



SALIDA HIGH SCHOOL

26 Jones Avenue
Salida, Colorado 81201
Telephone: (719) 530-5400

The **Mission** of Salida High School is to encourage opportunities for the growth of the whole student in a safe, challenging atmosphere.

The **Vision** of Salida High School is to provide a challenging and supportive environment that educates and empowers all students to think critically and reach their full potential through appropriate expectations, and consistent modeling.

The Salida School District R-32-J does not discriminate on the basis of race, color, national origin, gender, sexual orientation, disability, or age in its programs and activities. The Director of Academic Affairs has been designated to handle inquiries regarding the non-discrimination policies and complaints:

349 E. 9th Street
719.530.5469
award@salidaschools.org

STUDENT HANDBOOK 2017-2018

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

Salida Spartans School Song

Come on you Spartans, come on and fight!
Come on you Spartans, victory tonight.
Cheer, cheer, cheer, for the Spartan team
Come on for purple, come on for white.
Come on you Spartans, come on and fight!
Come on you Spartans, victory tonight.
Cheer, cheer, cheer for the Spartan team
We're going to win this game!

SALIDA HIGH SCHOOL – EXPECTATIONS

Hallways & Common Areas

- *Careful How You Say It
- *Careful How You Wear It
- *Careful How You Show It
- *Careful Where You Throw It

I WILL BE RESPECTFUL & RESPONSIBLE TO MYSELF, OTHERS & OUR ENVIRONMENT

COMMON CLASSROOM EXPECTATIONS

- *Be on time & prepared
- *Clean up after yourself & recycle what you can
- *Be considerate to everyone
- *Electronics off & away

VISITORS

All school visitors must sign in at the office and receive a pass signed in order to visit the school.

BELL SCHEDULE

0 hour 7:10-7:55

First Bell 7:55 Tardy Bell 8:00

Purple Schedule

Time

White Schedule

First Period	8:00 - 8:54	Seventh Period
Second Period	8:59 - 9:53	Sixth Period
Third Period	9:58 -10:52	Fifth Period
Fourth Period	10:57 -11:51	Fourth Period
Lunch Period	11:51 -12:26	Lunch
Fifth Period	12:31 - 1:25	Third Period
Advisor/DEAR	1:30 - 1:59	Advisor/DEAR
Sixth Period	2:04 - 2:58	Second Period
Seventh Period	3:03 - 4:00	First Period

PURPLE AND WHITE WEEK SCHEDULES

Every two weeks the SHS schedule changes from the Purple Schedule to the White Schedule. (See the Bell Schedule above). Use the School District Calendar on the back cover to determine which weeks are Purple Schedule (P) and which weeks are White Schedule (W).

AM ASSEMBLY SCHEDULE

7:55 First Bell 8:00 Assembly

8:05 - 8:35 Assembly	1:11 - 2:04 5th hour
8:40 - 9:34 1st hour	2:09 - 3:02 6th hour
9:39 -10:33 2nd hour	3:07 - 4:00 7th hour
10:38 -11:32 3rd hour	
11:37 -12:31 4th hour	
12:31 - 1:06 Lunch	

PM ASSEMBLY SCHEDULE

7:55 First Bell 8:00 Tardy Bell

8:00 - 8:54 1st hour	12:31 - 1:24 5th hour
8:59 - 9:53 2nd hour	1:29 - 2:22 6th hour
9:58 - 10:52 3rd hour	2:27 - 3:20 7th hour
10:57 - 11:51 4th hour	3:25 - 4:00 Assembly
11:51 - 12:26 Lunch	

SAFE SCHOOL POLICIES

Students will be required to read and abide by The School District R-32-J Safe Schools Policies, which are available on the District website at salidaschools.com

SALIDA HIGH SCHOOL OFFICE HOLDERS

Student Body

Officers	President Vice-President	Izabela Kudasik Cole Sites
Senior Class	President Vice-President	Ryan O'Connor Sawyer Cliff
Junior Class	President Vice-President	Samuel Kearley Alyson Dewberry
Sophomore	President Vice-President	Benjamin Fuller Jason Joslin
Freshmen	President Vice President	Lily Lengerich Norah Blackburn

STUDENT COUNCIL MEMBERSHIP

1. The Council shall consist of two student body officers, three freshman representatives, three sophomore representatives, four junior representatives and four senior representatives. Class officers are full members of student council.
2. Any member of student council must have a 2.0 (c) average and exhibit good citizenship qualities. He or she must have been a resident of School District R-32-J for at least one-half year, except freshman for which no resident requirement is stated.
3. Any member or officer can be removed by two-thirds majority vote of the council. Members may also be removed for failure to fulfill duties as assigned or for missing meetings.

ORGANIZATIONS

Tenderfoot Times – Mrs. Gamache
Student Council - Mr. Bechtel
Choir, Concert & Jazz Band – Mr. Wilkins
Art Club – Ms. Frazee
Drama Club – Ms. Kasper
LeResume’ – Mrs. Ledwith
Knowledge Bowl – Ms. Reimer and Mr. Jones
National Honor Society – Mrs. Moore
Future Business Leaders of America – Mrs. Stagner
Skills USA – Mr. Thonhoff
Interact Club – Maggie Falconi
Fellowship of Christian Athletes – Mr. Simpson

NATIONAL HONOR SOCIETY

Qualified Sophomore, Junior and Senior students are selected for National Honor Society by a majority vote of the NHS Faculty Council on the basis of scholarship, leadership, service, and character. Students may not apply for membership and are not guaranteed selection to membership due to academic achievement. The requirements and process for selection are as follows:

1. Selection to the National Honor Society, Salida Chapter, will be as follows:
 - A. Those second semester Sophomores, Juniors and Seniors who have a minimum cumulative grade point average of 3.8 and who are not already NHS members will be eligible for selection.
 - B. Those students who are eligible will be required to submit a personal resume.
 - C. The NHS Faculty Council will then evaluate each eligible student in the areas of **character, service, and leadership**.
A student becomes a member if he/she receives positive votes from a majority of the members of the NHS Faculty Council.
 - D. Students who are bestowed the honor of membership will be notified in writing and will be invited to the May meeting.
 - E. Students who are not selected will be informed verbally by the sponsor as soon as possible. It is assumed that this will be by the end of March.
 - F. Non-selection by the NHS Faculty Council will not be a contestable ruling. However, the principal may at his/her discretion listen to grievances by the student who was not selected.
 - G. The criteria and method used for non-selection of a candidate by the NHS Faculty Council will be left to the Council as long as the Council follows the guidelines of the national office of the National Honor Society.
2. New members may be accepted in the Fall under the following conditions:
 - A. The student is a transfer from a NHS chapter at another school.
 - B. The student who was not in attendance during the previous fall, but would otherwise have met all of the criteria set forth above. The principal and the sponsor will review all such processes to determine eligibility prior to turning over the selection process to the NHS Faculty Council.

GRADUATION REQUIREMENTS

1. The number of credits for graduation from Salida High School is 24 credits.
2. English credits will be 4 credits, which must include English 1 or 1E; English 2 or 2E; English 3 or AP language.
3. The student must successfully complete 3 years of high school math, which must include Algebra I and Geometry. Algebra I taken in Grade 8 will be considered in these credits.
4. The number of Science credits will be 3 credits.
5. The number of Social Science credits will be 3 credits. Specifically, one credit of World Geography, one credit of American History, .5 credit of Government, and .5 credit of Economics.
6. One credit of PE I is required.
7. The number of Technology credits will be 1 credit. (This credit is not required for the class of 2018 and beyond).
8. The number of Practical Arts credits will be 1 credit. This includes Art, Drama, Music, drafting and auto.

****NOTICE****

THE ABOVE IS THE MINIMUM REQUIREMENT IN EACH SUBJECT AREA IN ORDER TO GRADUATE. THESE MINIMUMS MAY NOT NECESSARILY MEET COLLEGE ADMISSION REQUIREMENTS. THEY WILL NOT MEET NCAA REQUIREMENTS TO PLAY AT DIVISION I OR II COLLEGES.

GRADUATION

It is the policy of Salida High School to deny participation in graduation ceremonies to any student who for any reason does not meet all requirements of graduation. Seniors will not participate in the graduation ceremonies unless they are actually eligible for a diploma and have attended at least one graduation practice.

In order to participate in graduation exercises, a student must demonstrate behavior deemed by the building principal, to be compatible with the district's behavioral expectations. (per District Policy IKF)

EARLY GRADUATION

A student at Salida High School will be allowed to opt for early graduation after the first semester of his/her senior year if he/she meets the following conditions:

1. The student has earned 24 credits.
2. The student meets all other graduation requirements except attendance for eight semesters.

A student interested in early graduation should check with the Counseling Office for details. Early graduates must attend all scheduled graduation practices in order to participate in the graduation ceremonies. Early graduates are not allowed to attend dances or participate in other school activities after they have left. They must be a guest of a student to attend dances and a dance form must be filled out and approved.

COURSE CHANGE REQUESTS

The students select their courses after the third quarter for the following year. It is important that the student consider those selections thoughtfully and carefully in conjunction with their counselor and advisor.

COURSE CHANGES - DROPS

Students may drop classes during the first two weeks without penalty; **drops after the second week may result in an F grade that will be computed in the G.P.A.** Changes will be made only if there is room in the classes to which a change is requested.

COURSE CHANGES - ADDS

Students have one week after the start of the semester to add a new class.

HONOR CODE

An honor code...

- Builds academic integrity through honesty and positive work ethic
- Holds Salida High School students accountable to put in the work to produce the desired results
- Creates an atmosphere where cheating is not accepted and where hard work is rewarded
- Strives to protect the results of honest work efforts
- Prepares students for college and life beyond high school where original work is expected and required
- Gives students equal opportunities to reach goals in the classroom, in the school, on the path to college, and in the workplace

What is cheating?

- Copying off a current or former student's work during tests and on individual homework, assignments, and/or projects
- Allowing a fellow student to copy your original work or assisting a classmate on quizzes and tests
- Turning in any assignment under your name that is not your original work
- Receiving assistance on quizzes and tests from outside sources including other students, teachers, and cell phones or other electronics
- Using other students, parents, teachers, or the internet as resources for help on test questions and answers prior to finishing the test or in between the time of completion and receiving the test grade
- Plagiarizing essays and other writing assignments
- Receiving credit for contributing little or nothing to a group project
- Taking pictures of a test or other assignment and sending or showing it to other students
- Writing notes on slips of paper, water bottles, skin, binders, etc. to assist in answering test questions
- Using SparkNotes for English class in place of reading the full book or assigned literature reading

Teacher Responsibilities

- Remaining present and within the room at all times during a test
 - Taking away or designating a spot away from students' desks for cell phones or other electronic devices prior to a test
 - Requiring students to leave their phones in the room if they need to go to the bathroom
 - Taking away the test from a student who is cheating
 - Reporting cheating to parents and administration
 - Saving cheating materials as evidence if attainable
- * The same procedures hold true for Friday School.**

GRADES AND REPORTS

Salida School uses a standard grading system for scholastic work. The following grades are used.

- A Superior Work..... (90-100%)
- B Above Average Work..... (80-89%)
- C Average Work..... (70-79%)
- D Below Average Work..... (60-69%)
- F Failing Work..... (Below 60%)

When appropriate, other symbols used by the High School may indicate level of proficiency:

- IIncomplete
- SSatisfactory Progress
- UUnsatisfactory Progress
- WWithdraw

When awarding grades the teacher may not set standards for grades, which are higher than the standards listed above. A teacher will take into account the student's individual capability and improvement.

