

SUSSMAN MIDDLE SCHOOL Discipline Policy 2021/2022

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**SUSSMAN MIDDLE SCHOOL IS A CLOSED CAMPUS.
ALL VISITORS MUST CHECK IN THROUGH THE OFFICE**

*****Last page must be signed and returned to the school during registration***

The purpose of this policy is to ensure a system of effective discipline supported by students, school personnel and parents. The students of Sussman Middle School are expected to demonstrate good citizenship and character. One of our major goals is to emphasize the six pillars of character promoted in CHARACTER COUNTS! Students are encouraged and expected to exhibit the following pillars of character:

Trustworthiness
Respect
Responsibility
Fairness
Caring
Citizenship

By working together to foster the CHARACTER COUNTS! traits in students, we can provide a safe, pleasant, and academically rewarding environment in which every learner can achieve maximum success. **Please read and discuss this policy with your child.**

POSITIVE REINFORCEMENTS

The following positive reinforcements may occur when students choose to abide by school rules and demonstrate outstanding character:

1. Pioneer of the Week awards
2. Student of the Month awards
3. Special Attendance awards
4. Positive Referrals/ Pioneer points
5. Individual Teacher Awards/Incentives

VIOLATION OF SCHOOL RULES – CONSEQUENCES

Please be aware that school rules, as required by California state law, apply not only during school hours, but after school, and when traveling to school or back home. Actual consequences depend on the seriousness of the offense.

BICYCLES AND SKATEBOARDS:

Bicycles, skateboards, or any other device may not be ridden on campus. Bicycles and skateboards must be locked in the provided bicycle area. The school furnishes bike/skateboard racks for your convenience. Please follow these guidelines:

1. **California state law requires that helmets must be worn at all times.**
2. All bikes/skateboards must be locked to the rack. Do not lock your bike to a friend's bike.

3. Don't lock bikes outside the bike rack.
- 4. The school is not responsible for loss or damage to your bike.**
5. Do Not ride bikes and/or skateboards on campus at any time.
6. Failure to observe bike and skateboard safety rules may result in the loss or your privilege to ride a them to school.
7. All bicycles should be licensed with the police department.

BOOK BAGS AND BACKPACKS:

Lockers are not used at Sussman Middle School. Students are encouraged to carry book bags or backpacks. Having one of these provides you with a convenient way to carry books and other school materials. Book bags and backpacks are the personal property of the owner. No student may pick up a book bag or backpack or open one up without the immediate permission of the owner. Any student found in possession of another student's book bag or in possession of any materials taken out of the bag will be considered guilty of theft. The student will receive consequences for theft and/or possession of stolen property. Furthermore, book bags and backpacks should be free of all writing except the student's name. Patches, pins, and other items hanging from backpacks or book bags are prohibited.

- a. Minor violation - Referral to the Dean, parent conference, restitution, possible off-campus suspension.
- b. Major violation - Referral to the Dean or Vice-principal, parent conference, one to five days off-campus suspension, police notification with possible arrest and removal from school, restitution and possible transfer to another school.

CLOSED CAMPUS

Sussman Middle School is a closed campus. **Students may not leave campus at any time without the permission of the school attendance office and a written office pass.** Students may not leave campus at lunch. Downey Police assist in truancy prevention and may arrest a student without a written school pass. It is a violation of State law for anyone to enter a campus during school hours unless entry is granted by the school administration. Everyone must first check in at the office and receive a visitor's pass before entering.

ATTENDANCE, TARDINESS, AND TRUANCY

Parents are required to notify the school when their student is absent. Any student not present at school at any time, or not in class for any period without a valid reason, is truant. Any student late to class is tardy.

