



Salida Middle School
Home of the Wildcats
Respectful, Responsible, & Ready

Student/Parent Handbook
2023-2024

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Salida, CA 95368
209-545-1633

SMS Mission Statement – Salida Middle School is a learning community that collaborates and promotes students to become respectful, responsible, and ready citizens and to navigate the world successfully.

Salida Union School District
Twila Tosh, District Superintendent
209-545-0339

“Every Student. Every Day. Whatever It Takes.”

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WELCOME!

Dear Student,

Welcome to Salida Middle School, located in Wildcat Country! Our school offers various resources to support you in achieving your goals as you continue on your educational journey towards high school. We are committed to providing assistance in any way possible to help you succeed. As a middle school student, we encourage you to actively engage in all that we have to offer. Our goal is to make your time here as memorable and enjoyable as possible. The following pages provide important information on what you need to know to make the most of your middle school experience. We recommend that you review the information in this handbook with your parent/guardian. We look forward to working with you as you prepare for your future.

GENERAL INFORMATION

SMS Office: (209) 545-1633 / 0 Attendance Office: (209) 545-0192 Cafeteria: (209) 545-0192
SMS Fax: (209) 543-0831 Attendance Office Fax: (209) 545-1209 Library: (209) 545-3312
Website: www.salida.k12.ca.us

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

Office Hours: 7:30 a.m. – 4:00 p.m.

Campus opens @ 7:45 a.m.

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

At Salida Middle School, students are not allowed to leave campus once they have arrived. If a student must leave during school hours, their parents must physically be present with a photo ID to sign them out.

All visitors are required to check in at the Attendance Window and wear a visitor badge during their visit.

Salida Middle School Rights and Responsibilities

Rights and Responsibilities of Students

- To attend school regularly and on time unless removed under due process as specified in the Education Code.
- To attend school in a secure academic and social climate free of fear and violence while respecting the rights of school personnel, fellow students, and the public in general.
- To enjoy the full benefit of teachers' efforts, without interruption by disruptive students.
- To be fully informed and obey school rules and regulations while demonstrating pride in the appearance of school buildings and grounds.
- To be prepared for class with the appropriate materials and work.

Rights and Responsibilities of Parents

- To expect a safe, wholesome, stimulating atmosphere for their children engaged in productive activity under the care and direction of a dedicated staff.
- To be informed of District policies and regulations and school rules.
- To review their child's record with a certificated staff member providing assistance.
- To periodically participate in conferences with teachers, counselors or administrators regarding the academic and behavioral status of their children.
- To provide support action by ensuring children have enough sleep, adequate nutrition and appropriate clothing before coming to school.
- To maintain consistent and adequate control over their children and to approve of reasonable control measures as applied by school personnel.
- To cooperate with the school in bringing about improvements designed to enhance the educational program offered students.
- To provide the school with current information regarding legal address, phone, medical data, and other facts, which may help the school to serve their children.

Rights and Responsibilities of Teachers

- To expect and receive student attention, effort, and participation.
- To have parental and administrative backing when enforcing rules designed to provide an optimum learning climate.
- To teach with minimal interruptions.
- To share mutual respect and courtesy with all members of the class.
- To attempt to equip each learner with the knowledge, skills, attitudes, and values required for successful living.
- To hold students accountable for their actions at all times.
- To keep parents and students informed with timely or periodic reports, including all pertinent data related to the student's school experience.
- To consistently critique their own performance with the objective of an every-growing professional stature.
- To initiate and enforce individual classroom rules consistent with school and District policies.

Rights and Responsibilities of Administrators

- To initiate such control measures as needed to establish and maintain an environment in which optimum learning and teaching conditions prevail.
- To make decisions on all issues confronting schools, primarily on the basis of what is best

for the students.

- To hold students accountable for their conduct and to take prompt and appropriate action toward those guilty of violations.
 - To expect that all school employees recognize and fulfill their role in terms of campus control.
 - To provide leadership that will establish, encourage, and promote good teaching and effective learning.
 - To establish, publicize, and enforce school rules that facilitate effective learning and promote attitudes and habits of good citizenship among the students.
 - To make a determined effort to stay attuned to expressions of student/staff/parent/community concerns and to react with sensitivity toward them.
 - To make any changes/adjustments deemed necessary throughout the school year in Student Handbook rules/regulations.
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2023-2024

SALIDA MIDDLE SCHOOL DRESS STANDARDS



Students are to dress in a manner that is age appropriate and acceptable. Since, styles are constantly changing, it is impossible to list all of the appropriate and inappropriate forms of clothing. Standards include, but are not limited to the following:

