



# **SALIDA HIGH SCHOOL STUDENT HANDBOOK**

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

**Mission:** We will take care of students academically, socially, emotionally, and physically by providing quality academics, college and career prep, durable skills, and belonging.

**Vision:** We will know all students by name, needs, and strengths. All students will be able to verbalize and articulate a post-secondary pathway and can identify an adult they feel connected to in the building.

## **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!

## **Visitors**

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

# ACADEMIC POLICIES

## 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.

## 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.
- For complete athletic information, please refer to the following website:  
[https://salidahigh.ss13.sharpschool.com/activities/shs\\_sports](https://salidahigh.ss13.sharpschool.com/activities/shs_sports)

## Activities

- Spartans participate in clubs on club day as well as larger extracurriculars like Drama Club, Knowledge Bowl, and GSA.
- Drama Club is an after-school club that offers all district students the opportunity to explore aspects of the performing arts through acting, dance, crew, and technical crew. Drama Club stages a fall play and a spring musical, and Drama students can attend the Thespian Conference in Denver in December. Auditions are open to all students, and all students can find a place in Drama Club.

## 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.

Selection to the National Honor Society, Salida Chapter, will be as follows:

1. Those second-semester Sophomores who have a minimum cumulative GPA of 4.0 and 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.
2. Eligible students will be required to submit a personal resume.
3. 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.
4. Students who are selected to be members will be notified in writing and will be invited to the May meeting.

- 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.
- Non-selection by the NHS Faculty Council will not be a contestable ruling. However, the principal may at his/her discretion listen to the grievances by the student who was not selected.
- The criteria and method used for the 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.

New members may be accepted in the Fall under the following conditions:

- The student is a transfer from a NHS chapter at another school.
- 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.

## Class of 2024, 2025 Graduation Requirements

The number of credits for graduation from Salida High School is 24 credits.

- English credits will be 4 credits, which must include English 1 or 1A; English 2 or 2A; English 3 or AP Language.
- The student must successfully complete 3 years of high school math, which must be Algebra I or above. Algebra I taken in Grade 8 will be considered in these credits.
- The number of Science credits will be 3 credits.
- 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.
- One credit of PE I is required.
- One credit of practical arts is required. This includes Art, Drama, Music, drafting and auto.
- Complete 4 years of advisory.
- Completion of a Capstone project

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 Division I or II athletics.

## Class of 2026, 2027 Graduation Requirements

The number of credits for graduation from Salida High School is 28 credits.

Higher-Education Bound*	Graduation Minimum
4 Credits of English	3 Credits of English
4 Credits of Math	2 Credits of Math
4 Credits of Science	2 Credits of Science
4 Credits of Social Studies	4 Credits of Social Studies
1.5 Credits of Physical Education and Health	1.5 Credits of Physical Education and Health
1 Credit of Art	1 Credit of Art
8 Credits of Elective	13 Credits of Elective
1.0 Credits of Advisory .5 Credits of Capstone	1.0 Credits of Advisory .5 Credits of Capstone

## **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.

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. For more information see District Policy IKF.

## **Scheduling**

### **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 for valid reasons and 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 a positive work ethic.

Cheating includes

- 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
- Receiving assistance on quizzes and tests from outside sources including other students, teachers, and cell phones or other electronics
- Plagiarizing essays and other writing assignments, this includes using AI to complete an assignment
- 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 the level of proficiency:

I	.....	Incomplete
S	.....	Satisfactory Progress
U	.....	Unsatisfactory Progress
W	.....	Withdraw

## Grade Point Scale

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

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

## Honor Roll and Academic Letter

All courses that are graded A, B, C, D, or F are included in the honor roll.

- Honor Roll of Distinction requires a 4.0 average.
- Honor Roll requires a 3.75 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.

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.

## **DISCIPLINARY POLICIES**

### **Cell Phone Policy**

If students choose to carry cell phones, these devices must be silenced and put away inside classrooms, at school-sponsored activities, and on field trips. In these locations, cell phones may be used as directed by a staff member. Violation of this policy will result in the confiscation of the cell phone. Refusal to surrender the phone will be counted as an additional offense. Confiscated cell phones are held in the high school office.

- First offense: Confiscated cell phones shall be returned to the student at the end of the day.
- Second offense: Confiscated cell phones shall be returned to the parent at the end of the school day.
- Third offense: Confiscated cell phones shall only be returned to the parent after a conference with an administrator and teacher.

