

Sutter Middle School

General Information

ATTENDANCE

In order for Sutter students to be successful, it is important to **attend school every day** unless you are ill. If you are absent, it is the returning student's responsibility to obtain and complete the make-up work. Research indicates that successful students attend school regularly.

Sutter uses a computerized attendance system, which records attendance, absences and tardies.

After an absence:

Upon returning to school following an absence, you are to follow these steps:

Step 1: Report to the attendance office to obtain a re-admit. This should be done before school starts.

Step 2: Give the attendance clerk your absence note; it must include the absence date(s), reason for the absence, and a parent/guardian signature, or your parent may call 264-4362. The absence may be verified with a phone call home.

Step 3: Have your re-admit signed by all your teachers; leave it with your sixth period teacher.

Your re-admit will show "truancy pending" if you fail to bring a note explaining your absence. If you do not bring a note within three days of your absence, you will be referred to the vice principal.

Early Dismissal

If you need to leave school early, follow these procedures:

1. Bring a note from your parent/guardian and take the note to the attendance office before school begins. You will be issued an "early dismissal."
2. Show the early dismissal to your classroom teacher at the beginning of the period in which you are leaving.
3. When you return to school, have the teacher(s) of the class(es) you missed sign your early dismissal.
4. In the event you feel ill and want to leave, you must report to a class in order to obtain a pass to go to the vice principal's office. A parent/guardian must be contacted prior to leaving the school early. Only persons listed on emergency card can authorize student's release from school.

Tardiness

You will be considered tardy to class if you are not **in the classroom by the time the bell has begun to ring**. Running into the classroom as the bell is ringing is dangerous and must be avoided.

Repeated tardies in the classroom reduces the amount of time for teaching and learning, is disruptive to the school environment, is disrespectful to other students who are ready for the classroom lesson, and reveals a lack of responsibility on the part of the tardy students.

If a student enters a classroom or gym after the bell has rung, he/she will be considered tardy. Each tardy will be recorded in the computer attendance system and will cause the following consequences to affect the student each quarter.

1st tardy: Teacher will warn student

2nd tardy: Vice Principal Contact: Student sent to vice principal on referral. Detention and/or a parent conference may result.

3rd & 4th tardy: Disciplinary actions taken could include detention, class suspension, or an all-day visit by parents.

EMERGENCY CARDS

An emergency card is distributed to each student during the first week of school. Students occasionally are severely injured or experience health problems, and it is imperative that we have accurate information in order to obtain proper health services. City schools provide only limited health services.

Students will not be issued hall lockers until their emergency cards have been returned to school. The cards should be filled out completely, giving the school as many names as possible in the event a crisis arises. If the information on the card needs to be changed, notify the attendance office (264-4362)

LOCKERS

Lockers will be assigned beginning the second week of school. Once you have returned your emergency card and the Student/Parent Acknowledgement Form to your first period teacher, you will be eligible for a hall locker. Hall lockers will be issued as announced.

Your P.E. teacher will assign your gym locker. Keep these lockers neat and clean and learn your combinations as quickly as possible. **Key locks are not be used and will be cut off at the student's expense.** Do not share your combination with anyone. Locks or lockers should not be switched without notifying the main office. If you have a problem, report it to the main office or your P.E. teacher. **Sutter students are not allowed to share either a hall locker or a P.E. locker.**

LOST AND FOUND

Lost or found articles may be turned in or claimed at the main office. If you find an article not belonging to you, you must turn it in to the office or face disciplinary action for being in possession of lost or stolen property.

Items not claimed after a reasonable period of time will be sent to the PTA Clothes Closet. This announcement will be made in the weekly bulletin.

If you find money, turn it in to the main office. Your name will be recorded; and if the money is not claimed within two weeks, it will be given to you.

SCHOOL NICKNAME & COLORS

Nickname: Miners

Colors: Kelly Green and Gold

STUDENT IDENTIFICATION CARD

Student identification cards will be issued to all students to be used for entrance into student activities and to check out library books. If lost, students should see Mrs. Bosh for a replacement. You need to show a student ID card to participate in all school activities.