

SPARTAN

Prepared

Respectful

Optimistic

United

Dedicated

Spartan PROUD



EXPECTATIONS

SETTING

| | Classroom | Hallways | Cafeteria | Bathrooms | Recess |
|----------|--|--|---|---|---|
| P | <ul style="list-style-type: none"> Bring required materials Turn in work on time Set & meet goals | <ul style="list-style-type: none"> Carry needed materials | <ul style="list-style-type: none"> Bring your lunch Make healthy choices Stay in the seat you selected for the day | <ul style="list-style-type: none"> Use at appropriate times Return to class in a timely manner | <ul style="list-style-type: none"> Dress for the weather Bring in your belongings |
| R | <ul style="list-style-type: none"> Listen to others Follow dress code Personal space | <ul style="list-style-type: none"> Be kind Use appropriate volume Pick up after yourself & others | <ul style="list-style-type: none"> Line up as directed Eat your own food Clean up after yourself | <ul style="list-style-type: none"> Keep it clean Remember to flush Use appropriate volume | <ul style="list-style-type: none"> Stay in assigned area Be respectful of others |
| O | <ul style="list-style-type: none"> Strive to be your best Growth mindset Be you | <ul style="list-style-type: none"> Greet people positively Respect posters/displays | <ul style="list-style-type: none"> Be polite Use good table manners Sit by those sitting alone | <ul style="list-style-type: none"> Keep conversations on appropriate topics Report inappropriate behavior | <ul style="list-style-type: none"> Engage in proper play Notify a teacher if a problem arises |
| U | <ul style="list-style-type: none"> Accept differences Help others Be an upstander | <ul style="list-style-type: none"> Walk slowly Walk quietly | <ul style="list-style-type: none"> Respect staff Help others in need Engage in appropriate conversations | <ul style="list-style-type: none"> Give others privacy Keep hands to self Wash hands | <ul style="list-style-type: none"> Take turns on equipment Report strangers Respect staff |
| D | <ul style="list-style-type: none"> Be prompt Seek help Stay on task & topic Challenge yourself | <ul style="list-style-type: none"> Be on time Have materials Keep hallway and walls clean | <ul style="list-style-type: none"> Handle food appropriately Wait until excused | <ul style="list-style-type: none"> Report shortages (soap, toilet paper) Use for intended purposes | <ul style="list-style-type: none"> Line up promptly when asked Use equipment safely Return equipment |

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Welcome to Salida Middle School 2024-25

Home of the Spartans!

We are glad you are here and want you to work with your teachers and all other staff to have a successful and meaningful school year!

Bell Schedule

Spartans start the day off right.

The front doors open for breakfast at 7:45 each morning. Between 7:45 and 7:55 students who need to eat breakfast are welcome to be in the commons area only. During this time students can enjoy a healthy breakfast in the cafeteria. All other students need to gather outside at their grade level doors. At 7:55 the first bell rings and students are expected to head to class. Class begins promptly at 8:00.

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 at school after 7:59 you are late and need to check in at the office.

- Remember, the kitchen will close just before the first bell at 7:55. Finishing your breakfast will not be an excuse to be late to Crew.
- All students are expected to be on time for class every period. SMS does not use bells in the 5th hall, however, bells are used in the 6th, 7th and 8th grades. There is a warning bell that rings one minute before class begins. It is your job to make sure you are in class before the start time of each period.
- Absences and tardies do impact grades and will impact eligibility. Each Thursday, a tardy report is run. Students having more than 3 tardies for the week are assigned lunch detention to be served in the office.
- Being late to class disrupts the other students in your class, as well as impacts your opportunity to learn. Please be respectful of your classmates and be to class on time.

Attendance

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

Good attendance is necessary for you to do your best in school and 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 (719-530-5302). Absences are only considered excused 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. If needed, please contact the front office for more details on the Salida School District Attendance Policy (JH). Please note, as per Board policy, family vacations will not be counted as excused absences, and missed work may impact eligibility and overall student grades.

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 day of excused 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. Many teachers provide lessons, videos of lectures, and assignments online on Canvas - though this is not required. If a teacher offers online assignments these can be accessed outside of school through the student's Google account while absent for illness or other reasons.

