

PARENT/STUDENT HANDBOOK 2023-2024



Dear Sutter Families,

I would like to give a very warm welcome to our incoming 6th grade students and enthusiastically welcome back our returning 7th and 8th grade students!

This year we look forward to getting back into the routine of teaching and learning through compassionate instruction. We will continue to focus on the ongoing implementation of our Mission Statement, which is a commitment to providing an inclusive, student-centered approach focused on fostering a safe environment where all students can grow academically, socially, and emotionally. We will also cultivate within each student our "Pillars of Cougar Character" which include Perseverance, Respect, Responsibility, Fairness and Justice, Caring, Civic Virtue and Citizenship, and lastly Trustworthiness. Throughout this year, our staff will develop strong, authentic relationships with Sutter students and families as we embark on our amazing middle school journey!

We ask that you reach out to our office, counselors, administrators, and/or your teachers for any needs you may have, as we are here to support you.

Here is to an amazing 2023-2024 school year!

Sincerely,

Tarik McFall

tmcfall@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 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 gets its name from 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: *Sutter Middle School is committed to providing an inclusive, student-centered approach focused on fostering a safe environment where all students can grow academically, socially, and emotionally."*

School Vision Statement: *"Learning for all, whatever it takes."*

Introduction

An educated person in the 21st century must be a critical thinker and problem solver. An educated student develops habits of a life-long learner and a responsible and respectful citizen who will be ready to succeed despite life's challenges. Adolescents have a natural thirst for knowledge; 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, Sutter Middle School 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

Please check in with the front office prior to visiting. Sutter Middle School is not open to visitors from other schools. All visitors including parents must sign in at the office before going out on the campus. Anyone planning to visit a classroom must give at least 24-hour notice to an administrator and the classroom teacher.

SUTTER MIDDLE SCHOOL AND P.E INFORMATION



Advisory Class

Students spend the first period of each day (except Friday) in an advisory class within their assigned grade level. Advisory period serves a variety of purposes. School updates, SEL lessons, and class meetings take place during advisory. Advisory class is also a time for students 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 receives one agenda courtesy of Sutter Middle School. If it is lost, misplaced, or stolen, the replacement fee is \$5. All students should use these planners throughout the school year.

Students will use agendas to record all homework assignments and projects for each class. Parents should 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 used 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 lost or stolen ID cards.

Textbooks

Students receive 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 book prior to receiving another textbook. Students should report to the Assistant 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, students must return all textbooks and library books.

P.E. Uniforms (Shorts, Shirt):

How to replace/obtain your uniform:

- 1) Go to the main office and inform them that you need to replace your P.E. uniform.
- 2) Pay \$8.00 for a pair of shorts, \$8.00 for a shirt; \$16.00 for a complete uniform. 3) They will give you a receipt, take your receipt to your P.E. teacher and they will provide you a new uniform.
- 4) If you cannot afford a new uniform, let your P.E. teacher know and they will provide you with a new or used uniform. Sweatpants 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 and make sure it locks securely.
- 2) Try the combination and make sure it works. If the combination does not work, recheck the combination with your teacher to make sure you have the right one.
- 3) If this does not work, let your P.E. teacher know immediately.

Other students do not have a lock on their 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.
- 5) Lock all items in your locker. Most thefts occur when students' items are unlocked and unsupervised.
- 6) Do not 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 logins used for registering your student.

Sutter Middle School Webpage

For the daily bulletin, counseling information, teachers' classwork and homework information, PTA information, monthly newsletters, and more, you can view Sutter Middle School's web page: www.fcusd.org/sms.

Staff E-Mail

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

Telephones

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 student's forgotten lunch, it is the student's responsibility to come to the office between classes, or at lunch to check for their belongings. Food deliveries such as, Door Dash will not be accepted during school hours.

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 bus only entrance on Riley Street. Parents/guardians can drop off and pick up students in front of the school on the East Bidwell Street entrance, or in the back of the school on Persifer Street. Visitors should park in non-numbered spaces in the East Bidwell parking lot. Once a student arrives on campus, he/she must remain on campus until the end of the school day. Students will receive disciplinary action for leaving campus prior to the end of the school day. 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 must not ride bikes, skateboards/razors and/or roller blades on campus). 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.

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 Sutter Middle School. Please 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 Sutter Middle School can receive funding.

Please clear your child's absence within three school days. Submit all medical notes into the office within 20 days of the appointment. Student safety will always remain our number one concern; please notify us when your child will not be at school or when your child will be late at 294- 9035, press #1.

