Bates Elementary School

Family and Student Handbook
School Year 2021-2022

SCHOOL CONTACT INFORMATION

53 Liberty Hill Avenue
978-740-1250

Principal: Gavin Softic, gsoftic@salemk12.org
Assistant Principal: Susan Faria-Smith, sfaria-smith@salemk12.org
Front Office Secretary: Karyn Reardon, kreardon@salemk12.org
School Nurse: Allison Vargus, avargus@salemk12.org
Family Engagement Facilitator: Marlent Cuevas, mcuevas@salemk12.org
City Connects Coordinator: Sari Rudolph, srudolph@salemk12.org
Adjustment Counselor: Amanda Symmes, asymmes@salemk12.org
Adjustment Counselor: Mallory Centonze, mcentonze@salemk12.org
Attendance Hotline: 978-740-1172
Transportation Information: 978-740-1240
SPS Parent Information Center: 978-740-1225
PTO: batesschoolpto@gmail.com

All other school staff and teacher contact information for your student can be found in ParentSquare.

Salem Public Schools District Handbook can be found here

SCHOOL HOURS AND EARLY RELEASE

School Day: 7:45 AM - 1:50 PM
Early Release: 11:25 AM
Doors Open at 7:20 AM

SCHOOL MISSION AND VALUES

Bates elementary school, in partnership with our families and community, will provide all students with a culturally responsive, student – centered, and equitable learning experience that celebrates our students' diverse backgrounds, creative pursuits, and their academic, social, emotional success.

Values

Equity for all students

Celebration of Diversity in backgrounds and interests

Community collaboration among staff, students and families

Student-centered learning and decisions

Caring and welcoming environment for all

DISTRICT STATEMENT ON EQUITY AND INCLUSIVITY

Equity is a core value within the Salem Public Schools. We support each student's unique path to achieving high standards regardless of ethnicity, race, color, economic status, national origin, age, abilities, religion, parental or immigration status, political beliefs, sex, sexual orientation, language, gender identity, or gender expression. Valuing equity means that we:

- reflect and embrace the greater diversity of our students and families
- recognize that systems of oppression marginalize some populations and suppress some voices
- bear a collective responsibility to recognize, interrupt, and transform educational inequities
- champion access and inclusion for all students/families/staff
- allocate resources so that the students/families/staff who need the most get the most
- work to be an anti-racist and culturally responsive community
- commit to create a more just and equitable world for all of our students

SCHOOL SCHEDULES AND INSTRUCTIONS

CURRICULUM AND STATE STANDARDS

All families will receive a grade level curriculum overview in the first few weeks of school from the classroom teacher(s).

Our curriculum is rich and varied, and it connects students to community partners and our landscape. Additionally, units of study align with the Massachusetts Common Core State Standards. To read the standards visit the Massachusetts Department of Elementary and Secondary Education website at http://www.doe.mass.edu/.

PICK UP AND DROP OFF INFORMATION

- Parents dropping off/picking up should remain in their cars. If you need to buckle up your child please do so safely on the passenger side of the car.
- Please follow the one way traffic direction at all times. At no point should any vehicle reverse on the school driveway in front of the school.
- Please do not park or stop your vehicle on the crosswalk

- Parking on the street is permitted. Please be sure to stay on the lower level and avoid approaching the entrances of the building to prevent overcrowding.
- Parents who walk to school and are dropping off/picking up their child, please stay at least ten feet from entrances of the school to prevent overcrowding.
- Please do not bring dogs on school campus at any time. There have been two incidents where students have been hurt this school year.
- Parents on campus must wear a mask at all times. Gators and bandanas are not permitted.

Bates Elementary School Communication Plan

Bates Elementary School is committed to creating an environment that promotes family and community engagement through strong communication. We believe that good communication is essential to a strong partnership and supports learning and achievement for all.

