

WASHINGTON MIDDLE SCHOOL



Handbook



25-26



Regular Schedule

Period	Time	Length
1	8:00 - 8:54	54 minutes (3 min. announcements)
2	8:59 - 9:51	52 minutes
3	9:56 - 10:48	52 minutes
Intervention	10:53 - 11:18	25 minutes
Lunch	11:18 - 11:58	40 minutes
4	12:03 - 12:55	52 minutes
5	1:00 - 1:52	52 minutes
6	1:57 - 2:49	52 minutes

Wednesday Collaboration

Period	Time	Length
1	8:00 - 8:44	44 minutes (3 min. announcements)
2	8:49 - 9:31	42 minutes
3	9:36 - 10:18	42 minutes
Intervention	10:23 - 10:45	22 minutes
Lunch	10:45 - 11:25	40 minutes
4	11:30 - 12:12	42 minutes
5	12:17 - 12:59	42 minutes
6	1:04 - 1:46	42 minutes
Teacher Collaboration	1:51 - 3:11	80 minutes

Minimum Day

Period	Time	Length
1	8:00 - 8:40	40 minutes
2	8:45 - 9:21	36 minutes
3	9:26 - 10:02	36 minutes
4	10:07 - 10:43	36 minutes
5	10:48 - 11:24	36 minutes
Lunch	11:24 - 11:54	30 minutes
6	11:59 - 12:35	36 minutes

WASHINGTON MIDDLE SCHOOL

SALINAS UNION HIGH SCHOOL DISTRICT

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MISSION STATEMENT

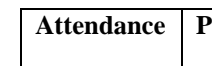
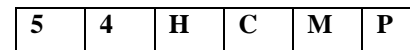
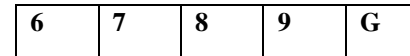
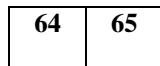
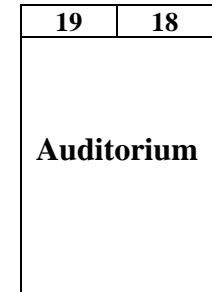
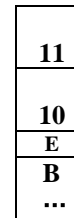
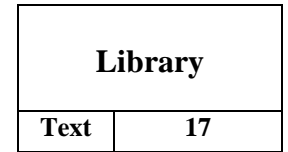
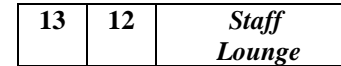
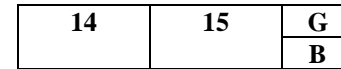
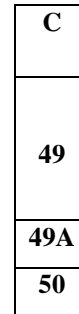
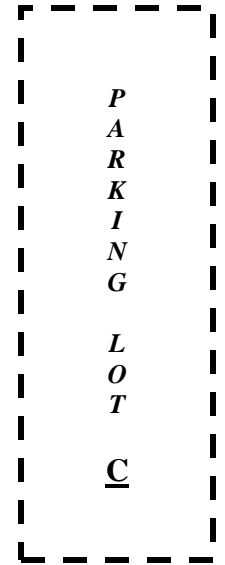
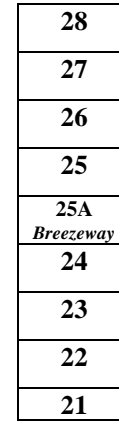
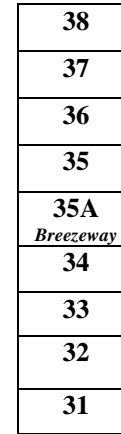
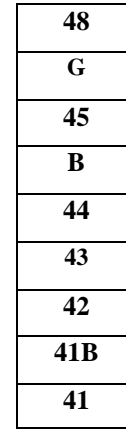
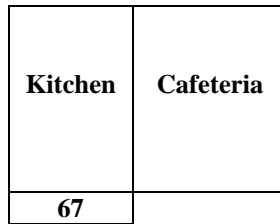
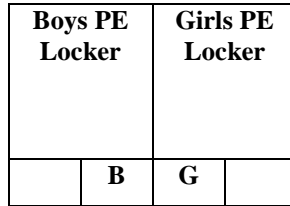
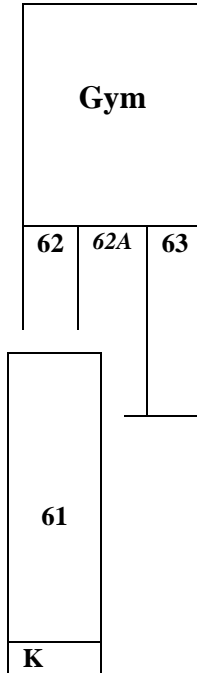
THE SALINAS UNION HIGH SCHOOL DISTRICT DEVELOPS EDUCATED LEARNERS TO THE HIGHEST STANDARDS PREPARING THEM TO ACHIEVE THEIR LIFE'S ASPIRATIONS AND TO BE PRODUCTIVE CITIZENS IN A GLOBAL SOCIETY.

WASHINGTON MIDDLE SCHOOL MISSION STATEMENT

ALL WMS STUDENTS WILL SHOW COMPETENCE IN ACADEMIC STANDARDS AND WILL BE PREPARED FOR HIGH SCHOOL. WMS STAFF WILL TEACH ALL STUDENTS TO ACCEPT RESPONSIBILITY FOR ACHIEVING THEIR MAXIMUM POTENTIAL AS LIFE-LONG LEARNERS AND PRODUCTIVE MEMBERS OF THEIR COMMUNITY.

