

# **Bates Elementary**

## **Student/Parent Handbook**

2009-2010  
Bates School hours 7:45am-1:50pm

September 2009

Dear Parents/Guardians:

Please take the time to review this document with your child. It is imperative that you and your child be informed of the expectations required of them. This handbook will also give you information that will be helpful to you throughout the school year, so please **keep this handbook for future reference**. You will also be receiving many other documents accompanying this handbook. Most of these documents need to be signed and sent back to your child's teacher as soon as possible for our records. Your speedy cooperation in this matter would be most appreciated.

You are always welcomed to volunteer and are encouraged to visit the school. Research shows that parents of children who take an active role in their schooling do better in school. The only thing that I ask, when you visit, is to participate in the learning process. Just sitting watching does not give you a true picture of what is actually taking place, and, believe me, we can always use the help. There are also many other ways to volunteer. Please ask your child's teacher or the office for some projects that could be completed at home or join our Friday Coffee Club, parents who help teachers complete projects on Friday mornings. You are an integral part of the school community, getting involved helps us to know you better. Joining the PTO is another way to become involved.

The teachers, staff and I are looking forward to another wonderful learning year with you and your child(ren).

Sincerely,  
Thomas R. LaValley  
Principal

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## Important Bates Numbers

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

## Bates Web Page

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

<http://saalem.k12.ma.us/schools/bates.htm>

If you would like to email one of our teachers:  
firstlastname@saalemk12.org

## School Hours

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

## **No School/Delayed Opening Announcements**

School cancellations or delays because of inclement weather will be announced on several area radio stations, such as WBZ/1030AM; WEEI/590AM; and WHDH/850AM. Local T.V. stations also carry announcements of school cancellations and delayed openings. The Salem Public Schools web page will also list no school announcements. You will also be notified through our ConnectEd program. You will receive a phone call from the superintendent or principal's office. Please **DO NOT** call the school, police or fire department for this information. If the superintendent declares a delayed opening of one or two hours (meaning a start time of 8:45a.m. or 9:45a.m.) students will still be released at 1:50p.m. If students have already arrived at school and the weather worsens during the day, children will still be dismissed at the usual time to allow buses to make their regularly scheduled runs, except in the case of a crisis or emergency.

## **Parking Rules**

- In the morning children should be left off at the **Drop Off** Only area.
- After school, parents picking up their child(ren) by car are urged to either wait in the designated "Live Parking Only" section in front of the school, in the parking lot on the side of the school (within play ground during after school hours only), or on the street level.
- There is **no parking** allowed next to the "kindergarten entrance" or on Liberty Hill Avenue on the opposite side of the street.
- There is no double parking allowed at any time.
- There is no parking in handicap spaces without proper license plate or placard displayed.

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

## **Bates School Attendance Hotline:** **978-740-1172**

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

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

1. When students are absent, **parents must call the school before 7:45a.m. and leave the following information: your child's name, your name, your child's teacher, and the reason for the absence.**
2. Each child must give a **note** to their teacher from a parent/guardian to reenter school after any absences or it will be considered an unexcused absence/truant.
3. The school will contact the home upon the 3<sup>rd</sup> day of the unexcused absence to remind parents of the legal requirements for students to be in school.
4. The principal or school counselor will schedule a meeting with the parent(s)/guardian upon the 4<sup>th</sup> unexcused absence.
5. Upon the 6<sup>th</sup> unexcused absence, the student's name will be forwarded to the Attendance Officer/Court Liaison for referral to the Attendance Panel.
6. Court action may begin upon the 7<sup>th</sup> unexcused absence or sooner in exceptional cases.
7. A child out of school for 4 or more consecutive days within a term/marketing period or exhibiting a pattern of absence due to illness must have doctor's note upon returning to school.
8. A student not having proper documentation will have 48 hours to produce it, or the parent/guardian must appear at the school in order to explain why the doctor's note is not forthcoming. Noncompliance with this procedure may mean Court Action. In exceptional situations (e.g., flu epidemic, chicken pox, etc.), the school nurse will determine whether or not a doctor's note is required to reenter school.
9. Attendance will be reviewed continually.
10. The Attendance Policy will be included in all elementary school handbooks.

### **Tardiness**

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

When a student is tardy, s/he should have a note explaining the reason why. If you are accompanying your child to school, please bring your child to the office.

Students who continue to come to school late will be referred to the Salem Schools' Attendance Officer. Excessive tardiness may be grounds for DSS involvement.

