

# Welcome To Salk Middle School



Welcome to the 2023-2024 school year! This planner introduces you to the rich traditions and community at **Salk Middle School**.

Our staff has high expectations of our students and believe each student is capable of success. These expectations are centered around kindness, safety, and responsibility. This **student handbook** covers those expectations. The handbook also serves as an organizational tool that is important to student success.

**Most importantly, we want students to feel welcome, safe, and engaged at Salk. We all have a role to play in creating a community that will bring out the best in each of us.**

Students, please go over these pages with your parents/guardians and use this tool to help you be organized!

**Matt McFarland**

**Principal**



*Spokane Public Schools complies with all federal and state rules and regulations and does not discriminate in the admission, treatment, employment, or access to its programs or activities on the basis of age, sex, marital status, race, color, creed, national origin, the presence of any sensory, mental, or physical disability, to the use of a trained guide or service animal by a person with a disability, sexual orientation including gender expression or gender identity, or honorably discharged veteran or military status. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Staff Civil Rights Officer, ADA Officer, Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer and/or 504 Compliance Officer. The following Civil Rights Compliance Coordinators have been designated to handle questions and complaints of alleged discrimination: • Civil Rights Coordinator and Title IX Coordinator: Jodi Harmon, 509.354.7344 • Section 504 Coordinator: Melanie Smith, 509.354.7284*

*Address: 200 N Bernard Street, Spokane 99201-0282*

**Student Name** \_\_\_\_\_

## My Classes

### Semester 1

1<sup>st</sup> Period \_\_\_\_\_

2<sup>nd</sup> Period \_\_\_\_\_

3<sup>rd</sup> Period \_\_\_\_\_

4<sup>th</sup> Period \_\_\_\_\_

5<sup>th</sup> Period \_\_\_\_\_

6<sup>th</sup> Period \_\_\_\_\_

### Semester 2

1<sup>st</sup> Period \_\_\_\_\_

2<sup>nd</sup> Period \_\_\_\_\_

3<sup>rd</sup> Period \_\_\_\_\_

4<sup>th</sup> Period \_\_\_\_\_

5<sup>th</sup> Period \_\_\_\_\_

6<sup>th</sup> Period \_\_\_\_\_

Academic Goals for Semester 1: \_\_\_\_\_

Academic Goals for Semester 2: \_\_\_\_\_

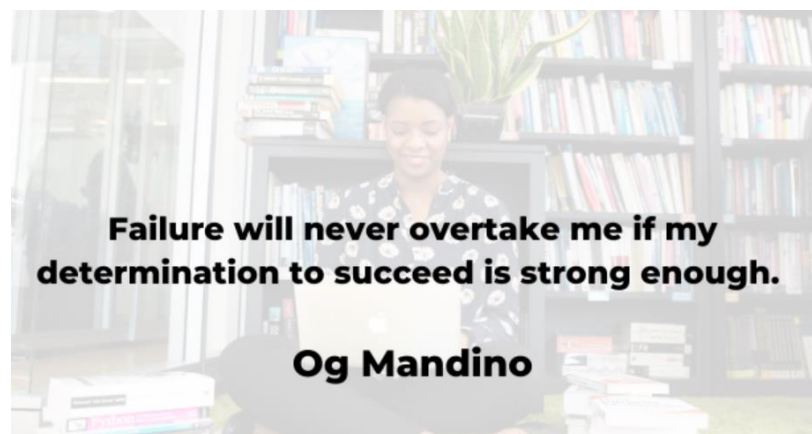
## Salk Daily Bell Schedule 2023-2024

Before School	
Late Start Mondays	Regular Schedule Tuesday - Friday
Breakfast Open in Cafeteria 9:45	Breakfast Open in Cafeteria 8:45
Halls Open to Students 9:55	Halls Open to Students 8:55
Four Minute Warning Bell 9:56	Four Minute Warning Bell 8:56
Class Begins 10:00	Class Begins 9:00
Before entering the school, students wait outside in front of the school. Please dress according to the weather to be comfortable.	