1. Students shall dress appropriately for educational activities in which they will participate so as not to endanger their health, safety, or welfare, or that of others, or cause a disruption to the educational process. Clothes shall be sufficient to conceal undergarments while sitting, standing, or bending. The following articles of clothing and accessories are **NOT** permitted:
 - a. Shorts, skirts, shirts, pants, and tops that fail to conceal undergarments, buttocks, and cleavage
 - b. Backless shirts, strapless tops, spaghetti straps, and camisole tops
 - c. Low-cut tops and dresses
 - d. Bare midriff tops exposing abdomen
 - e. Chained/spiked/studded items of any sort
 - f. Sheer or fish-net clothing
 - g. Torn pants that show bare skin above the mid-thigh
 - h. Sagging pants - Pants must be pulled up at all times
2. Shoes shall be worn at all times. Steel-toed boots, flip flops, sliders, and bedroom slippers are prohibited.
3. Clothing, accessories, and jewelry shall be free of writing, pictures, symbols or any other insignia which are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggesting. Clothing accessories, or jewelry that degrade any cultural, religious or ethnic values, that advocate racial, ethnic, or religious prejudice or discrimination, or that promote sex, the use of tobacco, drugs, alcohol or violence or any unlawful acts (including gang activity) are prohibited.
4. Dark glasses shall not be worn indoors, except for valid medical reasons authorized by the administration and verified in writing by a physician.
5. Gang related clothing or accessories, including, but not limited to bandannas, or other symbols, emblems, or insignia are prohibited. Gang-related web belts with or without punched out metal buckles are prohibited. School officials shall consider student history and information obtained from community agencies and resources when making these judgments. Only one item of red or blue allowed.
6. School Administrators have the right to restrict the color of clothing worn by any student involved in a documented gang offense.
7. Repeated violation of the district or school dress code(s) shall be considered a violation of Education Code section 48900(k): Disruption of school activities and/or willful defiance of valid school personnel authority. Appropriate consequences shall be specified and implemented according to the discipline policies.
8. Final determination of what constitutes appropriate dress shall be made by the principal/designee.

SCHOOL WIDE VALUES AND COMMON AREA EXPECTATIONS

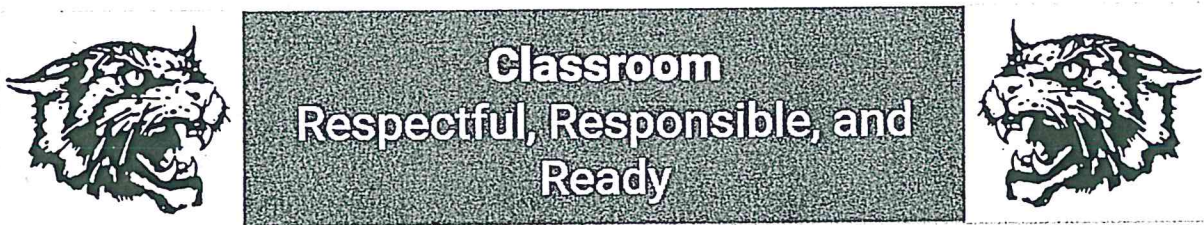
Our School Values were developed with student and staff input and are as follows:

1. Respectful
2. Responsible
3. Ready

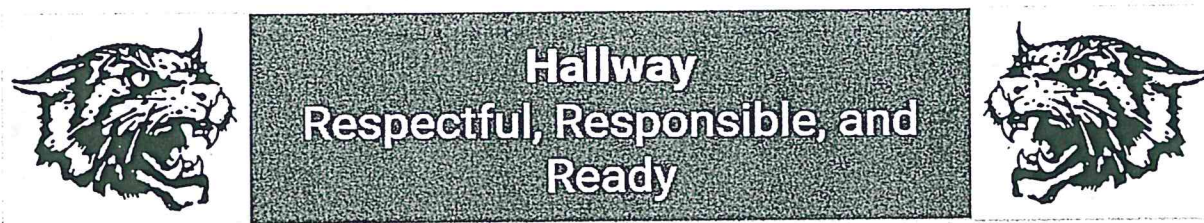
The 3 R's are important for the Salida Middle School community since these values guide students to academic success while also preparing them to be college and career ready.

These values are woven into our regular teaching practices in every lesson and in every class period throughout the grade levels, naming them with consistency and strategically teaching and reviewing them throughout the school year.

Posters indicating these School Wide Values and Common Area Expectations are displayed around campus in order to make them visible to students, staff and families. The intention is to send a consistent message about our school community values and how these values look in different common areas. This also helps to ensure that Salida Middle School values are inclusive and affirming.



