is reliable (for example, there is independent information corroborating it). In

Act of 1973) Inquiries regarding compliance with this law can be directed to the Director of Pupil Personnel Services @ 978-740-1249.

State and Federal Legislation Statement

This communication provides information concerning important pieces of state and federal legislation. These laws are promulgated by the Salem Public Schools to insure the equal enjoyment of opportunities, advantages, privileges, and courses of study regardless of race, color, religion, national origin, or sexual orientation. Salem is an equal opportunity employer that complies with the provisions of M.G.L. c. 76, § 5, Title IX, Section 504, the Student's Record Law, and the Drug-Free Schools Act of 1988.

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. Chapter 71, Section 34) The following are a few of the highlights contained in the regulations and a listing of those standardized tests administered by our schools.

- 1) Student records shall consist of the transcript and temporary record. School departments must keep transcripts for sixty years after a student's withdrawal, transfer or graduation. Temporary records shall be destroyed after 5 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 nine, the student or parent may exercise rights with regard to student records. At age eighteen the student may assume exclusive responsibility for exercising these rights by written request.
- 4) With few specific exemptions, no information in a student's record shall be disseminated to a third party without the written consent of the eligible student and/or parent. Third party shall mean any person or private or public agency, authority, or organization, other than 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 a routine information letter to students and their parents informing them of the following:
 - a. The standardized testing program to be conducted during the year .
 - b. The general provisions of these regulations regarding parent and student rights, and that copies of these regulations are available to them from the school.

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 education program or activity receiving federal financial assistance. (Title IX of the Education Amendments of 1972)

Inquiries regarding compliance with these laws can be directed to the Superintendent of schools Salem public Schools, 29 Highland Avenue, Salem, MA 01970.

Free Schools Policy. This policy prohibits the use of any tobacco products within the school buildings, school facilities, and school activities, on the school grounds or on the school buses by any individual, including school personnel.

The Salem School Committee and City of Salem are dedicated to providing a healthy, comfortable, productive learning environment for students, staff, and citizens and endorses the implementation of this policy. This prohibition applies to all employees, students, visitors, and other 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 from the School Department, are responsible for compliance and assistance in the enforcement of the Tobacco-Free Schools policy.

PENALTIES

The designated agents (principal and directors) shall address violations in the following manner:

VIOLATIONS for USE:

1st Offense:

- a. Notify the violator's parent(s), confiscation of tobacco products, paraphernalia and
- b. Urge the violator to participate in and complete a Tobacco Education Program, or, if the violator refuses,
- c. Issue the violator a ticket for \$25, payable to the City of Salem within 21 calendar days.

2nd Offense:

- a. Notify the violator's parent(s), confiscation of tobacco products, paraphernalia and
- b. Issue the violator a ticket for \$50, payable to the City of Salem within 21 calendar days, and
- c. Urge the violator to participate in and complete a Tobacco Education Program.

3rd and subsequent offense:

- a. Notify the violator's parent(s), confiscation of tobacco products, paraphernalia and
- b. Issue the violator a ticket for \$75, payable to the City of Salem within 21 calendar days, and
- c. Enforce Class I violation, In-house suspension disciplinary action.

VIOLATIONS for POSSESSION:

1st Offense:

- a. Notify the violator's parent(s) and confiscation of tobacco products, paraphernalia, and
- b. Enforcement of Class 1 Offenses in the Student Code of Conduct.

2nd Offense:

- a. Notify the violator's parent(s) and confiscation of tobacco products, paraphernalia and
- b. Enforcement of Class 1 Offenses in the Student Code of Conduct.
- c. Issue the violator a ticket for \$25, payable to the City of Salem within 21 calendar days. This fine will be waived one time if the violator chooses to enroll in and successfully completes the Tobacco Education Program.

COMPUTER RESOURCES & INTERNET SAFETY ACCEPTABLE USE POLICY GUIDELINES

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,

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 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

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.
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.