Grade report sheets are issued at both the mid-term and end of each quarter. Parent-Teacher Conferences are held during the first quarter, and third quarters.

GRADE POINT SCALE

In figuring a student's grade point average, the following scale will be used:

- A - 4 Grade Points (5 in Honors* Courses).....Excellent
- B - 3 Grade Points.....Good
- C - 2 Grade Points.....Average
- D - 1 Grade Points.....Poor
- F - 0 Grade Points.....Failing

CLASS RANKING - HONOR ROLL

All courses that are graded A, B, C, D, or F are included in the honor roll and class ranking. Honor Roll of Distinction requires a 4.0 average.

Honor Roll requires a 3.7 average. In order to qualify you may not have a U or any grade lower than a C in any graded class, including study hall. You must also carry at least six subjects, five of which are graded A, B, C, D, or F.

HONOR LETTER OR SIMILAR AWARDS

Students who have been on the Honor Roll or Honor Roll of Distinction for each of the first three quarters will be awarded an Academic Letter. Students who have previously been awarded an Academic Letter will be awarded a star to attach to their letter.

CELL PHONE POLICY

Salida School District recognizes that cell phones can play a vital communication role during emergency situations. However, the ordinary use of cell phones in school situations can be disruptive to the educational environment and is not acceptable.

Students may carry cell phones, but these devices must be silenced inside classrooms, on school buses, at school-sponsored activities and on field trips. In these locations, cell phones may be used only during emergencies. Violation of this policy will result in disciplinary measures and confiscation of the cell phone. Confiscated cell phones are held in the high school office.

- First offense-Confiscated cell phone shall be returned to the student at the end of the day.
- Second offense-Confiscated cell phone shall be returned to the parent only after a conference with the principal.
- Third offense-confiscated cell phone shall be turned in every morning to the high school office until the end of the semester.

DRESS CODE

A safe and disciplined learning environment is essential to a quality educational program. District-wide standards on student attire are intended to help students concentrate on schoolwork, reduce discipline problems and improve school order and safety. The Board recognizes that students have a right to express themselves through dress and personal appearance: however, students shall not wear apparel that is deemed disruptive or potentially disruptive to the classroom environment or to the maintenance of a safe and orderly school.

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

The following items are not acceptable in school buildings, on school grounds, or at school activities:

- Shorts should have a minimum of a 3 inch inseam.
- Dresses, skirts or other similar clothing may not be shorter than mid-thigh length.
- Inappropriately sheer, tight or low-cut clothing, e.g., midriffs, halter tops, backless clothing, tube tops, garments made of fishnet, mesh or similar material, muscle tees, etc. that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back and breasts.
- No sunglasses.
- Shoes are required at all times.
- Any clothing, paraphernalia, grooming, jewelry, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
 - Refer to drugs, tobacco, alcohol, or weapons
 - Are of sexual nature
 - By virtue of color, arrangement, trademark or other attribute denote membership in gangs which advocate drug use, violence, or disruptive behavior
 - Are obscene, profane, vulgar, lewd, or legally libelous
 - Threaten the safety or welfare of any person
 - Promote any activity prohibited by the student code of conduct
 - Otherwise disrupt the teaching-learning process
 - No visible undergarments

ATTENDANCE POLICY

STATEMENT OF BELIEF

It is our belief that there is a clear and positive correlation between student learning and consistent and prompt attendance in class. Much of what is presented in courses is sequential. Therefore, learning requires a continuity of attendance and effort. We also strongly believe that what occurs in class is vital to student learning. The richness of class discussions, the exchange of ideas with peers and teachers, the opportunity to defend one's ideas, mean that even if students make up the missed work, they have forever lost an opportunity for increased learning and skill development. In addition, a great deal of work in class is done cooperatively and a lack of attendance makes it difficult, if not impossible, for peers to successfully complete the work required. Lack of consistent attendance means that students will not get the full benefit of the courses offered at Salida High School and thus, attendance should be and will be a significant factor in the determination of a student's grade as determined by the individual teacher.

EXPLANATION OF ATTENDANCE POLICY

PURPOSE OF THE ATTENDANCE POLICY

The purpose of the Salida High School Attendance Policy reflects our desire to have each student attend all classes and arrive on time. Students and parents should familiarize themselves with the provisions and procedures of the policy. It is expected that parents will support the intent of the policy and encourage their children to have good attendance. The SHS Attendance Policy has been approved by the Board of Education and reviewed by the attorney for the Board of Education. Any questions should be directed to the administrators responsible for attendance.

THE ATTENDANCE POLICY

The number of absences permitted for each course before credit is lost is listed below:

- Semester course: 10 absences

Absences beyond this number will result in loss of credit for the course or courses in which the student has been absent. For seniors, loss of credit in a course may result in failure to meet graduation requirements.

• A LOSS OF CREDIT MAY OCCUR THROUGH THE ACCUMULATION OF ABSENCES FROM ANY ONE OF THE FOUR TYPES OF ABSENCES LISTED BELOW, OR THROUGH ANY COMBINATION OF THE FOUR TYPES OF ABSENCES.

(1) Excused Absences: (equals ONE absence per occasion)

- Student illness
- Death or critical illness in the family
- Response to a legal process
- College visit beyond two (juniors and seniors only)
- A verified visit to the Guidance Office to meet with a college representative

(2) **Unexcused Absences: (equals one absences per occasion)**

All absences not identified above are considered UNEXCUSED

- Absences that are not explained by a Pre-Planned Absence form, a note and/or a telephone call from a parent **within 24 hours** after the student's return to school from an absence, are considered **UNEXCUSED**
- An absence deemed "unexcused" by the administrator responsible for the student

(3) **Tardies: (equals .25 absence per occasion)**

- Occurs when a student arrives up to 10 minutes late for class without authorization

Absences which do not count towards the loss of credit include, but may not be limited to, the following:

- School related activities
- Suspensions: in-school or out-of-school
- "Special" absences
 - Class meetings
 - Field trips
 - Sports or other school approved extracurricular activities
 - Scheduled office and guidance appointments - Normally, scheduled office and guidance appointments should occur during non-class time.
- Religious Observance
- For Juniors and Seniors **ONLY**: 2 college visits. Students must fill out a Preplanned Absence form available in the main office prior to going on a college visit. Failure to do so will result in the visit being **counted** as an absence.