<b>6<sup>th</sup> Grade Bell Schedule</b>			
<b>Late Start Mondays</b>		<b>Regular Schedule Tuesday - Friday</b>	
1 <sup>st</sup> Period		Advisory	
2 <sup>nd</sup> Period		1 <sup>st</sup> Period	
1 <sup>st</sup> Lunch		2 <sup>nd</sup> Period	
3 <sup>rd</sup> Period		1 <sup>st</sup> Lunch	
4 <sup>th</sup> Period		3 <sup>rd</sup> Period	
5 <sup>th</sup> Period		4 <sup>th</sup> Period	
6 <sup>th</sup> Period		5 <sup>th</sup> Period	
		6 <sup>th</sup> Period	



<b>7<sup>th</sup> &amp; 8<sup>th</sup> Grade Bell Schedule</b>			
<b>Late Start Mondays</b>		<b>Regular Schedule Tuesday - Friday</b>	
1 <sup>st</sup> Period		Advisory	
2 <sup>nd</sup> Period		1 <sup>st</sup> Period	
3 <sup>rd</sup> Period		2 <sup>nd</sup> Period	
2 <sup>nd</sup> Lunch		3 <sup>rd</sup> Period	
4 <sup>th</sup> Period (after 2 <sup>nd</sup> Lunch)		2 <sup>nd</sup> Lunch	
4 <sup>th</sup> Period (after 3 <sup>rd</sup> period)		4 <sup>th</sup> Period (after 2 <sup>nd</sup> Lunch)	
3 <sup>rd</sup> Lunch		4 <sup>th</sup> Period (after 3 <sup>rd</sup> period)	
5 <sup>th</sup> Period (after 3 <sup>rd</sup> lunch or after 4 <sup>th</sup> period)		3 <sup>rd</sup> Lunch	
6 <sup>th</sup> Period		5 <sup>th</sup> Period (after 3 <sup>rd</sup> lunch or after 4 <sup>th</sup> period)	
		6 <sup>th</sup> Period	





# SPARTAN CULTURE



	KIND	SAFE	RESPONSIBLE
On Campus	At all times on campus, students will show Salk pride through acting and speaking in a caring, polite, and respectful manner.	Students may gather and socialize outside by the main entrance prior to the start of school. Students will be mindful of the weather and dress appropriately for comfort outside.	Students are invited for breakfast and may enter the cafeteria between 8:40 to 8:55. By 3:40, students need to leave Salk or be in a supervised location.
Hallways	During passing periods, students are encouraged to walk and talk with classmates while moving towards their next class. If students need to go somewhere during class, they will respectfully ask their teacher at an appropriate time.	Students will walk on the right side of the hallways, maintain personal space, keep hands to themselves, and not gather in groups that disrupt the flow of walking.	Students will be on time for class. Do not ask to leave class in the first 5 minutes or the last 5 minutes. If a teacher gives permission to leave, students will go directly to their destination and directly back to class.
Personal Appearance	Clothing that promotes positive messages are encouraged.	Clothing items/accessories that are NOT allowed include, but are not limited to items that: <ul style="list-style-type: none"><li>• promote illegal activity (drugs, alcohol...)</li><li>• could promote violence (gang symbols, guns)</li><li>• are discriminatory (symbols aimed against others)</li><li>• are revealing or send inappropriate messages</li><li>• are costumes or costume-like</li><li>• are blankets, flags, or other such garments draped over bodies, shoulders, or tied around waists, or necks</li></ul>	Students should wear clothing and accessories that promote a productive, inclusive, and safe learning environment.
Food & Drink	Always put trash in the garbage cans. Having a clean school is showing kindness and respect to everyone in our school.	No food deliveries (DoorDash, UberEats etc.). Finish any sugary drinks (smoothies, coffee, Prime etc.) before or during Advisory. Bring a water bottle and fill it up during the day. Drinking water is healthy for your brain and body.	Breakfast is grab & go and may only be eaten in Advisory. You are responsible for keeping our school clean. Your trash must go in the garbage.
Electronics & Social Media	Be kind online. What you do online affects others and creates a reputation for you. Use social media power for good.	Social media posts affect how students feel safe/unsafe at school. If your post makes another Spartan feel unsafe, you may have consequences.	Phones, earbuds, and headphones must be out of sight from when students enter the building until 3:30. Students are not allowed to take pictures or video/audio of other students or staff at school.



