

# Student Handbook

2009-2010



## Salida Middle School

*Home of the Wildcats*

5041 Toomes Road

Salida, California 95368

Office: (209) 545-1633 • Fax: (209) 543-0831

Attendance Office: (209) 545-1633 Ext. 4

Cafeteria: (209) 545-0192 • Library: (209) 545-3312

DISTRICT EMERGENCY HOTLINE: (209) 545-7017

***SalidaMiddleSchool.com***

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Grade: \_\_\_\_\_

Homeroom: \_\_\_\_\_

# Map of Salida Middle School

Kiernan Ave.

**600 Building**

Band 603	Kitchen	"B"
		"G"
602	Cafeteria	
601		

**500 Building**

Shop 502	Ind Arts 503	504
		505
501	507	506

**Multi-Purpose / Gymnasium / Locker Rooms**

	Stage	G2	Boy's Lockers
G1			
"G" "B"	Lobby		Girl's Lockers

**400 Building**

403	404	405
402		
401	407	406

**100 Building**

"B"		"G"
104	105	106
103		107
102	101	108

**200 Building**

"B"		"G"
204	205	206
203		207
202	201	208

**Administration / Library Building**

	Library
Attendance Office	Administrative Offices

**300 Building**

"B"	Computer Lab 305	"G"
304		306
303		307
302	301	308

Toomes Road

<b>4<sup>th</sup> Lunch Schedule</b>				<b>5<sup>th</sup> Lunch Schedule</b>			
<b>Regular Bell Schedule</b>				<b>Regular Bell Schedule</b>			
<b>Period</b>	<b>Start</b>	<b>End</b>	<b>Minutes</b>	<b>Period</b>	<b>Start</b>	<b>End</b>	<b>Minutes</b>
1 <sup>st</sup> Period	8:30	9:28	58	1 <sup>st</sup> Period	8:30	9:28	58
2 <sup>nd</sup> Period	9:32	10:25	53	2 <sup>nd</sup> Period	9:32	10:25	53
3 <sup>rd</sup> Period	10:29	11:22	53	3 <sup>rd</sup> Period	10:29	11:22	53
Lunch (4 <sup>th</sup> )	11:22	12:14	52	4 <sup>th</sup> Period	11:26	12:19	53
5 <sup>th</sup> Period	12:18	1:11	53	Lunch (5 <sup>th</sup> )	12:19	1:11	52
6 <sup>th</sup> Period	1:15	2:08	53	6 <sup>th</sup> Period	1:15	2:08	53
7 <sup>th</sup> Period	2:12	3:05	53	7 <sup>th</sup> Period	2:12	3:05	53

<b>4<sup>th</sup> Lunch Schedule</b>				<b>5<sup>th</sup> Lunch Schedule</b>			
<b>1:15 Early Dismissal</b>				<b>1:15 Early Dismissal</b>			
<b>Period</b>	<b>Start</b>	<b>End</b>	<b>Minutes</b>	<b>Period</b>	<b>Start</b>	<b>End</b>	<b>Minutes</b>
1 <sup>st</sup> Period	8:30	9:09	39	1 <sup>st</sup> Period	8:30	9:09	39
2 <sup>nd</sup> Period	9:13	9:50	37	2 <sup>nd</sup> Period	9:13	9:50	37
3 <sup>rd</sup> Period	9:54	10:31	37	3 <sup>rd</sup> Period	9:54	10:31	37
6 <sup>th</sup> Period	10:35	11:12	37	6 <sup>th</sup> Period	10:35	11:12	37
Lunch (4 <sup>th</sup> )	11:12	11:53	41	4 <sup>th</sup> Period	11:16	11:53	37
5 <sup>th</sup> Period	11:57	12:34	37	Lunch (5 <sup>th</sup> )	11:53	12:34	41
7 <sup>th</sup> Period	12:38	1:15	37	7 <sup>th</sup> Period	12:38	1:15	37

<b>4<sup>th</sup> Lunch Schedule</b>				<b>5<sup>th</sup> Lunch Schedule</b>			
<b>12 noon Minimum Day</b>				<b>12 noon Minimum Day</b>			
<b>Period</b>	<b>Start</b>	<b>End</b>	<b>Minutes</b>	<b>Period</b>	<b>Start</b>	<b>End</b>	<b>Minutes</b>
1 <sup>st</sup> Period	8:30	8:57	27	1 <sup>st</sup> Period	8:30	8:57	27
2 <sup>nd</sup> Period	9:00	9:24	24	2 <sup>nd</sup> Period	9:00	9:24	24
3 <sup>rd</sup> Period	9:27	9:51	24	3 <sup>rd</sup> Period	9:27	9:51	24
6 <sup>th</sup> Period	9:54	10:18	24	6 <sup>th</sup> Period	9:54	10:18	24
7 <sup>th</sup> Period	10:21	10:45	24	7 <sup>th</sup> Period	10:21	10:45	24
Lunch (4 <sup>th</sup> )	10:47	11:17	30	4 <sup>th</sup> Period	10:47	11:17	30
5 <sup>th</sup> Period	11:19	11:49	30	Lunch (5 <sup>th</sup> )	11:19	11:49	30
1 <sup>st</sup> Period	11:51	12:00	9	1 <sup>st</sup> Period	11:51	12:00	9

# WELCOME!

## Dear Student,

Welcome to Wildcat Country! Everything offered at SMS is meant to help you in achieve your goals as you continue your journey toward high school. We are here to help you reach these goals in any way we can. As a middle school student, we encourage you to be an active learner and active participants in all that we offer. We want the years you spend with us to be the best they can be. The following pages explain what you need to know to make these years successful. Take time to go over these pages with your parents. The opportunity to work with you as you prepare for the future is important to all of us.

