SUTTER
MIDDLE SCHOOL
Student Handbook
2023-2024
Dear Sutter Wildcats and Families,

Welcome to the 2023-2024 school year! I hope all of our families had a fun summer where great experiences were had and lasting memories made. Sutter Middle School is ready to welcome our students back on campus, where they will engage in meaningful learning experiences and be given opportunities to show their Wildcat Pride.

Over the summer, Sutter staff worked diligently to ensure that all of our students will be returning to a safe and welcoming learning environment that will support every child being able to reach their full academic potential.

Strong family engagement has always been a part of student success at Sutter Middle School. Please do not hesitate to reach out to me or your child’s teacher at any time with questions, concerns, and suggestions. It is also important that we work together to encourage good attendance. Students should be at school on time every day and avoid missing school as much as possible. Sutter staff will continue to contact families, as needed, to help support and ensure students are attending school regularly.

This year, we will continue to have a school-wide focus on social emotional learning and behavioral expectations. Sutter will continue to implement the ROAR expectations to proactively clarify and remind students of appropriate behaviors expected by all during activities throughout the day. Through the ROAR expectations we look forward to students feeling a sense of pride in their school.

One thing that stands out to me is how the collective community, staff, parents, and students genuinely respect and care for each other. I believe that this mutual respect and caring makes Sutter such a wonderful community. I am honored to be a Wildcat and I am looking forward to working together in providing a positive educational experience at Sutter Middle School.

Mallary Errotabere
Principal
I AM. I CAN. I WILL!
R: RESPECT
- Treat others with kindness
- Lead by example

O: ON TIME ON TASK
- Be on time & prepared
- Stay focused in class

A: ATTITUDE
- Have a positive attitude
- Be honest & show good character

R: RESPONSIBILITY
- Set goals & check your grades
- Complete assignments and turn in your work
Index/Table of Contents

Sutter Staff and Contact Information

Academics
Schedule Organization
Schedules
Required Courses of Instruction
Electives and Interventions
Interventions
Grades
Grade Point Average
Eligibility
Tutoring
Promotion/Retention
Required Competencies
Intervention Classes/Tutoring
Academic Recognition
Homework Policy

ATTENDANCE
Attendance Policy
Tardy Policy
SARB Process
Check in/Check out Procedure
Inter-District Policy

STUDENT DISCIPLINE
Discipline Guidelines
Suspension Policy
Classroom Rules
Rewards and Incentives
Citizenship
Hall and School Passes
Off-Limit Areas
Cellular Phones
Inappropriate Behaviors
Personal Relationships

Dress Code

Extra/Co-Curricular
Student Participation
Dance Rules and Regulations

Other Important Items
Bus Transportation
Health Center
Emergency Info/Illness Procedure
Student Insurance
Bikes and Skateboards
Lunch Information
Personal Belongings at School
Student Pick Up and Drop Off
Fines
Parent Involvement
After School Program

Wildcat School Tools

CATEGORICAL PROGRAMS NOTIFICATION
Sutter Staff and Contact Information
Phone (559)834-6180 Fax (559)834-4739

Administration
Principal Mallary Errotabere merrotabere@fowlerusd.org
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Librarian Marcus Benavides mbenavides@fowlerusd.org

Teachers

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<tr>
<th>Staff Name</th>
<th>e-Mail</th>
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<tbody>
<tr>
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### SMS 2023-24 Bell Schedule

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<tr>
<th>6th GRADE Regular Schedule</th>
<th>7th/8th GRADE Regular Schedule</th>
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<tbody>
<tr>
<td>Period 1</td>
<td>8:30 – 9:15</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:18 – 10:01</td>
</tr>
<tr>
<td>Break</td>
<td>10:01 – 10:11</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:14 – 10:57</td>
</tr>
<tr>
<td>Period 4</td>
<td>11:00 – 11:43</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:43 – 12:18</td>
</tr>
<tr>
<td>Period 5</td>
<td>12:21 – 1:04</td>
</tr>
<tr>
<td>Period 6</td>
<td>1:07 – 1:50</td>
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<td>Period 7</td>
<td>1:53 – 2:36</td>
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<td>Period 8</td>
<td>2:39 – 3:22</td>
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<tr>
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<th>7th/8th GRADE AAA Schedule</th>
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<tbody>
<tr>
<td>Period 1</td>
<td>8:30 – 9:01</td>
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<tr>
<td>Period 2</td>
<td>9:04 – 9:35</td>
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<tr>
<td>Break</td>
<td>9:35 – 9:45</td>
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<tr>
<td>Period 3</td>
<td>9:48 – 10:19</td>
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<tr>
<td>Period 4</td>
<td>10:22 – 10:53</td>
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<tr>
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<td>10:56 – 11:27</td>
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<tr>
<td>Lunch</td>
<td>11:27 – 12:01</td>
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<tr>
<td>Period 6</td>
<td>12:04 – 12:36</td>
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<tr>
<td>Period 7</td>
<td>12:39 – 1:10</td>
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<tr>
<td>Period 8</td>
<td>1:13 – 1:44</td>
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<tr>
<th>6th GRADE Minimum Day Schedule</th>
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<tbody>
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<td>Period 1</td>
<td>8:30 – 8:58</td>
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<tr>
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<td>9:01 – 9:29</td>
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<tr>
<td>Break</td>
<td>9:29 – 9:39</td>
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<tr>
<td>Period 3</td>
<td>9:42 – 10:10</td>
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<tr>
<td>Period 4</td>
<td>10:13 – 10:41</td>
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<tr>
<td>Period 5</td>
<td>10:44 – 11:12</td>
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<tr>
<td>Lunch</td>
<td>11:12 – 11:47</td>
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<tr>
<td>Period 6</td>
<td>11:50 – 12:28</td>
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<tr>
<td>Period 7</td>
<td>12:21 – 12:49</td>
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<td>Period 8</td>
<td>12:52 – 1:20</td>
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### 6th GRADE Foggy Day Schedule

