

2024- 2025

PIONEER PASSPORT



12500 Birchdale Avenue
Downey, CA 90242
562-904-3572

Website: <http://dusd.net/sussman>



@SussmanPioneers



@sussmanpioneers

This planner belongs to: _____

Address: _____

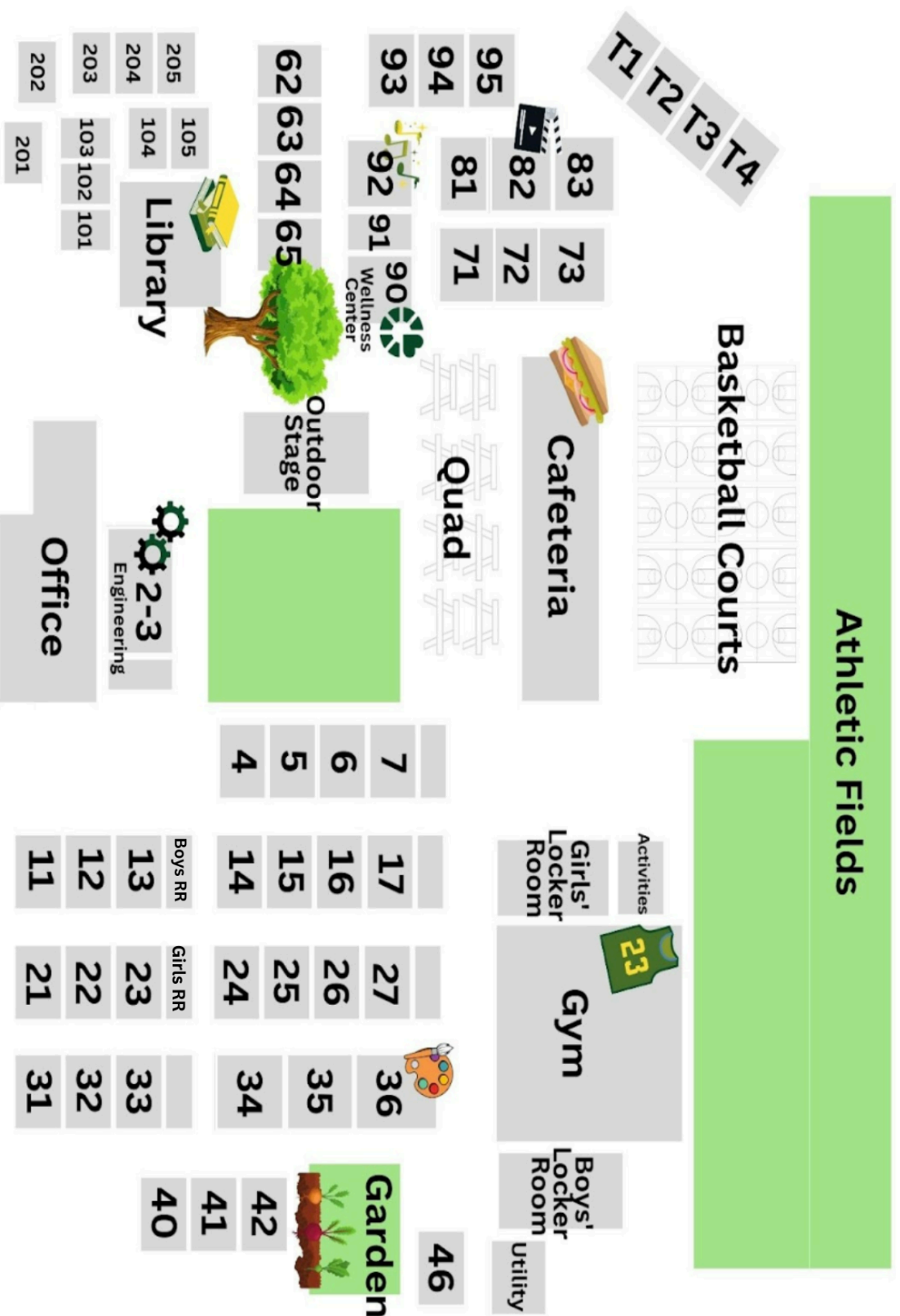
City: _____ Zip: _____

Phone: _____

Table of Contents

School Map.....	3	Bicycles and Skateboards.....	17
Administration.....	4	Book Bags and Backpacks.....	17
Counselors.....	4	Attendance, Tardiness, and Truancy.....	17
Principal’s Message.....	5	Standards for Student Dress/Grooming....	18
Instructional Focus.....	6	Snack and Lunch Area: Litter.....	18
The Pioneer Code.....	7	Basketballs.....	18
CHARACTER COUNTS.....	8	Classroom Disruption.....	18
Student Schedule Page.....	9	Disrespect/Defiance of Authority.....	19
SMS Grade Reflection Sheet	10	Fighting.....	19
iReady Checklist	11	Theft or Possession of Stolen Property.....	19
Bell Schedules.....	12	Smoking or Possession of Tobacco	19
IB Overview	13	Electronic Smoking Devices.....	19
2022/2023 Calendar.....	14	Profanity and Vulgarity, Obscene	20
		Materials	20
General School Information.....	15	Vandalism.....	20
Our Mission.....	15	Firecrackers/Fireworks and “Explosives”...	20
Character Counts.....	15	Disruption of School Activities.....	20
Positive Reinforcements (PBIS).....	15	Forgery and Cheating.....	20
Closed Campus.....	15	Drugs, Alcohol, Weapons, and Other Major	
Leaving Campus during the School Day...	15	Offenses.....	21
Withdrawal from School.....	15	Beyond the Control of School	
Books and Supplies.....	15	Authorities.....	21
Personal Property.....	15	Permanent Markers.....	21
Lunch and Snack.....	15	Cell Phones, IPODS, Electronic Devices....	21
Homework and Make Up Work.....	15	Damage to Property of School District	
Student Medication.....	15	Employees.....	22
Report Cards.....	16	Harassment/Bullying and Intimidation.....	22