Respectful	Responsible	Ready
Be Respectful school property and others property	Stay on Task	Having necessary materials
Be Respectful other students and teachers	Participate in class	Chromebooks charged and at school
Be Respectful to those speaking	Complete work	Phone off and put away
Follow directions that are given	Be on time for Class	Follow Dress Code



Respectful	Responsible	Ready
Be Respectful of Others	Be Responsible and Walk to Class	Get to class on time
Be Respectful and Keep Hands To Yourself	Be Responsible and Throw Away Your Trash	Wait calmly at door
Be Respectful and Enter Classroom Quietly	Be Responsible and Go to Directly to Your Class	Bring necessary materials with you



Bathroom

Respectful, Responsible, and Ready



Respectful	Responsible	Ready
Be Respectful and Respect Privacy	Wash hand and throw away trash	Use restroom during passing period and lunch
Wait your turn	Phone Away	Use the bathroom
Clean Up After Yourself	Flush toilet	Use the restroom and promptly return to class



Cafeteria

Respectful, Responsible, and Ready



Respectful	Responsible	Ready
Be Respectful and Throw Away Your Trash	Walk to lunch	Go to lunch or class when bell rings
Be Respectful to Students in the Lunch Line	Follow rules and directions of staff	Walk around the blacktop and inside the cafeteria
Be Respectful and Be Mindful of Noise Level	Clean up after yourself	Phone off and put away



Library

Respectful, Responsible, and Ready



Respectful	Responsible	Ready
Be respectful of your noise level	Be responsible and put books back	Listen and follow directions
Follow rules and directions	Take care of library property	Have the materials you need
Treat library furniture and supplies with care	Throw away your trash	Be ready to learn, read, or accomplish a goal



Bus
Respectful, Responsible, and Ready



Respectful	Responsible	Ready
Be Respectful to School Property and Others Property	Be Responsible and Stay Seated	Be Ready and Have Bus Pass Ready
Be Respectful to Other Students and the Bus Driver	Be Responsible Use appropriate language and noise level	Be Ready and On Time to Your Bus
Be Respectful and Keep Your Hands and Feet to Yourself	Be Responsible and Calmly Wait to Enter the Bus	Be Ready and Have Phone Off and Put Away
Be Respectful and Listen to Those Speaking	Be Responsible and Keep All Hands, Feet, and Objects Inside the Bus.	Keep food and drinks inside your backpack



Office
Respectful, Responsible, and Ready



Respectful	Responsible	Ready
Be Respectful and Polite to Office Staff	Be Responsible and Speak clearly	Be Ready and Return to Class Promptly
Be Respectful and Follow Directions	Be Responsible and Come In With a Purpose	Be Ready and Have Any Information or materials ready
Be Respectful and Wait Your Turn	Be Responsible and Walk in Quietly	Be Ready and Have Your Phone Off and Put Away



Gym/Auditorium
Respectful, Responsible, and Ready



Respectful	Responsible	Ready
Be Respectful and Polite to Office Staff	Be Responsible and Speak clearly	Be Ready and Return to Class Promptly
Be Respectful and Follow Directions	Be Responsible and Come In With a Purpose	Be Ready and Have Any information or materials ready
Be Respectful and Wait Your Turn	Be Responsible and Walk in Quietly	Be Ready and Have Your Phone Off and Put Away



Technology Use

Respectful, Responsible, and Ready



Respectful	Responsible	Ready
Be Respectful and Have Electronics Off During School Hours	Be Responsible and Leave a Positive Digital Footprint	Be Ready and Charge Your Chromebook Each Night
Be Respectful and Keep Online Comments, Posts, and Interactions Positive	Be Responsible and Safely Collaborate, Create, Share and Communicate Online	Be Ready and Bring Chromebook and Earbuds to School Every Day
Be Respectful and Do Not Plagiarize the Work of Others	Be Responsible and Practice Positive Digital Citizenship	Be Ready and Follow All Rules of the Acceptable Use Policy

DISCIPLINE POLICIES

Students are taught the school-wide expectations of the 3 R's. Posters are hung in specific locations around campus and educators teach students and review these expectations.

If a problem occurs where a student has not followed SMS expectations, staff members will redirect the student to correct their behavior.

Classroom educators and specialists strive to correct the behavior within their classroom. Minor infractions will be handled by the teacher using classroom management procedures. Prior to submitting an office referral, the following is required:

- 1-The educator must provide interventions in the classroom in an effort to redirect/correct the behavior.
- 2-The educator must contact the parent/guardian to inform them of the classroom behavior.

When classroom behavior interventions have not been successful in redirecting/correcting the student's behavior, the behavior is then considered "Chronic" and a behavior referral will be submitted to administration.

The principal or designee will work with the educator, the student and parents to help students be responsible for their behaviors and help students change their behaviors into school appropriate behaviors.