<table>
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<th>Time</th>
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<tbody>
<tr>
<td>Study Hall</td>
<td>8:30 - 9:30</td>
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<tr>
<td>Period 1</td>
<td>9:33 - 10:11</td>
</tr>
<tr>
<td>Period 2</td>
<td>10:14 - 10:49</td>
</tr>
<tr>
<td>Break</td>
<td>10:49 - 10:59</td>
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<tr>
<td>Period 3</td>
<td>11:02 - 11:37</td>
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<tr>
<td>Period 4</td>
<td>11:40 - 12:15</td>
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<tr>
<td>Lunch</td>
<td>12:15 - 12:50</td>
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<tr>
<td>Period 5</td>
<td>12:53 - 1:28</td>
</tr>
<tr>
<td>Period 6</td>
<td>1:31 - 2:06</td>
</tr>
<tr>
<td>Period 7</td>
<td>2:09 - 2:44</td>
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<tr>
<td>Period 8</td>
<td>2:47 - 3:22</td>
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### 7th/8th GRADE Foggy Day Schedule

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<tr>
<td>Period 1</td>
<td>9:33 - 10:11</td>
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<td>Period 6</td>
<td>1:31 - 2:06</td>
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<td>2:09 - 2:44</td>
</tr>
<tr>
<td>Period 8</td>
<td>2:47 - 3:22</td>
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**FOGGY DAY BUS SCHEDULE**

**SCHOOL BEGINS at 9:33AM on FOGGY DAYS**

*If dropping your child off, please do so when it is safe. Students will be allowed on campus starting at 8:30 am.*

**PLAN “A”** - *When this announcement is made, it will indicate a 2 hour bus delay.* (For example, if your student is picked up at 7:00 on a regular day, the student would be picked up at 9:00 on a Plan A day.)

**PLAN “B”** - *When this announcement is made, it will indicate a 3 hour bus delay.*

**PLAN “C”** - *When this announcement is made, it will indicate morning buses are canceled* (after-school buses still run).

**NOTIFICATIONS** -

Foggy Days are called in accordance with preset guidelines and the determination is made by 6:30 AM. Parents will be notified via ParentSquare, in addition to the following:

**FOGGY DAY HOTLINE PHONE NUMBER: 834-6198.** Please call this number before calling the office.

**TELEVISION STATION USED TO ANNOUNCE PLANS**

KVPT – TV Channel 18
**Academics**

**SCHEDULE ORGANIZATION**
Sutter Middle School is organized into an eight period day with one morning break and lunch. All students are required to enroll in four academic core classes (English and Math), physical education, and an elective/intervention.

**SCHEDULES**
Student’s class schedules, including electives and interventions, are assigned based on test scores, prior grades, subject specific assessments, and teacher recommendations. Changes to a student’s schedule may not be feasible due to the enrollment numbers. If there is a request to change schedules once the school year has started, the parent must contact the school administration to discuss the reason for the request.

**REQUIRED COURSES OF INSTRUCTION**
All students are required to enroll in one period of the following core classes based on their grade level; **Math, English/Language Arts, Science**, and **Social Science**. Each student, unless medically excused, will be assigned a period of **Physical Education**. Lockers are not provided on campus for Physical Education classes. Dressing out for P.E. is not a requirement. However, students are allowed 5 minutes before and after P.E. class to change clothes if they would like. Students are also scheduled into either an Elective or Intervention class for one period.

**ELECTIVE and INTERVENTION CLASSES**
ELECTIVE classes (enrichment courses) are offered to provide students with exploratory experiences in various areas. Some electives offered include Band, AVID, Computer Science, Leadership, Service Leadership, Choir, Art, and Agriculture. **INTERVENTION CLASSES** are courses provided to students requiring academic assistance due to grades, testing scores and/or grade level assessments. Some of the intervention classes include Academic Seminar, Math Support, and Reading Support.

