

**Salida Middle School**  
**Student Code of Conduct**  
**2021-22**

We are glad you are here and we want you to work with your teachers and all other staff to ensure that you have an outstanding school year! Please take some time to look over and read the following pages of this Student Code of Conduct.

The goal of all staff at SMS is to ensure that you have developed the skills, behavioral practices, and academic content knowledge that will allow for your future success, here, in high school, and ultimately in life.



**Spartan Behavior Expectations**

**BE SAFE...**

*We will be kind with our words and actions*  
*We will help and support others*  
*We will stand up for others and do what is right*

**BE PREPARED...**

*We will be on time*  
*We will be prepared for all classes and activities*  
*We will bring materials needed for class*

**BE RESPECTFUL...**

*We will respect one another*  
*We will respect others' boundaries and property*  
*We will keep unkind comments to ourselves*

**BE RESPONSIBLE...**

*We will be responsible for our actions and our academics*  
*We will give our best effort on classwork*  
*We will take responsibility when we make mistakes and help find solutions to resolve conflict.*

**Bell Schedule**

*Spartans start the day off right.*

The doors open at 7:40 each morning. Between 7:40 and 7:50 students are welcome to be in the commons area if they are eating breakfast. At 7:50 the first bell rings and students are expected to enter the building by their grade level entrances, gather their materials, and head towards their first-hour class, which begins at 8:00 sharp!

**Tardy Policy**

*Spartans believe that being on time is important.*

To avoid being marked tardy, you will need to be in your class and ready to go when the second bell rings at 8:00. If you arrive to school after 8:00, you will need to enter the main front doors and check-in with the office staff. You will need a pass from the office to enter class.

A few reminders:

- The kitchen will close just before the first bell at 7:50. Finishing your breakfast will not be an excuse to be late to period 1.
- Absences and tardies do impact grades and will impact eligibility.
- Being late to class disrupts the other students in your class, as well as impacts your opportunity to learn. Please be respectful of your fellow classmates and be to class on time.

### Attendance

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

Good attendance is necessary for you to do your best in school and in life. Showing up on time every day is a great way to start. If you have to be absent, a parent needs to call the middle school office by 8:30 a.m. to let us know (719-530-5302) that you will be absent. Absences are considered excused only for the following reasons: **illness, injury, and a doctor or dentist appointment with a note from their office, attending a school-sponsored activity, or other activities with prior approval by the administration.** If needed, please contact the front office for more details on the Salida School District Attendance Policy (Policy JH).

### Make-up Work

*Spartans always get the work completed.*

It is the responsibility of the student to make up any missed work due to absences. This will include accessing class information through CANVAS and/or speaking with your teachers to pick up any make-up assignments. There will be one day allowed for make-up work for each one day of absence. Make-up work shall be provided for any class in which a student has an excused absence or has missed class due to a suspension.

### Student Dress Code

*Spartans always dress appropriately.*

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

- You must wear shoes and undergarments.
- **Caps, hats, bandanas, hoods, and sunglasses** may not be worn in the building. They must be kept in your locker. You may take hats or sunglasses outside at lunch if you bring them with you to the commons. **You will not be allowed to go back to a room or locker to get them.**
- Shorts and skirts must be mid-thigh and below the fingertips in length and allow for a normal range of motion/movement.
- All tears and rips in the front or back of shorts, skirts, pants need to be at or below arm and fingertip length (just like we do with shorts/skirts). Additionally, undergarments should not be exposed or seen through the ripped/torn areas of the clothing.
- You may not show your stomach, cleavage or any part of your underwear. This means the following are not allowed: midriff shirts/blouses, mesh clothing, tube tops, tank tops with straps that measure less than 1.5 inches in width.
- Pajamas and slippers are not appropriate school wear.
- No clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are offensive or contain any advertisement, symbols, words, slogans, patches, or images that:
  - Refer or Glorify drugs, tobacco, alcohol, or weapons
  - Are sexually suggestive or gang-related
  - Have profane wording, or are otherwise disruptive to the teaching-learning process.

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

### **Cafeteria**

*Spartans pride themselves on healthy eating and healthy living.*

SMS prides itself on practicing healthy lifestyle choices, including staying hydrated and eating balanced, well-rounded meals. Students are welcome to bring lunch from home, or, our award-winning cafeteria provides options for both breakfast and hot lunch. **Breakfast is served from 7:40-7:50 a.m.** and there is a scheduled time each day for each grade level to eat lunch. You will be issued an ID number that you will use as your meal code. Parents can pre-pay online for all meal costs through their Infinite Campus portal. Free and reduced lunch applications are also available in the main office, at the cafeteria or under the Nutrition Services tab on the middle school page at [salidaschools.com](http://salidaschools.com).