Internet para apoyar la labor de enseñanza, mejorar el aprendizaje, y mejorar la eficiencia administrativa; cualquier persona que haga uso de los recursos de computadores del Distrito debe seguir las instrucciones resaltadas en ésta política. Tanto el uso de los computadores como el acceso a Internet en el Distrito de las Escuelas Públicas de Salem son un privilegio, no un derecho, y desobedecer éstas instrucciones conllevará a la pérdida de dichos privilegios, acciones legales y/o disciplinarias, cuyo resultado puede ser incluso una multa.

Definiciones Tal como se define dentro de ésta política, el término “recursos de computadores” incluye, aunque no se limita a ello, lo siguiente: Todos los computadores, impresoras, dispositivos(scanners), módems, equipos periféricos,

equipos de redes y líneas, todos los programas (software) y los archivos, multimedia, video, láser, cable, TV, teléfonos, equipos de fax, equipos del laboratorio de lenguaje, Internet, e-mail y/o otras cuentas en línea, así

como accesorios de computadores tales como discos en blanco, etc.

El término “usuario” incluye, aunque no se limita a ello lo siguiente: Estudiantes, profesores, miembros del personal, personal administrativo, y todos aquellos miembros de la comunidad que hagan uso de los recursos de computadores del Distrito. Uso de los computadores Los estudiantes de los grados 2º e inferiores, deberán ser entrenados en el uso seguro y responsable del computador antes de que se les permita utilizar los aparatos. Los estudiantes de los grados 3º y superiores, deberán firmar y devolver el Acuerdo de Uso aceptable de los Computadores y del Internet, antes de que se les permita hacer uso de cualquiera de los recursos de computadores del Distrito. Dicho formato deberá ser firmado también por el padre o guardián, en el que se indique que se entiende ésta política, así como su aceptación de las multas que puedan producirse debido al daño de los equipos causado por la desobediencia de su hijo(a) a las instrucciones de ésta política. El Acuerdo de Uso aceptable tendrá efecto durante el tiempo que el estudiante esté matriculado en el Distrito Escolar de Salem, pero se les solicitará a los estudiantes y a los padres o guardianes que renueven el acuerdo al entrar a la escuela intermedia o a la escuela secundaria. Uso del Internet El Internet es una enorme red computarizada, llena de grandiosas oportunidades educativas. Su gran tamaño y el hecho de que es utilizada por todo tipo de personas significa que puede contener cierto tipo de información

inapropiada para las escuelas y sus estudiantes. Como en cualquier situación de carácter público, hay protecciones que cobijan a la gran mayoría de los relativamente pocos que no hacen uso del buen juicio. El Distrito escolar de Salem se esforzará para proteger a todos sus estudiantes del acceso inadecuado al Internet. A manera práctica sin embargo, no es posible que el Distrito adquiera la responsabilidad por toda la información obtenida a través de recursos externos, incluyendo el Internet. En últimas, cada uno de los usuarios debe tomar responsabilidad de sus propias acciones, y tomar las precauciones que sean necesarias para protegerse a sí mismo. Cualquier intento de un estudiante de ingresar a los sitios “objetables” dará como resultado la pérdida total de sus privilegios con los computadores. 6/1/02 – AUP Herramienta de implementación v1.0 Escuelas Públicas de Salem Al nivel de elemental, los estudiantes sólo usarán el Internet bajo la directa supervisión de un adulto. A ningún

estudiante de elemental se le abrirá una cuenta para que pueda ingresar al Internet de manera directa. A los estudiantes mayores en las escuelas intermedia y secundaria se les asignará una cuenta para que puedan ingresar al Internet directamente, asumiendo una necesidad educativa y una formación en sistemas.

Para poder calificar para el uso del Internet, el estudiante deberá devolver el Acuerdo de Uso aceptable de los Computadores y del Internet con su firma Y la de su padre, madre o guardián. Se entiende que cualquier profesor de clase o algún otro miembro del personal podrá negar el permiso para ingresar al Internet cuando en su opinión, dicho estudiante no muestre el nivel de responsabilidad necesario para que se le pueda confiar el privilegio, o al haber abusado de dicho privilegio en el pasado. Reglas de seguridad del Internet El uso del Internet por los estudiantes será supervisado. Las Escuelas Públicas de Salem usan un

actividad ilegal o poco ética. Además, deberán ser usados únicamente para un propósito educativo, no para hacer ventas o para crear algo para vender, a menos que sea con el propósito de recaudar fondos, lo cual debe tener la aceptación y el permiso del director.