Students with ten or more days of absences for any reason may receive an attendance contract. Parent/guardian must provide a valid medical note from a doctor and verify all absences. If absences continue, 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 that your student will miss three or more school days, 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 must notify the school by phone before 10:00 a.m. at 294-9035. If a parent/guardian cannot provide phone information, 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. A child may not leave unless a parent picks them up. This means no trips to the gas station across the street, or other local businesses.

Tardies: Tardy slips result 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. A doctor's note must accompany all illness related tardies.

Tardy Policy:

- Students accumulating 4 tardies during a semester 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 semester will serve a Friday after-school detention.
- Students accumulating 9 tardies during a semester will serve two additional Friday after-school detentions.
- Students accumulating 12 tardies during a semester will be required to attend three Friday after-school detentions. In addition, our 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 semester of the violation.
- Students accumulating more than 12 tardies during a semester, will receive 1 day of lunch detention for each tardy. All subsequent tardies may 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. This requires a written note from the parent/guardian 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 student must present the withdrawal form to each teacher for a signature and a grade. At the end of the day, all textbooks are returned to the library. The withdrawal sheet is then returned to the Office for a final signature. A copy of the clearance slip will remain with the student to present 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 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 may not have medication in their possession at any time. (Students with asthma may 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, if 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 are delivered to the school office by a parent, guardian, or designated adult. Students may not 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. We will discard all left-over medications.

NO MEDICATION ALLOWED 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 go to the office, as we notify a parent or guardian, and arrangements are 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 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 available for those desiring or requiring such protection, through Student Insurance Company. The district does not recommend any particular program. Each parent should review their family or group policy to determine whether 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. In the case of an accident, the student is sent to the office for medical attention. Once a teacher completes an accident report, the report is kept on file in the district office. A Sutter Staff member will contact a parent/guardian at once if an accident requires immediate medical attention. 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 approximately two 18-week semesters. Grades are recorded at the end of each semester and mailed to parents or guardians. Deficiency notices occur once every semester and are posted on the Parent Portal for one week. Parents have access to grades for their students on the Parent Portal for PowerSchool.

Citizenship Rubric

Outstanding (O)- The student exceeds expectations and exhibits behavior that enhances the learning environment. This includes but is not limited to helping others, taking a leadership role during group work, meaningful class participation, on time, prepared every day with materials including agenda, attentive, respectful to teacher and other students.

Satisfactory (S)- The student consistently exhibits behavior that contributes to a safe and successful learning environment. This will include but is not limited to class participation, on time, prepared with materials including agenda, respectful to others, works well in a group.

Needs Improvement (N)- The student sometimes exhibits behavior that is not conducive to a successful learning environment. This includes but is not limited to frequently tardy, unprepared with materials, does not use agenda, off-task behavior, disruptive behavior, detentions, due process started.

Unsatisfactory (U)- The student often exhibits behavior that is not conducive to a safe and successful learning environment.

Academic Honesty

Middle school is a time to learn. It is our job to educate students. Students must provide work, so teachers can evaluate and help them improve. In high school, there is a zero-tolerance policy for cheating. In college, academic probation, or removal from school for cheating and/or plagiarism is possible.

We will work to help students understand that they must only submit their own work. We will help them build their research and writing skills. We will continue to reiterate that plagiarism is cheating, and that all students 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 on which they cheat. Cheating includes plagiarism and/or 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.

Make Up Assignments

Students returning to school after an excused absence are entitled to make up missed assignments for full credit. The normal time allowance is two days for each day of absence. Students must arrange with teachers to make up work missing work due to absences. If a student will be out of school for 3 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 3–15 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 the same school year. You can view the Independent Study information on our website under additional links.

Homework Policy and Purpose of Homework

At Sutter Middle School, we encourage students to practice the skills learned in each class. With that, homework will not be worth more than 10% of a student's total grade.

One purpose of homework is practice, and it should cover 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 participating in 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. Students will not receive additional time for completion unless agreed upon through a special arrangement with the teacher. Assignments due during the trip, performance, etc., will be turned in before the trip unless otherwise authorized by the teacher.

Retention and Promotion

Retention and promotion are 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.