### **Dismissals**

A parent or guardian who wishes to have his or her child dismissed from school before the end of the school day must **send a note** to the school prior to dismissal. The note should state the date and time of the dismissal and the name of the person who will pick up the child at school. Phone calls to dismiss students should only be placed in case of an emergency. The office must dismiss all children and the person picking up the child must sign the "Dismissal Log." **NO CHILD WILL BE ALLOWED TO LEAVE THE BUILDING ALONE.** Also, please be aware that the person picking up your child must be on the emergency form and be prepared to show identification.

### **Family Vacations**

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



## **Visitors' Policy & Safety Concerns**

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

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

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

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

## **End of Day Dismissal**

Bus students will assemble in the gym and be escorted onto buses on the gym side of the building. Special Education vans and day care buses will also load on the gym side, as well as, the back of the school building. All walkers and non-bus riders will exit from the front of the school. Non-bus kindergarten and grade one students will be exiting the building from the doors leading into the fenced-in area in front of the school. Non-bus students in grades two through five will be exiting from the Main Entrance, the four main doors located towards the center/right of the building.

**Regular bus students must have a note if not riding on a particular school day.**

## **After School Day Care**

After school day care is provided on site for Bates students by the Camp Fire organization. Information regarding registration and rates can be obtained by calling Camp Fire Council of the North Shore at 978-745-7200. The phone number for reaching the Bates School Camp Fire classroom is 978-740-5927.

## School Nurse

There is a full-time nurse on duty at the Bates from 7:35a.m. to 2:05p.m. each school day. You will be called to bring your child home if the nurse feels that s/he is ill and should not remain in school. Thank you for your cooperation with this.

## Medications

Students who need to take prescription medications must have a dated physician's note detailing the name of the drug, dosage, time and treatment regimen. The medication must be in a pharmacy labeled container. The school must also receive a dated written permission from the parent or guardian requesting that the school administer the medication as prescribed. Non-prescription medications will only be given with a doctor's note and written parental permission. **Only parents/guardians** can transport medications to and from school.

## Medical Information

There are strict state guidelines which forbid entry into school if a child does not have the proper immunizations. Please understand that the nurse is following proper procedures if she denies admittance due to the absence of proof of immunizations. She will gladly suggest places where you can take your child to receive the proper immunizations and thus allow him/her entry into school.

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

## School Insurance

School insurance is available to all students. Applications will be sent home early in the school year. You are encouraged to seriously consider purchasing this insurance since other than Physical Education classes and Athletics, the School Department does not carry accident insurance for students. Free and affordable medical insurance is available for children. Mass Health and the Children's Security Plan (CMSP) are state programs that help nearly a million people living in Massachusetts pay for health care. Here are a few of the benefits Mass Health provides for many families: checkups, hospital stays, vaccinations, emergency services, dental care, eyeglasses, and x-rays. Mass Health even has programs that help working parents pay for health insurance offered on the job. Uninsured children who can't get Mass Health because their family income is too high are automatically eligible for CMSP regardless of income. So why wait for another medical bill? To learn more about free and affordable health care and to get an application, please call Mass Health at 1-800-847-2900 or the Children's Medical Security Plan at 1-800-537-2229 for more information.

## Report Cards

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

### Report Card Schedule:

	<i>Cards Go Home</i>
<u>Trimester 1</u>	December 11, 2009
<u>Trimester 2</u>	March 19, 2010
<u>Trimester 3</u>	Last day of school

## **Emergency Information**

Each September, or at the time of enrollment, your child will be given an **EMERGENCY INFORMATION SHEET. THIS IS A VERY IMPORTANT DOCUMENT. IT MUST BE FILLED OUT COMPLETELY, ACCURATELY, AND LEGIBLY AND RETURNED TO SCHOOL PROMPTLY.** It is suggested that an effort be made to provide emergency contacts that do not live in the same household or share the same telephone number. Please be sure to provide the phone number of your place of business and your cell phone number. During the course of the year please notify the school office immediately if there are any changes in this information.

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

### **Emergency Procedures**

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

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

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

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

## **Students in Videos and Still Photographs**

Often the media/press requests information regarding student awards, honors, scholarships, and sports or club memberships. Throughout the year the local cable TV channel, newspaper, and school department newsletters/websites will take pictures or write about school activities and students. It is the policy of the Salem School Department to make this information routinely available unless parents have requested in writing, in advance, that they do not wish to have this information published. We will be happy to comply with parents' written requests. **If we do not receive a written request, we will proceed with the publication of student information as described above.**

## **Student Dress Policy**

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

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

When, in the judgment of school personnel, clothing worn by a student is considered disruptive or offensive, s/he may be sent home to change clothes or loaned other clothes to wear. In addition, jewelry or other personal adornments that are either dangerous or a distraction to the learning process are prohibited. Students are required to wear non-marking (rubber-soled) gym shoes in gym class. Hats or hoods are not to be worn inside the school.

