PARENT/STUDENT HANDBOOK 2026-2027

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 in-person, compassionate instruction. We will continue to focus on the ongoing implementation of 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 2026-2027 school year!

Sincerely,

Tarik McFall

tmcfall@fcusd.org

Folsom Cordova Unified School District
2026-2027 Nondiscrimination Statement

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, gender, gender identity, gender expression, immigration status, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. For questions or complaints, contact:

Jim Huber, Ed.D., Assistant Superintendent, Educational Services
Compliance Officer, Section 504 Coordinator, ADA Coordinator (students)
jhuber@fcusd.org
916-294-9000 x 104580

Shannon Diaz, Director of Compliance
Compliance Officer and Title IX Coordinator
sdiaz@fcusd.org
916-294-9000 x 104415

1965 Birkmont Drive
Rancho Cordova, CA 95742

The Folsom Cordova Unified School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the Folsom Cordova Unified School District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The District Title IX Coordinator is:

Shannon Diaz, Director of Compliance
Compliance Officer and Title IX Coordinator
sdiaz@fcusd.org
916-294-9000 x 104415
1965 Birkmont Drive
Rancho Cordova, CA 95742

The District nondiscrimination policy can be located at:
https://www.fcusd.org/district/about-us/nondiscrimination-statementpolicy

The District's nondiscrimination complaint procedures can be located at:
Students: https://www.fcusd.org/departments/compliance/complaints/uniform-complaints
Staff: https://www.fcusd.org/departments/compliance/complaints/nondiscrimination-in-employment

To report information about conduct that may constitute sex discrimination or sex-based harassment, or make a complaint of sex discrimination or sex-based harassment under Title IX, please refer to:
Students: https://www.fcusd.org/district/about-us/title-ix-notificationsexual-harassment
Staff: https://www.fcusd.org/departments/compliance/complaints/sexual-harrassment-title-ix

TABLE OF CONTENTS

WELCOME LETTER FROM MR. MCFALL	1
NONDISCRIMINATION STATEMENT	2
TABLE OF CONTENTS	3
PILLARS OF COUGAR CHARACTER	4
WELCOME	5
SCHOOL MISSION STATEMENT	5
MIDDLE SCHOOL ELEMENTS	6-7
COMMUNICATION	8
SCHOOL ATTENDANCE	9-11
MEDICAL INFORMATION	11-12
GRADING INFORMATION	12-14
STUDENT SUPPORT SERVICES	14-15
LIBRARY MEDIA CENTER	15-16
ADVANCED CLASSES	16-17
ATHLETICS	17-18
AWARDS AND RECOGNITION	19
STUDENT BEHAVIORAL EXPECTATIONS/ELECTRONIC DEVICE POLICY	19-23
SCHOOL DRESS CODE	23-24
SUTTER DISCIPLINE/PLAN POLICY	24-29
INTERVENTIONS	29-30

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. 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.

SUTTER MIDDLE SCHOOL INFORMATION

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. (BP 1250 / AR1250: Visitor / Outsiders)

Volunteer Information

Volunteers are an important part of our school communities and play a key role in supporting student success. When parents and community members give their time, they help create a stronger, safer, and more connected learning environment for all students. We encourage families and community members to get involved and make a positive difference. Please review the following guidelines for Visitors and Volunteers. (BP 1240 / AR 1240: Volunteer Assistance)

Volunteer applications must be submitted at least 3 weeks before a field trip or event - otherwise, the application may not be processed in time.

As of February 12, 2026 the FCUSD Board eliminated Category 1 and 2 designations. All Volunteers visiting sites more than 4 times or 16 hours per year must be cleared through the ESC by completing our volunteer application, receive DOJ fingerprint clearance and show proof of TB clearance.

Under new legislation (SB 848), all school district volunteers must show proof of annual training as mandated reporters at the start of each school year. Before you volunteer this year, complete the School Insurance Authority training on the district Volunteers Procedures webpage and retain proof that you successfully completed this course.

Please see the FCUSD website for more information: https://www.fcusd.org/departments/human-resources/volunteer

Advisory Class

At Sutter Middle School, Advisory meets during third period (except Thursdays) and is grouped by grade level. It provides a consistent, supportive space for students to build relationships, develop character, and receive academic and social-emotional support. Activities include school updates, SEL lessons, agenda checks, class meetings, and opportunities to reflect on and practice the Cougar Character Pillars. Students may also begin homework, complete make-up work, or receive additional help during this time. While Advisory is not graded, students receive a citizenship mark based on attendance, behavior, and participation.