BEHAVIOR EDUCATION CODES

Mandatory Referral for Expulsion

Computer Code	E.C. Offense	Description of Offense
25	48915 (c)(1)	Possessing, selling, or otherwise furnishing a firearm
15	48915 (c)(2)	Brandishing a knife at another person
9	48915 (c)(3)	Unlawfully selling a controlled substance listed in the Health and Safety Code
21	48915 (c)(4) 48900 (n)	Committed a sexual battery

50	48915 (c)(4) 48900 (n)	Committed or attempted to commit sexual assault
99	48915 (c)(5)	Possession of an explosive as defined in the United States Code

Highly Recommend Referral for Expulsion

Computer Code	E.C. Offense	Description of Offense
55	48915 (a)(1)(A)	Caused serious injury to another person, except in self defense
S1	48915 (a)(1)(E)	Assault or battery, as defined in the Penal Code, upon any school employee

May Suspend on First Offense

Computer Code	E.C. Offense	Description of Offense
52;84;85	48900 (a)(1)	Caused, attempted to cause, or threatened to cause physical injury to another person
4	48900 (a)(2)	Willfully used force or violence upon the person of another, except in self defense
11;25;26;54;77; 78	48900 (b)	Possessed, sold, or otherwise furnished any knife, explosive, or other dangerous object
1;2;8;10;97	48900 (c)	Unlawfully possessed, used, sold, or otherwise furnished, or under the influence of, any controlled substance listed in the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind
9	48900 (d)	Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material representing it as a controlled substance, alcoholic beverage, or intoxicant
14;19	48900 (e)	Committed or attempted to commit robbery or extortion

Other Offenses – Shall not Suspend on a First Offense per Education Code 48900.5

Computer Code	E.C. Offense	Description of Offense
3;17;18;24	48900 (f)	Caused or attempted to cause damage to school property or private property
6;23	48900 (g)	Stole or attempted to steal school property or private property
87	48900 (h)	Possessed or used tobacco or any products containing tobacco or nicotine products
64;65;70	48900 (i)	Committed an obscene act or engaged in habitual profanity or vulgarity
7	48900 (j)	Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia as defined in the Health and Safety Code
79	48900 (l)	Knowingly received stolen school or private property
53	48900 (m)	Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm

59	48900 (o)	Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both
93	48900 (p)	Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma
63	48900 (q)	Engaged in, or attempted to engage in, hazing as defined in Education Code Section 32050
95	48900 (r)	Bullying directed toward a student or school personnel to include by means of an electronic act – (Grades 4-8)
94	48900 (t)	Aids or abets in the infliction or attempted infliction of physical injury on another person, as defined in the Penal Code (Note: Suspension only; expulsion recommendation permitted only if student adjudged by a juvenile court)
27	48900 (u)	Vandalism of Electronic files or Data Bases EC 48900 (u) Destruction of school property to include, but not limit to, electronic files and databases.
22	48900.2	Committed sexual harassment as defined in the Education Code – (Grades 4-12)
61	48900.3	Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in the Education Code – (Grades 4-8)
58;75	48900.4	Intentionally engaged in harassment, threats or intimidation directed against district personnel or students as defined in the Education Code – (Grades 4-12)
5;30;31;86	48900.7	“Terroristic Threat” Any statement whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of \$1000.

SMS & DISTRICT POLICIES

ACTIVITY BUS

SUSD provides an activity bus Monday through Friday, which leaves the middle school at 4:45 pm. The Activity bus takes students to the elementary school sites only. This allows more students to participate in after-school clubs, sports, tutoring, and library use. There is a limited bus schedule on early dismissal days.

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 a physician, parent request, school nurse, and principal approvals.

ATTENDANCE POLICY

- 1. Excused Absences:** Absence from school is excused only for: (1) illness, (2) medical appointments, (3) court appearance, (4) quarantine by a health department official, (5) death/funeral of a family member, or (6) religious holiday. 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. Parents may call the attendance office on the day of absence or send a note with the student upon return. An absence will not be considered excused until the parent has notified the school of the reason for absence (as listed above). **With a valid written note, a student may request a 2nd readmit slip from the attendance office to excuse a previously unexcused absence.**
- 2. 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 Detention is assigned (EC 48260) (BP 5113.1).
- 3. 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. Three (3) unexcused absences will result in an after school detention. The Principal/Designee will notify parents.
 - 1-3 unexcused absences/tardies: Teacher documents on attendance.
 - 4+ unexcused absences/tardies: Lunch detention issued by the office.
 - 6+ unexcused absences/tardies: 2 lunch detentions – parents called.
 - 10+ unexcused absences/tardies: Students will be issued an In-School Suspension and parent conference, loss of extracurricular activities, referred to SART will be made by the office.
 - 15+ unexcused absences/tardies: Students will be issued time in the Intervention Center and

- referred to SART.
 - 25+ possible referral to SARB.
4. **Eighth Grade Students:** 8th grade students must have positive attendance in order to participate in promotional ceremonies and walk the stage.
 5. **Tardiness to school or class:** Multiple tardies will result in a referral to the School Attendance Review Board (SARB).