### GENERAL INFORMATION

SMS Office: (209) 545-1633 / 0

Attendance Office: (209) 545-1633 / 4

Cafeteria: (209) 545-0192

SMS Fax: (209) 543-0831

Website: [www.salidamiddleschool.com](http://www.salidamiddleschool.com)

Library: (209) 545-3312

**DISTRICT EMERGENCY HOTLINE FOR PARENTS: (209) 545-7017**

### School begins at 8:30 a.m. and ends at 3:05 p.m.

Salida Middle School is a **CLOSED CAMPUS**. Once students are on campus, they are not to leave. If students need to leave school during school hours, parents must pick them up and sign them out. Students sign out in the attendance office.

**OFFICE HOURS:** The main school office is open from 7:30 a.m. to 4:00 p.m. when school is in session. After school hours, an answering machine is available for reporting student absences. **NOTE:** There is no supervision on campus until 7:00 a.m. Students are not to be on campus any earlier than 7:00 a.m. All visitors to the campus must check in at the office. Visitor badges will be issued to be worn during the visit. The attendance office is open from 7:45 a.m. to 4:15 p.m.

**ACADEMIC STUDY HALL:** Academic study hall is an after-school intervention class designed to assist students in remediating failing grades within the current trimester. Students earning a failing grade at progress report time shall be recommended for academic study hall. Academic study hall meets three days a week Tuesday, Wednesday and Thursday from 3:05-4:00 p.m. Students assigned Academic Study Hall will be required to attend two hours per week for the remainder of the current grading period and will be required to submit weekly progress reports to the Academic Study Hall instructor. Students exhibiting positive progress remediating failing grades within the grade reporting period may be excused from academic study hall prior to the end of the grading period provided both teacher and parent agree.

**ACTIVITY BUS:** SUSD provides an activity bus Monday through Friday, which leaves the middle school at 4:00 p.m. Activity busses take students to the elementary school sites. This allows more students to participate in after-school clubs, sports, tutoring, and library use.

**AVID:** AVID (Advancement Via Individual Determination) is a college preparatory program for under-represented students which operates as a daily class elective taught by trained faculty and college student tutors. The AVID program involves students in a diverse curriculum including integrating study skills, time management, and writing across-the- curriculum. Students attend field trips to colleges and universities to supplement their experience.

**ADMINISTERING MEDICATION TO STUDENTS:** Any student who needs to take medication while at school, whether it is prescription or over-the-counter, may be assisted by the school nurse or other designated school personnel if the following procedure is followed: 1) A written statement from the prescribing physician detailing the method, amount, and time schedules by which such medication is to be taken; 2) A written statement from the parent/guardian of the student indicating the desire that the school district assist the student in the dispensing of the medication as prescribed by the physician. It is to be understood that the school is not legally obligated to administer medication to students. Therefore, the school district and its employees are free from any or all suits which might arise out of these arrangements. Forms are available in the school office to be used by you and your physician for providing the school with the required information and consent. Board of Education policy permits a responsible, trained student to carry and/or self-administer medication for asthma (wheezing), severe allergic (anaphylactic) reaction, or diabetes on his/her person for immediate use in a life-threatening situation with written order of physician, parent request, school nurse, and principal approvals.

### BUS REGULATIONS

Transportation to and from school is a privilege provided to students by the Salida Union School District. Firm standards of discipline must be maintained at all times for safety reasons. **Whenever a driver is distracted, children's safety is in danger. Foremost in our minds is the safety of each passenger.** Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

## **BUS RULES AND REGULATIONS**

- Students are to arrive at the bus stop on time.
- Students are not to interfere with other students or property at the bus stop.
- Students are to stand in a safe area away from traffic.
- Students are to enter the bus in an orderly manner and go directly to their seats.
- Students are not to enter the bus at any time without the permission of the driver.
- Students are to stay in their seats, sit back, face front, and keep body parts and personal items out of aisle at all times.
- When exiting the bus, students are to remain seated until the bus comes to a complete stop.
- All students are to get on and off at their regularly designated bus stop.
- Students are to remain quiet at all railroad crossings.
- All school rules (including dress code) will be enforced on the bus.

The following actions/items are prohibited on the bus:

- Tampering, defacing, and damaging the bus or bus equipment.
- Eating, drinking, and chewing gum.
- Littering and throwing objects on or out of the bus (VC 23113).
- Transporting animals (except in accordance with Civil Code Section 54.2: guide, signal, or service animals).
- Putting body parts out of the windows (head, arms, hands, etc.).
- Skateboards and any kind of skates (including shoes with built-in wheels).
- Excessive noise, fighting, horseplay, scuffling, etc..
- Glass, balloons, and any large objects that might interfere with the bus driver's view
- Offensive language, profanity, and vulgarity.

Violations of any rules may result in disciplinary action such as, but not limited to, seat assignment, bus citation, and/or suspension from school. Rules and/or citations are subject to change without notice.

Concerns about transportation should be directed to the Transportation Department at (209) 543-6234.

**CAFETERIA:** Food items are available in the Cafeteria Food Line from 7:00 a.m. to 8:25 a.m. and during both lunches. The SUSD Food Services utilizes Livescan student account system. Students must use their unique identification (Livescan or code) issued to them when purchasing items at the Food Line. Deposits may be made to their account before school. Please contact the cafeteria with any related issues/concerns. Food must be eaten in designated areas only.

**CASE MANAGEMENT:** Salida Middle School utilizes case management to address academic & behavioral issues of students. Should a parent or student have any concerns re: their progress in a class, please contact the teacher first. Any further concerns may be directed to the site administration or the school counselors.

**CELL PHONES:** Cell phones are not to be turned on or visible during school hours. The use of cell phones is strictly forbidden on campus at all times. Cell phones may be confiscated and a parent will have to pick up from office. (EC 48901.5 BP 5131). Pagers, Gameboys, CD players, IPOD's etc. are to be treated just like cell phones. These items are not to be used during instructional time under any circumstances. A student discovered to be using a cell phone other electronic communication devices (ECD) is in violation of district policies and the following procedure will be used.

