



**STUDENT/ PARENT HANDBOOK
2015-2016**

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**School Web Page
<http://www.salemk12.org>**

A Culture of Pride:

Caring

Effort

Teamwork

Responsibility

Making a Difference

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Multi-age classrooms

Multi-age instruction is a way of grouping children within a broader developmental span. Multi-age classrooms are organized with the understanding that children learn best when they are able to progress at their own rate. There are many reasons we believe in multi-age instruction at Saltonstall:

- ~ It is developmentally appropriate and encourages powerful learning for all our children.
- ~ It teaches children how to belong to a community in a meaningful, "real-world" way.
- ~ It helps us get to know our students and their families well.

Science and Sustainability

We are dedicated to using **Science** and **Sustainability** as one instructional lens through which to view the world, interact, and make a difference in our community. We place value on **Science** and **Sustainability** because **Science** as a discipline integrates literacy and math in a purposeful way while providing a creative, problem-solving approach to learning. **Sustainability**, which is the intersection of economics, environment and community, provides a purpose for all the work we do in school. A sustainable school community supports the health and quality of life for present and future generations and for the natural world. Please help us with this important initiative. This poem explains what we think about sustainability:

Sustain Ability

When you think about the earth
And you care to take a stand,
If you consider folks around you
As you walk upon this land
In a conscious give and take,
It's a system, no mistake!
--A commitment and a promise
To beauty, food and light.
It takes action every day
To keep our future bright.

J Carter

Updates: Please view our School Improvement Plan (SIP) on-line to see the current directions we are taking. You will notice a renewed commitment to the long-standing values that make Saltonstall unique. In addition, one of our major areas of emphasis will be Science and Sustainability.

II. SCHOOL OVERVIEW

School Administrative Offices

The main office at Saltonstall serves as the center for a wide range of important activities, and is the communication link between home and school. If you need to leave a message for any member of the faculty or staff, please call the main office and the message will be delivered. Lessons will not be interrupted for non-school matters or business that can be taken care of at home **unless there is an emergency or critical issue**. Please make every effort to plan ahead so that learning is not disrupted. Send in a note when your child's plans are changed.

Our secretary, Mrs. I, coordinates information about daily activities, maintains school records including attendance and lunch counts, and facilitates the flow of information throughout the school. In order to maintain a safe and orderly school environment, all communication needs to begin in the main office. Please feel free to contact the office if you have any questions. Keep in mind that the office is a busy place. The best times to come into the building are between 8:15 and 2:45 or after 3:30. Please do not expect Mrs. I to be able to attend to you during our very busy arrival and dismissal times, except in extenuating circumstances.

School Telephone (978) 740-1297

Principal, Mr. Nick Gesualdi

Assistant Principal, Mr. Michael Lister

Secretary, Ms. Joan Iannaccone

nicholasgesualdi@salemk12.org

michaellister@salemk12.org

joaniannaccone@salemk12.org

School Nurse, Lisa Duffy

(978) 740-1218

lisagrayduffy@salemk12.org

Absent Line

(978) 740-1218

Daily Schedule

7:30 a.m.	Supervision begins, breakfast offered	7/8 Lunch/Recess	11:30 –11:50
7:50 a.m.	Students enter school with teachers	3/4 Lunch/Recess	11:50 – 12:10
8:00 a.m.	Classes begin	1/2 Lunch/Recess	12:10 –12:40
3:00 p.m.	Dismissal	5/6 Lunch/Recess	12:20 - 1:00
3:10 p.m.	Students must leave school grounds. Unattended students will be brought to the office.		
11:35	Early dismissal. Lunch is served on early release days, except 11/26.		

Breakfast and Lunch

Breakfast and lunch are served daily. Breakfast costs \$1.00, lunch is \$2.75 and milk is \$.65

Free/Reduced Meals are available. Applications will be sent home in early September and are also available in the office.

ALL families attending Saltonstall School **must complete and return an application even if they are not eligible or not applying**. Completed applications are due within the first week of school. Students who qualified last year are eligible through September, 2015 when new applications will be reviewed.

