

PARENT/STUDENT Middle School HANDBOOK 2017-2018



**MARTIN LUTHER KING, JR.
K-8 SCHOOL
Home of the Suns**

**480 Little River Way
Sacramento, CA 95831
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Sacramento City Unified school District

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Tu Moua-Carroz

SCUSD Mission Statement

Students graduate as globally competitive life-long learners, prepared to succeed in a career and higher education institution of their choice to secure gainful employment and contribute to society.

Welcome to the 2017-18 school year! We are excited to begin a new school year at Martin Luther King Jr. K-8 School! We believe that the opportunities before us as a community of students, parents and staff are boundless and exciting. Students at MLK are challenged to achieve and succeed in all they endeavor to do.

The purpose of this handbook is to help you become acquainted with the guidelines and procedures in effect at MLK.

Communication and engagement are the keys to the family-school relationship. We welcome and encourage participation in all aspects of your child's education. We encourage you to review the information on volunteering in the classroom and volunteering for school committees. We also encourage parents to observe their child's classroom. This is not a time to visit with your child; however, you may quietly observe activities in the classroom. In order to keep distractions to a minimum, we ask that you contact the office at least 24 hours in advance of an anticipated visit to make an appointment.

Finally, thank you for your commitment to your child's education and your trust in us as a staff. We will do our very best to honor that trust and educate your child to the best of our ability.

Dr. Martin Luther King, Jr. once said, "Intelligence PLUS character is the true goal of education" we will push ourselves to develop future community members we can all be proud of.

Vision and Mission Statement

"Our goal is to provide all students with an opportunity for a world class education. We will empower students by:

- 1. Inspiring them to value academic excellence*
- 2. Developing their senses and identities as global citizens through 21st century learning experiences and environmental awareness and activities.*
- 3. Developing a strong bond through the home-school connection and inspiring them to reach for their dreams.*

Our mission is to provide all students with a rigorous educational program that will challenge and provide them with the provisions to make them productive members of our society who are aware and understand the need of peace, tolerance and equity among all people.



Martin Luther King, Jr. K-8 School mascot is the Sun

Our school colors are Blue and Yellow



Please Mark These Dates on Your Calendar!

HOLIDAYS (NO SCHOOL!)

Labor Day Holiday.....Monday, September 4, 2017
 Veterans' Day Holiday..... Friday, November 10, 2017
 Thanksgiving Holidays..... Saturday, November 18, 2017 - Sunday, November 26, 2017
 Winter Holidays..... Saturday, December 23, 2017 - Sunday, January 7, 2018
 Martin Luther King, Jr. Day Holiday..... Monday, January 15, 2018
 Lincoln's Day Holiday..... Monday, February 12, 2018
 President's (Washington's) Day Holiday..... Monday, February 19, 2018
 Spring Holidays.....Saturday, March 24, 2018 - Sunday, April 1, 2018
 Memorial Holiday.....Monday, May 28, 2018
 Last Day of Instruction..... Thursday, June 14, 2018

Elementary School (K-6) Parent-Teacher Conferences and Shortened Days

1st Trimester – December 1, 2017 – December 8, 2017
 2nd Trimester – March 19, 2018 – March 23, 2018
 Last Day of School – June 14, 2018

Middle School (7-8) Shortened Days

1st Quarter - November 3, 2017
 2nd Quarter - January 26, 2018
 3rd Quarter - April 6, 2018
 4th Quarter - June 13 & 14, 2018



General Information

Office Hours: 7:30 a.m. - 3:30 p.m.

