

PILLARS OF COUGAR CHARACTER

CARING
RESPECT
PERSEVERANCE
RESPONSIBILITY
TRUSTWORTHINESS
JUSTICE AND FAIRNESS
CIVIC VIRTUE AND CITIZENSHIP

Parents and Guardians:

Please review the contents of the Sutter Middle School Handbook with your child. This handbook provides helpful information about school policies and procedures. It is available online at www.fcusd.org/SMSWeb under the Parent Resources section.

Parents: If you have not received this form from your child, please print out this form and return it to the advisory teacher as directed.

I have reviewed this handbook online at Sutter Middle School web site as well as with my child, _____
(print student's name)

Parent's signature

Date

I have reviewed this handbook online at Sutter Middle School web site with my parents. I have also reviewed this handbook in Advisory class during the first three weeks of school.

Student's signature

Date

Advisory teacher and room number (please print)

WELCOME TO SUTTER MIDDLE SCHOOL!!!

It is the purpose of Sutter Middle School to attend to the development of the whole child; to assist them in the transitory period of their lives; to challenge them to grow both academically as well as developmentally; to prepare them for the next stage of their educational careers; and to guide them in becoming productive citizens in our society. Sutter Middle School is named after General John A. Sutter linking us to the area's rich history. Established in August of 2000, SMS promotes a friendly environment for 6th, 7th and 8th grade students. We carry the established tradition of high academic standards and achievement in extra-curricular activities.

The Pillars of Cougar Character provide the school community with a framework for behavior that creates an environment where students may learn, feel safe, and enjoy themselves. The seven Pillars of Cougar Character are: Caring, Respect, Trustworthiness, Responsibility, Perseverance, Civic Virtue and Citizenship, and Justice and Fairness.

SCHOOL MISSION STATEMENT

LEARNING FOR ALL: WHATEVER IT TAKES

INTRODUCTION

An educated person in the 21st century must be a critical thinker and problem solver. One who is considered educated is a life-long learner and a responsible and respectful citizen who will be ready for the world of work. Adolescents are in the process of becoming educated people; therefore we must instill an understanding of the important implications of the school experience. Learners must understand and appreciate the value of respect, perseverance, trustworthiness, hard work and responsibility while experiencing learning as an enjoyable and cooperative effort that is relevant to their future. To continue this process, SMS articulates with Folsom High and Vista Del Lago to provide a positive transition from middle school to high school.

Learning best occurs when it is relevant, interesting, and enjoyable. Our goal is to establish an individualized learning network for all students. Cooperative and active learning will form the building blocks, with interdisciplinary teaming completing the educational blueprint.

Middle School Elements

Teams

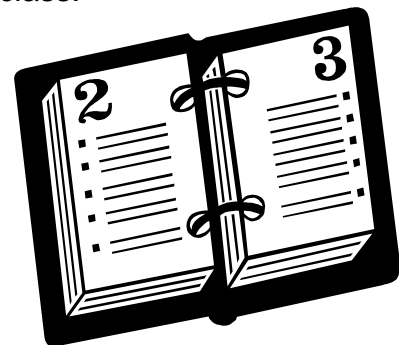
At Sutter Middle School each student is assigned to a team of four to six teachers. There are three teams at Sutter Middle School. Each team is a “school within a school”. In the team environment, teachers are better able to network and provide assistance to students needing extra support. The majority of students will change teachers and classrooms with each period. Team Redwoods is the 6th grade team, and Team Tahoe and Rubicon are combined 7th/8th grade teams.

Advisory

Students spend the first period of each day (except Friday) in an advisory class within their assigned team. The advisory period is used for a variety of purposes. In order to not take time from academic classes, school business is conducted during this time. Class meetings are held during advisory, as well. Often these meeting times are used to explore the meaning of the Cougar Character Pillars and to challenge students to find ways to put these virtues into practice. Students are given time in advisory to complete their Agendas for the day. Two days a week students may use advisory to begin their homework, make-up tests, get additional help from instructors, or participate in the Natural Helper Tutorial program. Students will receive a citizenship mark in advisory based on attendance, behavior and participation, but there is no grade in advisory class.

Agendas

Agendas (student planners) are distributed to all students at the beginning of the year. Every student is given one Agenda courtesy of Sutter Middle School. If it is lost, misplaced, or stolen, then it is the financial responsibility of the child to replace it (\$5). All students are expected to have and use these planners throughout the school year. It is each student’s responsibility to use these calendars to record all homework assignments and projects for each class. Parents are asked to review the assignments recorded in the Agenda every evening.



Student Identification Cards/Student Body Stickers

Every student receives a student identification card free of charge. All students are required to carry their card with them at school and all school activities. ID cards are mandatory for checking out textbooks and library books, purchasing dance/social tickets and for admission to school dances/socials. There is a \$5 replacement fee for a lost or stolen ID cards. **No Card – No Dance.**

Textbooks

Students will be issued a set of textbooks in the beginning of the year for home use. Providing that supplies allow, each teacher will have a class set of textbooks so that students do not need to bring textbooks to school. Students are responsible for their books. If damaged, lost or stolen the student must pay for the books before another textbook is issued. Class schedules and report cards are withheld pending the return or payment for textbooks. Students should report to the vice principals' theft or vandalism of texts. However, the school is not responsible for book thefts. Prior to transferring from Sutter Middle School to another school, all textbooks and library books must be returned. If not, grades and or records may be held and not forwarded to the student's new school.



P.E. UNIFORMS

UNIFORMS (Shorts, Shirt and Heart Rate Monitor Strap):

How to replace/obtain your uniform:

- 1) Go to the main office and tell them you need to replace your P.E. uniform.
- 2) Pay \$7.00 for a pair of shorts, \$7.00 for a shirt; \$14.00 *for a complete uniform.*
- 3) They will give you a receipt, take it to your P.E. teacher and they will give you a new uniform.
- 4) If you cannot afford a new uniform or strap then let your P.E. teacher know and they will arrange to get you a used uniform or a new one.

P.E. Lockers

LOCKS AND LOCKERS: *Sutter Middle School is not responsible for lost or stolen property.*

If your locker has a lock already on the door:

- 1) Check your locker over completely, make sure it locks and is secure.
- 2) Try the combination and make sure it works. If it doesn't work then recheck the combination with your teacher to make sure you got the right one.
- 3) If this doesn't work then let your P.E. teacher know immediately.

If your locker doesn't have a lock on the door:

- 1) You will need to furnish your own lock.
- 2) Go to the store and purchase a lock, **make sure the lock you purchase has a serial number on the back of the lock.**
- 3) Give the serial number and the combination to your P.E. teacher.
- 4) If by chance your lock breaks or you lose your lock, repurchase a lock then make sure you give the new serial number and combination to your P.E. teacher. (Your lock may be cut off if you do not notify your teacher of new lock or you change a locker without permission.)

DO NOT...

- 1) give out your combination to anyone including your friend.
- 2) share a locker with a friend.
- 3) change into a new locker without first checking with your teacher.
- 4) turn your back when changing or leave valuables in your backpack. **–LOCK THEM IN YOUR LOCKER!! Most thefts occur when items are left in backpacks near the lockers, but NOT locked up!**
- 5) leave without double checking to see if you have left your locker open.

Communication

Ed-line

Parents may track their student's academic progress and attendance using Ed-line. See page 12 for further details.

Staff E-Mail

All Sutter Middle School staff members have e-mail accounts. Staff E-mail addresses can be found on Sutter's webpage and on Ed-line.

Sutter Middle School Webpage

For the daily bulletin, teacher and class information, PTA monthly newsletters, or for other school information, Sutter Middle School's webpage can be viewed at:

<http://www.fcusd.org/SMSWeb>

Telephones

The office telephones, as well as telephones in the classrooms, are for the use of the staff only. The counter telephone in the office is available for students to call parents. Students may only use the telephone with a pass from a teacher or during their lunch break. It is only in the case of an **emergency** that the office will accept calls for students. The office telephone is too busy to handle personal calls, and classes cannot be interrupted to relay messages.

