

PARENT/STUDENT HANDBOOK 2020-2021

Dear Sutter Families,

This year will be one for the history books! We have started the year in distance learning, and will be returning to a model that continues to challenge us as students, families and educators.

I want to take a moment to reach out to you with a kind Cougar welcome. Whether it is via the Internet, or in person when we return in the hybrid model, we want our Cougars to be safe and feel that Sutter is a place they belong. We will do everything in our power to create an environment that welcomes students and families, even in a time where social distancing prevails. We may not be able to see your face (because we are all wearing our masks!), but we want to be sure there is smile underneath there!

Please reach out to our office, the counselors, the administration and your teacher for any needs that you may have. We are here to help support you.

Stay strong, stay safe and stay Cougarageous!

Sincerely,

Keri Phillips

kphillip@fcusd.org

Nondiscrimination and/or Sexual Harassment Complaint Process

The Folsom Cordova Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender identity or gender expression, immigration status, national origin, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. For concerns/questions or complaints, contact the **Title IX Coordinator(s) and Equity Compliance Officer(s): Curtis Wilson, cmwilson@fcusd.org (grades K-5) and Jim Huber, ED. D., jhuber@fcusd.org (grades 6-12), 1965 Birkmont Drive, Rancho Cordova, CA 96742, 916-294-9000 ext.104625**

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment. (BP 5145.7) A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complaint first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 days. (5 CCR 4630) The following compliance officer shall receive and investigate complaints and shall ensure district compliance with law: Assistant Superintendent, Human Resources 1965 Birkmont Drive Rancho Cordova, CA 95742 (916) 294-9025

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PILLARS OF COUGAR CHARACTER

Caring -To be compassionate, considerate, helpful and understanding of others.

Civic Virtue and Citizenship- To hold to the values and principles basic to American Constitutional democracy; to accept the rights and duties of citizenship; to act for the common good.

Justice and Fairness -To be considerate, unbiased and equitable.

Respect- To show regard for self, others, property, and the environment; to show acceptance of those who are different from us.

Trustworthiness -To be worthy of trust and confidence; to be reliable and honest.

Responsibility- To be accountable for our actions; to be answerable for our choices; to avoid making excuses.

Perseverance- To continue to try in spite of obstacles, difficulty, or opposition.

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 extracurricular 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 PRRFCCT: Perseverance, Respect, Responsibility, Fairness, Caring, Civic Virtue, and Trustworthiness

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 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.

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. All visitors including parents must sign in at the office before going out on the campus. If you plan on visiting a classroom, 24-hour notice is requested.

Middle School Elements

Advisory Class

Students spend the first period of each day (except Friday) in an advisory class within their assigned grade level. 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. Each grade level team creates an environment where students may begin their homework, make-up tests, get additional help from instructors, build relationships, and work on improving the campus environment. Students will receive a citizenship mark in advisory based on attendance, behavior and participation, but there is no grade in advisory class.

Student 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 extracurricular school student activities.

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 are withheld pending the return or payment for textbooks. Students should report to the vice principal any theft or vandalism of textbooks. 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. Extra copies of textbooks are the parents' responsibility and may be purchased from the publisher.

P.E. UNIFORMS (Shorts, Shirt):

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 let your P.E. teacher know and they will arrange to get you a used uniform or a new one. Sweats are available for cold weather if preferred by the student.

P.E. Lockers

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

8th Grade boys have a lock already on the door. Instructions for lockers:

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. All other students do not 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

PowerSchool Parent Portal

Parents may track their student's academic progress and attendance using the Parent Portal. Parent logins are the same that you used for registering your student.

Sutter Middle School Webpage

For the daily bulletin, counseling information, teacher's class and homework information, PTA monthly newsletters, or for other school information, Sutter Middle School's web page can be viewed at: www.fcusd.org/sms.

Staff E-Mail

All Sutter Middle School staff members have e-mail accounts. Staff E-mail addresses can be found on Sutter's webpage. This is the best way to contact a teacher or counselor.

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 use the telephone with a pass from a teacher, before or after school, or during their lunch break. The office does not interrupt classes to relay messages.

Messages and Deliveries

To avoid unnecessary classroom interruptions, the office staff will not 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.