# SPARTAN CULTURE



	KIND	SAFE	RESPONSIBLE
<b>Bathrooms</b>	Be kind to each other and our custodians by putting trash in the garbage. Do not use body sprays or perfumes.	One person per stall. No food. No electronics. Wash your hands. Use the bathrooms only for what they are intended for.	You are responsible for learning. Leaving class disrupts learning. You should use the bathroom during passing periods. Do not ask to leave class in the first 5 minutes or the last 5 minutes.
<b>Counselor, Office, Nurse</b>	Enter the office quietly, wait patiently, and use kind words.	If a student needs to visit the office, they must have a pass from their teacher. Students can sign up to see a counselor in the office. The counselor will then call you out of class when it's time to meet.	Students are responsible to be in class on time and ask for a pass at an appropriate time where they are not disrupting learning.
<b>Lockers, Backpacks, Purses</b>	Be respectful of your own property (take care of your stuff). Be respectful of other people's property (do not touch other people's property).	Lockers are optional although students are welcome to request one with the office. If a student has a locker, they should keep it closed and locked at all times. Students should only store their own belongings in their assigned locker. Students are responsible for all items in their locker.	Students may carry backpacks, purses, and other items during the school day as long as those items are not disruptive to learning. Students are responsible to not leave their property unattended.
<b>Tardy</b>	Students who are tardy will enter the classroom in a quiet and respectful manner. At an appropriate time, they will apologize to their teacher and own any consequences.	Students who are late to school or arrive on a late bus will check in with the office to get a pass.	Students are responsible to be in their class by the time the passing period bell rings.
<b>Afterschool Activities</b>	Participating in after-school activities is encouraged for all students to promote positive relationships, inclusivity, and connections.	Students who are enrolled in after-school activities need to be in that supervised activity by 3:35pm.	Student spectators who are attending an after-school events must be accompanied and supervised by a parent/guardian.
<b>Cafeteria</b>	Other classes are taking place during lunch and students in the hallway can be disruptive to learning. Move through the hallways quietly and respectfully.	Students will make their way to the cafeteria directly after class. Students are encouraged to briefly use the bathroom or get a drink on their way to the cafeteria. During lunch, only the single use bathroom in the cafeteria is open.	Students will clean up after themselves after breakfast and lunch. All trash will be put in the garbage cans. During lunch, food and drink must remain in the cafeteria.

# Counseling Supports

## Student Assistant Professional

**Mrs. Sheperd**

509-354-5583

Abbys1@spokaneschools.org



A Student Assistant Professional is responsible for prevention, intervention, awareness, and education for students, families, staff, and community

## Coping Skills



**Write**



**Draw**



**Breath Deep**



**Play with Pet**



**Listen to Music**



**Ask for help**



**Read**



**Get outside**



**Exercise**

## The Spartan Center

### The Counseling department

Breakroom staffed by counselors and support team



The Spartan Center is a space for students experiencing stressors to take a break and reset. Please ask your teacher to complete an MTSS referral to access during the school day.

If you need immediate help outside of school hours, please contact

**\*911 for Emergency Services\***

**Crisis Lifeline: Call or Text 988**

**Suicide Hotline: 1-800-273-8255**

**Crisis Text Line: 741741**





## Cell Phones & Ear Buds at Salk Middle School



To support students in healthy growth academically, personally, and socially, we allow cell phone and ear bud use before school and after school. During school time, from when students enter school until school ends at 3:30, cell phones and ear buds should not be used and be out of sight. Here are some questions and answers:

### **Why are there no cell phones/ear buds in classrooms?**

We want students focused on academics and maximizing their potential. We are committed to the best growth of each student. Cell phones are distractions to students and teachers, and they disrupt classroom learning.

- What if I need to text a family member?
  - You can call using a classroom phone or an office phone.
- What if a family member needs to talk with me?
  - A family member should call the office (354-5600) and we'll have a message delivered to you. If you need to talk with a family member, you can use a classroom phone or an office phone.
- What if I want to listen to music?
  - We want you to be participating in what's going on around you in the classroom, collaborating with classmates, asking your teachers questions, and potentially getting your homework done during class.
  - If the class wants to listen to music, your teacher could choose to play music from their computer/speakers for everyone to listen to.
- What if I need to check my grades?
  - You can use PowerSchool on your computer.
- What if my phone is in my pocket and it vibrates? I *NEED* to check it!
  - Please relax and don't check it. If something important was happening with a family member, they would call the office, and you'd be notified within minutes. If it's a social media alert or a text from a friend, it can wait until 3:30.
  - Please adjust the settings on your phone so it doesn't vibrate.

### **Why are there no cell phones/ear buds in the cafeteria?**

We think it's important for you to be present with peers at breakfast and lunch, not on your phone. We want you to build good friendships, grow socially, and enjoy community.

- What if I want to show a friend something on my phone?
  - You can do that before you enter the building or after 3:30.

