GENERAL INFORMATION

STUDENT IDENTIFICATION CARDS

Student identification cards will be issued to all students to be used for entrance into student activities and to check out library books. If lost, students should go to the main office for a replacement at a cost of $3.00.

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 attendance office (395-5371).

LOCKERS

Hall lockers will be assigned to students prior to the beginning of the school year. Students must use a combination lock and provide the office with their combination code.

Your P.E. teacher will assign your gym locker. Keep these lockers neat and clean and learn your combinations as quickly as possible. **Key locks are not to be used and will be cut off at the student's expense.** Do **not** share your combinations with anyone. Locks or lockers should not be switched without notifying the main office. If you have a problem, report it to the main office or your P.E. teacher.

If you would like to share a locker with a friend, both you and your friend need to talk with Mrs. Grady to start the contract process.

PROGRAM CHANGES

All schedule changes **must** be discussed with the teacher involved. Schedule changes will occur for programmatic reasons, such as special program placement (i.e. special education, G.A.T.E., or for reasons deemed appropriate by school administrators).

LIBRARY-MEDIA SERVICES

The school library is open most days from 7:30 a.m – 3:30 p.m. A student ID card is required to borrow items from the library and those items must be returned in good condition and by the date due.

Students may check out two books from the library at one time. If a student loses or damages a book, he/she is responsible for replacing the book and library privileges may be revoked.

TEXTBOOKS

1. All books must be covered with strong paper or a book cover **immediately.**
2. Books are provided, but you will be held strictly accountable for them. Students will check books out from the library at the beginning of school.
3. Books must be returned at the end of the year in good condition. You will be charged for lost, stolen, or damaged books.

4. Students will be directed to write the date issued and their teacher's name in the stamped area on the inside front cover of the textbook. No other writing should appear on or in the textbook.

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 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

Counseling services are available. The school counselors have offices located in room 102 and in the main office. Students who are facing difficulties and conflict in their lives can also speak with teachers, administrators, or other staff members who will then refer the student for 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. Parents/guardians are encouraged to check with students daily regarding homework completion.

TUTORING
Study hall is available Monday-Thursday before and after school. In addition, 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.

PARENT CONFERENCE TUESDAYS
Interdisciplinary teaching teams are available for parent conferences on Tuesdays after school. Prior to requesting a conference, parents are encouraged to monitor student grades on Infinite Campus, monitor homework, and communicate with teachers; students are required to attend tutoring and show effective use of student planner. Conference times are reserved for students struggling in more than one area. Please call your student's counselor to schedule a meeting.

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 sent to the PTA Clothes Closet.

If you find money, turn it in to the main office. Your name will be recorded and if the money is not claimed within two weeks, it will be given to you.

STUDENT ACTIVITIES

Your student ID card is required for admittance to certain school activities. Only Sutter Middle School students are allowed to attend student activity events.

GUIDELINES FOR STUDENT PARTICIPATION IN EXTRACURRICULAR ACTIVITES
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.

AWARDS
Awards and recognition serve an important function at Sutter. 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 Sutter are appreciated for their academic achievement, school involvement, and positive actions.

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 more than 1 "F" grade in the 4th quarter
- No suspensions in the 4th quarter

- No excessive referrals or other major behavior infractions during their 8th grade 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.

7th GRADE END OF THE YEAR ACTIVITIES

In order for 7th graders to be able to participate in the end of the year activities such as the 7th grade picnic, etc. they may not have any suspensions in the 4th quarter, excessive referrals, or other major behavior infractions (up to administrative discretion).

ATTENDANCE

In order for Sutter 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 or call Sutter's attendance office at 395-5371.

All absences/tardies must be verified as soon as possible by the parent/guardian by calling the attendance office at 395-5371, e-mailing Tracy-Feickert@scusd.edu, or bringing in a note including the absence date(s), reason for absence and a parent/guardian signature. It is the returning student's responsibility to obtain and complete the make-up work.

EARLY DISMISSAL

Pre-arranged early dismissals are the most efficient and preferred way to pick up students during the school day. Whenever possible, please allow thirty minutes for processing. **Only persons listed on emergency card can authorize student's release from school.**

1. Parents/guardians can call the attendance office at (916) 395-5371 to request an early dismissal.
2. Students can bring a note from their parent/guardian to the attendance office before school starts to request an early dismissal.
3. Parents/guardians can email Tracy-Feickert@scusd.edu or send a Webform through the Sutter website thirty minutes prior to requested release time.
4. If an early dismissal is not pre-arranged, parents/guardians can come to the attendance office and request that their student be released. Please understand that students in their PE class or in testing situations will require additional time.
5. In the event a student is ill and needs to go home, they should check in with their teacher and request a pass to the Assistant Principal's office to call their parent/guardian. When the parent/guardian arrives they can check the student out from the attendance office.

If the student returns to school after being released with an early dismissal, they should check back in with the attendance office to be readmitted.

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 (after 8:18 am), 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, Sutter Middle 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.**

VISITORS TO SCHOOL
Parents and guardians are always welcome and are encouraged to visit the school. It is important that we have your assistance in observing some guidelines in setting up a classroom visitation. All parents and visitors to Sutter Middle School **MUST** report directly to the office to sign in and obtain a visitor's pass. If a parent wishes to speak to a teacher, an appointment should be made ahead of time. All teachers will be notified of your visit prior to sending you to the classroom. We appreciate your support in the educational process of your child and encourage parents to become actively involved as long as their presence does not interfere with the educational process.

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 or boards.

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.

SUTTER DRESS CODE
Sutter 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 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.
- Hats or sunglasses
- Sagging pants
- Slippers/ 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
- Detaining student in the detention room
- Repeat offenders will face additional disciplinary consequences

The following items are not to be out during class or passing period:
Electronic devices, hair spray, skateboards, body spray, games, or large sums of money.