Student Council.....	16	Sexual Harassment.....	22
Student Activities.....	16	Public Displays of Affection.....	22
Scholarship.....	16	Things That Have No Use at School.....	22
CJSF.....	16	Items Which Should Never Be Brought to	
Academic Excellence		School.....	22
Awards.....	16	Selling Items on Campus.....	23
Student Internet Usage.....	16	Party Fliers and Advertisements.....	23
Physical Education.....	16	Food and Beverage Deliveries	23
Library.....	16	Student Dress Code.....	24
Sussman Discipline Policy.....	17		

Sussman Middle School



ADMINISTRATION:

Principal

Dr. Connie Quintero

cquintero@dusd.net

Vice-Principal

Mario Salceda

masalceda@dusd.net

Vice-Principal/IB MYP Coordinator

Dr. Anita Arora

aarora@dusd.net

Dean of Students

Esther Jeong

ejeong@dusd.net

Students are assigned to their counselor according to their last names.

Last Names: A-Grom

Steven Maffey

smaffey@dusd.net

Last Names: Gon-Pen

Debra Camacho

dcamacho@dusd.net

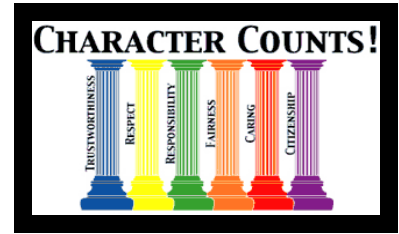
Last Names: Peo-Z

Claudia Garcia

cramirezgarcia@dusd.net



Principal's Message
Sussman Middle School
Pioneers
"WRITE HERE! WRITE NOW!"
2023-2024



Hello Pioneers!

My name is Connie Quintero and I have the privilege of serving as your school principal. On behalf of our entire staff, welcome to the 2024-2025 school year.

We are looking forward to an exciting school year filled with opportunities to learn, grow and have fun.

At Sussman Middle School, 21st-century learners thrive as they prepare for their high school journey to become college and career ready, globally competitive, and citizens of strong character.

Middle school students experience significant changes in their intellectual, physical, psychological, social-emotional, moral and ethical development and we are committed to giving them the support they need to thrive as they prepare for their futures.