Communications From Parents

- It is the responsibility of parents to communicate to the school the reason for all absences.
- Parent notes or telephone calls to excuse an absence must be received no later than 24 hours following the student's return to school, or the absence will be classified as unexcused.
- Parent notes to request an early dismissal must be presented to the office before the student is dismissed in order for dismissal to be considered excused.
- **Provide medical documentation** for long-term absences (3 or more days), to include the nature of the illness, any limitations on the student, inclusive dates of medical condition, specific dates of absence covered.

Communications To Student and Parents

Students and parents will be notified concerning absences by mail and phone calls utilizing the following process:

- **Attendance Dialer** will call daily when an unknown absence occurs in 1 or more classes
- **Student and parents will have access to information** concerning attendance via Infinite Campus parent and student portals.
- **Excessive Absence Notification Letter:** generated when three and five of the number of permitted absences has been accumulated in a class. The purpose of this notification will be to inform the parent and the student of the possibility of loss of credit if the student's attendance does not improve.
- **Excessive Absence Notification & Conference:** generated at eight absences. Students and parents will be called in to meet with the teacher and Administrator about possible loss of credit if attendance does not improve.
- **Loss of Credit Letter:** generated when a student loses credit in any course.
- **Appeals Board Hearing Results Notification:** used to communicate the decision of the Appeals Board to the student and parent when a student appeals a loss of credit.

Anticipated Absences

Any anticipated absence, such as college visitations, family vacations, etc., which conflict with the school calendar, must be arranged in advance by a phone call or a Pre-Planned Absence form or the absence will be considered unexcused.

Off-Campus Lunches

Freshmen and sophomores are **not** allowed to leave campus for lunch. Any freshmen or sophomore that needs to leave campus for lunch must be signed out by a parent or guardian. Parent/guardian must check the student out at the office at the beginning of the lunch hour and they must be checked back in by the parent/guardian prior to the beginning of their 5th hour class. **Emergency contacts are not allowed to check students out for lunch.** Any student not checked back in will be marked as tardy and/or unexcused. Any freshmen or sophomore found off-campus without being checked out parent or guardian will be subject to disciplinary action. Juniors and seniors are allowed to leave campus for their lunch hour as long as they return in time for their 5th hour class.

Illness In School

- In case of illness while in school, the student must report to the nurse's office.
- The nurse, with parental permission, will make the decision to dismiss the student from school.
- Once the nurse has obtained permission to dismiss the student, the student will be issued a dismissal pass.

Homework

- Any student with an excused absence will have a day for each day of absence to make up work.
-

Monitor the Number Of Absences In Each Class

- Throughout the school year, it is the responsibility of the student and parent(s) to monitor closely the number of absences, which have been accumulated in each course.
- When a student anticipates an absence from school or from a particular class for any reason, it is very important that the student and the parent consider carefully the necessity of the absence, taking into consideration the current number of accumulated absences and their potential impact on loss of credit in the course.

Certification Of Chronic Illness

- During an appeal for reinstatement of credit, the Appeals Board may request confirmation from a doctor to explain specific and frequent absences, which occurred due to medical reasons.
- Students and parents are advised to monitor the number of absences, which have accumulated because of medical reasons.
- When absences for medical reasons are frequent, it may be advisable to seek documentation from a doctor that a chronic illness exists.
- Presentation of verified information regarding chronic illness and specific dates of absence will strengthen a student's case in an appeal for reinstatement of credit.
- Just as with parent notes, doctor's notes need to specifically address dates of absences, and may not be "blanket excuses" for all absences which have occurred over a period a time. ***Such information must be presented on going and not at the end of a course.***

Loss of Credit

- A student will lose credit in a course when the number of accumulated absences exceeds the 10 permitted absences.
- When a student has lost credit, the administrator responsible for the student's attendance will review the record with the student and the parent. The student and the parent will receive a written copy of the appeals procedure.
- The student will be instructed to attend class, and the procedure to appeal the loss of credit will be explained.
- **When credit is lost, the student is expected to attend the class.** In addition, consistent attendance following loss of credit strengthens a student's appeals case.
- **A "NG" will appear on the report card if a student has a loss of credit, but the grade point average will be calculated at the end of the semester and the student has a chance to have that grade reinstated after the next semester IF the student has managed to not accumulate a total of 10 absences in any one class that said semester.**

Excessive “Class Cutting” Following Loss Of Credit

Students, who flagrantly disregard the intent of the Salida High School Attendance Policy and continue to cut a class/s after loss of credit, may be removed from that class with a final grade of **Withdrawn Failure (WF)**. The administrator responsible for the student, after consultation with the teacher, will determine under what circumstances this action will be taken.

Right Of Appeal

The Attendance Policy is not designed to deny credit to students who, through no fault of their own, were unable to attend school or a class due to a legitimate illness or other condition beyond the student’s/parents’ control. In January and June, students who have lost credit will have an opportunity to appeal to have credit reinstated. A student’s decision to appeal must take into consideration the student’s total attendance record. **Any absences, other than excused absences will weaken the student’s appeal. Absences which remain unexcused and undocumented as well as chronic absences will also weaken the student’s appeal.** Students wishing to appeal must follow the appeals procedure. If students do not have valid reasons for appealing loss of credit, they should contact their counselor to identify what options are available.