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560 IVERSON STREET SALINAS, CALIFORNIA 93901

WASHINGTON MIDDLE SCHOOL EMERGENCY EVACUATION MAP

WMS Bronco Expectations

BE SAFE † BE RESPONSIBLE † BE RESPECTFUL

	BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
ALL AREAS	<ul style="list-style-type: none"> • Get adult help when needed • Report unidentified visitors • Keep hands, feet, and objects to self <ul style="list-style-type: none"> • Move safely • Use materials and equipment appropriately • See something, say something 	<ul style="list-style-type: none"> • Follow directions • Be prepared and on time • Use problem solving skills • Have appropriate WMS agenda at all times 	<ul style="list-style-type: none"> • Use kind words and actions • Respect others' space and property • Use appropriate voice level <ul style="list-style-type: none"> • Clean up after yourself • Be helpful • Use appropriate language
Morning Arrival	<ul style="list-style-type: none"> • Enter building upon arrival <ul style="list-style-type: none"> • Use crosswalk <p>Cafeteria: Stay seated To Class: Move calmly School: No ins and outs</p>	<ul style="list-style-type: none"> • Walk directly to scheduled destination • Be on time <p>Cafeteria: Clean up after yourself Library: Read or whisper with a friend To Class: Report to classroom teacher</p>	<ul style="list-style-type: none"> • Greet others with a smile <p>Cafeteria: Use good manners Library: Use quiet voice To Class: Be aware of others & your surroundings</p>
Office Area	<ul style="list-style-type: none"> • Check in with office staff immediately • Have your pass ready to present to staff 	<ul style="list-style-type: none"> • Wait quietly for your turn • Use quiet voice 	<ul style="list-style-type: none"> • Politely state your purpose • Use please and thank you
Hallway	<ul style="list-style-type: none"> • Walk to the right of the hall • Walk in an orderly manner • Be aware of surroundings • Hold door open for others 	<ul style="list-style-type: none"> • Move calmly and quietly (no running) <ul style="list-style-type: none"> • Walk directly to your destination • Have a pass with you (if during class time) 	<ul style="list-style-type: none"> • Honor others' personal space by keeping your hands, feet and objects to yourself. • Admire bulletin board and wall displays with eyes only
Locker Rooms	<ul style="list-style-type: none"> • Walk while entering and exiting <ul style="list-style-type: none"> • Secure cell phones prior to entering <ul style="list-style-type: none"> • Glass of any sort is not permitted • Place backpacks above lockers • Always keep your assigned locker locked • Be aware of surroundings • Enter and Exit only when instructed by an adult 	<ul style="list-style-type: none"> • Be in the locker room on time • Have the PE uniform locked in your assigned locker • Regularly wash the uniform • Have the PE binder in your locker • Write your lock combination in your agenda 	<ul style="list-style-type: none"> • Be respectful of others' changing space • Turn in any clothing or objects left behind to a teacher • Keep cell phones out of sight

	BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
Restroom	<ul style="list-style-type: none"> • Wash hands • Keep water and soap in sink • Report suspicious activity or graffiti to an adult • Report large groups to an adult 	<ul style="list-style-type: none"> • Throw paper towels into trash can • Report plumbing issues to an adult 	<ul style="list-style-type: none"> • Respect privacy • Use restroom quickly and quietly
Blacktop and Backfield	<ul style="list-style-type: none"> • Report unidentified visitors and suspicious visitors • Report injuries or concerns • Play only approved recess games <ul style="list-style-type: none"> • Stay within boundaries • No large groups 	<ul style="list-style-type: none"> • Follow school rules • Put equipment away <ul style="list-style-type: none"> • No food 	<ul style="list-style-type: none"> • Welcome all who want to participate • Share and take turns • Demonstrate good sportsmanship • Be courteous of other activities
Lunch	<ul style="list-style-type: none"> • Always walk; move calmly and quietly • Exit cafeteria in an orderly manner <ul style="list-style-type: none"> • Leave cafeteria calmly <ul style="list-style-type: none"> • Report spills • No running 	<ul style="list-style-type: none"> • Clean up area when finished <ul style="list-style-type: none"> • Have ID 	<ul style="list-style-type: none"> • Use good manners and kind words <ul style="list-style-type: none"> • Use private voices • Stop talking when directions are given
Lunch Line	<ul style="list-style-type: none"> • Walk in single file to lunch line <ul style="list-style-type: none"> • Leave space open at doorways • Stand in the correct line 	<ul style="list-style-type: none"> • Stand calmly in line • Have ID card ready 	<ul style="list-style-type: none"> • Admire displays with eyes only • Honor others' personal space • Leave room for others to pass <ul style="list-style-type: none"> • Respect others space
Library	<ul style="list-style-type: none"> • Move calmly and quietly • Push chair in when leaving table 	<ul style="list-style-type: none"> • Return books when they are due <ul style="list-style-type: none"> • Treat books carefully • Use library time appropriately <ul style="list-style-type: none"> • Have ID 	<ul style="list-style-type: none"> • Use a library voice • Replace books carefully • Wait patiently to check out books or use the computer