School Hours: **Mon, Tues, Wed, Fri:**

- Kindergarten:
8:00 – 12:45
- Grades 1-3
8:00 – 2:02
- Grades 4-6
8:00 – 2:12
- Grades 7-8
8:00 – 2:19

School Hours: **Thursday:**

- Kindergarten:
8:00 – 12:35
- Grades 1-3
8:00 – 1:02
- Grades 4-6
8:00 – 1:12
- Grades 7-8
8:00 – 1:19

GENERAL

Shortened Day **Hours:**

- Kindergarten:
8:00 – 12:35
- Grades 1-3
8:00 – 12:15
- Grades 4-6
8:00 – 12:19
- Grades 7-8
8:00 – 12:00

INFORMATION

ARRIVAL AND DEPARTURE GUIDELINES

- **Students will not be allowed on campus prior to 7:30 a.m. as they are unsupervised.** The school cannot be responsible for their safety.
- All students who eat breakfast at 7:30 a.m. at the school must stay in the cafeteria until 7:45 a.m.
- The front office is not to be used as an entrance by students. They are to walk around the school and enter the cafeteria through the back doors.
- Students are to leave the campus immediately after school unless they are in a classroom for tutoring or participating in a **supervised** after school program.
- Students loitering on campus prior to or after the above times will be referred to the office.
- If necessary CPS and/or law enforcement agencies will be called if the problem becomes persistent.
- ASES program is available for childcare services. They can be reached at: 230-7075

The school has a responsibility to hold students to **strict account** for their behavior and conduct on the way to and from school, in the classroom and during recess.

Parking:

For the safety of all students attending our school, please observe the following safety rules:

- **Do NOT load or unload children around or in the staff parking lot. Ask your children to stay out of the staff parking lot and to use the walkway from the front of the school to the bike rack and onto campus. These areas are designated for teachers, staff and delivery trucks only.**
- **Do NOT make a U-turn in the crosswalk on Little River Way in front of the school.**
- **Do NOT Double Park in front of the school.**
- **Do NOT park in the crosswalk in front of the school.**
- **Do NOT load or unload children on Blue Water Circle (buses need to access this area). Ask your students to cross the streets at the crosswalks.**
- **Please follow the directions of the traffic and crossing guards. They are there for the safety of all children.**

Closed Campus:

In the interest of student safety and supervision, the Board of Education establishes a “closed campus” throughout the District. Once students arrive on the school grounds, they must remain until the end of the school day unless they have proper written authorization from a parent/guardian. Without this permission students will be classified as truant and subject to disciplinary action.

EMERGENCY CARDS

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

The cards should be filled out completely, giving the school as many names and phone numbers of relatives as possible in the event an emergency. If the information on the card needs to be changed, notify the office (916)395-4645.

IMMUNIZATIONS

All students must have proof of Tdap immunization as well as immunizations against polio, varicella Hepatitis B, DPT (diphtheria, pertussis, and tetanus), and measles (rubella). School District Personnel will be checking each student's medical records.

Students without verification of immunizations for Tdap will not be allowed to attend school until verification is received.

TELEPHONE USE

The office telephones are used for school business and are **not** for personal use. In case of an emergency or urgent problem, however, ask the office staff if you may use the phone.

CELL PHONES

It is recommended that students ***do not bring cell phones to school***. Students may not use cell phones while on school grounds. As soon as students enter school grounds in the morning, they must turn off and put away all cell phones immediately. Cell phones that are ON or that are being used by students while on school ground may be confiscated. Parents will need to pick up confiscated phones from the main office.

Martin Luther King, Jr. K-8 School will not be responsible for lost or stolen cell phones.

VALUABLES

The school accepts no responsibility for lost, stolen or damaged valuables. This includes bicycles, toys and personal items. Large amounts of money, cell phones, tablets, iPods, cameras, or any other electronic device, as well as toys and card collections, or anything of value should **not** be brought to school except in special cases and only then with prior approval from the administration. Should such items be brought to school without permission, they will be confiscated and returned only to a parent/guardian for the first infraction. Further infractions will result in appropriate discipline. Selling candy, toys or other items outside of school sponsored fund-raisers is illegal. Items and/or money will be confiscated, parents notified and consequences issued.

LOST AND FOUND

Lost and found articles may be turned in or claimed in 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 donated to a local non-profit organization.

LIBRARY

The goal of MLK's Library is to encourage students to become independent readers,

learners and researchers. Library books are checked out for a period of three (3) weeks and may be renewed once. Students are responsible for their books once they are checked out of the library. If a book is lost, stolen or badly damaged, students are responsible for the replacement cost of the book.

