



Welcome To Salk Middle School

Welcome to the 2020-2021 school year and the rich traditions and community **Salk Middle School** offers.

Our staff has high expectations of our students. These expectations include kindness and hard work. This **student handbook** covers those expectations and their rationale. The handbook also serves as an organizational and informational tool that is important to your 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 organize your lives!

Image Designed by 8th grade student Shakira DeLeon, 2016

Matt McFarland
Principal



Spokane Public Schools complies with all federal and state rules and regulations and does not discriminate on the basis of age, sex, marital status, race, color, creed, national origin, the presence of any sensory, mental, or physical disability, or the use of a trained dog 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 officer and/or Section 504/ADA coordinator. Title IX Officer, Ramon Alvarez, (509) 354-7344 * Section 504 Coordinator, Jodi Harmon, (509) 354-7306 * ADA Officer, Ramon Alvarez (509) 354-7344 * Affirmative Action Officer, Ramon Alvarez, (509) 354-7344 * Equal Opportunity Officer, Ramon Alvarez, (509) 354-7344 * 200 N. Bernard Street, Spokane, WA 99202

Student Name _____ Locker Number _____

My Schedule

Semester 1

1st Period _____

2nd Period _____

3rd Period _____

4th Period _____

5th Period _____

6th Period _____

Academic Goals for Semester 1: _____

Academic Goals for Semester 2: _____

Semester 2

1st Period _____

2nd Period _____

3rd Period _____

4th Period _____

5th Period _____

6th Period _____

Salk Daily Bell Schedule 2020-21

Regular Schedule—Weekdays

Breakfast Open in Cafeteria 8:40

Halls Open to Students 8:50

Five Minute Warning Bell 8:55

Advisory 9:00-9:18
Period 1 9:23-10:15
Period 2 10:20-11:12
Period 3 11:17-12:09

1st Lunch 12:09-12:39
Period 4 12:44-1:36

2nd Lunch 1:06-1:36
Period 4 12:14-1:06

Period 5 1:41-2:33
Period 6 2:38-3:30

Halls Closed to Students 3:40

Early Release Fridays

Breakfast Open in Cafeteria 8:40

Halls Open to Students 8:50

Five Minute Warning Bell 8:55

Advisory 9:00-9:21
Period 1 9:26 – 10:05
Period 2 10:10 – 10:49
Period 3 10:54– 11:33

1st Lunch 11:33– 12:03
Period 4 12:08– 12:47

2nd Lunch 12:17 – 12:47
Period 4 11:38 – 12:17

Period 5 12:52 – 1:31
Period 6 1:36 – 2:15

Halls Closed to Students 2:20

Students are to clear the halls immediately after school after going to their lockers. There are no programs, sports, or activities

Salk PRIDE – School Culture

	EXPECTATION	RATIONALE
ON CAMPUS	<ul style="list-style-type: none"> • Students remain on campus for the entirety of the day. Students are not permitted to visit local businesses after being dropped off at school. • Students may congregate by the main entrance prior to the start of school. • Students are invited to enter the cafeteria from 8:40 AM – 8:50 AM for breakfast. • Students not eating breakfast should enter the building after 8:50. Only students with a pass should be in the halls before 8:50. • Students not participating in after-school activities make their way off campus by 3:40 PM to travel home. • Students walk bikes, skateboards, long boards, roller blades off campus before riding. 	<ul style="list-style-type: none"> • We are responsible for students and want to support them. Student safety is paramount, so we have designated certain areas for students to be where we can make sure supervision is present. • We maintain a safe environment for all students on our campus outside.
PERSONAL APPEARANCE	<ul style="list-style-type: none"> • Student clothing and accessories promote a productive, inclusive, and safe learning environment. • Hats and hoods are permitted before and after school, but are removed during school and not worn in the building. Only winter hats can be worn at lunch time. Winter coats should not be worn in class. • Prohibited clothing/accessories include, but are not limited to: <ul style="list-style-type: none"> ▪ Items that promote illegal activities (ex: drug and alcohol references) ▪ Items that could jeopardize safety (ex: bandanas, gang-related paraphernalia) ▪ Items that could be discriminatory (ex: symbols aimed against others) ▪ Items that reveal midriff, undergarments, or are backless or low-cut (ex: halter tops, pants not worn at waist level) ▪ Items that are excessively tight, short, or revealing (spaghetti strap tops or mesh material). Tops, shorts, and skirts must provide full coverage of a student’s backside, stomach, and chest. 	<ul style="list-style-type: none"> • Our school community is designed to be a safe and productive learning community. All students deserve an opportunity to learn in an environment in which they feel welcomed and valued. To support in the development of this environment, there are some basic rules that are similar to those of other inclusive communities.
BACKPACKS, PURSES & BAGS	<ul style="list-style-type: none"> • Backpacks, purses, bags, and other personal materials are stored in student lockers during the school day: 8:50 a.m. to 3:30 p.m. 	<ul style="list-style-type: none"> • Backpacks, purses, and bags clutter the floor of classrooms, potentially creating an unsafe environment.
BELL TO BELL INSTRUCTION	<ul style="list-style-type: none"> • Every minute of class time is equally valued and important. • Students are dismissed by the teacher after the bell to mark the conclusion of the period. 	<ul style="list-style-type: none"> • Whether it is the first minute of class, the last minute of class, or any minute in between, we want to take advantage of every learning opportunity.
FOOD	<ul style="list-style-type: none"> • Water bottles are permissible throughout the school day. • All other food is stored in student lockers and are only consumed in the cafeteria or a classroom space when approved by a staff member for a special occasion. 	<ul style="list-style-type: none"> • We are responsible for a safe school environment. Clear bottles with water contribute to minimizing the impact of spills.