Messages and Deliveries

To avoid unnecessary classroom interruptions, the office staff will not accept or deliver nonessential personal messages or items such as food, flowers, etc. If a parent delivers homework or a lunch that a student forgot, it is the student's responsibility to come to the office in between classes or at lunch to check for their belongings. **Messages will not be sent to the student. Parents are encouraged to let students assume responsibility for remembering lunches, school items, homework, etc.**

Visiting the School

Adult visitors are welcome and encouraged to visit Sutter Middle School. Please check in with the front office prior to visiting. The campus is CLOSED to all student visitors from other schools.

School Attendance

ARRIVAL

Students should not be on campus before 8:15 a.m. unless they are involved in a specific school related activity.

All students, who take the bus, will board and exit busses in the parking lot on East Bidwell. Students who arrive/depart by private vehicle are to be dropped off and picked up on the Persifer side of the campus, or in the parking lot on East Bidwell. **The lot that enters the front of the school is intended for staff parking. This lot is not intended for picking up and dropping off students.** Visitors should park in the designated “visitor’s” parking space at the end of the parking lot.

Students who roller blade, skateboard/razor, or ride their bikes to school are to use the designated bike lanes and are to store their bikes, skateboards/razors and/or roller blades immediately upon reaching campus in the designated classroom (A7). Students who walk to school are to use the sidewalks on E. Bidwell, Persifer, and Riley. Staff supervision will be assigned, as needed, to monitor the area around the Sutter’s street crossings to ensure that students cross safely. Students who are jaywalking risk receiving tickets from FPD and will receive a citation if they are seen doing so by staff members.

All students are encouraged to practice **civic virtue** and **citizenship** by reporting any strange or potentially dangerous situations that occurred on their way to and from school to the school immediately, so that we might address the situation.

Attendance policy

The State of California requires schools to use a positive attendance accounting system. This means that schools will receive only their daily funding for students who are physically present at school. Our office checks with families to make sure students not at school are under the supervision of a parent or guardian. Students not at school are marked either absent or truant. We hope you will support the excellent attendance record of SMS. If you could schedule medical and dental appointments outside school hours whenever possible, or make every effort to have students attend classes the other part of the day, so we will receive funding, it would be greatly appreciated.

Please clear your child’s absence within three school days. As a reminder, you may check your student’s attendance on Ed-Line. Please note that Ed-line attendance is not always correct, the office has the correct attendance records. Student safety will always remain our number one concern, **please always notify us when your child will not be at school or will be late at 985-3644, ext 1001.**

Students with ten days or more of absences for any reason may be placed on a Student Attendance Review Team contract, **and a valid medical note from a doctor** must verify any and all absences following the meeting. If absences continue then pursuant to

California law it may be necessary to convene a Student Attendance Review Board meeting and possibly full legal consequences as dictated by California law will ensue. If you know your student will be out for 5 days or more, please call the office at least one week in advance of the absence to arrange an independent study contract.

ATTENDANCE PROCEDURES

On the day a student is absent, a parent/guardian is expected to notify the school by phone **before 10:00 a.m.** **The absence recorder line is 985-9652, ext. 1001.** If phone verification is not made, the student must bring verification to the office the next day **before** school starts.

TRUANCY: The student is absent for any amount of time without a valid excuse.

EARLY DISMISSAL: Parents must come to the school office and sign their child out for any early dismissal.

CLOSED CAMPUS: Once student is on campus, he/she may not leave unless a parent or guardian has signed the student out in the office. This means no trips to Circle K or other local businesses. A student can be suspended for this violation.

TARDIES: Tardy slips are obtained from the office when a student arrives after 8:50 a.m. All late students must check in at the office. Medical reasons or illnesses are the only excused tardies and should always be accompanied with a **doctor's note**. All other tardies are unexcused and will be counted against a student's attendance record. All tardies excused or unexcused count against a perfect attendance record.

Tardy Policy

- Students accumulating **4 tardies** during a trimester will have a letter sent home informing parents of the school's concern and cautioning parents and student of future consequences if tardies continue.
- Students accumulating **6 tardies** during a trimester will lose a Friday early dismissal privilege, and will serve a Friday after-school detention.
- Students accumulating **9 tardies** during a trimester will be issued a Saturday school detention.
- Students accumulating **12 tardies** during a trimester will be required to attend a Saturday school detention, a School Attendance Review Team meeting, along with their guardian, and will be placed on an attendance contract. **Cannot attend any school dances for the trimester of the violation. Student will not be able to participate in any extra-curricular activities for the remainder of the trimester of the violation.**
- Students accumulating more than **12 tardies** during a trimester will receive 5 days of lunch detention for each tardy.

Any and all subsequent tardies may result in a school suspension or may even lead to a recommendation for alternative programs within the district.

Student Transfers

Students transferring out of Sutter Middle School are to obtain a "Transfer Clearance Slip" from the office **before** school starts on **their last day of attendance**. A written note from the parent/guardian should be sent with the student requesting the transfer one week before the student's last day. It is most helpful if the note indicates the student's new address and school. The transfer clearance slip is taken to each teacher for a withdrawal grade and the teacher's signature. At the end of the day, all textbooks are to be turned in to the library. The clearance slip is then returned to the Office for a final signature. A copy of the clearance slip will be given to the student to given to the new school administration office.

Medical information

5140.2 The school does not supply medication of any type. The student's parent or guardian must provide all medication needed to be taken at school.



This includes all prescription and over the counter medication including but not limited to non-aspirin type pain relievers, cough drops, antacids, creams, and ointments. **Students are not allowed to have medication in their possession at any time. (Students with asthma are allowed to carry an inhaler only if there is a written statement from the child's physician indicating that it is necessary for the student to carry an inhaler on his/her person.)** The school nurse or other designated school personnel will administer the

medication to a student provided that the school office has received the following:

- A district medication consent form signed by the doctor (physician) and parent for prescription medication.
- A district medication consent form signed by the parent/guardian for over-the-counter medication.
- The medication is sent to school in the original "over the counter" or pharmacy prescription container.
- Medications shall be brought to the school office by a parent, guardian, or designated adult. Students are not allowed to bring any medications.
- Refills of medication are the responsibility of the parent/guardian.
- All medications shall be held in the school office, in a secure location, in the original container labeled with the student's name.
- Parents need to be in constant communication with the office when their children are on daily medication, or at any time they are concerned, even if the medication is not given during the school hours. Please inform the school if your child is taking a medication that may affect his/her behavior.
- Parents are responsible to pick up any remaining medications at the end of the school year, or the left over medications will be discarded.

NO MEDICATION CAN BE GIVEN WITHOUT FOLLOWING THE ABOVE PROCEDURES!

(Ed. Code 11753.1)

School Nurse

The nurse is available on a part time basis for students with medical emergencies and problems arising during school hours. Students must obtain a pass from their teacher before visiting the nurse.



School Insurance

FCUSD does not carry insurance to pay for accidental injuries sustained by a pupil. A voluntary insurance program is provided for those desiring or requiring such protection, through Mutual of Omaha. The district does not recommend any particular program. It is suggested that each parent review their family or group policy to determine whether or not it meets with their particular needs. Individual coverage must comply with the education code section with regard to student athletics. The coverage offered by Mutual of Omaha is limited. It does not provide full coverage. Only those who cannot obtain adequate family or group coverage should utilize it.

Accidents

All accidents must be reported to the teacher or staff member in charge. The student will be sent to the office for medical attention. An accident report will be filled out by the teacher and kept on file in the district office. If an accident requires immediate medical attention, the parent will be contacted at once. If the parent or guardian should not be available, the school is authorized to obtain medical care for the student in accordance with the best judgment of those in charge.

