

SUNRISE MIDDLE SCHOOL
San Jose, California

PARENT AND STUDENT
HANDBOOK
2015-16

Our school is for students who are seeking a holistic, meaningful and stimulating education. We believe school should be a place where youth want to come each day, excited to learn about life and themselves, where they're allowed to question and challenge the world around them, and where they feel empowered and respected for who they are. What matters is what we're doing now and the vision we hold for our future.

INTRODUCTION

We welcome you to the 2015-16 school year and to this amazing family that we call Sunrise Middle School.

Middle school is the first major step toward college and career, and we are here to guide and support you along that path.

We have written the following rules and agreements to ensure that all Sunrise students have the opportunity to learn in a safe and peaceful environment.

Please read this handbook carefully with your parents and bring the last page back to your teacher, signed by both you and your parents

BASIC INFORMATION

SUNRISE MAIN OFFICE LINE (408) 659-4785
SCHOOL HOURS M Tu Th Fri 8 a.m. to 3:45 p.m.
Wednesday 8 a.m. to 3 p.m.
AFTER SCHOOL PROGRAMS Until 6 p.m.
The school office is open from 7:30 a.m. to 4 p.m

STAFF:

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OUR MISSION

Sunrise Middle School is a community of educators, parents and students who believe that learning should be rigorous, stimulating, relevant, and fun.

We are committed to educating traditionally underserved students and recognize that learning experiences that engage rigor, relevance and relationship can close the achievement gap, even among the most at risk.

We meet students' academic and developmental needs through a "second-home" nurturing environment that includes small class size, daily meditation, character-building, field trips, outdoor education and counseling.

We work relentlessly to ensure equitable access to challenging and meaningful learning for all students. We also demand equal respect and safety for all students, teachers and parents who are part of our community.

Our school is characterized by:

- A safe and attractive campus
- A rigorous academic core curriculum
- A rich elective program (except for those students who are in need of math intervention during Period 7)
- Student Council
- Personal and academic counseling, upon request
- After school league sports and other extracurricular activities
- A firm commitment to technology in the classroom
- A dedicated, caring and competent professional staff
- A supportive parent community
- An energetic, enthusiastic and capable student body
- A deep commitment to making the world a better place

PARENT SUPPORT AND INVOLVEMENT

Sunrise encourages parents to become involved in the school. Volunteers are especially needed to supervise and serve students before school, at brunch and lunch, and after school.

Parents also are invited to serve on the School Site Council, or parent advisory group, and on the English Learner Advisory Committee, or ELAC. These groups meet once a month. Elections for the School Site Council are held at Back to School Night, which will be September 2nd for the 2015-16 school year.

Additionally, parent coffee meetings are held on the second Friday of each month, at 8 a.m. in the school multipurpose room.

STUDENT ATTENDANCE

Attendance and Tardy

The California Education code requires that students attend school full-time. Moreover, it is extremely important for all students to attend school daily in order to gain the maximum benefit from their education and to show a dedication to being on track for higher education.

Notifying the School of Student Absence or Tardies

Parents and guardians are required to call the Sunrise front office line at (408) 659-4785 by 9 a.m. each day of a student's absence. If an absence is not verified, the absence will be considered an unexcused absence. Headaches, stomachaches, cramps, etc. are not considered valid reasons for absence from school.

Legally Truant

A student can be considered a legal truant if they are absent without a valid excuse on three days, tardy or absent for more than any 30-minute period during the school day on three occasions in one school year, or any combination thereof. (ED Code 484260). In these cases, the school will refer the case to the District Attorney's Office for prosecution.

Excused and Unexcused Absences or Tardies

Below is the list of excused absences. If you are not sure if your absence will be excused, please speak to the school principal, Teresa Robinson, or to the assistant, Miriam Peirano, immediately.

Excused Absences and Tardies

- Illness

- Medical or dental appointments
- Attending a funeral
- Approved participation in a school event, activity or meeting with an administrator.
- Personal or family emergency when approved by a school administrator
- Appointments with law enforcement or attorneys.