PARENT-TEACHER CONFERENCE/STUDENT PROGRESS REPORTS

If a parent or guardian wishes to speak directly to his/her student's teachers, please make an appointment through the office or contact the teacher directly by email. Teacher email addresses can be found on our website.

Parent Meetings

During the academic year, in order to promote a strong partnership between the school and parents, whenever a parent-teacher conference is held, a review of norms established to set the tone for a positive conducive meeting will be reviewed by all parties.

Conference Norms

- ☐ Professional and respectful to one another
- ☐ Hold question(s) for appropriate time
- ☐ One person speaks at a time
- ☐ Open minded discussion.
- ☐ Stay on topic according to what is planned

STUDENT USE OF TECHNOLOGY

The SCUSD Governing Board recognizes that technology provides ways to access the most current and extensive sources of information. Technology enables students to practice skills and to develop reasoning and problem-solving abilities, as well as supports improved academic achievement.

Use of school computers and access to the Internet is a privilege and will only be used for school-related education and research. Students are expected to follow the directions of school staff and abide by the rules of the school and school district. If students fail to follow the rules, they will be disciplined and may lose their computer privileges.

Students must abide by the following technology rules:

- a) Handle all equipment with care and only with permission.
- b) Any type of food, drink, or gum is not allowed in the library, in classrooms using mobile technology equipment, or near any computers at any time.
- c) Protect your password. Do not allow anyone else to use your password and do not use anyone else's password.
- d) Do not alter the log-in screen or desktop screen-saver or any other settings on any school devices.
- e) Never vandalize or copy computer data, including copyright protected material (plagiarism) or other students' assignments.
- f) Students will only visit websites that are appropriate and that pertain to their class work.
- g) Students will be responsible, appropriate, legal and ethical users of

technology.

STUDENT SERVICES

SECTION 504 ACCOMMODATIONS/SPECIAL EDUCATION SERVICES

The SCUSD Board recognizes the need to identify and evaluate students with disabilities in order to provide them with a free, appropriate public education. Under Section 504 of the federal Rehabilitation Act of 1973, individuals with a physical or mental impairment that substantially limits one of more major life activities, including learning, are eligible to receive services and aids designed to meet their needs as adequately as the needs of nondisabled students are met. Parents' Rights are available upon request in the office or you can refer to our website for the Notice of Parents Rights and further information.

HOMEWORK

Homework is an important part of the instructional program that will affect the student's overall grade. When it is properly implemented, students will develop regular study habits and self-discipline basic to effective study and independent work. You should expect approximately 30 minutes of homework each night. Parents/guardians are encouraged to check with students daily regarding homework completion.

TUTORING

Individual teachers offer tutoring before school, during lunch, and after school, as outlined in their syllabus.

INFINITE CAMPUS

Parents and students now have access to our on-line grading system. Student grades and assignments are all accessible on a real-time basis via the internet. You may contact the main office for assistance with Infinite Campus.

GUIDELINES FOR STUDENT PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Students receiving any school suspension or excessive behavior infractions may not be allowed to participate in extracurricular activities (including dances, sports, etc.) for a length of time at the discretion of administration. Administration reserves the right to extend or reduce depending on behavior.

AWARDS

Awards and recognition serve an important function at MLK. Opportunities for recognition will occur on a monthly basis to recognize students of the month and at the end of the year awards ceremony. Students at MLK are appreciated for their academic achievement, school involvement, and positive actions.

7th & 8th GRADE END OF THE YEAR ACTIVITIES

Participation in the end of the year activities for 8th graders such as the ceremony, dance, theme park trip, etc. is a privilege earned in recognition and celebration of student

achievement; students are expected to achieve minimal standards in attendance, academics, and behavior. These standards are:

- No suspensions in the 4th quarter
- No referrals or other major behavior infractions during the school year
- No outstanding bills for lost or damaged textbooks, library books, or materials Any revisions to this policy will be communicated to students during the year if need be and are up to administrative discretion.