1. The staff member will ask the student to turn off the phone and hand the phone to them (if the student does not comply, they will be immediately sent to Dean of Students or the main office for disciplinary action\*).
2. The staff member will not turn on or view the contents of the phone
3. The student will be sent to the Dean of Students, Principal or their designee, who will notify them of their discipline for violation of school rules concerning cell phone use\*.
4. The phone will be transported to the office where the phone will be placed in an envelope and sealed.
5. On the envelope, a staff member will record the date and time at which the phone was placed in the envelope along with their signature confirming reception of the phone.
6. The Dean of Students, Principal or their designee will determine if there is any suspicion that the cell phone has been used in a way that possibly violates state or federal laws and may at their discretion turn said cell phone or other device over to local or state authorities for further investigation. If they feel that there is no probable cause the phone will be stored at the school until a parent or legal guardian of the student retrieves it.
7. To retrieve the phone, a parent or legal guardian of the student will need to come to the main office of the school between the hours of 7:45 and 3:00 P.M. The school may ask the person to provide written positive identification and make a copy of the ID for its records.
8. The parent or legal guardian will be given the envelope, they will then be required to open the envelope and record the date and time they received the phone and provide their signature. The school as evidence of a completed chain of custody then retains the envelope.

\* Disciplinary action may include detention, in-school suspension, out-of- school suspension or expulsion.

**CHANGE OF ADDRESS:** Please advise the school office immediately in case of a change of address, phone number, doctor, or any other information.

**CITIZENSHIP GUIDELINES:** The following GUIDELINES are used in determining a student’s classroom citizenship grade. Individual teacher’s policies may vary slightly.

O = Outstanding	S = Satisfactory	N = Needs Improvement	U = Unsatisfactory
Is always respectful	Is usually respectful	Is sometimes disruptive/disrespectful	Is disruptive/disrespectful
Is on time to class	Is rarely tardy	Is sometimes tardy	Is often tardy
Is always prepared	Is usually prepared	Is sometimes unprepared	Is often unprepared
Interacts positively with others	Interacts positively with others	Sometimes interacts negatively with others	Interacts negatively with others
Follows classroom rules	Follows classroom rules	Does not always follow classroom rules	Does not follow classroom rules
Has no disciplinary actions	Has no more than 1 disciplinary action	Has 1 or more disciplinary actions	Has 2 or more disciplinary actions

**COMPLAINT POLICY:** Complaints regarding school policies or school dist employees should follow the uniform complaint procedures outlined in the Parent’s Rights flyers distributed at the beginning of the school year. For further info please contact Salida Middle School office or the SUSD complaint officer 545-0339 or 545-1633.

**CONFLICT RESOLUTION:** If a student is having problems with another student or students, they may fill out a request form to meet with a Conflict Resolution Manager. These forms are available in the office and from all staff. Every effort will be made to help students resolve conflicts as quickly and confidentially as possible. Parents are also encouraged to notify the school of potential or existing conflicts among students.

**DISENROLLMENT:** Please notify the office as soon as possible when planning to leave the district. Students must be disenrolled before records can be requested. All fees must be paid and all books returned in order to receive requested paperwork for enrollment to new school.

**DISTRIBUTION OF MATERIALS:** Salida Union School District policies require regulating the distribution of non-curricular or promotional materials in our schools. Individuals or organizations wishing to distribute materials must see the Principal.

**ELIGIBILITY TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES:** Eligibility requirements have been established for student participation in extracurricular activities such as after school sports, school clubs, music clubs, student council, dances, rallies, assemblies, and special field trips, etc. This eligibility is based, in part, upon grades and citizenship marks of the prior trimester and remains in effect for the entire grading period. Students who do not meet eligibility requirements are placed on the UNSAT list. Students may petition to get off the UNSAT list after 4 weeks into the new grading period if acceptable citizenship marks and grades have been validated by the teacher. Students may request a petition form from the Principal/designee. Students may request to petition no more than twice per trimester.

**Eligibility requirements are as follows:**

1. Students must maintain at least a “C” average (2.0 GPA) with no more than 1 “F” grade allowed.
2. Students must not have more than 1 unsatisfactory citizenship “U” mark.

Students absent from school the day of an extracurricular activity (dance, game, etc.) are not permitted to attend the event.

**EMERGENCY OR FIRE, EARTHQUAKE, AND LOCKDOWN DRILLS:** Emergency drills will be conducted periodically throughout the school year. Everyone will move in an orderly and silent manner to points directed by their teachers where roll will be taken.

**EXTRA-CURRICULAR ACTIVITIES:** Extra-curricular activities at Salida Middle School include various clubs and sports. Students who are on the UNSAT list are not able to participate in extra-curricular activities. Students absent from school the day of activities will not be allowed to participate.

**FIELD TRIPS:** 6th, 7th, and 8th graders are given the opportunity to attend field trips related to various subject areas. **Extra-curricular:** Students will not be allowed to participate in extra-curricular, non-academic fieldtrips if they are on the unsat list unless they have received clearance from the student’s classroom teachers and the club/class teacher/advisor.

**FOOD & BEVERAGES AT SCHOOL:** Gum and sunflower seeds are not permitted at school. No food or drink is allowed in the classroom unless authorized by the teacher. Aerosol and glass containers are not allowed at school.

**G.A.T.E. PROGRAM:** Students qualified for G.A.T.E. may participate in G.A.T.E classes which are designed to challenge the academically gifted and stimulate the high achiever. To qualify for G.A.T.E. placement, contact the Salida Union School District Curriculum Office at 545-0339.