**GRADES**
The school year is broken up into two (2) semesters. Within each semester there is a 6 Week Progress Report, 12 Week Progress Report, and Semester Grades. Progress Reports and Semester Grades will be mailed home at the end of each grading period. In an effort to update parents on a more frequent basis, Grade Checks will be sent home with students mid way through each 6 week grading period. In addition, Sutter parents and students will be able to access grades via [Aeries Portal](#).

**GRADE POINT AVERAGE**
A student's grade point average (GPA) is determined by adding the total number of grade points earned then dividing that total by the number of classes taken. All students have a total of 8 classes.

- A...4
- B...3
- C...2
- D...1
- F...0

**ELIGIBILITY**
Students’ eligibility will be determined based on their 6 Week Progress Report, 12 Week Progress Report, and Semester Grades. Students who are below a 2.0 for two consecutive grading periods are ineligible to participate in extracurricular activities.
TUTORING
- Students whose grade point average falls below a 2.0 at any grading period will be recommended to attend tutoring, offered before, during, and after school.
- Students who fall below 2.0 for two consecutive grading periods can be required to attend mandatory lunch/after school Tutorials.
- Tutoring is available 24/7 through PAPER LEARNING. This is 1-to-1 tutoring available to all 6th - 12th grade students. Teachers can assist students in accessing this online resource.

PROMOTION/RETENTION/END OF YEAR TRIP
Students must earn minimum competencies in specific content areas in order to qualify for the promotion ceremony. If competencies are not met, students may lose end of year privileges and tutorial and/or summer school may be required.

REQUIRED COMPETENCIES

Grade 6
1. Students must not have more than 2 semester “F’s”

Grade 7
1. Students must not have more than 2 semester “F’s”

Grade 8
To earn a diploma from Sutter Middle School and participate in promotion students must meet the following requirements:
1. Students must not have more than 2 “F’s” per semester.
2. Students must be academically eligible each semester (2.0 G.P.A or higher)
3. Must pass the Constitution Exam with a 70% or higher
4. Must complete a minimum of 5 hours of community service
5. Must not have excessive absences/tardies
6. Complete a college and career research project.

Sutter honors the promotion ceremony/diploma requirements from other school districts. When a student transfers to Sutter during his/her 8th grade year the school administration will determine if there is sufficient time for the student to complete all requirements. If it is determined that there is sufficient time then the student must complete all of the requirements and ceremony participation requirements. If it is determined that there is not enough time for the student to complete these requirements then Sutter will honor the promotion requirements of the school district that the student is transferring from. If, upon transferring, it is determined that the student failed to meet the promotion requirements of the students’ previous district then Sutter will also honor this determination.

The Sutter Middle School promotion ceremony is a privilege. To participate in the ceremony students must meet the following requirements:
- Must meet all above requirements
- Must meet the school and district’s behavioral and attendance standards

School administration reserves the right to limit student participation in special activities, including graduation and end of year trips if student behavior in the weeks prior to graduation warrants such restriction.

ACADEMIC RECOGNITION
At the end of each semester all students with a GPA of 3.8 and above are placed on the Principal’s Honor Roll. All students with a GPA of 3.5 – 3.79 are placed on the Honor Roll. All students with a
GPA of 3.0 – 3.49 are placed on the Merit List. An Academic Awards Assembly is held following each semester to honor students. Parents are welcome to attend. Eighth grade students will be recognized at promotion for their academic achievement with either the President's Award for academic excellence or the President's Award for academic achievement. In order to attain the President's Award for academic excellence, a student must maintain a G.P.A of 3.5 or higher for both semesters of their eighth grade year. To receive the President's Award for academic achievement, a student must maintain a G.P.A of 3.0-3.49 for both semesters of their eighth grade year.

**HOMEWORK POLICY**
Class time shall be conserved for learning activities which benefit most from teacher-student interactions. Homework shall consist of work which the student is able to do independently. Since each teacher’s homework requirements are different, if a problem arises, consult with the teacher issuing the assignments. **Students are responsible to make-up all assignments missed due to absences, including illness, discipline, and/or school related activity.**

**ATTENDANCE**

**ATTENDANCE POLICY**
Regular attendance is essential to success in school. When a student must be absent please phone the Sutter Middle School attendance line (834-6181) as soon as possible to explain the absence. If an absence is not cleared within 3 days it automatically becomes a truancy. The following are excusable absences when properly verified:

- Illness
- Doctor or dentist appointment (only cleared with a Dr.'s note upon return)
- Death in immediate family
- Observance of a religious holiday

If a student has a doctor note for their absence and/or excuse from class, they will only be excused for the time designated by the doctor. Students participating in extracurricular activities (dances, athletics, performances, etc.) must attend at least half the school day on the day of the activity/event.

