

Welcome to Salida Middle School

Home of the Spartans!

We are glad you are here, and want you to work with your teachers and all other staff to have an outstanding school year!



Spartan Expectations

All Day, Every Day

RESPECT

- Use appropriate language and gestures
- Keep hands, feet and objects to yourself

RESPONSIBILITY

- Arrive on time with all of your needed supplies
- Stay on task during all work times

POSITIVE RELATIONSHIPS

- Be polite, be positive
- Follow directions the first time

This planner is a tool to help you keep track of your activities and homework and using it every day will help you be more organized and ultimately improve your performance.

Here are some quick tips on using your planner:

- Keep your planner with you at ALL times! It will be your **hall pass** whenever you leave the classroom.
- Write down your **homework** and other **assignments** every day from every class.
- Keep track of **important dates** like tests, dances, concerts, games and when your homework is due.
- Talk to your parents about your life at school and use your planner to make sure you don't miss anything important. Schedule time with them every day and have them sign your planner to track your time together.

By staying organized and using your planner every day, you will notice you get your work done on time, see improvement in your grades, enjoy other SMS activities and have more fun both in and out of school.

Welcome back to school!

Morning Routine

Spartans start the day off right.

The doors open at 7:30 a.m. Between 7:30 and 7:50 a.m. students are welcome to be in the commons area and nowhere else in the school building without permission. During this time students are able to enjoy a healthy morning meal in the cafeteria. At 7:50 the first bell rings and students are invited to head towards their hallways to put their things away and be in their first hour class before the 8 a.m. bell rings.

SMS prides itself on healthy lifestyle practices, so please plan to keep a water bottle at school to use during the day. Staying hydrated is important and helps your brain and body function properly. SMS students and staff have daily access to filtered, fresh, water-fountain systems as well as freshly-made infused fruit water. Please enjoy!

Tardy Policy

Spartans believe that being on time is important.

You must be in class and ready to go when the second bell rings at 8 a.m. sharp! If you arrive after the bell, you are late and need to check in at the office.

- Remember, the kitchen will close just before the first bell at 7:50. Finishing your breakfast will not be an excuse to be late to period 1.
- All students are expected to be on time to class every period. SMS does not use bells, so it is your job to make sure you are in class prior to the start time of each period.
- Absences and tardies do impact grades and eligibility.
- Being late to class disrupts the other students in your class, as well as impacting your opportunity to learn. Please be respectful of your fellow classmates and be to class on time.

Attendance

Spartans pride themselves on being in school and on time to class.

Good attendance is necessary for you to do your best in school and in life. Showing up on time every day is a great way to start. If you have to be absent, a parent needs to call the middle school office by 8:30 a.m. to let us know (530-5302). Absences are considered excused only for the following reasons: illness, injury, a doctor or dentist appointment with a note from their office, attending a school-sponsored activity or other activities with prior approval by the administration.

Make-up Work

Spartans always get the work completed.

It is the responsibility of the student to pick up any make-up assignments allowed by the teachers on the day they return to class. There will be one day allowed for make-up work for each one day of absence. Make up work shall be provided for any class in which a student has an excused absence or has missed class due to a suspension.

Access to Infinite Campus

Parent and Student Information Website

Parents and students have online access to the student's grades and attendance 24 hours a day. Infinite Campus is an excellent resource to stay on top of grades, classwork, missing assignments and attendance. Parents - the portal is a free service and requires access to the internet through a computer, tablet or mobile device. Visit the office at the middle school to get signed up!

Lockers

Spartans keep their valuables safe and secure.

You will be assigned a locker at the beginning of the school year. The lockers are property of Salida Middle School and may be inspected by the Administration at any time. You may be charged for damages you do to your locker, and severe damage may result in suspension of locker privileges. **Keep your combination private.** Don't even give it to your friend. Sharing lockers is **not allowed**.

Lunch

Spartans pride themselves on healthy eating and healthy living.