## **Salem Public Schools' Discipline Policy**

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

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 to school
- Causing a problem on the bus
- Forgery of school-related note/pass
- Horseplay, including pushing, shoving, and wrestling
- Other behaviors designated by school personnel

Consequences for Class One Offenses: Verbal reprimand, verbal warning, loss of privileges appropriate to the building, conference with school official, and/or notification of parent.

### Class Two Offenses

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

Consequences for Class Two Offenses: After school detention, in school suspension, restitution for theft or vandalism, and/or counseling where necessary.

### Class Three Offenses

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

Consequences of Class Three Offenses: Up to a 10 day, out-of-school suspension (The length of suspension will be determined by the severity of the offense and the number of previous offenses of similar nature on the student's record.); notification of police where appropriate; counseling as deemed appropriate.

## **Behavior Philosophy, Code & Discipline**

It is the right of every pupil to comfortably participate in the educational community. The educators at Bates School are dedicated to the education and well being of our pupils. Since our students are acquiring social, emotional, and behavioral skills, discipline at this level should be a learning experience, not a punitive one. Whenever possible, pupils should be encouraged to use their “Personal Power” and then, if necessary, help to solve minor problems on their own. Consequences should be logical, predictable, consistent, and related to the infraction. Cooperation between school and home will promote a positive experience for your child.

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

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

## **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., 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. Additionally, in certain circumstances, special needs students may be removed for additional periods of up to ten (10) consecutive school days in the same school year for separate incidents of misconduct.

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 if a student:

1. carries a weapon to school or to a school function; or
2. knowingly possesses, uses illegal, Drugs, or sells or solicits the sale of a controlled substance while at school or school functions

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. Under the circumstances described in this paragraph, or 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 may convene to review the student's educational program, conduct a manifestation determination, change the existing IEP, conduct a Functional Behavioral Assessment and/or develop and implement a Behavior Intervention Plan.

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

## **Bates Miscellaneous Information**

### **Volunteering**

Research shows that children do better in schooling when parents are active in their child's education. It is required by law anyone working with children or attending field trips with children must have a CORI check. This is for the safety of our children by checking the legal backgrounds of all adults in the building who are interacting with them. This form is simple to fill out and takes about a week to two weeks to be approved. If you plan to volunteer within the school or chaperone a field trip, please stop by the office to fill out the CORI form (background check). **These forms need to be filled out every two years.**

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

### **Field Trips**

In order to provide extensions to classroom curriculum, classes will often travel to places outside the school building. Whenever your child will be participating in a field trip outside the City of Salem, you will receive notification from the classroom teacher indicating the date and location of the trip, its relevance to the classroom curriculum, information regarding meals, admissions, and spending money. You will be required to sign the permission form and return it to the school in order for your child to attend the field trip.

At the beginning of the school year, your child will bring home a permission slip, which gives the school permission to take your child on a field trip WITHIN the City of Salem. Students will travel to Salem sites either by bus or by walking. Some examples of field trips to Salem sites include: Pioneer Village, Peabody Essex Museum, as well as other historical and recreational areas in the city.

## **Friday Folders**

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

## **Bicycles**

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

## **Breakfasts and Lunches**

Students have a forty-minute lunch/recess period daily. The price of lunch is \$2.25. The price of milk is \$0.50. (Prices are subject to change.) If you think you may be eligible for free or reduced lunch, you need to fill out the “free lunch” application and wait for approval. The price of reduced lunch is \$0.40. (Prices are subject to change.) We also have a breakfast program, which begins serving each day at approximately 7:20a.m. The cost of breakfast is \$1.00. The cost of reduced breakfast is \$0.30. Any student eligible for free or reduced lunch is also eligible for free or reduced breakfast.

A child who does not pay for meals up to a total of \$5.00 will be provided with regular meals. The failure to pay will be treated as an oversight. The Food Services office will try to contact the parent or guardian directly after the second meal has not been paid for. After the amount the student owes exceeds \$5.00 the student will receive an alternative meal. If full payment of all that is owed, including for the alternative meals, is not received by the end of a ten day period then the student will not be able to receive a meal at school until every thing the student owes is paid in full.