- Respetar y obedecer las normas del derecho de reproducción. Cualquier programa (software) tiene acuerdos específicos para sus licencias, los cuales deben ser estrictamente respetados; no se permite hacer reproducciones. Existen penas financieras y estatutarias por violar los acuerdos de licencia y reproducción. Para asegurar la conformidad con las normas de reproducción, sólo los programas (software) que sean comprados por el Distrito o una de sus escuelas podrá ser instalado en cualquiera de las redes o computadores de las mismas, con excepción de programas gratuitos o donados, o copias de programas (software) que sean obtenidos de manera lícita. En aquellos casos en que los programas (software) sean comprados directamente por los profesores, deberán estar registrados con el Coordinador de Tecnología antes de ser instalado en cualquiera de los computadores para garantizar su compatibilidad, conveniencia, y que la licencia adecuada haya sido mantenida. Los programas (software) obtenidos por el Distrito o una de sus escuelas no podrá ser copiado

a otro computador, sea éste de propiedad de la escuela o no, sin el permiso del Coordinador de Tecnología. 6/1/02 – AUP Herramienta de implementación v1.0 Escuelas Públicas de Salem

- Respetar los derechos a la propiedad individual y la privacidad de los demás.

Las regulaciones existentes en contra del plagio son aplicables a la información obtenida a través del uso de enciclopedias de cederrón (CD-ROM) y otro tipo de programas, a la vez que a través del uso del Internet. La información almacenada electrónicamente es considerada propiedad tangible y no debe ser alterada.

Los archivos contenidos en las redes y en los discos del usuario son considerados propiedad privada; los usuarios deben respetar siempre la privacidad de los demás. El Distrito, sin embargo, se reserva el derecho de revisar y remover el contenido de los archivos para asegurarse del cumplimiento de éstas regulaciones.

- Respetar el derecho de los demás a estar libres de intimidación o acoso alguno.

Los usuarios no deben enviar mensajes abusivos, amenazadores, repetitivos o indeseados, o utilizar lenguaje inapropiado. Los usuarios no pueden crear copias de archivos que contengan obscenidades, profanaciones o cualquier otro tipo de material inadecuado. Los usuarios no podrán interferir con el trabajo de los demás.

- Use los recursos cortés y eficientemente. Los usuarios deben entender y aceptar que existen restricciones en los recursos de computadores tanto en el espacio de almacenamiento como en los límites de tiempo. El espacio del disco debe conservarse a través de borrar aquellos mensajes que ya han sido leídos, y la eliminación de los archivos inútiles. Cuando le sea solicitado al estudiante que salga del sistema por parte de un profesor o miembro del personal, deberá hacerlo de manera inmediata. El tele-cargar los archivos desde el Internet pone en peligro la salud de la red debido a que se aumenta la posibilidad de introducir virus y de utilizar grandes cantidades de espacio en el disco. Por ello, tele-cargar los archivos, y ver o ejecutar los archivos adjuntos a los mensajes podrá ser realizado únicamente con la autorización de algún profesor que esté familiarizado con los procedimientos antivirus de la escuela.

- Ayudar a proteger los recursos de los computadores. Los usuarios deben proteger los recursos de los computadores de las escuelas tomando las precauciones necesarias. Cuando estén disponibles, deberán utilizarse los protectores de sobre-tensión en todos los equipos electrónicos. Programas (software) anti-virus deberán ser utilizados cuando se esté copiando archivos de un disco a otro; la utilización de discos blandos que no hayan sido provistos

por la escuela deberá ser minimizada a criterio del profesor. Deben hacerse copias de seguridad de los archivos regularmente para que el trabajo de los usuarios esté seguro. Los recursos de los computadores deberán ser cubiertos cuando dicho equipo no vaya a ser

deberá:

- Entrar a una sala con uno o más computadores sin supervisión.
- Prender o apagar el computador.
- Tratar de arreglar cualquier recurso de computadores que parezca estar dañado o roto.
- Tratar de acceder a una red operando los programas (software) o los archivos de la configuración del sistema.
- Usar un módem o línea telefónica.
- Instalar o borrar programas (software) o cambiar los íconos o los colores de las configuraciones del sistema.
- Utilizar un disco que no haya sido provisto por la escuela. Para la protección de los estudiantes, y para mantener la integridad del sistema, ningún estudiante deberá suscribirse a una cadena noticiosa, ni atender o participar en charlas interactivas o cualquier otro tipo de sala de charla. Reglas básicas de etiqueta de Internet deben ser impresas y pegadas en cada edificio, y todos los estudiantes y el personal deben seguirlas y obedecerlas. Estas reglas incluyen, aunque no se limitan a ello, lo siguiente:

ETIQUETA 101:Reglas del Mundo en Línea.

- Nunca dé información personal a nadie a través del Internet.
- Esté alerta si recibe mensajes personales de alguien que pregunta por Información personal suya, o que intenta acordar reuniones privadas etc.
- No intente traspasar las medidas de seguridad instaladas en éste computador.
- Avise a su profesor cualquier violación de las normas listadas anteriormente.
- Nunca utilice el Internet para agredir a unapersona de alguna forma.
- Siempre pida permiso para utilizar imágenes o textos del sitio de Internet de otra persona, utilizarlos para su trabajo personal.
- Trate a los otros usuarios en línea tal y como a usted le gustaría que lo trataran – con respeto.
- Proteja su contraseña.
- Mientras esté en la escuela, use el Internet únicamente para actividades relacionadas con la escuela, tareas, investigación, etc,

ETIQUETA 101:Reglas del Mundo en Línea.

- Trate éste computador como si fuera el suyo – con respeto y cuidado.
- Siempre pida permiso para utilizar el computador.
- Use la computadora sólo para actividades relacionadas con la escuela, tareas, investigación, etc,
- Respete los archivos de los demás en éste computador. No cambie, borre, lea, u obtenga acceso de cualquier manera a archivos que no sean los suyos.
- No instale o borre cualquiera de los programas (software) que hay en éste computador..
- Recuerde que los demás necesitan usar el computador también. No lo monopolice.

6/1/02 – AUP Herramienta de implementación v1.0 Escuelas Públicas de Salem

- Todos los programas (software) en éste computador están cobijados por los derechos de reproducción. No los copie, distribuya, o altere en forma alguna.
- Reporte cualquier mal uso o abuso. Cualquier estudiante, profesor, o miembro del personal que vea a otro usuario abusando, utilizando inapropiadamente, o desobedeciendo las guías aquí descritas, debe reportarlo un profesor o administrador tan pronto como sea razonablemente posible. El Distrito Escolar de las Escuelas Públicas de Salem está comprometido en proveer un acceso computerizado al Internet seguro y libre de errores, y no puede hacerse responsable por pérdida o por los daños que resulten debido a dificultades técnicas o de cualquier otro tipo. El Distrito se reserva el derecho de modificar las normas aquí contenidas. Recuerde:

leído y entendido las políticas de uso aceptable de los recursos de computadores y del Internet, y estamos de acuerdo con acogernos a las instrucciones allí descritas. Nosotros somos conscientes de que un comportamiento inadecuado conllevaría a castigos entre los cuales pueden estar: la pérdida de los privilegios en los computadores, acciones disciplinarias y/o acciones legales. Liberamos al Distrito de las Escuelas Públicas de Salem de cualquier responsabilidad o perjuicio que pueda resultar por el uso de las computadoras, los programas (Software), y las redes.

Como un estudiante usuario de los computadores, acepto toda la responsabilidad y las obligaciones que se deduzcan de mis actos.

SIGNATURE PAGE

SALEM PREP HIGH SCHOOL STUDENT/ PARENT HANDBOOK ACKOWLEGEEMENT FORM

It is the responsibility of each student to read and understand the provisions contained within the handbook. Any question(s) concerning any provision of the student handbook (e.g., Code of Conduct, Policies, etc.) should be addressed to the director.

.....