ATTENDANCE

In order for MLK students to be successful, it is important to **attend school every day** unless they are ill. It is the parents'/guardians' responsibility that students attend school on time every day. School district policy and state law require daily school attendance for students between ages 6 and 18. Students shall be classified as truant if they are absent from school without valid excuse for three full days in one school year or tardy for more than any 30-minute period during the school day without valid excuse on three occasions in one school year, or any combinations thereof. Subsequent reports of truancy will lead to students being classified as a habitual truant. Such students and their parents are subject to a SART meeting to create attendance intervention strategies aimed at improving student attendance. Students who violate attendance contracts created at SART meetings are subject to SARB hearings, which may result in school removal or referral to Truancy Court. For more information on attendance, including explanations of excused vs. unexcused absences, please reference the district's publication of Annual Parent and Student Rights Notification and Standards of Behavior. All absences/tardies must be verified as soon as possible by the parent/guardian by calling the office at 395-4645 anytime day or night, or bringing in a note including the absence date(s), reason for absence and a parent/guardian signature. If you are absent, it is the returning student's responsibility to obtain and complete the make-up work.

EARLY DISMISSAL

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

1. Have your parent/guardian call the office, or bring a note from your parent/guardian.
2. In the event you feel ill and want to leave, you must report to class in order to obtain a pass to go to the office. A parent/guardian must be contacted prior to leaving school early and they must come to the main office to sign out their child. **Only persons listed on emergency card can authorize student's release from school.**

TARDINESS

Repeated tardiness 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 student. Students with excessive tardies may be restricted from participating in school related activities and be subject to disciplinary action. You will be considered tardy to class if you are not **in the classroom by the time the bell rings**. If a student arrives late

to school, they must check in to the attendance office prior to going to class.

SCHOOL RULES AND REGULATIONS

CLOSED CAMPUS

For the safety and welfare of students and staff, Martin Luther King, Jr. K-8 School has a closed campus. Once a student arrives on campus, the student is prohibited from leaving campus (including the morning before school starts). **Students may not leave campus for any reason without an early dismissal.**

CLASSROOM VISITATION POLICY

We are very pleased to have our school community visit the campus. Parents and guardians are invited to visit our school. We appreciate your support in the educational process of your child, but it is important to have your assistance in observing some guidelines for setting up a classroom visitation.

Setting Up the Visit

The parents or legal guardians are allowed to visit students and their classrooms. We ask that you give 24 hour's notice before your visit so that we can notify teachers. Please contact the office at 395-4645 to schedule a visit.

The Visit

On the day of the visit, please stop in the front office to sign in. It is important that any visitor to the campus signs in and receives a VISITOR'S PASS. When you arrive at the classroom, the teacher will assist you with an assigned seat or area. Visitors to the classrooms may NOT interrupt instruction in any way. This is a visitation and NOT a conference. You may set up a teacher conference through the front office or through our school counselor.

After the Visit

After the visit, please return to the front office and return your visitor's pass and sign out. We hope that your visit is productive and informative. If you have any concerns or questions, you are welcome to schedule an appointment with the teacher, the assistant principal or the principal.

BICYCLES/SKATEBOARDS

Bicycles/skateboards are acceptable means of transportation to and from school. Care must be taken to secure bikes and boards in the bike rack area on the school grounds. Each bike and board should be locked separately to the rack prior to the school day. (Each bike must have its own lock.) Bikes are not to be ridden on school grounds. The school assumes no responsibility for lost, stolen, or damaged bicycles.

STUDENT BEHAVIOR

Every student is expected to:

- Attend school punctually and regularly.
- Demonstrate appropriate school behavior.
- Obey promptly all the directions of staff members and others in authority.
- Refrain from disruptive or dangerous behavior.

- Show respect for people and property.
- Complete all assigned schoolwork and maintain standards of academic honesty.

CONDUCT TO AND FROM SCHOOL

By provision of the California Education Code, students are responsible to school administrators and teachers for their behavior to and from school, including on city or district busses, and on school grounds. Misbehavior on the bus may result in bus privileges being revoked and school discipline, including suspension.