It is imperative to work together to create the best learning environment for our students. The Sussman family is committed to work collaboratively and provide our students access to various enrichment and intervention programs. Our relationship with you is essential! We are very proud to have won multiple Parent Teacher Association (PTA) awards the last several years and invite you to join our PTA. We must continue to work together to help our students succeed.

We are proud of the many programs and clubs our school offers to support students and give them opportunities to reach their full potential. It is important that our students have all of the resources they need. Please do not hesitate to reach out if there is something we can support you with.

We are very grateful to our community for our continued partnership and the support that is consistently poured into our school. Thank you!

As a Pioneer family, we abide by the Pioneer Code: Be Respectful, Be Responsible, Be Safe. This code is directly connected to the CHARACTER COUNTS! pillars of Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship. These traits and this code can be applied everywhere, all the time.

We look forward to a great school year!

Sincerely,

Dr. Connie Quintero

Principal/IB Head of School

Welcome to Sussman Middle School!

WHERE 21st CENTURY LEARNERS THRIVE!

Hello everyone! Our mission here at Sussman Middle School is to provide the highest quality education in a safe environment. We strongly believe in building character through positive leadership based upon the six pillars of CHARACTER COUNTS! We want Sussman Middle School to be a place where doing your best, working hard, and having fun is the norm for everyone. Everyone on campus is part of TEAM SUSSMAN and we strive to help everyone be the best they can be. We expect students to take advantage of everything that we have to offer and work to reach their full potential as they prepare to succeed in high school, college, a career, and beyond.

OUR INSTRUCTIONAL FOCUS: WRITING!

“WRITE HERE! WRITE NOW!”



GO PIONEERS!!!



THE PIONEER CODE

	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
ALL SETTINGS	<ul style="list-style-type: none"> Do the right thing even when no one is looking Be kind Respect school and personal property Pick up after yourself 	<ul style="list-style-type: none"> Be honest (own your actions) Think before you act Be polite (use please and thank you) 	<ul style="list-style-type: none"> Use appropriate/positive language Move purposefully and safely Follow staff directions Keep hands/feet/objects to self 
COMMON AREAS (Quads, Walkways, Cafeteria, Blacktop, Fields)	<ul style="list-style-type: none"> Keep hands/feet/objects to self Follow directions from adults Use calm and appropriate language 	<ul style="list-style-type: none"> Help others in need Pick up trash Share the space Be on time 	<ul style="list-style-type: none"> Stay within boundaries Report concerns to staff WALK to snack/lunch/class
RESTROOM	<ul style="list-style-type: none"> Give others privacy Clean up after yourself; use trash cans 	<ul style="list-style-type: none"> Use during snack and/or lunch Bathroom business only (Flush toilets and throw paper towels away) Be quick, quiet, and return to class promptly 	<ul style="list-style-type: none"> Wash hands with soap and water See Something, Say Something 
LIBRARY/LAB/TECHNOLOGY	<ul style="list-style-type: none"> Value school property Clean work area before leaving Respect school and personal property 	<ul style="list-style-type: none"> Use/handle technology and materials appropriately Put away cell phones and ear buds Participate; do your best 	<ul style="list-style-type: none"> Use approved websites/programs Keep backpacks in designated areas See Something, Say Something 
CLASSROOM	<ul style="list-style-type: none"> Listen actively and follow class procedures Allow all students to learn Be kind Value school property Clean work area before leaving 	<ul style="list-style-type: none"> Arrive on time and be ready to work Stay on task and do your best work Take care of classroom technology and equipment Use a calm and respectful tone of voice Be polite (use please and thank you) 	<ul style="list-style-type: none"> Walk into the classroom Remain in your seat unless you've received permission to leave it Keep your hands, feet, and objects to yourself
OFFICES	<ul style="list-style-type: none"> Use a calm and respectful tone of voice Use good manners (use please and thank you) Follow directions 	<ul style="list-style-type: none"> Be honest (own your actions) Share all information as asked Wait your turn 	<ul style="list-style-type: none"> Be considerate of others' privacy Keep walkways clear
SCHOOL EVENTS (Assemblies, Sports, etc.)	<ul style="list-style-type: none"> Demonstrate good sportsmanship Attend with a positive attitude 	<ul style="list-style-type: none"> Represent your school positively Leave the area nicer than when you arrived Be polite to others Be patient/fair 	<ul style="list-style-type: none"> Follow adult directions See Something, Say Something 
OFF CAMPUS CONDUCT	<ul style="list-style-type: none"> Use positive or encouraging language Respect others' property and the neighborhood 	<ul style="list-style-type: none"> Use positive language Be patient/fair Leave the area nicer than when you arrived Represent your school positively 	<ul style="list-style-type: none"> See Something, Say Something Be helpful to others 

CHARACTER COUNTS! at SUSSMAN 24 / 7 / 365!