We acknowledge receipt of the Salem Prep High School Student/ Parent Handbook. By signing below, we acknowledge an understanding of the provisions and policies presented in this handbook. In addition, our signatures demonstrate a willingness to abide by Salem Public School's Acceptable Use Policy. We understand that any conduct which violates the Acceptable Use Policy may lead to penalties including loss of computer privileges, disciplinary action, and/or legal action. We also release the Salem School District from any liability or damages which may result from the use of its computers, software, and networks. We further understand that there is a potential for access to information on the Internet that is inappropriate for school-age children or young adults; and, while reasonable effort will be made on the part of the Salem Public School staff to supervise student use of technology, each student is ultimately responsible for his or her own conduct.

.....

We have read, understand, and agree to comply with Salem Public School's Acceptable Use Policy. We also have read and understand the policies and provisions presented in Salem High School's Student Handbook.

Parent/ Guardian Signature: _____

Student Signature: _____

Date: _____ YOG _____

Please sign and return this page to your Homeroom teacher. It will be kept on file for the school year

Reconocemos haber recibido el manual de Padres / Estudiantes de la Escuela Secundaria de Salem.

Firma del padre y/o estudiante _____

Firma del estudiante _____

Fecha: _____

Favor de firmar y devolver esta pagina a su salon de clase al profesor del A-Block. Se mantendra en los archivos por todo el ano escolar .

CONTACT INFORMATION

School Fax	978-740-1239
Carole Donnelly, Director	978-740-1171
Ms. Sandra Fenton, School Secretary	978-740-1171
TBA, Adjustment Counselor	978-825-3477
Ms. Karen Sprei, School Nurse	978-825-3476
Ms. Paula Donnelly, Team Chair	978-740-1245
TBA, ELL Teacher	978-740-1171
Ms. Nancy Fling-Digiammarino, Science and Reading Teacher	978-740-1171
Mr. Sean McMahon, Social Studies, Math and Health & PE Teacher	978-740-1171
Ms. Kristen Morneau, English & Study Skills Teacher	978-740-1171
Ms. Tracey Pantapas, Mathematics Teacher	978-740-1171
Mr. Phil Reuland, Social Studies and PE Teacher	978-740-1171
Mr. Jeremy Vagos, English and Social Studies Teacher	978-740-1171

Salem High School

Mr. Robert Quist, SHS Director of Guidance	978-740-1125
Mr. Richard McLaughlin, SHS Vocational Ed Director	978-825-3602
Mr. Scott Connelly, SHS Athletic Director	978-740-1113
SHS Guidance Office	978-740-1122
Student Activities	978-740-1113
SHS School Nurse	978-740-1171

Web Site: <http://www.salemk12.org>

Teacher Information

Subject	Teacher	Email
Director	Carol Donnelly	caroledonnelly@sa
School Secretary	Ms. Sandra Fenton	sandrafenton@s
School Adjustment Counselor		@salemk

Social Studies & PE	Mr. Philip Reuland	philipreuland@s
English & Social Studies	Mr. Jeremy Vagos	jeremyvagos@s

APPENDIX A:
STUDENT CODE OF CONDUCT AND STUDENT DISCIPLINE POLICY

CODE OF CONDUCT

Students in the Salem Public Schools are expected to treat all members of their school and district-wide community with dignity and respect. A school community includes anyone who attends, works in, or interacts within the school. Students, teachers, administrators, school adjustment counselors, paraprofessionals, custodians, secretaries, cafeteria workers, parent volunteers, and school visitors are all considered members of a school community.

All members of the school community have the responsibility to conduct themselves in a way that demonstrates respect for all individuals, their rights and their property. All members of the school community must also understand and support the standards of conduct of the school and assist in the enforcement of rules and regulations. Students are expected to be safe, responsible, and respectful throughout the school day, at the bus stop, in the cafeteria, on the playground, and in the classroom. This behavior is also expected during all curricular, co-curricular, athletic and special events of the school both on and off campus, including school-sponsored trips and those times when school buses or other school-provided transportation is used.