- a. Excessive absences - Parent conference with school administrator, eventual referral to School Attendance Review Team, subsequent referral to School Attendance Review Board, and possible court action by the District Attorney.
- b. Any student who arrives to school or to class after the bell has rung is tardy. Adequate time is provided between class periods to pass from room to room. Students are required to be in the classroom before the tardy bell rings. The warning bell rings at 7:50 a.m. The first period bell rings at 7:55 a.m. All students tardy to first period, or subsequent periods, are subject to a possible tardy sweep. In lieu of, or in addition to, a tardy sweep, students may be assigned the following consequences for first period tardies:

First violation- warning

Second violation- campus beautification at snack

Third violation- campus beautification at Lunch

Fourth violation- call to parents, 1 hour detention

All students who demonstrate a tardy problem (five or more tardies) will receive a call to their parents and a Saturday School. Failure to attend Saturday School will result in further disciplinary action. Oversleeping or transportation problems are not valid excuses. Students arriving late due to a medical appointment must provide a verification from the doctor's office. Teachers may also assign consequences for tardies . Failure to comply with the teachers' consequences will result in a referral to the administration.

Excessive tardies will result in a School Attendance Review Team (SART) meeting. At this meeting the student and parent will be notified of the stipulations of Education Code 48200. If attendance problems persist after the SART meeting, both the student and the parents will be referred to the School Attendance Review Board (SARB) for possible legal action.

c. Truancy - Saturday detention and/or a possible citation will be assigned to students who are truant. Under the new Anti-Truancy Ordinance, students apprehended by police during school hours without a valid excuse will be cited. Parents and students will be subject to one or more of the following penalties:

1. A fine of up to \$250.00 (with court costs and penalties the total could be \$675.00).
2. Assigned court-approved community service.
3. Attendance at court-approved parenting classes (for parents).
4. Assessment by the City for the cost of providing the personnel for services related to the detention, processing and supervising of the truant minor.

STANDARDS FOR STUDENT DRESS AND GROOMING

Standards for student dress are clearly explained in the student handbook. Parents are asked to review the standards enclosed in this packet with their child. Special attention should be made to the fact that NO HATS (other than "Sussman" hats) or "gang" type attire of any kind is permitted. Students in violation of dress standards will be asked to change into their P.E. clothing or be given loaners if applicable and sent back to class as soon as possible. Consequences include the following:

1. Warning
2. Campus Beautification
3. Detention

Further disciplinary action may be taken if violations are continual. Clothing will be returned to the students only during the first offense. After that, parent/guardians will be asked to pick up the clothing.

SNACK AND LUNCH AREA: LITTER

Students are to remain in assigned areas during snack and lunch. All students with food are to remain in the student quad inside the red lines. No food is to be taken out of the quad or cafeteria. Students who are finished eating may participate in games on the basketball courts. Students are not permitted in the halls. Leaving trash or throwing food will not be tolerated.

- a. First violation - Campus cleanup during or at the end of lunch.
- b. Second violation - Campus cleanup the full snack and/or lunch the following day.
- c. Third violation - Parent conference, detention, and/or Saturday detention.

BASKETBALLS

Basketballs are allowed on campus and the courts are open for play during the following times: before school, during snack, and at lunch. Other sporting games (football, baseball, soccer, etc.) are only allowed during P.E. **Bouncing basketballs in the hallways, or anywhere else on campus away from the basketball courts, will result in the ball being confiscated and held until the end of the day.**

CLASSROOM DISRUPTION: FAILURE TO FOLLOW RULES

Teachers have the authority to develop rules for their individual classrooms. To assure maximum learning, teachers will issue classroom rules, which must be followed. Parents will be contacted as necessary if students fail to maintain proper class behavior.

- a. Minor violations - Teacher/parent conference and/or teacher detention assigned in writing at least 24 hours before the date it is to be served.
- b. Repeated or major violations - Referral to the counselor, Dean, and/or VP with possible parent conference, study hall, Saturday detention, off-campus suspension, or other means of correction.

DISRESPECT/ DEFIANCE OF AUTHORITY

Students must be respectful of staff at all times. Refusing to follow instructions or disobeying authority will result in consequences of the following:

- a. Minor disrespect - Teacher/parent conference and/or teacher-assigned detention.
- b. Serious or repeated disrespect - Referral to the Dean and/or parent conference with Saturday detention, study hall, off-campus suspension, or other means of correction.
- c. Failure to serve any consequence will result in a greater consequence.

