



**Salem Prep High School  
Family and Student Handbook  
School Year 2023-2024**

# SCHOOL CONTACT INFORMATION

2 East India Square Mall, Salem, MA 01970

978-740-1171

<https://spssalemhsprep.salemk12.org/>

Principal: Craig Macarelli Office: 978-740-1171 Cell: 978-265-1269 Email: <a href="mailto:cmacarelli@salemk12.org">cmacarelli@salemk12.org</a>	Student Support Specialist: Yamily Byas Office: 978-740-1171 Email: <a href="mailto:ybyas@salemk12.org">ybyas@salemk12.org</a>
School Nurse: Shannon Thorpe Office: Cell: 978-522-0649	
Adjustment Counselor: Kaya Frechette Office: 978-740-1171 Cell: 781-771-2427 Email: <a href="mailto:kfrechette@salemk12.org">kfrechette@salemk12.org</a>	Adjustment Counselor: Candice Manzi Office: 978-740-1171 Email: <a href="mailto:cmanzi@salemk12.org">cmanzi@salemk12.org</a>
Attendance Hotline: 978-740-1171	Transportation Information: 978-740-1240
<p><i>All other school staff and teacher contact information for your student can be found in ParentSquare.</i></p> <p><b>Salem Public Schools District Handbook can be found <a href="#">here</a>.</b></p>	

# SCHOOL HOURS AND EARLY RELEASE

Regular day: 8:00 am - 2:25 pm    Early Release day: 8:00 am - 11:30 am

Early Release Days:	No School Days:
September, 20, 2023 October 18, 2023 November 22, 2023 December 6, 2023 December 13, 2023 January 24, 2023 March 20, 2023 May 22, 2023 *June 17, 2023 (*Anticipated last day of school)	September 1 & 4, 2023 (Labor Day) September 4, 2023 (Labor Day) October 9, 2023 (Indigenous Peoples Day) October 30 & 31, 2023 (Halloween) November 10, 2023 (Veteran’s Day) November 23 & 24, 2023 (Thanksgiving) December 25, 2023-January 2, 2024 (Winter Break) January 15, 2024 (MLK Day) February 19-23, 2024 (February Break) March 29, 2024 (Good Friday) April 15-19, 2024 (April Break) May 27, 2024 (Memorial Day) *June 19, 2024 (Juneteenth) *If snow days require school beyond June, 17, 2024

Back to School Night & Parent Teacher Conferences
September 21, 2023 (Back to School Night) 6:00-8:00pm
December 7, 2023 (Parent Conferences) 6:00-8:00pm
February 15, 2024 (Parent Conferences) 2:40-3:40pm
March 26, 2024 (Parent Conferences) 6:00-7:00pm

# SCHOOL MISSION AND VALUES

*It is our mission at Salem Prep High School to ensure that all students feel welcomed, cared for, connected and valued as members of our school community. Our superb therapeutic staff are passionate, highly qualified professionals who work tirelessly to create and implement excellent academic and social-emotional learning opportunities for students to acquire and practice vital skills. As our students journey through their high school experience, we aim to challenge them to build their capacity to thrive academically, within the broader community, and to achieve individual goals and aspirations.*

## **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

## **STATEMENT ON LGBTQ+ INCLUSION**

The Salem Public School District strives to ensure a safe and inclusive learning environment for all students and staff, including the lesbian and gay, bisexual, transgender, queer, and questioning (LGBTQ) members of our school community, who deserve welcoming schools free from discrimination and harassment based on sexual orientation and gender identity.

SPS affirms that transgender and gender expansive rights are basic human rights, that gender identity is not determined by sex assigned at birth and that gender expands beyond a binary. Our School Committee, superintendent, school leaders, teachers, and support personnel are committed to the basic rights of students to self determine their gender identity without fear of reprisal or discrimination.

We believe that to be student-centered is to celebrate the entire student, which includes race, class, culture, religion, gender, gender identity, sexual orientation, and ability, all of which adds to the rich diversity of our school communities.