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

## **Snack**

Please send in a healthy snack with your child daily; these are not provided by the food service department. Fruit and vegetables are healthy options. There is **NO SODA** or **CANDY** allowed at the Bates school for snack or lunch. Also, there is **no juice or flavored waters** allowed in classrooms during snack time. Please send in water for your child's snack.

## **School Pictures**

School pictures are taken twice a year. The fall pictures, which will be taken of every student, are prepaid and will be taken on October 4, 2007. Envelopes will be provided for payment. The date for spring pictures will be announced later in the year. In addition, a fifth grade class picture will be taken in the spring.

## **Lost & Found**

"Lost & Found" articles are kept in the downstairs lobby of the Main Entrance, just outside the entrance of the Cafetorium. Please urge your child to check in the "Lost & Found" for any missing items. Periodically, "Lost & Found" items are discarded after having been left in the collection for an extended time. **Please remember to put your child's name on his/her belongings.**

## **Parent Teacher Organization (PTO)**

The PTO meets monthly, each September through June. The PTO sponsors a “Book Swap” every other week, two major fund-raising events, and two ice-cream socials. We encourage parent/guardian and staff participation and hold elections for officers. By-laws and other PTO information are available in the Main Office and the Bates Family Center, located on the second floor across from the Library.

## **Box Tops, Toner Cartridges, Cellphones**

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

## **School Store – The Pencil Box**

The “Pencil Box” is the Bates School Store. The store is operated by the fifth grade and is open for business from 7:20a.m. to 7:40a.m. on designated mornings. Some of the items that can be purchased are pencils, pens, rulers, erasers, and many other non-food items. These are all attractively designed and the children enjoy browsing and purchasing. The costs of the items range from \$0.05 to \$1.50.

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

## **Roller Blades, Trading Cards, & Toys**

There are absolutely no roller blades (including sneakers with pop-out wheels) or trading cards, stuffed animals, toys allowed on school property. This includes all electronics, such as; MP3 players and video gaming systems.

## **Cell Phones**

If it is necessary for a child to bring a cell phone to school, they must keep it in their backpack in the locker and it must be turned off. Cell phones are not to be used on school property unless approved by a faculty member.

# Salem Public Schools' Policies

## SALEM PUBLIC SCHOOLS STUDENT ACCEPTABLE USE POLICY

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

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

### **Definitions**

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

### **Technology Use**

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

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

### **Internet Use**

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

**Violations of the Technology Code of Ethics**

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

## **Harassment Policy**

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

This policy applies to all school employees, students, volunteers, contracted vendors, and other members of the school community. Each member of the school community has a responsibility to ensure that harassment and violence does not occur in the schools or at school sponsored activities.

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

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

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

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

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

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

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

Complaints may also be filed with Julié A. Doherty, Civil Rights Compliance Officer/Title IX Coordinator, at Salem High School, Telephone - 978-740-1126.

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

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

1 Ashburton Place, Boston

Information and Complaints: 617-994-6000

Complaints must be filed within 6 months.

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

J.W. McCormack Post Office & Courthouse, Boston

Information and Complaints: 617-223-9662

Complaints must be filed within 180 days.

**Federal Government: Equal Employment Opportunity Commission**

J.W. McCormack Post Office & Courthouse, Boston

Information and Complaints: 617-565-3200

Complaints must be filed within 300 days.

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

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

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

No individual will be subject to any form of coercion, intimidation, retaliation, interference, or discrimination for filing a complaint or cooperating in an investigation. Retaliation is unlawful and the Salem Public Schools will take the appropriate disciplinary action against any individuals involved. All staff members are required to participate in a school department investigation.

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

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

Legal Reference: Title VII of the Civil Rights Act  
Title IX of the Civil Rights Act  
42 U.S.C. Section 1983  
United States Constitution Amendment XIV  
MGL 76:5  
MGL 119:51A  
MGL 151C

See Complaint Form

**M.G.L. Chapter 76, Section 5**

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

### **Amendment to the Anti-Discrimination Law**

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

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

### **Equal Educational Opportunity Notification**

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

### **Chapter 622/282**

No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, religion, national origin or sexual orientation. (Ch. 622 of Acts of 1971, Ch. 282 of Acts of 1993, G.L. c 76 s. 5)

### **Title IX**

No person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. (Title IX of the Educational Amendments of 1972). Inquiries regarding compliance with these laws can be directed to the Title IX Coordinator, located at Salem High School, 77 Willson Street, Salem, MA 01970