Milk may be purchased by students who bring their lunch from home.

For record keeping, students are assigned an individual lunch card with identification numbers to use each day.

Transportation

If you want your child to be transported on school buses, you must contact the transportation office and fill out an application for a bus pass. Students must have a bus pass in order to ride the bus. Students who misbehave on the bus may lose the privilege of riding on a bus.

The transportation office is managed by Alan LeClair. His phone number is 978 740-1240.

2015-2016 SCHOOL CALENDAR

Sept 2-3 PDD days for faculty

September 8 PDD Day

September 9- School opens for 1-8

September 11 School begins for Kindergarten

September 25 is a half day for Professional Development. Students are dismissed at 11:35

Oct. 9th PDD half day

October 12th- Columbus Day

October 26-October 30 is vacation (Intersession)

November 4- NO SCHOOL

November 3 Professional Development Day (PDD). No students

November 11 No school (Veteran's Day)

November 25 is a half day, Dismissal is at 11:15 NO LUNCH IS SERVED.

November 26, 27 are holidays. No school.

December 9 is a half day for Professional Development. Students are dismissed at 11:35

December 24 – January 2 Vacation.

January 16 Professional Development Day (PDD) No students

January 18 Holiday. No school.

February 15-19 Vacation

March 2 Half day PD 11:35 dismissal

March 16 is a half day 11:35 dismissal

March 25th Good Friday

April 8 – is a half day for Professional Development. Students are dismissed at 11:35

April 18-22- is vacation

May 25 is a half day for Professional Development. Students are dismissed at 11:35

May 30 NO SCHOOL Memorial Drive

June 27- Last day of school for Kindergarten

June 29- Last day of school/PD Day (half day for students) (pending snow days.)

School Cancellation

When school is cancelled for the day or we have a delayed opening because of inclement weather or an emergency, the city will send an automated phone message. You may also tune in to the following radio or television stations:

WBZ 1030AM	WESX 1230AM	WBZ Channel 4	WHDH 850AM
WRKO 680AM	WEEI 590AM	WCVB Channel 5	WHDH Channel 7

Please do not call the police, fire, or school officials. 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 remain in school until the end of the school day. There are a number of reasons for this policy, but generally speaking, school is the safest place for students in this situation.

MCAS TESTING PROGRAM

In response to the Education Reform Act of 1993, the Department of Education developed a statewide testing program for all public school students. MCAS is based on rigorous academic standards contained in the Massachusetts Curriculum Frameworks. Students in grade 3-8 take different aspects of the MCAS test during the school year.

The MCAS schedule is as follows:

ACCESS testing for ESL students:

ELA for grades 3 – 8:

Math for 3 - 8 and Science Technology for 5 and 8:

Do not schedule vacation or non-emergency appointments during the scheduled testing period. Students who are absent from testing will receive a 0 score, negatively impacting the student's, class's and school's participation results.

III. ATTENDANCE, ABSENCES AND TARDINESS

Attendance

In order for children to have a successful learning experience, it is important that they be present when school is in session. Parents, as well as students, have the responsibility to ensure that attendance to school is regular and timely.

If a student is sick or tardy from school, a parent must call the school absent line (978) 740- 1218. Parents MUST call the school anytime after 6:00 a.m. to report a student absence. A note must be brought to school when the student returns stating the reason for the absence.

Schools are required by law to keep track of attendance and are also required by law to address any problems. We will notify parents each session of any issue and work together to improve the student's attendance. Bear in mind that this sometimes calls for the involvement of the truancy officer.

Students are expected to arrive at school on time everyday. One tardy student interrupts the teaching and learning process for the entire class. A late child will miss important information and the initial activities that set the tone for learning. Excessive tardies call for the involvement of the truancy officer.

Students who are dismissed from school on a regular basis are missing important learning. Frequent dismissals will be treated in the same manner as frequent tardies, and may call for the involvement of our truancy officer.