	BE SAFE	BE RESPONSIBLE	BE RESPECTFUL
Assemblies and Special Events	<ul style="list-style-type: none"> ● Keep hands, feet, and objects to self ● Be seated, stay seated ● Wait for arrival / dismissal signs 	<ul style="list-style-type: none"> ● Enter and exit calmly and quietly ● Sit in designated areas 	<ul style="list-style-type: none"> ● Listen and pay attention to presenter(s) <ul style="list-style-type: none"> ● Applaud appropriately ● Stay for entire assembly ● Be aware of others' viewing needs
Dismissal (exits, bike rack, parking lot, etc.)	<ul style="list-style-type: none"> ● Be aware of traffic ● Walk to the right in the hall ● Walk bikes/skateboards on school grounds <ul style="list-style-type: none"> ● Use bike lanes, wear helmets ● Use sidewalks and crosswalks ● Don't talk to strangers 	<ul style="list-style-type: none"> ● Go directly to after school destination ● Wait on front sidewalks for rides home ● Wait 2 feet away from curb for city bus 	<ul style="list-style-type: none"> ● Leave school promptly <ul style="list-style-type: none"> ● Use only kind words ● Wait calmly for your ride ● Respect others on the bus
Lockers	<ul style="list-style-type: none"> ● Move calmly and quietly ● Use only school locks <ul style="list-style-type: none"> ● Keep combination to yourself ● You are the only person to use the assigned locker 	<ul style="list-style-type: none"> ● Keep locker clean and graffiti free ● Make sure locker is locked and secure ● Lunch times to go to your locker are 1:00-1:20 and Wed 1:20-1:30 	<ul style="list-style-type: none"> ● Wait calmly <ul style="list-style-type: none"> ● Use good manners ● Make room for others, so they can get to their lockers
Emergency Drill	<ul style="list-style-type: none"> ● Exit building calmly, yet quickly 	<ul style="list-style-type: none"> ● Stay in a straight line ● Stay with your teacher 	<ul style="list-style-type: none"> ● Listen for and follow directions ● Remain in line until dismissed
Virtual Learning Community (when learning online)	<ul style="list-style-type: none"> ● Understand your digital footprint ● Be cautious with who you interact with online. ● Know where your device is ● Protect your passwords, devices and profiles. 	<ul style="list-style-type: none"> ● Bring CHARGED devices to school <ul style="list-style-type: none"> ● Report unsafe or inappropriate posts ● Make sure that your device is working 	<ul style="list-style-type: none"> ● Respect other broncos by being academic and respectful in online interactions <ul style="list-style-type: none"> ● Make positive online contributions.

This matrix provides some of the many examples of being Safe, Responsible, and Respectful.



WMS Behavior Management Flow

Negative Behavior

Intervention 1

Intervention 2

Intervention 3

Intervention 4
Referral to Admin
Synergy ODR
Step by Step

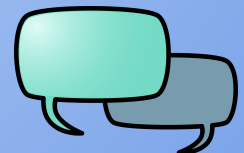
Minor
Phone Use
Failure to follow rules/directive
Food/Drinks/Gum in class
Inappropriate PDA
Inappropriate language/comments
Littering
Off task
Put downs/low level teasing
Unsafe Behaviors (i.e. running in the hall or throwing paper in class)
Uniform/dress code violation
Unexcused tardy/absence

Major
Hate Speech
Cheating
Habitual profanity or vulgarity
Weapons
Fighting/assault
Overt defiance
Sexual harassment
Bullying/intimidation
Threats
Inappropriate touching
Unsafe activities (i.e. body shots, Use/possession of alcohol or drugs
Vandalism
Stealing/Theft

Notify office/admin team
Send student to the office
OR
Request escort and/or removal

Admin team investigates and identifies next steps & contacts teacher/staff

Note for Minors: Parent/guardian contact required before intervention 4/referral.
(i.e. phone call, email, synergy email, talking points)



ACCELERATED READER

Middle Schools participate in the Accelerated Reader (AR) Program. Accelerated Reader helps teachers motivate students to improve reading comprehension and fluency. Through Accelerated Reader, students are motivated to read books at their reading level and to progress to more challenging books as they improve their reading skills. All students are encouraged to read and take AR quizzes. Students accumulate AR points based on the number of books they have read and quizzes they have passed. Prizes are awarded to students as they earn AR points.

ACADEMIC HONESTY

All Middle School students are expected to take pride in their achievements. Students must rely on their talents and abilities to complete academic work at a level in which they take pride. Academic dishonesty is the act of participating in obtaining or attempting to obtain credit for work by the use of dishonest, deceptive, fraudulent, or unauthorized means. Collaborative studying is not academic dishonesty when specifically permitted or required by a teacher.

The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. Students, parents/guardians, staff, and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to District and school-site discipline rules.

ACTIVITIES

In addition to dances and school-wide activities, such as rallies, special dress-up days, and spirit weeks are planned by the Leadership Class and the Associated Student Body (ASB). All students are encouraged to get involved and participate in school activities.

AGENDAS

Organization and self-responsibility are important parts of the elementary to middle school transition. Students have six classes with multiple assignments, projects, and tests. Additionally, students may have club meetings, sports practices, and games. All of this needs an organizational system. Agendas are used to help students be successful. They are a helpful way for students and parents to see what is assigned and what is happening on a daily or weekly basis. There are places to record daily assignments for each class period. Additionally, the agenda is full of other helpful school information. Agendas are given to each student for free at the beginning of the school year. Replacements can be purchased at the student store or office, depending on the school site.

ATTENDANCE

Regular attendance is very important and directly affects a student's academic performance. Students should only be absent when ill or because of a family emergency. Students are required to attend at least 85% of the days enrolled. Students who are absent more than 15% of days enrolled risk being retained and not being promoted to high school. All schools are CLOSED CAMPUSES during the entire school day. A student must receive a *Permit to leave* at any time during the school day from the Attendance Office or the absence may be marked invalid. Parents/guardians must be present (in Person) at the attendance office prepared to show their Picture ID to pull a student out of class. Students may not be pulled out of class during the last 15 minutes of the school day. We strongly encourage appointments to be made during non-school time if possible.