**HOMEWORK POLICY:** The Salida Middle School policy for homework is:

1. A total of 1 hour and 45 minutes of homework is acceptable for 4 nights per week for grades 6-8. With the exception of previously assigned projects, no weekend homework should be assigned on a Friday.
2. We encourage the use of technology for homework and projects. However, due dates must be respected. A technological breakdown cannot be used as an excuse for missing a deadline. Planning ahead and having the assignment and materials ready ahead of time will usually help avoid any potential problems.
3. Students, who are absent due to excused or unexcused absences, or absences caused by suspensions, **WILL BE ALLOWED** to make up all of their assignments. For each day a student is absent, at least 2 days time will be allowed for students to complete their work. It is the student's responsibility to seek make-up work from the teacher. Students on home suspension can get missed work upon return to school. Requesting homework at the time of suspension will not be allowed.
4. Independent Study may be requested for a minimum of 5 days to a maximum of 20 days. A 2 day notice is required in order to give teachers sufficient time to complete independent study assignments. Students must turn in all required work upon return for days of absence to be excused.
5. A Homework Assignment Request may be filled out for students who will miss 3-5 days of school. A 2 day notice prior to planned absence is still required to allow time for teachers to accommodate the request. Work may also be requested for students who have been ill for 3 or more days. All work must be turned in upon return to school in order to receive credit.

**HONORS PROGRAM:** Classes designated as "Honors" are designed to challenge students who have a strong desire to learn. They set high standards for academic excellence, personal behavior, and social responsibility. The program is open to 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students. Students placed in Honors classes must meet the academic and behavioral criteria set forth by the district.

**OFFICE PASSES:** In order for the school to function efficiently and provide the best service to students, the following office rules must be observed:

1. Each student coming to the office during school hours must have a pass.
2. Only students having business in the office will be allowed in the office. Friends are to wait outside.
3. Students returning after any absence must get a re-admit slip from the attendance office before the school day begins or a tardy will be issued.
4. Students may not use the office telephone except under emergency circumstances when authorized by office personnel. Parents calling students (limited to emergencies only) may leave messages. We will do our best to get the message to your child, but cannot guarantee message delivery during the last period of the regular school day. Students will only be called out of classes for phone calls in emergency situations only.
5. Students who are sent to the office are expected to be quiet and orderly and not be a disruption to the work environment.
6. Students will not be called from class prior to parent signing student out, except if student is in PE. Please have student take note to PE teacher requesting that student not dress out if they will need to leave for an appointment.

**OUTDOOR EDUCATION (6<sup>TH</sup> GRADE CAMP):** Outdoor education science camp is incorporated into the curriculum for our 6th grade students. 6th graders attend a 1 week outdoor education camp during the school year at the Stanislaus County Camp, Foothill Horizons, located in Sonora. Student eligibility for attending camp is based upon the student's citizenship, grades, teacher recommendation, and space availability. Students may be denied the privilege based on 1 or more areas.

**PARENTS' CLUB:** Parents are important and necessary in order for the team to be complete! You are the first and most important teacher your child will ever know. It is a tremendous responsibility, but as a team working together, we can be successful. Parents are encouraged to become members of the Salida Middle School Parent Club. We encourage you to attend as many Parent Club meetings, student activities and events that are offered at the middle school. Encourage your students to participate as well. Activities enhance the educational experience for students. Volunteer your time or any idea you would like to share. We need your input. If you have any suggestions as to how the school could become better, come and share those ideas. We look forward to meeting you!

**PARENT/TEACHER CONFERENCES:** Parent/Teacher conferences are scheduled twice a year. Parents may also request a parent/teacher conference by contacting the student's teacher. Parents requesting to speak to more than one teacher regarding his/her student's progress may contact the school counselor or an assistant principal to schedule a meeting.

**PARENT VISITS TO CLASSROOMS** are encouraged. Please notify the office in advance in order to minimize disruptions to normal classroom routines. If you wish to discuss your student's progress with teachers, please make an appointment.

**PHYSICAL EDUCATION:** The state law of California requires that all boys and girls take physical education as a regular part of their school program. Consequently, students are required to dress out and participate on a daily basis in the P.E. classes. Students are excused from P.E. with a physician's statement only. Parents can excuse their child from participation in P.E. for up to 3 days, but the student is still required to dress out. All students are assigned P.E. lockers. A complete set of physical education guidelines is issued to each student by the P.E. department which covers kinds of acceptable uniforms, shoes, medical excuses, etc. Please read and abide by those guidelines. P.E. uniforms can be purchased at our early registration event and at the Student Store.

**PROGRESS REPORTS:** Progress Reports are given during the first and second trimester parent/teacher conferences. Third trimester reports are mailed.

**PROMOTION and RETENTION:** Promotion is recognition of both the academic and social work of both students and families. Students who fail to meet the minimum academic requirements as set forth by the Salida Union School District will be considered candidates for retention. All possible retentions will be reviewed by the Student Study Team. This team will make a recommendation regarding the pending retention based upon a variety of criteria including academic achievement, standardized test scores, number of "F" grades, maturity, attendance history, previous retentions, and other factors. Promotion is based upon the judgment of the Principal after consultation with the teacher and the Student Study Team and/or Salida Middle Assessment and Review Team (S.M.A.R.T.), that the student has sufficient academic, emotional, or social skills to make reasonable progress at the next grade level.

Students earning less than 3 promotion credits a trimester will be referred to the After School Intervention Program for academic study hall and/or Summer School.

6 <sup>th</sup> Grade Promotion Requirements					
Measure	Promotion Criteria	1 <sup>st</sup> Trimester credits	2 <sup>nd</sup> Trimester credits	3 <sup>rd</sup> Trimester credits	Total credits possible
*Language Arts 6	“D” grade or better	1	1	1	3
*Math 6	“D” grade or better	1	1	1	3
U.S. History-6	“D” grade or better	1	1	1	3
Physical Science-6	“D” grade or better	1	1	1	3
PE -	“D” grade or better	1	1	1	3
<b>Total Credits Possible</b>					15

7 <sup>th</sup> Grade Promotion Requirements					
Measure	Promotion Criteria	1 <sup>st</sup> Trimester credits	2 <sup>nd</sup> Trimester credits	3 <sup>rd</sup> Trimester credits	Total credits possible
*Language Arts 7	“D” grade or better	1	1	1	3
*Pre Algebra 7	“D” grade or better	1	1	1	3
World History-7	“D” grade or better	1	1	1	3
Life Science -7	“D” grade or better	1	1	1	3
PE	“D” grade or better	1	1	1	3
Elective	“D” or better				
<b>Total Credits Possible</b>					15