Downey Unified
SCHOOL DISTRICT



DIGITAL CITIZENS OF CHARACTER

1

BE CARING

- Be patient with each other
- Help those in need
- Ask for help when needed

2

BE FAIR

- Be inclusive
- Allow others to share their views

3

BE RESPECTFUL

- Think before you post, speak or act
- Act and speak as if you were talking to your teacher or peer face to face
- Respect classmates and teachers

4

BE A GOOD CITIZEN

- Be safe on and offline
- Help protect "safe spaces"
- Posts must be directly related to course
- Only participate in meetings/chat rooms related to your classes and set up by your teachers.

5

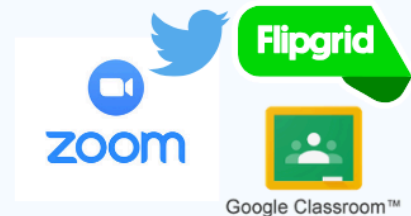
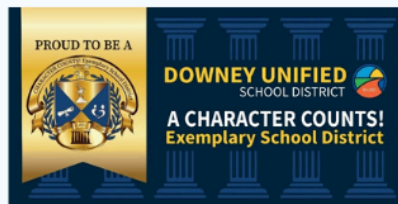
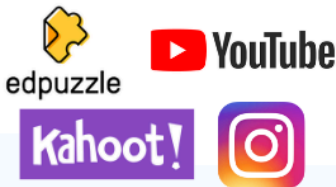
BE RESPONSIBLE

- Prioritize time appropriately
- Own your words and actions
- Treat your device/equipment with care

6

BE TRUSTWORTHY

- Be honest
- Use school appropriate and scholarly language
- Use the chat feature to post questions/respond



SUSSMAN MIDDLE SCHOOL, WHERE CHARACTER COUNTS!

24 / 7 / 365

Student Schedule Page

This book has been designed to help you with two very important skills: organization and time management. You may use it to keep track of the activities you plan to be involved in, assignments you may be given in your daily classes, and any other appointments you have to keep. Many activities and deadlines have already been included for you.

The table listed below has spaces for you to list your schedule and your teachers' email addresses. Keep this updated throughout the year for your information as well as your parents.

1 ST SEMESTER				
Period	Subject	Teacher	Teacher Email	Room #

2nd SEMESTER				
Period	Subject	Teacher	Teacher Email	Room #



SCHOOLWIDE GRADE CHECK 2024-2025

SEMESTER 1

Name _____

Sussman students: Log into Student Connect. Record your class, teacher and grades two weeks prior to the progress report / grading period. *PE or other electives: circle E, S, or N.

Period	Class / Teacher	Progress report 1	Progress report 2	Semester 1
0		A B C D F / E S N	A B C D F / E S N	A B C D F / E S N
1		A B C D F / E S N	A B C D F / E S N	A B C D F / E S N
2		A B C D F / E S N	A B C D F / E S N	A B C D F / E S N
3		A B C D F / E S N	A B C D F / E S N	A B C D F / E S N
4		A B C D F / E S N	A B C D F / E S N	A B C D F / E S N
5		A B C D F / E S N	A B C D F / E S N	A B C D F / E S N
6		A B C D F / E S N	A B C D F / E S N	A B C D F / E S N
7		A B C D F / E S N	A B C D F / E S N	A B C D F / E S N

GPA: Semester 1 _____



SCHOOLWIDE GRADE CHECK 2024-2025

SEMESTER 2

Name _____

Sussman students: Log into Student Connect. Record your class, teacher and grades two weeks prior to the progress report / grading period. *PE or other electives: circle E, S, or N.