### **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. This policy is designed to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

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

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

- Sunglasses worn inside the building
- Inappropriately sheer, or low-cut clothing that bare or expose traditionally private parts of the body including the buttocks and breasts

- Any clothing, paraphernalia, grooming, jewelry, hair coloring, accessories, or body adornments that are or contain any advertisement, symbols, words, slogans, patches, or pictures that:
  - Refer to drugs, tobacco, or alcohol
  - Are of a sexual nature
  - By virtue of color, arrangement, trademark, or other attributes denote membership in gangs that advocate drug use, violence, or disruptive behavior
  - Are obscene, profane, vulgar, lewd, legally libelous, or promote violence
  - Threaten the safety or welfare of any person
  - Promote any activity prohibited by the student code of conduct
  - Otherwise, disrupt the teaching-learning process (to include swastikas and Confederate flags)

## **Off-Campus Lunches**

- Freshmen and sophomores are not allowed to leave campus for lunch.
- Any freshman or sophomore that needs to leave campus for lunch must be picked up, and signed out upon departure and signed in upon return by a parent or guardian.
- Parents must accompany freshmen and sophomores for off-campus lunch
- Juniors and seniors are allowed to leave campus for their lunch hour.
- Students who do not return on time will be marked tardy or absent.

## **Attendance Policy**

For more details visit school board policy J.H.A-R.

### **Excused Absences:**

- Student illness
- Chronic Illness (for more details refer to school board policy J.H.A - R)
- Medical or dental appointment when accompanied by a doctor's note
- Death or critical illness in the family
- Response to a legal process
- A verified visit to the Guidance Office to meet with a college representative
- School related activities (field trips, school-sponsored extracurricular activities)
- Suspensions: in-school or out-of-school
- Religious Observance
- For Juniors and Seniors: 2 college visits. Students must fill out a Pre-Planned Absence form available in the main office prior to going on a college visit.

### **Unexcused Absences:**

- All absences not identified above are considered unexcused

## **Communications From Parents**

- It is the responsibility of parents to communicate to the school the reason for all absences.

- Parent notes or telephone calls must be received no later than 24 hours following the student's return to school, or the absence will be classified as unexcused.
- Parents must check students out before the student is dismissed.
- Parents should provide medical documentation for long-term absences (4 or more days), including the nature of the illness, any limitations on the student, inclusive dates of the medical condition, and specific dates of absence covered.

### **Communications To Students and Parents**

- Students and parents will have access to information concerning attendance via Infinite Campus parent and student portals.
- Attendance Dialer: calls twice daily when an unknown absence occurs in 1 or more classes
- Excessive Absence Notification Letter: Notifies parents of the legal ramifications of continued absences and the need to schedule an Attendance Outreach Conference
- Excessive Absence Notification & Conference: Generated at eight unexcused absences in any one class. Students and parents will meet with an administrator
- Truancy Court: Paperwork may be filed with the Chaffee County Courthouse when a student reaches 10 unexcused absences in a particular class. Parents or legal guardians will receive a summons to appear in court.

### **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.

### **Withdrawing From 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, the cafeteria, and the attendance office.
- The administration requires all books to be returned and all fines cleared before the student leaves the school and withdrawal is finalized.

### **Homework**

- Any student with an excused absence will have a day for each day of absence to make up work assigned on the day of the absence
- Work and assessments assigned prior to the absence are still due on their original due date
- Student-athletes are required to inquire about homework and arrange to make up tests or labs prior to athletic absences. Assignments for student-athletes must be turned in before they leave for a game or event.

### **Behavior Policy**

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 actions.

### **Behaviors Which May Result in Suspension:**

- Willful disobedience
- Destruction of property
- Possessing and/or using tobacco products, drugs, or alcohol on school grounds
- Fighting
- Disrespectful behavior, including lying and verbal abuse
- Theft, criminal behavior
- Scholastic dishonesty
- Any other inappropriate behavior as defined by CO law

### **Behaviors Which May Result in Expulsion:**

- Possession of a deadly weapon or display of an object as a deadly weapon
- Possession, sale, or distribution of alcohol or a controlled substance with intent to distribute
- Credible threats against students or the school as a whole
- An assault on a staff member or student whether on or off campus

### **On School Grounds**

- 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 directive 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.

### **Assemblies**

- During any assembly, inappropriate behavior will not be tolerated. Students who insist on exhibiting inappropriate behavior will be denied the privilege of attending assemblies.
- All students and teachers are expected to attend assemblies held during the school day.
- Teachers are expected to sit with and supervise their advisory grade level

### **Disciplinary Removal From the Classroom**

- Teachers may informally remove students to cool down by sending them directly to the student support center

- Teachers may formally remove students by notifying the office that this is a formal removal (either by phone, text, or email). The student is then sent to the office, followed up with a behavior referral in Infinite Campus.
- The teacher will notify the parent/guardian when their student has been removed from class for any reason.
- Upon the third formal removal, a student may not return to the class and may be given a withdraw "F" for the semester.

### **Fighting/Assault**

- Fighting or assaults on students or staff members at school or at school-sponsored activities are criminal offenses and the Salida Police Department will be notified.

### **Harassment/Bullying**

- The Board of Education supports a secure school climate that is free from threats, harassment, and any type of bullying behavior.
- Bullying is the use of coercion or intimidation to obtain control over another person or to cause physical, mental, or emotional harm to another person.
- Hazing, initiation, or intimidation of any nature, even off the school grounds, may result in suspension from school and a report to the police department.
- 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. Please see the District Safe Schools Policies, ADD.
- If another student at our school is harassing or threatening you at school, notify a teacher, counselor, or administrator immediately.