8 <sup>th</sup> Grade Promotion Requirements					
Measure	Promotion Criteria	1 <sup>st</sup> Trimester credits	2 <sup>nd</sup> Trimester credits	3 <sup>rd</sup> Trimester credits	Total credits possible
*Language Arts 8	“D” grade or better	1	1	1	3
*Algebra 8	“D” grade or better	1	1	1	3
U.S. History-8	“D” grade or better	1	1	1	3
Physical Science-8	“D” grade or better	1	1	1	3
PE	“D” grade or better	1	1	1	3
Elective	“D” or better				
<b>Total Credits Possible</b>					15

**QUITTING SMOKING IS EASIER WITH HELP:** Free help is just a phone call away. The California Smokers’ Helpline is a telephone program that can help you quit smoking. Helpline services are free, funded by the California Department of Health Services. Whether you’re ready to quit, or just thinking about it, call 1-800-NO-BUTTS.

**RENAISSANCE:** Renaissance is an academic awards program at Salida Middle School that promotes and celebrates student academic achievement. Salida Middle School students have the opportunity to prove themselves academically and receive positive recognition for their efforts. Students are rewarded with renaissance cards each trimester following the grading period. Eligible students receive one of the three cards. The card color represents the level of achievement and corresponding privileges. These are posted in every classroom.

Gold card: 4.00 GPA

Blue Card: 3.0 - 3.99 GPA

White Card: +.5 in total GPA

Students receiving a Renaissance card this year will earn awesome rewards such as early lunch and end of the day early dismissal, special assemblies, double lunch at the park, Renaissance Store opportunities, and fun events planned especially for them!

**REPORT CARDS:** Report cards will be mailed at the end of each trimester (end of 12 weeks).

**SAFETY FIRST!** If an accident occurs, please notify an adult immediately. First aid supplies are kept in the school office. In the absence of a nurse, school office personnel will administer first aid. In the event of a serious injury to a student, first aid will be given and the parents will be notified immediately. If necessary, school personnel will contact emergency medical services (911) for evaluation and possible transport to the nearest hospital for medical treatment.

**SCHOLARSHIP REPORTS:** Parents may request a scholarship report/grade check on the first day of each school week. Each request must be in writing and given to the 1<sup>st</sup> period teacher. The student is responsible for taking the scholarship report to each teacher to get grades. Any make-up work may be requested at this time as well.

**SCHOOL/ATHLETIC INSURANCE:** School/Athletic insurance may be purchased through the school. Please contact our athletic director or the school office if you need more information.

**SKATEBOARDS, SCOOTERS, AND SKATES** are not allowed on campus at any time unless given specific written permission by the Principal/designee.

**SPECIAL EDUCATION & RESOURCE PROGRAMS:** The Salida Union School District has a special education and resource specialist program for individuals whose educational needs cannot be met with modification of the regular instructional program. Referral for assessment to identify an individual with exceptional needs can be requested by parent, guardian, teacher, or other service provider.

**SPORTS:** Salida Middle School offers a variety of sports for its students. Students who participate in athletics must have at least a 2.0 GPA, nor more than one “F” and no more than one citizenship mark. Students must not be on the UNSAT list. Students on the UNSAT list for two or more “F” grades and/or two or more Unsatisfactory Citizenship marks may petition four weeks into the new trimester if grade, citizenship, and GPA have improved and/or if fees owed and suspensions have been cleared. Students must meet with a school administrator to petition off the unsat list.

**STUDENT STUDY TEAM:** Salida Middle School has an active Student Study Team. The team meets every Wednesday to discuss academic and behavioral concerns with parents and their child. Members include an administrator, Resource Specialist, School Nurse, School Psychologist and classroom teachers. These members, along with parents and student, discuss problems occurring at school that hinder success. The team develops strategies to help the student improve academic performance and/or behavior. *Contact a school administrator if you feel such a meeting would benefit your child.*

**TEXTBOOKS:** Textbooks are LOANED to students for their use during the school year. Textbooks and library books checked out are the responsibility of the student/parent. Students sign a textbook contract stating the title and number of each book received. A copy of this contract will be sent home with students for parent signature. A fee will be assessed for damaged or lost books.

**UNSAT (INELIGIBILITY) LIST: A student is ineligible and on the unsat list during the current grading period if he/she:**

- Does not have a 2.0 GPA during the previous grading period.
- Two (2) or more F’s in a previous grading period.
- Two (2) suspensions of less than 5 days in the same grading period, or one five day suspension will result in ineligibility for up to 9 weeks following the suspension.
- Two (2) unsatisfactory citizenship marks during the previous grading period.
- Has been declared a legal truant (absent from school without a valid excuse or tardy in excess of 30 minutes).
- Owe any school debts. Students will not be able to participate in extracurricular activities until the debt is paid.
- Has been suspended for possession of controlled substances, possession of tobacco, drug, alcohol or paraphernalia, or being under the influence of a controlled substance.
- Students who are ineligible will not be allowed to attend or participate in school activities.

Students who have failed to remediate “F” grades, have not participated in Academic Study Hall during the current grading period or who have made no attempt to remediate “F” grades during the previous grading period (either through After School Academic programs or Winter/Spring Break or Summer School) are ineligible to petition off the Unsat list.

**STUDENT STORE:** The Student Store will be open during posted hours. Students will find a wide variety of reasonably priced school supplies, as well as snack food items available for purchase. Store hours are before school and during most student activities. **No food or drink (except for bottled water) will be allowed in gymnasium.**

**TELEPHONE:** Telephone calls will be limited and allowed at administrative discretion. Telephone calls will be allowed in an emergency only at the discretion of the Principal and/or office staff.