Regarding unexcused absences:

(1.) The student is responsible for making up all work missed.

(2.) Repeated instances of truancy will be referred to the school attendance officer.

It is important that you schedule family vacations during our scheduled vacation times, and not during school time. Your child is expected to be present until the last day of the year. School committee policy discourages family vacations during the school year.

IV. DAILY ROUTINES

Morning Drop Off and Afternoon Pick Up

All student pick up and drop off is done behind the school, on Salem Street. Cars should turn off Lafayette onto Chase Street, turn right onto Salem Street, and proceed to Lafayette Place to exit. For safety's sake, we do not want cars going the opposite direction during arrival and dismissal. Students should exit on the right side only, and not cross any traffic.

Arrival

The school day begins at 8:00, and teachers begin moving classes into the building at 7:50. **Students should arrive at school no earlier than 7:30 a.m.** when supervision begins. Breakfast is served at this time. Students are not permitted to be in the school building or on school grounds prior to 7:30.

Dismissal

The school day ends at 3:00. All students K- 6 are dismissed by their teacher from the back of the building in the playground area. K, 1 and 2 students will stay with their teacher until a parent is seen. Other grade level students are released into the playground. Grade 7 and 8 students are dismissed from the front of the building. K-8 students are not allowed to wait for a parent in the front of the building, but must leave the school property immediately. Students taking bus transportation are dismissed from the school building.

Parents must notify the school office in order to have any student removed from school during school hours.

Parents are responsible for notifying after school providers when a child is not going to attend scheduled after school programs.

Parents must notify the school when a child will not be taking his/her regularly scheduled bus or will not follow regular dismissal plans.

Dismissal of Individual Students during the school day

Dismissal during the school day is **highly discouraged**, as it disrupts the teaching and learning process and interferes with all students receiving the best education. Medical, dental and other appointments should be made outside school hours whenever possible. If a student must be dismissed during the school day, a **written request is required the morning of the dismissal stating the reason for leaving and who will be picking the student up at what time.** Students are encouraged to return to school to finish the day upon completing appointments and engagements.

For purposes of safety, no student will be released to an adult, friend, or relative without written parental permission. The parent, or authorized person, MUST come to the office to sign out the child and have the student dismissed from the classroom.

Being Prepared

Along with other responsibilities that require preplanning, students need to be prepared for each school day by having their homework completed, having bus passes and lunch money with them, and having sneakers in school for PE and recess. Please help your children prepare for the school day by knowing the daily routine and schedule, and helping them get organized the night before. If possible, double check before leaving for school in the morning, especially to check for homework.

Students are discouraged from using the school telephone to ask parents/guardians to bring in items they forgot, and are not allowed to make “last minute” arrangements such as visiting a friend after school.

V. DISTRICT AND SCHOOL POLICIES AND PROCEDURES

ACCEPTABLE USE POLICY FOR COMPUTERS, INTERNET, AND OTHER TECHNOLOGY

The Salem Public Schools has “Acceptable Use Guidelines” for computers and Internet that will be sent home as an addendum to this handbook. It is important that students be familiar with these guidelines to ensure their understanding of safe and appropriate uses of technology. Parents are encouraged to discuss the contents of the policy with their children. In addition, teachers will review the policy with their students at the beginning of the school year.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT (1986)

In compliance with the Asbestos Hazard Emergency Response Act of 1986, the Asbestos Hazard Management Plan is available in the office for review by faculty, staff and parents.

ANIMALS IN THE SCHOOL BUILDING AND ON SCHOOL GROUNDS

No animals may be brought onto the school property and/or into the school building without the permission of the school principal. Animals must not be kept in the building any longer than necessary to serve the purpose for which they were brought. If animals are kept in the school building, appropriate attention must be given to the protection and health of pupils and staff and to the care and prevention of cruelty to the animals. **No animal known to cause allergic and/or respiratory reactions to any student in school will be admitted.** Only cages meeting school requirements for safety, sanitation, and adequate animal care may be used to hold animals. Animals are not to be left in school during vacations – except in the science lab for which special arrangements for care can be planned.