Clearing Absences:

- Parents are required to call the Attendance Office to report a student's absence.

- The school’s voice mail system is available to record calls 24 hours a day. Parents should leave their name, the student’s full name, the date of absence, the reason for absence, and the date of expected return to school.
- A note may also be sent that includes the same information. If a call or note is not received, every effort will be made to contact a parent at home or place of employment to verify that the absence is excused and not truancy.
- Parents of students who are absent for one or more periods in a day will receive an automated message from the school. For Tardies, see “Tardiness”.
- Excessive Excused absences may require a parent conference. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences (AR 5113)

Excessive Excused Absence Letters

- Studies show that parents/students often underestimate how many days have been missed
- Students may have unknown barriers-resources may be needed
- Excessive Excused Letter 1 is triggered by 5+ Excused Events
- Excessive Excused Letter 2 by 10+ Excused Events
- Students are required to attend at least 85% of the days enrolled. Students who are absent more than 15% of days enrolled risk being retained and not being promoted to high school. (ie Students should not miss 27 or more days in a school year, this is why these letters are mailed) 85% attendance includes excused and unexcused absences.

AFTER SCHOOL PROGRAM

Tutorial classes are offered to support student learning beyond the school day. Classes vary but generally include remediation/support in all core content classes. See the main office for more information.

AVID (Advancement Via Individual Determination)

AVID is an elective program designed to prepare middle school students for success in high school, college, and their future careers. Its rigorous curriculum focuses on academic study habits, personal development, career aspirations, and college planning. If interested, please contact the AVID Coordinator or counselor for an application.

- It is an in-school academic elective support program that prepares students for college eligibility and career planning from grades seven through twelve.
- AVID supports all students in their four-year journey in high school, predominantly minority, rural, low-income, and other students without a college-going tradition in their families.

ATHLETICS

Students may participate in an after-school sports league with several of the middle schools in the area. Sports vary from season to season and may include volleyball, basketball, soccer, wrestling, and track. Half of the games are played “away” at other middle schools and half of the games are hosted on our school campus. It might be necessary to limit the number of students who “make the team” by holding tryouts. Students must have at least a 2.0 grade point average and no more than one “UN” in their citizenship grade or no more than one “F” in the previous quarter to be eligible to participate in after-school sports. Additionally, athletes and guardians must attend a Drug-Free Contract Signing Meeting before the season. These are available at night and on multiple dates throughout the school year. Reference the “Eligibility” section for more details.

BACKPACKS

Students are encouraged to carry only necessary items in their backpacks. Backpacks must not display insignias, logos, labels, or graffiti associated with gangs, drugs, alcohol, or profanity. For more information, see the school's uniform policy.

BEHAVIOR EXPECTATIONS

All middle school students are expected to follow school-wide expectations. We believe that a positive and respectful learning environment is essential for student success. To support this, we have a clear set of 3-5 behavior expectations that help foster responsibility, respect, and safety for all students. We encourage parents to reinforce these expectations at home by discussing them with their child and modeling positive behavior. Together, we can create a respectful and productive environment where every student can thrive. See the PBIS matrix for additional information.

BEHAVIOR TO AND FROM SCHOOL

The school's discipline standards and consequences apply not only when students are on campus but also the trips to and from school. This also includes during, going to, or coming from school-sponsored activities such as field trips, school dances, celebrations, or athletic events. Students must travel to and from school safely and courteously. Students are not to trespass on private property or other campuses en route to school or home.

BICYCLES, SKATEBOARDS, SCOOTERS, ROLLER SKATES, SHOES WITH WHEELS

For everyone's safety, bicycles and all other forms of transportation are to be walked on the school grounds, including the parking lot, at all times. Bikes are to be locked in the bike rack area only. California State law requires that all students riding a bicycle wear a safety helmet. It is also suggested that students do not share chains and locks to avoid the possibility of theft. The school is not responsible for lost bicycles, skateboards, or other items.

BUS

You must ride the bus you are assigned to. You are required to arrive at your assigned bus stop 5 minutes before the departure time. You should wait respectfully in line for your turn to get on the bus.

Violating any school or bus rules while riding the bus may result in the bus driver suspending you from riding the bus for up to five days or more depending on the incident or issue. In certain cases, the principal may suspend you from riding the bus for an extended period.

CHROMEBOOKS

All students are assigned a Chromebook for the school year. It is the student's responsibility to care for these devices. All students are expected to adhere to the following norms:

- Students will use their Chromebooks to create, collaborate, communicate, and explore productively.
- When the signal is given, students will give their attention to the teacher.
- Students must bring a charged Chromebook to school every day.
- Headphones will only be used when the teacher gives the OK.
- Food and drink should not be on the same surface as a Chromebook.
- Chromebooks will be put away when the teacher signals to do so.
- If there is a problem with a Chromebook, restart it. If the problem continues, stay engaged with the task and notify the teacher at an appropriate time.

See "Technology Use and Internet Acceptable Use Policy." for additional information.

CITIZENSHIP GRADE

The school must help students develop good character. Students need to be prepared for adult citizenship in jobs and higher education. Students will receive a citizenship grade every grading period from each classroom teacher. Students' citizenship grades in each class depend on their behavior in the classroom.

The grade of "Outstanding", "Satisfactory", "Needs Improvement" or "Unsatisfactory" will be based on the "Citizenship Guidelines". The citizenship grade for each class will be shown on the student's report card, but not on the transcript or permanent records. Citizenship grades do affect eligibility in sports and activities (see "Eligibility" for more information).