### **Section 504**

No otherwise qualified individual...shall solely by reason of handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. (Section 504 of the rehabilitation Act of 1973)

### **Chapter 766**

It is the purpose of this act 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 educational 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)

### **Tobacco-Free Schools Policy**

The following statement of policy applies to the use of tobacco products at all times within school buildings, school facilities, on the school grounds, and school buses, and at any school sponsored event

on or off school grounds by any individual in accordance with M.G.L. Chapter 71, Section 37H. The prohibition applies to all employees, students, visitors, and any property owned, used, leased, or rented by or from the Salem Public Schools. All Salem Public School employees, any individual, group or agency using a school facility, or anyone receiving payment for services from the School Department, are responsible for compliance and assistance in the enforcement of the Tobacco Free Schools Policy.

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

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

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

## **Student Records Law**

These regulations were adopted “to insure parents and students the rights of confidentiality, inspection, amendment and destruction of student records.” (M.G.L. c 71, Section 34) The following are a few of the highlights contained in the regulations.

1. Student records shall consist of the transcript and temporary record. School departments must keep transcripts for 60 years after a student’s withdrawal, transfer, or graduation. Temporary records shall be destroyed after five years.
2. Parents have the right to inspect, amend, comment on, challenge, request interpretation of, control the dissemination of, and secure copies of information and data in their children’s school records until the student becomes eighteen.
3. When a student becomes fourteen or enters Grade 9, the student or parent may exercise rights with regards to student records. At age eighteen, the student may assume exclusive responsibility for exercising these rights by written request.
4. With few exemptions, no information in a student’s record shall be disseminated to a third party without the written consent of the eligible student, his or her parent, or authorized school personnel.
5. Student and/or parent request for access to records shall be granted no later than two consecutive weekdays after the initial request, unless the requesting party consents to a delay.
6. At least once during every school year, the school shall publish and distribute routine information letters to students and their parents informing them of the following:
  - a. the standardized testing program to be conducted during the year
  - b. the general provision of these regulations regarding parent and student rights, and that copies of these regulations are available to them from the school

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

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

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

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

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

Parents may call the program directly if they have concerns about a family member. Julié A. Doherty, Comprehensive Health Coordinator/ Civil Rights Compliance Officer, 740-1126, is the contact person administering this program for the Salem Public Schools.

### **Directory Information**

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

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

### **No Child Left Behind**

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

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

These are available in the main office.

## SALEM PUBLIC SCHOOLS COMPLAINT PROCEDURE

A student, employee or parent/guardian who feels that he or she has been the victim of harassment, discrimination, retaliation, hazing, or inappropriate physical restraint practices, been denied educational or employment opportunities, or any privileges under Salem School Department Policy, should report this to an administrator. A student may feel more comfortable reporting an incident to a teacher, counselor, nurse, conflict resolution coordinator, or other trusted adult. The adult must report the complaint to the principal or assistant principal. This administrator will begin the Level I Complaint Procedure. A student may choose an adult to accompany and assist him/her throughout the complaint procedure.

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

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

### **Level I**

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

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

### **Level II**

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

### **Level III**

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

### **Level IV**

The School Committee shall review the complaint, findings and recommendations from Level III, and take appropriate action within twenty (20) school days of receiving the complaint. The Assistant Superintendent will document the complaint resolution by completing a written Administrative Follow Up and forwarding it and all supporting documentation from the previous Levels to the Civil Rights Compliance Officer.

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

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

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

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

Complaints must be filed within 6 Months

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

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

Complaints must be filed within 180 Days

**Federal Government: Equal Employment Opportunity Commission**

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

Complaints must be filed within 300 Days

### **Non-Custodial Parent Notification**

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

## **Salem Public Schools**

### **Mission Statement**

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

#### Strategic Goals:

- to maximize the opportunities for each student to succeed academically, emotionally, and socially to become productive members of a global economy and thoughtful participants in a democratic society
- to develop, expand, and/or improve curriculum models and implement best instructional practices
- to provide leadership by establishing a learning community in Salem through partnerships with higher education, community organizations, and businesses
- to establish a plan for ensuring successful leadership development and professional growth at all levels
- to ensure safe and state-of-the-art facilities in order to provide optimal environments for student achievement and community learning

## **Bates School Mission Statement**

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

### **Strategic Goals**

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

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

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

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

Establish a plan for ensuring successful professional growth and development.