Cutting Class or School

Cutting class or any part of the school day is an unexcused absence where neither parents nor the school have given permission for the student to miss school. Cutting includes students who choose to leave campus without permission at any time of the school day.

If a student cuts school the student will need to stay at school until 6 p.m. the following day. Parents will be notified. A meeting with parents will be called if this happens more than once.

Tardy

Students who are tardy three times in a (six-week) grading period will need to attend Saturday school 8-10 a.m. the following Saturday.

The first bell rings at 7:55 a.m.

Teachers will change absents to tardies if students come in during the warm-up time, and will remind them verbally they have a tardy counting toward Saturday school.

Students who come in after the warm-up time need to go to the office for a tardy slip.

STUDENT SAFETY

Students are not supervised by school staff before 7:30 a.m. or after 4 p.m. – 3:15 p.m. on Wednesdays – unless they are in the after school program or are allowed to remain inside the school building for homework help or are staying late inside the school building to make up for missed school time.

Before 7:30 a.m. or after 4 p.m., students are the responsibility of the parent or guardian. Students should not leave campus once they arrive and should not congregate in the parking lot or outside the gates.

Picking up a student during school hours

Also for safety purposes, if a student needs to leave early for an appointment, a telephone call and / or note from the parent or guardian must be made before the student is allowed to leave.

INDEPENDENT STUDY FORMS

If your child must be away from school for more than two days due to unavoidable family trips, be sure to check with the office at least one week before the absence for an Independent Study Form and to set up an Independent Study Meeting with your child's teachers. Your child's teachers will assign work for your student to complete while he or she is gone. The teachers, principal and parent must sign the form with your work attached upon your return.

DRESS CODE

Students will wear:

- Khaki, black, white or gray pants or shorts, if just above the knee (girls may wear an appropriate skirt, if it is just above the knees)
- White, gray, khaki or black collared shirt.
- White, black or gray sweater or jacket if one is needed – no imprints.
- No gang-related attire such as red or blue, rosary beads, “godfather” shoes, etc.
- A backpack and shoes of any color except red or blue
- For PE, shorts or sweats and a T-shirt of any color except red or blue.

NOT EVEN A LITTLE BIT OF RED OR BLUE WILL BE ALLOWED ON ANY CLOTHING.

Violators of this dress code will be required to trade in their clothes for pants and shirts that are marked “loaner.” They will be given their clothes back at the end of the day when the loaned items are returned.

HOMEWORK

Homework is expected to be turned in on time. Homework turned in late will get credit up to 75 percent. Students who don't turn in homework will also be assigned to the homework center after school, from 3:45 to 4:30 p.m. Students who don't attend the center when instructed to attend, will need to attend Saturday School, 8 a.m. to noon. Students may elect to attend homework center voluntarily, if there is space available.

Homework assignments will begin a regular basis the second week of school. Please plan on approximately 90 minutes of homework nightly, Mondays through Thursdays. Half of this time must be spent reading a book at the student's level or slightly above. (Reading below one's level does not result in improved reading skills.)

GRADES AND HONORS

Students' final grades will be determined in this manner:

25% based on homework

25% based on class participation
25% based on tests and quizzes
25% based on class work

Parents are notified of their students' progress six times a year, or approximately every six weeks. The final semester grades at the end of December and the beginning of June are the ones that go on a student's permanent record.

Students are also honored at six awards ceremonies held throughout the year. Parents are encouraged to attend these ceremonies. The most important awards are those given for effort and individual student growth. Sunrise tells students it's okay to make mistakes, for it is through making mistakes that one learns. Perseverance, effort and individual growth are valued more than one's ranking in the class.

BASIC STUDENT RULES

Sunrise students generally learn fairly quickly to follow the basic rules:

No chewing gum on campus, or else you might have to scrape it off the desks during lunch. (Gum makes a mess!)

No eating candy or drinking soda or energy drinks on campus, or else they'll be taken away. (Doing this often leads to hyperactivity and results in behavior issues.)