BULLYING/HAZING

The SUSD bullying and hazing policy, written in accordance with Federal, State, and California Education Code, requires that all schools and all personnel promote mutual respect, tolerance, and acceptance among students and staff. All students and staff of public primary, elementary, junior, and senior high have the inalienable right to attend campuses which are safe, secure and peaceful [Article 1, Section 28(c) of the California State Constitution]. This policy shall encompass behaviors and actions that occur among students, District employees and associated adults. The policy is applicable in schools, at school and District-related programs, activities and events, traveling to and from school, and all other areas of the District's jurisdiction (Ed Code 489009(s)).

Bullying is defined as the deliberate antagonistic action or creation of a situation with the intent of inflicting emotional, physical, or psychological distress. The behavior may be a single or repeated act and may be electronic, indirect, nonverbal, psychological, sexual, social, physical or verbal. Cyber bullying is conducted via electronic communication technology (e.g., texts, e-mails, blogs, and postings) and meets the impact of bullying (see above). A person who engages in cyberbullying at school or school-related activities and events is subject to disciplinary action even if the bullying occurred on a personal electronic device. Cyber bullying that occurs off- campus but compromises the safety or instructional environment of the school may fall under District jurisdiction.

Hazing is any method of initiation, pre-initiation, or rite of passage associated with actual or desired membership in a student organization or student body, whether or not it is officially recognized by the educational institution.

BUS RULES AND 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.

- 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 the 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.
- No Cell Phones
- No Electronic Devices
- 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 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 the bus. Rules and/or citations are subject to change without notice. Concerns about transportation should be directed to the Transportation Department at (209) 545-1355.

CAFETERIA

Food items are available in the Cafeteria Food Line from 7:50 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. *Money will only be accepted before school hours or online.*

CAMPUS CLEAN-UP

Any administrator or campus supervisor can assign campus clean up to be served after school. Campus clean up may be assigned for tardiness, gum, inappropriate behavior, or for other disciplinary reasons determined by the instructor. Campus clean-up will be completed after school (3:10-4:10 pm).

CELL PHONE

Students are allowed to have cellular phones in their possession on a school campus and may use them before or after school. During school, cell phones must be turned off and put away. Cell phones, iPods, cameras, and other audio/visual devices may not be used at any time while classes are in session. Should a teacher or other school official feel that the phone has become a disruption to the learning environment, the phone will be confiscated, and a parent may have to pick it up. Inappropriate use of camera phones will result in severe consequences; therefore, students may not use their phones for pictures, videos or music, etc. at any time. **The school is not responsible for lost/stolen items.**

CHANGE OF ADDRESS

Please advise the school attendance office immediately in case of a change of address, phone number, doctor, or any other information.

CHEATING, FORGERY

Salida Middle School adheres to a philosophy of promoting honesty and ethical behavior among its students. Cheating is, therefore, unacceptable and is defined as:

- a) Portraying another person's work as one's own, this includes copying homework assignments.
- b) During a test or exam copying another student's work or bringing any written materials to the testing situation that could be used to determine answers.
- c) Giving or receiving answers from another person.

Consequences: (1) A grade of zero on the assignment and parent notification by the teacher. The Assistant Principal will notify all teachers of the student of the infraction; (2) Thursday after school detention, make-up work for the assignment forged, plagiarized, or cheated on, will not be allowed.

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 tardy five (5) or more times
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

COMPLAINT POLICY

Complaints regarding school policies or school district employees should follow the uniform complaint procedures outlined in the Parent's Rights flyers distributed at the beginning of the school year. If the complaint is about a teacher we ask that parents contact the teacher first (an administrator can be present at the initial meeting if requested). If there is no resolution after meeting with the teacher, then parents would contact administration. Finally, if parents remain unsatisfied after meeting with the teacher and administration, they should go to the district office and file a complaint form. For further information, please contact Salida Middle School office at 545-1633 or the SUSD complaint officer at 545-0339.

COUNSELING SERVICES

The school counseling program at Salida Middle School addresses the personal, social, emotional, and academic needs of all students in grades 6-8. The role of the middle school counselor is to counsel, consult, and collaborate with students, parents, staff, and administration. All subjects discussed are kept confidential unless the student requests or consents to the inclusion of another person or as required by mandated reporting laws.

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 the 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 SUSD Superintendent.

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. **If there is a natural disaster or other emergency at your child's school, call the emergency hotline or visit the Salida Union School District website for information about the situation and where to meet your child at: (209) 545-7017 or www.salida.k12.ca.us.**

EXTRACURRICULARS - ELIGIBILITY REQUIREMENTS

All students that are academically and behaviorally eligible are allowed to participate in extracurricular activities. These activities include field trips, dances, talent shows, ASB, Leadership, athletic events, drama and music productions (beyond those in the regular curriculum. Eligibility will be determined at the end of Trimester. To encourage and support academic excellence, SMS requires students to have no more than two "U's" or one "F," and a minimum GPA of 2.0 to participate in all extra-curricular activities. Field trips may be subject to the assigning teacher's approval. In addition to the above requirements, students that have in-school suspensions or have been suspended off campus may not participate in any activities that day. A student that receives a five-day suspension or two suspensions that add up to five days is ineligible for extracurricular activities for nine (9) weeks). In addition, any student with an unpaid school debt or with 15 unexcused absences/tardies is ineligible for all extracurricular activities.