### **Sexual Harassment**

- A learning and working environment that is free of sexual harassment shall be maintained at Salida High School.
- It is a violation of School Board Policy to make unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal, or physical conduct of a sexual nature.
- Sexual harassment as defined above may include but is not limited to:
  - Sex-oriented verbal kidding, abuse, or harassment
  - Pressure for sexual activity
  - Repeated remarks to a person with sexual or demeaning implications
  - Unwelcome touching, such as patting, pinching, or constant brushing against another's body
  - Suggesting or demanding sexual involvement, accompanied by implies or explicit threats concerning one's grades, employment status or similar personal concerns
  - Sexual violence
- 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. The Sexual Harassment Grievance Procedure (Board Policy File: ACAA-R) will be followed after a grievance has been filed.

- 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: AC, JBB)

### **Use of Tobacco Products**

- It is a violation of state law and District Policy for any person to use any form of tobacco product on or on school district property at any time.
- Tobacco products are defined as...
  - Any product that contains nicotine or tobacco or is derived from tobacco and is intended to be ingested or inhaled by or applied to the skin of an individual
  - Including but not limited to cigarettes, cigars, pipe tobacco, snuff, and chewing tobacco
  - Any electronic device that can be used to deliver nicotine to the person inhaling from the device
  - Including but not limited to an electronic cigarette, vape, cigar, cigarillo or pipe.
- Use means lighting, chewing, smoking, ingesting, or application of any tobacco product.
- Because of laws against persons using or possessing tobacco products on school grounds, Salida High School will call the Salida Police Department to enforce these ordinances.

### **Public Displays of Affection**

- Students are required to limit displays of affection to the holding of hands.

## **GENERAL INFORMATION**

### **Standard Response Protocol**

- In cases of extreme emergencies that involve the general safety of the students and school personnel, procedures will be followed as outlined in the Standard Response Protocol. Practice drills are required and everyone is expected to participate.

### **Hall Pass Policy**

- Each teacher will have a laminated hall pass with their name. Students should use the pass to use the bathroom, visit their lockers, get water, or other quick errands. Only one student should be allowed out of the classroom at a time.
- To visit the nurse or a counselor, teachers should fill out the paper pass and send the student with the pass. Do not send students in groups to the counseling office or nurse's office.
- Students should sign out on the teacher sign out sheet prior to leaving class for any reason
- No students should be given permission to hang out in classes that they are not registered for.

## Money and Other Valuables

- Purses, hats, calculators, iPods, cell phones, laptops and other valuables should never be left unattended. Always lock your lockers! Salida High School is not responsible for items stolen at school.

## School Bus Regulations

- 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:
  - Passengers shall go to their assigned seats, without crowding, or pushing, and will remain in their seats while the bus is in motion.
  - Passengers shall not extend arms, legs or heads out the bus window.
  - Passengers shall not talk to the driver while the bus is in motion, except in an emergency.
  - Passengers shall not mar or deface the bus and its equipment.
  - Passengers shall not open the bus windows except by direction of the bus driver.
  - Passengers shall not fight or scuffle on the bus or throw objects from the bus windows.
  - Passengers shall not keep books, lunch boxes, and similar objects in the aisle of the bus.
  - Passengers must remain seated until the bus has come to a complete stop.
  - Passengers shall leave the bus in an orderly manner.
  - No smoking is permitted on the bus.
  - No eating or drinking on the bus. Water bottles only with caps are allowed.
  - Sponsors will assist the drivers in every way possible, and they are responsible for order.
  - 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.
  - 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.
  - 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.
- For more information see School Board Policy EEAA, EEAC, and EEAE

## Fees and Fines

- Students will be charged the cost of repair or replacement of lost or damaged textbooks, Chromebooks, and school materials.

- 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, etc.
- At the end of the school year, additional fines may be charged if the lockers are damaged or defaced in any way.
- Upon the payment of a non-refundable fee, a combination will be given to the student.
- 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 or dean 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 Rules**

- No student will abuse school technology by physically damaging any components, or moving, renaming, erasing, or otherwise altering the contents of the operating system or any other file.
- Keep printing to a minimum. Limit it to 1-2 pages, or get teacher permission.

## **Non-Discrimination/Equal Opportunity**

In compliance with Titles VI & VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act, the Genetic Information Nondiscrimination Act of 2008, and Colorado law, Salida School District does not unlawfully discriminate against otherwise qualified students, employees, applicants for employment, or members of the public on the basis of disability, race, creed, color, sex, sexual orientation, marital status, national origin, religion, ancestry, or need for special education services. Discrimination against employees and applicants for employment based on age, genetic information, and conditions related to pregnancy or childbirth is also prohibited in accordance with state and/or federal law.

## **Specific Policies Not Mentioned in Handbook**

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, Complaint Procedures, and Post-Secondary Options. These policies are posted on the district website, [salidaschools.com](http://salidaschools.com).