School Attendance

ARRIVAL

Students should not be on campus before 8:00 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 new bus only entrance on Riley Street. Students who arrive/depart by private vehicle are to be dropped off and picked up in the new E. Bidwell pull through or on the Persifer side of the campus. Visitors should park in the E. Bidwell parking lot. Once a student is on campus – it is a violation to leave campus and students may receive disciplinary action for doing so. Students who rollerblade, 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 bike and skateboard locked up space. Students who walk to school are to use the sidewalks on E. Bidwell, Persifer, and Riley, and use the crosswalks to cross. 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 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. 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. All medical notes must be turned into the office within 20 days of the appointment. 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 294-9035, press #1.

Students with ten or more days 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 longer, please call the office at least two weeks 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. at 294-9035. 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.

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 students 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 or socials 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 "Student Withdrawal Form" from the office before school starts on their last day of attendance. A written note from the parent/guardian should be sent 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 sheet 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 withdrawal sheet is then returned to the Office for a final signature. A copy of the clearance slip will be given to the student to be given to the new school administration office.

Medical Information

Medication

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

Students need to check in with the nurse's office before calling home when they are feeling sick. 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. Students must be fever free for 24 hours before returning to school.

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.

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 Student Insurance Company. 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 Student Insurance Company 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.

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, and are posted on the Parent Portal for two weeks. Parents have access to grades for their students on the Parent Portal for PowerSchool.

Academic Honesty

Middle school is a time to learn. It is our job to educate students. It is a student's job to provide us with work that they create, so that we can evaluate it and help them improve. At the high school there is a zero tolerance policy for cheating. In college, you can be put on academic probation or removed from school for cheating and/or plagiarism. With the technology that students have available to them now, it is even easier for them to access material and use it as their own.

In light of all this, we will work to help students understand what "their work" means. We will help them build their research and writing skills. We will continue to reiterate that plagiarism is cheating, and that they must cite all work and/or not copy directly from the work of another (author or student!).

Please note that a student may receive a zero on any assignment that they are caught cheating on. Cheating includes plagiarism, but it also includes inappropriate use of technology (including smart phones and watches) during class. Students are to follow the signed technology use agreement, and use of technology may be restricted for them if they do not abide by this agreement. Further incidents of cheating may include a zero in the class and/or suspension from school and demerits.

Make Up Assignments

Students returning to school after an unexcused 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. If the student will be out of school for 5 or more days, the parent may arrange for an "Independent Study Contract". Please contact the office at least 2 weeks in advance of the absence. For short-term absences, students should check teacher websites for homework, contact classmates or check with the teachers when returning to school. 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.

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 2 weeks (10 school days) before the first day of absence. For attendance purposes, the student must turn in all assigned work to the school office before school on the day the contract states they will return. Late work is not accepted, and the student may be marked truant for the time absent. Once a student violates the contract, another contract will not be provided within that same school year.

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.

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.

Retention and Promotion

Is subject to the discretion of the administration. Student mastery of course curriculum is preferred. Counselors will work with students who are at-risk of failing classes. To participate in the end of year 8th grade activities and celebration a student must meet the criteria.

Students must pass math and English at least two out of three trimesters in order to be promoted to the next grade. Summer School is only offered for 8th graders. 6th and 7th graders may be invited to an English and/or Math Intervention program to be promoted. 8th grade students who do not meet promotion criteria must attend summer school in order to be promoted. Parents will be notified by counselors at the end of each trimester if their child is in not meeting celebration requirements.

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.

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 teacher websites 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 post grades on the PowerSchool Parent Portal. Use this tool to keep informed about 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. Many teachers post these on their website.
- 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.
- Email or call teachers with questions about academics or your child's progress. Sutter Middle School staff believes that communication between school and home is a vital component to our students' success.

Student Services

Guidance and Student Assistance Counselors: Sandra Werra – A thru K Jeanine Hanrihan – L thru Z Vice Principals: Andy Evans – A thru K Kevin Garmston – L thru Z 504 Counselor: Lisa Shelton

Guidance and counseling services are available to all students. Counselors assist students with academic, social, emotional, and life planning needs. We encourage parents to view the counseling section of the Sutter website. 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 implement further strategies for the child.