FOOD & BEVERAGES AT SCHOOL

No food or drink is allowed in the classroom unless authorized by the teacher. No food distribution (excluding food made during home economics classes) including but not limited to birthday cupcakes, birthday cakes, candy etc. is not allowed to be distributed outside of class. **No food service deliveries are allowed. Food delivered to school by a parent will only be for their child and no one else.** Aerosol and glass containers are not allowed at school.

8TH GRADE PROMOTIONAL ACTIVITIES

The eighth-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 certificate of promotion. 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 graduation ceremonies and/or activities in accordance with school rules (BP 5127). The following will be considered in determining eligibility for an eighth-grade student to participate in any graduation activities (graduation dance, field trip, ceremony, etc.). Eligibility for participation in eighth graduation activities will be based on the following:

1. To be eligible for the promotional ceremony, students must earn a "D" grade or better in each subject for each trimester, no un-remediated F's (8), or for each "F" grade, students must successfully complete twenty (20) hours of remediation instruction in Intervention, Winter, Spring Break, or Summer School Program. To

- participate in all eighth-grade promotional activities (trip and dance) students cannot be on the Ineligible list (see #6).
2. **Behavior:** Students who receive ten (10) days home suspension and/or fifteen (15) days in school suspension for the school year may be ineligible to participate in eighth-grade promotional activities. All suspensions must be cleared prior to participation in promotional activities. A five-day suspension during the third trimester automatically denies participation in promotional activities. 8th graders on the Ineligible list during the third trimester are not allowed to participate in the eighth-grade trip or dance.
 3. **Absence:** any student who is absent from school for more than 19 days in one school year, and who has not received home teaching may be a candidate for retention and will not participate in promotional activities.
 4. **Transfers:** Students who transfer to the Salida Union School District shall, upon enrollment, be subject to the provisions of this policy.
 5. **Citizenship Marks:** Eighth-grade students who are on the Ineligible list for citizenship, or GPA from the previous trimester may petition to participate in promotion ceremonies up to 2 weeks before promotion. Students may petition to get off the Ineligible list after the 4th week into 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 (0) "F" grades, have no (0) suspensions and no more than one (1) "U" to remain off the Ineligible list.
 6. **Attendance:** Students must have an attendance rate of 90% or higher during their 8th grade year in order to participate. 8th graders with more than 15 tardies during the last trimester will be ineligible to participate in promotional activities. Students who are in jeopardy of not participating in promotion activities during the 3rd trimester will be notified of their citizenship and grade status. Students who are suspended at the time of promotion may lose the privilege of participating in the promotion ceremony.

HOMEWORK POLICY:

The Salida Middle School policy for homework is: The Salida Middle School Learning Community believes that all students can learn when given access to a challenging, relevant, and rigorous curriculum, along with the appropriate resources and support required for student achievement. The Community further believes that homework assigned across the curriculum is an integral component of the learning process and that the completion of this work is vital to each student's success. Homework is a time-honored practice that enhances the development of skills and reinforces knowledge gained within the classroom. When used effectively and appropriately it is a natural extension of the curricular program.

Homework and practice give students opportunities to practice, review and apply knowledge. Research shows that students need to practice a skill 24 times to reach 80% competency. (Homework may vary from teacher to teacher.)

The implementation of homework is most effective when each of the stakeholders, (students, teachers, parents and school administration) knows, understands, and are committed to diligently fulfilling their respective responsibilities. These responsibilities are described below:

Teacher Responsibilities:

- Establish and communicate (in writing) a homework policy.

- Communicate with students and parents regarding "how to get help."
- Communicate the structure and requirements of the assignment, the purpose of the assignment, and the due date for the assignment.
- Will not assign homework as "punishment."
- Return homework promptly with feedback.
- Assign purposeful homework (e.g. Introducing new content, practicing a new skill or process, elaborating on information addressed in class, providing opportunities for students to explore topics of their interest).
- Design homework to maximize the chances that students will complete it (i.e. ensuring that it is at the appropriate level of difficulty, ensuring that students have the background knowledge necessary to complete the assignment independently, and make assignments challenging enough to be interesting).
- Monitor the amount of homework assigned so that it is appropriate to students' age and does not take too much time away from other home activities.