## ATTENDANCE POLICY

**Excused Absences:** Absence from school is excused for illness, medical appointments, court appearance, quarantine by a health department official, or death/funeral of a family member. Students returning after any absence must get a re-admit slip from the attendance office before the school day begins or a tardy will be issued. Parent may call attendance office on day of absence or send a note with student upon return. An absence will not be considered excused until parent has notified school of reason for absence (as listed above). With a valid written note, a student may request a 2<sup>nd</sup> readmit slip from the attendance office to excuse a previously unexcused absence.

**Tardiness to school or class:** Students arriving after the 8:30 a.m. bell or who are not in their seat when class is ready to begin are considered tardy. Students who are tardy to school must report to the office for a tardy slip. Other tardies during the day will be recorded by the classroom teacher. Students must report directly to class when tardy between classes. Students may be given an unsatisfactory citizenship grade by their teacher(s) if they receive 5 or more tardies during a trimester. The following apply to school and class tardiness:

5-6 Tardies: An after-school detention will be issued.

7 Tardies: T.A.S.K. will be assigned.

8(+) Tardies: Student will be considered in defiance of the school Conduct Code. An in-school or home suspension/alternative consequence will result with possible recommendation to the School Attendance Review Board (S.A.R.B.).

**Truancy:** Truancy occurs when absences have not been excused and/or approved by the administration. A student is considered truant when he/she is at least 30 minutes late to school or class. An unverified absence is considered a truancy until cleared by a parent or guardian. Absences must be cleared within 3 days or a TASK is assigned (EC 48260) (BP 5113.1).

**Unexcused absences:** The school is the only entity which can lawfully excuse absences. This means that a note, written by a parent, does not automatically excuse the absence of a child. If a student is absent for reasons not excused by law, even with parent's approval, the absence will be unexcused. 3 unexcused absences will result in a T.A.S.K. assignment. The principal or his/her designee will notify parents.

## PROMOTION ACTIVITIES

8<sup>th</sup> grade graduation ceremonies shall be held to recognize those students who have successfully completed the required course of study, passed all proficiency standards, and thereby earned the right to receive a diploma. The Board of Trustees believes that these students deserve a public celebration that recognizes the significance of their achievement and encourages them to continue the pursuit of learning throughout their lives. In order to encourage high standards of student conduct and behavior the principal may deny the privilege of participating in graduating ceremonies and/or activities in accordance with school rules (BP 5127). The following will be considered in determining eligibility for an 8<sup>th</sup> grade student to participate in any graduation activities (graduation dance, field trip, ceremony, etc.). Eligibility for participation in eighth grade graduation activities will be based on the following:

1. A cumulative (grade 6, 7 and 8) GPA (grade point average) of 1.5
2. Students must earn a "D" grade or better in each subject for each trimester to graduate *or* for each "F" grade, students must successfully complete thirty (30) hours of remediation instruction in the After School/Summer School Program.
3. **Debts:** Students who owe any outstanding debts will not participate in activities or receive a diploma until the debt is paid.
4. **Minimum Proficiency Test:** A student who fails to pass the district's minimum writing proficiency test may not receive their diploma. Students are given multiple opportunities to pass failed proficiency tests during 8<sup>th</sup> grade.
5. **Behavior:** Students who receive a 5-day suspension and/or are suspended twice within the last 9 weeks of the school year will be ineligible. All suspensions must be cleared prior to participation in graduation activities.
6. **Absence:** Any student who is absent from school for more than 50 days in one school year, and who has not received home teaching shall be a candidate for retention.
7. **Transfers:** Students, who transfer to the Salida Union School District shall, upon enrollment, be subject to the provisions of this policy.
8. **Citizenship Marks:** Eighth grade students who are on the UNSAT list for citizenship, or GPA from the previous trimester may petition to participate in promotion ceremonies up to 2 weeks prior to graduation. Students may petition to get off the UNSAT list after the 4<sup>th</sup> week of the new trimester. Students whose petition is approved will be placed on probation and must maintain at least a "C" average (2.0 GPA), no "F" grades, have no suspensions and no more than one "U" to remain off the UNSAT list.

Students who are in jeopardy of not participating in promotion activities the 3<sup>rd</sup> trimester will be notified of their citizenship and grade status in April. Students who are suspended at the time of promotion will lose the privilege of participating in the promotion ceremony.

## CONDUCT CODE

### CONSEQUENCES DEFINED:

- **Detention:** Detention will be held after school with a designated staff member. Parents will be notified before the student stays after school. Notification of detention may be by telephone or via a student/parent notice. Bus transportation is provided to the elementary sites Monday through Friday
- **T.A.S.K. (After-school behavioral intervention):** T.A.S.K. is designed to respond to the problem of truancy, unexcused absences, "no show" to detention, or various behavioral issues. Students may be assigned to T.A.S.K. without parental permission. Parents will be notified, in writing, of the date and time their child is to attend T.A.S.K. Students assigned to T.A.S.K. are expected to bring sufficient

work and appropriate materials to occupy the 3 hour time assigned. Students are required to wear Standard Appearance Dress Code. Transportation arrangements must be made by the parents. At the election of the student's parent/guardian, attendance at T.A.S.K. can also be assigned to make up days missed due to suspensions.

- **In-School Suspension:** An In-School Suspension may be assigned as an alternative for home suspension. Students will attend school in a designated classroom and will be given work from their regular classes to complete while suspended. In-School Suspension hours are 8:30 a.m. to 3:05 p.m. Once students are released from In-School Suspension, they are expected to go directly home. Bus transportation will be provided for those who are bus riders. Students attending In-School Suspension will not be allowed to participate in school activities/privileges during the period of the suspension. However, students assigned to 8th period are still required to attend during the period of the suspension.
- **Home Suspension:** A suspension is a disciplinary action taken by the school officials which temporarily prohibits a student from attending regular classes and other school events. The length of the suspension will normally vary from 1 day to 5 days, depending on the offense. When a student is suspended, he/she will be suspended to his/her home by a school authority. The full purpose of suspension can only be effective if the parents take the suspension as a serious matter. Students under suspension will not be allowed on the school grounds or in the school buildings during the time of suspension. Students will not be allowed to participate in school activities during the period of the suspension
- **Expulsion:** Expulsion is a disciplinary action taken by the School Board which prohibits a student from attending classes and any school activities for the remainder of the school year, or up to 12 months at the discretion of the Superintendent/School Board.