Period	Class / Teacher	Progress report 1	Progress report 2	Semester 2
0		A B C D F / E S N	A B C D F / E S N	A B C D F / E S N
1		A B C D F / E S N	A B C D F / E S N	A B C D F / E S N
2		A B C D F / E S N	A B C D F / E S N	A B C D F / E S N
3		A B C D F / E S N	A B C D F / E S N	A B C D F / E S N
4		A B C D F / E S N	A B C D F / E S N	A B C D F / E S N
5		A B C D F / E S N	A B C D F / E S N	A B C D F / E S N
6		A B C D F / E S N	A B C D F / E S N	A B C D F / E S N
7		A B C D F / E S N	A B C D F / E S N	A B C D F / E S N

GPA: Semester 2 _____

iReady Check

	English			Math		
	Goal	Lessons Completed	Reflection/ Action Step	Goal	Lessons Completed	Reflection/ Action Step
August						
September						
October						
November						
December						

	English			Math		
	Goal	Lessons Completed	Reflection/ Action Step	Goal	Lessons Completed	Reflection/ Action Step
January						
February						
March						
April						
May						
June						

SUSSMAN MIDDLE SCHOOL BELL SCHEDULE



Sussman Middle School 2024-2025 BELL SCHEDULE

All Periods Mondays

- Period 0: 7:00-7:47
- Period 1: 8:00-8:52 w/STV
- Period 2: 8:56-9:43
- Period 3: 9:47-10:34
- SNACK: 10:34-10:49**
- Period 4: 10:53-11:40
- Period 5: 11:44-12:31
- LUNCH: 12:31-1:01**
- Period 6: 1:06-1:53
- Period 7: 1:57-2:44

Odd Blocks Tues/ Thurs

- Period 0: 7:00-7:47
- Period 1: 8:00-9:30 w/STV
- SNACK: 9:30-9:42**
- Period 3: 9:46-11:11
- Period 5: 11:19-12:44
- LUNCH: 12:44-1:14**
- Period 7: 1:19-2:44

Even Blocks Wed/ Fri

- Period 0: 7:00-7:47
- Period 2: 8:00-9:45 w/iR
- SNACK: 9:45-10:00**
- Period 4: 10:04-11:29
- LUNCH: 11:29-11:59**
- Period 6: 12:04-1:29
- Enrichment 1:44-2:44
(Optional)

INTERNATIONAL BACCALAUREATE MIDDLE YEARS PROGRAMME

IB MISSION STATEMENT

The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

LEARNER PROFILE

IB Students Are:

Inquirers

Knowledgeable

Thinkers

Communicators

Principled

Open-Minded

Caring

Risk-Takers

Balanced

Reflective

APPROACHES TO LEARNING

COMMUNICATION
SKILLS

THINKING SKILLS

SOCIAL SKILLS

SELF-MANAGEMENT
SKILLS

RESEARCHING
SKILLS

ATL skills are tools for learning that help students become college & career ready, globally competitive, and citizens of strong character.

“Sussman Middle School is a Candidate School* for the Middle Years Programme. This school is pursuing authorization as an IB World School. These are schools that share a common philosophy—a commitment to high quality, challenging, international education that Sussman Middle School believes is important for our students.”



All dates and schedules are subject to change.

2024-2025 CALENDAR

August 14	School begins/Minimum Day
September 2	Labor Day Holiday
October 14	Student Free Day
November 11	Veterans Day Holiday
November 25 - 29	Thanksgiving Holiday
December 20	End of First Semester/Student Free
December 23 - January 3	Winter Vacation
January 20	Martin Luther King Jr. Holiday
February 7	Student Free Day
February 10	Lincoln's Birthday Holiday
February 17	Presidents' Day Holiday
April 14 - 21	Spring Vacation
May 26	Memorial Day Holiday
June 4	Minimum Day-End of School Year



GENERAL SCHOOL INFORMATION

OUR MISSION

The mission of Sussman Middle School is to provide a safe, nurturing learning environment that celebrates diversity and fosters excellence.

CHARACTER COUNTS!

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 the CHARACTER COUNTS! program. Students are encouraged and expected to exhibit the following pillars of character:

Trustworthiness, Respect, Responsibility, Fairness, Caring, and 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.