Parent Responsibilities:

- Provide a suitable study atmosphere that is quiet, has sufficient lighting, and is periodically supervised.
- Emphasize the value and importance of homework.
- Support the school in its efforts to emphasize the importance of homework.
- Encourage and praise students as they complete homework assignments.
- Expect daily homework assignments and check to make sure students are completing them.
- Insist on adherence to deadlines.
- Shows interest in homework but does not do the work for students.
- Maintain the home/school connection via email, phone calls, and conferences if needed—especially when there is concern regarding students needing assistance.
- Encourage reading for pleasure above and beyond regular homework assignments.

Student Responsibilities:

- Complete homework assignments to the best of their ability. Assignments should be neat and completed on time.
- Request help with homework if needed—it is imperative that this is done as soon as the student is aware that they are having difficulties.
- Obtain any missing work from an absence and make up absent homework within the timeframe stated in the Student Handbook.

INDEPENDENT STUDY

If a child will be out of school **FIVE (5)** or more days for any reason and **advance** notice is provided, Independent Study (not to exceed ten (10) school days) may be available. A school approved Independent Study Contract is an educational alternative and is not recorded as an absence. Students must turn in all required work upon return for days of absence, to be excused. **Independent Study requests must be requested 48 hours or more in advance.**

LOSS OF SCHOOL PROPERTY

A student is responsible for all school property issued to him or her. This includes textbooks, library books, locks, uniforms, athletic equipment, calculators, lab equipment, iPads, etc. The

student will be required to pay for the replacement of lost items. Items should never be left unattended. Consequences: Loss of privileges, report cards/transcripts held pending payment. Items left unattended are the sole responsibility of the student.

OFFICE PASSES

In order for the school to function efficiently and provide the best service to students, the following office rules must be observed: A Smart Pass must be issued for time outside of class.

1. Each student coming to the office during school hours must have a SmartPass.
2. Only students with business in the office will be allowed inside. Friends must wait outside.
3. Students may not use the office telephone unless authorized by office personnel/teacher.
4. Parents/Guardians calling for their student may leave a messages. Students will only be called out of class for phone calls in emergency situations. Staff will do their best to get messages out to students, but cannot guarantee message delivery during the last period of the school day.
5. Students who are sent to the office are expected to be quiet and orderly and not disrupt the work environment.
6. Students will not be called from class prior to a parent/guardian signing the student out.

OUTDOOR EDUCATION (6TH GRADE CAMP)

Outdoor education science camp is incorporated into the curriculum for our 6th-grade students. The 6th graders attend a one (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.

PARENTS' CLUB

Parents/Guardians are encouraged to become members of the Salida Middle School Parent Club. Parents/Guardians are the first and most important teacher a student will ever encounter. Therefore, it is essential to have parents/guardians work as a team with administration and staff to ensure the success of each student. It is a tremendous responsibility, but as a team working together, we can be successful. We encourage all parents/guardians to attend as many Parent/Guardian Club meetings, student activities, and school related events that are offered throughout the year. Parents/Guardians are urged to volunteer their time and/or offer any suggestions to improve the overall school climate.

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 Principal/Designee to schedule a meeting.

PERSONAL OR SCHOOL PROPERTY

A student should not cause, or attempt to cause damage to school or private property including buildings, grounds, windows, textbooks, desks, etc. Parents are held financially responsible if a student defaces or destroys school property; please note this includes, but is not limited to, bus

transportation. Destruction or defacing of school property is a suspendable offense of California Education Code 48900. Consequences: (1) Suspension, restitution, loss of privileges; (2) Consideration for placement in an alternative program.

PHYSICAL EDUCATION

The State Law of California requires that all boys and girls take physical education as a regular part of their school program. Students are required to dress out and participate in 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 three (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 the rules and procedures for P.E. class. Please read and abide by those guidelines. P.E. uniforms can be purchased at our early registration event (LEAP), and at the Student Store throughout the year.

POSSESSION OF DANGEROUS OBJECTS

A student shall not possess, sell, or otherwise furnish any firearm, knife, explosive device (firecracker), weapon facsimile (look-alike), drugs, alcohol, tobacco, vape products or another dangerous object on campus or at any school event. Consequences: Suspension, possible arrest, placement in an alternative program, consideration for expulsion.

PROGRESS REPORTS

Progress Reports are given during the first and second-trimester parent/teacher conferences. The third Trimester Progress Reports are mailed or emailed.

PROHIBITED ITEMS

For reasons of safety and security, the following and similar items are not to be brought on campus: skateboards, laser pointers, razor scooters, toys, video games, radios, candy, gum. These items can be disruptive to the learning environment as well as provide temptation for theft. Consequences: (1) confiscation of the item with a possible parent conference to retrieve item; (2) detention; (3) suspension.

PUBLIC DISPLAY OF AFFECTION

There will be no hand holding, prolonged embracing or other public displays of affection on campus.