#### **OTHER DEFINITIONS:**

The utmost care is given to each situation in assigning the most fair and equitable consequence to each student involved. The following definitions are given to help clarify policy and practice in assigning these consequences:

- **Self-Defense:** An attempt to deflect attack with reasonable force necessary, without retaliation to person initiating attack.
- **Mutual Combat:** A mutual decision to fight, or retaliation for attack which results in exchange of shoving, blows, kicks, etc.
- **Assault:** Verbal or physical attack on a person; an unlawful attempt or threat to injure another physically.
- **Battery:** The unlawful beating of another person; the carrying out of a threat to injure another person.

**POSSESSION OF DANGEROUS ITEMS:** Possession of items that can be considered dangerous is strictly prohibited while on campus. Dangerous items include, but are not limited to: knives, matches or lighters, laser pointers (laser pens included), jewelry or other accessories that can be used to harm others, etc. Possession of such objects may lead to disciplinary action. Students may talk to a campus supervisor or administrator about any concerns or questions they have regarding items appropriate to bring to school prior to bringing the questionable item on campus.

## Salida Middle School Discipline Policy

Students and teachers have a right to a safe campus where mutual respect exists and learning is the primary objective. The administration at Salida Middle School is committed to sustaining this climate through a system of positive recognition programs, student assistance interventions, and a variety of disciplinary consequences. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including but not limited to: 1) while on school grounds; 2) while going to or coming from school; 3) during the lunch period, whether on or off the campus; or 4) during, or while going to or coming from a school sponsored activity. **The Salida Middle School administration reserves the right to objectively determine discipline based on the seriousness of a particular infraction and discipline history. Facts and other circumstances often require administrative prerogative.**

### Assertive Discipline Steps

S T E P S	Electronic Devices	Tardy Per Class/Trimester	Dress Code	Classroom Rule	<ul style="list-style-type: none"> <li>• Defiance of Authority</li> <li>• Major Disruption</li> <li>• Tampering / Damage of School or personal property</li> <li>• False Information</li> <li>• Plagiarizing / Cheating</li> <li>• Failure to report / serve</li> <li>• Harassment</li> <li>• Confrontive Behavior</li> <li>• Theft</li> <li>• Gang Paraphernalia</li> </ul>	<ul style="list-style-type: none"> <li>• Fighting</li> <li>• Violence</li> <li>• Intimidating / menacing</li> <li>• Dangerous Object</li> <li>• Theft</li> <li>• Under the influence of a controlled substance</li> <li>• Possession of tobacco, alcohol, drugs</li> <li>• Paraphernalia</li> <li>• Gang Activity</li> <li>• Gambling</li> <li>• Fire / Bomb Threat</li> <li>• Hostile Educational Environment</li> <li>• Extortion</li> <li>• Vandalism</li> <li>• Harassing a witness</li> <li>• Hate Crime</li> </ul>	<ul style="list-style-type: none"> <li>• Possession or brandishing a weapon or explosive</li> <li>• Intent to Sell</li> <li>• Sexual Assault or Battery</li> <li>• Assault or Battery on a school official</li> <li>• Robbery / Extortion</li> <li>• Causing serious Physical Injury to another person</li> <li>• Unprovoked Assault</li> </ul>	
	1	Warning/ parent contact	1-4 Tardies Warning Teacher Documents	Warning Change clothes / Parent Contact	Warning Parent Contact by teacher	TASK Or Suspension	Suspension/possible recommendation for alternative placement/expulsion Possible police contact	Suspension Recommendation for Expulsion and Police Contact
	2	Item Confiscated for parent pick up	5-6 Tardies Parent Contact possible parent conference	Detention Change clothes / Parent Contact	Detention Parent Contact	Suspension	Recommendation for Expulsion Police Contact	
	3		7+ Tardies Detention Parent Notification	Detention	TASK Parent Conference	Suspension or Alt. Placement or Expulsion		
	4		TASK Parent Notification Habitual Truant	TASK	Saturday School Parent Contact Placement on Unsat List for trimester	Suspension or Alt. Placement or Expulsion		
	5		Saturday School SART	Saturday School	In School Suspension Parent Contact	Expulsion		
	6		10 Tardies Placement on Unsat list (ineligibility) SARB Referral	In School Suspension	Suspension Parent Contact			
	7		Suspension	Suspension	Suspension possible Alternative placement			

## Salida Middle School Standard Appearance Dress Code

The parents and staff of Salida Middle school have developed this Standard Appearance Dress Code in accordance with Education Code 35183. Its adoption is our continuing effort to provide a safe school environment where students can focus on academics.

Enforcement of the Standard Appearance Dress code will be during the hours of 7:00 am and 4:00 pm on school days and during school activities outside of those times.

Any item not on this list shall not be allowed as part of the Standard Appearance Dress Code. Parents should bring clothing to the school office to check if it meets the expectation.