CONDUCT OUTSIDE OF CLASSROOM

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

DRESS CODE

MLK students are expected to wear clothing appropriate for a school setting. Any clothing deemed inappropriate or a distraction to a positive learning environment (including clothes that are too revealing) by the school administration will not be tolerated. **If you are unsure, don't wear it.** Clothes which are considered inappropriate and distracting are listed below:

- Shirts/tops exposing the midriff, bras or cleavage (including tube tops, halter-tops, spaghetti straps, see through tops). Tops must completely cover midriff when arms are raised above head.
- Revealing shorts/skirts or inappropriate or excessive torn/ripped clothing.
- Clothing that is not aligned with school and district policies, including profanity, obscenities, references to drugs or alcohol, gang related attire, or sexually suggestive/racially offensive messages.
- Sagging pants
- Slippers/ Slides/Pajamas/Bare Feet

Appropriate measures will be taken to rectify violations of the dress code, including:

- Contact parent/guardian to bring a change of clothes to school
- Sending the student home to change
- Detention
- Repeat offenders will face additional disciplinary consequences

CAFETERIA AND LUNCH BEHAVIOR

Students may bring their lunch to school, buy all or part of their lunch in the cafeteria.

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

1. No running
2. Students may not cut in line or save spaces.
3. No horse playing
4. No throwing food
5. Food must be consumed in the cafeteria, the quad area, or other designated areas.
6. When finished eating, students are to clear their table of litter.
7. Off limit areas for students during lunch include behind portable buildings and any other area not supervised by an adult.
8. Students are expected to throw all trash into garbage cans and to keep their areas

clean.

Students who do not meet these expectations may be assigned school discipline, including detention and campus cleanup.

DISCIPLINE PROCEDURES

The important part of the philosophy of education of Martin Luther King, Jr K-8 School is that all students should be provided with every opportunity to fully experience worthwhile learning. 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. If behavior concerns arise, a progressive sequence of interventions will be used to make a positive change in behavior. Ongoing minor infractions by the same student or serious infractions merit disciplinary action that begins at a higher level. The administration will determine which action to take by considering a number of factors, and base their decision on what they believe to be in the best interest of students and their ability to provide a safe, conducive learning environment.

Individual classroom discipline policies will be covered by the students' teachers during the first week of school. The progressive discipline policy may include classroom warning, parent conference, teacher assigned detention, office discipline referral, administrative detention, teacher class suspension, in house suspension, administrative suspension, school site behavior contract, schedule change, modified schedule, restrictions of attendance at assemblies, field trips, dances and other school activities and events, independent study, district behavior hearing, or expulsion.

PROGRESSIVE DISCIPLINE POLICY

The Sacramento City Unified School District has a progressive discipline policy which begins with minimum behavior consequences and culminates with expulsion. Individual classroom discipline policies will be covered by the students' teachers during the first week of school.

a) Classroom warning ---- If a student exhibits unacceptable behavior, the teacher will provide the student with a warning. The procedures for warnings and specific initial behavior interventions vary by class, and will be discussed by the student's teachers during the first week of school.

b) Parent-teacher Conference ---- A parent-teacher conference or Student Study Team may be requested at any time to discuss unacceptable behavior patterns and/or minimal achievement and to develop a plan to improve behavior and/or academic achievement.

c) Teacher Detention ---- Classroom teachers may detain a student after school for an infraction of classroom/school rules for up to one (1) hour maximum per assigned day. Students will be given twenty-four hour notice of assigned after school detentions. Teachers may also detain a student for lunch detention. It is the student's responsibility to attend detentions and to inform parents of assigned detentions. Teachers will be in

contact with parents regarding student behavior that results in teacher detentions or referrals (see next section). Students who do not attend assigned Teacher Detentions are subject to Office Discipline Referral and consequences assigned by administration.

d) Office Discipline Referral --- Teachers or staff may write an office discipline referral for students who demonstrate extreme or repeated misbehavior. Students who receive referrals are sent to the Principal, who will assign the appropriate discipline. Discipline will include removal from class for the remainder of the period and may include lunch detention in room 26, after-school detention, in-house suspension or out of school suspension. Teachers and/or the Principal will contact home when students are given referrals.

e) Administrative Detention ----Students may be detained for a maximum of one (1) hour after school per assigned day for a violation of school rules. Students will be given 24 hour notice of assigned detention, or a parent will be contacted if the detention is to be served sooner. Students who are assigned detention should bring study materials to make good use of their time. It is the student's responsibility to attend assigned detentions and to inform parents of those detentions. Students may also be detained for Detention during lunchtime by the principal or teacher. All students who are assigned lunch detention will be given the opportunity to eat their lunch.