### **Equal Opportunity Employer**

Salem Public School District is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, home status, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

### **Equal Access to Educational Opportunities**

Consistent with its policy on nondiscrimination, Salem Public Schools ensures equal access and opportunity to the educational programs available in the district. According to Salem Public Schools' School Committee Policy on Equal Access & Opportunity (See [SC Policy 5212.01](#)), "Every child shall have a right to attend the public schools of the town where they actually reside, subject to the provisions of Chapter 76. All enrolled students shall have equal access to the general education program and the full range of any occupational/vocational education programs offered by the district. In compliance with state and federal laws, the Salem Public Schools maintains a nondiscrimination policy. No child shall be excluded from or discriminated against in admission to Salem Public Schools or in obtaining the advantages, privileges, and courses of study of our schools, regardless of race, color, home status, sex, gender, gender identity, religion, national origin, sexual orientation, disability, or homelessness. This policy provides equal access to courses and programs, counseling services, physical education and athletics, vocational education, instructional materials, and extracurricular activities."

### **Procedures for Reporting or Filing a Discrimination Complaint**

Any student, family or staff seeking to report or file a complaint alleging discrimination on the basis of the above policy or to make an inquiry concerning the application of anti-discrimination laws and regulations in the Salem Public Schools, please contact:

#### **For Staff**

Jill Conrad, Director of Human Resources

#### **For Students**

Ellen Wingard, Exec. Director of Student

Salem Public Schools  
Office of Human Resources  
29 Highland Avenue, Room 131  
Salem, MA 01970  
978-740-1115  
[jconrad@salemk12.org](mailto:jconrad@salemk12.org)

Support Services  
Salem Public Schools  
29 Highland Avenue  
Salem, MA 01970  
781-732-0137  
[ewingard@salemk12.org](mailto:ewingard@salemk12.org)

## SCHOOL SCHEDULES AND CORE INSTRUCTION

<b>Greetings &amp; Breakfast</b> 8:00-8:20
<b>A Block</b> 8:20-9:05
<b>B Block</b> 9:05-9:50
<b>Vibes Block</b> 9:50-10:20
<b>Student Break</b> 10:20-10:40
<b>C Block</b> 10:40-11:25
<b>Lunch</b> 11:25-11:55
<b>D Block</b> 11:55-12:40
<b>E Block</b> 12:40-1:25
<b>High Interest</b> 1:25-2:25

## **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/>.

## **PLAGIARISM/ACADEMIC DISHONESTY**

The act of plagiarizing involves the use, assistance or abetting of someone else's words or ideas without citing the source of the information. Paraphrasing and direct quoting are two forms of plagiarism, if not cited properly. It can occur in, but does not exclusively pertain to homework, essays, projects, and all forms of schoolwork. Students determined to have plagiarized will receive a zero for the assignment unless determined otherwise by the teacher of record and the housemaster. The respective housemaster and parents will be notified of the incident. If applicable, the student will be reported to the National Honor Society.

## **GRADUATION REQUIREMENTS**

Students who have fulfilled all graduation requirements (*26 Units*) and who have met all their school obligations, shall be eligible to participate in graduation. \*Note that a unit is defined as one full year course or 2 half year courses.

The requirements for graduation are:

- English: 4 Units
- Physical Ed.: 2 Units
- Mathematics: 4 Units
- Health: .5 Units
- Vocational Tech/Art: 1 Unit
- Science: 3 Units
- Social Studies: 3 Units
- Electives: 6.5 Units
- Community Service: 2 Units (1 Unit = 20 Hours)

The total number of units required for graduation is 26 Units; at least 5 of these units must be earned in grade 12. These units may be attained in full and half-year courses as long as the appropriate subject matter listed above has been met. Students in all grades must take the equivalent of 8 full-year courses each year. (State law requires 990 hours minimum of instructional time). In addition to these required courses, a student chooses electives to meet

graduation requirements.