FIGHTING

Fighting is defined as an encounter, with blows or other violence, between two students. **Any student that engages in a fight will be suspended.** Parents are requested to emphasize that **fighting will not be tolerated before, during or after school.** Parents may be found financially responsible for injury to another student because of a fight. If a student feels there might be a fight, they must inform a teacher, school administrator, or counselor before the fight takes place. All efforts will be made to prevent the fight.

- a. First violation - Referral to the Dean, parent conference, and possible one to five days off-campus suspension. Police will be notified if necessary and citations may be issued.
- b. Second violation - Referral to the Dean, parent conference, and possible three to five days off-campus suspension. Police will be notified as necessary and citations may be issued.
- c. Repeated violations - Repeated violations will result in additional citations and suspensions and possible social adjustment to another school and/or referral for expulsion.

THEFT OR POSSESSION OF STOLEN PROPERTY

Theft is defined as the removal of an object or substance that is taken without knowledge or permission by any means. Possession of stolen property will be considered theft. Anything taken from a student's book bag, purse, jacket, etc., or from a P.E. locker at **any time** during the day will be considered a major violation.

- a. Minor violation - Referral to the Dean, parent conference, restitution, and possible off-campus suspension.
- b. Major violation - Referral to the Dean, parent conference, and one to five days off-campus suspension, police notification with possible arrest and removal from school, restitution, possible transfer to another school.
- c. Theft may result in a citation.

SMOKING OR POSSESSION OF TOBACCO

The act of smoking or the mere possession of tobacco or cigarettes is considered a violation of Penal Code 308b and will result in a citation and/or one to five day suspension. Cigarette lighters or matches are not permitted on campus at any time.

ELECTRONIC SMOKING DEVICES

Electronic smoking devices of any form (e-cigarettes, hookahs, etc.) are not permitted on campus. Possession, sale, or use of an electronic smoking device on campus will result in a one to five day off-campus suspension.

PROFANITY AND VULGARITY, OBSCENE MATERIAL

No student is permitted to use profane or vulgar language at any time while at school or a school activity. Any profanity directed at or about a teacher or any other school employee will be considered an extreme violation. Writing profanity on any school or teacher property or on a student's yearbook or other property will be considered an extreme violation.

- a. First violation - Referral to the Dean, parent conference, and/or other means of correction.
- b. Second violation - Referral to the Dean, parent conference, possible Saturday School, and other means of correction.
- c. Extreme violation - Referral to the Dean, parent conference, and possible one to five days off-campus suspension, restitution, possible removal from class or transfer to another school.

Students who access inappropriate Internet web sites on school computers will be suspended for one to five days.

VANDALISM

Vandalism is considered willful destruction of school property or the personal property of another. **The parent or guardian of a minor who willfully cuts, defaces, or otherwise injures property, real or personal, belonging to a school district, shall be liable for all such damages caused by the minor.**

- a. Minor violation - Referral to the Dean, parent conference, one to three days off-campus suspension, restitution, and possible police report, possible citation.
- b. Major violation - Referral to the Dean, parent conference, three to five days off-campus suspension, and police report with possible arrest and removal from school, possible legal action, restitution,

possible transfer to another school, possible referral for expulsion out of Downey Unified School District.

- c. Graffiti vandalism is a violation of Penal Code 594(a)(i) and will result in a citation and/or suspension.

FIRECRACKERS/FIREWORKS AND "EXPLOSIVES"

Firecrackers and other explosives are illegal and dangerous and are never permitted at school. Simple possession of such materials will be considered a violation of this policy. Lighting, attempting to light, or exploding such materials are a serious and major violation of school policy.

- a. Minor violation - Referral to the Dean, parent conference, possible notification of fire department, and off-campus suspension from one to three days.
- b. Major violation - Referral to the Dean, parent conference, police notified, fire department notified, possible arrest and removal from school, off-campus suspension three to five days, possible transfer to another school, or possible expulsion hearing and expulsion from Downey Unified School District.

