



NEW LIBERTY
INNOVATION SCHOOL

Welcome all. Challenge yourself. Create a positive impact.

New Liberty Innovation School
Family and Student Handbook
School Year 2021-2022

SCHOOL CONTACT INFORMATION

2 East India Square (2nd Floor Witch City Mall)

Salem, MA 01970

978-825-3470

nlis.salemk12.org

Principal: Jennifer Winsor, 978-825-3470, jwinsor@salemk12.org or jenniferwinsor@newlibertysalem.com

Front Office Secretary: Melissa Rodriguez, 978-825-3470, melissarodriguez@newlibertysalem.com

School Nurse: Shannon Thorpe, 978-825-3470, sthorpe@salemk12.org

Family Engagement Facilitator: Hadee Benoit, 978-825-3470, hadeebenoit@newlibertysalem.com

Adjustment Counselor: Jennifer Thomas, 978-825-3470, jenthomas@newlibertysalem.com

Attendance Hotline: 978-825-3470 (main office)

Transportation Information: Students who live in Salem have the option to take the Skipper shuttle to and from school, contact Hadee Benoit to learn more

SPS Parent Information Center:

29 Highland Avenue, Suite 121, Salem, MA 01915

Phone: 978-740-1225

Fax: 978-740-1176

Email: pic@salemk12.org

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

MON/TUES, THUR/FRI: 8:30-3:15pm Early Release EVERY WED: 8:30-1:00pm

SCHOOL MISSION AND VISION

A. Mission Statement

The mission of NLIS is to engage all students in real-life learning about themselves and the world, to empower them to create a positive impact on their communities, and to ensure they have the tools to pursue their goals after graduation.

B. Vision Statement

Welcome all. Challenge yourself. Create a positive impact.

The above tagline, adopted by NLIS in 2017, captures the goals of New Liberty as it seeks to grow its capacity as a community educational hub that attracts and supports students from Salem and surrounding communities in a variety of ways. NLIS employs progressive educational practices such as blended and project-based learning, dual enrollment, social entrepreneurship, and competency-based curriculum in which students' life experience, in addition to academic output, can count towards their diplomas. In the coming five years NLIS envisions growing a Community School approach, featuring comprehensive wrap-around services in the areas of health, financial and career counseling, arts, childcare, and more.

With a trauma-informed approach anchored by a dynamic student support and counseling team and developed through whole-staff PD sessions throughout the year, staff act as "warm demanders",¹ developing connections with students and their families. Over time these learning partnerships,² along with a three-pillared program of academics, essential habits, and professional readiness, allow students to develop the independence, self-awareness, and confidence needed to re-engage with their education and prepare for the next step in their lives' journeys.

At its core, New Liberty seeks to foster *independent* learners who know what they are working on and how it relates to their learning plan.³ These learning plans are customized, yet all based on the following graduate profile:

| Independent Learners & Globally Engaged Citizens | | | | | |
|--|-------------------|----------------------------|---------------|-------------------|---------------------|
| Creative Problem Solving | Critical Thinking | Collaboration | Communication | Self-Awareness | Cultural Competence |
| Anytime, Anywhere | | Real World & Project Based | | Community Focused | |

Throughout students' progress toward graduation, they are called upon to apply these skills to the decision-making process of the school, as well as projects in the school, workplace and community, addressing challenges in ways that draw on and deepen lessons from the classroom. As such, NLIS students are not always found within the school building - instead they are allowed and encouraged to grow their skills while involved in hands-on, real-world experiences with partner organizations.

In the upcoming five years, NLIS envisions itself growing into a full-fledged Community School, with the ability to connect students and families with a range of high quality academic, enrichment, and health/social service resources. While continuing to improve and refine the practices that have made us successful thus far, we are also open to expanding downward into the middle grades, in order to have a chance to make an earlier and more formative impact in the lives of students who are disengaging from school as adolescents.

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 CORE INSTRUCTION

Semester 1 Schedule

August 31, 2021-January 21, 2022

Monday-Tuesday, Thursday-Friday

| | |
|---------------------|-------------|
| Breakfast | 8:00-8:30 |
| Block 1 | 8:30-9:25 |
| Block 2 | 9:28-10:23 |
| Advisory | 10:25-10:55 |
| Block 3 | 11:00-11:55 |
| Lunch | 11:55-12:25 |
| Block 4 | 12:25-1:25 |
| Block 5 | 1:28-2:28 |
| Break | 2:28-2:39 |
| Check Out Circle | 2:28-3:15 |

Every Wednesday (Early Release)

| | |
|---------------|-------------|
| Breakfast | 8:00-8:30 |
| Advisory | 8:30-9:25 |
| Flex Block 1 | 9:30-10:30 |
| Flex Block 2 | 10:30-11:30 |
| Adventure/L2L | 11:30-12:30 |
| Lunch | 12:30-1:00 |

NLIS THREE PILLARS

Academics

Academics come first at New Liberty. Our educational structure (competency-based education, scheduling flexibility, and Blended Learning) allows us to personalize learning for individual students, and help them to learn in the formats that resonate with them. Students work towards skills or competencies, in academic, social-emotional, and workplace subjects, which create a well-rounded program of study.