Salk PRIDE – School Culture

	<ul style="list-style-type: none"> For students who arrive to school prior to 8:55, breakfast is served and consumed in the cafeteria only. At 8:55 students will finish up breakfast and transition to their classrooms. Students arriving after 8:58 will be asked to report to the Main Office, where they will have the opportunity to receive breakfast after signing in with the attendance staff. 	<ul style="list-style-type: none"> Keeping our school clean is the responsibility of everyone. Consuming food and drinks in designated areas helps keep our building clean.
	EXPECTATION	RATIONALE
CAFETERIA	<ul style="list-style-type: none"> Students should make their way to the cafeteria promptly, within the 5 minute passing period. Students should not be in the halls during the lunch period unless they have a pass. Binders, textbooks and other classroom materials are stored securely in a locker. Materials are not left around the cafeteria or hallways. Students should display polite manners in the cafeteria. Students remain seated after securing their meal and while quietly socializing during their time in the cafeteria. There is no wandering in the cafeteria. Students may be asked to help clean the cafeteria if they do not meet cafeteria expectations. 	<ul style="list-style-type: none"> The cafeteria is designed to be a social environment. It is important to balance socialization with the adherence to basic rules to keep everyone safe. Having students seated and not having materials on the floor helps to minimize accidents. Students are expected to transition back from free time after lunch in a timely fashion to resume instruction.
OUTSIDE DURING LUNCH	<ul style="list-style-type: none"> After 15 minutes of lunch, students will be released to go outside. If students are still eating, they will be asked to change tables to facilitate cleaning of the cafeteria. Unless there is a written request from a parent, all students are expected to go outside in order to allow for the cleaning of the cafeteria. Students should dress for the weather. Students may have an opportunity to go to the library rather than outside, depending on the librarian’s availability. Once outside, students should proceed to or beyond the basketball courts. All food and beverage should remain inside the cafeteria. Students may play basketball, football, or volleyball while outside. Football must be touch. Basketball courts need to be open to all- students should play “King of the Court” if it becomes crowded. Volleyball should be open to all- create a larger circle if more students want to play. 	<ul style="list-style-type: none"> This time at lunch should be joyful, inclusive, and safe. To ensure supervision, students need to remain in the designated areas.
INSIDE THE GYM AT LUNCH	<ul style="list-style-type: none"> On rare occasions of inclement weather, students may go to the gym instead of going outside. If this is the case: food should remain in the cafeteria. Half of the gym (4 hoops) will be available for basketball. If there are more than 6 people at the court, students should play “King of the Court.” The other half of the gym will be available for volleyball circles. A maximum of 4 circles will be allowed. Circles should welcome all who want to play. Students who do not play basketball or volleyball should be seated in the bleachers. Students should dispose of any trash when leaving the bleachers or gym space. 	<ul style="list-style-type: none"> The gym is the classroom for our PE teachers, and we must treat it with respect. This means encroaching on their space as seldom as possible, and when we do, being as clean and orderly as possible.
HALLWAY TRANSITIONS	<ul style="list-style-type: none"> Social, joyful and safe. Students move with purpose and urgency to their next class, however, remain walking—keeping hands and feet to self and using inside voices. Electronics expectation is maintained. 	<ul style="list-style-type: none"> We want students to have a break between classes, but also need students to traverse the halls in a safe and swift manner.
SOCIAL INTERACTIONS	<ul style="list-style-type: none"> Students model Salk PRIDE, acting and speaking in a caring, polite and respectful manner. 	<ul style="list-style-type: none"> Every member of our community is important and provides value. We treat one another in the