Illness

Students who become ill at school will be sent to the office, the parent or guardian will be notified, and arrangements made for the child to go home. All students must have an emergency card on file listing a **current phone number for the parent or guardian** and a number for a relative to be reached in case of an emergency. Please notify the school immediately if there is a change of address, phone number, etc. A Student Health Information card with medical information on the student and any medicines the student is taking is also required.

Grading Information

Grading System

Sutter Middle School's grading system consists of three 12- week trimesters. Grades are recorded at the end of each trimester, and are mailed to parents or guardians. Deficiency notices occur once every trimester. These dates appear on our website and Ed Line.



Academic Honesty

Cheating on any school work, may result in zero credit for assignment, project or test. If plagiarism or cheating continues, suspension from school will be the next disciplinary action taken.

Homework Policy

Studies of homework have consistently charted the benefits of some work done outside of the classroom. Used properly, homework can develop skills and deepen student understanding. The amount of homework assigned to students differs from elementary to middle to high school (approximately 10 times the grade level: 3rd grader 30 minutes, 7th grader 70 minutes etc.)

Parent involvement in homework should be kept to a minimum. Parents ‘facilitate’ homework by providing a quiet place to study, a homework schedule that fits with each week’s activities, and encouragement. They should not be solving the content problems for the student. However, they should monitor the reasonableness of the time.

- One purpose of homework is practice, and it should be structured around familiar concepts. Practice problems should be limited to a reasonable number to show the desired skill.
- A second purpose is to prepare students for new content or have them draw on connections between prior experience and the new learning. The student should understand the purpose of a homework assignment and be able to explain it to the parent.
- A third purpose is to elaborate on a topic or extend learning. The student might conduct research, compare and contrast topics, construct an argument, or prepare a visual/graphic organizer.

Make Up Assignments

Students returning to school after an absence are entitled to make up missed assignments for full credit. The normal time allowance is **two** days for each day of absence. Students are responsible for making arrangements with teachers to make up work missed because of absences. For short term absences, students should check Edline, contact a classmate or check with the teachers when returning to school. No make-up work is allowed for work missed because of truancy. Any work assigned prior to an absence is still due on the designated due date or on the first day that the student returns to school whichever comes later.

EDLINE

Edline is a web portal designed to give parents, students and staff easy access to a variety of information. In order to access information in Edline you will be given an activation code. Individuals use their codes to activate their own Edline accounts. Edline accounts are valid for the entire time your student is at Sutter Middle School. Parents with multiple students in the district can combine accounts in order to use only one log-in to access information. ***Edline is updated every other day.***

Edline is an easy way for you to keep-up-to-date online. Once you have activated your account you can use Edline to:

- Check your child’s latest grades
- Receive email alerts when new grades are posted
- Receive emails with school or class information
- Check attendance. Please note that Edline attendance is not always correct

- View your 'Combined Calendar' to see all the events from the school calendar and your child's own classes and activities automatically collected and personalized
- Read daily announcements, lunch menus, school policies, and classroom news
- Access the PTA monthly newsletter

Field Trip Make-Ups

Students with a school planned field trip, performance, etc., will request class work in advance, if available. The completed work will be due for these students at the same time as it is due for others in their classes. No additional time for completion will be given except by special arrangement with the teacher. Any work due during the trip, performance, etc., will be turned in before the trip unless otherwise authorized by the teacher.

Independent Study Contracts

Independent study is a voluntary program for a student who is going to be absent for 5 or more consecutive school days for unavoidable personal family reasons. A school-approved Independent Study contract is an educational alternative and is not recorded as an absence. Students must obtain the Independent Study contract from the office at least 5 days before the first day of absence. For attendance purposes, the student must turn in the all assigned work to the school office before school on the day they return. **Late work is not accepted**, and the student may be marked truant for the time absented. Once a student violates the contract, another contract will not be provided within that same school year.

Retention and Promotion

California law requires schools to retain students who have not demonstrated mastery of language arts and math standards. The criteria used in this district to determine mastery includes passing grades in English and math on trimester report cards or scores of basic or above on STAR math, reading and languages arts standards tests.

Students must pass math and English **at least two out of three trimesters** in order to be promoted to the next grade. Students have the option to take a summer school course in order to make up one trimester of work in each of these subjects.

Parents will be notified by counselors at the end of each trimester if their child is in danger of being retained or is required to attend summer school.



Participation in 8th Grade Promotion Activities

School policy at Sutter Middle School outlines requirements for earning a middle school promotion certificate. **Students who do NOT meet promotion requirements (fail more than one trimester of math or English) OR have NOT passed 15 of 18 trimester classes during the 8th grade year are NOT eligible for promotion and will not participate in the ceremony.** Students who are not eligible to participate in promotion ceremonies will not be able to participate in any end-of-the-year activities; if these students have shown improvements in grades/attendance/discipline in

the third trimester, end of the year activity privileges (NOT including ceremony) may be reinstated.

Weekly Grade Checks

Weekly grade checks are a tool that parents may use to monitor their child's progress. Parents may request that their children be enrolled in the program by calling the counselor. The counselor will provide grade check forms to the parents. It is the responsibility of the student to present the grade check to each teacher for their grade on Fridays and to take the form home. **Parents then have the responsibility to call the school no later than Wednesday at noon if they would like to have the teachers complete a grade check form on Friday.**

Student Services

Please Note that the current services may change based on the budget.

Guidance and Student Assistance

Guidance and counseling services will be available on a very limited basis due to budget cuts.

Student/Parent/Teacher Conferences

Conferences are not held on a routine basis in middle school, but parents may request a conference with teachers whenever they feel meeting as a group would be beneficial. These conferences can include a counselor, parent(s), the student and all of the student's teachers and are generally held before school. Conferences with individual teachers may be scheduled before or after school hours or during the teacher's prep time. If a parent calls administration regarding issues with a teacher, the policy of administration is to first put the parent in direct contact with the teacher prior to becoming involved in the issue.



Intervention Team

The Intervention Team is designed to provide support to students who are experiencing social or emotional difficulties which interfere with their academic success, behavior issues, and/or motivational issues. Any member of the school community who is concerned about a student may refer a student to the Intervention Team. Students are most often referred to the team through a process that occurs during regular team meetings. The Intervention Team looks at what has and has not worked for a student and implements further strategies for the child.

Special Education

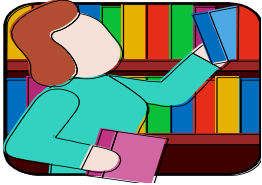
Alternative Education Programs included in Sutter Middle School's support system are: Special Education, (LC, MM, MS). Additional information on any of these programs can be obtained by calling your child's counselor, the principal, or the school psychologist.

Library Media Center

The purpose of the library is to provide resource materials and a place for students to work quietly. All students are encouraged to use the library. The library is generally open for student use before and after school and during lunch periods. Students must present a pass to be allowed into the library during class time.

Sutter Middle School Library Media Center features an extensive collection of over 8000 titles, including books, books on tape and magazines. There are 16 computers for student use, with access to a scanner and a printer. Students must display their student identification card, with an approved internet-use sticker, to use the computer. Students may print their work on Microsoft Word, Publisher, Excel, or PowerPoint with permission from the library.

Internet use is reserved for research on projects assigned to students by teachers. ***Email, chat rooms, Internet games and net surfing for personal interest are not allowed on the computers in the library.*** Disciplinary action will be taken against students for violating computer policy. If a student is not sure about a site they need to visit, they should ALWAYS ask the librarian first.



Students will be held financially responsible for any lost or damaged materials that have been checked out of the library.

No gum, candy, food or beverages, cell phones, iPods or other electronic devices are allowed in the library at anytime.

The library will be open on a very limited basis, depending on staffing.

