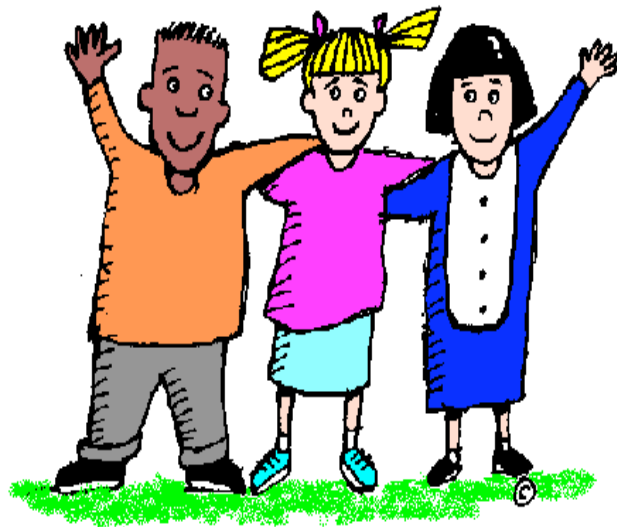


HORACE MANN LAB SCHOOL



Student/Parent Handbook
2009/2010

**HORACE MANN
LABORATORY SCHOOL
33 Loring Avenue
Diane B. O'Donnell, Principal**

Secretary/Main Office - Sandy Fenton and School Absence Line	(978) 542-6220
Nurse's Office – Lisa Duffy	(978) 542-6799
Adjustment Counselor - Patricia Russo	(978) 542-6519
Cafeteria – Laurie Gerome	(978) 542-7165
School District Transportation	(978) 740-1240

Salem Public Schools Website - www.salemk12.org

**SALEM PUBLIC SCHOOLS
SALEM, MASSACHUSETTS 01970**

**Dr. William Cameron
Superintendent of Schools**

Principal's Message

Dear Horace Mann Parents and Students,

One of the things that makes Horace Mann Lab School special is that students, parents and staff members share the goal of creating an exciting and supportive learning environment. We expect all members of our school family, students, parents and staff, to treat each other with respect and courtesy. Strong, positive relationships among parents, students and staff are critical to building a caring community of learners.

The policies and procedures in this handbook are important for all members of our Horace Mann family to be aware of, as they will help ensure a safe, healthy, respectful environment at our school. It is important that we all understand our expected standards of behavior and academic performance. One of our goals is to develop responsibility in our students so that they learn to take care of themselves, their work, their school and the people in it. We want to be sure Horace Mann Lab School continues to be a safe place where everyone is cared for and protected.

Parents, please take the time to carefully read this handbook with your child. It is most important that we are all clear about our expectations. It is our shared responsibility to help children understand the significance of following a set of guidelines for acceptable behavior. Please discuss our handbook's contents and, should you have questions, please feel free to let me know.

I look forward to an exciting, productive school year!

Sincerely,
Diane B. O'Donnell, Principal

WHOSE CHILD IS THIS?

*"Whose child is this?" I asked one day
Seeing a little one out at play
"Mine", said the parent with a tender smile
"Mine to keep a little while
To bathe his hands and comb his hair
To tell him what he is to wear
To prepare him that he may always be good
And each day do the things he should"*

*"Whose child is this?" I asked again
As the door opened and someone came in
"Mine", said the teacher with the same tender smile
"Mine, to keep just for a little while"*

*To teach him how to be gentle and kind
To train and direct his dear little mind
To help him live by every rule
And get the best he can from school"*

*"Whose child is this?" I ask once more
Just as the little one entered the door
"Ours" said the parent and the teacher as they smiled
And each took the hand of the little child
"Ours to love and train together
Ours this blessed task forever."*

Author Unknown

ARRIVAL & DISMISSAL

Students who are walking to school or who are driven to school should report to the school no earlier than 7:40 AM, but no later than 7:50 AM. Our breakfast program begins at 7:30 AM for those students who go directly to the cafeteria upon arrival. **Please be aware that the staff is not on duty until 7:40 AM. We will not be able to ensure the safety of early arrivals.**

7:40 - 7:50	Students arrive in playground area
7:50 - First Bell	Students line up in the playground area and enter the building.
8:00 - Tardy Bell	Any student not in his or her classroom at this time must report to the office and get a late pass.
2:00 - Dismissal Bell	Students are released to parents, busses or vans.