<u>OFFENSE</u>	<u>DETENTION TIME</u>
1. Tardies	15 minutes
2. Dress code violation	15 minutes
3. Gum, candy, sunflower seeds, or soda	30 minutes
4. Cell phone/technology violation	15 minutes
5. Foul language	30 minutes
6. Inappropriate behavior	up to 60 minutes
7. Excessive use of restroom during class	15 minutes
8. Failure to bring materials to class	15 minutes
9. Excessive public display of affection	15 minutes

f) Teacher Suspension----Classroom teachers may suspend a student from his/her class for the remainder of a period and the same class period on the following day. This procedure is done in accordance with the guidelines of the California Education Code, which includes a parent phone call, written notice sent home, and a parent-teacher conference.

g) In-House Suspension----Students may be assigned In-House Suspension by the principal or head teacher for a maximum of two (2) days per incident. Student will be required to work and complete classroom assignments in a controlled setting under supervision. Students may also participate in campus clean-up projects. Parents will be notified of such an assignment by the principal or head teacher.

h) Administrative Suspension----A student may be suspended a maximum of five (5) consecutive school days for violations specified in Section 48900 of the California Education Code. Thus, a pupil may be disciplined, suspended, or expelled for acts

specified in the Standards of Behavior that are related to school activity or school attendance occurring at any district or within any other school district, including, but not limited to, and of the following: (1) while on school grounds; (2) while going to or coming from school; (3) during the lunch period whether on or off campus, and (4) while going to, or coming from a school-sponsored activity. Parents are informed by mail, as well as by telephone, when possible. Parents are encouraged to meet with the administrator who issues the suspension when the student returns to school. During the period of suspension a student is not allowed to attend school, to be on campus, to attend a school activity, or be on or near any other school campus. Homework is **not** given during a suspension.

i) School Site Meeting----A school site meeting, including a Student Study Team, may be called by the Principal or Teacher to address specific behavior infractions of the Education Code.

j) District Behavior Hearing----A hearing may be called with the District Hearing Officer to address specific violations of school rules. The result may be a transfer of the student to another school campus or alternative education program.

k) Expulsion----Expulsion proceedings are reserved for the most serious infractions and are always in accordance with Section 48900 and Section 48915 of the California Education Code. Students are usually recommended for expulsion in cases involving use or sale of drugs, the bringing of weapons on campus, extortion, assault, extreme defiance of authority, and intentional injury to another as well as other serious infractions. A student who is expelled is prevented from attending any school within the District for up to a full school year. This action requires consideration by the Sacramento City Unified School District Board of Education.

l) Restrictions of Attendance at Assemblies, Dances and Other School Activities----Students who owe detention time for behavior infractions, tardies or truancies; students with excessive tardies or truancies; students who fail to pass **one or more of their classes**; and students with one or more “U’s” in citizenship for the current grading period may be restricted from participating in these events.

m) Extracurricular Activities----Students may be ejected from any school-sponsored extracurricular event, including dances, sports, field trips, club meetings, etc. for failure to comply with regular school rules and expectations.

Violations

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.

Minor Violations

Violations of a minor but 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.

Discipline detention, given by the principal, may be used in an effort to prevent students from getting into further difficulties. 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. Selling any items for personal profit.
7. School dress code violation.
8. Other violations of laws and regulations pertaining to students.
9. Chewing gum on campus.
10. Public displays of affection (no kissing or long embraces).