Special Education

Alternative Education Programs included in Sutter Middle School's support system are: Moderate/Severe and Mild/Moderate. 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 in a mannered environment. All students are encouraged to use the library.

Library Hours: The library is scheduled to be open for all district approved workdays, permitting a library staff member is available on campus. This includes before school, all student lunches and 30 minutes after school. **Library hours are subject to change without notice.** **Library Books:** Students will be held financially responsible for any lost or damaged materials checked out from the SMS Library. This includes textbooks and library books.

Library Use Rules: Food, including gum or candy and beverages are not allowed in the library at any time. Cell phones, iPods or other electronic devices are not allowed in the library at any time, unless approved by the librarian or another staff member. **Library Behavior:** A students' library behavior should exemplify an overall respect for their work environment. Loud talking or disruptive behavior will result in a student being asked to leave the library immediately, with the possibility of disciplinary actions.

Computer and Internet Use: Campus computers are reserved for teacher assigned projects only. Internet use is restricted and monitored. Email, internet games and surfing the internet, surfing for personal use is not allowed on campus computers. Disciplinary action will be taken against any student for violating the SMS computer policy.

****Please see the SMS Library web page for more information.****

www.fcusd.org/domain/876 or www.fcusd.org > our schools > Sutter Middle School > departments > library

Lost and Found

Lost and found items such as clothing or school materials may be claimed or turned in to the overflow cafeteria. Every effort is made to return identified items. Students missing items should check in the overflow, unless you lost jewelry, glasses or other small items, 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

Sutter Middle School offers Honors Courses in Math and English. Advanced courses provide a powerful opportunity for students to acquire the knowledge, concepts, and skills needed to prepare them for high school AP and college level coursework.

Honors English- 6th/7th/8th In order to be considered for 6th, 7th or 8th grade Honors English, 5th/6th/7th grade students must meet the following criteria:

- Student has received all A's and B's in English
- Student receives a passing score on each section of Sutter Middle School's Honors English Placement test. This test will occur in the spring.

For Pre-AP English and Honors English CAASP and I-Ready scores will be considered.

Honors English must maintain B grades in Honors English in order to be eligible for Honors English next year.

Pre-AP Math Course 2 – Please see next page for Math Path Flow Chart Current 6th grade students interested in participating in Pre-AP Math Course 2 must take the Pre- AP Math Course 2 Placement test in the spring.

Students currently enrolled in 6th grade Pre-AP Math Course 1 must maintain an 80% or higher in Pre-AP Math Course 1 to continue on to Pre-AP Math Course 2.

Math Challenge: Students who wish to skip 7th Grade Math Course 2 must pass the Pre-AP Math Course 2 with at least an 80%.

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 player's parents/guardian must complete the online Athletic Clearance registration, Fill out the Player participation Information form, and have the FCUSD Physical Form (signed by a doctor) turned in prior to try-outs. All forms must be signed by the parent. The Physical Form will be retained by our Athletic Director for the school year and can be used for other Sutter sports. (No form - No tryout). Forms are located in the office and on the Sutter Web Page under Athletics.
- 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 behaviors.

- 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./coach's 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.

- 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.

AWARDS AND RECOGNITION

COUGAR CHARACTER AWARDS

A student will be selected by each advisory 4 times each year. The advisory class picks a student that they would like to recognize as exemplifying one or more of Sutter's Cougar Character Pillars.

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. These awards are given out at the end of the first and second trimesters. Gold and Silver awards recognize outstanding academic achievement.

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.

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 are required to 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.

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. Please refer to our FCUSD bullying website to report bullying anonymously and other useful information regarding this topic.

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.

Students are reminded that they must “Manage their Digital Reputations” with integrity. This means students are expected to uphold the Cougar Character Pillars on all their digital communications. Please be aware that all your digital communications can be accessed by law enforcement, employers, and schools, including colleges.

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.

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 lunchroom. 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. Students should never share food or drinks for safety purposes (food allergies and/or serious risk of contracting a disease like meningitis). 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 before school or during lunch. Only 3 courtesy passes will be issued per trimester. Contact the Transportation Office to purchase a new pass at 2949100. For the occasional bus rider, one way tickets may be purchased in the school office before 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.