Parents may bring their children to the cafeteria at 7:30 AM each day.

ATTENDANCE POLICY

It is important that children attend school each and every day. General Laws of Massachusetts requires that, "Every person in control of a child shall cause him/her to attend class therein required. If he/she fails to do so for seven day sessions within any period of six months, he/she shall, on the complaint of the Attendance Officer, be punished by law." If there are extenuating circumstances

in your family that prevent your child from attending school, you must contact the school office or School Attendance Officer at (978) 740-1232. Failure to comply with the state law regarding school attendance may result in court action.

Parents and guardians must call the school to report absences. A written note explaining the absence is required when the child returns to school following an absence. There are no exceptions.

All student absences must be called in before 8:30 AM. The absence call-in number is (978) 542-6220.

Being on time is a good habit that lasts a lifetime. Tardy students miss some or all of their classroom's Morning Meeting at the start of each day. **After a student has been tardy five times, his/her parents will receive a letter from the principal, and may be required to meet with the principal to discuss the issue.**

If your child must be dismissed during the school day, please send a note of explanation to the teacher. Parent(s) must report to the office to sign out and pick up their child. The child will be called from his/her class by the office at that time. No child will be dismissed directly from a classroom or the playground. No student will be released to a friend or relative without parental permission.

HEALTH ISSUES AND MEDICATION

Peanut Allergy

At the Horace Mann Lab School, we have a responsibility to protect the health and safety of all children and we take that responsibility very seriously. Peanut allergies can be severe and potentially life-threatening for some children. Children who have peanut allergies are allergic to **ANY FOOD PRODUCTS CONTAINING PEANUTS OR NUTS OF ANY KIND**. These products include peanut butter, candy or snacks containing peanuts or nuts of any kind, baked products containing nuts or even peanut oil used in the preparation of snacks or other foods.

Due to the severity of the cases here at HMLS, the principal, with the support of the Salem Public Schools Administration, Head Nurse, and Food Service Department, have made the following determination in order to protect the health and safety of the children:

We will no longer serve peanut butter sandwiches in our cafeteria. We will offer many other alternatives to ensure healthy choices for all of the children. Also, the principal requests that parents NOT provide peanut or nut products for lunches or snacks. Please check the labels on all snacks that you provide for your child.

We have provided a "Peanut-Free" Lunch Table in our cafeteria for each lunch group and grade level. This is very closely monitored by our staff for the health and safety of affected students.

Your support in not sending peanut products to school is greatly appreciated.

Medications

Students who need to take **prescription medications** must have a dated physician's note detailing the name of the drug, dosage, time, and regimen. The school must also receive a dated written permission slip from the parent or guardian requesting that the school administer the medication as prescribed. The medication must be in a pharmacy labeled container. For the safety of all involved, **no other container is acceptable.** Medications that are prescribed less than four times daily should be given at home.

Nonprescription medications (i.e. Tylenol, Hydrocortisone cream, Bacitracin ointment, etc.) will be given only if parents have signed the "Permission to Treat" form. Because of the risks involved, students may not carry any medication on their person without a written physician's note, written parental permission, and nurse approval. A note must accompany student for use of cough drops.

If your child becomes **sick or injured** at school, every effort will be made to contact you or your designee. **Please be sure that your emergency information is up to date at all times, including alternate phone numbers.** Please do not send your child to school if he/she is sick.

Annual medical screenings - All children will be given annual hearing and vision screening tests, along with a Body Mass Index (BMI) report. Children in Grade 5 are also given a postural screening test to check for spinal and postural deformities. If a child fails any of these screenings, his/her parents will be notified and asked to bring their child to a physician for further evaluation.

School **insurance** is available to all students. Applications will be sent home early in the year.

BUS TRANSPORTATION

Students in Grades K-2 who are assigned by the district and live more than one mile from the Horace Mann School are eligible to take the bus. Students in Grades 3-5 must live more than one and one-half miles from the school in order to be eligible for the bus. Bus passes are issued to all eligible students as well as those who pay privately for bus transportation. Parents who reside outside the Horace Mann neighborhood/district and who request that their child attend school here must provide their own transportation or pay for bus service. Bus riding privileges may be withdrawn for misconduct on the bus. Continued

misconduct may result in loss of bus privileges according to the Transportation Policy.