POSITIVE REINFORCEMENTS (PBIS)

The following positive reinforcements may occur when students choose to abide by school rules and demonstrate outstanding character, and by upholding the Pioneer Code (Be Safe, Be Responsible, Be Respectful).

1. Student of the Month awards
2. Special Attendance awards
3. Individual Teacher Awards/ Incentives
4. PBIS TICKETS: Students who uphold the Pioneer Code (Responsible, Respectful, Safe) are awarded Pioneer Tickets, students are able to redeem the tickets for prizes such as school supplies, Sussman attire, chargers, food, etc.

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 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.

LEAVING CAMPUS DURING THE SCHOOL DAY

Sussman Middle School has a closed campus. Once you are on campus you cannot leave. This means that students must not leave the grounds at any time during the school day without permission from the office.

If you must leave school for a medical or dental appointment, a parent/guardian must check you out in the office..

WITHDRAWAL FROM SCHOOL

If you are transferring from Sussman Middle School to another school, a parent must come to school in person to fill out paperwork and show I.D. at least a few days prior to checking out. You will be given a checkout

sheet to be signed by each of your teachers. When the sheet is completed, the office will prepare a transfer for you to take to your new school.

BOOKS AND SUPPLIES

Books are issued free with the understanding that you must pay for them if they are lost or damaged. Students are expected to furnish their own three-ring binders, lined paper, pens, and pencils. Students are encouraged to donate money for consumable instructional materials for technology labs, foods, art, music, science, and computer classes. Your teacher will tell you the recommended donation and collect the class donations.

PERSONAL PROPERTY

The school cannot be responsible for the loss or destruction of a student's personal property. For this reason, valuable jewelry should never be worn to school. *Do not bring expensive watches, rings, necklaces, bracelets, collectibles, electronics, etc. to school.* Jewelry must be removed during P.E. classes and could possibly be stolen. The lost and found is in the main office.

LUNCH AND SNACK

Students are to remain in assigned areas during snack and lunch. 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 clean up the full snack and/or lunch the following day.
- C. Third violation - Parent conference, detention, and/or Saturday school.

HOMEWORK AND MAKE-UP WORK

Middle school students should expect to spend approximately one hour each school night on homework. Homework help is available after school in English and Math and with certain teachers. If you finish your homework in less than an hour, put in the remaining time on outside reading. Good study habits are important. Start developing them now!

Following an excused absence, a student has the same number of days as he/she was absent to make up the work. Students are responsible for all class work missed due to school activities.

STUDENT MEDICATION

The school recognizes that at certain times there is a need for students to take medication during school hours. Therefore, the following procedure has been established:

1. Parents must fill out a written Medication Authorization form available in the office.
2. Medication should be clearly labeled stating the contents, student's name, schedule, dosage, and physician's name. The medication will be kept in the office and the student will be permitted to go to the office to take medication as necessary.
3. Students will be responsible for administering their own medication. A school employee may observe, but not assist in any way.
4. Under no circumstances are students to be in possession of

medication once they arrive at school. Except if they have proper documentation for asthma inhalers.

5. Doctor's authorization must be obtained before the medicine is brought to school, including "over the counter" medications. The doctor's note or prescription label should include the dosage, frequency, and time limits.

REPORT CARDS

Progress reports and 1st semester report cards will be handed out to students in their sixth period class approximately one week after each reporting period. These reports will reflect grades in progress at the 6th and 12th weeks of the semester. All students will receive a final semester grade at the end of the 18th week of each semester. This grade is the permanent grade that will appear in student records. Student grades will be cumulative—running continuously for the entire semester. The "final" semester grade is NOT an average of the 6, 12, and 18 week grades. You will receive a letter grade (A, B, C, D, F) in your academic and elective classes and a mark for citizenship. Exploratory and physical education classes are graded Excellent, Satisfactory, or Needs Improvement (E, S, N). The need to improve in behavior, attendance, assignments, etc. is also noted. The end of the year report card will be mailed home.