ANTI-BULLYING LAW:

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.

ANTI-DISCRIMINATION LAW

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."

CELL PHONES, ELECTRONIC EQUIPMENT, GAMES AND TOYS

Please have your children keep their cell phones, electronic equipment, electronic games, at home unless approved in advance by school personnel. If a student must have a cell phone for safety and security reasons, it must be kept OFF during the school day and securely stored. The school is not responsible for cell phone loss. Please speak with your children about this. If a child is seen with a cell phone during school hours, it will be sent to the office and a **parent** must come in to pick it up. Saltonstall will implement progressive consequences for infringement of this policy. Initially, we will hold the device for one day, and parents will be required to pick it up in the office at the end of the day. The second infringement will result in our holding the device for one week, the third infringement will be for the remainder of a session, and the fourth and final for the year will be for the remainder of the year. We understand that families use cell phones for important communication regarding safety and planning. This is why it is doubly important that you review this rule with your child. We suggest that you have your child refrain from bringing a cell phone to school, or ask the office or a teacher to hold it in a secure place for the day.

Toys are not permitted in school. This includes stuffed animals, small action figures, games, baseball bats, hard balls, collectibles, and anything else that is considered to be a toy for play. These objects distract students from learning, and often cause difficulties with social interactions. Toys will be taken from the child and returned at the end of the day.

DRESS POLICY

School is a place for teaching and learning, and some manners of dress may be offensive, distracting or dangerous to this process. Therefore, please adhere to the following guidelines for dress at school:

1. Clothing should be comfortable, practical, clean and seasonally appropriate.
2. Beachwear, clothing that displays open midriffs, shirts with spaghetti straps (even multiples shirts with skinny straps), and pants or shorts that sag below the waist are not appropriate for school.

3. Skirts and shorts must be fingertip length.
4. Overly tight clothing, low-cut necklines and open shirts are not acceptable in school.
5. Coats, jackets, caps/hats and backpacks are not to be worn in the building.
6. Flip-flops are not permitted for safety reasons. Students should have shoes that are safe for outdoor activity. They should have a back and covered toes. No heels, please.
7. Clothing displaying negative messages that involve alcohol, drugs, violence, obscenity, racism, sexism, threats, or other offensive language is not allowed in school. When, in the judgment of the school personnel, clothing is offensive, distracting or dangerous, the student will be given appropriate clothing to use. Note that this is teacher judgment. Parents will be notified of continued offenses. Consequences may be applied for continued offenses.
8. While Saltonstall has not adopted a uniform policy, we encourage the use of school colors on spirit days, such as Pride, on field trips, and for special school-wide events. School colors are red, blue, yellow and white.

FIELD TRIPS

Field Trips are planned as part of the educational experience for students. In order to attend the trip, prior to any field trip, each student must bring in a permission slip signed by his/her parent or guardian. A permission slip for Friday Club activities and local Field Trips will be sent home at the beginning of the school year. This permission slip will cover all trips within Salem for the current school year.

HARASSMENT POLICY- PLEASE SEE APPENDIX

All students, employees, parties contracted to perform work for the Salem Public Schools and other members of the school community are expected to conduct themselves in an appropriate manner with respect, dignity, courtesy, and fair treatment of all individuals in the school community. Each member of the school community has a responsibility to ensure that harassment does not occur.

Harassment on the basis of race, national origin, age, sex, sexual orientation 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, but is not limited to, deliberate and unwelcome whistling, catcalls or offensive noises, stares or obscene gestures, sexual remarks; jokes about a person's appearance or derogatory sexual terms; displaying offensive photographs or illustrations or derogatory sexual terms; blocking a person's movement: touching, brushing, pinching, patting, pulling or lifting of clothing; pressure for dates, sex, or information about personal sexual experiences.