Please inform the school IN WRITING if transportation plans change for any given day. For safety reasons, we cannot and WILL NOT accept the child's word that changes are to be made.

Please review the following list of Bus Rules and Regulations:

School Bus Rules

Student riders will observe the following rules at all times:

1. Only authorized students with a bus pass may ride the bus. Bus passes are not transferable. Students who lend their pass to another student may forfeit their privilege to ride the bus.
2. Students must obey the driver of the bus in all matters pertaining to the operation of the school bus and obey the school rules. The bus driver is the representative of parents and the School Department and is directly responsible for the safety for each student on his/her route
3. Students are to be courteous to others while waiting for the bus, loading, riding and leaving the bus.
4. In an emergency situation, such as if the bus should become disabled, students must follow the directions of the bus driver or his/her designee.
5. Students are to arrive at the bus stop on time and wait on the sidewalk, off the road surface and respect the property rights of others and avoid trespassing on private property.
6. Students are to avoid actions such as shouting, whistling, throwing objects, fighting, "roughhousing," pushing, taking others belongings, smoking, inappropriate language and/or gestures, possession or use of drugs, weapons, etc., or other actions that might distract the driver.
7. Students are not to damage any part of the bus or its equipment. Damage done by a student to the seats or other bus equipment must be paid for by the student or his/her parent or guardian. In cases where the identity of the offender cannot be determined, it may be necessary to prorate the cost of repairs among the student riders.
8. Students are to cross the street in front of the bus while the safety zone bar is extended and the lights are flashing. If a student must cross a heavily traveled street or road to get to the bus stop, it is better to wait until the bus arrives at the stop. The driver will then signal the student to cross the street.

9. Students are to keep books, backpacks or other obstructions out of the aisles. If students have large items to bring to school, parents should provide transportation on that day.
10. Students are to be seated at all times while on board the bus.
11. If students are instructed by the bus driver to change seats because of misbehavior or other reason, they must do so. In these cases, the driver may inform the Principal in writing of this misbehavior. Parents are then informed by the office.
12. Violators of the school's rules and discipline code that occur during the time that the student is on the bus, waiting for the bus, or leaving the bus, are subject to appropriate consequences including temporary or long-term loss of bus transportation.

LOST AND FOUND

Articles that have been found in the school building, on school grounds or on school buses are placed in the Lost and Found area directly across from the cafeteria where their owners may claim them. After a certain length of time, unclaimed items will be donated to a local charity. If students find anything of value not belonging to them, they should immediately take the found item to the office. Library books that are found should be returned to the Library.

Parents are requested to label all removable articles of clothing, lunch boxes and important school supplies with the child's first and last name.

It is strongly recommended that personal items of value be left at home.

BREAKFAST AND LUNCH PROGRAM

During the first several weeks of school, all children will be given an application to take home for free or reduced lunches. We will provide every parent/guardian with the opportunity to apply for this program.

Breakfast is offered to students who wish to purchase it. A variety of daily offerings are served.

Students may purchase hot or cold lunch in the cafeteria or may bring a lunch from home. The weekly lunch menu is posted in the school and is sent home each month. **Lunch prices for September 2008 are as follows:**

Breakfast (including milk)	\$1.00
Lunch (including milk)	\$2.25
Milk	\$.50

Our computerized cash register allows us to accept payments in advance for any amount (\$5.00, \$10.00, \$20.00). This amount is then credited to your child or

divided among your children as you designate and drawn upon as the child has lunch, breakfast or milk.

SCHOOL SAFETY

While we encourage parent visitors and volunteers at our school, **all visitors need to come to the office, sign into our log book and obtain a visitor's pass.** This includes parents who need to see a teacher. We do not allow visitors into the classrooms without specific permission from the Principal. **There cannot be any exceptions to this policy.** The reasons for this are to avoid continual disruptions of students' academic time and to protect students who are in our care. Please make prior arrangements with your child's teacher before visiting the classroom. Before leaving, visitors are asked to stop in the office to sign out.

Our doors are securely locked at 8:15 AM and remain locked during the school day. You can gain access to the school only through the main entrance after being "buzzed in" by the office.

Fire Drills are held on a regular basis and are necessary for the safety of all. It is everyone's responsibility to know the specific directions for exiting the building. Complete instructions for fire drill procedures are posted in each classroom. Appropriate behavior is essential to assure the safety of all children.