Our main office is the center of communication between home and school. When coming into school, please make sure you first stop at the main office. If you need to leave a message for any staff member, you may also call the main office or leave a message in person with our school secretaries. Your child's safety and learning are of the utmost importance at school. Lessons will not be interrupted for non-school matters or business unless there is an emergency. Please make every effort to plan ahead so that learning is not disrupted. Send in a note if your child's plans have changed.

At Salem Public Schools, we utilize ParentSquare as our district-wide communication platform. You should have received a registration email to register with ParentSquare, if you have not, please contact the main office.

About ParentSquare
ParentSquare is a robust communication platform that offers a whole host of tools that allows the district, school administrators, and teachers to more effectively communicate with families. Some features include:

- Mass Notifications and Urgent Alerts with two-way communication
- Mobile Application for Android and iPhones
- Teacher and Classroom Communication
- Direct Messaging and Chat with Two-Way Translation
- Forms and Permission Slips
- Teacher Conference Sign-Ups
- Calendar and RSVP
- Volunteering and Supply Sign-Up

- And More

Examples of District and School-Wide Communication

- School Website - https://spsbates.salemk12.org/
- Bates Elementary School Facebook Page – https://www.facebook.com/bateselementarysalem/
- Classroom ParentSquare posts and emails
- Teacher Phone Calls and/or Emails, ParentSquare messages
- Weekly District Newsletters
- Weekly newsletter from the principal
- Student Report Cards
- Teacher Conferences
- Principal Coffee (monthly)
- Family Zoom meetings
- PTO/School Council meetings (monthly)

We strive to keep parents and guardians informed and to make our community aware of the many events and happenings at [School] by using these communication methods. We welcome feedback and suggestions. **If you are not receiving our communications, please contact Marleny Cuevas, mcuevas@salemk12.org.**

We use ParentSquare and the above types of regular communications sent via text, email, phone, as well as post on social media. We have the reasonable expectation that you will check these methods of communication on a regular basis to stay current with SPS notifications.

EMERGENCY COMMUNICATION

Our school system also has the capability of contacting all parents and guardians by telephone through an All-Call system on ParentSquare. If school must be closed or the opening delayed due to inclement weather or an emergency, the school district will attempt to reach all parents and guardians through this telephone system. **It is important that the school has an updated telephone number and email address for all student's families at all times.** We urge you to be sure to keep this information current through our school office. Additionally, you may obtain school cancelation or delayed opening information through ParentSquare texts and emails, on social media, and from the following sources:

Salem Public Schools Website at: www.salemk12.org
WBZ Channel 4
WCVB Channel 5

WHDH Channel 7

STUDENTS IN VIDEO AND STILL PHOTOGRAPHY

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 district newsletters/websites will take pictures or write about school activities and students. It is the policy of Salem Public Schools to make this information routinely available unless parents or guardians have opted out in the back to school forms or have requested in writing, in advance, that they do not wish to have this information published. We will be happy to comply with parents' and guardians' written requests. **If we do not receive a written request, we will proceed with the publication of student information as described above.**

CONFIDENTIALITY STATEMENT:

We value the privacy of both our students and our staff. Information about students, families or staff is confidential and should never be discussed in public places where others could overhear the discussion. Thank you for respecting the privacy of our children and families.

EXPECTATIONS

We use ParentSquare as a means of regular communications via text, email, and phone calls in the case of urgency. We provide these communications in multiple languages and have a reasonable expectation that you will check these methods of communication on a regular basis to stay current with Salem Public Schools notifications.

SCHOOL TECHNOLOGY

Streamlined Learning Management Systems

We have streamlined the learning management systems (LMS) used across the district in an effort to create consistency and minimize the number of systems that teachers, students and families need to use:

Grades 6 - 12: Schoology
Grades PreK - 5: Google Classroom

Technical Support

The Instructional Technology Department provides technical support for teachers, students and families. The help request form can be used for any technical issue. This

form is also on all ClassLink pages and is translatable into the language set in the user's browser. It also contains the option to choose a preferred contact language.