Individuals who believe they have been harassed should report the conduct to the appropriate staff. Staff who witness harassment are required to report the incident, even if the victim of harassment does not express disapproval or file a complaint. All reports of harassment will be investigated promptly and in an impartial and confidential manner as possible, to ensure prompt and appropriate action. Those found to have engaged in a form of harassment are subject to disciplinary action, up to, and including termination of employment or expulsion.

Any student, who feels that he/she has been a victim of harassment on or off school grounds, should report this to an administrator, staff, counselor, nurse or other trusted adult. The adult must report the complaint to the principal. The administrator will begin a Level 1 Harassment Complaint Procedure. A student may choose an adult to accompany and assist him/her throughout the complaint process.

HOMEWORK

Homework serves an important purpose in a child's education. Teachers utilize homework to reinforce the importance of reading, reinforce and supplement what has been taught, give students a sense of responsibility, build good learning habits, assist in helping students understand more about themselves as learners, and communicate with parents and guardians. It is the role of parents to help provide a quiet and comfortable place for homework to be done. Parents may guide, but not do the homework. As a school, we will do our best to support students who struggle with organization and time management, and therefore are unable to complete their work. Homework support will be available before school beginning at 7:30, and after school til 3:45. You will be notified about specific days that this will be offered.

In general, students are expected to complete 10 minutes of homework per grade level. Therefore, first grade should do 10 minutes of homework each night, second grade should complete 20 minutes, third – 30, etc. This is in addition to good reading time each night. Students in grades 3-8 who neglect to do homework assignments may be required by their teachers to stay after school or to attend a special Friday Club to make up the work.

Students will be allowed to make up work they missed due to excused absences.

RELIGIOUS HOLIDAYS

The school accommodates individual differences in religious observances. Thus if a student is affected by a religious holiday, that student will not be expected to complete daily homework assigned the evening before, or the day of, the religious holiday. Assignments should be made up in a time span that is reasonable to both students and teachers. In

addition, teachers will not introduce new concepts and/or applications on religious holidays. However, long-term assignments may be expected to be due the day before or the day after a religious holiday.

VIDEOS AND PHOTOGRAPHS

Frequently students will be photographed and videotaped at school and on educational field trips. From time to time these videos and photographs might be broadcast on television, in college education classes, or printed in the newspaper or in school publications. If, for any reason, you object to your child's picture being displayed, please complete the Photograph Form that is sent home at the beginning of each school year. We will keep a list of students who do not wish to be photographed in the main school office.

VI. HEALTH AND SAFETY

The health and safety of all students, staff and families are the highest priority at Saltonstall School. All building doors are locked at all times with the exception of the rear door, which will be supervised until 8:10 when it will be locked. Access is available only through the main entrance. Please help us by entering the building through the front door only, and by checking in at the office. We will work together to provide a safe and healthy environment for all Saltonstall children and adults.