The Salem Public Schools, committed to the safety of all students at all times, encourages any member of the community to anonymously report a criminal or dangerous situation that is occurring, or is about to occur, in any one of our school buildings or at one of our school events by calling either the Horace Mann School office at 978-542-6220 or our Adjustment Counselor at 978-542-6519.

Parking and Traffic Safety: Our school is located on a busy and heavily traveled city street. It is important that children **NEVER** cross the street without help from the Crossing Guard or without other adult supervision. Parking for visitors can be scarce during school hours. Please use the parking spaces alongside the building that are designated as ONE HOUR LIMIT. We also have arranged for visitor parking at the Central Campus Lot (near Eastern Bank). A free Parking Permit may be obtained at the SSC Public Safety Building each time you park in that lot.

COMMUNICATIONS

Our school system now has the capability of contacting all parents by telephone through the CONNECT-ED system. If school must be closed or the opening delayed due to inclement weather or an emergency, the school department will attempt to reach all parents through this telephone system. **It is important that the school has an updated telephone number for all students at all times.** We urge you to be sure to keep this information current through our school office. Additionally, you may obtain no school or delayed opening information from the following sources:

Salem Public Schools Website at www.salemk12.org

WBZ Channel 4
WCVB Channel 5
WHDH Channel 7

PLEASE DO NOT CALL the police, fire or school officials. As state law requires all schools to be in session a minimum of 180 days a year, it is not possible to close school on every stormy day. Therefore, parents should use their own judgment on whether or not to send their children to school on those days when school is not canceled because of inclement weather.

Early Dismissal/Snowstorms: Once in session, we will remain in school for the entire day. **School will not be dismissed early** due to inclement weather. The only exception would be in the case of an extreme emergency or crisis. There are a number of reasons for this policy. They are as follows:

1. Once children are in school, generally speaking, it is the safest place for them to be during bad weather.
2. Keeping children in school generally allows our DPW crews to plow, salt and sand the streets so that the buses may travel more safely at the end of the school day.
3. It allows our custodians to clear the stairs, ramps, sidewalks, driveways and parking lots on the school grounds.
4. It is very difficult to contact parents to inform them that children would be leaving school early. Often times, in those cases, these are the children who would go home to empty houses.
5. Often times, older siblings are counted upon to watch younger children during the afternoons. By dismissing early, this disrupts family schedules.
6. Knowing your children are in school, and that they are expected home at a set time, creates a safer environment for all of the 5,000 plus students in the Salem Public Schools.

Personal messages for students should only be used for extreme emergencies and should be called into the office. Students are not allowed to use cell phones or other communication devices during school. Please make personal and family arrangements with children before they come to school.

Field trip permission forms: Parents will be told when their children will be participating in a field trip, and a permission slip will be sent home. The permission slip must be signed and returned by the deadline date. We cannot transport students without a written permission form. Verbal or permission by phone will not be accepted.

FAMILY VACATIONS

Parents are strongly advised **NOT** to plan family vacations during school time. Students who are absent due to family vacations will not be given schoolwork because such absences are unexcused. Allowing students to miss school sends a strong message to children about the importance and priority of their education.

PROPER DRESS

Student appearance is the responsibility of the student and his/her parents. Because school is a place for learning, we discourage clothing that is distracting, inappropriate or disruptive in any way. When, in the judgment of the school, clothing worn by a student is considered inappropriate, distracting or disruptive, he/she may be sent home or loaned clothes from school to wear for the remainder of the school day. Parent attention is requested to insure clothing be safe and not hazardous to the health and safety of the student. To that end, please read the following carefully and check your child's dress before he/she comes to school.

Proper dress includes cleanliness and appropriateness of attire as determined by the Principal. Hats, hoods and visors are not to be worn in school. For safety reasons, **students are not allowed to wear sandals and/or open toed shoes** to school. They present a safety hazard on the playground and on the stairs.

Spaghetti straps, strapless tops and tops that bare the midriff are not allowed at school. **Tank tops** and **very short skirts** are discouraged for students in the upper grades. **Dangling earrings and long chains** around necks are also a safety hazard as they can get caught on playground equipment.