MTSS Rewards

MTSS 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 daily points each trimester following the grading period. Students receiving points are allowed to purchase items from the student store.

REPORT CARDS

Report cards will be mailed home at the end of each trimester and can be accessed through ParentSquare.

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.

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.

SEXUAL HARASSMENT

The Board prohibits unlawful sexual harassment of or by any student by or directed to anyone in or from the District. Teachers shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment. Any student who engages in the sexual harassment of anyone in or from the District may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal. The Board expects students or staff to report immediately incidents of sexual harassment to the principal or designee or another District administrator to obtain a copy of Uniform Complaint Procedures. Complaints of harassment can be filed by these procedures. The District prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

STUDENT COOPERATION

Disruptive behavior, profanity or obscene gestures will not be tolerated during school or at any school event. Failure to comply with a reasonable request from school personnel is considered willful defiance of authority. Consequences: (1) detention, suspension, parent conference, or loss of privileges; etc.

STUDENT STORE

The Student Store will be open ½ hour before school begins (8:00 am thru 8:30 am). 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 the gymnasium.**

STUDENT STUDY TEAM

Salida Middle School has an active Student Study Team. The team meets as needed 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 students, 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.***

VISITATION (PARENT CLASSROOM OBSERVATION)

Salida Union School District has an open policy inviting parents to observe their child's interactions in the classroom. The following guidelines are in place to ensure classroom instruction is not compromised.

- Requests for classroom visitations must be made to the principal 48 hours in advance

of the proposed observation.

- All visitors must report to the school office upon arrival and receive the principal's authorization prior to access the school campus.
- The purpose of the classroom observation is to observe your child. If a parent has concerns about the classroom teacher or curriculum, this should be addressed through a parent-teacher conference.

SALIDA UNION SCHOOL DISTRICT 2023-2024 STUDENT ATTENDANCE CALENDAR

AUGUST '23				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

9 First Day of School
15 School Board Meeting

Minimum Days

FEBRUARY '24				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
17	20	21	22	23
26	27	28	29	

12 Lincoln's Birthday-No School
16 End of Trimester 2
19 Presidents' Day-No School
20 School Board Meeting
27-29 Elementary Parent-Teacher Conferences

Minimum Days
Elementary Minimum Day Only

SEPTEMBER '23				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

4 Labor Day-No School
12 School Board Meeting
27-28 SMS Parent-Teacher Conferences

Minimum Days
SMS Minimum Day Only

MARCH '24				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

12 School Board Meeting
15 Minimum Day
18 - 22 Spring Break
29 Good Friday-No School

Minimum Days

OCTOBER '23				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

17 School Board Meeting
27 End of Trimester 1

Minimum Days

APRIL '24				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

16 School Board Meeting

Minimum Days

NOVEMBER '23				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

7-9 Elementary Parent-Teacher Conferences
10 Veterans Day (observed)-No School
21 School Board Meeting
23 Thanksgiving Day
24 Thanksgiving Holiday

Minimum Days
Elementary Minimum Day Only

MAY '24				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

1 Open House-Salida Middle
15 Open House-Elementary
21 School Board Meeting
23 SMS 8th Grade Promotional Ceremony
24 Last Day of School - 12:30PM Dismissal
27 Memorial Day

Minimum Days

DECEMBER '23				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

12 School Board Meeting
15 Minimum Day
18 - 29 Winter Break

Minimum Days

BELL SCHEDULE				
SCHOOL	START	END	Conference Release	Min Day Release
DB	7:55 AM	2:05 PM	1:10 PM	1:30 PM
SES	8:00 AM	2:10 PM	1:15 PM	1:35 PM
Sisk	8:05 AM	2:15 PM	1:20 PM	1:40 PM
MP	8:10 PM	2:20 PM	1:25 PM	1:45 PM
SMS	8:30 AM	3:05 PM	1:30 PM	1:30 PM
District Wide - Last Day of School				12:30 PM

JANUARY '24				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1 New Year's Day
1 - 5 Winter Break
8 Back to School
15 M.L. King Day-No School
16 School Board Meeting
24-25 SMS Parent-Teacher Conferences

Minimum Days
SMS Minimum Day Only

SALIDA UNION SCHOOL DISTRICT

4801 SISK ROAD

SALIDA, CALIFORNIA 95368

(209) 545-0339

WWW.SALIDA.K12.CA.US

Student Handbook Acknowledgement Form:

Please sign the form below and submit it to your child's classroom teacher. Failure to sign and return the form does not relieve the student from the responsibility of complying with the rules and policies referenced in the Student Handbook.

I hereby acknowledge that I have been provided with a copy of the Student Handbook and have read and understand the handbook and the related policies.

Student Name: _____

Student ID#: _____ Grade: _____

Parent/Guardian Name: _____

Signature of Student

Date

Signature of Parent

Date



Salida Middle School
Home of the Wildcats