The Appeals Board

- Composed of three teachers and the administrator responsible for the student.
- Hears the student’s case and makes a decision on whether to reinstate credit.
- An Appeals Board decision is final.
- A request for review must state the intention of the review, and any new evidence in a written statement by the student and the parent(s).
- A student must appear in person before the Appeals Board. Failure to do so will be an automatic denial of restoration of credit.

“Fast-Track” Appeals

Under extremely rare and narrowly defined circumstances, a student who lost credit in one or more courses may not have to appear before the Attendance Appeals Committee to appeal the loss of credit. Instead, the Principal will appeal the student’s loss of credit directly to the Superintendent for adjudication. The principal uses the following criteria, along with input from the guidance office in determining which students to “fast-track”:

(a) documented illness

(b) total amount of absences barely exceeds the total number of absences required to lose credit.

(c) Teacher recommendation

(d) All absences are excused, with the vast majority of absences being caused by documented illness or condition that was beyond the control of the student. The total amount of absences in a particular course barely exceeds the total number of absences required to lose credit.

BEHAVIOR

Willful disobedience, willful destruction of property, possessing and/or using tobacco products, drugs or alcohol on the school grounds, fighting, disrespectful behavior, theft, criminal behavior, verbal abuse, lying, scholastic dishonesty, and other inappropriate behavior as defined by Colorado Law may result in a student being suspended from school.

Whether on campus or at a school-sponsored activity, the possession of a deadly weapon or the display of an object as a deadly weapon may be grounds for expulsion. The sale, distribution, or possession of alcohol or a controlled substance with intent to distribute may be grounds for expulsion. On or off campus, an assault on a staff member will result in a recommendation by the high school administration that the student be expelled by the Board of Education.

Students are expected to treat other students, teachers, school employees and other adults they encounter at school with respect. Rudeness, profanity, vulgarity, rebelliousness, and classroom disruptions will not be tolerated and students guilty of such offenses will face disciplinary action, which may include suspension.

The following standards of behavior have been set for your safety and reputation:

IN THE HALLS AND ON THE SCHOOL GROUNDS

1. Students should not be in the halls while classes are in sessions.
2. Students shall not have any item, which may be defined as a dangerous weapon (i.e. guns, knives, clubs, etc.) on school property.
3. Students should not be in the high school building unsupervised after 4:30 p.m.

Students are required to obey all school rules. Students who choose not to obey the school rules will be subject to disciplinary action. **Students should follow any rightful order given to them by any school district employee.** Refusal to do so may result in disciplinary action including suspension. If you feel that the order was not fair or that a mistake was made, after doing as you are told, see the principal to explain your feelings. The administrator will then investigate the situation.

DISCIPLINARY REMOVAL FROM CLASSROOM

State Law and School Board Policy allow a teacher to formally remove a student from their classroom for disciplinary reasons. The student and the principal will be informed if a removal is "formal" versus "informal" and the provisions of board policy JKBA will apply. The teacher will notify the parent/guardian when their student has been removed from class for any reason. Upon the third "formal" removal by a teacher for disciplinary reasons a student may not return to the class and may be given a withdraw "F" for the semester.

FIGHTING-ASSAULT

Fighting between students and assaults on students or staff members on the school grounds, in the school buildings, or at school sponsored activities are strictly forbidden and will be handled as serious disciplinary problems. Fighting and assault are criminal offenses and the Salida Police Department will be notified. Students involved in such activity will be suspended from school for 3 days.

GANG BEHAVIOR PROHIBITED

Salida High School will not tolerate gang-like or intimidating behavior. Violation of this policy may result in suspension or expulsion from school. Please see the District Safe Schools Policies, also.

HAZING

No initiation activities are permitted on the school grounds. Hazing of any nature, even off the school grounds, may result in suspension from school and a report to the police department.

HARASSMENT-BULLYING

The Board of Education supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior.

- Bullying is defined as any written or verbal expression, phone message, e-mail, cell phone text message, physical act or gesture, or a pattern thereof that is intended to cause distress upon one or more students in the school environment. For purposes of this policy, the school environment includes school buildings, grounds, vehicles, bus stops and all school-sponsored activities and events.
- A student who engages in any act of bullying/harassment is subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement authorities.
- **If another student at our school is harassing or threatening you at school, notify a teacher, counselor or administrator immediately.**

SEXUAL HARASSMENT

Sexual harassment is recognized by School District R-32-J as a form of sex discrimination and is a violation of the laws, which prohibit sex discrimination. (Board Policy File: ACAA)

Each student will be given information on combating sexual harassment, which is to be read by the student at the beginning of each school year.

A learning and working environment that is free of sexual harassment shall be maintained at Salida High School. It shall be a violation of School Board Policy for any member of the High School Staff to harass another staff member or students or for students to harass other students through conduct or communications of a sexual nature.

Sexual harassment as defined above may include but is not limited to:

1. Sex-oriented verbal kidding, abuse or harassment
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body
5. Suggesting or demanding sexual involvement, accompanied by implies or explicit threats concerning one's grades, employment status or similar personal concerns

Members of the school community who believe that they have been subject to sexual harassment will report the incident to the Salida High School Principal who is the grievance officer for sexual harassment. Her phone number is 530-5400 and her office is in the main High School Office complex. The Sexual Harassment Grievance Procedure (Board Policy File: ACAA-R) will be followed after a grievance has been filed.

Filing of a grievance or otherwise reporting sexual harassment shall not reflect upon the individual's status or affect future employment, work assignments, or grades.

USE OF TOBACCO

It is a violation of state law and District R-32-J Policy for any student to use any form of tobacco on or in school district property at any time. Since there are Salida City Ordinances against persons under the age of 18 using or possessing tobacco within the city limits, Salida High School will call the Salida Police Department to enforce these ordinances when students under the age of 18 are found to be using tobacco.