**The following table shows the credit range indicating student grade level:**

Fresh. = 0 – 5.75	Soph. = 6 – 12.75	Junior = 13 – 18.75	Senior = 19 – 32
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*Note: In order to move from freshman grade level to sophomore grade level, a student must earn 6 credits including English I and Algebra I.*

### **SENIOR OPTION POLICY**

Senior students who have earned an average grade of 90% or better for the first three quarters combined and hold an average of at least a 90% for the 4th quarter going into the final exam of their senior year may choose to not take their final exam in the respective class. Attendance policies are still in effect. Does not apply to half year courses.

## **ATHLETICS AND STUDENT ACTIVITIES**

**Eligibility To Participate:** In order to be eligible to play interscholastic athletics or participate in an extracurricular activity, a student may not fail more than one class during the prior marking period. Any student who is failing one class or has more than two D's will be placed on academic probation for the remainder of the season. Students on academic probation must attend a mandatory study hall. Incomplete grades are considered failing grades until a passing grade is verified by the teacher.

If a student is academically ineligible at the start of the season that student may not pass back onto a team. However, if there are extreme circumstances, a student has the right to request a hearing before the Eligibility Appeals Committee. Consideration will be given to situations such as a family death.

**Drug and Alcohol Policy:** The Salem High School Athletic and Student Activities Departments have a zero tolerance tobacco, alcohol, and drug policy. Violations can occur for a student-athlete or activity participant from the start of fall practices until the last day of the school year, regardless of whether that student's sport or activity is in season. Consequences for violations will take place from season to subsequent season during the same school year if possible. If it is not possible during the same school year, the consequences will occur during the next athletic or activity season the following school year. In addition, violations will carry from year to year, not restart at the beginning of each school year.



Zero tolerance means that infractions incur specific, predetermined consequences, and that there are choices that provide fair and equal treatment for all. The consequences shown in the Salem High School Student-Athlete Handbook are in accordance with the MIAA minimum penalties which occur when the principal deems that a violation occurred after the student-athlete has an opportunity to be heard. Students participating in student activities will be held to the same Drug and Alcohol Policy and its consequences depicted in the Athletics section of this handbook.

**Spectator Regulations:** Any student attending a Northeastern Conference or Massachusetts Interscholastic Athletic Association event is subject to the rules and regulations of the host school, the MIAA and the NEC. Appropriate behavior and decorum is expected at all athletic events – without which a student may be banned from attending further SHS athletic events. Salem High School disciplinary rules apply to all off campus games, practices, and activities.

**For more information, please see the Athletics Handbook**

#### **EXTRA-CURRICULAR ACTIVITIES POLICY**

Students participating in non-athletic activities will follow the same academic eligibility and drug and alcohol policy requirements as set-forth in the Athletics handbook.

## **SALEM PUBLIC SCHOOLS COMMUNICATION PLAN**

Salem Prep High 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 student support specialist. Your student'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 or send an email if your child's plans have changed.

At Salem Public Schools, we utilize ParentSquare as our district-wide communication platform. If you need assistance signing up for ParentSquare or need some assistance using it, 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
- Parent-Teacher Conference Sign-Ups
- Volunteering and Supply Sign-Up
- And More

### **Examples of District and School-Wide Communication**

- School Website - [www.salemk12.org](http://www.salemk12.org)
- Classroom ParentSquare posts and emails
- Teacher phone calls and/or emails, ParentSquare messages
- Weekly district newsletters
- Weekly newsletter from the principal
- Student report cards (December, February, April, June)
- Parent/teacher conferences
- Principal coffee (monthly)
- Family Virtual Meetings
- PTO/School Council meetings (monthly)

We strive to keep parents informed and to make our community aware of the many events and happenings at Salem Prep by using these communications methods. We welcome feedback and suggestions. **If you are not receiving our communications, please contact our Student Support Specialist, [Yamily Byas](#).**

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 vehicles 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 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 through this telephone system. **It is important that the school has an updated telephone number and email address for all students' families 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 through ParentSquare texts and emails, on social media, and from the following sources:

Salem Public Schools Website at: [www.salemk12.org](http://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 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' 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 have the reasonable expectation that you will check these vehicles 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: Google Classroom

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. Contact information and more can also be found on our website.