### **Why are there no cell phones/ear buds in the hallways?**

We want you to be aware of your surroundings, saying hi to friends as you walk between classes, and listening for the one-minute warning bell so you are on time to class.



# Spokane Public Schools – Attendance Policy

## Absence from School

Washington State Law. RCW 28A.255.010, requires that students under the age of 18 attend school. Students are expected to be present and on time for all classes throughout the year, unless they have a valid excuse from a parent or staff member. We realize there may be times when students may not be able to attend school. According to school district policy, **the following are valid excuses for absences or tardies:**

- Participation in a district or school approved activity or instructional program.
- Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry).
- Family emergency, including, but not limited to, a death or illness in the family.
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction.
- Court, judicial proceeding or serving on a jury.
- Post-secondary, technical school or apprenticeship program visitation, or scholarship interview.
- State-recognized search and rescue activities consistent with RCW 28A.225.055.
- Absence directly related to the student's homeless status.
- Absence resulting from a disciplinary/corrective action. (e.g. suspension, emergency expulsion).
- Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

**\*\*Absences for parental-requested activities such as vacations, trips etc., must receive prior approval from a building administrator.**

## Procedures for student absences:

- 1. Full day absence:** The student's parent/guardian must do one of the following:
  - Notify the attendance office secretary by phone or call the attendance hotline at 354-5615 prior to 8:30 AM if their child is ill or going to be absent. This helps to ensure the child's safety.
  - OR**
  - Upon the student returning to school, send a note, signed and dated by parents/guardians, explaining the reason for the absence. Please bring this to the attendance office.
- 2. Tardy:** Students are expected to be in their classroom, with all required materials, when the bell rings. Individual classroom teachers will handle tardies to class. Students who arrive at school any time after 9:00 AM should:
  - Bring a note from a parent/guardian, excusing the tardy, to the attendance office, or have the parent/guardian call the attendance office secretary to excuse the tardy.
  - ALL TARDY students MUST Report to the OFFICE and receive a pass to class.

**\*\*Being on-time to school and class is a school-wide expectation. Learning begins right as the bell rings in each class. Being on-time is also a "real work" expectation that we must prepare students for. Students who are habitually late could receive corrective action.**

- 3. Early dismissals:** Students may be excused during the school day for VALID reasons. (See list above.) **Safety is our primary concern.** In order to leave school:
  - Parent/guardian must come into the office to check out their child. Please contact the office if you have questions or if this presents a hardship.
  - If parents are excusing their child with a written note, students must bring the note to the office before 8:55 AM to receive a green TEMPORARY DISMISSAL SLIP.
  - Check back into the office if you return the same day.

**Truancy:** Salk Middle School is a closed campus. **This means that once you arrive on school grounds you may not leave without written permission from the office.** Students will remain on school grounds and attend their regularly scheduled classes from time of arrival until close of school unless officially excused. Students who are 10 minutes or more late to class and/or miss class without official permission will be truant and/or will receive an unexcused absence and could receive corrective action.

**Obtaining assignments for a sick or absent child:** Students that are ill/absent for three or more consecutive days may request homework assignments by having a parent/guardian call the office before 9:30 AM. Work may be picked up in the OFFICE between 3:00 PM and 4:00 PM. It is the responsibility of the student to make up work missed while absent. Students need to arrange with their teachers to make up activities, or quizzes/tests that cannot be made up at home. Students are given the same number of days they were absent to make up the work missed unless arrangements are made with the teacher for extra time. Students who anticipate being gone for longer than three days due to family planned vacations should fill out an "Absence Other Than Illness" form (available in the office) at least one week in advance and arrange to get assignments.

**Sick Students:** If a student becomes ill at school, they need to ask for a pass from their teacher and report to the student office to call home. Students **are not** to call or text home from their cell phone or call from a classroom if they are ill. ALWAYS come to the office. Under no circumstances are students allowed to leave campus due to illness without checking out through the office.

**BECCA Bill:** The BECCA Bill is Washington State's truancy law and requires the school/district and the juvenile court to take specific actions when youth are truant. Consequences for truancy include, but are not limited to:

- Notification of truant status by phone or in writing.
- Meetings or contracts between the student, family and school to improve the attendance of the student.
- Hearing with the Community Truancy Board.
- Truancy petitions with the juvenile court.
- Contempt motion for non-compliance with court orders.