PUBLIC DISPLAYS OF AFFECTION

Students are required to limit display of affections to the holding of hands. All students are expected to abide by this rule during the school day and at all school-sponsored functions and all staff members are expected to enforce this rule.

ASSEMBLIES

1. During any assembly, inappropriate behavior will not be tolerated. Students who insist on exhibiting inappropriate behavior will be denied the privilege of attending assemblies.
2. All students are expected to attend assemblies held during the school day.

EMERGENCY LOCKDOWN

In cases of extreme emergencies that involves the general safety of the students and school personnel, procedures will be followed as outlined in the Standard Response Protocol.

GENERAL INFORMATION

PARENT - TEACHER CONFERENCES

Two parent/teacher conferences are held each year. Additional conferences may be scheduled with individual teachers. Students are highly encouraged to attend conferences with their parents/guardians.

FOOD AND BEVERAGES

No food or beverages of any kind are allowed in the classrooms, except water which is encouraged.

MONEY AND OTHER VALUABLES

Purses, hats, calculators, iPods, cell phones, laptops and other valuables should never be left unattended. ***Always lock your lockers!***

SCHOOL BUS REGULATIONS

Free transportation to and from school will be furnished by School District R-32-J to those pupils living at least one mile from the school and outside the city limits of Salida. Exceptions to this rule must be made by the Board of Education's action and a physician's statement submitted if health is claimed as a reason for exemption. Bus routes will be established for the safety and convenience of all.

Buses will not be permitted to deviate from the scheduled routes and pupils will be expected to walk a reasonable distance to meet the bus if necessary. In extreme cases, the Board of Education may agree to pay some mileage for the transportation to a main bus route. The Board

of Education is limited by state law in that a bus may not stop for pickup or discharge more than once in two blocks or eight hundred feet.

Buses will not wait for pupils who are not at the bus stop on time after a schedule has been set.

All students who ride school district buses must conform to the following rules:

- a) Passengers shall go to their assigned seats, without crowding, or pushing, and will remain in their seats while the bus is in motion.
- b) Passengers shall not extend arms, legs or heads out the bus window.
- c) Passengers shall not talk to the driver while the bus is in motion, except in an emergency.
- d) Passengers shall not mar or deface the bus and its equipment.
- e) Passengers shall not open the bus windows except by direction of the bus driver.
- f) Passengers shall not fight or scuffle on the bus or throw objects from the bus windows.
- g) Passengers shall not keep books, lunch boxes, and similar objects in the aisle of the bus.
- h) Passengers must remain seated until the bus has come to a complete stop.
- i) Passengers shall leave the bus in an orderly manner.
- j) No smoking is permitted on the bus.
- k) No eating or drinking on the bus. Water bottles only with caps are allowed.
- l) All bus drivers are bound by the School Bus Regulations, State of Colorado, and must enforce the above rules and the rules of the State of Colorado.
- m) Sponsors will assist the drivers in every way possible, and they are responsible for order.
- n) Reported violators will be subject to disciplinary action. A second offense may mean expulsion from further bus trips for the balance of the school year.
- o) Bus stops shall be made as designated by the Superintendent and the Transportation Director and in no case shall be made where visibility in both directions is less than 200 yards.
- p) Students who travel on student buses must return on those buses unless written permission for other arrangements are made ahead of time with the principal or activities director. Failure to return on a bus will result in not being allowed to travel on any other student buses for the remainder of the year.
- q) Students must have written permission from a parent/guardian to ride the bus home with another student. If the student does not go to school in the Salida School District, they must have Administrative approval prior to riding.

TEXTBOOKS

Students will be charged the cost of repair or replacement of lost or damaged textbooks.

SPECIFIC POLICIES

School District R-32-J has specific board policies that comply with state and federal laws regarding the inspection of Educational Records, Safe School Policies, Expulsion and Denial of Admission, and Post Secondary Options. These policies are posted on the district website, salidaschools.com.

WITHDRAWING FROM SCHOOL

Students must be accompanied by a parent/guardian when initiating withdrawal procedures from Salida High School. Parents are to begin the withdrawal process by contacting the main high school office. Appropriate signatures must be obtained from all teachers, the library, cafeteria and the attendance office. The administration requests all books to be returned and all fines cleared before the student leaves the school and withdrawal is finalized.

FEES AND FINES

Salida High School reserves the right to hold report cards, transcripts of grades, and/or diplomas of students who have not paid all fees, fines, or bills owed to the school. The report card, transcript of grades, or diploma will be released when all fees, fines, and bills owed to the school are paid.

LOCKERS

Students will be assigned lockers for storage of their books, classroom materials, coats, and etc. Upon the payment of a non-refundable fee, a combination will be given to the student when he or she registers for school. **At the end of the school year, additional fines may be charged if the lockers are damaged or defaced in any way.** It is the responsibility of the student to learn the combination of the lock and to see to it that no other student obtains that combination. Salida High School is not responsible for items stolen from lockers. Students may not choose which lockers they will be using or change lockers without receiving permission from the office. **Since lockers are the property of School District R-32-J and are in effect loaned to the students for their use, Salida High School reserves the right to inspect the lockers and their contents at any time.** [The use of trained dogs may be enlisted as permitted by law to assist the school officials in the detection of illegal substances as part of a general inspection of all lockers or other storage areas.]

PARKING

Students are allowed to park in the student body parking lot only.

DANCE RULES

High School dances are not open to the public. No middle school students will be allowed at high school dances. If a student, date, or guest leaves the building during a dance he or she may not return to the dance. A student who wishes to bring a date to a dance who is not a student at Salida High School or Horizons Exploratory Academy must obtain approval for that person by filling out a dance approval form available at the office. This rule stands for early graduates as well. The form must be approved by the principal at least three days before the dance. No student in bad standing or who has withdrawn or dropped out of SHS will be permitted to attend. No guests over the age of 21 will be admitted. Students who are suspected of being under the influence of drugs or alcohol will be detained and turned over to the Salida Police Department.