Teachers and families can also call the Instructional Technology team at 978-619-1450 with their requests. They will have the option for either English or Spanish speaking support.

Additionally, a physical help desk is located at two locations to support the districts 1:1, take-home system. Teachers and students can visit either the second floor of the IMC at Salem High School (accessed via the IMC stairwell) or room 323 at Collins Middle School to get assistance from a technical support analyst.

Digital Resource Access
ClassLink is the Salem Public Schools landing pad for all digital resources used by staff and students. Most applications have Single Sign-On configured allowing for a simple click to gain access to their resources.

Accessing ClassLink: When logged into Chrome, either pressing the home button in your browser or opening a new tab will bring you directly to your Classlink page. If you are not seeing something you believe you should, or do not have access to an application, contact the Instructional Technology Department using the methods listed above.

Responsible Use of Technology-School Committee Policy
The Salem School Committee recognizes the importance of technology and electronic media to contemporary education and holds that their use is essential to the day-to-day administrative operations of schools. The Committee sees these media as tools to foster learning and as an integral part of the functioning of contemporary society. The Committee further recognizes, however, that the power of this technology brings with it certain responsibilities and risks for those who use it. The School Committee's policy (See SC Policy 5501) requires all users of technology in the district to read and sign an Acceptable Use of Technology Agreement.

The Committee therefore establishes that any use of the Salem Public Schools' technology and electronic media be permitted only after the prospective user, whether the user is a student or an employee, has read and signed a Responsible Use Agreement for the use of the District's technology and electronic media. Any person signing a Salem Public Schools Responsible Use Agreement shall ensure that the uses to which that individual puts the district's electronic technology, including Internet access in school facilities, shall be consistent with the mission of the Salem Public Schools.

The Superintendent of Schools shall see to the drafting of Responsible Use Agreements appropriate to the age and role of the technology and electronic media user. The School Committee shall review and approve the Responsible Use Agreements that are utilized in the Salem Public Schools.

All materials produced and communications recorded in any fashion using Salem Public Schools technology are covered by the Massachusetts Public Records Law (MGL c. 4 § 7, c. 66 § 10), and may be subject to production pursuant to the provisions of the Public Records Law.

Read the Responsible Use Agreement

ABSENCES, DISMISSAL, AND AFTERSCHOOL CARE

ATTENDANCE

Attending school regularly is directly related to students' success. The basic responsibility for the regular attendance of the student lies with the student and parents/guardians. Salem Public Schools expects parents/guardians to make every reasonable effort to have their student attend school every day. The full attendance policies can be found in the Salem Public Schools District handbook which can be found here.

REPORTING STUDENT ABSENCE

Parents and guardians must call the school by 8:30 a.m. to report absences. **The absence call-in number is 978-740-1172**. A written note explaining the absence is not required when the child returns to school following an absence. If a student is out of school for 3 or more days in a row due to a medical issue, a doctor's note is required upon return. If the child returns to school without a doctor's note after 3 or more days absent in a row, parents/guardians will be expected to meet with the Family Engagement Coordinator, Assistant Principal, and/or Principal.

DISMISSALS

Parents or guardians who wish to have their 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 in at the main office. 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.

CONTACTING STUDENTS DURING THE SCHOOL DAY

We respectfully request that parents/guardians refrain from texting their students during the school day. In case of an emergency, we encourage the parent/guardian to contact the main office so that we can assist in locating the student and communicating any important information. Likewise, we strongly discourage any student from texting a parent/guardian during the school day.

FORGET SOMETHING?

Sometimes a student may forget to bring something to school such as a lunch, instrument, or book. A parent/guardian is welcome to drop off the item in the lobby or main office. A Bates staff member will make sure the item is delivered to the student. To allow for uninterrupted instruction, a parent/guardian should refrain from visiting their student's classroom.