Health

- There is a full time registered nurse on our staff.
- **A recent physical examination**, according to Massachusetts General Laws, is required upon enrolling in kindergarten or as a new student at any grade level. Subsequently, recent physical exam reports must be submitted at the beginning of the third and sixth grades.
- **Immunizations** are required by Massachusetts General Law to be complete prior to school entrance as a kindergarten student or new student transferring into the school. Boosters may be required periodically.
- **Prescription medications** should be administered at home in most cases. When a physician requires that medication (prescription or non-prescription) be administered during the school day, the school nurse must be notified. Medications will be administered in accordance with Massachusetts Department of Public Health and the Salem Public Schools policy, which states:
Written orders from a Licensed Provider (Physician/Nurse Practitioner) detailing the student's name, diagnosis (if not in violation of confidentiality), name of the drug, dosage, frequency, time, route of administration, date of order and discontinue date. A consent form signed by a parent/guardian.
- **Standing orders** for medications such as Acetaminophen, written by the School Physician, may be administered in accordance with the protocol for each medication. A Permission To-Treat form must be signed annually by a parent/guardian and filed in the health office of each building.
- Students **may not carry medication of any kind**, including cough drops, on their person with the exception of asthma inhalers, Epi-Pens, enzyme supplements, and insulin delivery systems, and then only with permission of the licensed provider and parent/guardian and the approval of the School Nurse.
- **Life threatening allergies** must be reported to the school nurse immediately upon a student's enrollment. The school nurse, in collaboration with the parent/guardian, will ensure that we have all the necessary plans and procedures in place to ensure a safe environment, as reasonably possible, for students who have allergies. We have several members of our community, both staff and students, who have life threatening allergies to peanuts. We ask that you **DO NOT** send in peanut butter or food containing peanuts. This includes peanut butter sandwiches, crackers, and some granola bars. Please enjoy these treats at home.
- **Frequent and timely hand washing and cough etiquette** (coughing into sleeve/arm) are critical to maintaining a healthy environment.
- **Accident or illness:** A sick or injured student will not be dismissed from school until it is cleared through the health office. Please be sure that your emergency information is up to date at all times, and includes alternate phone numbers.
- It is expected that parents will keep a child home if he or she shows **signs of illness** (fever of 100F and above, cough, chills, rashes, sore throat, earache, etc.).
- **Annual medical screens:** All students will be given annual hearing, vision and postural screening in accordance with Mass. Dept. of Public Health Regulations. If a student fails any of these screenings, the parents will be notified and asked to bring the child to a physician for further evaluation. School insurance is available to all students. Applications are sent home at the beginning of the school year. Students will be weighed and measured in grades 1, 4, and 7. Results of growth screenings will be made available to parents.
- **Nutrition and Wellness:** The Salem Public School District has a Wellness Policy that states that the schools will meet the nutritional guidelines of the USDA during school hours. At Saltonstall, we are asking that you assist us in presenting good nutrition to the students. We request that you do not send in high calorie sweet treats to the classroom, this includes cakes, cookies, candy, cupcakes for birthday celebrations or classroom parties. Instead,

we suggest nutritious treats such as fruit and vegetable platters. Please check with your child's teacher or school nurse to determine if there are food allergies before sending in food. Consider books, crayons, pencils, or coloring books, volunteer as a reader for the day, as a substitute for food. We also encourage healthy food for snack and lunch time. Please bear in mind that candy and soda are never allowed as snack choices in school. Great snack ideas that fit the wellness policy include: vegetables such as carrots, celery, peppers, fruit, pretzels, granola bars (without peanut butter), yogurt or pudding, cheese, graham crackers, deli-meat rollups

SAFETY AND CONDUCT

- **Bus Behavior:** All school-wide expectations for good behavior apply on the bus. These expectations apply to ensure a safe trip to and from school, and on educational field trips. Bus riding privileges may be withdrawn for misconduct on the bus.
- **Emergency Cards** must be completed for every student at Saltonstall. Emergency Cards are located in the school office and the nurse's office. The cards provide us with up-to-date information in case of an emergency. Therefore, it is **extremely important you notify the school immediately if there is a change in address or telephone number(s) at home and/or at work**. For similar reasons, we also need current addresses and home numbers of child-care providers and the person to contact in case of an emergency. If any information changes during the school year, you **MUST** inform us in writing.
- A **Fire Drill Exit Plan** has been developed for the school and posted in each classroom. We regularly practice fire drills, and are required to conduct four fire drills each school year.
- **Parking for visitors is limited.** Side streets are best for parking.
- Handicapped parking is available in two spots in front of the building.
- **Playground supervisors** are responsible for reporting accidents to the school office, nurse, and classroom teacher. Reports will be completed on all accidents. The playground supervisors have assigned stations to monitor during recess. Recess is always a busy and active time, and we welcome parent volunteers during lunch and recess. If you have the time to help out, please file a CORI and let us know the days you would be available to help out.
- **VISITOR REQUIREMENTS: ALL VISITORS MUST COME TO THE OFFICE TO RECEIVE A VISITOR'S PASS. THIS INCLUDES ALL PARENT VOLUNTEERS. TO AVOID DISRUPTIONS IN TEACHING AND LEARNING AND TO ASSURE THAT STUDENTS AND STAFF ARE SAFE AND SECURE, VISITORS ARE NOT ALLOWED INTO CLASSROOMS WITHOUT SPECIFIC PERMISSION FROM THE PRINCIPAL OR BY PRIOR ARRANGEMENT WITH THE CLASSROOM TEACHER. THIS INCLUDES MORNING DROP OFF.**
- **Concussion Information:** If your child takes place in an afterschool activity that is sports related, such as track, cheerleading, and ski club, we will need to follow the concussion policy noted below. We must be informed of the concussion, and must have the appropriate forms filed in our nurse's office.