COMPUTER LAB RULES

1. Food and drinks are NOT allowed in the computer labs, around or near computers in classrooms, or in Media Center.
2. You will not abuse the computers by physically damaging any related components, pressing RESET, or removing, moving renaming, erasing, or otherwise altering the contents of the operating system or any other file.
3. You will not change system settings including desktop icons background, wallpaper, and monitor resolution settings.
4. You may not print large graphic items such as banners or posters without the teacher's permission.
5. You will NOT load computer games obtained via Internet or CD-ROM, or any other program such as screen savers, wallpaper, streaming video or music, etc., onto any school district computer due to Copyright violations and the potential for damaging viruses. If you do so you may be denied use of the computers or your access to the Internet for the remainder of the school year. This rule will be strictly enforced.

VIOLATION OF THESE RULES WILL BRING DISCIPLINARY ACTION WHICH MAY INCLUDE, BUT IS NOT LIMITED TO, DENIAL OF ACCESS TO THE INTERNET AND/OR DENIAL OF ACCESS TO, OR USE OF, ANY DISTRICT COMPUTER.

INTERNET USE PERMISSION FORM

All new students to SHS are given an Agreement on the use of the Salida High School Computer Internet System that is used as a reference source. Students and their parents are to read this Agreement carefully, sign the last page as agreeing to abide by the terms of the Internet Agreement or not agreeing, and return the Agreement to the High School Office by the second Tuesday in September. We will honor the decision of your parents on whether or not you will be allowed access to the Internet. If you are not allowed to use the Internet, you will be allowed to use other reference sources not involving the Internet.

INTERNET USAGE RULES

The following rules are for student using the Internet in computer labs, in the Media Center, or in individual computers at Salida High School:

1. You will read, sign, and follow the District Acceptable Use Policy and the Student Agenda Book Internet and Computer Lab Rules. If you violate any of these rules you may be denied use of school computers and/or the Internet for a period of up to one school year or other disciplinary action the administration feels is appropriate may also be taken against you.
2. You will log onto the district computer network using only your own, personally assigned username. You will not use another student's user name or password.
3. Do not download program files or install any programs such as games or screen savers to any hard disk drive.
4. You may use the Internet in the Media Center or Computer labs when you are not with a specific class but you must have a signed permission slip from a classroom teacher, which states the specific topic you are to research. You will be asked to return to class if you do not have such a note. Failure to work only on the given assigned research topic may be grounds for disciplinary action per the District Acceptable Use Policy.
5. You must COPY and PASTE to a word processing document before you print, to avoid wasting paper and printer toner. You must not print whole, multi-page, web documents.
6. You must have permission from the Media Specialist or Lab Supervisor before you print any pictures or other documents, which will overload the printer.
7. You will not use the Internet to plagiarize (illegally copy and present as your own) the work of others, or violate the copyright of the lawful owners of any document, report, scholarly paper, or other intellectual property not in the public domain.
8. Students are not allowed to display or print out any data/message that would be offensive according to the Safe Schools Act and the Salida High School agenda book rules.

NOTICE OF NON-DISCRIMINATION

IN COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, AND SECTION 504 OF THE REHABILITATION ACT OF 1973, SCHOOL DISTRICT R-32-J AND SALIDA HIGH SCHOOL DO NOT UNLAWFULLY DISCRIMINATE ON THE BASIS OF RACE, COLOR, CREED, NATIONAL ORIGIN OR ANCESTRY, SEX, OR HANDICAP IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, EDUCATIONAL PROGRAMS OR ACTIVITIES WHICH OPERATES. SPECIFIC GRIEVANCE PROCEDURES FOR STUDENTS AND THEIR PARENTS AND FOR EMPLOYEES OF THE SCHOOL DISTRICT ARE TO BE FOUND IN BOTH THE SALIDA HIGH SCHOOL STUDENT HANDBOOK AND THE SALIDA HIGH SCHOOL FACULTY HANDBOOK.

GRIEVANCE PROCEDURES FOR SECTION 504 AND TITLE IX FOR STUDENTS, PARENTS, AND EMPLOYEES

IT IS THE INTENT OF SCHOOL DISTRICT R-32-J AND SALIDA HIGH SCHOOL TO COMPLY WITH BOTH THE LETTER AND SPIRIT OF THE LAW IN MAKING CERTAIN DISCRIMINATION DOES NOT EXIST IN ITS POLICIES, REGULATIONS, AND OPERATIONS. GRIEVANCE PROCEDURES FOR TITLE IX AND SECTION 504 HAVE BEEN ESTABLISHED FOR STUDENTS, THEIR PARENTS, AND EMPLOYEES WHO FEEL DISCRIMINATION HAS BEEN SHOWN AND ARE AS FOLLOWS:

1. TO INSURE A RAPID AND FAIR DISPOSITION, FILE A COMPLAINT IMMEDIATELY IN WRITING TO THE FOLLOWING COORDINATORS:
 - A. SPECIFIC COMPLAINTS OF ALLEGED DISCRIMINATION UNDER SECTION 504 (HANDICAP) SHOULD BE REFERRED TO THE DIRECTOR OF ACADEMIC AFFAIRS, SECTION 504 COORDINATOR, SCHOOL DISTRICT R-32-J, 349 E. 9th STREET, SALIDA, CO 81201, 719-530-5469.
 - B. SPECIFIC COMPLAINTS OF ALLEGED DISCRIMINATION UNDER TITLE IX (SEX) SHOULD BE REFERRED TO THE DIRECTOR OF ACADEMIC AFFAIRS, SECTION 504 COORDINATOR, SCHOOL DISTRICT R-32-J, 349 E. 9th STREET, SALIDA, CO 81201, 719-530-5469.
2. IF YOU ARE NOT SATISFIED WITH THE DECISION OF THE SECTION 504 COORDINATOR, TAKE WRITTEN COMPLAINT TO THE PRINCIPAL SALIDA HIGH SCHOOL, 26 JONES AVE., SALIDA, CO 81201, 719-530-5400.
3. IF YOU ARE NOT SATISFIED WITH THE DECISION OF THE PRINCIPAL, FILE WRITTEN COMPLAINT TO THE SUPERINTENDENT OF SCHOOLS, SCHOOL DISTRICT R-32-J, 349 E. 9th ST., SALIDA, CO 81201, 719-530-5203. COMPLAINTS ALSO MAY BE FILED WITH THE OFFICE OF CIVIL RIGHTS, U.S. DEPARTMENT OF EDUCATION, 1961 STOUT STREET, DENVER, CO 80294, 303-844 2991.