STUDENT COUNCIL

Each year student body officers will be elected by a majority of the student body. The elected officers have the responsibility of approving student spending, approving Student Body activities, and planning Student Body activities. Grade requirements are as follows: a C or better scholastic average, no more than two D's and/or F's, good attendance, and no more than two 5's (unsatisfactory) in behavior and citizenship. If grade or behavior requirements are not met at any time during the term of office, the student will be removed from the office and forfeit all rewards and recognition.

STUDENT ACTIVITIES

Sussman Middle School has a number of clubs as well as afternoon dances, plays, and music programs. Students must maintain the same eligibility standards as student council listed above.

SCHOLARSHIP

Students are eligible for Scholarships a total of five (5) semesters at SMS. Eligibility begins in the spring semester of sixth grade based on the fall semester report card. In order to be eligible for a Scholarship, students must earn a 3.67 GPA or higher for each semester. Students who earn a D, F, S-, or N in any subject are not eligible. A citizenship mark of 4 or 5 disqualifies a student from a Scholarship. If you have any questions, please see a Scholarship advisor.

CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION

CJSF (California Junior Scholarship Federation) begins during the 2nd semester of 7th grade based on fall semester grades. Although students' eligibility for scholarships is automatic, students must complete an application to be eligible for CJSF. Qualifications for CJSF and Scholarship are the same.

ACADEMIC EXCELLENCE AWARDS

Scholarship students in the sixth through eighth grade are recognized at Sussman's annual Honors' Night, a special ceremony designed to celebrate students' academic success and excellence. Top honors go to eighth graders who were on Scholarship for five semesters and are distinguished as "Five Semester Scholars." The highest and most prestigious award goes to those students who applied to and qualified for CJSF all three semesters. These scholars receive special medals at Honors Night, which are worn during 8th grade promotion.

STUDENT INTERNET USE

Parents and guardians who wish their students to be able to use the internet at Sussman Middle School must fill out and sign the authorization form that is part of the emergency card. There is a filtering system in place through the district which should reassure you that your child will not be able to reach unsuitable sites on the internet. This allows your child to do research for his/her classes without the worry of getting information that is not suitable. Once this form is signed and returned your child will be allowed to access the internet. Our school has internet connections in all classrooms, the school library, and computer labs. Generally, a teacher will take the class to the lab to explain how the internet is used before assigning any work to be done on the internet. Again, if you wish your child to be able to use the internet at Sussman Middle School, please read and sign the authorization form that is part of the emergency card and have your child return it.

PHYSICAL EDUCATION

Boys and girls are expected to dress out and participate in P.E. class each day. Students are required to wear a two-piece green and grey regulation uniform (white shirts are also acceptable), and tennis shoes. The student's name must be written in permanent ink on the shirt and shorts. Since permanent markers are not allowed on campus, this must be done at home. Shorts must be worn above the knees. Green, white, or gray sweatsuits may be worn in cold weather.

If you are getting over an illness or injury and need to be excused from P.E. participation for a day or two, you must bring a note from your parent. A doctor's note is required for a P.E. excuse of three days or longer. Students who are excused from P.E. must dress out, report to class, and remain under the teacher's supervision. Your P.E. teacher will explain the correct procedure for handling P.E. excuses.

A P.E. locker and combination lock are furnished for your convenience. If you lose your lock, you will be expected to pay \$6.00 for a replacement. Students participating in after-school team sports will be required to show proof of having medical insurance coverage and a recent physical examination.

LIBRARY

The library can be used by any student attending Sussman Middle School and is open before school and after school, at snack and lunch by appointment with Ms. Walker. During regular class time, students must be accompanied by a teacher or must have a signed pass from their teacher. Lost and damaged library books must be replaced or paid for.

SUSSMAN MIDDLE SCHOOL Discipline Policy 2024/2025

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 the loss of 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 of your privilege to ride them to school.

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 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 the stolen property. Furthermore, book bags and backpacks should be free of all writing except for the student's name.

- 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.

ATTENDANCE, TARDINESS, AND TRUANCY

Parents are required to notify the school when their student is absent. Any student not present at school during school hours, 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 at 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 7:55 a.m. The first period bell rings at 8:00 a.m. Students may be assigned the following consequences for first period tardies:
 - *First violation*- warning
 - *Second violation*- warning
 - *Third violation*- teacher gives campus beautification
 - *Fourth violation*- teacher call to parents and lunch detention
 - *Fifth violation*- office call to parents and snack & lunch detention

All students who demonstrate a tardy problem (six 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 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 school 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. 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. No hats (other than "Sussman" hats) or "gang" type attire of any kind is permitted.