The Advisory Program is designed to foster strong connections between students and staff while addressing the unique developmental needs of middle school students. Its goals include promoting character education, supporting emotional growth, teaching decision-making and study skills, and providing targeted academic support. Staff collaboration continues to guide and improve this important program.

Student Agendas

One will be provided to students. Students 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

Every student will receive a student identification card free of charge. Students will be required to carry their ID card with them at school and to all school activities. ID cards will be used for checking in school late, 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

All students will have access to digital textbooks. At the beginning of the year, students may opt to receive a hardcopy textbook. 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 $15.00 for a pair of shorts, $10.00 for a shirt; $25.00 for a complete uniform.

3) After payment, you receive 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. the teacher knows and they will provide you with a new or used uniform. 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.**

1) You will need to furnish your own lock. Must be a combination lock; preferably a Master Lock.

2) Go to the store and purchase a lock or purchase from Amazon

3) Give the combination to your P.E. teacher so that they can record it in case the combination or lock gets lost.

4) If by chance your lock breaks or you lose your lock, repurchase a lock. Be sure to give the new combination to your P.E. teacher. (Your lock may be cut off if you do not notify your teacher of a new lock or you change a locker without permission.)

5) Lock all important personal items in your locker (ex. cell phone, Chromebook, shoes (if using a different pair during PE…ect). Most thefts occur when students' items are unlocked, unsupervised and left outside of the locker. The school site is not responsible for any lost or stolen items.

6) Do not leave without double-checking to see if you have left your locker open.

DO NOT...

1) Give your combination to anyone, including friends.

2) Share a locker with a friend.

3) Switch to a new locker without first checking with your teacher.

4) Turn your back when changing or leave valuables in your backpack. Cellphones may not be brought out of the locker room during PE.

COMMUNICATION

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

Sutter Middle School Webpage
For the daily bulletin, counseling information, PTA information, monthly newsletters, and more, you can view Sutter Middle School's web page at: sms.fcusd.org

Parent Square: FCUSD uses ParentSquare as the official, districtwide communication platform and is the primary way families receive school and district information.

What is ParentSquare?
ParentSquare helps FCUSD connect with families in one consistent, secure place. Using ParentSquare, families can receive:

- District and school news and reminders
- Classroom and teacher messages
- Event information and sign-ups
- Emergency alerts (such as school closures or schedule changes)
- ParentSquare automatically uses the primary contact information families have on file in PowerSchool.

Keeping your PowerSchool contact details up to date ensures you don't miss important messages.

Getting Started
Most families already have an active ParentSquare account. If you haven't logged in yet, you can quickly get started:

Download the ParentSquare mobile app (recommended), or
Visit www.parentsquare.com/signin and sign in using the email address or mobile phone number on file with your school
If your contact information matches our records, ParentSquare will guide you through account activation automatically.

Staff Email
All Sutter Middle School staff members have email accounts. This is the best way to contact a teacher or counselor. Teacher emails can be found on Power School Parent Portal. Other staff emails, such as counselors, office staff or school administration can be found on the Sutter Middle School website.

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 classroom interruptions, the office staff will not deliver nonessential personal messages or items such as food, flowers, etc. to a classroom. If a parent delivers important items such as a Chromebook, glasses, homework or lunch that a student forgot, students will receive a note to come to the office in between classes or at lunch. Food deliveries such as DoorDash, 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 buses 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 without permission prior to the end of the school day.

Students who rollerblade, skateboard/razor, or ride their bikes to school are to walk when they are on a sidewalk of the campus property. They are to not ride on campus. They 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.

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. Parents/guardians must provide a valid medical note that their student was seen by a doctor, dentist, orthodontist, etc. to 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

Reporting an Absence: On the day of a student's absence, the school must be notified by a parent/guardian before 10:00 am. Parents/guardians may report a student absence electronically through the SMS Website by selecting the "Reporting an Absence" icon. Parents/guardians may also report a student's absence by calling the attendance absence line at **916-294-9035 (press 1)** to leave a voicemail message. If a parent/guardian is unable to notify the school in advance, the student must bring written or electronic verification of the absence to the office on the next school day before classes begin.

Early Dismissal: To request an early dismissal, parents/guardians should complete the **Early Dismissal Request Form** on the SMS website by selecting **"Reporting an Absence"** and then **"Early Dismissal."** Parents may also call the main office to request an early dismissal as well. Please submit requests as early as possible. The attendance office may contact you to verify information if needed. Please avoid scheduling pick-ups during lunch periods and PE classes. Students will only be released to approved contacts, and a parent/guardian or authorized contact must sign the student out in the school office.