CLUBS

Participation in clubs is open to all students. To start a new club, students must find a teacher sponsor and have it approved through ASB. Information regarding specific clubs is announced in the bulletin and is sent home occasionally.

COUNSELING SERVICES

The mission of the SUHSD School Counseling Program is to provide a comprehensive, developmental program addressing the academic, career, and personal/social development of every student. School counselors work in partnership with other educators, social workers, intervention specialists, parents, and the community to facilitate the support systems that empower and ensure that all students are safe, successful, college and career-oriented, and achieve their fullest potential. Counselor roles are aligned with the American School Counseling Association model standards. Please visit the school site's web page under the counseling service link that has the contact information to reach your assigned school academic counselor and request an appointment. Students and parents can request an appointment with their assigned school counselor at any time.

DANCES

Dances will be scheduled throughout the school year. We try to create an environment in which there is something to do for everyone. The following guidelines are important to remember:

- Students with more than two unsatisfactory "UN" grades in citizenship may not attend these dances.
- I.D. cards are required.
- Students must arrive on time.
- Students must comply with school regulations and rules.
- The daily school dress code must be followed unless specified as a costume dance.
- Students from other schools may not attend the dances.
- Once a student leaves, he/she may not re-enter the dance. Students who wish to leave early must have an adult pick them up at the gym and be released by an adult staff member.
- Students who behave/dance inappropriately are expected to be picked up by a parent and sent home early.

Parents are expected to pick up students promptly after the dance. Students who are not picked up within 15 minutes of the dance end time will risk their ability to attend future dances.

DELIVERIES

Deliveries for students are discouraged. This includes lunch, lunch money, backpacks, homework, balloons, flowers, P.E. clothes, or any other items. The staff cannot hold on to personal items as we do not have the capacity to store or deliver items. Parents are encouraged to make arrangements in advance with their students so that there is no disruption to the learning environment at our school.

DETENTION

Any staff member may assign their classroom detention for inappropriate behavior. Students must arrive on time and are expected to follow all staff directions. Detentions include lunch detention and after-school detentions. Failure to follow through with this obligation may result in a referral to the office and can result in suspension for defiance.

DRESS AND APPEARANCE

Appropriate dress is necessary for the healthy, safe, and undisturbed operation of schools and classes. Student's attire should be neat and clean.

The following guidelines shall apply to all regular school activities:

- Clothing, jewelry, and personal items shall be free of writing, pictures, or any other insignia that is vulgar, lewd, obscene, profane, or sexually suggestive or that promotes the use of alcohol, drugs, tobacco, or other illegal activity.
- Appropriate shoes must be worn at all times.
- Hats, caps, and other head coverings shall not be worn indoors.
- Clothes shall be sufficient to conceal undergarments. See-through tops and bare abdomens are prohibited.

Under Education Code 35183.5, students may wear articles of sun-protective clothing including hats, caps, and visors. Other head coverings are not permitted. Students will be allowed to wear such clothing outdoors only. Middle school students may only wear hats or caps that comply with the established uniform colors.

DRUG-FREE CONTRACT

All students who want to participate in athletics must attend a Drug-Free Contract signing assembly held in the evenings throughout the year. See "Alcohol/Drug Use Policy" in the Student Behavior Manual portion of this handbook.

ELIGIBILITY REQUIREMENTS

To participate in extracurricular activities, you will need to keep up your grades and have good citizenship. Eligibility is defined as having a 2.0 grade point average and no more than 1 "F" and 2 "UNs" in citizenship. If you are suspended for 5 days, or two or more suspensions equivalent to five days, you will be considered ineligible. Ineligibility will be in effect until grades are issued after the end of the next quarter. Students must meet both academic and citizenship eligibility standards to participate in sports. Students must meet citizenship eligibility to attend or participate in dances and other extracurricular activities. The administration has the right to deny entry into any activity at its discretion.

E-MAIL COMMUNICATION

All teachers and administrators have access to email. Parents may communicate via email by using the address formula of firstname.lastname@salinasuhdsd.org for example, to communicate with John Doe, the e-mail address is john.doe@salinasuhdsd.org

EMERGENCY INFORMATION

Parents must notify the school immediately of any change in address, phone number, employment, or emergency information. More than one adult must be listed on the Student Data Transmittal Form at separate daytime phone numbers. Students will **only** be released to adults who are listed on the Student Data Transmittal Form and have valid ID.

Emergency information that is provided to the school on the Student Data Transmittal Form is particularly important in an emergency. Families are encouraged to develop an emergency plan to assist in communication in times of disaster.

EXPULSION

See “Salinas Union High School District Behavioral Manual.”

FIGHTING

Fighting, threatening to fight, or promoting fighting either on or off campus (on the way home, on the way to school, at the bus stop, or through social media) is not tolerated. Rough horseplay or play fighting will be treated as seriously as “real” fights. Consequences may include parent/student/administrator conferences, suspension, police citation, and/or expulsion for repeated offenses.

FIRE AND DISASTER DRILLS

As required by law, fire, and disaster drills are practiced regularly. Students are expected to remain with the supervising teacher during the drill.

FOOD SERVICES

Breakfast, Lunch, and Snacks are available to all enrolled students at no cost regardless of income under the Community Eligibility Provision.

Food and drinks are to be consumed in the lunch areas only. Students are responsible for keeping school grounds clean by eating only in those areas allowed.

GRADES

Grades are mailed home 8 times per year, in the middle and at the end of each quarter. If you earn a high grade point average (GPA), you will be honored by our Renaissance Program.