ATHLETICS

Spartans compete in the following sports: Football, cross country, soccer, golf, basketball, wrestling, track, baseball, cheerleading volleyball, tennis and swimming. When numbers allow, these sports may have sub varsity teams.

There is an annual Activity Fee for participation in SHS Sports. The fee schedule will be \$50 per sport to participate. A student will pay a maximum of \$100. A family will pay a maximum of \$150 a year for their students to participate in Middle School and High School sports. Out of district students will pay \$75.00 per sport, with no maximum.

GENERAL CONDUCT

All athletes are expected to act in a way which will not dishonor either the individual or their school. Athletes and fans are representatives of the school and should conduct themselves accordingly off campus as well as on campus. Athletes are expected to set a positive example to the total student body, conducting themselves always as ladies and gentlemen, endeavoring to be leaders regarding all school policies governing student behavior. Misbehavior may result in disciplinary action or removal from a team.

Violations reported by law enforcement to the Athletic Director and/or Principal will be considered on a case by case basis. Possible action by the Athletic Director in conjunction with the Athletic Council could include probation, game(s) suspension, removal from a team, or forfeiture of athletic letter.

CODE FOR ACTIVITY AND ATHLETIC PARTICIPANTS

1. Students should refrain from using tobacco, alcohol, drugs or participating in criminal activity during the school year. For students who begin practice before the first day of school; the first day of practice will constitute the beginning of the school year. Violation of this code may result in dismissal from the squad, withholding of letters, removal from an organization, or denial of the right of further participation in other sports or activities for a given period of time set by the coaches and/or administration.
2. If a student is suspended from school they will not participate in practices or contests during the time of the suspension. Expectations for conduct outlined in the athletic policies apply at all times during the school year.
3. If a student has an unexcused absence they will not participate in practice or contests held that day

4. A complete Athletic Policy will be provided to all athletes and signed by the athlete and his/her parents prior to the first sports season each year.

Please see Salida High School drug, alcohol and tobacco policy for details on violations.

SPORTSMANSHIP

Spartans are expected to show good sportsmanship toward opponents. Poor sportsmanship will not be tolerated.

INSURANCE

PLEASE BE AWARE: Salida High School does not carry any medical insurance on its students. Personal insurance coverage or Medicaid is required for all Salida High School Athletes. In the event of an accident on the school grounds, in a school building, or at a school sponsored event or activity, the parents of the injured student or their insurance company will be liable for payment of the student's medical bills. The school does offer through www.studentinsurance-kk.com, the opportunity for parents to insure their students against any accident on the school grounds and/or any accident due to participation in athletics at very reasonable rates. Applications and information are available from the High School office.

CHSAA ELIGIBILITY

Salida High School is a member of the Colorado High School Activities Association (CHSAA) and thus follows the rules of eligibility of the organization.

1. The student must be a good school citizen.
 2. The student must not have reached his or her 19th birthday as of August 1st of the current school year.
 3. The student must never compete for money.
 4. The student must not have failed more than one subject during the previous semester.
- Athletes and members of school organizations may consult with the office staff or the coaches regarding CHSAA regulations. All participants in extracurricular activities should acquaint themselves with the rules of CHSAA.

WEEKLY ELIGIBILITY RULE

On Tuesday of every week, the Activities Director will check the eligibility of every student who, as of that date, is a participant in inter-scholastic sports. Eligibility Reports are compiled from grades posted in Infinite Campus. If a student's cumulative grade for the quarter is an F in more than one class, the student will be ineligible to compete for one week. Each week, any student who is listed as ineligible will be contacted by the Athletic Director and/or the counselor to discuss the academic difficulty. Parents and student-athletes are encouraged to check grades and attendance in Infinite Campus prior to eligibility check Tuesday and contact teachers directly with questions on cumulative grades. Any student who is eligible to compete in state qualifying competition will be eligible to compete in state competition in the same activity. Any student who is not eligible to compete in state qualifying competition will not be eligible to compete in state competition in the same activity.

Other weekly eligibility rules are as follows:

1. Eligibility reports will be run at 8 a.m. on Tuesday.
2. Weekly eligibility is cumulative from the start of the quarter.
3. Eligibility in a particular class for the first week of the second, third, and fourth quarters is based on the student's grade for the quarter just completed.
4. Student-athletes are required to inquire about homework and arrange to make up tests or labs **prior** to athletic absences.

PERMISSION TO TRAVEL FORMS

A form giving the School District permission to allow students to travel home from an out of town sports event with someone other than parents or the team is to be signed by your parents and returned to the Athletic Office no later than one day before said event. A copy will be retained by the Athletic Office and the original is to be given to the coach.

GRIEVANCE PROCEDURE FOR ATHLETES AND PARENTS

The following is the grievance procedure for athletes and their parents.

1. Discuss the grievance with the head coach.
2. If the grievance is still unresolved, then it may be taken to the following:
 - a. Athletic Director
 - b. Athletic Council
3. The Athletic council's decision on the matter will be final.
4. Grievances should always follow this format. Allow sufficient time for the person involved at each step to respond appropriately if the grievance requires some time to address.