Lost and Found

Lost and found items such as clothing or school materials may be claimed or turned in to the office. Every effort is made to return identified items. Students missing items should check in the office, as many articles are never claimed. After a reasonable time, items are not identified and claimed, will be donated to a charitable organization. Sutter Middle School is not responsible for lost or stolen items.

OPPORTUNITIES FOR ADVANCED CLASSES AT SUTTER MIDDLE SCHOOL

6th grade Honors English

Prerequisites:

1. A's in Reading and Writing over 3 trimesters.
2. History of receiving Advanced scores on the English Language Arts portion of the STAR test.
3. Passing score on Honors English Placement test.

7th grade Honors English

Students enrolled in 6th grade Honors English must maintain B grades in Honors English in order to be eligible for 7th grade Honors English.

Prerequisites for regular English students who wish to participate in Honors English:

1. A's in English Language Arts or Reading and Writing (if coming from elementary) over 3 trimester.
2. History of receiving Advanced scores on the English Language Arts portion of the STAR test.
3. Passing score on Honors English Placement test.

8th grade Honors English

Students enrolled in 7th grade Honors English must maintain B grades in Honors English in order to be eligible for 8th grade Honors English.

Prerequisites for regular English students who wish to participate in Honors English:

1. A's in English Language Arts over 3 trimesters
2. History of receiving Advanced scores on the English Language Arts portion of the STAR test.
3. Strong Writing skills.

Math Challenge Opportunities

Students who wish to skip the math standards they are due to be taught can take a math challenge test. Students must earn an 80% on the challenge test to skip ahead

How to Help Your Middle School Student be Successful

- Check your child's Agenda to determine what homework has been assigned for that night.
- If needed check Edline to confirm that assignments in the Agenda have been recorded accurately.
- Encourage your child to have the phone numbers of one or two "study buddies" who have the same teachers and may be helpful in clarifying homework assignments and directions.
- Set aside time every evening that is dedicated to **only** doing homework or studying. If your child has no homework, then this time may be used for reading or doing extra math practice.
- Teachers publish homework on Edline and post students' grades. Use this tool to keep informed about assignments and your child's progress.
- If you have specific questions about assignments, first ask your child if the teacher distributed a written rubric or directions for the assignment. These items will specify what must be included in assignments and projects and what criteria are used for grading.
- Keep a family calendar at home. Place it in a prominent place and have your child record all long term assignments and projects and test dates on the calendar.
- Assist your child in breaking down large assignments into smaller parts and calendar when each part will be done.
- Each morning before your child leaves for school remind him or her to check to make sure they have their homework and supplies for school that day. Encourage (and perhaps assist) your child to clean out their back pack on a weekly basis.
- Email or call teachers with questions about academics or your child's progress. The Sutter Middle School staff believes that communication between school and home is a vital component to our students' success.





Athletic Eligibility Requirements and Code of Conduct

Athletes at Sutter Middle School need to be in good academic standing and represent their school by adhering to the Code of Conduct for athletes. Student athletes must uphold the Pillars of Cougar Character.

I. Eligibility Requirements

- All players must have an ATHLETIC MEDICAL FORM turned into the coach on the day of the 1st tryouts. ***This form must be signed by the parent.*** It will be returned to the student after the season and can be used for other Sutter sports. (No form - No tryout). Forms are located in the office.
- All students must have earned a minimum 2.0 GPA in the grading period (trimester) prior to the season's commencement to be eligible to tryout. Fall sport participation (Volleyball and X-Country) is not contingent on the GPA from the previous academic year.
- Sutter Middle School believes that no student-athlete should participate in after-school sports if their academics need more attention (under a 2.0). Any student receiving a deficiency notice at any time during a sports season will be subject to a GPA check. Any student below a 2.0 at the time of Deficiency Notices or at Trimester Grades will become ineligible to participate for the remainder of the season.

NO STUDENT ON A BEHAVIOR CONTRACT WILL BE ELIGIBLE TO PARTICIPATE IN THE SUTTER MIDDLE SCHOOL SPORTS PROGRAM. ANY STUDENT WHO HAS IN EXCESS OF 12 OR MORE TARDIES DURING ANY GIVEN TRIMESTER WILL BE INELIGIBLE TO PARTICIPATE IN THE SPORTS PROGRAM FOR THE REMAINDER OF THE TRIMESTER OF THE VIOLATION.

II. Code of Conduct

- Any student not in accordance with the Athletes' Code of Conduct while on a team will be ineligible for the remainder of the season and subject to termination from after school sports at Sutter. This applies to citizenship and school behavior.
- All students must attend school for at least 4 periods on the day of the day of a competition/game in order to participate in that game. A player that is excused by a parent or doctor from P.E. (any modification) may not play in a game, competition or practice on that day.

- Students can be removed from the team and/or disciplined (i.e. game suspension) for any of the following attendance and behavioral issues on the team or at school -(principal/A.D./coaches discretion):
 - (a) “No show” or behavior in practice.
 - (b) Any absence without prior approval of coach, A.D. or administrator.
 - (c) Due processes and class/day suspensions.
 - (d) Excessive absences due to:
 - Administrative disciplinary action
 - Practices/games/meetings for other activities.
 - Personal or family vacation.
 - Illness or injury (# of absences determined by the administrator not to exceed two).

- A player’s personal appearance must conform to what the coach determines is important to the safety and success of the player.

- Any player who uses drugs (alcohol, tobacco, marijuana, etc.) at school or school related functions would be removed from the team.

- A Sutter Middle School student/athlete is one who shows respect for opponents, officials and other schools. He or she should be a role model for sportsmanship, and always showing respect for adult supervision. The student/athlete is a reflection of the team, school and community, on and off the field/court. Failure to adhere to these conduct codes jeopardizes their status as a member of the team.

Parents Code of Conduct

Parental support for athletics is essential. We need you to help the middle school student athlete by:

- Realizing that athletics are part of the educational experience and the benefits of involvement go beyond the final score of the game, to building the character of our students.
- Encouraging our students to perform their best.
- Learning, understanding, and respecting the rules of the game and respecting the decisions of the officials who administer them.
- Respecting the decisions the coaches are implementing at this level of play.
- Respecting our opponents as students, and acknowledge them for striving to do their best; treat them with courtesy.
- Developing a sense of dignity under all circumstances.

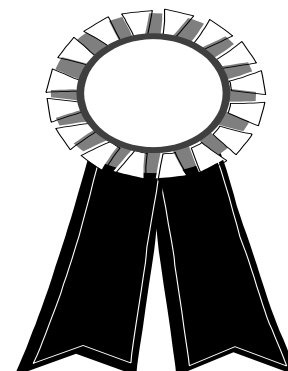
CLUBS AND ACTIVITIES

Club activities will depend on PTA funding

HONORS AND RECOGNITION

STUDENT OF THE MONTH (V.I.P)

Each team will select a student of the month per month per grade level. This student will be selected based on grades, attendance, citizenship, and upholding the Cougar Character Pillars. The teams will choose these students and submit names to the Principal.



COUGAR CHARACTER PILLAR OF THE MONTH

The student selected by each team per grade level will be selected based on the following Pillar schedule. The teams will choose a student who most represents this monthly pillar.

August/September:	Respect
October:	Caring
November/December:	Citizenship/Civic Virtue
January:	Responsibility
February:	Trustworthiness
March:	Perseverance
April:	Justice/Fairness

COUGAR COMPLIMENTS

Students who are observed acting in ways that exemplify the pillars of Cougar Character will receive Cougar Compliments cards commending them for their actions.

Trimester Awards-(1st and 2nd Trimester)

The trimester awards are another way that Sutter Middle School recognizes outstanding academic achievement and citizenship. These awards are given out at the end of the first and second trimesters. Gold, Silver and Bronze awards recognize outstanding academic achievement. Most awards are celebrated through advisories. The principal will have a causal ceremony for the Gold Medal recipients.