Students receive academic grades as well as citizenship grades. Grade point averages (GPAs) are computed on a four-point scale:

A=4.0 B=3.0 C=2.0 D=1.0 F=0.0

To calculate a GPA, add up the total number of grade points based on the chart above and divide by the total number of grades. Students who begin to fail may be placed in an intervention program such as after-school tutorials. Students who receive an “F” for the first semester may be given the opportunity to remediate the failed class during our Saturday Academy, Winter Session, or after-school intervention program, if available. Students who fail to remediate may be retained and will not participate in the promotion ceremony.

GUM

Gum is strictly forbidden on all SUHSD campuses.

HANDS-OFF POLICY

At all middle schools, we have a “Hands-Off” policy. This means that students should keep their hands to themselves. Failure to follow this rule tends to cause problems between students and may lead to disciplinary action. This includes demonstrations of affection such as holding hands, hugging, and/or kissing.

HALL PASSES

Students are required to carry a hall pass or designated pass (e.g. agendas) at all times while they are out of a classroom.

HARASSMENT/BULLYING

SUHSD has adopted a strong policy prohibiting harassment and/or bullying. Students should **immediately** report acts of harassment or bullying to a teacher or school official. Students failing to comply with school and District policy regarding intolerance may be subject to expulsion from the SUHSD. For specific information see the “Bullying, Cyber-bullying, Harassment, or Intimidation” section of the Student Behavior Manual.

HEALTH OFFICE

Only students who have been given written permission or have been escorted by a teacher may go into the Health Technician’s Office. Students are not permitted to have medication on campus without a signed order from a healthcare provider. The form to use is below:

https://drive.google.com/file/d/1VI26wau-6IVYU5nyeCiZs_zPS5SGelat/view?usp=sharing

HOMEWORK

Homework is an important part of learning. Students are to write homework assignments on their agendas. Parents are encouraged to review their child’s homework regularly. It is the student’s responsibility to find out and makeup classwork and homework missed during his/her absence. Students with an excused absence for three days or more may contact the school for a homework request. Please allow 24 hours for teachers to prepare for the missing work.

ID CARDS

All students will be issued a School ID card, free of charge for the first card. ID cards must be accessible every day. The ID cards are used for riding the bus, buying lunch, safety purposes, checking out library books, and participating in extracurricular activities. There is a replacement fee for lost cards.

IMMUNIZATIONS

Students must meet state immunization requirements when enrolling in transitional kindergarten (TK) through 12th grade. Students advancing to 7th grade also must meet state immunization requirements. Parents must show their child’s immunization record as proof of immunization. Students who don’t meet the immunization requirements may be excluded from school until the parent or guardian provides documentation of compliance with the requirements.

LANGUAGE (racist, biased, sexist, gender slurs, and other unacceptable slurs)

The SUHSD is committed to recognizing, addressing, and eradicating all forms of racism, gender discrimination, and ethnic oppression. We condemn racism, discrimination, and bigotry in all forms. All members of the SUHSD community—students, staff, faculty, administration, trustees, alumni, and families—will use non-discriminatory language. Those not in compliance with our language norms will be addressed and instructed on our language norms. Students using unacceptable language will be disciplined according to our school board policies, and California Education Code, and this will result in loss of privileges.

LEADERSHIP

The Student Leadership Class consists of elected and/or non-elected students who are trained to take leadership roles in organizing, managing, and carrying out school activities. Students must maintain a 2.5 grade point average and model excellent behavior in their classes (S’s & O’s for their citizenship). Students can be removed from the class if they fail to meet these expectations.

LIBRARY

The library is open most days before and after school. Students may check out books, use computers, and study. Students are expected to take care of their books and may be subject to a fee for lost/stolen or

damaged books. Failure to return books can result in losing the privilege of checking out more books or participating in extracurricular activities. All debt must be paid each year. Late fees may apply.

MATERIALS

Student names should be on all belongings, including backpacks. Teachers will provide suggested supply lists that each student should have with them every day. Many of the necessary supplies will be on sale at the Student Store and during the scheduled pick-up days before the start of school. All students must carry a school agenda, AR book, and their charged Chromebook at all times.

MOBILE COMMUNICATIONS DEVICES

Students in grades 7-8 may not use cell phones, smartphones, smart watches, or other mobile communication devices on campus. Devices must be turned off and placed out of sight in a designated secure manner during the school day. Students who need to call parents may use phones located in the administrative office. Students will be provided an approved device to access the internet and school email accounts during the school day on campus.

Every student will secure their phone in a personally assigned Yondr pouch when they arrive at school. Students will maintain possession of their phones and will not use them until their pouches are opened at the end of the school day. Students are required to bring their Yondr pouch to and from school each day and are responsible for their pouch at all times.

MODIFIED SCHEDULES

Every Wednesday we have an early release so that teachers can collaborate and work to support student learning (See bell schedule). We also have several minimum days throughout the year. There may be additional modified schedules during the school year due to various events (e.g. Testing). See the school website for additional information.

PBIS (POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS)

As part of our district initiative, we work with students to promote positive behavior school-wide. Students have the opportunity to earn incentives and specific praise for their positive behaviors. Teachers and staff are always on the lookout to acknowledge students positively for appropriate behaviors.

PBIS is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success.

PBIS emphasizes teaching behavioral expectations in the same manner as any core curriculum subject. It focuses on preventing inappropriate behavior through clear expectations, teaching, and positive reinforcement. The goal of PBIS is to create a positive school climate where all students can thrive and succeed.