## **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.

## **ABSENCES, DISMISSAL AND TRANSPORTATION**

### **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 and students to make every reasonable effort to have their children attend school every day. The full attendance policies can be found in the Salem Public Schools District handbook which can be found [here](#).

### **REPORTING STUDENTS ABSENT**

Parents and guardians must call the school by 8:30 a.m. to report absences. **The absence call-in number is 978-740-1171.** A written note explaining the absence is always required when the child returns to school following an absence. A student is out

of school for 4 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 4 or more days absent in a row, parents' will be expected to meet with their school adjustment counselor, the student support specialist, and/or principal.

## **DISMISSALS**

A parent or guardian who wishes to have his or her child dismissed from school before the end of the school day must send a note to the school prior to dismissal. The note should state the date and time of the dismissal and the name of the person who will pick up the child at school. Phone calls to dismiss students should only be placed in case of an emergency. The office must dismiss all children and the person picking up the child must sign 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 AND PHONE POLICY**

We respectfully request that parents/guardians have a conversation about cell phone usage during the school day. Please refrain from texting students during the school day. Cell phones are not permitted to be used during the school day without the authorization of a teacher or administrator.

With our one-to-one Chromebook devices, students have the necessary technology to access learning in their classes. **If a student needs to contact home during the school day, they can request to use the phone in the school's office. If it is necessary for a parent to reach their child during the school day, they should contact the school office to get a message to their child.**

## **\*\*\*SPHS CELL PHONE POLICY\*\*\***

## **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.

**For more on the district attendance policies, please visit [\[LINK\]](#).**

### **BUS – (SCHOOL TRANSPORTATION POLICY)**

Grades 9-12: Transportation may be provided as per the following schedule on a first come, first serve basis.

The fee schedule for transportation is:

- \$250 per rider with a maximum of \$400 per family.
- \$150 per rider for a one way transportation.

(These rates reflect the school year 2021-2022 rates subject to change)

Any student who lives closer than 1 mile (1.0) from the school they attend shall not be eligible for transportation.

Busing will be provided for those special education students who require it as part of their individualized education plan (IEP).

Seats will be assigned according to the transportation policy, and in the order that applications are received.

In case of financial hardship, assistance for those families who are eligible may be provided. A completed application packet and a \$100.00 deposit per child, if applicable, must be received by the transportation office for any student who wishes to ride a school bus.

Seating capacity is on a first come first serve basis. If you sign up for, and are provided, paid transportation you are obligated to pay for the entire school year. If you have any

questions, please call the Salem Public Schools Transportation Office at (978) 740-1240.

**BUS PASSES:** Bus passes will be issued. There will be a fee of \$10.00 for a replacement pass. Students will not be allowed on the bus without a pass. For paying riders, bus passes will not be issued until full payment is received.

**SCHOOL BUS STOPS:** The bus routes will be similar to the current ones. Students will walk to a common bus stop. Students are not entitled to street to street or door to door pickup or delivery. Parents are responsible for getting the student to the correct bus stop. Any student standing at unauthorized locations or bus stops not assigned by transportation, will not be picked up. Do not assume bus stops are in the same location as the previous year as they may change. School bus drivers are not permitted to make changes, additions or deletions of any bus stops.

Please note that Salem Public Schools Student Bus Policy is always in effect. Riding the school bus is a privilege. Behavior issues will be dealt with in accordance with School Policy. Salem High School's Code of Conduct adheres to the bus. Suspension or revocation of riding privileges will not afford a refund of bus fees for any reason.

## **PARKING**

Licensed students may park in student parking areas during school hours. All cars parked in student parking areas must be registered with Salem High School administration.

1. Students parking in fire lanes, handicapped areas, or unmarked lanes will be towed without warning and at owner's expense.
2. Vehicles improperly parked may be towed without notice.
3. Vehicles on school grounds are subject to search for banned material substances when reasonable suspicion exists that they may be present.
4. Violations of motor vehicle rules will result in revocation of driving privilege as well as possible disciplinary action.
5. The driver of a motor vehicle and all passengers must wear seat belts when on school property.
6. Students not in "Good Standing" will lose parking privileges.