Gambling (playing cards for money, dice, and coin/dollar pitching or flipping) is illegal and not allowed on campus or at any school activity. These items will be confiscated.

Sales/Exchanges/Bartering Selling, exchanging or bartering is prohibited except as fundraisers authorized by the administration and/or student government. **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 the direct supervision of an adult

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

Electronic Devices and Sutter's Personal Property Policy: 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.

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!) NO ear buds.

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 in the office by a parent 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.

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

Other Electronic Devices Sutter Middle School is not responsible for the loss, vandalism or theft, of any student's personal property including items that are stored in lockers, left at school, or confiscated from a student.

1. Cameras and Electronic Games are not allowed on campus at anytime. 2. Electronic Readers (such as Kindles and Nooks) are allowed for reading purposes.

Teachers will have the final decision on whether they can be used for classroom reading. Students caught using their electronic readers for purposes other than reading will have their readers confiscated and can only be returned to a parent/guardian. Sutter Middle School is not responsible for the loss, vandalism or theft, of any student's personal property including items that are stored in lockers, left at school, or confiscated from a student. 3. IPODS/iWatches are only allowed before and after school. They will be confiscated once

school has started to the end of the day and will ONLY be returned to a parent or guardian.

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, recording devices, pagers, balloons (which will be deflated), 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 brought to school.

Roller Blades / Skate Boards / Scooters / Bikes 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.

Student Extra Curricular Activities Guidelines- Dances

In order to gain admission to any dance, 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/ 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, 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.

DRESS CODE

Your teachers, campus monitors, administration and other supervising staff do not want to spend their time giving dress codes. It would be great to just say – dress appropriately for school. However, since that may be interpreted differently...here are specifics listed below:

What not to wear:

- ❖ Short shorts and short miniskirts (this is the number one dress code violation) – no rear end showing
 - o This is difficult to interpret. We do not want you exposed. Please purchase shorts that cover well below your rear end – mid thigh is considered appropriate for school.
 - o For parents: if you purchase shorts with a 2” inseam or longer you will know they are long enough
- ❖ Crop “Muscle” shirts or jerseys/shirts with open sides expose too much skin
- ❖ Crop tops: no bare bellies or exposed mid-ribs
- ❖ Shirts (and all other clothing) denoting offensive or inappropriate images, slogans, drug, violence, etc. Low-cut/revealing /see-through tops are not school appropriate - undergarments cannot show
- ❖ Backless, off-the-shoulder or single-shoulder tops
- ❖ Spaghetti straps, halter tops or tube-tops
- ❖ Pajama tops or bottoms or slippers
- ❖ Ripped jeans that expose undergarments or have rips above mid-thigh
- ❖ Slippers of any kind
- ❖ Chains, metal belts, wristbands, etc. that could cause injury to someone
- ❖ Gang-related clothing
- ❖ Costumes or costume parts unless it is a dress up themed day
- ❖ Sagging pants
- ❖ Sunglasses
- ❖ Face paints, pens/markers on face or body permitted including on spirit days

Any student in violation of the dress code will receive a pass to the AP’s office: appropriate clothing will be provided for the remainder of the school day. There will NOT be discussion regarding the policy – all students receiving a violation pass will need to change into appropriate

clothing. Students do not get to call home to have appropriate clothing delivered. We provide clean clothing. The first two weeks of schools we do give warnings unless there is a blatant violation of what not to wear.

Please remember:

Students should never bring lunches containing glass, or sharp items, or dangerous cutlery such as steak knives/knives to school.

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

SCIENCE SAFETY CONTRACT

Parents or Guardians: You should be informed regarding the school's effort to create and maintain a safe science classroom/laboratory environment. You should be aware of the safety instructions your child will receive before participating in any laboratory work. Please read the list of safety rules below. No student will be permitted to perform laboratory activities unless the handbook signature page is signed by both the parent and student and on file in the office. By signing the handbook signature page you are also agreeing to abide by these lab safety rules. Your signature indicates that you have read this Science Safety Contract, are aware of the measures taken to insure the safety of your child in the science laboratory, and will instruct your child to uphold his/her agreement to follow these rules and procedures in the laboratory.