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 201.000. Student-athletes (students involved in after school sports' related activities) 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 School Nurse will inform students and their parents about what must be turned in as proof of this training before the start of each sports session.

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 (Spanish)

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

The law requires that athletes, students participating in after school sports, marching band members, and their parents inform their teachers/coaches about prior head injuries at the beginning of the year. 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 School Nurse 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/105CMR201.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>

VII. COMMUNITY INVOLVEMENT

CHAPTER 385 OF THE ACTS OF 2002, WHICH REQUIRES SCHOOLS TO OBTAIN ALL AVAILABLE CRIMINAL OFFENDER RECORD INFORMATION ABOUT ANY AND ALL VOLUNTEERS AND EMPLOYEES WHO “MAY HAVE DIRECT AND UNMONITORED CONTACT WITH PUPILS’ UNDER THE SCHOOLS’ SUPERVISION.” CORI SCREENING MUST BE COMPLETED FOR ALL VOLUNTEERS.

- Volunteers are an integral part of our school, and are vital to our school community.
- **PARENT VOLUNTEERS** are encouraged to help in our classrooms. However, you must make prior arrangements with your child’s teacher before visiting the classroom. Our doors are securely locked during the day and you must ring the doorbell to enter the building. It is important that you sign in at the office **FIRST** and

obtain a visitor badge. Parents are encouraged to participate in a number of fundraising, community building, and social activities at the school.

- **P.T.O.** meetings are held monthly. All parents, teachers and staff are invited to attend meetings. P.T.O. Meetings provide an opportunity to bring educationally-related information to parents, establish a forum for communication between parents and teachers, and foster a closer relationship between the home and school. We welcome and encourage all parents, grandparents, guardians and interested community members to join the P.T.O. Your PTO provides enrichment, communication, connections, and funds to the Saltonstall community.
- **FRIDAY CLUB** is an enrichment program run on Friday mornings from 8-10 a.m. and is supported to a large degree by parent volunteers. Teachers have an opportunity to collaborate on curriculum while parents and community members support the school by providing their expertise, experience, and time. If you would like to volunteer, please contact the office or your PTO president.
- **SCHOOL COUNCIL** is comprised of parent, teacher, and community representatives and the school principal. The school council is an advisory board charged with assisting the principal in creating and monitoring the School Improvement Plan. Members of the council serve one or two year terms and are elected/selected by their peers. School Council meetings are typically held once a month.

VIII. SCHOOL RECORDS, MCAS, ASSESSMENT AND REPORTS

STUDENT RECORDS

A student's record consists of his/her school transcript and temporary record. The temporary record includes all information that is relevant to the educational needs of the student and is kept by the school. No individual or organization other than the parent, guardian, eligible student (14 years old or ninth grade) or school personnel working directly with the student is allowed access to a student's record without specific written consent of the parent or eligible student except in limited instances as specified by the state and federal regulations governing student records.

AS REQUIRED BY M.G.L. C71 S34, A PARENT WHO DOES NOT HAVE PHYSICAL CUSTODY OF HIS/HER CHILD MUST PROVIDE CERTAIN WRITTEN INFORMATION TO THE PRINCIPAL IN ORDER TO ACCESS THE CHILD'S STUDENT RECORDS. A DESCRIPTION OF THE INFORMATION THAT THE NON-CUSTODIAL PARENT MUST SUBMIT CAN BE OBTAINED FROM THE SCHOOL OFFICE.

