

Sutter Middle School

Rules and Regulations Manual

After School Detention

A teacher may keep a student after school for counseling or discipline. If detention is to exceed 15 minutes the student will have the option of serving detention that day or the following day. If a student fails to serve a teacher detention, he/she will be referred to the vice principal.

Discipline detention, given by the vice principal, will be used in an effort to prevent students from getting into further difficulties. Parents and/or students will be notified in advance.

Bicycles/Skateboards

Bicycles and skateboards are acceptable means of transportation to and from Sutter Middle School. Care must be taken to secure them in the bike rack on the school grounds. (Each bike must have its own lock.) Skateboards will be stored in the Vice Principal's office during class time. Neither bikes nor skateboards are to be ridden on school grounds.

Closed Campus

For the safety and welfare of students and staff, Sutter Middle School has a closed campus. Students may not leave campus for any reason without an early dismissal.

Conduct To and From School

By provision of the California Education Code, students are responsible to school administrators and teacher for behavior to and from school, on the school grounds and their behavior on buses.

Conduct Outside of Classroom

Students must refrain from yelling, screaming, shouting, whistling, any body contact, horseplay, and running in the halls and are expected to conduct themselves in an orderly fashion at all times.

Student Behavior

Every Student shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of his/her teacher and others in authority; be diligent in study; respectful to his/her teacher and others in authority; kind and courteous to school mates and refrain entirely from the use of profane and vulgar language.

The following behaviors will not be tolerated:

- body contact games
- public displays of affection
- selling gum or other items for personal profit
- students in off-limits areas, which are unsupervised by an adult

The following items will not be brought to school:

- CD players and discs
- hair spray/body spray
- walkmans
- radios
- lasers
- large sums of money
- hardballs
- pagers
- video games

These items and others considered inappropriate by school administration are to be left at home. Violations of this policy will result in confiscation and storage in school vault. Confiscated items will be returned only after parents contact school.

Cell phones may be brought, but must be turned during school hours.

Visitors to the School

All parents and visitors to Sutter Middle School MUST report directly to the office to sign in and obtain a visitor's pass. If a parent wishes to speak to a teacher, an appointment should be made ahead of time. All teachers will be notified of your visit prior to sending you to the classroom.

All teacher conferences are scheduled for Tuesdays after school. Contact the Vice Principal's office (264-4155) to schedule an appointment.

Parents are always welcome and are encouraged to visit the school and become actively involved as long as their presence does not detract from the educational process.

School Dress Code

Sutter students are expected to wear clean clothing appropriate for a school setting and student activities. The purpose of the dress code is to communicate to students and parents what is and is not considered appropriate in order to reduce missed class time when students have to change their clothing. Any clothing deemed inappropriate or disruptive by the school administrators will not be tolerated.

Clothes which are considered inappropriate and distracting are listed below:

- Tube tops, halter-tops, spaghetti straps, see-through tops, shirts exposing the midriff;
- Clothing with profanity, obscenities, references to drugs or alcohol, or sexually suggestive;
- Bandanas;
- Clothing with gang-related symbols or colors;
- Racially offensive messages;
- Hats or sunglasses;
- Bare feet;
- Sagging pants;
- Inappropriate shorts or shirts.

Students will be permitted to wear tank tops if:

- they are not too tight
- straps are at least two inches wide

- midriff is not exposed
- bras or cleavage are not exposed
- they do not have oversized armholes or racer backs

Tank tops with spaghetti straps are considered inappropriate and should not be worn on campus. This includes wearing them under shirts or blouses.

The dress code will be enforced without exception. Students failing to comply will be sent to the vice principal's office to change. Repeated violators will be sent home!

Cafeteria/Snack Bar and Lunch Behavior

Students may bring their lunch to school, buy all or part of their lunch in the cafeteria, or make a purchase at the snack bar. The cafeteria serves as a large indoor eating area for our student body. Students buying a tray lunch are required to eat in the cafeteria.

Students are responsible for keeping our campus litter-free during lunch and abiding by the following rules:

1. Students are to stay on campus during lunch.
2. Students may not cut in line or save spaces.
3. Food must be consumed in the cafeteria, the quad area, or other designated areas.
4. When finished eating in the cafeteria, students are to clear their table of litter, push their chairs under the table, and exit the cafeteria.
5. Students eating outdoors are expected to clean up after themselves. Plenty of trashcans are available.
6. Standing in the aisles, saving space at tables for others, or moving chairs from one table to another is not allowed in the cafeteria.
7. Off limit areas for students during lunch include behind portable buildings and any other area not supervised by an adult.
8. Students must have a pass to be in the building during lunch.

Discipline Procedures

The important part of the philosophy of education of Sutter Middle School is that all students should be provided with every opportunity to fully experience wholesome and worthwhile learning. Every attempt will be made to reduce obstacles to the attainment of this goal.

The faculty unanimously endorses the concept that **"teachers have the right to teach and students have the right to learn."** The maintenance of good school discipline is an important part of the educational process and is necessary to reaching our goal of meaningful learning experiences. Chronic behavior/attendance problems are not conducive to teaching/learning situations, and are not tolerated at Sutter.