Gold Medal Recognition: Students who have earned straight “A’s” for all classes.

Silver Medal Recognition: Students who have earned a 3.75 or above.

Bronze Medal Recognition: Students who have received a 3.5 to 3.74 for the trimester.

These awards can be received in conjunction with the academic awards.

Attendance Award: Students who have received PERFECT attendance for the trimester (this means they have not missed ANY period and have NO tardies).

Cougar Citizenship Award: Students who receive all "O's" on their trimester report for outstanding citizenship.

Student Behavioral Expectations

Respect for the School Grounds

Everyone should take pride in our school building and school grounds and practice **respect** and **civic virtue** by keeping them clean and attractive. Students are expected to pick up all paper and litter from the classroom and hallway floors at the end of each period. Students are encouraged to be thoughtful citizens and pick up paper and litter when they see it instead of walking by. Students should pick up the trash at their tables at lunchtime.

Students marking on or damaging school equipment or property in any way will be required to clean the article and pay for the damage done. The law specifically provides that parents and students are responsible for damage to school property or materials loaned to the students.

Tagging / Vandalism

Sutter Middle School prohibits tagging (graffiti) on any items including notebooks, books, binders, clothing, homework, or any other object that is brought to school. Vandalism is a punishable offense and will be dealt with severely.

Bullying and Harassment

Bullying and harassment may happen more during the middle school years than at any other time. These behaviors may include anything from excessive teasing or name calling to physically pushing someone around in order to frighten, intimidate, or threaten. The staff at Sutter Middle School is committed to do everything in our power to prevent bullying and harassment and to intervene when it comes to our attention. Since children usually engage in bullying behavior when adults are not present, it is important for students to inform their teachers or school personnel when this happens. The administration will handle bullying and harassment complaints very sternly, quickly, and with the utmost confidentiality in order to protect students.

Sexual harassment, in any form, may result in suspension or expulsion (removal from the district). All students should understand that sexual harassment takes many forms and can consist of anything from teasing and name calling to gender-related comments. It is especially important that students help us stop this and other types of misbehavior. Students are asked to practice **caring** for others by helping to make this a safe, orderly, and friendly school for all students. If a student witnesses any type of harassment, s/he should contact teachers or the administrators immediately.

Articles Not Allowed in School

Cell Phones

The California Education Code and district policy permit the possession of cell phones while on campus. Phones **must be turned off during the school hours (except at lunch) and may not be used during classes or in between classes. The only time they may be used is during the students' lunch period.** Phones should not be SEEN or HEARD at any time other than lunch. Any phone that is seen or heard during the school day will be confiscated; A phone will be confiscated for ANY reason during class or between classes, whether it was being used to text other students, take photos, listen to music, because it vibrates, alarms sound, or it "goes off by mistake even though the power was shut off" (just to describe a few of the reasons!)

The first offense of this rule regarding cell phones during school hours will result in phone confiscation and will incur disciplinary consequences. Confiscated phones must always be picked-up by student's parent or guardian; they may not be picked up by ANYONE other than the parent or legal guardian. **Cell phones may be picked up at the end of the school day on the day the phone is confiscated or anytime thereafter.** Phones will NOT be returned to students OR anyone else on the emergency card including relatives.

1. On the first offense, the student will receive THREE days of lunch detention.
2. On the SECOND offense the student will be required to serve ONE Friday detention.
3. On the THIRD offense the student will receive ONE Saturday school.
4. On the fourth offense the student will be suspended from school for ONE day OFF campus.
5. On the FIFTH offense and every offense thereafter the student will be suspended for THREE to FIVE school days OFF campus.

Failure to follow the prescribed consequence may result in further suspension from school. **PHONES MAY NOT BE USED FOR CAMERAS OR MUSIC AT ANY TIME DURING THE SCHOOL DAY!**

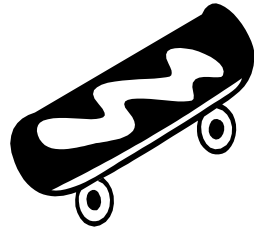
Other Electronic Devices

IPods and/or other music players, and electronic games will be confiscated between the first and last school bells (DURING SCHOOL HOURS) if they are seen or heard. These items are NOT allowed during the school day, and will be the SOLE responsibility of the student. If these items are missing, it will not be the responsibility of the school staff to spend time trying to investigate this issue. These items are YOUR property and we do not recommend these valuables be brought to school. **Students are not allowed to have cameras on campus at anytime!** If confiscated between bells, the above policy for cell phones will apply for each time the item is confiscated. Only a parent or guardian may pick up a confiscated electronic device. The consequence for CELL PHONES applies to these electronic devices. (See above). Students are not allowed to have cameras on campus at anytime!

Other Articles Not Allowed in School

Articles that interfere in any way with school procedures, disrupt instruction, or become hazards to the safety of others, are not allowed. **These items are not to be brought to school at all.** Such items include: **cameras**, cassette recorders, pagers, balloons, gum, laser pointers, etc. If brought to school, they **WILL** be confiscated and **returned only to a parent or guardian.** Repeat offenses will result in confiscation of items until the end of the trimester. Also, there will be **no gum or candy** allowed on campus, unless special permission has been given by a staff member. ***The school IS NOT responsible for ANY lost or stolen items that are a direct violation of this rule.***

Roller Blades / Skate Boards / Scooters



No bicycling, skateboarding or skating on campus is allowed. Students must stop riding or skating when reaching the edge of the campus. Bicycles must be parked in the racks next to the A wing buildings. Roller Blades, Skateboards and Scooters must be placed in A7 before school. Violators may be cited by the Folsom Police Department or have their skateboards/bikes confiscated if they are ridden on campus. **Pursuant to California Law, all students must wear a helmet when riding a bicycle, skateboard, scooter and or roller blades.**

Cafeteria



In order to remain safe, students must **walk** to the cafeteria. Students are asked to demonstrate **respect** and **caring** for others by patiently waiting their turn in line. Students may not cut in front of other students for any reason. **Civic virtue** and **responsibility** challenge students to use trash cans to keep the cafeteria clean for themselves and other students. Applications for free and reduced lunches are available in the office, and must be renewed annually. Food is not to be eaten outside of the lunchrooms. Students are expected to clean-up their own mess, and to raise their hand in order to be excused from the lunchroom. Failure to do so could result in citations or lunchroom clean-up. All trash must be disposed of in the containers in the cafeteria before leaving.

Littering

Students have the responsibility for keeping the campus litter free while at school, especially during breaks and lunch. Students are expected to demonstrate **respect** and **civic virtue** by putting their lunch trash in the garbage containers. It is not the job of the custodian to pick up after students. Abuse will result in disciplinary action including “campus beautification”.

Bus Transportation

Riding the bus to school is a privilege, which may be revoked if safety rules and the **Pillars of Cougar Character** are not observed. If a student shows disrespect by misbehaving on the bus, they may be suspended from riding the bus for a period of time. Students must go directly to the buses as soon as they are dismissed from school. In the event of misplaced or lost bus passes, courtesy passes may be obtained in the school office during lunch, or before or after school. Only 3 courtesy passes will be issued per trimester. Contact the Transportation Office to purchase a

new pass at 631-0401. For the occasional bus rider, one way tickets may be purchased in the school office before or after school, or during lunch.

Changing Classes

During passing periods there are large numbers of students going from one room to another. In order to keep the noise and confusion to a minimum, students are asked to display **respect** and **civic virtue** by being quiet and courteous. Students are encouraged to go from class to class as quickly and quietly as possible. Students are given five minutes to go from one class to another. In PE, students are afforded an extra six minutes at the end of the period to change and get ready for their next class.

Hall Passes

Students are not permitted outside the classroom during class periods unless they are accompanied by a staff member or have a hall pass in their possession. Hall passes must be signed and timed by the teacher, administrator or office staff. If a student needs to see a teacher at lunch, she/he must get a pass from that teacher prior to that lunch period. Hall passes may only be used with teacher or administrator's permission.