For your child to participate in the end of the year Celebration - your child must meet all the following criteria:

- **Grades**-Pass all classes or have NOT failed more than three classes all year and/or do have a D average over two semesters in Math and ELA (Passing is defined as all grades above an F. If a student has earned an F in ELA or Math one semester they must earn at least a C in the other semester)
- **Attendance - 90% Attendance**: no more than 18 days of absence constituting them to be a chronic absentee during the 4th quarter of school.
- **Discipline** - Five (5) or more REFERRALS (Office Discipline Referrals); Two (2) or more class suspensions in the 4th quarter. No Administrative Suspensions in the 4th quarter.

Option of a promotion contract will be available to sites

Failure to meet these criteria makes your child ineligible to participate in the Celebration. The Celebration is defined as all end-of-the-year 8th grade activities (field trips, dances, etc.) and the ceremony where your child receives their certificate of middle school completion in an organized procession at the end of the year. Students who do not meet the eligibility requirements to participate in the Celebration will still advance to the 9th grade and receive their certificate unless retention is recommended.

STUDENT SUPPORT SERVICES



Guidance Counselors and Assistance Principals:

Sutter Middle School has three full time Assistant Principals and three full time Guidance Counselors. The Counseling Department and Assistant Principals are divided by Alpha.

- A thru G: Counselor, Leah Crist and Assistant Principal, Christine Sonnenkreuz
- H thru O: Counselor, Margie Komatsu and Assistant Principal, Brian Zan
- P thru Z: Counselor, Jeanine Hanrihan and Assistant Principal, Kevin Garmston

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.

In addition, Sutter Middle School also has one full time MFT to support the social-emotional wellbeing of the students and staff.

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. 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 put the parent in direct contact with the teacher prior to becoming involved in the issue.

Intervention Team

The Intervention Team provides 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 if they struggle in the areas of attendance, behavior, and/or academics. The Intervention Team reviews student progress and decides if/when further strategies should be implemented 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, principal, or the school psychologist.

LIBRARY MEDIA CENTER



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

Students may not have food, including gum or candy and beverages in the library. Students may not have cell phones, iPods or other electronic devices in the library, 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 online browsing for personal use is not allowed on campus computers. Disciplinary action will be taken for any violation of 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, lunch bags and water bottles may be claimed or turned in to the cafeteria/multi. Students missing items should check in the cafeteria/multi, unless you lost jewelry, glasses or other small items, these might be on the counter in the office. 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 advanced 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

Placement for all incoming 6th graders, current 6th graders, and current 7th graders will be based on the following:

Along with a recommendation from your child's current English teacher, students must meet the English class grade and Star Reading criteria as follows:

1. A's and B's over two semesters in Reading and Writing
2. Star Reading State Benchmark Level of 4 (green)

Advance Math Opportunities

- **Pre-AP Math Course 1(advanced 6th grade math)** - 6th graders are placed in Pre-AP Course 1 based on an A grade in math and i-Ready scores at or above grade level.
- **Pre-AP Math Course 2(advanced 7th grade math)**-Students who successfully complete Pre-AP Math Course 1 are placed in Pre-AP Math Course 2 . Additionally, 6th grade students who qualify for Pre-AP Math Course 1 and feel they are ready to skip the course may take a challenge test in the Spring. Students who pass the challenge test with an 80% will be placed in Pre-AP Math Course 2.
- **Integrated Math 1(9th grade math)**-Students who successfully complete Pre-AP Math Course 2 are placed in Integrated Math 1.
- **Integrated Math 2 (10th grade math)**-Students who successfully complete Integrated Math 1 are placed in Integrated Math 2.

Students currently enrolled in advanced math classes must maintain B grades to move on to the next advanced course.

Math Challenge

Students who wish to skip a grade level of math must take a math challenge test offered in the spring.

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 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 (semester) 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 Semester 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 SEMESTER WILL BE INELIGIBLE TO PARTICIPATE IN THE SPORTS PROGRAM FOR THE REMAINDER OF THE TRIMESTER OF THE VIOLATION.**

II. Code of Conduct -Students

- Any student not in accordance with the Athletes' Code of Conduct while on a team can 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 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) Detention 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.

III. Code of Conduct-Parents

- 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 act in ways that exemplify the pillars of Cougar Character may receive Cougar Compliments cards commending them for their actions.

Semester Awards- (1st and 2nd Semester)

The semester awards are another way that Sutter Middle School recognizes outstanding academic achievement. Eligible students receive awards 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 should 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, pick up paper, and pick up 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 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 should 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 should uphold the Cougar Character Pillars on all their digital communications. Please be aware that law enforcement, employers, and schools, including colleges, can access all your digital communications.