It is the student’s responsibility to make up all work as soon as possible after an absence. Students are allowed one day to make up work for every day of absence. In the case of extended illness (3 days or more), assignments may be requested through the office by a parent. Please allow 24 hours for teachers to be notified and materials gathered.

**TARDY POLICY**
Students are expected to be in class on time. After every 3 tardies, students will earn an offense on the "Student Classroom Step Form” and disciplinary action. Students are given 3 free chances per class in each semester and every tardy thereafter will earn an offense on the "Student Classroom Step Form” and disciplinary action. Students who are more than 30 minutes tardy to school will be issued detention and may result in SARB action.

**SARB PROCESS**
The Student Attendance Review Board (SARB) addresses students who have accumulated 3 days or periods of excused and/or unexcused absences. Following a student’s first 3 absences the principal/designee will send a SARB letter to the parents. A second SARB letter will be sent to the parents if 10 days/periods of excused and/or unexcused absences are accumulated. The letter will
inform parents of a conference to be held with the principal to discuss the student’s attendance problems and monitored by 20 school day intervals to determine if conditions of the attendance agreement are not met. If the student has accumulated a total of 3 excused or parent excused absences during the 20 day school period the student and parents will be referred to the District School Attendance Review Board and the third SARB letter will be sent to the parents. Students who have been referred to the School Attendance Review Board will be monitored continually throughout their attendance at Sutter Middle School.

CHECK IN/CHECK OUT PROCEDURE
Normal Procedure: All parents must report to the main office when checking students out of school for appointments. The office personnel will notify the classroom and have the student sent to the office. We require a guardian’s signature before releasing a child from school early. Students will only be released to individuals who appear on the child’s emergency release card. If parents wish to have their children released early to someone other than a guardian, the office at Sutter must be notified in advance.

INTER-DISTRICT POLICY
All students attending Sutter Middle School on an inter-district permit must meet the following criteria or their permit will be revoked:
- Maintain a 2.0 or better grade point average
- Maintain good behavior
- Maintain good attendance

STUDENT DISCIPLINE

DISCIPLINE GUIDELINES

The learning of self-discipline, or responsibility for one’s actions, is one of the important goals of education. Where modification of student behavior becomes necessary, every effort will be made to afford the student, parent, and staff member “due process” as defined by law and common courtesy.

Students who violate rules and policies are subject to the discipline guidelines listed on the following pages. Every incident will be treated as an individual case and judged on its own merit. The seriousness of the offense, the conditions under which it occurred, and the student's past school record are factors to be considered. The school site administration reserves the right to administratively decide what course of action will be taken.

The safety of Fowler Unified Students is a primary concern of staff at all school sites. For this reason, any mention of violence or potentially violent behaviors will be taken seriously and will be handled by appropriate measures including referral to counselors, administration, supporting agencies, and/or law enforcement.

Policy Limiting Number of Discipline Referrals

Minor vs Major Offenses

Minor Offense
There are small misbehaviors that take place throughout the school, most often in the classroom. When a minor offense occurs, interventions are in place to correct the minor behavior. The goal is to handle the minor offenses within the classroom in hopes of keeping students out of the office and in the classroom.
During each semester there will be a limit on the number of steps a student may receive in each classroom for committing minor offenses. The following procedures will be followed to keep students and parents informed:

- 1st step = Teacher works with student to address minor discipline issues
- 2nd step = Teacher contact with Parent
- 3rd step = Teacher contact with Parent,
- 4th step = Student sent to office with a Referral

**Major Offenses**

Major infractions are any behavior instances that require immediate attention from the school administration. Offenses could include but aren't limited to horseplay, defiance, threats, fighting, vulgarity, large disruptions, disrespect, etc.

During the school year there will be a limit on the number of referrals a student may receive. A student who receives 10 + discipline referrals may be recommended for a transfer to an alternative program/schedule. The following procedures will be followed to keep students and parents informed:

- 1-3 referrals = Parent Conference with Administration
- 4-7 referrals = Parent conference–contract signed by student and parent. Students will not be allowed to attend extra curricular/co-curricular events.
- 10 + referrals = Students may be recommended to an alternative schedule and/or an alternate site placement.

Consequences—Consequences could include suspension from school, after school detention, in-school suspension, or other consequences deemed necessary to correct the behavior.

**After School Detention:**

After school detention can be assigned by an administrator for any discipline infractions. Students and parents/guardians will be given notice of the detention to be served.

**In-house Suspension:**

In-house suspension is located in a classroom within the school. Unlike out-of-school suspension, students receive class assignments/work from his/her teachers to facilitate continued learning and to minimize the impact of not being in his/her regular classroom. Students serving in-house suspension will need to complete assigned character lessons, restorative justice projects, and will receive counseling.