You may bring your lunch from home or eat hot lunch in our award-winning cafeteria. You will be issued an ID number that you will use as your lunch code. Lunch accounts must be kept current. There should be no charging of meals; however parents can pre-pay online for all lunch costs through their Infinite Campus portal. Free and reduced lunch applications are available in the main office, at the cafeteria or under the Nutrition Services tab on the middle school page at salidaschools.com.

Students are only allowed to leave with their parents for lunch off campus. Under no circumstance will you be allowed to take a friend with you if you leave for lunch with your family.

Library

Spartans expand their knowledge through curiosity and research.

SMS students are allowed to check out books for two weeks and magazines for one week. If a student has an overdue book or magazine, they will not be allowed to check out any other material until the item is returned. If a student loses a library book, they will be charged for the replacement of the book.

Student Dress Code

Spartans always dress appropriately.

You are responsible to dress respectfully and thoughtfully to not create a distraction to the goal of learning during the school day. The following guidelines will help you know what is/is not acceptable at SMS:

- You must wear shoes and undergarments.
- Caps, hats, bandanas, hoods, and sunglasses may not be worn in the building. They must be kept in your locker. You may take hats or sunglasses outside at lunch if you bring them with you to the commons. **You will not be allowed to go back to a room or locker to get them.**

- Shorts and skirts must be mid-thigh and below the finger tips in length and allow for normal range of motion/movement.
- You may not show your stomach, cleavage or any part of your underwear. This means the following are not allowed: midriff shirts/blouses, mesh clothing, tube tops, tank tops with straps that measure less than 1.5 inches in width.
- No sagging/baggy clothing is allowed.
- Pajamas and slippers are not appropriate school wear.
- No clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or images that:
 - Glorify the use of drugs, violence, alcohol, or tobacco
 - Are sexually suggestive or gang-related
 - Have profane wording, or
 - Are otherwise disruptive to the teaching-learning process.

Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately.

Student Use of Electronic Communication Devices

SMS recognizes that cell phones/electronic communication devices can play a vital role during emergency situations. However, their use during a normal school day is a distraction from the learning process and is not allowed. This includes cell phones, tablets, mobile devices, or other communications devices that emit an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

It is a student's responsibility to ensure that their device is **turned off** and **out of sight** during the school day, unless a teacher has included the device in the day's lesson. Students who violate this policy may have their device confiscated and the device won't be returned until a conference can be held with the parent/guardian, the student and school personnel. Parents, please support this policy by not texting or calling your child on their device during the school day. If you need to get them a message, please call the office and we will get it to your child.

Devices with cameras are prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person.

Eligibility for Extra-Curricular Activities

You are encouraged to participate in athletics and other extra-curricular activities, clubs and events. Current research shows that students who are active outside of the academic classroom tend to do better academically. So, get involved!

However, you must stay eligible in order to participate. Eligibility is calculated every Tuesday and runs from Wednesday through the following Tuesday. A student with an F in any class, or who has two or

more D grades is ineligible for one full week. Students are given the opportunity to stay eligible through weekly in-class and at home progress monitoring.

Attendance for Extra-Curricular Activities

At SMS we realize that there are times when a student's own doctor or dentist appointments cannot be controlled by the parents. For this reason we will, in certain cases, consider these situations as extenuating and the parameters of what is and is not acceptable are described below.

- If a student has his or her doctor/dentist appointment during school time, they must still be in attendance **for at least 3 periods of the day** to participate in a practice or a game that day (unless the team leaves too early for 3 periods to be completed). If they do not meet that requirement, they will not be allowed to practice, play or watch the practice or the game.
- Remember that most coaches have a rule that if you miss a practice, you sit out the next game.
- If the student has an out-of-town doctor/dentist appointment that will prevent them from attending at least 3 periods of a day, they will need to notify the coach 1 week in advance and bring a copy of the appointment card or a note from the doctor or dentist before they will be allowed to practice or play.
- If a student will miss a practice or game due to a conflict with a school-sponsored activity or function (for example: student council trip, history club trip, honor band, class field trip), they will be considered excused.
- Any special situations that do not fit into the above descriptions will be handled on a case-by-case basis by the building administration.
- No allowance will be made for any student who has an early morning practice and then misses some or all of school. Athletes are expected to be in their 1st hour class after an early morning practice and remain in school for the full day.