PHYSICAL EDUCATION

Students are expected to dress for and participate in physical education classes daily. The Education Code of the State of California requires participation in physical education. The Physical Education department requires a uniform, which can be purchased at the student's store throughout the school year. For specific uniform requirements, see school policy. Supportive tennis shoes and socks must be worn at all times.

PHYSICAL EDUCATION-LOCKERS

Physical Education lockers are to be used for the temporary storage of class-related supplies, personal items, and the physical education uniform. Lockers are school property and may be inspected by the administration at any time. The school is not responsible for lost, stolen, or damaged property.

PROMOTION REQUIREMENTS

The Salinas Union High School District has established guidelines reinforced in all Middle Schools. The following are the requirements regarding participation in the Promotion Ceremony/Activities.

ACADEMIC:

- Students must pass ALL eighth Grade classes

*No semester “Fs” (Students may be provided an opportunity to remediate failed courses from the first semester)

CITIZENSHIP:

- Students must demonstrate Satisfactory Citizenship
- No more than 1 “Unsatisfactory” on the 3rd quarter report card
- No more than 1 “Unsatisfactory” on the 4th quarter report card
- No single 5-day suspension or two separate suspensions during the 4th quarter.
- No serious violation of the behavior code.

INDEBTEDNESS:

- ALL bills are paid
- No outstanding debts for lost or damaged books, Chromebooks, fundraisers, etc.

ATTENDANCE:

- 85% attendance required (8th-grade year only) AR 5123

Note: This equals 27 days of absence. Double-period classes: For students taking a double-period class with the same instructor, grades, and citizenship are factored in as a singular mark.

RENAISSANCE PROGRAM

The Renaissance Program recognizes all students who earn good grades, and outstanding citizenship, or who work hard to improve their Grade Point Average (GPA). The school provides incentives to encourage all students to be successful.

SAFETY DOGS

Periodically the safety dogs will search classrooms on our campus. This is to discourage students from bringing inappropriate items on campus. If a dog identifies a backpack or other item as questionable, the item will be searched. This is for the safety of all the members of our learning community at all SUHSD schools.

TESTING

Each spring students participate in the Smarter Balanced testing (SBAC). All students are tested in Reading Vocabulary, Reading Comprehension, Spelling, Math Problem Solving, and Math Applications. Additionally, 8th graders will be tested in science. Students must try their best on these tests as they provide an accurate measurement of how well the students are learning the middle school course content. The test scores are also used to measure school-wide achievement and may be used to place students in specific courses.

STUDENT STORE

The Student Store sells PE uniforms as well as spirit wear, school supplies, and PE locks.

SEXUAL HARASSMENT

The Board of Trustees recognizes that sexual harassment can cause embarrassment, feelings of powerlessness, loss of self-confidence, reduced ability to perform schoolwork, and increased absenteeism

or tardiness. Sexual harassment of students by adults or other students will not be tolerated nor condoned. Instances of sexual harassment should be reported to the Administration immediately. Definition of sexual harassment: Sexual harassment of a student is defined as verbal or physical conduct which is sexual in nature, and which has the purpose or effect of unreasonably interfering with the student's ability to benefit from their education, or of creating an intimidating, hostile, or offensive environment. Other examples of sexual harassment include unwelcome sexual flirtations or propositions, graphic verbal comments about an individual's body, the display of sexually suggestive objects or pictures in the educational environment, or other inappropriate content.

TARDIES

Students are expected to develop their ability to be on time for class. A student is considered tardy if not in class before the class bell rings. For Physical Education classes, students will be considered tardy if not in the locker room when the bell rings. Excessive tardies will affect a student's citizenship grade. Teachers will determine the consequences of tardiness. Any time after 30 minutes will be considered an absence. There is no such thing as an "excused tardy". If a student is late to school for any reason he/she is marked late automatically; parents/guardians cannot "excuse" a tardy.

TECHNOLOGY USE

Students at all SUHSD Schools are expected to become proficient at using a variety of technology tools. Technology tools and computer networks are to be used in a responsible, efficient, ethical, and legal manner by students in the SUHSD classrooms. Failure to adhere to the District's policy and guidelines as outlined in the "Technology Use Agreement" will result in revocation of the user's access privileges and may result in disciplinary and/or legal action. Students must comply with all the provisions for the use of the Internet as contained in the "Technology Use Agreement" that they and their parents sign before receiving authorization to access the Internet at school.

TRUANCY

Students who are off campus without a verified excuse may be detained by the police. Disciplinary action for cutting class, skipping school, being habitually tardy, or being truant will be dealt with through District Policy. Truant absences occur when a student misses three full days without a valid excuse in one school year. Tardy or absent for more than any 30-minute period during a school day without a valid excuse on three occasions in one school year or any combination thereof. Ed. Code Section 48260. Truant absences accumulate from the beginning of the school year until the end. If a student transfers within the District, the student's Truant absence record will be transferred to the other school.

TRUANT ABSENCES/CONSEQUENCES

First Truancy Level

1-2 Unexcused Absences: Automated Outreach Home: Automated calls/Texts/Emails home regarding absence

3rd Unexcused absence: Student is considered Truant; Attendance Staff Outreach Home, Truancy Letter 1 mailed. Attendance staff calls/ Texts / Emails home regarding the absence.

4-5th Truant Absences: School Leader Intervention Outreach Home; In addition to attendance staff outreach, the site admin, school social worker, or counselor calls home regarding the absence.