DISRUPTION OF SCHOOL ACTIVITIES

Students violating school rules at any student activity will be asked to leave and further action, as necessary, will be taken the next day at school. Students who have un-served detentions or major behavioral violations will not be admitted to activities. Students may be placed on activities probation, where future behavior will be agreed upon and carefully monitored. Any student violating the probation agreement may be denied admission and participation in future activities including promotion exercises, dances, and year-end activities. Any misbehavior on school field trips will be considered a violation of school rules.

FORGERY AND CHEATING

Forgery is the act of a student signing a parent's, teacher's, or other school employee's name or altering such signature or other mark such as a grade, date, time, etc. If a student impersonates a person by voice on the telephone, he or she will be considered guilty of forgery. Cheating is never permitted and is considered a serious offense. Students who are found to be cheating will receive no credit on the assignment and be assigned one of the consequences below.

- a. First violation - Referral to the Counselor, Dean and/or Vice-Principal, parent conference, possible Saturday school.
- b. Second violation - Referral to the Counselor, Dean and/or Vice-principal, parent conference, possible one to five days off-campus suspension.

DRUGS, ALCOHOL, WEAPONS, AND OTHER MAJOR OFFENSES

Any student using, giving, or selling to another person, or in possession of drugs, alcohol, weapons (including BB or pellet guns), or dangerous objects, is a serious threat to the welfare and safety of students and school personnel. Any overt act or threat directed at a teacher or other school employee is a serious violation. **Any** violation of this policy will usually result in **all** of the following:

- a. Referral to a school administrator.
- b. Parent conference.
- c. Police notified, student arrested and removed from school with subsequent legal action.
- d. Five days off-campus suspension
- e. Possible expulsion and reassignment to another school or expulsion from the school district.

BEYOND THE CONTROL OF SCHOOL AUTHORITIES

Any student who is persistently in violation of numerous classroom, school, District or legal policies, and who does not respond to usual corrective measures, is considered beyond the control of school authorities. In this case, **the parent is held responsible for all possible help in correcting the behavioral problems.** Depending on the situation, any or all of the following may be considered:

- a. Parent requested and required to attend class with the student.
- b. Parent requested to come to school and remove the student.
- c. Assignment to an alternate school.
- d. Off-campus suspension.
- e. Referral to outside counseling and/or juvenile authorities.
- f. Referral for expulsion.

PERMANENT MARKERS

Possession of any type of permanent marker pen is prohibited at all times. Permanent markers may not be possessed even when working on school projects in normal class activities. Any possession must have prior approval from school administration. Liquid correction fluid is not permitted on campus. Possession of a "Sharpie" or paint marker is a serious and major violation.

- a. First and minor violation – Campus beautification and/or detention
- b. Second violation - Off-campus suspension for one to three days.
- c. Use of marker in writing graffiti, destruction of school property - Immediate off-campus suspension for one to five days, police notified with possible arrest, payment for damages, possible expulsion from Downey Unified schools.
- d. Graffiti vandalism is a violation of Penal Code 594(a)(i) and will result in a citation and/or suspension.

CELL PHONES, IPODS, ELECTRONIC DEVICES

Use or possession of any electronic signaling, paging, or beeping device on campus or at a school activity is not permitted at any time. Cellular phones *are* allowed at school. However, they are to be turned off and placed in backpacks or pockets (and not visible) while on campus. Use of cellular phones will result in confiscation and the phone will be held for parents to pick up in the school office. Serious misuse of cell phones can result in consequences up to and including suspension. iPods and cameras are not allowed on campus and will be confiscated for parent pick-up.

- a. First violation - Confiscation of the device. Device will be held in the Office, to be returned only to the parent. Lunch, campus beautification assigned.
- b. Second violation- Confiscation and held for parent pick up. 1 hour detention assigned.
- c. Third violation- Confiscation and held for parent pick up. 2 hour detention assigned.
- d. Fourth violation- Confiscation and held for parent pick up. Saturday school assigned. Further violations may result in an off-campus suspension.