Employment

Students at New Liberty are provided with “sheltered employment” opportunities where they can practice work-readiness skills while in school and find what they love to do. We also have partnerships with local organizations to provide paid internships to a select group of students each year and can organize a variety of unpaid internships. Additionally, students must complete several weeks of consistent, successful employment during their tenure at the school to graduate, giving them a head start in the working world.

Essential Habits

We believe success derives from successful habits, which is why staff at New Liberty focus on creating habits for future growth in our students. Each of our students receive an education in forming the successful habits and 21st century learning skills they will take with them into the working world and beyond to become productive in both personal and professional settings. Our Essential Habits include social-emotional skills like being an active listener, executive function skills like being organized and goal oriented, and 21st century skills such as collaboration and leadership.

COMPETENCY BASED EDUCATION AT NLIS

Competency-based education (CBE) is a modular system of competencies and benchmarks that offers each student a personalized, self-paced route to high school graduation. In a competency-based educational system, educators must decide what the necessary knowledge, skills, attitudes, and behaviors are, decide how to deliver the curriculum to ensure competency in that particular content, and then design assessment tools that are able to determine whether the desired competency level was achieved. New Liberty staff used the Common Core, Massachusetts State Frameworks, Next Generation Science Standards along with other resources (Appendix E) to develop our competencies. Our competencies fall into three domains: academics, professional readiness, and essential habits (the core habits of stable adults). These competencies and their underlying benchmarks can be combined and recombined into traditional courses and a wide variety of innovative competency development opportunities (CDOs) to create individualized graduation progressions.

To read the standards visit the Massachusetts Department of Elementary and Secondary Education website at <http://www.doe.mass.edu/>.

ASSESSMENTS

New Liberty staff strive to design assessments that allow students to demonstrate their competence in multiple ways, whether through projects, presentations, performances or portfolios. Every piece of work students complete (both inside and outside of school) is assessed against the benchmarks for that course. A student is given a grade of an IP (In Progress, no credit yet, almost no work done), E (Emerging, some benchmarks completed, but no credit yet), BC (Basic Competent), C (Competent), or HC (Highly Competent). After a student

has demonstrated a variety of learning targets under a benchmark *at least three times*, they are given a final grade for the entire benchmark. If a student earns anything less than an HC, they may continue to work on that benchmark to improve their score. However, once they have demonstrated it at at least a BC level, they are considered competent. Students must demonstrate competencies at at least a BC level to graduate.

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

Graduation Requirements:

1. Demonstrate Basic Competence (BC) or higher for required humanities and math classes and/or competencies and the equivalent of three years of science.
2. Demonstrate BC or higher for Technology, Essential Habits, and Professional Readiness Competencies (not all will be done in classes).
3. Demonstrate BC or higher for 4 additional Extension Competencies or Student-Led Conferences
4. Pass all required MCAS tests (ELA, math, science).
5. Apply to at least one college or career training program.
6. Complete eight weeks of internship or employment.

*Some competencies will be covered in advisory, blended learning, adventures, internships, etc.

NLIS adheres to the state law requiring 990 hours minimum of instructional time.

ATHLETICS AND STUDENT ACTIVITIES

NLIS students may join sports teams at Salem High School

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 grades of BELOW BC, will be placed on academic probation for the remainder of the season. 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

New Liberty Innovation 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 (front desk). 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 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 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
- Parent-Teacher Conference Sign-Ups
- Calendar and RSVP
- Volunteering and Supply Sign-Up
- And More

Examples of District and School-Wide Communication

- School Website - www.salemk12.org
- New Liberty's monthly newsletter, *The Torch*
- Classroom ParentSquare posts and emails
- Teacher Phone Calls and/or Emails, ParentSquare messages
- Weekly District Newsletters
- Weekly newsletter from the principal
- Student Report Cards
- Parent/Teacher Conferences
- Family Zoom Meetings
- School Council meetings

We strive to keep parents informed and to make our community aware of the many events and happenings at New Liberty by using these communications methods. We welcome feedback and suggestions. **If you are not receiving our communications, please contact Melissa Rodriguez through our main number.**

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 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 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

| | |
|------|-----------|
| 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: 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.