# **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

Additional forms may be requested as needed. **Back to school forms will all be distributed through our Aspen system and communicated through ParentSquare. If you don't have or don't remember your Aspen log-in information please contact our [technology help desk](#).** 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 978-740-1171.

All back to school forms are required to 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 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 or eligible student specifically directs otherwise.

## **STUDENT NAME**

At Salem Prep High School 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. Salem Prep High School 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, 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 non-skid rubber soles).

**Students May Wear**

- Religious head coverings
- 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
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing

2. **Students Cannot Wear:**

- Sneakers or shoes with wheels on them
- Flip flops or other footwear without backing
- Head coverings that are not religious in nature
- 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).

Salem Prep High School 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 [[LINK](#)].

### **STUDENT LOCKERS**

All students have the opportunity to use a locker for the school year. Lockers are the property of Salem Prep High School and must be secured with a lock once registered. Only one locker is assigned per student. Students are responsible for the contents and condition of the locker assigned to him or her and must remove all contents when the locker is vacated. Please report any damage or theft to the Principal immediately.

## **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, 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 COUNCIL**

School Councils for individual schools are formed in accordance with the Education Reform Act of 1993. The council is 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/caregivers and children on a daily basis. All children will be screened during the school year for vision and hearing concerns. Starting in fifth grade, the nurse will also check each child for scoliosis. Parents or guardians will be notified if there is a concern requiring follow-up with the child's

healthcare provider. To opt-out of any screenings please email the nurse at the student's school [here](#).

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

If your child has any signs of illness (fever, cough, stuffy nose, vomiting, diarrhea, etc.) please keep them home.

### **COVID-19 PROTOCOLS**

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

We kindly request that if your child shows any signs of viral illness (fever, cough, runny nose, vomiting, diarrhea, headache, etc.), that they please be kept home and tested for Covid 19. To keep children as safe as possible from contracting an illness during the school day, it is recommended that all children stay home when they are sick.

### **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/caregivers fill out a 'Permission to Treat' form at the beginning of the school year. [Here](#) is the form in English. [Here](#) is the form in Spanish. As contact information must be kept current, parents/caregivers 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 a written 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 caregiver requesting the school nurse or their designee administer the medication as prescribed. [Here](#) is the form in English. [Here](#) is the form in Spanish.

Non-prescription medications will only be given with appropriate documentation from a licensed healthcare provider and a signed parental permission form. Only parents/caregivers can deliver medications to and from school. Please do not send any medication to school with your children.

### **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).

Students diagnosed with head lice do not need to be sent home from school; they can go home at the end of the day, be treated, and return to school 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.

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## **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, BARR 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 the 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](mailto:ewingard@salemk12.org).

### **GUIDANCE SERVICES**

The Guidance Department is located on the third floor of the IMC. Parents may call and make an appointment to see the counselor at any time during the school day. Students should not hesitate to ask for assistance in dealing with personal, vocational, or academic issues. Students are encouraged to meet with their counselors before and after school regularly. Students are assigned a counselor on the basis of their last name and will remain with the same counselor throughout their high school years.

Guidance Director: 978-740-1125

## **IN-SCHOOL NUTRITION**

### **BREAKFAST AND LUNCH PROGRAM:**

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

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.

### **CAFETERIA**

In order to maintain clean and orderly cafeterias, the following rules must be observed:

1. Once the students are finished eating, they are required to clean up the trash and the food trays from their table.
2. Students must keep the table and floor in their area in clean condition for others.
3. Students may not take food from the cafeterias without prior permission.

# 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 volunteers, and school visitors are all considered members of a school community.

All members of the school community have the 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 Policy ([link](#))

## 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 \(link\)](#)**

## **BULLYING INTERVENTION AND PREVENTION**

The Salem Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or 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 \(link\)](#)**

## **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 em sua lingual falada, os portugueses, 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.