DAMAGE TO PROPERTY OF SCHOOL DISTRICT EMPLOYEES

Any student who willfully injures or damages the personal property of a school district employee while at school is guilty of a crime. The student and parent will be held responsible for payment of damages. The following steps will be taken:

- a. Appropriate disciplinary action, which may include detention, police action, all the way up to expulsion proceedings. Parents will be given the opportunity to pay for damages to avoid court action by the affected employee.
- b. Should court action become necessary, the school will assist in pursuing legal action against the pupil and parent.

HARASSMENT/BULLYING AND INTIMIDATION

Harassment (bullying) is defined as troubling or tormenting another person continuously. Bullying and intimidation is strictly forbidden at all times. Students are to treat each other with proper respect.

- a. Minor violation - referral to the Dean or counselor for Saturday school or possible 1 to 3 days of off-campus suspension.
- b. Repeated or major violation - referral to the Dean or counselor for parent conference, 3 to 5 days of off-campus suspension with possible transfer to another school.

SEXUAL HARASSMENT

The California State Education Code states that a student may be suspended from school or recommended for expulsion if it has been determined that a student has committed sexual harassment. Sexual harassment can be defined as any or a combination of the following:

1. sexual assault
2. physical abuse (unnecessary touching, pinching, and cornering)
3. verbal abuse (propositions, lewd comments or sexual insults)
4. subtle or overt pressure for sexual favors accompanied by implied or overt threat
5. leering or display of pornographic material designed to embarrass or intimidate

- a. Minor violation - Referral to the Dean, parent conference, possible 1-3 days off-campus suspension.
- b. Major violation - Referral to the Dean, parent conference, 3-5 days off-campus suspension, social adjustment, possible arrest by the police, and referral for possible expulsion from the Downey Unified School District.

PUBLIC DISPLAYS OF AFFECTION

Hugging, kissing, holding hands, or other displays of affection are not allowed.

THINGS THAT HAVE NO USE AT SCHOOL

Things that have no educational use at school, and have the potential to cause class or campus disturbance, are not permitted at school. These items will be confiscated and returned only to parents. Disciplinary action will be taken as necessary, depending upon what the item is and the type of disturbance caused. This could result in simple things like Saturday school, to a more serious action such as suspension from school, possible expulsion from the school district, or arrest by the police.

ITEMS WHICH SHOULD NEVER BE BROUGHT TO SCHOOL

Items which should never be brought to school include sharp objects other than pens and pencils; any aerosol sprays; any vitamin or medication (either prescription or over-the-counter) which does not have the appropriate medical documentation on file in the office; any glues or adhesives; any toys or games which would be a distraction at school, including finger boards; any items which appear to be illicit drugs (i.e., "look-alike" drugs); toy guns or ammunition; matches, fireworks, and other explosives; radios, CDs, tapes, tape players, iPods, MP3s or components, laser pointers; permanent markers, white-out; glass containers; mechanical or woodworking tools; key chains over three inches in length; any objects or substance that could disrupt or distract from school activities.

SELLING ITEMS ON CAMPUS

Students are not permitted to bring items on campus for sale. Students are not permitted to sell items for personal gain. This includes even simple things like candy, gum, baseball cards, toys, etc. Students involved with the sale of items considered to be of danger to other students will face serious disciplinary action. An example would be the sale of "look alike" drugs. If an item is represented as a drug, action will be taken as though the substance was, in fact, the actual drug. For example, if flour, oregano, parsley or herb of any kind from the kitchen is said to be cocaine or marijuana, and then sold to a student, the school would view the act as a major offense.

- a. Minor violation - Confiscation of the items for sale, possible Saturday school, or 1-3 days off-campus suspension.
- b. Major violation - Confiscation of the items for sale, 3-5 days off-campus suspension, possible referral for expulsion from the Downey Unified School District, possible arrest by the police.