FAMILY VACATIONS AND TRAVEL

Parents and students are reminded that the MA State Law requires compulsory attendance for all students. We strongly discourage family vacations and travel when school is in session. In addition to compromising the attendance law, family vacations interrupt the educational process in ways that make-up work cannot reverse. Teachers are not required to provide homework assignments prior to a family vacation or travel and 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 not a message we want to convey to Salem students.

Students who are absent at the time when the state or national standardized tests are administered will be allowed to make up missed tests to the extent that scheduled makeup time is available and consistent with state law and regulations.

RELIGIOUS OBSERVATIONS

Students may be granted excused absences when the school's schedule conflicts with religious holidays. A student may be required to submit a written notification. A student should not suffer consequences from an excused absence and should be allowed a reasonable opportunity to make up school work missed during the absence. The student will not be subject to penalty scholastically or to attendance records due to absences incurred due to religious observances. A sincere attempt will be made to avoid assemblies, assessments, and special school events on religious holidays.

AFTER-SCHOOL CARE
YMCA Information regarding space, rates, and registration can be obtained directly from each program.

For more on the district attendance policies, please see the district policy manual.

STUDENT INFORMATION

REQUIRED PARENT/GUARDIAN FORMS
Salem Public Schools require certain forms be submitted at the start of the school year. These forms ensure that health and safety protocols are met, communication information is conveyed, and student technology rules are understood. These forms are required and will minimally include:

- Back to school contacts and acknowledgement form
- Technology acceptable use policies
- Medical permission to treat form
- Health History forms
- Field trip permission slip

Additional forms may be requested as needed. **Forms will be distributed and filled out through ParentSquare.** We are happy to provide printed forms if needed. If you need a printed version of the back to school forms, please contact the main office at 978-740-1250.

Back to School required forms must be returned by October 1.

DIRECTORY INFORMATION NOTICE
Salem Public Schools has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA) and the Student Record Regulations at 603 CMR 23.00 et seq.

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) athletic teams, (8) dates of attendance, (9) degrees, honors and awards received, (10) post high school plans of the student.

Directory information may be disclosed for any purpose at the discretion of the school system, without the consent of a parent of a student or an eligible student. Parents/guardians of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information; such refusal must be in writing and made annually. In that case, this information will not be disclosed except with the consent of a parent/guardian or student, or as otherwise allowed by FERPA and 603 CMR 23.00 et seq. You are hereby notified that pursuant to this notification, the school system will provide requested directory information to military recruiters, as required by the Every Student Succeeds Act unless the parent/guardian or eligible student specifically directs otherwise.

STUDENT NAME

At Bates we refer to state guidelines regarding student name change requests.

Massachusetts' law recognizes common law name changes. It states, “An individual may adopt a name that is different from the name that appears on his or her birth certificate provided the change of name is done for an honest reason, with no fraudulent intent”. Nothing more formal than usage is required. Hence, when requested, schools should accurately record the student's chosen name on all records, whether or not the student, parent, or guardian provides the school with a court order formalizing a name change.

“The Department has a procedure in place to update name changes and gender markers in the Student Information Management System (SIMS) upon request. The document Assigning State Assigned Student Identifiers (SASIDs) to Massachusetts' Public School Students guides schools through changing names and gender markers on school records.”

“In sum, school personnel should use the student's chosen name and pronouns appropriate to a student's gender identity, regardless of the student's assigned birth sex. For those students who have been attending a school and undergo gender transition while attending the same school, it is important to develop a plan for initiating use of the chosen name and pronouns consistent with the student's gender identity.”

DRESS CODE

With respect for self-expression, students should wear clothing that is safe and comfortable for school and learning, and that allows for active participation in all school activities. Parents and guardians are responsible for managing their students’ clothing choices in accordance with the stated dress code policy.