Student Dress Code

Spartans are "Prepared" for the school day

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems, and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance; however, heatherberry58@gmail.com students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school. This policy is designed to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

If clothing or accessories are inappropriate, disruptive, or outside expectations; students will be asked to change or make arrangements to have appropriate clothing brought to school immediately. Parents will be contacted and/or other disciplinary consequences may take place.

Unacceptable Items

The following items are deemed disruptive to the classroom environment or to the maintenance of a safe and orderly school and are not acceptable in school buildings, on school grounds, or at school activities:

1. Sunglasses worn inside the building
2. Inappropriately sheer, or low-cut clothing that bare or expose traditionally private parts of the body including the buttocks and breasts
3. Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - Refer to drugs, tobacco, or alcohol
 - Are of a sexual nature
 - By virtue of color, arrangement, trademark, or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - Are obscene, profane, vulgar, lewd, legally libelous, or promote violence or firearms
 - Threaten the safety or welfare of any person

- Promote any activity prohibited by the student code of conduct
- Otherwise disrupt the teaching-learning process (to include swastikas, Confederate flags or political party affiliations)

Exceptions

Appropriate athletic clothing may be worn in physical education classes. Clothing normally worn when participating in school-sponsored extracurricular or sports activities (such as cheerleading uniforms and the like) may be worn to school when approved by the sponsor or coach.

Building principals, in conjunction with the Board of Education, may develop and adopt school-specific dress codes that are consistent *with this policy*.

Cafeteria

Spartans pride themselves on healthy eating and healthy living.

SMS prides itself on practicing healthy lifestyle choices, including staying hydrated and eating balanced, well-rounded meals. Students are welcome to bring lunch from home, or, our award-winning cafeteria provides options for both breakfast and hot lunch. **Breakfast is served from 7:45-7:55 a.m.** and there is a scheduled time each day for each grade level to eat lunch. You will be issued an ID number that you will use as your meal code. Your accounts must be kept current and there is no charging of meals; however, parents can pre-pay online for all meal 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 www.salidaschools.com.

Please note that 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 parents. Students may not order food to be delivered to the school for lunch, however parents can bring lunch to students.

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 during lunch, so please plan to keep a water bottle at school to use during the day. Please enjoy!

Electronic Communication Device Use by Students

The Board of Education recognizes that electronic communication devices can play a vital communication role in emergencies. However, ordinary use of electronic communication devices in school situations disrupts and interferes with the educational process and is not acceptable. For purposes of this policy, "electronic communication devices" include cell/smartphones, smartwatches (with texting/phone capabilities), walkie-talkies, and any other telecommunications device that emits an audible signal, records, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. (See Policy JICJ)

- It is a student's responsibility to ensure that their device is turned off and out of sight in their backpacks and not on their bodies from the start of the first period for the day unless a teacher has included the device in the day's lesson. Students should not be accessing their phones during the day - using them in the halls, bathrooms, or during lunch is prohibited. Students

who "forget" are warned the first time. The second time, we collect the device, the parent is notified and the student may pick up the device from the main office at the end of the day. On the third offense, the parent must pick up the device. **(Parents, please support this policy by not texting or calling your child on their device during the school day. If you need to get your child a message, please call the office at 719-530-5301 or 5302 and we will get the message to them).**

- Additionally, headphones and small earbuds may be required for some classes to access online media. However, earbuds and headphones **should not be worn in the building or used during the day.**
- Devices with cameras are prohibited in locker rooms, bathrooms, or other locations where such operations may violate the privacy rights of another person.

The district shall not be responsible for loss, theft, or destruction of electronic communication devices brought onto school or district property or while the student is attending district or school-sponsored activities or events.

Bullying

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

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 employing 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 based on his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, gender orientation, national origin, religion, ancestry, or the need for special education services, whether such characteristic(s) is actual or perceived.

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 proactive steps to prevent bullying from occurring.
3. To foster a productive partnership with parents and community members to help maintain a bully-free environment.
4. To support victims of bullying through 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 regularly.

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

Library

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.

Eligibility for Extracurricular Activities

You are encouraged to participate in athletics and other extracurricular 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 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 allowed to stay eligible through weekly in-class and at-home progress monitoring. If ineligible, student-athletes may continue to practice with the team, however, games or meets are not allowed.