**Administration reserves the right to place students on contract and or recommend transfer to an alternative program/schedule prior to the above mentioned steps.**

**SUSPENSION POLICY**

If a student's action warrants suspension the following information will apply:

- Students may be suspended from school or in-house suspension for one to five days.
- Students may not participate in any extracurricular or co-curricular events for the duration of their suspension. If a student is involved in athletics there will be additional consequences and/or restrictions per Athletic Code of Ethics.
- Students may not be on any Fowler Unified School District grounds at any time for the duration of their suspension.

**REWARDS AND INCENTIVES**

There will be multiple opportunities for students to receive rewards and incentives for good behavior, academic success, and attendance. Encourage your child to do their best at Sutter.

**CITIZENSHIP**

It is not possible in this handbook to list everything we expect of Sutter students in terms of appropriate behavior. Here are some general guidelines to follow during the school year:
- Respect yourself and others
- Attend school daily and do not be tardy
- Be prepared to learn by bringing proper materials to class
- Remain in class and do not leave without permission
- Gum chewing and sunflower seeds will not be permitted on campus
- Follow the instructions/directions of all school employees
- Do not eat unauthorized food or snacks in class
- Be polite and respectful of others in words and actions
- Do not create a situation, which prevents learning and/or interferes with school safety
- Clean up after yourself; throw away trash

**HALL AND SCHOOL PASSES**
Students who leave a classroom during a period must have a pass showing permission to be out of class. A reminder that the hallways before, during, and after school are off limits with the exception of those students with a pass.

**OFF-LIMIT AREAS**
The following areas are off limits to Sutter Middle School Students:
- Staff Parking Lots
- Inside any building or classroom where there are no adults present.

Students at Sutter Middle School are to be under direct adult supervision at all times. Students who are found to be in school buildings/rooms without an adult present are in violation of school rules and subject to disciplinary action.

**CELL PHONES AND PERSONAL ELECTRONIC SIGNALING DEVICES**

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. On school grounds and at school activities, students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program. Each school site shall implement appropriate disciplinary procedures and consequences for violation of this policy.

Students may possess or use personal electronic signaling devices, including but not limited to cell phones, smartwatches, airpods, etc. Such electronic devices must fall within these guidelines:

1. Students using their electronic devices to post inappropriate comments, pictures, and/or threats will be suspended and reported to the Fowler PD.
2. The usage of electronic devices is strictly prohibited when class is in session unless an instructor/school administration has given permission for use of such a device for instructional purposes.
3. Cell phones and other electronic devices may be used on campus before and after school and during breaks and lunch. However, the use of such devices is subject to regulations by the school. Students who violate this policy or other District rules while using such devices are subject to disciplinary action. Students may use the office phone for urgent needs during class time with permission from a staff member.
4. Students must turn devices off and keep them out of sight during class time.
5. Students are not allowed to take/post any pictures/video of any inappropriate activities.
6. Students are not allowed to take/post pictures/videos of other students without their consent.
7. Cameras and recording devices are never permitted in restrooms or in the classrooms.
8. Electronic devices cannot disrupt any school activities.
9. Electronic devices may be searched, including, but not limited to, a search of any electronically stored information such as text messages and photos, in accordance with search and seizure law and the District’s policies and administrative regulations.

Devices will be confiscated when these expectations are not met. The consequences are as follows:

1st Offense: The electronic device will be placed in the office and must be picked up by parent/guardian during school hours. Parent/guardian will be notified by the teacher.

2nd Offense: The electronic device will be placed in the office and must be picked up by parents/guardians during school hours. Detention will be assigned. Parent/guardian will be notified by an administrator and/or designee.

3rd Offense: The electronic device will be placed in the office and must be picked up by parent/guardian during school hours. Parent/guardian will be notified by the administrator. Detention will be assigned. Additional consequences will be determined by the administrator.

Possession of Cellular Phones and Other Personal Electronic Signaling Devices
(Not Applicable to Alternative Education School settings)

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student’s health and the use of which is limited to health-related purposes. (Education Code section 48901.5) The physician’s documentation of the health related purpose shall be presented to the principal and shall be maintained on file in the main office at the school site.

The District is not responsible for lost or stolen cellular phones, electronic signaling devices, pagers and beepers, etc. In the event that any such apparently lost or misplaced electronic device is discovered on District property by District staff or students, or is turned in to any District staff as a lost or misplaced item, the District will take reasonable steps to return the property to its owner and, if necessary, a public announcement that such device is being held by the District staff with a request that the owner claim the property.