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

SNACK AND LUNCH AREA: LITTER

Students are to remain in designated areas during snack and lunch. No food is to be taken out of designated areas. Students who are finished eating may participate in games on the basketball courts. Students are not permitted in unsupervised halls. Leaving trash or throwing food will not be tolerated.

- A. First violation - Campus cleanup during snack.
- B. Second violation - Campus clean up snack and/or lunch.
- C. Third violation - Parent conference, detention, and/or Saturday school.

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. 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. b. Repeated or major violations - Referral to the counselor, Dean, and/or VP with possible parent conferences, Saturday school, 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 school, 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 physical 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, suspensions, 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 the 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, one to five days off-campus suspension, police notification with possible arrest and removal from school, restitution, and possible transfer to another school. Theft may result in a citation.

SMOKING OR POSSESSION OF TOBACCO/MARIJUANA

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, vape pens, 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.

- 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.

PROFANITY AND VULGARITY, OBSCENE MATERIALS

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 - Warning, 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 websites on school devices will be suspended for one to five days.

VANDALISM

Vandalism is considered the 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 and given restitution.

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 serious and major violations 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 notification, fire department notification, possible arrest and removal from school, off-campus suspension of 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 including after-school activities 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 school 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 or at school events 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 marks 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 notification, student arrest and removal from school with subsequent legal action.
- D. Five days of 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 the school administration. Liquid correction fluid is not permitted on campus. Possession of a "Sharpie" or paint marker is a serious and major violation. These items will be confiscated and will not be returned to the student.

- A. First and minor violation – Campus beautification and/or detention
- B. Second/and or major violation - Off-campus suspension for one to three days.
- C. Use of a 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, and restitution.

CELL PHONES, IPODS, ELECTRONIC DEVICES

Cellular phones *are* allowed at school. However, they are to be turned off and placed in backpacks or pockets (and not visible) during school hours while on campus. The 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. Cameras are not allowed on campus and will be confiscated for parent pick-up. Earbuds/Airpods may only be worn with teacher permission during classroom activities. Airpods may not be worn outside of class.

- A. First violation - Confiscation of the device. The device will be held in the office, to be returned to the student at the end of the day. Parents notified.
- B. Second violation - Confiscation of the device, given back to the student at the end of the day. Campus beautification assigned.
- C. Third violation - Confiscation, given back at the end of the day. 1 hour Lunch/Snack Detention assigned.
- D. Fourth violation - Confiscation and held for parent pick up. 1 Week Snack/Lunch Detention. 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 the 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 are 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. and conflict mediation.
- B. Repeated or major violation - referral to the Dean or counselor for a parent conference, 3 to 5 days of off-campus suspension with a 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 comment[`==/s, 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, or 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 that 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; any items which appear to be illicit drugs (i.e., "look-alike" drugs); toy guns or ammunition; matches, fireworks, and other explosives; 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.

- 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, and 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.

FOOD AND BEVERAGE DELIVERIES

Students are not permitted to have food or beverage deliveries during the school day by outside vendors and or delivery services. Office will not accept deliveries by outside vendors and or services.

SUSSMAN MIDDLE SCHOOL STUDENT DRESS CODE

CONDITION: All clothes must be neat, and clean. No seams are to be slit. Clothing that has excessive holes or that is revealing 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, and spaghetti straps are not permitted. Students may not wear tops that show any part of the midriff, bare midriff, mesh shirts or tops with plunging/revealing necklines, and sleepwear. Tops with inappropriate messaging are not allowed.

BOTTOMS: Pants cannot be longer than 1" above the ground. Pants may not be more than 2" larger than the student's waist. 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 inappropriate revealing holes or short shorts with tights underneath).

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: Accessories that pose a safety or health hazard are not permitted. Spiked or sharp/dangerous earrings are not allowed. Body piercings (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.

GANG APPAREL: Any clothing determined to be "gang type dress," e.g., shirts with gang themes, plain white T-shirts, 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. Consequences include 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.