Our values with respect to the dress code are:

- To support student safety and protection.
- To promote student comfort and well-being in the learning environment.
- To promote student participation in all activities.
- To treat each student with fairness and compassion.

Enforcement of the dress code will not reinforce or increase marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity or cultural observance. Bates is committed to guiding staff in the fair and sensitive enforcement of the dress code with respect to these stated considerations.

1. **Basic Principle:** All students must have certain body parts covered at all times.

    - Clothes must be worn in a way such that genitals, buttocks, breasts, stomachs, and nipples are fully covered with opaque fabric. All of the policies to follow reflect this basic principle.

    Students Must Wear:

    - A Shirt (with fabric in the front, back, and on the sides under the arms), AND
    - Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
    - Shoes (shoes should, whenever possible, be appropriate for the weather and for play; sneakers are the preferred footwear for all school activities, but any shoe should be comfortable and, whenever possible, have nonskid rubber soles).

    Students May Wear

    - Religious head coverings or those for disability-related accommodations
    - Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
    - Ripped jeans, as long as underwear and buttocks are not exposed.
    - Tank tops, including spaghetti straps and halter tops (with straps around the neck)
    - Athletic attire

2. **Students Cannot Wear:**

    - Sneakers or shoes with wheels on them
    - Flip flops or other footwear without backing

- Head coverings that disrupt the learning environment for student or classroom
- Violent language or images
- Images or language depicting drugs or alcohol (or any illegal item or activity)
- Hate speech, profanity, pornography, or gang-related imagery
- Images or language that creates a hostile or intimidating environment based on any protected class or marginalized group
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits
- Dangling or large hoop earrings (earrings that sit close to the ear are acceptable as they do not present a safety hazard)
- Accessories that could be considered dangerous or could be used as a weapon
- Any item that obscures the face or ears (except as a religious observance)
- Costumes, masks, or pajamas, unless associated with a special school activity

Considerations for Parents and Guardians

- Children may want to avoid wearing special clothing that cannot be ripped, stained, or lost, as the school day is active and often messy.
- Parents and guardians are strongly encouraged to apply sunscreen to children before school to protect their skin during recess, gym, gardening, and other outside activities.
- Children are encouraged to wear sneakers so that they are not limited in their ability to participate in school activities, including fire drills and gym.
- Children may want to save makeup for special occasions outside of school (makeup may not be brought to school).

Bates is committed to supporting any family or child who cannot meet the above dress requirements. Families or children who need support in following the dress code should contact the principal or nurse for assistance.

For the full district dress code policy. Please see the district handbook here.

SAFETY, VISITORS AND VOLUNTEERING

VISITORS TO THE SCHOOL

To help ensure the safety of all our students, all outside doors will be locked during the school day. Visitors are required to use the front door that is equipped with a buzzer. All visitors must check in at the main office, present a valid form of government-issued

identification, sign in, and wear a visitor's badge at all times while in the building. They must then sign out and return their badge prior to leaving. Visitors will be admitted to the building at the sole discretion of school administrators.

SAFETY DRILLS
State law requires that we hold supervised drills (evacuation, fire, lockdown, bus evacuation, shelter in place, etc.) each year under the direction of the Salem Fire Department and the Salem Police Department. Procedures for these drills are reviewed with the children throughout the school year.

CORI AND FINGERPRINT-BASED CHECKS
All volunteers are required to complete a CORI background check each year. With regard to CORI, you must apply in person to the school office and present photo identification.

Any volunteers who have direct and unmonitored contact with students are required to have a CHRI background. With regard to fingerprint-based checks, you must submit your fingerprints through an independent vendor authorized by the state. The School Administration has sole discretion to determine whether a volunteer satisfied CORI, fingerprinting, and other volunteer requirements.

SCHOOL SITE COUNCIL
School Councils for individual schools are formed in accordance with the Education Reform Act of 1993. The council members are comprised of the principal, a community representative, parents/guardians, and teachers. Terms are for two years and elections are usually in September of each year.