INAPPROPRIATE BEHAVIORS
The following behaviors are considered inappropriate while at Sutter Middle School:

- Rough behavior between students including but not limited to: horseplay, pretend hitting, harassment, chasing, hitting, chest boxing, socking (whether or not it is consensual), is not permitted.
- Playing with basketballs, tennis balls, etc. while within classroom wings and/or in the quad area.
- No cameras are allowed on campus unless it is for a designated school activity.
- Writing on a student’s body (arms, hands, face, clothing, etc.) except for the purpose of the displaying of school spirit at a designated school rally
- Possession of any aerosol cans, including deodorant, hair spray, hair color, cologne, etc.
- Public display of affection (PDA) is not permitted
- Permanent markers are not allowed on campus at anytime and will be taken away

PERSONAL RELATIONSHIPS
Good judgment should be used in personal relationships. The following behavior is not permitted:
- Holding hands
- Interlocking arms or legs with other students
- Putting arms around each other
- Kissing

This or any other public display of affection (PDA) viewed as inappropriate by the administration/staff will result in the following:
- Referral-Parent contact
- Referral-Detention
- Suspension-Parent Contact

**DRESS CODE**

**AR 5132 (a)**

**DRESS AND GROOMING**

In cooperation with teachers, students, and parents/guardians, the principal or designee shall regularly review school rules and may establish additional school rules that reflect Board Policy governing student dress and grooming. The following guidelines shall apply to all regular school activities. Final interpretation of these regulations rests with an administrator(s).

**Apparel**

All clothing shall be neat, clean and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for school. Garments shall be sufficient to appropriately conceal undergarments at all times. Clothing will be worn as its design was traditionally intended.

1. Sandals or shoes without heel straps are not acceptable (K-5). In grades 6-12 at Fowler High School or Sutter Middle School, all sandals without heel straps are acceptable. House slippers are not allowed at any time – either during school or at school-sponsored activities.

2. Clothing, including headwear and jewelry, shall be free from writing, pictures, or any other insignia that (1) are crude, vulgar, or profane, (2) are sexually suggestive, (3) represent gangs or gang affiliation, (4) advocate the use of drugs, alcohol or tobacco, (5) are degrading to the integrity of individual groups and/or advocate racial, ethnic or religious prejudice.

3. The wearing or displaying of colors/apparel that may relate to gang affiliation or the appearance of such or is worn for the purposes of intimidation is prohibited. Administrators may exercise discretionary authority in the determination of whether colors/apparel are being displayed.

4. A hat or cap may be worn if the hat or cap is worn with the bill forward and all logos or symbols meet district dress code requirements. All hats or caps must be taken off while inside school buildings.

5. Hoods and knitted caps without bills may be worn outside only during inclement weather.
6. Any article of clothing that does not fully cover the chest, stomach, and torso – when in a standing position – is not permitted. Shoulder straps on tops must not be less than two inches (2") in width (K-5). All shirts must have sleeves and no off-the-shoulder tops or sleeves are permitted (6-12).

7. Shorts and skirts are acceptable provided students fingertips do not extend past the hem of the shorts when standing. They must be hemmed and cannot be form fitting. Bicycle shorts (i.e. spandex, nylon) are not allowed. Appropriate shorts may be worn for physical education activities and athletic practices. Shorts in a frayed style must be worn over leggings if the frayed area is such that it is in violation of the length rule mentioned above. If the frayed area is below the length of acceptable shorts, leggings are not required. Jeans in a frayed style, which reveal skin, are acceptable as long as the frayed areas are below the length stated above.

8. Pants are to be worn above the hip and conform to district standards of appearance
Students

DRESS AND GROOMING

Apparel (continued)

9. Excessively baggy or loose fitting clothing is not acceptable school attire.

10. Jackets, coats, and other apparel depicting professional sports are not allowed.

11. University apparel may be worn on campus and at school events if the mascot’s name or picture (logo) is not on the clothing.

   Acceptable examples: Fresno State, USC, Reedley College
   Unacceptable examples: Fresno State Bulldogs, USC Trojans, Reedley College Tigers

12. Non-prescriptive sunglasses may not be worn indoors.

13. Haircuts or hairstyles, which cause undue attention, are not acceptable (i.e. unusual designs, symbols, messages, Mohawks, Faux-hawks, or unusual razor cuts, etc…). Complete shaving of the head is allowed.

14. Body piercing (eyebrows, lips, tongue) is not allowed. Nose piercing must be limited to a very small stud that sits flush with the skin. Earrings that may constitute a danger to self or others are unacceptable. Ear gauges (used to stretch the skin of the ear lobe) that are larger than ¼ inch in diameter are unacceptable.

15. Chains are not allowed at school. This includes, but is not limited to, wallets with chains to attach clothing, heavy necklace chains, and key chains.

16. Students in the Fowler Unified School District are at no time permitted to wear trench coats.

17. Tattoos and hickey marks are not acceptable and must be covered at all times while the student is on school grounds or at school-sponsored events/activities/games.

18. Pajamas, sleepwear, and house slippers are not allowed at any time during school or at school-sponsored events/activities/games.