PARTY FLIERS AND ADVERTISEMENTS

Students are not permitted to bring to school, have in their possession, or pass out to other students, fliers or advertisements for "dance parties" or "entertainment events," or any activities that disrupt the school which appear to be inappropriate for middle school students. Material containing vulgar illustrations, profanity, advocating the consumption of drugs or alcohol, etc. will be considered a major violation.

- a. Minor violation - Confiscation of the material, notification of parent, possible detention or other appropriate action.
- b. Major or repeated violations - Confiscation of the material, parent conference, possible one to five days off-campus suspension.

SUSSMAN MIDDLE SCHOOL STUDENT DRESS CODE

CONDITION: All clothes must be neat, clean. No seams are to be slit. Clothing that has holes is not permitted.

MESSAGE: Symbols, signs, emblems, or attire that disrupt, distract, or interfere with the orderly maintenance of the campus are prohibited. This includes any shirt or emblem with a violent theme. Clothing that promotes the use of alcohol, drugs, tobacco, weapons, sexual content or crimes are not permitted. Writing on the skin, permanent or otherwise, is not appropriate for school and is not allowed.

UNDERGARMENTS: Undergarments must be worn and must not be visible at any time. Braless outfits for girls are unacceptable. "Sagging" pants that expose undergarments will not be tolerated.

TOPS: Tank shirts/tops, strapless shirts, spaghetti straps are not permitted. Students may not wear too low hip huggers that show any part of midriff, bare midriff, mesh shirts or tops with plunging/revealing necklines, and sleepwear.

BOTTOMS: Pants must be hemmed and cannot be longer than 1" above the ground. Pants may not be more than 2" larger than the student's waist. Shorts may be worn if hemmed. Shorts and skirts must extend in length to mid thigh. Wearing tights underneath shorts/pants does not excuse a student from the requirements above (example: a student cannot wear jeans with holes or short shorts with tights underneath). Pants/shorts may not have holes of any kind.

SHOES: Backless shoes, slippers, flip flops, steel toe boots, shoes with wheels and high heels over an inch in height are not allowed.

JEWELRY/BELTS/ACCESSORIES: Earrings that pose a safety or health hazard are not permitted. Earrings are not to exceed the size of a quarter, and spiked or sharp/dangerous earrings are not allowed. No piercings other than ears are permitted at Sussman. All other body piercing (lip, eyebrow, etc.) are not appropriate at school. Chains, wallet chains, dog collars, dangerous and/or excessive jewelry, pacifiers and safety pins are not allowed. Belts cannot be more than 4" larger than waist size. Belt buckles should be of normal size; logos and initials are not permitted. Sunglasses, unless prescribed by a doctor, are not permitted.

HEAD WEAR: No student may wear any hat, beanie, bandanna, etc. except a "Sussman" school headwear.

HAIR: Hair must be neat and clean and of a non-distracting color and style. Unnatural hair colors (blue, green, purple, pink, etc.) are not permitted.

GANG APPAREL: Any clothing determined to be "gang type dress," e.g., shirts with gang themes, baggy pants, long shorts with socks up to the knee may not be worn at any time.

P.E. CLOTHES: P.E. clothes are to be worn in P.E. only, unless issued for dress code.

SIZE: No oversized or excessively tight clothing. "Sagging" of pants is strictly prohibited.

Students in violation of dress standards will be asked to change into P.E. clothing, or be given loaners if applicable, and sent back to class as soon as possible. Clothing will be held for parent pick-up. Consequences include a 1 hour detention, possible campus beautification, and/or Saturday School. Further disciplinary action may be taken if violations are continual. The administration reserves the right to alter the dress code policy during the school year as needed to adjust for unknown trends that affect the climate or safety of our school.

**SUSSMAN MIDDLE SCHOOL BEHAVIOR COMMITMENT &
DRESS CODE AGREEMENT
(BRING THIS FORM TO REGISTRATION)**

I have read the Sussman Middle School policies, behavior expectations and dress code rules. I understand and agree to these policies for the 2021-2022 school year.

Student Name: _____

Student Signature: _____

Date: _____

Parent Name: _____

Parent Signature: _____

Date: _____