The council's responsibility is to advise the principal about school matters, review the budget and help to develop the school improvement plan. If any parent/guardian or community member is interested they should contact the building principal.

SCHOOL NURSE & HEALTH INFORMATION

The school nurse is available for parents/guardians and children on a daily basis. All children will be screened during the year for vision and hearing concerns.Starting in the fifth grade, the nurse will check each child for scoliosis. Parents or guardians will be notified if there is a concern requiring follow up with a child's healthcare provider.

To keep school health records current, parents/guardians should inform the school nurse of any changes in their child's health.

If your child is sick, please keep them home.

COVID-19 PROTOCOLS

In the event Covid 19 Protocols are required, then the following will take effect.

To keep children as safe as possible from Covid 19 during the school day, all children must be masked while in the classroom and handwashing will be emphasized throughout the day. We kindly request that if your child shows any signs of viral illness (fever, cough, runny nose, vomiting, diarrhea, etc.), that they please be kept home and be tested for Covid 19. Additional Covid-19 protocols can be found here.

ILLNESS AT SCHOOL

A school nurse is available in every school to address student health needs. Students who are ill or injured should tell their teacher or another adult immediately. In the event of injury or illness at school, the school nurse or their designee will provide first-aid. If follow-up care is needed, or if the child cannot remain in school, parents/guardians will be notified.

The school nurse or administration will determine whether your child should be sent home due to illness. To provide prompt care, the school requires that parents/guardians fill out a 'Permission to Treat' document at the beginning of the school year. As the information must be kept current, parents/guardians should notify the school of any changes in phone numbers or emergency contacts.

IMMUNIZATIONS

The immunization law, Massachusetts General Laws Chapter 76, Section 15, requires that no child shall be admitted to school except upon presentation of:

- Documentation from a licensed healthcare provider listing immunizations given and/or diseases the child has had.
- Documentation from a licensed healthcare provider stating immunization is contraindicated for health reasons.
- A written statement from the child's parent or caregiver that immunization conflicts with their sincerely-held religious beliefs.

The law requires immunization against diphtheria, tetanus, pertussis, polio, hepatitis B, measles, mumps, rubella, and varicella. All immunizations must be completed before the child is admitted to kindergarten. Unimmunized or partially immunized children

whose healthcare providers certify the child is in the process of receiving required immunizations shall be regarded as not in compliance with the law.

In addition, the Massachusetts Department of Public Health requires vaccination against haemophilus influenzae type (HIB) for all preschool students as a condition of school attendance. Additionally, a second dose of measles vaccine and proof of lead screening is also required for kindergarten entry.

MEDICATIONS

Students who need to take prescription medications during the school day must have an order from a licensed healthcare provider detailing the name of the drug, dosage, time of administration, and treatment regimen. The medication must be provided to the school nurse in a pharmacy labeled container. The school must also receive a dated written permission from the parent or guardian requesting the school nurse or their designee administer the medication as prescribed. Non-prescription medications will only be given with appropriate documentation from a licensed medical provider and written parental permission. Only parents/guardians can deliver any medications to and from school.

Pediculosis (Head Lice):

As recommended by the CDC and the American Academy of Pediatrics, Salem Public Schools have adopted a non-exclusionary policy for pediculosis (head lice).

http://www.cdc.gov/parasites/lice/head/schools.html

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun.

School nurses will screen any student who exhibits signs/symptoms of head lice. Children who are found to have live lice or nits will not be sent home from school.

Parents/guardians of affected students will be notified before the end of the school day and advised to contact their healthcare provider for treatment options. An informational fact sheet on head lice will be provided to the parent. Classroom/grade wide notification letters will generally not be sent home unless deemed appropriate.

Children will be allowed to return to school after parents/guardians confirm with the school nurse that treatment has begun. Children do not need to be screened by the

school nurse prior to returning to school. Parents/guardians may request assistance from the school nurse to check their child's head after treatment.