APPROPRIATE DRESS FOR THE WEATHER

Parents are requested to be sure their child is dressed warmly in winter weather as recess is held outdoors unless it is severely cold or wet. Boots should also be worn as the playground often has wet and muddy areas. Children will stay inside any time the temperature is severely cold. *If boots are to be worn, please provide your child with shoes or sneakers to be worn within the building.* It is recommended that your child's clothing be labeled. If families are experiencing financial hardship and unable to provide "appropriate dress", please contact the school nurse for assistance.

The school nurse will contact the home regarding hygiene related issues.

The principal or designee maintains the right to remove or offer acceptable alternatives in cases where clothing, body adornment or other such articles and/or practices present a safety concern or a distraction to oneself or others.

CONFIDENTIALITY STATEMENT

Information about our students is confidential and should *never* be discussed in public places where the discussion could be overheard by others. Thank-you for respecting the privacy of our children and families.

MEDIA INFORMATION

Often the media/press requests information regarding student awards, honors, scholarships and sports or club information. During the year, broadcast television stations, local cable television channel, newspapers and school department personnel may 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 any parent written request. If we do not receive a written request, we will proceed with the publication of student information as described above. For Horace Mann Lab School, joint projects with Salem State College are also included in this policy.

ART, MUSIC, SCIENCE and PHYSICAL EDUCATION PROGRAMS

Physical Education - Students are expected to participate in physical education classes to the best of their ability. Grades K, 1 and 2 must wear sneakers to participate in class. Grades 3, 4, and 5 must wear shorts, sweatpants, or some type of stretch pants, as well as sneakers. **Students need to bring a note from their home or doctor if they are to be excused.**

Art classes are held for all students once a week. Since students are likely to be using materials that could stain or damage clothing, we ask that you send to school an old shirt to be used as a cover-up during art class.

Music classes meet once a week. Additional music programs include:

Instrumental music lessons are offered to Grade 4 students who wish to participate. Instruments may be leased or purchased from local vendors. Students are reminded to bring their instruments to school on the appropriate day. Band classes are offered to students in Grades 4 and 5.

Recorders are available for all Grade 3 students. Students are required to bring the recorder on music day. Replacement recorders are provided at the expense of the student.

Chorus is offered on a volunteer basis in Grades 3, 4 and 5. Performances are scheduled in December and in the Spring. Students must sign a contract promising proper behavior and attendance.

Science Integration Classes are part of the K-5 Science Curriculum. Classes are brought to the Science Room to complete hands-on lessons with the Science Integration Specialist.

COMPUTER LAB

Horace Mann Lab School has a state-of-the-art technology lab complete with 23 e-MAC computers. Students use the lab for research, completing projects, word processing and developing their individual keyboarding skills.

All students and parents must sign an **Internet Acceptable Use Form** each year in order to have access to the Internet.

HOMEWORK GUIDELINES and REPORT CARDS

Homework is an integral and important part of a student's learning experience and is regularly assigned. It is the role of the parent to provide a quiet and comfortable place for the completion of work at home along with a set time for the work to be done. Parents should guide and supervise the child, but not DO the homework for the child.

It is the policy of the Salem School Committee that homework assignments shall attempt to remain within the following guidelines:

<i>Grades K and 1</i>	<i>12 - 30 minutes daily</i>
<i>Grades 2 and 3</i>	<i>30 - 45 minutes daily</i>
<i>Grades 4 and 5</i>	<i>30 - 60 minutes daily</i>

At the elementary level, extra reading time and/ or special projects or reports that take more than one night to complete are exempted from the time limitations.

It is understood that the diversity of the student population suggests that some students may need to take a longer or shorter period of time to complete the assigned homework.

At Horace Mann School we encourage students who complete homework in a shorter period of time to make up the difference by reading or being read to, depending on their reading level.

In addition, an online math resource guide to supplement the Everyday Math Program and Study Island, an MCAS preparation program, are available to all students. Information to access these sites will be provided to all students at the beginning of the school year.

TEACHERS ARE EXPECTED TO:

1. Allow adequate time for careful and thorough completion of assignments by being sure assignments are clearly understood and by working with other teachers in scheduling assignments.
2. Relate assignments to class work.
3. Evaluate homework as an integral part of their students' grades.

4. Help students learn how to learn independently and how best to approach assignments given.
5. Consider the availability of materials and equipment necessary to complete assignments.