Salk PRIDE – School Culture

	<ul style="list-style-type: none"> Students are expected to maintain appropriate boundaries with one another. Public displays of affection are to be avoided at school and school events. 	<p>way that we want to be treated. Our school is a safe and enjoyable community for all.</p>
PASSES	<ul style="list-style-type: none"> Any time a student travels during instructional time, they do so with a pass from an adult. A student with a pass moves with purpose to complete only the task authorized by the pass. 	<ul style="list-style-type: none"> We are responsible for student safety and need to know where students are at all times. Students who have permission to be out of class are easily identified with a pass. Moving quickly while on a hall pass reduces the amount of missed learning time.
	EXPECTATION	RATIONALE
CLASS PUNCTUALITY (0-9 minutes)	<ul style="list-style-type: none"> Students are in the classroom prior to the bell that begins the class period. Any student arriving to school late (8:58 AM or later) will be issued a pass to locker/class by the Main Office. In instances of large numbers of late students (ex: late bus), other procedures may be used to maximize efficiency. 	<ul style="list-style-type: none"> We are responsible for student safety and need to know where students are. Physically being in the classroom is an essential prerequisite to learning.
TRUANCY (10+ minutes)	<ul style="list-style-type: none"> Students who are unaccounted for during class time for 10 or more minutes are marked as truant. 	<ul style="list-style-type: none"> A student is marked truant due to an extended period of time that they are unsupervised.
ELECTRONICS	<ul style="list-style-type: none"> Phones, headphones, speakers, etc. are turned off and are concealed or placed in lockers between 8:45 AM and 3:30 PM. Students who are observed possessing or using any electronic device may have the device confiscated to eliminate the distraction. <ul style="list-style-type: none"> Exception – Students may use electronics outside of the building before or after school or if given explicit permission for an academic use in the classroom. Camera or recording functions on phones or other devices are not permitted at any time due to privacy expectations. Students are not permitted to charge phones anywhere in the building due to risk of theft. 	<ul style="list-style-type: none"> Cell phones for personal use are distracting to the learning environment. All students deserve to feel safe and comfortable in the school environment. Capturing other students in photos or videos reduces the feelings of safety and comfort.
SOCIAL MEDIA	<ul style="list-style-type: none"> Students making choices to participate in social media (anonymous and not anonymous) are responsible for the content that they subscribe to. Negative content only lives on social media if someone posts it and, more importantly, if others subscribe to it. 	<ul style="list-style-type: none"> Every student deserves to feel safe and comfortable. The responsibility of posted content lies with the individual who posts it and the individuals who subscribe to it, and in doing so spreads the message.
AFTER SCHOOL ACTIVITIES	<ul style="list-style-type: none"> Students participating in after-school activities (iCAN, Athletics, Clubs) arrive at their destination by 3:35 PM. A student participating in an extra-curricular activity must be present and attend school on the day of the activity, practice, meeting, game, or event. 	<ul style="list-style-type: none"> After-school activities hold the same importance as any class during the day. Students must arrive promptly in order to appropriately engage with the activity. A student participating in activities must also engage in classwork during the day to have the privilege of attending additional opportunities.