Inappropriate Displays of Affection

In a public place such as school or at school-sponsored activities, excessive displays of affection are inappropriate. Students must respect each other and behave with care for those around them by acting in a mature manner. There is to be no kissing or making out at school.

Personal Property

Sutter Middle School is not responsible for the loss, through acts of vandalism or theft, of students' personal property. This includes property stored in lockers, left at school, or confiscated from students. If students bring personal property to school, they do so at their own risk.

Gambling

Gambling (playing cards, dice, coin/dollar pitching or flipping) is illegal and not allowed on campus or at any school activity.

Sales/Exchanges/Bartering

Selling, exchanging or bartering is prohibited except as fundraisers authorized by the administration and/or student government.

Joking Around/Horseplay

A large percentage of the fights, injuries, conflicts that arise on campus begin with students who are "just playing". Please be aware that behaviors that result in injury will carry a consequence that could include suspension. This includes, but is not limited to, hitting, pushing, jumping on one

another, and inappropriately touching other students. Although you may think you “know the limits” of your peers, antagonizing other students is not permitted.

Dance Guidelines

In order to gain admission to any dance/social, students must present, at the door, their ID card and their wrist band. A permission slip, signed by the parent/guardian, and your ID card are required to purchase a dance/social ticket. Dances begin at 6:00 pm and end promptly at 9:00 pm. Social start and end times may vary. Students arriving to a dance after 6:30 pm or departing prior to 9:00 pm must have a parent/guardian present at the time to do so. Sutter Middle School dances are for Sutter Middle School students only. Students will act as **responsible** and **respectful** young adults. If a student’s behavior is inappropriate, his/her parents will be contacted and the student will be removed from the dance. All school rules apply to dances and will be strictly enforced. **Once a dance ends at 9:00 pm, SMS assumes the parent/guardian resumes responsibility for the child. Tickets to dance are sold ONLY during school lunches. No ID Card – No Dance.**

The following rules must be followed:

- Once a student leaves the dance, she/he may not return and must leave campus. Students may, however, leave the dance anytime with a parent/guardian.
- Students are expected to dress appropriately.
- Sexually suggestive dance movements, e.g., freak dancing; booty dancing or dirty dancing is not permitted. Violators will be removed from the dance and a parent will be contacted. Students may lose privileges to the following dance if they are removed for “freaking.”
- Unsafe behaviors, e.g., “moshing”, break dancing, sitting on shoulders, etc., will not be tolerated. Students who engage in rough dancing may be removed from the dance and lose dance attendance privileges.

Students who are not enrolled at Sutter Middle School may not attend dances.



School Dress Code

The dress code is established to promote a positive and appropriate learning environment. Students will show self-respect and respect of others by following the dress code here within. Any dress or clothing regarded as disruptive or as a distraction in the learning environment will result in a dress code violation being issued, followed by the student being sent to the office to change. If appropriate clothing is not available in the office for the student, the student's parent/guardian will be called to bring appropriate attire for the student to wear. **Students will not be returned to class until more appropriate clothing is procured.**

Prohibited:

- Clothing or accessories with pictures or messages that promote or symbolize the use of drugs, alcoholic beverages, tobacco or are sexual, derogatory, or violent depictions.
- Pajamas or sleepwear, unless specified by a dress-up day.
- Clothing or accessories considered by school officials or law enforcement to denote gang affiliation, cult affiliation, satanic reference, profanity, or racially offensive.
- NO face paints, pens/markers on face or body permitted including on spirit days

Specific Restrictions:

- The torso must be covered. Bare midriffs, backs, or cleavage must not be exposed.
- Strapless or spaghetti strap tops, muscle shirts, tank tops less than 1" minimum width, halter tops, tube tops, see-through clothing or any revealing clothing is not permitted.
- Sagging is not permitted. Belts may not hang from the waist.
- Skirts and shorts must be of moderate length. Shorts must cover buttocks area (typically a 2 and 1/2" inseam will suffice – although we will use the "fists at sides" rule as a guideline).
- Skirts must hit fingertips at sides. Shorts must hit fists at sides. No shorts allowed that roll down at the waist (short-shorts that the waist band is rolled and shorts are too tight).
- Pants (or other lower body attire) that are ripped or torn in areas that do not meet the coverage rule for shorts and skirts are not permitted.
- Swimsuits of any kind are not permitted.
- Underwear of any kind may not be exposed.
- Shoes must be worn at all times. Slippers are not permitted
- Bandanas of any color or kind, hairnets, do-rags, headbands, hats, or caps are not permitted. Woven hats may be worn outside on cold days.

THE APPROPRIATENESS OF ANY CLOTHING IN QUESTION WILL BE LEFT TO THE DISCRETION OF THE SUTTER MIDDLE SCHOOL STAFF

SUTTER MIDDLE SCHOOL

Discipline Plan

PHILOSOPHY

Sutter Middle School is a student centered middle school in where young people may continue their development into caring, responsible young adults with high character. It is our aim to set the limits and consequences, which foster an environment in which **all** students are safe and in which **all** students may learn.

STUDENT RESPONSIBILITY

Student behavior on the campus should result in a favorable learning experience. Thinking for one's self, earning privileges, and above all, cooperating with others is all conducive to creating a positive educational atmosphere. Therefore students are expected to exemplify the pillars of Cougar Character in the following ways:

1. Be responsible for their actions
2. Behave with courtesy, care, and respect toward others
3. Know and follow school policies and procedures
4. Do any assigned work neatly, legibly, properly and on time
5. Wear clothing of a clean, neat, and modest nature (see dress code)
6. Show Civic Virtue by taking proper care of school facilities, giving attention to cleanliness and safe, healthy behavior
7. Be responsible for damage or loss to school property (books, etc.)
8. Show respect by being on time to all classes and be prepared with materials and completed homework

PARENT RESPONSIBILITY

Parents can provide an atmosphere in which learning is obviously valued by supporting and encouraging the efforts of their child, providing a time and a place for homework, and supporting the school and its personnel. Parents are expected to:

1. Know and support the basic goals and philosophy of the school
2. Cooperate with enforcement of school policies and procedures
3. Ensure the regular and punctual attendance of their child
4. Notify the school promptly regarding their child's absence either by telephone or in writing
5. Keep their student's emergency card information up to date throughout the school year, promptly notifying school personnel of any changes
6. Respond as soon as possible to communications sent by the school that require parent signature or response
7. Make critical judgments about the child's involvement in extra-curricular activities which might interfere with academic progress
8. Attend parent-teacher conferences and Back to School Night programs
9. Monitor as necessary homework assignments, deadlines, and graded work
10. Provide opportunities for individual help if their child is having difficulties

TEACHER RESPONSIBILITY

Teachers are expected to:

1. Provide each student with a written copy of any course requirements and grading policy and the opportunity to achieve those learning objectives
2. Systematically evaluate the student's progress
3. Notify the student and parent when it becomes evident that the student is failing the course, or that his/her progress has significantly declined
4. Model appropriate behavior for students
5. Encourage good study habits
6. Provide opportunities for individual help for any student having difficulties
7. Apply and enforce procedures fairly and consistently

ADMINISTRATOR RESPONSIBILITY

Administrators are expected to:

1. Ensure that policies are followed and enforced
2. Be available to staff, students and parents on a timely basis
3. Inform staff, students and parents about school and District discipline standards, attendance policies and other procedures
4. Counsel students and parents when appropriate
5. Refer all parent concerns first to the teacher for resolution
6. Supervise efforts to maintain the academic standards adopted by the Board of Education
7. Provide leadership that will establish, encourage and promote good teaching and learning
8. Provide prompt and equitable handling of grievances and ensure due process of all parties
9. Be a visible and positive role model for the school community
10. Provide regular and frequent monitoring of student progress in the form of:
 - Student recorded grades for each class their Agenda in four-week intervals
 - Deficiency reports 8th week of each trimester
 - Report Cards - end of each trimester
 - Grade checks when requested by counselor, vice-principal or principal

DISCIPLINE POLICY

This policy will cover misconduct in five basic categories

- I. Suspendable / Expellable offenses defined by California Education Code
- II. School-wide behavior (citations)
- III. Classroom Behavior (Due Process)
- IV. Attendance (Truancies, Class cuts)
- V. Miscellaneous (Dress code, Field Trip Policy, Activity Field Policy, Saturday School, In-house Suspension, Outside Suspension)

Causes for Suspension

A student may be suspended or expelled for acts which are enumerated below, and are related to school activity or attendance which occur anytime, including but not limited to - while on school grounds, while going to and from school, during the lunch period, whether on or off campus; and during, or while going to or coming from a school sponsored activity.