### Spokane Public Schools – Grading Scale – Middle School

Letter Grade	Numerical Grade	GPA
A	93 – 100	4.0
A-	90 – 92	3.7
B+	87 – 89	3.3
B	83 – 86	3.0
B-	80 – 82	2.7
C+	77 – 79	2.3
C	73 – 76	2.0
C-	70 – 72	1.7
D+	67 – 69	1.3
D	60 – 66	1.0
F	Below 60	0.0

]

### PowerSchool Access for Students and Families

PowerSchool is an online portal accessible anywhere that students and families can log into and see grades, assignments, scores, attendance and more. Students have personalized PowerSchool accounts and are given their account information at the start of the school year. Families can create their own PowerSchool account and are given personalized letters at the start of the year. Additional copies of their PowerSchool information can be obtained by visiting or contacting the office. PowerSchool can be accessed via the link included below:

**<https://powerschool.spokaneschools.org/public>**

# SALK ATHLETICS

Dear Parents & Players,

Thank you for choosing to participate in athletics at Salk Middle School. Athletics provides a great opportunity for students to get involved, meet new friends, work hard and learn to compete in a sport that they love. Our Mission at Salk is for all students to participate in a safe, positive, and encouraging environment with knowledgeable coaches who are committed to balancing hard work with fundamental discipline. We are so excited about the outstanding kids we have at Salk and look forward to watching them grow and succeed on the court, mat, and field. To have a successful season the coaches, athletic director and administrators would like to provide you with some information that will help make the start of the season smooth. It is our goal to keep these lines of communication open, so everyone is on the same page. Please take a few minutes to review the information below.

*Thank you for Supporting Salk Athletics!*

## **For the safety of all students please be respectful of the following policies**

1. All students are to be picked up in the front of the school in the main parking lot. We will not allow students to wait on Lindeke Street. If your child is not taking the activity bus, we ask that you arrive within **10 minutes** of the pick-up time. Coaches will be supervising until all students are picked up.
2. Students are **NOT** allowed to ride home from an away site with anyone other than a parent or guardian. A signed form is required to be on file with your coach. This is district policy!
3. Please help us keep our uniforms and equipment in good shape by reminding your student that they are not to be worn to school or on weekends. Uniforms, including sweats, are to be used for competition only.

## **QUICK FACTS**

1. A schedule including your coaches contact information will be sent home soon after the first practice. We encourage you to contact your coach first then the athletic director if you have questions or concerns.
2. For students to participate in a game, match or meet they must have attended school for the entire day. The only exceptions are for medical reasons that are accompanied with a doctor's note. This is a WIAA regulation.
3. Any issued uniform or equipment that is damaged or unreturned will result in fines that can be paid in the business office.
4. Academics are #1. Grade checks will be done at the beginning of each season and monitored throughout the season. Students must be passing 5/6 classes to remain eligible. If at any point in the season a student is failing 2 classes they will be on probation, able to practice but unable to compete, until they are meeting the 5/6 requirement!
5. All participants must have a current physical on file and have paid the ASB fee of \$10 in the Business Office or online.

# Salk Middle School

## Activities, Seasons, and Coaches 2023-2024

ACTIVITY	COACH	Start & End Dates
7 <sup>th</sup> and 8 <sup>th</sup> Grade Softball	To Be Announced	September 11 October 26
6 <sup>th</sup> Grade 3-On-3 Basketball	Ross Thies	TBA
Cross Country	Lauren Apfelbaum Erik Johnson	September 11 October 26
Dance Team	To Be Announced	TBA
6 <sup>th</sup> Grade Cross Country	Brian Griffith	September 11 October 26
7 <sup>th</sup> and 8 <sup>th</sup> Grade Football	Steve Carnell Richard McLeod Ross Theis	September 25 October 19
7 <sup>th</sup> and 8 <sup>th</sup> Disk Golf	Craig Kenagy	Fall
7 <sup>th</sup> Grade Volleyball	Kirsten Flerchinger Shannon Bontrager Lyndsey Sabo	October 30 December 14
8 <sup>th</sup> Grade Volleyball	Karrie Delp Erik Johnson To Be Announced	October 30 December 21
7 <sup>th</sup> & 8 <sup>th</sup> Grade Wrestling	To Be Announced Sesan Olajoyegbe	February 12 March 28
7 <sup>th</sup> Grade Boys Basketball	Ryan Corigliano Erik Johnson	January 8 February 8
8 <sup>th</sup> Grade Boys Basketball	Erik Johnson Ryan Corigliano Ross Thies	February 12 March 28
8 <sup>th</sup> Grade Girls Basketball	Christine Lester Michael Robinson Juandiego Lerma	February 12 March 28
6 <sup>th</sup> Grade Basketball	Ross Thies	TBA
6 <sup>th</sup> Grade Volleyball	Ross Thies	TBA
7 <sup>th</sup> and 8 <sup>th</sup> Grade Boys Track	Erik Johnson Sam Picicci	April 8 May 30
7 <sup>th</sup> and 8 <sup>th</sup> Grade Girls Track	Christine Lester To Be Announced	April 8 May 30
7 <sup>th</sup> and 8 <sup>th</sup> Grade Baseball	To Be Announced Steve Carnell Sesan Olajoyegbe	April 8 May 30
7 <sup>th</sup> and 8 <sup>th</sup> Disk Golf	Craig Kenagy	Spring