Major Violations

Major violations are those violations that are severe enough to require an administrator's immediate attention. 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. Bullying (including cyberbullying)
2. Inappropriate use of technology or electronic devices. This includes, but is not limited to: leaving harassing phone messages or texting/posting inappropriate/disparaging comments; taking/sharing inappropriate pictures; taking pictures of tests/work; videotaping inappropriate actions.
3. Cheating (Examples of this may include, but is not limited to: using a cheat sheets, students giving/receiving answers to/from others; using another student's work; plagiarizing; text messaging on cell phones)
4. Forgery, or altering school passes, or other school correspondence.
5. Possession, use, sale or otherwise furnishing, or being under the influence of alcohol, drugs, or a controlled substance.
6. Theft or possession of stolen property-restitution will be required.
7. Engaging in fighting of any kind or assault and battery upon another person.
8. Students who posture or "square up" to fight, as well as onlookers, are subject to discipline and suspension. Students who videotape or post student confrontations online, or who perpetuate conflicts by spreading rumors or gossip are also subject to discipline and suspension. "Rough housing" or "Horseplay" can cause serious injury and are also strictly prohibited and may also result in suspension.
9. 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.
10. Threatening, intimidating and menacing any other 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.

11. 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.

12. Habitual use of profane or indecent language, either verbally or in writing.

13. 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.

14. Insulting or abusing school personnel.

15. Willful disruption of the school, or interfering with the peaceful conduct of the activities of the school.

16. Any videotaping of student misconduct

17. Committing any act that injures, degrades, or disgraces any other person attending the school. This includes harassment for sexual, racial, religious, or other reasons.

18. Leaving the school campus without authorization. This includes before school.

19. Smoking or possession of tobacco or related products including, but not limited to, vapor pens, e-cigarettes, e-hookahs, matches, or a lighter.

20. Failure to identify oneself or giving false information to school personnel.

21. Fire-setting or attempted fire setting including the activation of false alarms or tampering with emergency equipment.

NOTE: Law enforcement agencies shall be notified at the discretion of the administration.

Accumulated Major Violations

An accumulation of major behavior referrals that requires 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 and 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 of 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 objects.

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

NON-DISCRIMINATION

The Sacramento City Unified School District and Sutter Middle School are fully committed in all of their activities, policies, programs, and procedures to provide equal opportunity for all students and employees to avoid discrimination against a person regardless of race, sex, religion, color, national origin, disability, marital status, or age.

TITLE IX REGULATION

In compliance with the Title IX of education amendments of 1972, the Sacramento City Unified School District and Sutter Middle School do not discriminate on the basis of sex in the admission of students to school programs, in their education programs or activities or in the recruitment and employment of personnel.

SEXUAL HARASSMENT

Sexual harassment violates federal and state law as well as the SCUSD Board Policies and Administrative Regulations- 4119.11(a) and 5147.7(a). By definition, “sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature...” The Board prohibits the unlawful sexual harassment of any student by an employee, student, or other person at school or at any school related activity. Examples of types of conduct which may constitute sexual harassment include, but are not limited to: unwelcome leering, sexual flirtations or propositions; sexual slurs, derogatory comments, or sexually degrading descriptions; graphic verbal comments about an individual’s body; sexual jokes, notes, drawings, pictures, or gestures; spreading sexual rumors; touching an individual’s body or clothes in a sexual way.

Any student who engages in the sexual harassment of anyone at school or a school-related activity shall be subject to disciplinary action. Employees who permit or engage in sexual harassment may be subject to disciplinary action up to and including dismissal. Violations can be reported to the site administrator for initial attempts at resolution, or the District Title IX Compliance Coordinator.

BULLYING PREVENTION PLAN

DEFINITION

Bullying is a comprehensive term, which is defined in Education Code section 48900, subdivision (r). Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly over time and involves an imbalance of power, including communications made in writing or by means of an electronic act. Bullying is directed towards one or more students and has, or can be reasonably predicted to have, the effect

of one or more of the following:

- Fear of harm to that student's or a group of student's person or property;
- Detrimental effect on his or her physical or mental health;
- Substantial interference with his or her academic performance; or
- Substantial interference with his or her ability to participate in or benefit from the services, activities or privileges provided in school.

A student shall not be harassed, intimidated, or bullied based on his/her actual or perceived characteristics as set forth in Penal Code section 422.55 and 220, which shall include disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

STATEMENT OF ASSURANCE

Students have a right to be free of bullying, intimidation and harassment from SCUSD students, administrators, faculty, staff, parents or volunteers, whether on or off school property, through an electronic act, as defined in Education Code section 48900, subdivision (r), while the student is at any school activity or is attending a school which is under the jurisdiction of the superintendent of the district, including but not limited to school-sponsored functions, in a school vehicle, during the instructional day or after school hours that may affect the student's education.