Second Truancy Level

6th Truant Absence: Attendance Conference, Truancy Letter 2 Mailed, Deputy District Attorney (DDA) Notified. Conference held with parents/students to address student attendance with attendance staff (can

include admin or academic counselor). Interventions are offered. Conferences can be held by phone, Google meets, or in person at the school. Truancy Letter two gets mailed and the DDA gets notified.

9+ Truant absence: Coordination of Services Team referral, Truancy Letter 3 gets mailed, Mediation with DDA (TAP) scheduled. The student is classified as Habitual Truant. Truancy Letter 3 gets mailed. The attendance office continues to contact and work with parent/guardian to set attendance goals and provide support. Attendance staff meets with the Wellness Team for resources and referrals. Home Visit scheduled if necessary for porch conference with CWA. Mediation with DDA for Truancy Abatement Program scheduled.

Third Truancy Level

Truancy Abatement Program (TAP) Mediation

District Attorney's Office schedules TAP mediation. The attendance contract is discussed and signed at TAP mediation and must remain in good standing. The school continues to provide referrals and resources as needed. Services are offered at the County level. Possible court date scheduled. Students are considered Chronically Truant if missed 10% or more of the school year.

(An extended Truant absence will result in a shortened attendance policy process.) *Education Code Sections 48291 and 48293 provide that parents or guardians who fail to send their children to school shall be subject to a criminal complaint and, upon conviction, payment of a fine.

UNIFORM POLICY-MIDDLE SCHOOLS

All middle schools in the SUHSD District have Board-adopted, mandatory school uniforms. Uniforms were adopted to improve school safety, decrease antisocial behavior, and improve student self-esteem. The middle school uniform policy is enforced at all middle schools in the District. For specific uniform requirements see School Uniform Policy in this handbook.

VISITORS ON CAMPUS

All visitors (including parents) must report to the Main Office to sign in and obtain a Visitor's pass. This pass must be worn at all times while on campus. Before leaving, visitors must report to the office to sign out and return their passes. Students who are not enrolled at that school may not be on campus during school hours. Visitors will be asked to present identification for creating a visitor pass/badge.

WEB

WEB, which stands for "Where Everybody Belongs" is a middle orientation and transition program that welcomes 7th graders and makes them feel comfortable throughout the first year of their middle school experience.

WELLNESS CENTERS

Wellness Centers provide prevention and short-term intervention for all students facing social and emotional challenges that impact academic performance, attendance, and behavior. They are safe, supportive environments on the school campuses where students can go to discuss a variety of concerns. Through both on-campus programming and community-based partnerships, students receive coordinated health education, assessment, counseling, and other support services to maximize student engagement and success.

Washington Middle School Required Uniform Policy 2025-2026

All middle schools in the Salinas Union High School District have Board-adopted, mandatory school uniforms. Uniforms were adopted to improve school safety, decrease antisocial behavior, and improve student self-esteem.

REQUIRED ITEMS

1. SHIRTS: Solid white collared shirt, polo shirt, collared blouse or turtleneck

- a. Collared shirt must be the outer shirt. Undershirts must be solid black or solid white.
- b. No sleeveless tops or T-shirts
- c. No inside-out tops; no sheer/see-through fabrics

2. PANTS: Solid black pants, slacks, skirts, or shorts

- a. No sweat/jogging pants, sports pants or sports shorts; b. Black denim is allowed.
- b, Skirts and/or shorts should extend below fingertips.
- c. No slit skirts

3. JACKETS, SWEATSHIRTS, SWEATERS: Black, white, gray (or any combination of these colors ONLY)

- a. WMS approved sweatshirts may be worn
- b. Appropriate white, black, grey logos are allowed
- c. No sport team tops

4. BELTS: Solid black or solid white

- a. No initials or other symbols
- b. No excess belt endings hanging

5. SHOES: Black, white, or gray/silver shoes (or any combination of these colors ONLY)

- a. No open-heel, open-toe shoes or sandals; no steel-toed boots/shoes
- b. Socks may be black, white, or gray only; laces must be black or white
- c. Soles of shoes must be black, white, gray, or natural rubber color

6. JEWELRY: Black, white, or natural metals

- a. Scrunchies, hair clips, combs, etc. must be black, white, or natural metal

7. HEADGEAR, GLOVES, and SCARVES: Solid black or solid white

- a. No beanies, bandanas, hairnets, sunglasses, etc.
- b. Sweatshirts/jacket hoods must be off the head unless in inclement weather
- c. Students may wear solid black or white hats or caps with bill facing forward, outdoors only
- d. No designs, insignias, or logos on hats
- e. Clothing and hats/caps determined to be gang related or inappropriate are prohibited
- f. Scarves only may be black and/or white

8. BACKPACKS AND BINDERS: Black, white, or gray backpacks (or any combination of these colors ONLY); solid black or solid white binders.

- a. No backpacks or binders with gang affiliation
- b. No insignias, logos, labels, or graffiti

9. OTHER ITEMS: WMS approved items are allowed. Renaissance Shirt, shirts earned through participation in WMS programs, clubs, or activities (including Bronco Round-Up) may be worn any day of the week.

LOANERS

When a student is out of uniform, he/she may contact a parent to bring the proper uniform or will need to wear a loaner uniform available through the Community Liaison.

UNIFORM EXEMPTIONS

Any requests for a uniform exemption must be submitted before the first day of school, or for new students within 72 hours of the date of enrollment. Students who have been placed on academic/behavior contracts will not be eligible for exemptions. Exemptions must be obtained through a conference with the school principal or designee for the current year only. Students receiving an exemption must adhere to the general District Dress Code.