- A-1.** Caused, attempted to cause, or threatened to cause physical injury to another person.
- A-2.** Willfully used force or violence, on a student, staff member, or adult, except in self defense.

- B.** Possessed, sold, or furnished any firearm*, knife, explosive, bomb or other dangerous object.
- C.** Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance*, as defined in Section 11053 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- D.** Unlawfully offered, arranged, or negotiated to sell any controlled substance, as defined in Chapter 2, Section 11053, of Division 10, of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material, and represented the liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.
- E.** Committed or attempted to commit robbery, defined as the taking of property in possession of another, from his person or immediate presence, and against his will, accompanied by means of force or fear. Extortion, defined as the obtaining of property from another, without his consent, accompanied by means of force or fear.
- F.** Caused or attempted to cause damage (vandalism) to school property, student property, or employee property.
- G.** Stole or attempted to steal school property, student property, or employee property.
- H.** Possessed or used tobacco or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- I.** Committed an obscene act or engaged in habitual profanity and vulgarity.
- J.** Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- K.** Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties including but not limited to racial slurs, violation of closed campus, falsification/forgery of parent notification/ verification, or defiant/disruptive behavior. Engaged in any activity, behavior, or display which, when evaluated individually and/or cumulatively and collectively, denotes group affiliation that threatens a safe and orderly environment, or which is likely to cause a disruption of school activities.
- L.** Knowingly received stolen school property, student property, or employee property.
- M.** Possessed an imitation firearm (a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm).
- N.** Committed or attempted to commit a sexual assault, as defined in Section 261, 266 (c), 286, 288, 288 (a), or 289 of the Penal Code or committed sexual battery as defined in Section 243.4 of the Penal Code.
- O.** Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both.
- P.** Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (date rape drug).
- Q.** Engaged in, or attempted to engage in, hazing as defined in EC 32050.
- R.** A pupil may not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal, or occurring within any other school District. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
- While on school grounds.
 - While going to or coming from school.

- During the lunch period whether on or off the campus.
- During, or while going to or coming from, a school sponsored activity.

S. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury on another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed or aided/abetted in a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).9

As used in this section, “school property” includes, but is not limited to, electronic files and databases.

48900.2 Committed sexual harassment, as defined in EC, Article 4, Section 212.5.

48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of EC, subdivision, Section 233.

48900.4 Students enrolled in grades 4-12 who intentionally engaged in harassment, threats, or intimidation, directed against a student or group of students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of

Materially disrupting class work, creating substantial disorder, and invading the rights of that student or group of students by creating an intimidating or hostile educational environment.

48900.7 Threatened to carry out an act of terrorism against school officials or school property, or both. An act of terrorism as defined as any statement, written or oral, by a person who willfully threatens to commit a crime that will result in death or bodily injury to another person, or property damage. *Requires a police report.

Legal References: EC 48900.2, 48900.3, and 48900.4

Suspension

Students may be suspended from school for violation of school or district rules or if they present a danger to the health or safety of others or a threat to disrupt school programs. Before being suspended, students have the opportunity to give their version of the incident to school authorities. A suspension lasts from 1 to 5 days. During suspension, a student may not participate in regular school classes or activities, including graduation. Also, while serving a suspension a student may not be on a school campus or in the close proximity of a school campus during school hours or during a school sponsored event. A suspended student and his or her parent/guardian have the right to appeal a suspension by contacting the school principal. Students who accumulate 10 days of suspension will be subjected to a disciplinary, due process hearing, and may be referred to an alternative school placement.

Expulsion

Expulsion means a student may not attend any Folsom Cordova Unified School District school or school activity. The principal recommends expulsions for very serious offenses, such as possession of a weapon or dangerous object, causing physical injury to another person, sale of a controlled substance, robbery, extortion, sexual assault or battery. If a student violates any of these policies, he/she is suspended for 5 days and is required to attend an administrative hearing. The Board of Education makes the final decision to expel a student.

II. SCHOOL WIDE BEHAVIOR (CITATIONS)

Citations are given for behavior that occurs out of the classroom before school, after school and at lunch.

All students are expected to uphold all character pillars. Specifically they should:

- Obey all school rules
- Walk, not ride skateboards, razors or roller blade on campus
- Dress appropriately
- Keep hands and feet to self
- Behave in a safe manner at all times
- Be responsible for keeping the lunchrooms and campus clean

Citation Progressive Discipline

Citations are given out for unacceptable behavior outside of the classroom, on school grounds, including before and after school.

Progression:

- 1 = 20 Demerits (DM's) (formal, written warnings)
- 2 = 20 DM's + 5 days Lunch Detention
- 3 = 20 DM's + FRIDAY After School Detention
- 4 = 20 DM's + SATURDAY School Detention
- 5 = 60 DM's + In-House Suspension (1 day)
- 6 = 60 DM's + In House Suspension (2 days)
- 7 = 60 DM's + Off-Campus Suspension (3 days)
- 8 = Discipline Conference at Attendance and Due Process(Possible Suspension) + 60 DM's + Off-Campus Suspension (3 days)

- For Citations #1-4, each Citation will equate 20 DM's. At 60 DM's, a student will be restricted from attending a Dance (7th & 8th Grade) or Social (6th Grade).
- For each Citation after #4, 60 DM's are prescribed to that student, as they move directly into Suspension.

Dance/Social Attendance

A dance attendance restriction will be imposed on a student for one dance at each **60 DEMERITS** earned. **Students will not be able to attend any year end activities, including dances, socials, and field trips if they have 60 or more demerits for the year.**

Demerit Recovery

Students may work off all demerits by reporting to the office and asking a vice principal for a demerit recovery form. Students must work off demerits in increments of 20. A student must volunteer in 10 minute increments for 5 days to work off 20 demerits. The incident itself is not removed. Demerits may be worked off via work projects. A student may work in the lunch room (or other administrator approved campus service project). All projects must be approved by administration. Students need to have a staff member sign off each day that at least 10 minutes of work time has been completed. This completed form must be turned into a vice principal before demerits can be removed. Demerits can be worked off at anytime during the school year except for five days prior to a dance or social for which student may be trying to attend.

Demerit recovery is voluntary, but must be completed in order to reinstate a student's eligibility for school social events.

Any member of the staff or faculty may issue Citations to students breaking rules or not upholding the Pillars of Cougar Character. The citation will be placed in the administrator's box who will process it with the student. A copy of the citation will be mailed to the parent. At each increment of 60 demerits, when a dance restriction is imposed, a letter will be mailed home notifying parent of the date of the dance/social from which the student is restricted.