### Shirts

- Collared polo shirts with short or long sleeves
- Logo free
- Cotton or cotton blend
- Navy Blue, beige, white, or grey (solid color, No Black)
- SMS activity shirts approved by Dress Code Committee
- Shirts must be long enough to remain tucked in at all times
- Shirts must be properly fitted (not too tight/not too loose/not too long/not too short)
- All shirts and undershirts must be solid dress code colors

### Skirts/Dresses

- Skirts, “skorts,” culottes, dresses, and jumpers
- Must be hemmed
- Corduroy, twill, cotton, or cotton blend, denim
- Navy blue, black, beige (solid color)
- Tights or nylons in navy blue, black, beige, natural
- Be sized to fit properly at the waist
- Mid-thigh is to be used as the guide for minimum length
- Leggings only worn with Skirt or Dress (No lace leggings)

### Shoes/Socks

- Shoes with a back or back-strap
- Shoe laces properly tied - not worn loose
- Shoes, shoelaces, and socks must conform to standard color scheme - (white, black, beige, navy)
- Shoes of excessive nature (height, style, color, etc.) not to be worn
- Shoes should be worn properly and safely, (e.g., no shoe stuffing)

### Hats

Hats with brims (Ed. Code 35183.5 re: sun-protective clothing) may be worn during outdoor activities only. This includes Physical Education and students' lunch period if they are playing outdoors. Students' hats are not to be worn indoors. Hats are to be Salida Middle School colors: navy blue, khaki tan, black, white or grey; solid in color with no logos. Hats are to be worn properly without causing distractions. Visors, beanies, or scarves are not acceptable.

### Pants/Shorts

- Cotton or cotton blend, corduroy, cargo pants, dickies, & jeans
- Navy blue, black, beige (solid color, plain, no acid wash)
- Be sized to fit properly at the waist (no saggy, baggy, or skin tight)
- Properly hemmed, not frayed or ripped
- Pants must not have embroidery or designs
- Shorts not shorter than mid thigh

### Belts

- Of a plain nature
- Belts must fit properly with end secured in loops (no hanging)
- Navy blue, beige, white, or black
- No punched out or oversized buckles of any kind

### Outerwear

- Standard colors (white, black, beige, navy, grey)
- Jacket, heavy sweater, or sweatshirt (solid color)
- Hooded sweatshirts: hoods are to be worn outdoors only
- Color appropriate sweater vests (solid color)
- SMS activity sweatshirts approved by Dress Code Committee
- Outerwear must be standard waist length (i.e., no half sweaters, no oversized)
- No Logos

### **Jeans**

Jeans must be solid color (see pants above for colors) not be frayed, ripped or have any holes. **Jeans must be sized to fit properly and must not be “saggy,” “baggy,” or “skin tight” in nature.** Jeans must not have any embroidery or designs. Must be standard colors (blue, black or beige)

### **Colors**

The standard color scheme for Salida Middle School is white, black (except shirts), beige, navy blue, and grey. Absolutely no other colors are allowed. Absolutely no red, a variation of red, or any shade of red. Any red labels or logos are to be removed or blacked out. Clothing colors must be a light and dark combination. No same color outfits.

### **Backpacks**

Backpacks should adhere to the standard color scheme for Salida Middle School (solid white, black, beige, and navy blue). Backpacks are to remain free of hand writing. Backpacks may not contain red, a variation of red, or any shade of red (e.g., no pink). Any red labels or logos are to be removed or blacked out.

### **OTHER EXPECTATIONS:**

An individual’s grooming, and the way he/she dresses, does have a bearing on how others react to him/her and therefore affects his/her behavior. The following are **not acceptable** at Salida Middle School:

- Any display of known gang colors or symbols on any article of clothing or accessories. Any other attire identified with gangs; i.e.: bandanas, gloves, hairnets, jackets / coats, work fatigues, belts, jewelry, macramé or prison crosses. Rubber bands used to modify clothing (raise pant legs, etc) are not acceptable.
- Any extreme hairstyle which may attract attention, either by cut or by color (any unnatural hair color-dye or spray).
- Any face or body painting / marking, glitter or excessive make-up, or writing on the body.
- Any clothing, shoes, jewelry, make-up, or hairstyle which depicts “gothic” style.
- Any combs, pics, curlers, or hair clips that may be considered dangerous objects or ornaments; any jewelry or accessories that may be considered dangerous.
- For safety reasons: earrings are only permitted in the ear and must be stud or small hoops; no exposed body piercing jewelry allowed (rings, studs, etc.). No excessive jewelry.
- Any heavy collar, chain, or choker type necklaces or other heavy accessories are not allowed for safety reasons. No wallet chains, or any metal studs allowed on belts, pants, or jewelry.
- Any writings or drawings on backpacks, binders, or clothing; i.e., any racial, ethnic, or derogatory statements, any sexual insinuations, or statements, graphics, colors, or drawings promoting gangs, violence, tobacco, drugs, or alcohol.

### **ADMINISTRATION WILL MAKE FINAL JUDGEMENT ON DRESS CODE ISSUES**

**PARENTS PLEASE NOTE:** Any expensive items (shoes, coats, jackets, or electronic devices) are considered personal property and it is recommended that they are kept at home. The school is not responsible for lost or stolen items.

### **CONSEQUENCES:**

- First Violation: Student to attempt parent/guardian contact - student warned and **REQUIRED** to call home for change of clothing immediately (loaners can be provided if parents are unavailable)
- Second Violation: Parent Contacted / Student assigned to Detention and/or **TASK**; **REQUIRED** to change.
- Third Violation: Parent Contacted / Student assigned to **TASK** and/or In-school suspension; **REQUIRED** to change.
- Fourth Violation: Parent Contacted / Student assigned an In-school suspension or home suspension; **REQUIRED** to change.

**REQUESTS FOR EXEMPTION:** Any parent or guardian who desires to exempt his or her child from the standard appearance dress code must contact the school office for more information. Exemptions will only be considered two (2) weeks prior to the beginning of the school year or within one week of enrollment for students new to the district.

# *Receipt of Notice*

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## **Receipt of Salida Middle School Student Planner**

I have received a copy of the Salida Middle School Student Planner for the 2008-2009 school year.

Please sign this form and return it to Salida Middle School.

Student Name

\_\_\_\_\_

Last Name

\_\_\_\_\_

First Name

\_\_\_\_\_

Middle Name

Grade

6 7 8

Signature

\_\_\_\_\_

Date

\_\_\_\_\_