STUDENTS ARE EXPECTED TO:

1. Make every effort to clearly understand the assignments when they are given by paying attention in class and by writing down the assignment and the due date .
2. Work independently for their best individual performance.
3. Make use of appropriate resources such as dictionaries, texts and computers and consult parents if needed, to gain understanding of new words and concepts.
4. Concentrate their best efforts on completing the assignments given in a quality way.
5. Inform parents and teachers of difficulties encountered in assignments before they are due.

PARENTS CAN HELP BY:

1. Providing quiet, comfortable study quarters in the home, with writing materials, a suitable writing space, sufficient lighting and necessary study materials, such as dictionaries, etc.
2. Establishing and maintaining a schedule of family activities that provides for regular study times.
3. Insisting and carefully guiding children so they plan the study time available to them, and they are not confronted with either impossible tasks or insufficient resources.
4. Taking the time to confer with the teacher if there are questions about homework.
5. Guiding and providing resources, but insisting that the child do his/her own work.

6. Pledging support in assisting the teacher and the child in building a sense of responsibility, organization and learned skills that are the ultimate benefits of regular homework.

INCOMPLETE HOMEWORK

Failure to complete homework will be addressed and dealt with at the individual teacher's discretion. Chronic failure to complete homework could result in the necessity of a meeting with the principal, parents, teacher and student to discuss a plan to improve homework completion.

REPORT CARDS and other communications about students' individual academic progress are an important responsibility of every teacher. Report Cards are issued three times per year (December, March and June) with the objective of providing the parents with information concerning their child's academic progress. Due to the restrictive nature of the report card's one-way communication, we encourage parents to attend parent-teacher conferences scheduled for December and March. Parent-teacher conferences can serve to create a meaningful dialogue between parent and teacher, which can result in improving and enhancing the child's overall intellectual and social growth.

PARENT-TEACHER ORGANIZATION

Our school has a dynamic and involved PTC. The PTC sponsors several significant fundraising events and social, community-building activities focusing on the whole school community. As an active organization, it needs the support of many parents willing to share their time, talents and ideas. Parents are encouraged to become active PTC participants. Together, the staff and parents can provide a stimulating, exciting and supportive learning environment for children, and a school spirit that helps them develop positive self-esteem. The PTC meets monthly. A schedule of those meetings is distributed by the PTC to all parents. In addition, a monthly publication, 'The Manuscript', is prepared and distributed by the parent organization.

BEHAVIOR CODE

During this school year, we will continue to reinforce high standards of behavior for all students. Clear expectations, based on the principles of The Responsive Classroom, will be discussed with all students. Clear rules and logical consequences for noncompliance or disregard for rules and expectations are an important part of a child's learning and social growth. These behavior standards will be discussed with students, and parents are expected to be partners in assuring their use and supporting our expectations. It is very important that our

children know how to behave properly and respectfully and understand that there are consequences for inappropriate behavior at school.

It is a clear expectation that all people in the Horace Mann Community will be treated with respect and dignity. This includes all students, teachers, staff members, every adult and every child. No exceptions will be tolerated. Students are expected to follow the directions of ANY adult working at the school. Students and adults are expected to be respectful to each other at all times.

1. Students are responsible for their actions and must accept the consequences of their behavior.
2. Students are encouraged and guided to think before they act.
3. Students are expected to respect the rights and properties of others and themselves.
4. Students will be kind to others with words and deeds.
5. Students will listen and follow directions.
6. Students are expected to use self-control and behavior appropriate to a school setting.
7. Rude or abusive and inappropriate language or behavior will not be tolerated.
8. Students will be held responsible for any damage done by them to any part of the school building.
9. Students will not be allowed to possess anything that could harm themselves or others.

GENERAL GOOD BEHAVIOR INCLUDES THE FOLLOWING:

1. Showing **kindness, consideration and respect** for others at all times. This includes greeting others in the hallways and using eye contact when doing so, speaking respectfully to all community members, being honest and trustworthy and putting best effort into school work.
2. **Corridor courtesy:** walking to the right, passing quietly and holding the door for the next person. Students are expected to hold the rail on stairwells and keep to the right.
3. **Lunchroom courtesy:** eating lunch quietly at student tables: walking (not running) in the cafeteria and out to recess; removing all personal disposables at tables after use, and discarding all trash as instructed by cafeteria staff.