III. CLASSROOM BEHAVIOR

All students are expected to display the pillars of Cougar Character in their behavior at Sutter Middle School. No specific rules for classroom behavior will be set down here. Teachers will inform student what behavior is expected in a written discipline policy at the beginning of each year (or trimester, as appropriate). Each teacher will post classroom rules, and send home for signature by parents, a copy of classroom rules, grading policy, citizenship policy, and homework policy. **A teacher's discipline policy may be more restrictive, but not less restrictive, than school-wide policy.**

CLASSROOM SUSPENSIONS

California Education Code section 48901. (a) allows that a teacher may suspend any pupil from that teacher's class, for any of the acts enumerated in Section 48900, for the day of the incident and the day following. Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil may be suspended upon a first offense if that pupil's presence causes a danger to persons or property of threatens to disrupt the instructional process. (CEC 48900.5)

Each teacher's classroom discipline process prior to a referral to administration (except in situations described in the prior paragraph) will include:

- 1. Warning with parent contact (written or by phone)**
- 2. Teacher intervention/consequence with parent contact (written or by phone)**
- 3. Class suspension with phone contact (30 demerits)**

See appendix 1 for Due Process Form

See appendix 2 for Class Suspension Form

See appendix 3 for Campus Citation Form

A referral to administration after the class suspension **will result in an all day school suspension and 60 demerits (see DANCE ATTENDANCE)**. A maximum of 3 in-house suspensions will be assigned before outside suspension is imposed for classroom misbehavior. **All school suspensions, in-house and outside, will be held in student's cumulative record for a period of 3 years.**

A student suspended off campus as a result of classroom behavior may attend classes with a parent/guardian present for the duration of the suspension. The formal suspension will remain in the students file.

- Any pupil, who is suspended for ten (10) days, in-house, outside, or a combination of both, will be placed on a behavior contract, and a parent conference will occur. At this time, referral to alternative programs within the district may be recommended. All extra-curricular privileges (athletics, dances, clubs, etc.) will be suspended during the period of the contract, and the violation of the contract will result in administrative referral to alternative programs within the district.

Teachers are in the classroom to teach. If a student continually shows that s/he cannot behave according to the Pillars of Cougar Character, obey the rules, follow directions or will not take advantage of his/her educational opportunities, that student will be removed from the class until s/he is able to prove that s/he will make a sincere effort to behave.

IV. ATTENDANCE (TARDIES, TRUANCY, CLASS CUT)

Sutter Middle School students are expected to show respect and responsibility and come to school and be in class on time.

Cumulative Semester School Tardies:

- Students accumulating **4** tardies during a trimester will have a letter sent home informing parents of the school's concern and cautioning parents and student of future consequences if tardies continue.
- Students accumulating **6** tardies during a trimester will lose a Friday early dismissal privilege, and will serve a Friday after-school detention.
- Students accumulating **9** tardies during a trimester will be issued a Saturday school detention.
- Students accumulating **12** tardies during a trimester will be required to attend a Saturday school detention, a School Attendance Review Team meeting, along with their guardian, and will be placed on an attendance contract. Student cannot attend any school dances/socials for the trimester of the violation. **Student will not be able to participate in any extra-curricular activities (athletics, clubs, etc.) for the remainder of the trimester of the violation. During the 3rd trimester, this includes all end-of-the-year activities.**
- Any and all subsequent tardies may result in a school suspension or may even lead to a recommendation for alternative programs within the district.
- The number of tardies he/she receives during the trimester may affect a student's citizenship mark. Please note that tardies are not the only criteria by which citizenship marks are determined. Citizenship marks are earned based on how well students exemplify the Pillars of Cougar Character.
 - ❖ *Note: Due to the fact that students have 6 classes to go to daily, the chances that students may receive additional tardies, prior to communication being made home, is possible. Students, and not the school, are ultimately responsible for getting to class on time.*

Truancy

Truancy is defined as an unauthorized absence of 30 minutes or more. A student found to be truant will be assigned 3 1/2 hours of Saturday School, or the equivalent, and 30 demerits on the first offense. Additional truantries may result in appearing before a SARB (School Attendance Review Board). A habitual truant may be placed in an alternative educational setting. Habitual truants will be cited by the Folsom Police Department under the Folsom Truancy ordinance. Furthermore, full legal consequences as dictated by California law will ensue.

Class Cuts

A class cut is an unauthorized absence from class **for any length of time**, and will be treated as truancy. Class cuts under 30 minutes will result in the student having to serve Friday detention.

Activity Field/Basketball Courts Behavior

When in use by students the activity field and basketball courts are supervised. The school has established activity field / basketball court rules to safeguard each student. Flagrant abuse of the rules may necessitate a student being excluded from the privilege of the activity field / basketball courts at times other than during Physical Education. In order to safeguard against injury to property or person, the following games are prohibited on campus:

1. Tackle football or other tackle games
2. Tag or keep away with personal belongings
3. Spitting contests
4. Use of the activity field when wet or raining
5. Throwing any equipment toward groups or individual students
6. Softball games unless under direct supervision of an adult



Sutter Middle School will provide play equipment. Students are not to bring any play equipment from home.

INTERVENTIONS

These interventions will depend on the budget

Lunch Detention

Lunch detention is held in Room A7. Students are assigned lunch detention by an administrator for excessive citations or tardies. Students must report to detention during their lunch period and bring schoolwork to complete during the assigned time. If the student buys lunch, then they are to go to the front of the line and then report to A7 immediately. Failure to serve assigned detention will result in additional discipline.

Friday After-School Detention

After-school detention, held in Room A7, is an 80-minute study period on Fridays used as a disciplinary tool to enforce the tardy policy and minor campus infractions. Students must report to detention at the end of their school day on Friday and bring schoolwork to complete during the assigned time (2:10-3:30 pm). Failure to serve assigned detention will result two additional Friday detentions. Failure to serve again will result in Saturday School being assigned.

Saturday School

Saturday school may be assigned for truancy, excessive tardies and for behavior that is unacceptable but not serious enough to warrant suspension on-site or at home. Saturday school will be available approximately once per month and will run from 8:00 a.m. to 11:30 am. A parent must check in students arriving after 8:05 a.m. or they will be denied admittance. No student will be admitted after 8:30 a.m. Any student assigned to Saturday school who fails to serve it will be assigned an off campus suspension the next week. Students attending Saturday school are responsible to bring material to read or study and must follow all other school rules during the Saturday school. A student who arrives without schoolwork or a reading book will not be permitted to serve their Saturday School. Newspapers, tape, CD or disc players, radios, headphones, electronic toys/games, cell phones, pagers, magazines, food (unless specified), etc., are not allowed.

In-house Suspension (Alternative to School Suspension)

Students who engage in behavior that breaks the Pillars of Cougar Character but is not serious enough to warrant suspension from school are placed in on-site suspension known as “In-house Suspension”. Students assigned an in-house suspension will report to Room A7. Class work will be collected for students in in-house suspension, but it is the responsibility of the student to be prepared with additional material to read or study. Any non-productive, disruptive student will be provided with behavior packets to complete. Any disruptive student will, after one warning, be removed from the suspension room and **suspended outside** for 3 days.

Off Campus Suspension

Outside suspension will be assigned for repeated or serious infraction of school or classroom rules for 1-5 days. Teachers may provide makeup work for a student who is either suspended or truant from school, and **may require** a student to complete work missed while absent in these circumstances. Although it is not our intention to suspend students from school, it is our intention to provide an opportunity for all students to learn and an environment in which this is possible. Students who exhibit unsafe or repeatedly disruptive behavior will be removed.

Questioning by Outside Agency

A law enforcement agent, upon request and with appropriate identification, has the authority and right to question students while at school. Sutter Middle School will attempt to contact parents and inform them of the questioning.

Searches

Pursuant to California Law and to ensure the health, safety and welfare of students, school authorities and law enforcement officers may conduct searches. PE lockers and backpacks may be searched at anytime.

Behavioral Expectations & Consequences – Third Trimester

Students who fail to meet behavioral expectations receive excessive tardies; have too many absences, class suspensions, or failing grades run the risk of being excluded from all or part of the end of the year activities as determined by administration.

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