REPORTING PROCEDURES

Staff, students, parent/guardians and others are required to report bullying behavior. Reports may be made to any school employee either verbally, in writing, or through electronic communications such as e-mail. Reports may also be made by completing the district's Bullying Incident Form and submitting it to the assistant principal. Site administrators and staff shall utilize the district Bullying Incident Form to document bullying behavior. This includes behavior that is directly observed, as well as behavior that has been reported to them by students, parent/guardians and others. This reporting form is available the main office and the assistant principal's office, on the Sutter Middle School website sutterminers.com, and is also available to teachers on the shared drive. All school personnel that witness an act of discrimination, harassment, intimidation or bullying, are required to take immediate steps to intervene when it is safe to do so. All reports should be submitted to the assistant principal immediately.

All students who walk away, constructively attempt to stop bullying or report bullying to a staff member will be positively supported. Retaliation toward individuals who report bullying behavior will not be tolerated.

ANONYMOUS REPORTING

Bullying may be reported to any staff member verbally or in writing through completion of the Bullying Incident Form. Anonymous reports may also be made by calling the We Tip system at 1-855- 86-BULLY. Reports of bullying behavior made through We Tip will be delivered to the district's Bullying Prevention Specialist and then routed to the school administrator for investigation and action.



Parent Portal

Online Student Information

STUDENTS

- Go to <http://www.scusd.edu> and click the Infinite Campus for Students/Parents link.
- Login to your account with the following information.

Username: Student ID

Password: Date of Birth (MM/DD/YYYY format). Example: July 4, 1995 would be 07/04/1995 with slashes.

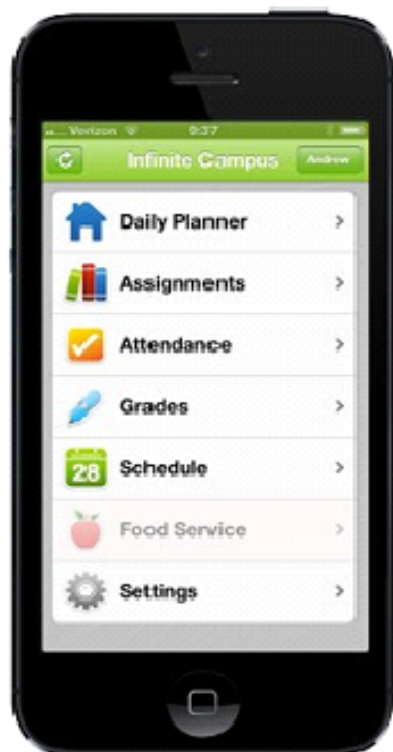
PARENTS

- Bring a current photo ID to your student's school.
- Office staff will give you a username and password for Infinite Campus. (You *cannot* use your Zangle account information to log in.)
- Go to <http://www.scusd.edu> and click the Infinite Campus for Students/Parents link.

If you have any issues logging on or about information in your Infinite Campus account, please contact your school office.

Go Mobile

Access your Campus Portal account from your iOS or Android devices



Daily Planner

View today's schedule and assignments due for each class.



Assignments

Browse your assignments by specific class or due date.



Attendance

Review attendance events in summary and detail form.



Grades

Know your grades now. Forget about end-of-term report cards to know how you're doing.



Schedule

Check your schedule from anywhere, at any time.

District ID: sdcry

Available on the Apple App Store, Google Play or Amazon Appstore for Android.
Follow instructions to receive notifications on grades, assignment and attendance changes.

MARTIN LUTHER KING, JR. K-8 SCHOOL PARENT & STUDENT HANDBOOK

I have read and discussed the Martin Luther King, Jr. K-8 School Handbook with my son/daughter. We are aware of, and agree to follow, the behavior expectations of Martin Luther King, Jr. K-8 School.

Print Student's Name

Student Signature

Parent/Guardian Signature

Room Number

Date

Please sign and return this page to your son/daughter's first period teacher.