

Salem School Committee Policy Manual

Last Updated 9/27/2024

Salem School Committee Members 2024-2025

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1000 Community Relations Policies (1000s)

DESCRIPTION	SECTION	REVISION or REVIEW DATE
COMMUNITY RELATIONS	1000	
Communications with the Public	1100	
School-Community Relations Goals	1101	11/15/2021
Non-Discrimination	1101.01	1/22/2024
Advertising in the Schools	1102	10/17/2022
Distribution of Notices	1103	12/20/2021
Emergency Closings/Delayed Openings/Early Dismissals	1104	12/6/2021

Media Relations/News Releases	1105	3/7/2022
Public Information Program	1106	8/2/2004
Public's Right to Know	1107	3/7/2022
Taping and Video	1108	12/20/2021
Community Use of School Facilities	1200	
Community Use of School Facilities	1200	8/22/2022
General Rules and Regulations	1201	8/22/2022
Gym Rental Policy	1202	8/22/2022
Community Use of Kitchens	1203	10/3/2022
Outdoor Use of Facilities	1204	8/22/2022
Gifts and Solicitations	1300	
Gifts and Contributions to Schools	1301	8/22/2022
Gifts to Students	1302	8/22/2022
Public Solicitation	1303	7/15/2022
Solicitation of Students	1304	7/15/2022
Relations with Local, Area & Government Agencies	1400	
Police Department	1401	11/7/2022
Fire Department	1402	10/3/2022
Planning Authorities	1403	12/5/2022
Relations with Local, Area & Government Agencies	1400	
Department of Children and Families	1404	12/5/2022
Community Organizations and Government Agencies	1405	12/5/2022
Other School Systems and Educational Agencies	1406	12/5/2022
School Accreditation Agencies	1407	11/21/2022
Public Participation	1500	
School Committee Meetings	1501	12/19/2022

Advisory Committees to the School Committee	1502	2/6/2023
Community Involvement in Decision Making	1503	12/19/2022
Visitors	1504	1/20/2023
School Volunteers	1506	3/6/2023
Complaints	1507	
Public Complaints	1507.01	4/3/2023
Education Reform Act of 1993	1600	
School Councils	1601	2/27/2023
Election of School Councils	1602	2/27/2023
School Parents Association	1700	
School Parents Association	1700	4/24/2023
Adult Education Policy	1800	
Adult Education Policy	1800	3/3/2023

2000 Administration Policies (2000s)

DESCRIPTION	SECTION	REVISION DATE
ADMINISTRATION	2000	
Superintendent of Schools	2100	
Superintendent of Schools	2100	10/20/2023
Administrative Goals	2101	10/27/2023
Organization	2102	3/4/2024
Qualifications, Duties and Responsibilities	2103	Mar 2024
Superintendent's Contract	2104	1/26/2024
Evaluation of the Superintendent	2105	2/5/2024
Policy Implementation	2106	2/16/2024
Decisions in Absence of Committee Policy	2107	3/18/2024
Publication of School Committee Rules and Regulations	2108	3/18/2024

Chain of Command	2109	4/29/2024
Administrative Reports	2110	5/20/2024
Annual State-of-the-Schools Report	2111	Dec 2016
Administrative Personnel Positions	2200	
Administrative Personnel Positions	2200	5/20/2024
Business Manager	2201	1/3/2017
Legal Counsel	2202	9/13/2024
Secretary to the School Committee	2203	1/3/2017
Employment of Principals and Non Union-Managers	2300	
School Improvement Plans	2500	9/13/2024