TRANSFER OF STUDENT RECORDS

In order to transfer your child's records to another school, a signed "Student Release Form" (available in the school office) must be signed by a parent or guardian.

ASSESSMENT REPORTING SCHEDULE

In order to monitor student progress and demonstrate what our students know and are able to do, Saltonstall School uses a cycle of goal setting, portfolio assessment, and report cards that. The cycle of assessment follows our five academic sessions. Our goal setting conference takes place in session one; our portfolio day is in session two; after session three, students will receive a report card. In sessions four, and, five we repeat the cycle of goal setting, portfolio sharing and standards based report card. Our assessment system provides a framework for teachers, parents, and administrators to talk about children's progress. We continually use various assessments to analyze individual student progress and plan our instruction. We employ authentic methods of teaching, learning, and assessment that promote high-order thinking, depth of knowledge, and connectedness to the world beyond the classroom. In this way our students demonstrate that they have made meaning from their learning experiences.

IX. SCHOOL VALUES, STANDARDS AND EXPECTATIONS

Values, Rules and Consequences

All people in the Saltonstall School community are expected to treat each other with kindness. Teachers, students, and families have a shared responsibility to create and maintain a safe and secure environment that reflects Saltonstall Pride: **Caring, Effort, Teamwork and Responsibility**. Saltonstall Pride is central to our school climate. Every effort will be made by the Saltonstall School community to model the values and behaviors we expect of students, and to help them build confidence and self-esteem along with self-discipline and a sense of responsibility. When students have difficulty adhering to our school rules, we will use logical consequences and loss of privilege as our first consequence. Students are encouraged to take responsibility for their behavior and to make changes as necessary.

DISTRICT-WIDE ELEMENTARY SCHOOL DISCIPLINE POLICY

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

that they are responsible for their own behavior. To that end, the code of conduct for elementary students has been divided into three classes of infractions and subsequent consequences:

Class One Offenses

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

Class Two Offenses

Profane, obscene, indecent, or immoral language or gesture
Open defiance toward administrators, staff, or faculty
Vandalism, including damage to school or property of others
Harassment (see Harassment policy)
Use, possession, distribution of fireworks
Leaving school without permission
Leaving or skipping class
Violation of the tobacco policy
Theft or possession of stolen property
Fighting; physical conflict between two or more students
Initiating, inciting, or deliberately provoking a fight
Assault; willful use of physical violence to cause injury
Tampering with fire alarm/safety devices
Skipping detention

Class Three Offenses

Assault or threatening of any Salem Public School employee
Possession, use, distribution, or being under the influence of alcohol, drugs, or any other controlled substances, including look-alike drugs
Fighting involving three or more people
The use, possession, and/or the concealing of a dangerous weapon or look-alike weapon. A dangerous weapon includes but is not limited to, a gun or a knife. The term dangerous weapon depends on the circumstances. If an object is being used as a weapon it will be considered as such.
Possession or use of a dangerous substance (explosives)
Premeditated fight causing injury

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

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

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

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

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 STUDENT TO ITS SCHOOLS OR PROVIDE EDUCATIONAL SERVICES TO THE STUDENT UNDER THE NEW SCHOOL OR DISTRICT'S EDUCATION SERVICE PLAN.

MGL CHAPTER 71: SECTION 37H:

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district, by the principal.
- (b) Any student who assaults a principal, Housemaster, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including educational athletic games, may be subject to expulsion from the school or school district by the principal.
- (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 plan, under section 21 of chapter 76.

MGL CHAPTER 71 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. 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, §37H^{3/4}

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

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

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.

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.

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.

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.

SPS's Education Service Plan is subject to change, and may include, but is not limited to, tutoring, alternative placement, Saturday school, and online or distance learning.

DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES

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

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

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

- (1) Carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function;
- (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 Department of Pupil Personnel Services at (978) 740-1247.

**To anonymously report a school related crisis, threat, or unsafe situation, please call the Salem Schools
Emergency Hotline at (978)825-3608.**