The presence of nits will not prevent a child from returning to school. Parents/guardians will be instructed to check their child's head on a regular basis to confirm treatment success or failure.

STUDENT SUPPORT SERVICES

Student and Family Support and Counseling

Salem Public Schools provides a continuum of student and family services in all PreK-12 schools. Utilizing a multi-tiered system of support, SPS seeks to ensure every student has what they need to thrive in school and the community. A team of certified school counselors across the district assist leaders and teaching staff in proactively building learning environments where each student feels a sense of belonging, competence and autonomy. School Adjustment Counselors, City Connects Coordinators and College and Career Counselors work as a team to provide comprehensive school counseling programs that incorporate prevention and intervention activities. Counselors respond to the social emotional and mental health needs that arise with students and offer direct individual and group counseling to assist students in developing skills necessary to fully engage in school. College and Career Counselors at the high school level are instrumental in preparing students for post high school graduation, as well as college and career awareness. All counselors in the district leverage a comprehensive range of prevention, intervention, and enrichment services that exist in schools and community. They work with families and community partners to secure resources to address out of school factors that impact learning and thriving.

If you would like more information on the student and family support services offered at Salem Public Schools, please contact Ellen Wingard, Director of Student and Family Support at 781-732-0137 or ewingard@salemk12.org.

MEALS AND SNACKS

BREAKFAST AND LUNCH PROGRAM:
We are pleased to offer a universal breakfast, lunch, and snack to all students for free regardless of income.

Breakfast is served in the classroom at the start of the day.

Hot and cold lunches are available for all students. Students may also bring lunch from home. The weekly lunch menu is posted on our website. A peanut-free table is designated in the cafeteria for any student with nut allergies.

HEALTHY SNACKS ALTERNATIVES
When sending a snack in with your child, please make sure it is healthy. Candy, cakes, peanut products, and high-sugar drinks are not permitted. Some examples of healthy snacks include fruit, granola, yogurt, and bottled water.

For celebrations such as birthdays, please refrain from bringing in cupcakes or birthday cakes. We ask that you find a healthy alternative such as fruit salad or vegetables and dip.

STUDENT CONDUCT

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

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

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

such privileges, including the possibility of further penalties according to the Salem Public Schools Discipline Policy.

These rules and regulations may be supplemented by those developed by each individual school and/or classroom teacher. The academic success and safety of students are contingent upon students maintaining appropriate and responsible behavior. The discipline procedures for students with disabilities shall follow applicable state and federal laws.

Please see the SPS Code of Conduct and Student Discipline in the Policy handbook

HARASSMENT

Salem Public Schools are 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. According to the Salem School Committee's policy on harassment (See SC Policy 5410), "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."

*Please see the **SPS Harassment Policy***

BULLYING INTERVENTION AND PREVENTION

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

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

- causes physical or emotional harm to the target or damage to the target's property;

- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school."

Please see the SPS Bullying Intervention and Prevention Policy

For more information, please see the Salem Public Schools District Handbook

LANGUAGE ACCESS

If you need to receive a copy of this handbook translated in your spoken language, please contact the Principal's office.

Si usted necesita recibir una copia de este manual en su lengua hablada, los españoles, entran en contacto con por favor la oficina del principal.

Se você precisa de receber uma cópiadeste manual emsua lingual falada, os portuguêses, contatam por favor o escritório do principal.

如果您需要收到以您的口語翻譯的本手冊的副本, 請聯繫校長辦公室。

Nếu bạn cần nhận được một cuốn cẩm nang được dịch bằng ngôn ngữ nói của bạn, vui lòng liên hệ với văn phòng của Hiệu trưởng.

إذا كنت بحاجة إلى الحصول على نسخة من هذا الكتيب المترجم إلى لغتك المحكية، يرجى الاتصال بمكتب مدير المدرسة.