Salk PRIDE – School Culture

<p>LOCKERS</p>	<ul style="list-style-type: none"> • Students store their belongings only in the locker that they are assigned. • Students is responsible for all of the items that are present in their locker. Lockers are the property of the school and can be accessed by staff at any time. • Students are responsible for keeping their locker closed and locked at all times. 	<ul style="list-style-type: none"> • Students are held accountable for the contents of their assigned locker. Sharing lockers results in situations where students are unable to get their belongings quickly and it increases the chances that items go missing.
<p>OFFICE VISITS</p>	<ul style="list-style-type: none"> • A student visiting the office for any reason must have a pass from a teacher. This includes visits to the office in between instructional periods. • Office visits are reserved for urgent needs. • Students visiting to use the phone must: 1) Have a pass 2) Ask permission 3) Make call 4) Allow office staff to talk to a family member if leaving. 	<ul style="list-style-type: none"> • Visiting the office results in missed class time. Office visits should be reserved for times when there is an urgent need that can't wait, in order to make sure that the student doesn't miss important information in class. • Office staff must speak with a family member if a student is leaving in order to verify the situation and the adult that is signing the student out.
<p>NURSE</p>	<ul style="list-style-type: none"> • Nurse visits are reserved for urgent needs or for the distribution of medication taken routinely. Only a staff member can refer a student to the nurse. • Any student directed to the nurse must report to the Main Office first. 	<ul style="list-style-type: none"> • We are responsible for student safety and need to know where students are and have proper documentation for nurse visits.
<p>COUNSELOR REFERRALS</p>	<ul style="list-style-type: none"> • Students can sign up to see the counselor by completing a Salk Counseling Center form in the box outside the counseling center. Students can fill out the form before/after school, during lunch, or during passing periods. Teachers have the option to provide the student a pass during class to go and sign up to see the counselor. • If you have an urgent need that requires the immediate attention of a counselor, administrator or resource officer, please ask a teacher to check in with the main office. 	<ul style="list-style-type: none"> • Serving all students at Salk is a priority. The counselor referral process aims to ensure that all students have equal access to the counselors in the counseling center.
<p>HOME EVENT (SPORTING)</p>	<ul style="list-style-type: none"> • Students are encouraged to support their peers at events. In order to spectate at home events, a student must have their own Parent/Guardian (documented in PowerSchool) present or have a contract completed to participate with the staff-supervised Spirit Squad and follow all expectations outlined in the contract. 	<ul style="list-style-type: none"> • To ensure safety and security for all, adequate supervision must be present at all events. Additionally, in the event of an emergency outside of the school day, it is necessary to have direct communication with a student's Parent/Guardian.

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 ATTENDANCE 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 in to 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 ATTENDANCE OFFICE before 8:55 AM to receive a green TEMPORARY DISMISSAL SLIP.
 - Check back in to the Student 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 (Street Pass) from the Student 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 Main Office before 9:30 AM. Work may be picked up in the MAIN 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 make arrangements 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 Main Office) at least one week in advance and make arrangements to get assignments.

Sick Students: If a student becomes ill at school they need to obtain 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 Student Office. Under no circumstances are students allowed to leave campus due to illness without checking out through the Student 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 Main 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. In order 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. Academic 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 2020-2021

ACTIVITY	COACH	Start & End Dates
7 th and 8 th Grade Softball	Scott Kelley Erik Johnson	September 8 – October 15
Cross Country	Lauren Apfelbaum Britten Jay	September 8 – October 15
Dance Team	T'Lacy Amburgey	Fall/Winter/Spring
6 th Grade Cross Country	Tara Roecks	Fall
7 th and 8 th Grade Football	Chris Trechter Shahid Quidwai	September 21 – October 15
7 th and 8 th Disk Golf	Sean O'Connor	September 9 – October 27
7 th Grade Volleyball	Kirsten Flerchinger Shannon Gilfeather Kendall Erickson	October 21 – December 9
8 th Grade Volleyball	Karrie Delp Erik Johnson Raechel Allen	October 21 – December 16
7 th & 8 th Grade Wrestling	Justin Farwell Chris Trechter	October 21 – December 5
7 th Grade Boys Basketball	Ryan Corigliano Erik Johnson	January 4 – February 12
8 th Grade Boys Basketball	Scott Kelley Ryan Corigliano Erik Johnson	February 16 – April 2
7 th Grade Girls Basketball	Kendall Erickson Megan Decker Michael Robinson	January 4 – February 12

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Activities, Seasons, and Coaches 2020-2021

ACTIVITY	COACH	Start & End Dates
8 th Grade Girls Basketball	Kendall Erickson Megan Decker Michael Robinson	February 16 – April 2
6 th Grade Basketball	Debbie VanTine Michael Robinson	February/March
7 th and 8 th Grade Boys Track	Erik Johnson Sam Picicci	April 13 – May 28
7 th and 8 th Grade Girls Track	Asheley Schraeder Kevin Gardner	April 13 – May 28
7 th and 8 th Grade Baseball	Scott Kelley Ryan Corigliano Steve Carnell	April 13 – May 28
7 th and 8 th Disk Golf	Sean O'Connor	April 13 – May 31

TO REGISTER FOR AN ACTIVITY OR SPORT

1. GO TO: 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: Erik Johnson, 354-5572