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 978-825-3470.** A written note explaining the absence is always required when the child returns to school following an absence. If 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.

ABSENT STUDENT DAILY PHONE CALLS

Melissa Rodriguez calls all student homes beginning at 10am each day, if their student has not yet reported to school. She also informs families of students under 18 any time their young person leaves school without permission.

After being absent for 3+ days, families will receive a warning letter letting them know that their student is in danger of being removed from our rolls. **A student who doesn't come to school, and has no contact with the school for 10 consecutive days, may be dropped from our rolls.** Students under 16 are required to attend school by law, and the school may file a CRA if no other interventions work. Please note that we do have waiting lists of students wanting to attend our school from time-to-time and your young person may have to go on a waiting list if they are dropped and want to re-enroll.

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 or call the front desk. 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.

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 see the [district family/student handbook](#) pages 31-32.

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

NLIS does not provide parking for students. Students may find parking spots around the Salem Commons in the morning, but must make sure they are in non-resident only spots.

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 our front office at 978-825-3470.

All Back to School required 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 NLIS 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

One of New Liberty's three pillars is Professional Readiness. To this end, we believe that school should mirror what is typically required and appropriate in the workplace. Acceptable and preferable dress will be eventually added to the Professional Competency and students will demonstrate these benchmarks through their choice of clothing.

The following dress code is taken in part from Evanston Township HS (IL) and fits with the spirit of the code agreed upon by students and the principal in the spring of 2017.

The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principle: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear, while following the basic principle of Section 1 above:

- 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.

3. Students May Wear, as long as these items do not violate Section 1 above:

- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff)
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps; halter tops
- Athletic attire

- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students Cannot Wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity)
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice)
- 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)

5. In the Science lab you must wear:

- At least a short-sleeved shirt (no tank tops, sleeveless shirts)
- Hair tied back (for certain labs)
- Midriff covered
- Feet covered, no open toed shoes/sandals

We suggest you bring a change of clothes to school for labs.

Our dress policy applies equally to males, females, and non-binary students.

If any staff member or student has a concern about a student's clothing, they should bring that concern to the principal or another member of the Leadership Team immediately. The LT will then decide the response, which *may* include meeting with the student, a call to the student's parent or guardian, and a possible change of clothes at New Liberty. Students *will not be sent home* due to their clothing choices.

STUDENT LOCKERS

All students have the opportunity to use a locker for the school year. Lockers are the property of NLIS 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 Hadee Benoit immediately. Students can seek out Hadee to get a locker for the year.

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 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, caregivers, 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 caregivers will be notified if there is a concern requiring follow up with a child's healthcare provider.

To keep school health records current, parents/caregivers 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 students must be masked while in the classroom and handwashing will be emphasized throughout the day. We kindly request that if your student 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/caregivers 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' document at the beginning of the school year. As the 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 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/caregivers can deliver any medications to and from school.

The Teen Health Center is located within Salem High School and provides teens access to adolescent medicine primary care and counseling services. These comprehensive services include school and sports physicals, immunizations, sick and injury visits, medical gynecological care as well as mental health/psychosocial services.

The Health Center accepts most insurance coverage. Students without insurance or those receiving confidential services will receive services at no cost. No one will be denied access to services because of inability to pay.

The Health Center is open Monday through Friday 8:00am - 3:00pm throughout the school year.

New Liberty students may go to the Teen Health Center and we will help coordinate transportation and the appointment if needed.

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. Our School Adjustment Counselor and our Student Support Team 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. Our Postgraduation Planning & Employment Specialist is 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.

GUIDANCE SERVICES

New Liberty does not have a formal guidance counselor but does receive guidance from the SHS College and Career Services office from time-to-time. A variety of staff at NLIS carry out traditional “guidance counselor” tasks and our Postgraduation Planning & Employment Specialist, Carolyn Curwen, does the bulk of the work. She can be reached through the main number.

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. Students must use their own student ID numbers to receive lunch.
2. Students receiving lunch are expected to maintain an orderly single line at all times at the serving area.
3. No line cutting is permitted.
4. Once the students are finished eating, they are required to clean up the trash and the food trays from their table.
5. Students must keep the table and floor in their area in clean condition for others.
6. Students are not to loiter at the entrance to the cafeteria or serving area.
7. Students may not take food from the cafeteria without prior permission from staff.

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, in the mall, on outside adventures, 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 \(Appendix E\)](#) for more details

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** ([Appendix C of the SPS Family & Student Handbook](#))

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 (Appendix D in the 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 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.