Keep your cell phone, iPod, and other electronics turned off and in your backpack while on campus, even during breaks, or they'll be taken away. (Having these items out is a distraction to learning.)

Come to class on time, or you will need to do detention. (One of the most important things to learn is to be on time!)

Don't eat or drink anything other than water in the classroom, or anywhere outside the cafeteria, or you will need to clean up the school. (Again, makes a mess!)

Make sure to throw your trash away, or you'll be picking up trash during lunch!

Follow the dress code, or you'll be wearing "loaner" clothes. (The dress code is for safety and to reduce distractions to learning.)

Don't graffiti or otherwise destroy the tables, chairs, walls, etc., or you'll be repairing what you damaged. (We'll gladly take your artwork elsewhere!)

Finally, please be respectful to staff and fellow students.

IN THE CLASSROOM

Sunrise teachers use redirection and positive discipline as much as possible. However, if a student continues to be disruptive in the classroom, to the point of disturbing other students' learning, he or she will receive steps, or referrals. These ultimately could lead to suspension or more severe consequences.

Referral System

Students will be given a quick warning if they are acting inappropriately in class. If the behavior persists, students will be directed to sit elsewhere in the classroom. If the behavior still continues, students will be sent to the office. At the office students will write a behavior modification plan and then complete their classwork. This plan will be filed in the office, and the student also will give a copy to the teacher before he/she is allowed to re-enter the classroom the next day. The behavior in the classroom and / or the office will determine whether an official referral is given.

If a referral is given, the student will need to write a reflection paper and discuss it with the teacher involved.

The student will be asked to answer these questions:

1. Write your story of what happened leading up to receiving your referral. Describe the incident in detail.
2. What will you keep in mind for the future so a serious incident like this does not occur again?
3. How did you feel when this incident was happening?
4. How do you think your teacher felt during this incident?
5. How do you think your specific actions or words made your teacher feel?
6. How did your teacher's specific actions or words make you feel?
7. What are some questions you would like to ask your teacher?
8. What are some questions you hope your teachers asks you?
9. How could you have behaved differently so this incident would not have resulted in a referral?
10. Is there anything else you would like to say to your teacher?
11. Is there something happening outside of the classroom that is bothering you?

Multiple Referrals

After the first referral, the parent will be called and the student will need to stay after school to complete his/her reflection sheet.

After the second referral, there will be a parent meeting, and the student may go on a daily progress report system.

After the third referral, the student will need to attend the next bi-monthly Saturday school from 8 a.m. until noon.

If there is a fourth referral, the student will not allowed to return to school until there is a parent meeting.

Further referrals will result in meetings concerning the appropriateness of the student's placement at Sunrise Middle School.

Cell phones, iPods, and electronics

Electronics will not be allowed on campus unless they are buried deep in a student's backpack and not taken out during the school day or seen by staff members. The reason for this is that they interfere with instruction and safety.

If a phone, iPod, etc., is seen by a staff member the student will need to hand it over to the teacher or an administrator and pick it up from the front office at the end of the day. If this happens a second time, the administrators will keep the item until the parent can pick it up at the end of the day. If there is a third offense, a parent meeting will be held, and the student will need to sign a contract with the school requiring the item to be turned in to the office at the beginning of every school day.

Entering and leaving the classroom.

All teachers will have a schoolwide policy about how students should enter the classroom. This will be posted in a visible spot at the front of the classroom.

The posters say:

This is how we enter the classroom:

- a. Line up in single file as soon you hear the bell or gong.
- b. Be quiet upon entering classroom.
- c. Take out your supplies.
- d. Put backpacks and purses under your chair or on the back of your chair.
- e. Begin your warm-up activity and be ready to do your best!

Leaving the classroom:

At the end of class students will be dismissed by table or area after their area is neat, trash has been picked up, supplies are returned orderly, and the students are sitting quietly. Students who are dismissed first will get to line up at the door first. Before brunch and lunch, teachers will escort students to the cafeteria.