EXEMPTIONS

Health and safety grounds and religious beliefs, when verified, may be considered on an individual basis as grounds for an exemption to a specific portion of the Dress and Grooming regulations.
DRESS AND GROOMING

Apparel (continued)

CONSEQUENCES OF DRESS AND GROOMING VIOLATIONS:

First Offense:
1. Warning and/or parent notification to bring clothes to school and/or school loaner clothing
2. Disciplinary Documentation

Second Offense:
1. Parent notification or conference
2. Parent notification to bring clothes to school and/or school loaner clothing
3. Disciplinary Documentation

Third Offense:
1. Parent notification
2. Disciplinary Documentation

EXTRA/CO-CURRICULAR

STUDENT PARTICIPATION
Participation in extra/co-curricular activities is a privilege. The standard for maintaining this privilege is as follows:

- Persons participating in extra/co-curricular activities must maintain a minimum 2.0 grade point average at each of the progress grading periods (6 weeks). The 18 and 36 week grading periods will be evaluated by the semester GPA. If a student does not pass four (4) classes in a grading period, he/she will not be eligible for continued participation or probation.
- Any student who does not achieve the minimum 2.0 GPA during a grading period will be placed on academic probation and allowed to participate during the subsequent grading period. If at the end of that grading period they have not achieved a 2.0 GPA, they will be deemed ineligible until they receive at least a 2.0 GPA at the posting date of a subsequent grading period.
- This policy will apply to students in grades 6-8 inclusive. Grades from the previous grading period will determine eligibility. During the first grading period of 6th grade, all students will be deemed eligible. During the first grading period of the 9th grade the GPA earned during the last semester of the eighth grade will determine eligibility. Incoming freshmen may be on probation, ineligible, or ineligible as determined by their second semester GPA earned in the eighth grade. Summer School grades may be used to increase a student’s GPA from the previous grading period. Adding the new grades to the average will do this. These grades will not substitute for grades earned in the previous grading period.
- Grades 6, 7, and 8 ineligible students may not be involved in extra/co-curricular activities for the first five weeks of the grading period for which he or she is ineligible. If as a result of a five-week grade check the student’s GPA is at least a 2.0 he/she may begin practice in the specific activity. The ineligible student is not eligible to compete, perform, travel with or participate in the actual contest until the official posting date of eligibility/ineligibility.
- Posting dates of eligibility/ineligibility will be the Friday following the end of each 6-week grading period. Posting dates will be as follows:
### 2023 - 2024

<table>
<thead>
<tr>
<th>End of Grading Period</th>
<th>Eligibility/Ineligibility Posting</th>
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<tbody>
<tr>
<td>9/22/23</td>
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<tr>
<td>6/7/24</td>
<td>6/8/24</td>
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- This policy is applicable to, but is not limited to, the following activities:
  1. interscholastic athletics including cross country, volleyball, basketball, baseball, softball, track, wrestling, soccer, etc.
  2. band and auxiliary groups
  3. student body officers
  4. school dances and other events
- Additional extra/co-curricular programs offered at Sutter include the following:
  - After school program
  - Destination Imagination
  - Science Olympiad
  - Club Programs

### DANCE RULES AND REGULATIONS

- Dances are for Sutter Middle School’s 7th and 8th grade students only.
- A student who enters the dance is not permitted to leave until the dance is over unless picked up by a parent/guardian at the door.
- Dances will be 2 hours in length.
- Students must be picked up no later than 15 minutes after the end of the dance. Students not picked up 15 minutes after the dance will not be allowed to attend other similar type events for the remainder of the school year.
- School dress and behavior codes apply.
- Students on the “Ineligible List” may not attend the dance.
- Students must be in attendance in school on the day of the dance in order to be eligible to attend the dance.
- Students are not allowed to bring off-campus guests.
- Parents and students must sign a contract agreeing to the prior rules and regulations prior to each dance. Contracts must be turned into the office by the end of the school on the day of the dance.

### OTHER IMPORTANT ITEMS

**BUS TRANSPORTATION**

The district is pleased to provide bus transportation to a majority of our students. The bus driver is the final authority in determining when regulations have been violated and what appropriate disciplinary action should result. Students who ride the bus will be informed of the rules during the
first week of school. Students are reminded that riding a bus is a privilege, not a right. A reminder that a school bus, when transporting students to and from school, is merely an extension of the classroom and behavior should be guided accordingly. In cases where student behavior on the bus is inappropriate, the bus driver will issue the student a ticket. In addition, a copy of the ticket will be sent to the principal.

**First ticket:** Before the student may ride the bus the next day, the ticket must be signed by a parent and presented to the driver.

**Second ticket:** Parents will be contacted by the principal or transportation coordinator.

**Third ticket:** Student will be removed from the bus for two days to a maximum of two weeks depending on the severity of the offense(s). Parents will be notified by phone and supervisor.

- Fighting and other major infractions on the bus will result in suspension of bus privileges and suspension from school.
- Students are to ride home on their assigned bus. Students may not ride home on the bus of another student.

**HEALTH CENTER**
Students may see the nurse during school hours only if being cleared and referred by the teacher or in the case of an emergency. All students reporting to the nurse’s office during class time must have a pass from a teacher. Students are not to come into the nurse’s office during break or lunchtime unless referred by a teacher or grounds supervisor.