Students: Science is an active, hands-on class. We will be doing many activities that require the use of sensitive equipment and potentially hazardous chemicals. Safety is the # 1 priority in our classroom. To ensure a safe learning environment, all students will be instructed in science classroom safety, a safety quiz will be given. A copy of these rules will also be kept in your science notebook as a reminder of safe classroom practices. When necessary, safety considerations will be included on student handouts; they also will be given orally at the start of each activity and posted on the classroom safety poster. I understand and agree to follow all of the safety rules in this contract. I understand that I must obey these rules to make sure that fellow students, my teacher, and I work and learn in a safe environment. I will cooperate completely with my teacher and fellow students to maintain a safe lab environment. I will also closely follow the oral and written instructions provided by the instructor. I am aware that any violation of this safety contract that results in unsafe conduct in the laboratory or misbehavior on my part, will result in being removed from the classroom, or other appropriate measures to maintain safety.

- I will act responsibly at all times in the classroom. I understand that horseplay, jokes, and pranks are not appropriate in a science classroom.
- I will follow all instructions, written and verbal, about the laboratory procedures given by the teacher.
- I will not touch any equipment or supplies until instructed to do so by the teacher.

- I will perform only those activities that have been authorized by the teacher. I will never do anything that is not called for by the procedure. I understand that unauthorized experiments are forbidden.
- I will keep my table and the area around it clean and neat.
- I will wear my safety goggles whenever we are working with chemicals or heat. I understand that there are no exceptions to this rule.
- I will immediately notify the teacher of any emergency.
- I will tie back long hair, baggy clothes, and dangling jewelry while doing a laboratory activity.
- I know whom to contact for help in case of an emergency.
- I will not take anything out of the classroom without permission from the teacher.
- I will never eat, drink, or chew gum in the classroom unless instructed to do so by the teacher. I will not use classroom equipment as containers for food or drink.
- I will only handle living organisms when authorized to do so by the teacher.

SUTTER MIDDLE SCHOOL Discipline Plan/PHILOSOPHY

Sutter Middle School is a student centered middle school 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 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

SUTTER MIDDLE SCHOOL DISCIPLINE POLICY

This policy will cover misconduct in five basic categories I. Suspension/Expulsion 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)

I. SUSPENSIONS/EXPULSION

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 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.

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

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, scooters, bikes or roller blades 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 + OffCampus 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. 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 with demerit totals.

EXTRACURRICULAR STUDENT ACTIVITIES

Attendance restrictions will be imposed on students for dances, socials, field trips when 60 DEMERITS have been 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 A student with 60 or more demerits will be restricted from the social activities or field trips. A student does have the opportunity to work off demerits, which is known as Demerit Recovery. Every 50 minutes of scheduled work will remove 20 demerits from the student's record. A student will show responsibility by asking teachers or staff members for demerit recovery work. Demerit Recovery forms are available in the office. Deadlines will be given by the office for recovery prior to a social activity or field trip. Demerit recovery is voluntary, but must be completed in order to reinstate a student's eligibility for school social events or field Trips.

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 students 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 a teacher to 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 or threatens to disrupt the instructional process. (CEC 48900.5)

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

1. Warning with parent contact (written, or by phone or email)
2. Teacher intervention/consequence with parent contact (written, email or by phone)
3. Class suspension with phone contact (30 demerits) A referral to administration after the class suspension will result in an all day school suspension and 60 demerits. 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 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 student's 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 CUTS) Sutter Middle School students are expected to show respect and responsibility and come to school and be in class on time. Cumulative Trimester 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.

Class Cuts A class cut is an unauthorized absence from class for any length of time, and will be treated as truancy and the student will face disciplinary action.

Truancy is defined as an unauthorized absence of 30 minutes or more. A student found to be truant will be assigned 4 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.

INTERVENTIONS Lunch Detention Lunch detention is held in Room R9. Students are assigned lunch detention by an administrator for excessive citations or tardies, and electronic devices violations. 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 R9 immediately. Failure to serve assigned detention will result in additional disciplinary actions.

Friday After-School Detention After-school detention, held in Room R9, 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 12:00 p.m. No student will be admitted after 8:05 a.m. Any student assigned to Saturday school who fails to serve it will be assigned an off-campus suspension 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 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 R9. 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 any time.