Closed Campus: Once a 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 and Truancy:

Sutter Middle School students are expected to show respect and responsibility and come to school and be in class on time. All students arriving late to school must check in at the office.

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 students of future consequences if tardies continue.
• Students accumulating **6 tardies** during a semester will serve 2 lunch detentions.
• Students accumulating **9 tardies** during a semester will be issued 1 Thursday after-school school detentions.
• Students accumulating **12 tardies** during a semester will be required to attend 2 Thursday after-school detentions, a School Attendance Review Team meeting, along with their guardian, and will be placed on an attendance contract. Students cannot attend any school dances/socials for the trimester of the violation. Students will not be able to participate in any extracurricular 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 daily lunch detention 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*.

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

•Truancy Letter #1: A student is absent from school without a valid excuse for more than 30 minutes for three school days in a school year.

•Truancy Letter #2: A student continues to be absent 3 more times without a valid excuse for more than 30 minutes after the Truancy Letter 1 has been mailed.

•School Attendance Review Team: School Attendance Review Team (SART) Meeting is held to discuss support to assist with attendance. This meeting includes the student, parents/guardians, the student's counselor, and a school administrator.

•Truancy Letter #3: A student continues to be absent 3 more times without a valid excuse for more than 30 minutes after the SART meeting has been held.

•SARB Meeting: Refer for School Attendance Review Board Hearing is held once the school site has exhausted all possibilities of support/monitoring for student and family, and the interventions have not produced any significant improvement in attendance.

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

BP 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 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 and HEALTH OFFICE

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.

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. Further incidents of cheating may include a zero in the class.

Citizenship Marks at Sutter Middle School: In addition to academic grades (A, B, C, D, F), students receive a Citizenship Mark in each class to reflect their behavior, responsibility, and engagement. These marks are based on the following criteria:

- O – Outstanding:
  Consistently exceeds expectations. Demonstrates leadership, helpfulness, active participation, punctuality, preparedness (including agenda), and respect for peers and staff.
- S – Satisfactory:
  Consistently meets expectations. Participates in class, arrives on time, comes prepared with materials (including agenda), shows respect, and collaborates well in groups.
- N – Needs Improvement:
  Occasionally demonstrates behavior that disrupts learning. May include frequent tardiness, being unprepared, not using agenda, off-task behavior, or receiving detentions.
- U – Unsatisfactory:
  (Add this section if you'd like to include a full range of marks):
  Regularly displays behavior that negatively impacts the learning environment and requires ongoing intervention.

Make Up Assignments

Students returning to school after an excused absence are entitled to make up missed assignments for full credit. The student's teacher shall determine identical or reasonably equivalent assignments and tests to those missed during the absence which the student shall be permitted to complete for full credit within a reasonable amount of time as determined by the teacher. Students must arrange with teachers to make up for missing work due to absences.

Independent Study Contract Requests: If a student will be out of school for 3 or more days, parents may arrange for an "Independent Study Contract". Please contact the office at least two 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 Contract Guidelines and Expectations:

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 two 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 Academics.

Homework Policy and Purpose of Homework

At Sutter Middle School, we believe homework is a valuable tool to reinforce learning, and it will account for no more than 10% of a student's overall grade. Homework should focus on meaningful practice, preparation, or extension of learning—never busywork.

Practice assignments should be brief and based on content students have already learned. Preparatory homework may ask students to activate prior knowledge or engage with new material. Extension tasks might include research, analysis, or creative responses. Students should always understand the purpose of their homework and be able to explain it to others, including parents.

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 the 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:
    - Students are expected to maintain passing grades in their classes. Consistent effort and completion of assignments are essential to remain eligible.
- Attendance:
    - Students must maintain at least 90% attendance during the 4th quarter (March 15 - May 27, 2027), which means no more than five (5) absences during this time period.
    - No more than 5 tardies in the last quarter (March 15 - May 27, 2027)
- Behavior:
    a. No more than five (5) office discipline referrals during the 4th quarter
    b. No more than one (1) class suspensions during the 4th quarter
    c. No administrative suspensions during the 4th quarter

**Option of a promotion contract will be available to sites. Failure to meet this 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 Assistant 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, Jenna Trejo
- Part Time: Counselor Carrie Fredine (On site Tuesday and Wednesday)

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. 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 to be 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 are allowed to check out **TWO** items from the library at one time. The student checkout period is 14 days. 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, candy, and beverages are not allowed in the library. Cell phones and other electronic devices are not allowed 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. Students will be responsible for damage to school property (ie: Chromebooks).