A student's participation in co-curricular, athletic, or other school or district events is a privilege, not a right or entitlement. Such activities include but are not limited to dances, proms, athletic, theater, and musical events. Failure to meet the Salem Public Schools code of conduct, both while in school and in the community, may result in revocation of such privileges including the possibility of further penalties according to the Salem Public Schools

contingent upon students maintaining appropriate and responsible behavior.

The discipline procedures for students with disabilities shall follow applicable state and federal laws.

All members of the school community are subject to the laws of the Commonwealth and City ordinances. The school will report acts which may violate the law to the police, including but not limited to assault and battery, possession of a dangerous weapon resulting in a felony charge, destruction of property (graffiti, arson, tagging, and theft), domestic or dating/relationship violence, inappropriate sexual assault or sexual behavior, harassment and civil rights threats or violations, actual or constructive possession of a controlled substance, reasonable belief that a student has sold or offered to sell a controlled substance. Other acts may also be reported to the police as appropriate. Student information, including student records, will be shared with the resource officer assigned to each, when appropriate, to maintain a positive and safe educational environment.

STUDENT DISCIPLINE

The Salem School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct (See [SC Policy 5408](#)).

THREE CATEGORIES OF RULE INFRACTIONS

Class One offenses include vulgarity or rudeness, disruptive behavior, chronic tardiness, causing a problem on the bus, forgery of a school-related note or pass, and horseplay.

Class Two offenses include profane or obscene language or gestures, open defiance of staff, vandalism of school or other's property, harassment, leaving or skipping class, use or possession of fireworks, use of tobacco, theft or possession of stolen property, fighting, provoking a fight, assault, skipping detention, and tampering with fire alarm or safety devices.

Class Three offenses include assault or the threatening of any Salem School employee; possession, use, distribution, or being under the influence of alcohol, drugs, or any other controlled substance, including look-alike drugs; fighting involving three or more people; possession or use of a dangerous substance (explosive); premeditated fight causing injury; possession, use, and/or concealment of a dangerous weapon or look-alike weapon.

The discipline procedures for students with disabilities shall follow applicable state and federal laws. Copies of these laws are available in the principal's office for parent or student review.

DUE PROCESS

No student shall be disciplined without being afforded appropriate due process. Prior to discipline which does not involve exclusion from school or school-related activities, the student should be informed of the charges against him/her and given an opportunity to present his/her side of the story. For discipline involving exclusion, the procedures set forth in the following sections will be followed.

authorizes school principals to apply a series of disciplinary actions including:.

- Revocation of Privileges
- Detention
- Suspension (Short- or Long-term; in or out of school)
- Expulsion

Students are also reminded that conduct at school may lead to consequences beyond school discipline. These consequences may include requirements for monetary restitution or fines for damages caused. In addition, when school staff has a reasonable basis for believing that a crime has been or is being committed by a student on school property or at school-related events, such matters shall be reported to the police. Reportable crimes include, but are not limited to possession of a controlled substance or dangerous weapon, assault, vandalism, stalking and hazing.

Revocation of Privileges

A school principal may remove a student from privileges such as extracurricular activities and attendance at a school-sponsored event, based on a student's misconduct. Such a removal is not subject to due process procedures.

Detention

Schools and classroom teachers may determine that an after-school detention is warranted as part of progressive discipline.

Suspension

Suspensions may be short 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 10 (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any

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 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 may be 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 may not 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).

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school

term suspension. Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

PROCEDURES FOR STUDENT DISCIPLINE

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

- 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 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.

Any student who is removed from school for a disciplinary offense under M.G.L. c. 71, §37H or §37H½ for more than ten (10) 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

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.
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 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

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

(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.

(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 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

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 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 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

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 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

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 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 for multiple infractions during the school year) will be as

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.

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 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.

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

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;
- 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

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 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 33, 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:

- 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 lawyer.

- 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 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, 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;

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

Appeal to the Superintendent

If a decision by an administrator, following the parent meeting, results in suspension of a student for more than 10

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.

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. 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

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 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;
- 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

provisions have been made for the student's safety and transportation.

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 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 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.

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. See also the Salem School Committee Policy ([SC Policy 5408.01](#))

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 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 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.

- (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. For additional information, you may contact the School Principal or the Salem Public Schools Department of Pupil Personnel Services.