3000 Fiscal Management & Non-Instructional Operations (3000s)

DESCRIPTION	SECTION	REVISION DATE
FISCAL MANAGEMENT & NON-INSTRUCTIONAL OPERATIONS	3000	
Budget	3100	
Budget Planning	3101	9/27/2024
Financial Reports and Statements	3102	9/27/2024
Budget Adoption Procedures	3103	9/27/2024
Fiscal Year/Budget Deadlines and Schedules	3104	1/17/2025
Budget Transfers	3105	4/5/2021
Income	3200	
Funding Proposals and Applications	3201	1/17/2025
Gate Receipts and Admissions	3203	1/17/2025
Lease and Rental of School Facilities	3204	8/21/2017
Disposal of School Properties	3205	8/21/2017

Revenues from Tax Sources	3206	1/17/2025
Accounts	3300	
Accounting and Reporting	3301	8/21/2017
Audits	3302	8/21/2017
Procedures for Handling Cash Receipts	3303	8/21/2017
Revolving Accounts	3304	8/21/2017
Student Activities Fund Management	3304.01	8/21/2017
Fixed Asset Inventory	3305	9/12/2005
Bonded Employees and Officers	3306	
Expenditures	3400	
Purchasing and Purchasing Authority	3401	8/21/2017
Payment Procedures	3402	8/21/2017
Cooperative Purchasing	3403	8/21/2017
Depository of Funds/Authorized Signatures	3405	9/12/2005
Expense Reimbursements	3406	11/6/2017
Sales Calls and Demonstrations	3407	8/21/2017
Purchasing Principles, Expenditures, Procurement and Authority	3408	8/21/2017
Revolving Fund for Instructional Materials	3409	8/20/2019
Buildings and Grounds	3500	
Buildings and Grounds Management	3501	9/12/2005
Building Inspection	3502	11/6/2017
Security	3503	11/6/2017
Emergency Evacuation Drills	3504	3/23/2020
Emergency Plans	3504.01	2/22/2021

Pest Management	3505	
Building Construction and Rehabilitation	3506	11/6/2017
Materials Usage	3507	11/06/2006
Recyclable Materials	3508	8/21/2017
Transportation	3600	
Student Transportation Services	3601	5/2/2022
School Bus Drivers' Responsibilities	3602	11/6/2017
School Bus Accidents	3603	11/6/2017
School Bus Conduct	3604	
Bus Idling	3605	6/7/2010
Food Service	3700	
School Breakfast and Lunch Programs	3701	9/12/2005
Reduced and Free Breakfast and Lunch Programs	3702	9/12/2005
Students In Arrears Payment of Breakfast or Lunch	3703	Suspended 9/16/16

4000 Personnel (4000s)

DESCRIPTION	SECTION	REVISION DATE
PERSONNEL	4000	
All Employees	4100	
Staff Conflict of Interest	4101	12/17/2018
Drug-Free Workplace Policy	4102	12/17/2018
Off the Job Drug and Alcohol Use and Activity	4102.01	12/17/2018
Staff Health and Safety	4103	6/20/2023
HIV	4103.01	12/17/2018
Communicable Diseases	4103.02	12/17/2018
Worker's Compensation Insurance	4104	12/17/2018

Staff Conduct with Students	4105	10/26/2023
Nondiscrimination and Equal Employment Opportunity	4106	1/22/2024
Personnel Records	4107	12/17/2018
Staff Complaints and Grievances	4108	8/19/2019
Family and Maternity Leave	4109	8/16/2021
Small Necessities Leave	4109.01	12/17/2018
Harassment and Violence	4110	7/19/2021
Employee Arrest	4112	12/17/2018
Staff Participation in Political Activities	4113	12/17/2018
Staff Participation in Community Activities	4114	12/17/2018
Personnel Report	4116	9/3/2019
Nepotism	4117	7/19/2021
ADDA Background Check Policy (CORI & Fingerprint)	4119	10/5/2015
Staff Acceptable Use Policy	4120	7/19/2021
Professional Staff	4200	
Professional Staff Positions	4201	7/19/2021
Certification Requirements for Professional Staff	4202	12/17/2018
Employee Evaluation	4204	7/19/2021
Professional Development Plan for Professional Staff	4205	7/19/2021
Visiting Days, Educational Conferences and Professional Workshops	4206	12/17/2018
Non-School Employment by Professional Staff Members	4207	12/17/2018
Suspension, Demotion, and Dismissal of Professional Staff Members	4208	12/17/2018
Bus Drivers	4302	8/16/2021