Lost and Found

Lost and found items such as clothing or school materials, lunch bags and water bottles may be claimed or turned into 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 that 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

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

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

If your child is currently placed in 6th or 7th Grade Honors English, they will automatically be placed in honors next year if they have maintained A/B grades. If your child does not want to be placed in honors for next year, please contact your child's counselor to opt out.

If you are new to FCUSD or do not attend an SMS feeder school, please connect with your child's counselor regarding placement.

Advanced Math Opportunities

- Incoming 6th graders will be placed in one of the courses listed below, based on their 5th grade placement assessment:

Course 1	6th grade standards	**Ready for grade level standards.**
Course 2	7th grade standards	**Demonstrated mastery of 6th grade standards and readiness for 7th grade standards on the placement test.**
Course 3	8th grade standards	**Demonstrated mastery of 7th grade standards and readiness for 8th grade standards on the placement test.**

	6th Grade	7th Grade	8th Grade
Pathway 1	Course 1	Course 2	Course 3
Pathway 2	Course 2	Course 3	Integrated Math 1
Pathway 3	Course 3	Integrated Math 1	Integrated Math 2

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

ATHLETIC ELIGIBILITY REQUIREMENTS AND CODE OF CONDUCT

I. Eligibility Requirements

Athletics are a privilege, not a right. 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.

• A player's parent/guardian must complete the online Athletic Clearance requirements at https://www.homecampus.com.

Without a current Athletic Clearance registration and physical, a student will not be permitted to join a sports team. Documents are valid June 1, 2026 through May 31, 2027.

• Forms are on the Sutter Web Page under Athletics.

• All students must have a minimum 2.0 GPA in the grading period prior or currently 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 SEMESTER OF THE VIOLATION.

II. Code of Conduct - Student-Athletes

• 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 a competition/game to participate. 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/athletic director/coach's discretion):

(a) "No show" or behavior in practice.

(b) Any absence without prior approval of the coach, A.D., or administrator.

(c) Detention and class/day suspensions.

(d) Excessive absences due to:

- Administrative disciplinary action
- 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 acknowledging 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.

Semester Awards- (1st and 2nd Semesters)
The semester awards are another way that Sutter Middle School recognizes outstanding academic achievement. Academic awards will be given out at the end of the first and second semesters. Gold and Silver awards recognize outstanding academic achievement.

Gold Recognition: Students who have earned a 4.0 for all classes.

Silver 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 (Ed Code 48904) 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 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. (Ed Code 48904)

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. Free lunches are available daily for all students. Students are expected to clean-up their own mess. Failure to do so could result in detention 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 a consequence.

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.

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. Students will sign out using the 5-Star hall pass program to report their destination, exit time and return time. 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. One student per pass.

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 hand-holding, excessive hugging or 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. Students are not permitted to sell food, gum, candy or other items on campus, except as fundraisers authorized by the administration and/or student government.

Energy Drinks on Campus: For health and safety reasons, energy drinks are not allowed at school. Please encourage your student to bring water or other healthy options instead.

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 personal 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.

Update to Board Policy 5131.8. on cell phone use for all Middle Schools

Due to increased distractions to student learning and concerns of the negative impact of cell phone use during the school day the FCUSD School board adopted the following cell phone policy for all FCUSD middle schools. This adoption was implemented in the 2023-2024 school year and will continue for the 2026-2027 school year:

•Devices, including smartwatches, must be turned off and placed out of sight in a student's backpack while on campus during the school day.

•Students who need to call parents may use phones located in the main 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

Cell Phone/Technology Violations
The rules for cell phone violations are as follows:

•**First Offense**: Warning and reminder regarding the cell phone policy
•**Second Offense**: Student will be assigned a lunch detention, with a parent contact.
•**Third Offense**: Students will be assigned a Thursday after-school detention, with parent contact.
•**Fourth Offense**:Students will be assigned 2 Thursday after-school detentions with parent contact.
•**Fifth Offense**: Students will attend a parent meeting with a school administrator and will be required to check-in their phone to the main office on a daily basis.

* Failure to follow the prescribed consequence may result in further suspension from school.

*If a student needs to contact their parent/guardian, they can use the phone in the main office.

* **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. These items include:

1. **Cameras and Electronic Game devices** are not permitted on campus.
2. **Smartglasses** are not permitted on campus.
3. **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**.