Attendance for Extracurricular Activities

At SMS we realize that there are times when a student's 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 may be asked to 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 and athletic director.
- 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 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, skateboards, and other wheeled devices/conveyances** 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 a rack in the commons area. Skateboards may not be in the hallways or classrooms or carried from class to class.
- **Gear/equipment for athletics** can be stored in gym lockers, classrooms with teacher permission, or on hooks in each hall. They should not be carried from class to class throughout the day.
- **Possession and/or use of tobacco, alcohol, or drugs** are prohibited and will result in suspension and possible citations and expulsion. This includes ALL types of electronic cigarettes and vaping devices. 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 may be initiated immediately.
- **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. During a personal interaction with the school counselor, students are encouraged to explore and express feelings, examine beliefs, 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 a clear and present danger to the students and others.

School Psychology Services

School psychologists provide direct and consultative services to students, parents, and staff. The special education, RtI, and 504 programs are all supported by the school psychologist as well. If support is needed in any of these areas, ranging from parent coaching to significant mental health

challenges or disability concerns, any member of the school community can feel free to reach out. The school psychologist abides by the same confidentiality guidelines as the counselor.

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 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 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)

Bump on head

Burning up (fever)

Blood sugar issues (if diabetic)

Broken bones

Breathing problems

Barfing

Parent Reminders

- **Access to Infinite Campus and Canvas** (*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. Canvas (our online learning platform) provides access to the teachers' assignments and calendars. Parents - access to the IC portal or Canvas 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!
- **Deliveries for students during the school day.** If your child forgets an item and you need to bring it to school, we will make every effort to get that item to your child if it is needed for the school day.
- **Student CELL PHONES** It is a student's responsibility to ensure that their device is turned off and out of sight in their backpacks and not on their bodies from the start of the first period for the day unless a teacher has included the device in the day's lesson. Students should not be accessing their phones during the day - using them in the halls, bathrooms, or during lunch is prohibited. Students who "forget" are warned the first time. The second time, we collect the device, the parent is notified and the student may pick up the device from the main office at the end of the day. On the third offense, the parent must pick up the device. **(Parents, please support this policy by not texting or calling your child on their device during the school day.** If you need to get your child a message, please call the office at 719-530-5301 or 5302 and we will get the message to them).
- **Contacting your child during the day.** Parents, please support this policy by not texting or calling your child on their phone or other devices during the school day. If you need to get your child a message, please call the office at 719-530-5301 or 5302 and we will get the message to them.

- **Deliveries to school.** Please do not send, bring, or have delivered items to school for students around holidays or birthdays. Such deliveries, while well intended, cause both an unnecessary disruption to learning and tend to cause hurt feelings by those not receiving these gifts. Additionally, students have no proper place to store these gifts/items and we do not have a way to ensure delivery of these items during the academic day. Thanks for your understanding.

- **In District Transfer Policy**

- Students that are currently enrolled at Salida Middle School may transfer to the Crest Academy from Salida Middle School at the beginning of any school year after the student has been accepted for admission. There must be space in the grade level at Crest (fewer than 15 students) and an application must be filled out to ensure that the student's needs can be met at Crest. This is to ensure that students and parents want to be here because of our programming and after careful consideration of the student's needs. We are unable to accommodate transfers mid-semester or mid-year due to the nature of Crest's programming.*
- Students that are currently enrolled at the Crest Academy and are wishing to leave the Crest Academy to attend Salida Middle School may do so **only** at the beginning of any school year. When enrolling at The Crest Academy or at SMS, you are making a full-year commitment. *
- * Principal and District Administration discretion is reserved in situations with extenuating circumstances.

PROUD Spartan Parent

EXPECTATIONS

| | | |
|--|------------|--|
|  P | Prepared | <ul style="list-style-type: none">• Help student to arrive on time.• Support student with bringing needed materials to school |
|  R | Respectful | <ul style="list-style-type: none">• Encourage respect of staff and peers.• Expect students to take care of equipment and property. |
|  O | Optimistic | <ul style="list-style-type: none">• Encourage participation in school activities.• Focus on academic growth and progress. |
|  U | United | <ul style="list-style-type: none">• Reach out to staff with questions or concerns.• Be an active participant in my student's education. |
|  D | Dedicated | <ul style="list-style-type: none">• Check student grades regularly.• Support regular attendance. |