* Cell phones and other electronic devices may be used before school, at lunch, and after school ONLY. They must be turned off and out of sight during the school day. Violations of this policy will result in confiscation. Confiscated items will be returned when parents contact the school.

It is recommended that these items be left at home. Sutter is not responsible for lost or stolen items. Anything of value should not be brought to school except in special cases with prior administrative approval.

CAFETERIA/SNACK BAR AND LUNCH BEHAVIOR
Students may bring their lunch to school, buy all or part of their lunch in the cafeteria, or make a purchase at the snack bar or one of the snack carts.

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

1. Students are to **stay on campus during lunch.**
2. Students must have a pass to be in the building during lunch.
3. Students may not cut in line or save spaces.
4. Food must be consumed in the cafeteria, the quad area, or other designated areas.
5. When finished eating, students are to clear their table of litter.
6. Off limit areas for students during lunch include behind portable buildings and any other area not supervised by an adult.

DISCIPLINE PROCEDURES

The important part of the philosophy of education of Sutter Middle School is that all students should be provided with every opportunity to fully experience 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 and productive 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.

Detentions are to be served during lunch or after school. Staff may keep a student after school for counseling or discipline. If after school detention is to exceed 15 minutes, the student will have the option of serving that day or the following day.

During periods of out of school 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. Students who have been suspended from school may not be allowed to attend any extracurricular school events, such as dances, field trips or athletic events.

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 or assistant principal, may be used in an effort to prevent students from getting into further difficulties. An accumulation of minor violations constitutes a major violation.

<u>Examples of Minor Violations</u>

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 sheet; students giving/receiving answers to/from others; using another student's work; plagiarizing; text messaging on cell phones)
4. Forgery, or altering school passes, re-admits, 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)(1), and means severe or pervasive physical or verbal act(s) or conduct, including communications made in writing or by means of an electronic act, as defined in Education Code section 48900, subdivision (r)(2), and including one or more acts committed by a student or group of students, directed towards one or more students that 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 WeTip system at 1-855-86-BULLY. Reports of bullying behavior made through WeTip will be delivered to the district's Bullying Prevention Specialist and then routed to the school administrator for investigation and action.

TRAINING FOR SCHOOL PERSONNEL

All school personnel, including classified staff, will be offered at least two hours of bullying prevention training every two years. Additionally, all staff will be informed annually of their requirement to report bullying behavior. 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.

Sacramento City USD
Guidelines for Textbooks

1. Textbooks are provided for use by students and remain the property of the Sacramento City Unified School District. Students are responsible for returning textbooks checked out in their name in good condition, with no more wear and tear than usually results from normal use. (SCUSD BP 6161.2)
2. Each student is responsible for all textbooks checked out under his/her name and is subject to fines if books are lost or damaged. Students or parents/guardians are responsible for the current replacement cost of the materials. (SCUSD BP 6161.2 and CA Education Code 48904)
3. Payment can be made by cashier's check, money order or cash. Checks for lost or severely damaged books are made out to Sacramento City Unified School District. If the book(s) are later found (within 9 months) and returned, a refund check will be issued by the district. A receipt must be presented in order to receive a refund.
4. Fines may be waived in instances of unusual circumstances at the discretion of the principal, his/her designee or the district. Or, students may complete service hours in lieu of cash payment for damaged or lost textbooks.
5. When materials are damaged but still usable the student will be charged as follows:

Damages	Cost
Torn pages, ink or pencil marks	$1.00 per page
Damaged cover	25% of the cost of the book
Damages that prevent re-issuing books (including mold or mildew or obscenities – drawn or written)	Full cost of the book
Missing bar codes	$5.00

6. All textbooks must be returned by students at the end of every school year. If not, the district may withhold the student's grades, diploma, and transcripts until restitution is made or an agreement is reached with the site administration. (CA Education Code 48904). The student may also be denied participation in school privileges or commencement activities. (SCUSD BP 6161.2)

WORKS CITED GUIDELINES

A Works Cited page is an **alphabetical** listing of all the sources you used for your report. The page is at the end of your report and has the words "Works Cited" (or "Bibliography") written at the top. The basic format, according to the Modern Language Association (MLA) style guidelines as listed on the Purdue Online Writing Lab website (http://owl.english.purdue.edu), is to list citations by author's last name in alphabetical order.

Examples:

A book with one author:

Last name, First name. *Title of Book*. City of Publication: Publisher, Year of Publication. Medium of Publication.

Kipling, Rudyard. *The Jungle Book*. Belmont: Fearon/Janus, 1967. Print.

A book with more than one author:

The first author name appears last name, first name format; subsequent author names appear first name, last name.

Coombs, Roy and Sheila Jones. *The Dolphin*. Windmere: Rouke Enterprises, 1979. Print.

Articles in periodicals (magazines and newspapers):

Author(s). "Title of Article." *Title of Periodical* Day Month Year: pages. Medium of publication.

Linden, Eugene. "A Pair of Captive Dolphins are Retrained." *Time* 17 Aug. 1999: 72-73. Print.

Internet sources:

MLA no longer requires URLs in citations. If your teacher requires them, list them after the date of access using angle brackets (<URL>). Use n.p. if no publisher name is available and n.d. if no publishing date is given.

Author(if available). *Name of Site*. Version number. Name of institution/organization affiliated with the site (sponsor or publisher), date of resource creation (if available). Medium of publication. Date of access (the date you went to the site).

Personal Source:

Name of person interviewed. Type of interview. Date.

Martin, Cristin. Personal interview. 23 Nov. 2000.