**EMERGENCY INFORMATION/ILLNESS AND ACCIDENT PROCEDURES**
It is important that students and parents keep the office informed of any change of address or telephone number. Every student must have emergency information on file in the office. All parents or guardians must complete the emergency cards and return them to the office. If a parent or guardian should need to leave town, the school must be informed of the temporary guardian.

**STUDENT INSURANCE**
Application forms for student insurance are available in the main office at the beginning of each school year. This insurance coverage is a good investment if the student has no other coverage. Coverage is provided by an independent agent. The independent agent is not associated with Sutter Middle School or the Fowler Unified School District.

**BIKES**
Students that ride a bike to school must walk the bike while on school grounds. The bike must be placed in the school’s bike rack and secured with the student’s own lock during school hours. **The use of skateboards on campus are never allowed, including after school hours.**

**LUNCH INFORMATION**
Sutter is a closed campus. No students will be permitted to leave campus during the lunch period unless they have been checked out through the office by their parent or guardian. Students have the option of purchasing lunch through the cafeteria or the snack bar. Parents are not allowed to drop food at school, not unless it’s a part of a school function. Food delivery services (i.e. ubereats, grubhub, etc) are not allowed to drop food off at school for a student.

**PERSONAL BELONGINGS AT SCHOOL**
Students in possession of personal belongings on campus bring them at **their own risk.** Items that are not allowed at any time include: laser pens, MP3 Players, Game Boys, etc. Students are encouraged to NEVER leave any valuables (including money) in their backpacks at any time.
STUDENT PICK UP AND DROP OFF
The drop off and pick up location for students is in the car turn around area on the west side of the administration office. Please do not use the front or back parking lots to drop off or pick up students, as this can be dangerous and your child’s safety is important to us. The bus loading zone on the north side of campus is for buses only, please do enter.

FINES
Students will be notified when a financial obligation occurs. Parents will be notified by a letter sent home when fines exceed $8.00. When fines reach $15.00 parents will be notified by phone and students will not be able to buy food from the snack bar or pizza cart and will not be able to participate in extracurricular activities until all fines are paid.

We would appreciate that all fines be paid prior to the end of semester one (December 15th, 2023) and prior to spring break (March 22nd, 2024). Any outstanding fines must be paid prior to end of year trips or students will not be allowed to participate.

PARENT INVOLVEMENT
We welcome parent involvement during our virtual or in-person activities and school committees (SSC, ELAC, parent committee etc).

AFTER SCHOOL EXPANDED LEARNING PROGRAM
Students wanting to participate in the after school Expanded Learning Program will need to submit an application. Expanded learning program slots determined by lottery. The expanded learning program operates from the time the school day ends until 6:00 pm every day. On Monday (except holidays) a virtual expanded learning option to assist with academic support and enrichment for students will be provided. Students will be served by appointment.

Parents need to fill out the online application: https://fcoeasp.ercdata.com/Login.aspx

Chromebooks
All Sutter Middle Schools students are issued a chromebook. We expect students to charge their chromebooks nightly at home and bring them to school fully charged. No loaners will be available for students that forget their chromebooks at home.

Chromebook Insurance is highly recommended. Insurance can be purchased on ParentSquare or at the front office. (Insurance does not cover lost items)

Students without chromebook insurance will be charged for the following:
- Broken/Cracked Screen $45
- Missing/damaged keys $45
- Lost or damaged without repair $200
- No charger $17
- No case $15
- Missing chromebook spine $10

CATEGORICAL PROGRAMS NOTIFICATION
Each year Sutter Middle School receives categorical funds to supplement the core curriculum. The Single Plan for Student Achievement (SPSA) contains Sutter’s specific uses of the categorical funds, the State assessment performance results and the school’s academic goals. The SPSA is annually updated and reviewed by the School Site Council (SSC), which is composed of staff and parents.

Staff at Sutter Middle School provides a curriculum that is balanced and rigorous to all students. The categorical funds given to Sutter are utilized to provide supplemental educational assistance. These
funds provide for additional materials, services, staff development and to support the classroom teacher. Sutter Middle School prides itself on providing the best educational opportunities for all of its students.

Sutter Middle School receives the following categorical programs:

1. School Improvement Program (SIP)
2. Local Control Funding Formula (LCFF)
3. Local Control Accountability Plan (LCAP)
4. Limited English Proficient (LEP)
5. Title I, Basic Aide
6. Title III, Language Acquisition
7. Title IV B, After School Programs (administered by FCOE)
8. School Based Coordinated Program (SBCP)

Sutter Middle School believes parent involvement is an integral component needed to provide for implementing a successful categorical program. Parents can become involved at Sutter by becoming part of the following:

1. School Site Council (SSC)
2. English Learner Advisory Committee (ELAC)