5000 Students and Instruction (5000s)

DESCRIPTION	SECTION	REVISION or REVIEW DATE
STUDENTS AND INSTRUCTION	5000	
Attendance	5100	
School Age and Attendance	5101	2/6/2023
Enrollment - Salem Residents	5102	8/19/2019
Non-Resident Students/School Choice Annual Review	5102.01	6/21/2021
Children of Salem Public Schools and City of Salem Employees Attending Salem Public Schools - ANNUAL REVIEW	5102.02	2/1/2021
Students Experiencing Homelessness	5102.03	1/21/2020
Students in Foster Care	5102.04	3/2/2020
Admission of Foreign Exchange Students	5102.05	8/19/2019
Controlled Choice Student Assignment Policy	5103	5/5/2025
Student Assignment - Vocational Technical Education Programs	5103.01	8/19/2019
Student Assignment - Enrollment of Students from Other Schools	5103.02	8/19/2019
<u>Flags</u> and the Pledge of Allegiance	5104	8/19/2019
Evacuation (Fire Drills)	5105	8/19/2019
School Day	5106	8/19/2019
School Year/School Calendar	5107	8/19/2019
Emergency Closings	5108	2/22/2021
Student Withdrawal from Schools	5109	9/3/2019
Student Work Permits	5110	8/19/2019
Student Work Hours	5111	8/19/2019

Participation in Activities During Suspension or Absence	5112	9/3/2019
Dismissal at Parental Request	5113	8/19/2019
Dismissal of Students by School Personnel	5114	9/3/2019
Instructional Program	5200	
Organization of Instruction	5201	12/2/2019
Instructional Materials	5202	12/2/2019
Academic Program	5203	12/2/2019
Grading and Progress Reports	5204	1/21/2020
Honor Roll and/or Recognition Programs	5205	4/6/2020
Promotion and Retention	5206	1/21/2020
Parent Conferences	5207	1/21/2020
Homework	5208	1/21/2020
Home/Hospital Bound Instruction	5210	1/21/2020
Home Schooling	5211	1/21/2020
Evaluation of Instructional Programs	5212	4/6/2020
Equal Educational Access & Opportunity	5212.01	12/2/2019
Field Trips and Excursions	5213	4/26/2021
Waiver of Graduation Course Requirements	5214	12/2/2019
Graduation Requirements and Competency Determination	5214.01	3/3/2025
Student Records	5215	12/2/2019
Directory of Information Regarding Students	5215.01	4/7/2025
Student Awards and Scholarships	5216	4/6/2020
Student Publications	5217	1/19/2021
Instructional Program	5200	

Teaching About Alcohol, Drugs, Tobacco, and Vaping	5219	4/6/2020
Faculty Advisors	5220	3/23/2020
Co-Curricular and Extra-Curricular Programs	5221	9/29/2020
Parental Notification of Courses Involving Human Sexuality	5222	2/22/2021
Student Advisory Committee	5223	8/19/2019
Animals in School	5224	2/1/2021
Class Size	5300	
Class Size	5300	1/19/2021
Student Conduct	5400	
Student Conduct	5400	1/19/2021
Hazing	5401	2/22/2021
Prohibition of Bullying and Cyberbullying	5401.01	1/19/2021
Tobacco Use	5402	8/19/2019
Alcohol Use by Students	5403	1/19/2021
Drug Use	5404	2/1/2021
Interrogations and Searches	5405	8/16/2021
Corporal Punishment	5407	8/16/2021
Student Discipline	5408	8/16/2021
Discipline of Students with Disabilities	5408.01	8/16/2021
School Bus	5409	8/16/2021
Harassment and Violence	5410	8/16/2021
Student Dress	5411	3/1/2021
School Property	5413	8/16/2021