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 semester. Contact the Transportation Office to purchase a new pass at 2949100. * The Transportation Dept may change these rules at any time.

Passing Periods

During passing periods there are large numbers of students going from one room to another. Students are expected to display respect and civic virtue by being quiet and courteous. Students are expected to walk 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 at school.

Gambling

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. **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
4. Use of the activity field when wet or raining
5. Throwing any equipment toward groups or individual students
6. Running in designated walking areas.

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

ELECTRONIC DEVICES AND SUTTERS 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.

Update to Board Policy 5131.8. on cell phone use for school year 2023-24

Due to increased distractions to student learning and concerns of the negative impact of cell phone use during the school day the Board has updated the FCUSD'S cell phone policy to the following:

- Students in grades 6 - 8 will be adopting the elementary school policy beginning with the 2023-24 school year which means:
 - Devices must be turned off and placed out of sight during the school day.
 - Students who need to call parents may use phones located in the administrative office.
 - A student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7

Yondr Pouch Use

- **Arrival at School:** Under staff supervision, students will turn off their device and put it in their own Yondr Pouch upon arrival. Students with a medical condition who need access to their phone will be given a bag with a Velcro closure.
- **During the day:** Students press the green button to secure their Yondr Pouch, which they keep with them throughout the day.
- **Dismissal:** Students tap their Yondr Pouch on a magnet as they exit the building, which will unlock and open the bag.

Cell Phone Violations

The rules for cell phone violations are as follows:

- First Offense:** Warning
- Second Offense:** Lunch detention assigned to student
- Third Offense:** One Friday after-school detention assigned to student.
- Fourth Offense:** the student will receive a parent conference and 2 Friday after-school detentions.
- Fifth Offense:** the student must attend a parent meeting with an administrator and will likely lead to the student checking-in their phone to the front office once arriving on 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.
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.***

Articles Not Allowed in School

Articles that interfere 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, balloons (which will be deflated), blankets, gum, laser pointers, water guns etc. If brought to school, they WILL be confiscated and returned to a parent or guardian. Repeat offenses will result in confiscation of items until the end of the semester. In addition, gum, candy, and energy drinks are not allowed on campus. **Sutter Middle School is not responsible for ANY lost or stolen items that are brought to school.**

Roller Blades / Skateboards / 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 leave the dance anytime with a parent/guardian.
- Students are expected to dress appropriately.
- Sexually suggestive dance movements are not permitted. A student will be removed from the dance and a parent will be contacted if he/she continues to dance inappropriately. Students may lose privileges to the following dance if they are removed for any reason.
- Unsafe behaviors such as physically slamming into one another, running, or sitting on shoulders, will not be tolerated. Students who engage these actions 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



Teachers, campus monitors, administration and other supervising staff do not want to spend time giving dress codes. Please review the following to ensure Sutter Middle School's dress code is followed correctly:

- Skirts, shorts, and dresses should must cover the buttocks.
- Any items worn that degrades the integrity of individual groups will not be allowed. Any clothing items, including hats with printing or pictures depicting drugs, alcohol, tobacco, violence, promote illicit or illegal activity or sexually suggestive or profane are not allowed. i.e., The brand Cookies, Marijuana photos, FTP
- No sunglasses in the classroom.
- No hoods may be worn on campus.
- Students must wear shoes on campus. Slippers are not to be worn.
- Chains, metal belts, spiked Jewelry that could cause injury shall remain at home.

Tops:

Shirts must be always be worn. Backless, off the shoulder, single shoulder, bare midriiffs, crop tops, tube tops, spaghetti straps, and muscle shirts are not allowed. No see-through or transparent garments.

Bottoms:

Ripped jeans or shorts that expose undergarments, sagging pants, see-through garments are not allowed. All pants, shorts and skirts must cover the buttocks.

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. All students receiving a violation pass will need to change into appropriate clothing.

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 always act responsibly 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 AND 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 foster a safe and welcoming learning environment for all students.

Student Responsibilities

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 appropriate school clothing (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 with all assignments completed.

Parent Responsibilities

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 Back to School Night and other school programs
9. Monitor as necessary homework assignments, deadlines, and graded work
10. Reach out to student's teacher if their child is having difficulties

Teacher Responsibilities

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 Responsibilities

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 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.
- Always behave in a safe manner Be responsible for keeping the lunchrooms and campus clean.

Any citation will lead to a call home to parents/guardians and an appropriate consequence from an administrator.