BEHAVIOR EXPECTATIONS

1. Intentional physical contact, which causes pain and suffering, is not allowed. This includes, but is not limited to, rough play, fighting, pushing or kicking others.
2. In the spirit of respectful, kind and honest behavior, bad language, teasing, bullying, rough play, cheating and forgery will not be tolerated.
3. Toys, collectables, trading cards, etc. are not allowed in school unless they have been brought with teacher permission for a school project.
4. It is expected that students will bring only healthy snacks to school. Students are not allowed to bring gum or candy to school.
5. Caps, hats and all head wear are to be removed upon entering the school building.
6. All students are responsible for picking up after themselves and doing their best to keep the classrooms, cafeteria and building clean and neat.
7. Skateboards, scooters, rollerblades and wheeled footwear are not allowed on school premises.
8. Electronic devices of any kind including iPods, Game Boys and similar entertainment devices are not allowed in school or on school grounds. Also, footballs, bats and soccer balls are not allowed in the schoolyard.
9. If students bring cell phones to school for communication with parents AFTER SCHOOL HOURS, phones must be kept in backpacks and turned **OFF** during regular school hours. The principal reserves the right to take away cell phones from students who do not turn them off and/or store them in backpacks during the school day. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST ITEMS.**
10. Weapons of any kind, including toys made to look like weapons, are not allowed in school. Any weapons that are brought to school will be confiscated. The Salem Police and the parents of child found with a weapon or weapon facsimile will be contacted.
11. Students must walk at all times throughout the school building, including arrival and departure times.

If students violate these rules, they will be disciplined by the Principal as follows:

Reprimand
Loss of recess or time spent after school
In-School Suspension

Suspension from school
Expulsion from school

The level of discipline will be determined by the Principal according to the severity of the offense in each case. The discipline procedures for students with disabilities will follow applicable state and federal laws. Copies of the laws are available in the Principal's Office for parent/student review.

STUDENT SEARCHES

There are times when there is reason to suspect that stolen property, illegal, prohibited or inappropriate material is present in school. On these occasions, the Principal or designee may search a student's desk, backpack, clothing or other personal belongings in order to investigate the matter. This procedure is designed to provide a safe environment for all students and staff.

SUSPENSION POLICY

Student behavior can be such that it may require suspension of the student from school. These actions may include: assault, fighting, profanity, leaving school grounds without permission, harassment (It is illegal to harass anyone based on their race, national origin, age, gender, disability, sexual orientation.), continual disregard for school rules, possession or use of alcohol, tobacco, or drugs, bringing **ANY** type of weapon, sharp instrument, or fire starting device to school. Special state laws apply to weapons, toys made to appear as weapons or instruments that have the potential to cause harm to others. The Salem Police will be contacted in **EVERY** case. Parents must accompany the child to school and must meet with the Principal or designee after the suspension has been served.

The principal will determine the length of the suspension based on the facts of the case. A **FIRST OFFENSE** may result in up to **THREE DAYS** suspension. A **SECOND OFFENSE** may result in up to **FIVE DAYS** suspension. **SUBSEQUENT OFFENSES** may result in up to **TEN DAYS** suspension or **EXPULSION**.

APPENDIX OF DISTRICT POLICIES

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 MGL 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 that are covered under the Drug and Alcohol Policies). 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:

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

VISITORS VIOLATIONS:

- 1st Offense: Verbal warning;
- 2nd Offense: Removal from school grounds and a civil citation.

The superintendent is responsible for communicating and enforcing all provisions of this policy to all individuals. Administrators are responsible for sanctioning offenders. The high school principal is responsible for the implementation of the proper protocol regarding the issuance of fines. The following staff will be responsible for issuing citations as agents for the Salem Board of Health: Salem High School Principal, and the Housemasters.

STUDENT RECORDS

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, major field of study, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, photograph, class, degrees, honors and awards, and post-high school plans.

In addition, the Armed Forces Recruiter Access to Students and Student Recruiting Information Act requires that schools make student names, addresses, and telephone numbers available to military recruiters and institutions of higher learning.

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.

MEMORANDUM OF UNDERSTANDING

The Memorandum of Understanding is an agreement between the Salem Public Schools and the Salem Police Department requiring school administrators to report certain conduct directly to the police department.