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

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

### **Student Use of Electronic Communication Devices**

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

It is a student's responsibility to ensure that their device is **turned off** and properly stored from the start of period 1 until after the last period of the day unless a teacher has included the device in the day's lesson. Students who "forget" are warned the first time. The second time we collect the device, the parent is notified and the student may pick-up the device from the main office at the end of the day. The third offense, the parent must pick up the device. Parents, please support this policy by not texting or calling your child on their device during the school day. If you need to get your child a message, please call the main office at 719-530-5301 or 5302 and we will get the message to them.

Devices with cameras are prohibited in locker rooms, bathrooms, or other locations where such operation may violate the privacy rights of another person. The district shall not be responsible for loss, theft or destruction of electronic communication devices brought onto school or district property or while the student is attending district or school-sponsored activities or events.

### **Bullying**

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

Bullying is the *repeated* use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person. Bullying can occur through written, verbal, or electronically-transmitted

expression or by means of a physical act or gesture. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or any basis protected by federal and state law, including disability, race, creed, color, sex, sexual orientation, national origin, religion, ancestry, or the need for special education services, whether such characteristic(s) is actual or perceived.

Together as a school, our goals are:

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

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

### **Library**

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

### **Eligibility for Extracurricular Activities**

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

However, you must stay eligible in order to participate. **Eligibility is calculated every Tuesday and runs from Wednesday through the following Tuesday.** A student with an F in any class, or who has two or more D grades in any classes is ineligible for one full week. Students are given the opportunity to stay eligible through weekly in-class and at home progress monitoring as well as Friday School attendance.

### **Attendance for Extracurricular Activities**

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

- If a student has his or her doctor/dentist appointment during school time, they must still be in attendance **for at least 3 periods of the day** to participate in a practice or a game that day (unless the team leaves too early for 3 periods to be completed). If they do not meet that requirement, they will not be allowed to practice, play or watch the practice or the game.
- Remember that most coaches have a rule that if you miss a practice, you sit out the next game.
- If the student has an out-of-town doctor/dentist appointment that will prevent them from attending at least 3 periods of a day, they will need to notify the coach 1 week in advance and bring a copy of the appointment card or a note from the doctor or dentist before they will be allowed to practice or play.

- If a student will miss a practice or game due to a conflict with a school-sponsored activity or function (for example: student council trip, history club trip, honor band, class field trip), they will be considered excused.
- Any special situations that do not fit into the above descriptions will be handled on a case-by-case basis by the building administration.
- No allowance will be made for any student who has an early morning practice and then misses some or all of school. Athletes are expected to be in their 1st hour class after an early morning practice and remain in school for the full day.

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

### Lockers

*Spartans keep their valuables safe and secure.*

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

### Additional Spartan Expectations

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

**Possession and/or use of tobacco, alcohol, or drugs** are absolutely prohibited and will result in suspension and possible citations and expulsion. This includes ALL types of electronic cigarettes and vaping devices. Lighters are not allowed at school.

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

**Fighting** of any kind will not be tolerated and will result in an out-of-school suspension and possibly in criminal charges being pressed. You can even be suspended for trying to get others to fight, so, please don't do it.

### Student Services

*Resources that can help you succeed at our school.*

#### **Counseling**

Counseling provides an opportunity for students to learn to make better decisions, improve personal skills, and overcome blocks to personal effectiveness. During a personal interaction with the school counselor, students are encouraged to explore and express feelings, examine beliefs, and reflect on patterns of behavior and work toward making healthy changes. Possible reasons to see the school counselor:

Friends/peer issues	Bullies/harassment	Anger management
Feeling unhappy/depressed	Gossip/rumors	Suicidal thoughts
Having conflict with a teacher	Family troubles/worries	Attendance/tardy
Having conflict with friends	Grade/Academic issues	Use of alcohol or drugs

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

### **School Resource Officer (SRO)**

Salida Middle School has a School Resource Officer. Our SRO has four major roles: law-related counselor, student/family support liaison, law enforcement and security, and the law-related educator in the building. Students and parents have access to the SRO during normal school hours.

### **Medical Services/Medication**

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

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

**B**leeding (beyond a Band-Aid fix)

**B**ump on head

**B**urning up (fever)

**B**lood sugar issues (if diabetic)

**B**roken bones

**B**reathing problems

**B**arfing

### **Parent Reminders**

#### **Access to Infinite Campus - Parent and Student Information Website**

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

#### **Deliveries for students during the school day**

If your child forgets an item and you need to bring it to school, we will make every effort to get that item to your child if it is needed for the school day.

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

**ALL Salida School Board Policy information is also available online:** <https://z2.ctspublish.com/casb/browse/salida-casb/salida/root>