Extracurricular Student Activities

Attendance restrictions will be imposed on students for dances, socials, field trips when a student has served multiple citations, more than five days of suspension, and/or more than 10 days of detention.

III. Classroom Behavior

All students are expected to display the pillars of Cougar Character in their behavior at Sutter Middle School. ***Rules are most effective when there are consequences to enforce them and reward them. If a student makes the choice to break a rule:***

- 1st time: Write down students name/ Warning.
- 2nd time: Call home (Student Reflection Sheet)
- 3rd time: Referral to Assistant Principal. Detention/Room A107,

Severe Disruption: Student sent immediately to Assistant Principal with something to work on and a referral.

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 (By phone or email)
2. Teacher intervention/consequence with parent contact (by phone)
3. Class suspension with phone contact.

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.

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 Semester School Tardies:

- Students accumulating 4 tardies during a semester 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 semester will serve 1 Friday after-school detention.
- Students accumulating 9 tardies during a semester will be issued 2 Friday after-school school detentions.
- Students accumulating 12 tardies during a semester will be required to attend 3 Friday after-school detentions, 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 semester of the violation. During the second semester, 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 semester 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 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

Truancy is defined as an unauthorized absence of 30 minutes or more. A student found to be truant will be assigned 2 Friday after-school detentions for each offense. Additional trancies may result in appearing before a SARB (School Attendance Review Board). A habitual truant may be placed in an alternative educational setting.

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 Restorative Rm 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 in an additional Friday detention. Failure to serve again will result in an additional Friday detention and a meeting with parent/guardian, student, and administrators.

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.

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 from school, and will require a student to complete work missed while absent in these circumstances.

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.

V. NONDISCRIMINATION AND SEXUAL HARASSMENT

Nondiscrimination

The Governing Board is committed to providing equal opportunity for all individuals in education. The Folsom Cordova USD 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. The Board shall promote programs which ensure that discriminatory practices are eliminated in all District activities.

The Superintendent or designee shall review district programs and activities to ensure the removal of any barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities, including the use of facilities. He/she shall take prompt, reasonable actions to remove any identified barrier.

Any Student, staff member, or parent who feels that discrimination has occurred should immediately contact the teacher, principal/site administrator. If the concern is not resolved, a formal complaint may be initiated at the school or by directly contacting the Equity Compliance Officer(s) & Title IX Coordinator(s).

Sexual Harassment

The District has adopted strict policies containing rules and procedures for reporting sexual harassment and pursuing remedies. As such, the Governing Board is committed to maintaining a learning environment that is free of harassment. The Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person at school or at any school-related activity. The District is committed to taking serious, immediate, and appropriate action with respect to violations of our sexual harassment policy. (BP 4119.11)

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. Any employee who engages in, permits, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal.

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Any student, staff member, or parent who feels that harassment has occurred should immediately contact the teacher, principal or site administrator. If the concern is not resolved, a formal complaint may be initiated at the school or by directly contacting the Equity Compliance Officer(s) & Title IX Coordinator(s) below.

To File a Complaint

1. **Filing a Formal Complaint:** Obtain a copy of the complaint form from the office of the District Compliance Officer.
2. **Mediation:** Mediation is optional. It involves a third party to help in resolving the dispute.
3. **Investigation:** The District will investigate the complaint and render a decision within the timelines designated in the Uniform Complaint Procedures Policy (BP 1312.3)
4. **Appeals:** If the person making the complaint disagrees with the District's decision, he/she has five (5) working days to appeal the decision in writing by forwarding the complaint to the Board of Education. If the complainant is not satisfied with the Board's decision, he/she may appeal in writing to the California Department of Education within fifteen (15) days of receiving the Board's decision.
5. The person filing the complaint may also pursue action in civil court.

Complaints will be kept confidential.

The District prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a manner that respects the privacy of all parties concerned.

If you have a complaint, contact a teacher, principal/site administrator, or:

Donald Ogden, Associate Superintendent – Human Resources, Title IX Coordinator (Employees) & Equity Compliance Officer

dogden@fcusd.org

916-294-9000 Ext 104410

Jim Huber Ed. D., Assistant Superintendent –

Educational Services, Title IX Coordinator (Students), Section 504 Coordinator & Equity Compliance Officer

jhuber@fcusd.org

916-294-9000Ext 104625

Folsom Cordova Unified School District 1965 Birkmont Drive

Rancho Cordova, CA 95742