Mandatory reportable acts include:

- * Any serious incident of assaultive behavior such as any assault and battery resulting in an injury of a staff member or student, unprovoked attacks, or use of a dangerous weapon as defined in the Student Handbook and /or statute, or any object capable of causing injury
- * Possession of a dangerous weapon resulting in a felony charge defined by statute or as defined in the School Handbook
- * Destruction of property including graffiti, tagging, arson, vandalism, or theft
- * Incidents of domestic / dating / relationship violence
- * Violation of a restraining order
- * Any sexual assault or inappropriate sexual behavior which may include indecent exposure, touching, fondling and rape
- * Incidents of harassment, civil rights violation, hazing, or threats
- * Finding any student who is in actual or constructive possession of what is reasonably believed to be a controlled substance as defined by state law
- * Having a reasonable belief that any student has sold or offered to sell or otherwise distributed a drug which is believed to be a controlled substance under the law
- * Finding any student who is believed to be in possession of or under the influence of alcohol or other drugs

DRUG FREE SCHOOLS POLICY

The use of alcohol or 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

Recommended counseling.

Disqualification from extracurricular activities for up to one year.

Suspension and recommendation 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 drug use. Services provided by this program include: assessment, individual or group counseling, intervention, referral and follow-up. A counselor is available during the school day. Parents may call the program directly at (978) 740-1142, if they have any concerns about a family member.

HARASSMENT and VIOLENCE 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 communication.

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.

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 subject 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 C 76; 5
MGL C 119; 51A
MGL C 151C

STUDENT RECORDS LAW

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 child's school records until the student turns 18. When a student becomes 14, or enters Grade 9, the student or parents may exercise the rights with regard to the student record. At age 18, the student may assume exclusive responsibility for exercising these rights by written request.

With a few specific exemptions, no information in a student's record shall be disseminated to a third party without written consent of the eligible student and/or parent. Student and/or parent requests for access to records shall be granted no later than two consecutive school days after the initial request, unless the requesting party consents to a delay.

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

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY NOTIFICATION : SALEM SCHOOL DEPARTMENT

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

In compliance with state and federal laws, the Salem Public Schools maintains a nondiscrimination policy for students, employees and applicants for employment. All educational and employment determinations are based on an individual's qualifications and achievements without regard to race, color,

religion, sex, age, national origin, ancestry, physical or mental disability, sexual orientation, veteran status, or any other basis prohibited by state and / or federal statute.

In addition, the Salem Public Schools will not tolerate sexual, ethnic, racial, sexual orientation, or any other form of harassment by employees, students, contractors, vendors, or other members of the school community. Offenses should be reported immediately to an administrator, supervisor, or the Salem Public Schools Civil Rights Compliance Officer / Title IX Coordinator.

Section 504

No otherwise qualified individual...shall solely by reason of handicap, be excluded from 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 education opportunity on the basis of national origin, sex, economic status, race, religion, and physical or mental handicap in the provision of differential education services. (M.G. L. c 71 B)

Inquiries regarding compliance with any of the above laws may be directed to:
Director of Pupil Personnel Services
Collins Middle School
29 Highland Avenue, Salem, MA (978-740-1249)

A grievance procedure is available with any of the above laws. See the building principal for details.

Inquiries regarding compliance may also be directed to:
Department of Elementary and Secondary Education
350 Main Street, Malden, MA 02148

Discipline Under Chapter 71

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 an existing IEP, conduct a Functional Behavioral Assessment and/or develop and implement a Behavior Modification Plan.

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

SALEM PUBLIC SCHOOLS

STUDENT COMPUTER 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.

Salem Public School District Handbook Acceptable Use Statement

We have read, understand, and agree to comply with the Salem Public School's Acceptable Use Policy. We realize that conduct which violates this policy may lead to penalties including loss of computer privileges, disciplinary action, and/or legal action. We release the Salem School District from any liability or damages which may result from the use of its computers, software, and networks. We further understand that there is a potential for access to information on the Internet that is inappropriate for school-age children or young adults; and, while reasonable effort will be made on the part of the Salem Public School staff to supervise student use of technology, each student is ultimately responsible for his or her own conduct.

**PLEASE SIGN AND RETURN THE SIGN-OFF SHEET
ATTACHED TO THIS HANDBOOK**

**PLEASE SIGN AND RETURN TO SCHOOL BY SEPTEMBER 25 OR WITHIN
10 DAYS OF RECEIPT. THANK-YOU.**

Parent/Guardian Signature _____ Date _____

Student's Signature _____

Teacher's Name _____ Grade _____