Use of Physical Restraint (Annual Review required)	5416	March 2024
Internet Access Network	5500	
Responsible Use of Technology	5501	5/5/2025
Interscholastic Athletics	5600	
Interscholastic Athletics	5600	Oct 2015
Out-of-State Travel	5601	Oct 2015
Hall of Fame	5602	4/3/2023
Health and Safety	5700	
Health Services/First Aid	5701	9/13/2021
Policy on Pregnant Students	5702	8/16/2021
Immunizations of Students	5703	8/16/2021
Child Abuse and Neglect	5705	8/16/2021
Communicable Diseases	5706	8/16/2021
Student Physicals	5707	8/16/2021
Automatic External Defibrillators (AED's)	5708	9/13/2021
Medication Administration	5709	9/13/2021
Do Not Resuscitate Order	5710	9/13/2021
Wellness	5711	9/13/2021
Students With Food Allergies	5711.01	9/13/2021
Nutrition	5711.02	9/13/2021
Physical Activity	5711.03	9/13/2021
Social and Emotional Health	5711.04	01/07/2013
Concussion Policy	5712	9/13/2021
Emergency Medical and Safety Plans	5713	2/22/2021
Alternative Transportation on School Grounds	5714	9/13/2021
Miscellaneous Items	5800	

Accident Insurance	5801	9/13/2021
Bicycles	5802	01/09/2006
Student Parking	5803	9/13/2021
Free and Reduced Price Breakfasts and Lunches	5804	9/13/2021
Use of Cellular Telephones	5805	9/13/2021
Student Observations	5806	9/13/2021
Athletics and Student Activities Fees	5807	9/13/2021

6000 School Committee (6000s)

DESCRIPTION	SECTION	REVISION or REVIEW DATE
SCHOOL COMMITTEE	6000	
School Committee Operations	6100	
Vision, Mission, and Core Values	6101	11/20/2017
Governance	6102	11/21/2016
Legal Status	6103	5/2/2016
Member Authority	6104	5/2/2016
School Committee Member Ethics	6105	11/21/2016
Powers and Duties	6106	5/21/2016
Committee/Superintendent Relationship	6107	11/21/2016
Elections	6108	10/1/2016
Member Qualifications	6109	10/1/2016
Member Resignation	6110	10/1/2016
Unexpired Term Fulfillment	6111	10/1/2016
Member Compensation and Expenses	6112	10/1/2016
Conflict of Interest	6113	10/1/2016
Use of Electronic Messaging by School Committee Members	6114	03/16/2017
School Committee Policy	6200	

Review of Policies	6201	10/1/2016
Policy Dissemination	6202	11/21/2016
Policy Formulation	6203	11/21/2016
Policy Adoption	6204	11/21/2016
Suspension of Policies	6205	10/1/2016
Administration in Policy Absence	6206	10/1/2016
School Committee Organizations	6300	
Organizational Meeting	6301	10/1/2016
Officers of the Committee	6302	11/21/2016
School Committee Meetings	6400	
Notification of School Committee Meetings	6401	11/21/2016
Time and Location of School Committee Meetings	6402	11/21/2016
Regular, Special, and Executive Sessions	6403	11/21/2016
Rules of Order	6404	11/21/2016
Agenda Format	6405	11/21/2016
Voting Method	6406	12/4/2017
Remote Participation	6407	3/21/2016
Minutes of School Committee Meetings	6408	3/20/2017
Public Participation at School Committee Meetings/ Public Hearings	6409	7/24/2023
School Committee Advisory Committees	6500	
Subcommittees	6501	11/19/2018
Student Advisory Committee	6502	10/17/2022
School Building Committee	6503	10/1/2016
Naming of Schools	6504	3/6/2023
Liaison with School Committee Association	6505	10/1/2016