**Sports are a great way to make friends, learn skills, gain confidence,  
and be part of our empowering Spartan sports community.**

**Try something new or keep improving with your Salk teammates.**

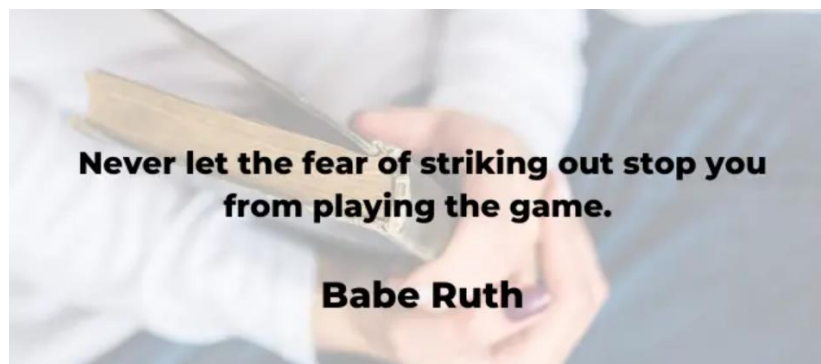
***Go Spartans!***



## **TO REGISTER FOR AN ACTIVITY OR SPORT**

1. GO TO: [www.spokaneschools.org/salk](http://www.spokaneschools.org/salk)
2. Use the FAMILY ID link on the Salk Home Page or under Athletics
3. Open an account using a valid email and password of your choice
4. Within minutes you will be sent a link to begin registration
5. After selecting your program and completing registration - CONFIRM REGISTRATION
6. You will see a confirmation page and you are IN!!

**Athletic Coordinator: Michael Robinson, 354-5604**



## Quarter 1 Bathroom Tracker

Advisory	
Date	Time Out/In

Period 1:	
Date	Time Out/In

Period 2:	
Date	Time Out/In

Period 3:	
Date	Time Out/In

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

Period 4:	
Date	Time Out/In

Period 5:	
Date	Time Out/In

Period 6:	
Date	Time Out/In

Total Bathroom Breaks	
Advisory	
Period 1	
Period 2	
Period 3	
Period 4	
Period 5	
Period 6	

## Quarter 2 Bathroom Tracker

Advisory	
Date	Time Out/In

Period 1:	
Date	Time Out/In

Period 2:	
Date	Time Out/In

Period 3:	
Date	Time Out/In

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

Period 4:	
Date	Time Out/In

Period 5:	
Date	Time Out/In

Period 6:	
Date	Time Out/In

Total Bathroom Breaks	
Advisory	
Period 1	
Period 2	
Period 3	
Period 4	
Period 5	
Period 6	



## Quarter 3 Bathroom Tracker

Advisory	
Date	Time Out/In

Period 1:	
Date	Time Out/In

Period 2:	
Date	Time Out/In

Period 3:	
Date	Time Out/In

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

Period 4:	
Date	Time Out/In

Period 5:	
Date	Time Out/In

Period 6:	
Date	Time Out/In

Total Bathroom Breaks	
Advisory	
Period 1	
Period 2	
Period 3	
Period 4	
Period 5	
Period 6	

## Quarter 4 Bathroom Tracker

Advisory	
Date	Time Out/In

Period 1:	
Date	Time Out/In

Period 2:	
Date	Time Out/In

Period 3:	
Date	Time Out/In

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

Period 4:	
Date	Time Out/In

Period 5:	
Date	Time Out/In

Period 6:	
Date	Time Out/In

Total Bathroom Breaks	
Advisory	
Period 1	
Period 2	
Period 3	
Period 4	
Period 5	
Period 6	