Personal Transportation

Roller Blades / Skateboards / Scooters / Bikes / e-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. Violators may be cited by the Folsom Police Department or have their skateboards/bikes/e-Bikes/scooters 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. e-Bikes must meet Class 2 requirements on campus. Class 3, e-scooters and e-motorcycles are prohibited on campus.

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 wristband. 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 online or during school lunches. No ID Card – No Dance.

The following rules must be followed:

• Students who leave the dance will not be permitted to re-enter and must leave campus immediately. Students may leave the dance early only when picked up by a parent/guardian. Parents/guardians must come to the dance entrance and sign their student out before the student may leave.

• 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 in 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

To maintain a respectful and distraction-free learning environment, all students are expected to follow Sutter Middle School's dress code. Teachers, campus monitors, administrators, and other staff prefer to focus on supporting student learning—not enforcing dress code violations. Please review and follow the guidelines below to ensure your attire meets school expectations.

Students MUST wear:

- Clothing that protects and covers private body parts.
- Top (shirt, blouse, sweater, sweatshirt, tank, etc.)
    - Straps on undergarments worn underneath other clothing are not a violation.
- Bottom (pants, shorts, skirt, dress, etc.) that completely covers the buttocks
- Footwear must be worn.

This policy permits additional student attire requirements when necessary to ensure safety in certain academic settings (e.g., physical activity, science or CTE courses). Additionally, this policy allows for reasonable variation in required student attire for participation in activities such as swimming.

Students MAY NOT wear:

- Clothing that is sexually explicit, contains threats, or that promotes illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia.
- Visible underwear or bathing suits of similar design.
- Clothing that demonstrates hate group association/affiliation and/or uses hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups.
- Sheer or see-through clothing that reveals private parts.
- Clothing or accessories that intentionally conceal a student's identity, such as a face mask are not permitted, except for approved medical or religious purposes. Teachers may ask students to adjust or remove headwear during assessments, for identification purposes, or to address issues related to headphones or earbuds

Enforcement

- Staff will use reasonable efforts to avoid addressing violations in front of other students.
- Staff will make every effort to avoid loss of instructional time when addressing dress code violations.
- For data collection purposes, dress code violations will be recorded in the Student Information System.
- Depending on the severity of the first violation, a student may be simply warned not to wear the item to school in the future.
- When there is a question of whether a student's dress is appropriate for the learning environment, the principal or designee will have the authority to make a final determination.

Consequences

- First Offense: Office Referral, change or correct clothing, parent/guardian notification
- Second Offense: Office referral, Change clothing, parent/guardian notification, detention assigned
- Third Offense: Office referral, Parent/Guardian conference with student and administration, further consequences will be determined by administration

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 extracurricular 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

Office Referrals 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, do not ride skateboards, scooters, bikes or roller blades on campus.
- Dress appropriately
- Keep hands and feet to yourself.
- Always behave in a safe manner. Remain 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. Student behavior is addressed using a progressive system that increases in response based on the severity and frequency of the behavior.

Level 1: Minor Disruptions: Includes off-task behavior, talking out, minor disruptions, or being out of seat.

- Warning and reteaching expectations
- Teacher-student conference and reflection
- Parent contact and possible office referral if behavior continues

Level 2: Repeated Behaviors: Includes repeated disruptions, defiance, inappropriate language, tardies, or failure to follow directions.

- Parent contact and office referral
- Administrative consequences (e.g., lunch or Thursday detention)
- Possible SST or additional supports

Level 3: Major Misconduct: Includes bullying, harassment, threats, fighting, theft, vandalism, or repeated defiance.

- Office referral and possible 1–3 day suspension
- Parent conference and behavior contract

Level 4: Severe Misconduct: Includes weapons, drugs, assault, sexual harassment, or serious threats.

- Immediate suspension and district disciplinary action
- Possible recommendation for expulsion

This framework is designed to support a safe, respectful, and orderly learning environment.

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.

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 Thursday after-school detentions for each offense. Additional truancies 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 behavior consequences, tardies, and electronic devices violations. Students must report immediately to detention during their lunch period where they will complete a restorative assignment. Failure to serve assigned detention will result in additional disciplinary actions.

Thursday After-School Detention

After-school detention, held in R 9, is an 80-minute study period on Thursdays 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 Thursday(2:10-3:30 pm). During this time, students will be assigned a specific task related to their behavior and community service on campus. Failure to serve assigned detention will result in an additional Thursday detention. Failure to serve again will result in an additional Thursday detention and a meeting with parent/guardian, student, and administrators.

In-house Suspension (Alternative to School Suspension)

Students who engage in a suspendable offense, may be assigned "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. 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 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.