Please remember that participation in these activities is a privilege, not a right. The opportunity to participate in extracurricular activities should always be viewed as being in addition to your education.

Additional Spartan Expectations

Spartan **bicycles** and **skateboards** may NOT be used during the school day on school grounds. Bicycles must be locked up outside at the bike racks. Skateboards must be placed on rack in commons area. Skateboards may not be in the hallways or classrooms or carried from class to class.

Possession and/or use of tobacco, alcohol, or drugs are absolutely prohibited and will result in suspension and possible citations and expulsion. Lighters are not allowed at school.

Carrying, bringing, using, or possessing any dangerous weapons in any school building, school grounds, school vehicle, or at any school-sponsored activity is prohibited. Violation of this policy requires that the proceedings for suspension and possible expulsion of the students involved shall be initiated immediately by the principal.

Fighting of any kind will not be tolerated and will result in an out-of-school suspension and possibly in criminal charges being pressed. You can even be suspended for trying to get others to fight, so DON'T DO IT!

Student Services

Resources that can help you succeed at our school.

Counseling

Counseling provides an opportunity for students to learn to make better decisions, improve personal skills, and overcome blocks to personal effectiveness.

In a personal interaction with the school counselor, students are encouraged to explore and express feelings, examine beliefs, and reflect on patterns of behavior and work toward making healthy changes.

Possible reasons to see the school counselor:

Friends/peer pressure	Bullies/harassment	Anger management
Unhappy/depressed	Gossip/rumors	Suicidal thoughts
Conflict with a teacher	Family troubles/worries	Attendance/tardy
Conflict with friends	Grades	Use of alcohol or drugs

Many students worry about whether the information shared with the counselor will be kept confidential. The counselor realizes that this may be a concern and assures you that your confidentiality is of the highest priority. The counselor reserves the right to consult with other professionally competent persons when this is in the best interest of students. No information about students will be shared without informed consent. Confidentiality will be maintained except where there is clear and present danger to the students and others.

Medical Services/Medication

If it becomes necessary for a student to take any form of medication during the school day (prescription or non-prescription) a special form must be signed by a doctor and a parent. Most area doctors have these forms in their offices; make sure you ask for one. All medication must be brought to the office, not kept in lockers or in a backpack. Prescription medications must be brought to the school in the original bottle as filled by the pharmacist.

We have a licensed registered nurse who works at both SHS and SMS daily. We ask that students NOT come to the nurse without a pass from class unless one of the seven major reasons (7 B's) to go to the Nurse's Office occurs:

- Bleeding (beyond a Band-Aid fix)
- Burning up (fever)
- Broken bones
- Barfing
- Bump on head
- Blood sugar issues (if diabetic)
- Breathing problems

Bullying

The Board of Education supports a secure school climate, conducive to teaching and learning, free from threat, harassment, and any type of bullying behavior. Please note, bullying is not allowed on school district property, at district or school-sanctioned activities and events, or in school district vehicles.

Together as a school, our goals are:

1. To send a clear message to students, staff, parents and community members that bullying and retaliation against a student who reports bullying will not be tolerated.
2. To train staff and students in taking pro-active steps to prevent bullying from occurring.
3. To foster a productive partnership with parents and community members in order to help maintain a bully-free environment.
4. To support victims of bullying by means of individual and peer counseling.
5. To help develop peer support networks, social skills and confidence for all students.
6. To recognize and praise positive, supportive behaviors of students toward one another on a regular basis.

Bullying is the *repeated* use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically-transmitted expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, or the need for special education services, whether such characteristic(s) is actual or perceived.

Remember, you can set a good example, be a friend to everyone, and don't be afraid to let an adult know if someone is being bullied. Please contact the front office for a more details on the Salida School District Bullying Policy (JICDE).