Bathroom Breaks

Each teacher will give students two bathroom passes per six-week grading period. If a child has a medical condition, the parent needs to write or call the school.

SERIOUS OFFENSES AND OTHER RULES

Drugs and Alcohol

A student suspected of being under the influence of drugs or alcohol will be immediately taken to the front office, and parents will be called in.

Possession of drugs or alcohol can lead to notification to law enforcement, suspension and / or expulsion.

Students and parents should be aware that schools have the authority to search for drugs or alcohol without a warrant if there is reason to suspect the use or possession of either.

Weapons

Weapons are not allowed on campus, under California Education Code, and can lead to suspension and/or expulsion. Any weapon will be confiscated, a parent meeting will be called, and law enforcement may be brought in. Weapons may include screwdrivers, razor blades, and other sharp or dangerous objects, in addition to guns and knives.

Fighting

Fighting is not allowed under California Education Code and can lead to suspension and / or expulsion.

Graffiti

Students are expected to respect their school and will be required to clean up any graffiti and to give restitution to the school in money and / or service.

Gang graffiti will lead to parent meetings and other more serious consequences.

Bullying

Sunrise Middle School considers the way people treat each other a very important matter, and no bullying will be allowed.

Students who get into conflicts will need to resolve their issues through conflict resolution guided by a staff member or peer.

Behavior During Meditation and School Assemblies

Students need to respect the group during schoolwide meetings and meditations. Students who do not do this will be removed from the group and required to perform same activity in a separate room.

Tobacco

Tobacco is not allowed on campus under California Education Code. It will be confiscated if found, and parents will be contacted.

Trash and Recycling

Students will be expected to put all trash in garbage can and to put all paper, bottles and cans that can be recycled in a recycling bin.

Everyone will pick up after themselves after brunch and lunch.

Public Displays of Affection

PDA's are not okay. Parents will be notified if this gets to be a problem in the eyes of any staff member.

SUSPENSION AND EXPULSION

Sunrise would much prefer to keep students in school than to suspend or expel them. However, certain offenses under state law do carry a threat of suspension or expulsion. A student may be suspended or expelled for any of the following reasons when it is determined that the student:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Director/Administrator or designee's concurrence.
3. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058,

alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.

5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school or private property.
7. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm, i.e., a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
16. Made terrorist threats against school officials and/or school property.
17. Committed sexual harassment.
18. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

19. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.

Conferences will be held with the parents in the event of a suspension. Students recommended for expulsion are entitled to a hearing before the school's Board of Directors or a three-person committee of that Board.

A full copy of the school's suspension and expulsion policy is available on request at the school office.

EMERGENCY PROCEDURES

Should an emergency situation (such as an earthquake, power failure, or civil disaster) occur while school is in session, Sunrise Middle's response plan will be as follows:

- No student will be dismissed from school unless a parent (or individual previously designated by a parent) comes for him/her.
- No student will be allowed to leave with another person, even a relative or baby-sitter, unless that person is listed on the student's emergency form. Please be sure your child's emergency information listed with the school is up-to-date.

If an emergency situation should exist, we ask that you observe the following guidelines:

- Please do NOT call the school. We must have the lines open for emergency calls.
- As soon as possible, come to school to pick up your student and any other students for whom you are the emergency card designee.
- Park on the streets or the designated parking areas. Leave the driveway and turnout near the multipurpose room clear for emergency vehicles.
- If at the direction of public officials (fire, police, etc.) Sunrise students have been relocated to another site for safety, announcements will be made via the school's One Call notification system or local radio and TV stations.
- Be sure you have told your student to follow the directions of school personnel.

PLEASE SIGN AND RETURN TO YOUR TEACHER:

I _____, have read this student
(student's first and last name)
handbook for Sunrise Middle School. I agree to follow the rules to
the best of my ability out of respect for my classmates and
teachers.

Student signature

Date

I, _____, as this student's parent, have read the student
handbook with my child and agree to encourage him/her in following Sunrise Middle
rules and regulations.

Parent signature

Date