Students need to know and be held accountable for the rules and regulations in order to avoid the causes of disciplinary action. For students' guidance and information, the most common causes for disciplinary action are listed and explained below.

Minor Violations

Violations of a minor by annoying nature that disrupt the educational atmosphere of the classroom, such as, but not limited to, violating class rules and/or making disruptive comments may be reason for a behavior referral.

These violations will be handled at the classroom level first. An accumulation of minor violations constitutes a major violation.

Examples of Minor Violations:

1. Inappropriate class behavior.
2. Tampering with property of school district or others.
3. Being present in unauthorized area.
4. Loitering in restrooms or on campus without an apparent lawful purpose.
5. Gambling, wagering or being present during these activities.
6. School dress code violation.
7. Other violations of laws and regulations pertaining to students

Accumulated Minor Behavior Referrals	Disciplinary Consequences
1-2	Vice Principal contacts parents; detention assigned.
3	Vice Principal will schedule team meeting with student, parent, and teachers to develop plan of intervention.
4+	Implement intervention plan.
	Possible consequences for students receiving more than four referrals include suspension, behavior hearing, or transfer to another school.

Students who have checked out of Sutter during the school year and return later the same year will begin these procedures at the step where they left off.

Major Violations

Major violations are those violations that are severe enough to require an administrator's immediate attention. Students who have been suspended from school will not be allowed to attend any extracurricular school events, such as dances, carnivals, Marine World trip, or ski trip for the remainder of the quarter. Offenses and punishments for major offenses shall be cumulative through two years of middle school.

Examples of Major Violations (Penalty will vary depending on type of violations.)

1. Cheating
 - a. using a cheat sheet
 - b. student's giving/receiving answers to/from others
 - c. using another student's work
 - d. plagiarizing
2. Forgery, or altering school passes, readmits, or other school correspondence.
3. Possession, use, sale or otherwise furnishing, or being under the influence of alcohol, drugs, or a

controlled substance.

4. Theft or possession of stolen property - restitution will be required.
5. Engaging in fighting of any kind or assault and battery upon another person.
6. Willful damage to property - graffiti, cutting, defacing, or otherwise injuring any school district property, or the malicious injury or destruction of another person's property.
7. Threatening, intimidating and menacing another person. Threatening or intimidating school personnel may result in a recommendation for expulsion on the first offense, and requires mandatory notification of law enforcement agencies.
8. Overt act of defiance, disrespect or disobedience either in language or in actions against school personnel, or refusing to comply with the reasonable requests or order of school personnel.
9. Habitual use of profane or indecent language, either verbally or in writing.
10. Possession or use of firecrackers or other fireworks.
NOTE: Fireworks or firecrackers may be classified as weapons and a recommendation for expulsion may be made on the first offense.
11. Insulting or abusing school personnel.
12. Willful disruption of the school, or interfering with the peaceful conduct of the activities of the school.
13. Committing any act that injures, degrades, or disgraces any other person attending the school. This includes harassment for sexual, racial, religious, or other reasons.
14. Leaving the school campus without authorization.
15. Smoking or possession of tobacco, matches, lighter.
16. Failure to identify oneself or giving false information to school personnel.
17. Fire-setting or attempted fire setting including the activation of false alarms or tampering with emergency equipment.
NOTE: Law enforcement agencies shall be notified.

Accumulated Major Violations

An accumulation of major behavior referrals that require school suspension for a total of 10 school days will result in an automatic referral to the District Hearing Office for final interventions.

District Behavior Hearing

A hearing may be called when all the school interventions have been exhausted without success. Possible results of the hearing may include an adjustment transfer to another middle school or behavior contract.

Expulsion

Expulsion proceedings are reserved for the most serious infractions are in accordance with Education code Section 48900 and Section 48915. A student who is expelled is prevented from attending any school in the Sacramento City unified School District up to a full school year. The Board of Education must directly approve the expulsion.

Causes for Mandatory Recommendations of Behavior Hearing or Expulsion

1. Causing serious physical injury
2. Possession of a knife, explosive, or other dangerous object
3. Possession of drugs
4. Robbery or extortion
5. Assault or battery on a school employee

Causes for Mandatory Expulsion

1. Possession of a firearm
2. Brandishing a knife
3. Sale of drugs
4. Sexual assault/sexual battery

Shared Decision Making

Sutter Middle School actively seeks input on school decisions from all members of the school community, including students, parents, school staff, and the community. If you have a suggestion, a concern, or a request, you call the school secretary, or you can ask to be placed on the agenda for the School Site Council. The School Site Council is comprised of two students, two parents, two classified employees, three teachers, the vice principal and the principal. Together, this group listens to emerging needs and recommends change in the school policy. If you would like to recommend changes in school policy, you may call Cindy McCoy at 264-4152 or ask to speak to one of the representatives of the School Site Council. The School Site Council meets the last Monday of each month from 2:45 to 3:45 p.m. You are welcome to attend.