



# **SUNRISE MIDDLE SCHOOL**

## **STUDENT-PARENT HANDBOOK 2019-2020**

**1149 East Julian Street  
San Jose, California 95116  
[www.sunrisemiddle.org](http://www.sunrisemiddle.org)**

**PHONE: 408.659.4785  
FAX: 408.297.2031**

**OFFICE HOURS:  
7:30 a.m. – 4:00 p.m.**

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

*The regulations, procedures and consequences outlined in the Student-Parent Handbook are to be considered guidelines only. The school reserves the exclusive right to modify or otherwise depart from these guidelines when necessary to further or protect the underlying philosophy or mission of the school. The school reserves the right to investigate and discipline any conduct that the school believes, in its sole discretion, to be contrary to the mission and philosophy of the school.*

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## **INTRODUCTION and PHILOSOPHY**

*We welcome you to the 2019-2020 school year and to this amazing family that we call Sunrise Middle School.*

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 are allowed to question and challenge the world around them, and where they feel empowered and respected.

Middle School is the first major step toward college and career, and we are here to guide and support you along that path. Sunrise Middle School programs are designed to promote the full development of our students. Administration, faculty and staff know students and families well, enabling them to design an educational program most responsive to the students' needs.

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.

## **HISTORY**

Sunrise Middle School was created in 2011 with the mission of serving the most at-risk students in this community. The school is now in its eighth year of existence, is financially stable, has high test scores for its low-income, English learner population and is a sought after school for children in its community. Sunrise operates under a charter from the Santa Clara County of Education.

Though the school is a stand-alone charter, it already can point to several accomplishments indicative of its capabilities. The state released its new system for holding schools accountable, and Sunrise Middle received high marks for its students' academic growth. Sunrise Middle School has the highest English scores of similar schools in the area.

## **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
- Student leadership
- 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**

One of the most important aspects of Sunrise Middle School is its community. While parents are recognized as the primary educators of their children, the school employs a “team effort” in approaching a student’s academic, moral and social development. As a community we recognize that working together can accomplish so much more than working alone.

Sunrise encourages parents to become involved in the school. There are many opportunities for parents, students and faculty to join together as one community. Volunteers are especially needed to supervise and serve students before school, at brunch and lunch, and after school. Parents can participate and are always welcome at Athletic games and are also encouraged to meet with teachers to plan their students’ academic path.

We also need parents 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. Sign up for the School Site Council at Back to School Night. Additionally, parent coffee meetings are held on the second Friday of each month, at 8 a.m. in the school office or multi-purpose room. We will send out reminders through our text message or one-call system.

## **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. Fever and vomiting are valid reasons for being absent.

## **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**

Following is the list of excused absences. If you are not sure if your absence will be excused, please call the office right away, 408-659-4785.

### **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 the next Saturday School date from 8-10 a.m.

The first bell rings at 7:55 a.m., and students are expected to immediately line up in front of their first period classroom. Students who are not in the classroom by 8 a.m. will need to first go to the office for a late slip.

## STUDENT SAFETY

Students are not supervised by school staff before 7:30 a.m. or after 4 p.m. – after 2:15 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.

## DRESS CODE

Students will wear:

- Khaki, black, white, gray, yellow or purple pants or shorts, if just above the knee (or skirt, if it is just above the knees)
- White, gray, khaki, black, yellow or purple collared shirt.
- White, black, khaki, gray, yellow or purple 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
- No sagging pants or Hoodies, inside or outside the classroom. Beanies are OK.
- 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 – OR ANY SHADE OF RED OR BLUE, INCLUDING TURQUOISE, MAROON, ETC. – WILL BE ALLOWED ON ANY CLOTHING OR ACCESSORIES.**

**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.)

## **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.

## **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

If students get a D or F on a test, they have an opportunity to re-take the test during Office Hours. Office Hours are conducted after school to help students master academic skills. Please refer to the schedule in the fall, which will list the days and hours for each subject.

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.

### CAMPUS RULES AND REGULATIONS

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 may need to do Office Hours. (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. Follow our school rules and:

- **Be Respectful!**
- **Be Responsible!**
- **Be Safe!**

Sunrise Middle School students model the following S.C.O.P.E. Characteristics:

- **Self-Control** - I am in control of my actions and reactions.
- **Curiosity** - I explore, imagine, and discover.
- **Optimism** - I am confident in my ability to make positive change in any situation.
- **Perseverance** - I persist despite difficulty or discouragement.
- **Effort** - I am willing and determined to do my personal best.

## CLASSROOM EXPECTATIONS-BEHAVIOR AND RULES

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 may receive a referral. These ultimately could lead to suspension or more severe consequences.

### **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 school-wide 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**

### **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.

### **Behavior During Meditation and School Assemblies**

Students need to respect the group during school wide 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**

Sunrise Middle School is a Tobacco-Free Campus.

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

This prohibition on the use of tobacco on campus extends to use of electronic cigarettes or other devices that deliver a vaporized liquid.

Such cigarettes and devices are prohibited on campus.

Staff or students in possession of tobacco products, including electronic cigarettes will be referred to the California Smoker's Helpline (1-800 NO BUTTS) so that they may take advantage of smoking cessation assistance and resources.

## **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.

## **SERIOUS OFFENSES, CONTINUED**

### **BULLYING-POLICY FOR BULLYING PREVENTION**

The Sunrise Middle School District believes that all students have a right to a safe and healthy school environment. The district schools and community have an obligation to promote mutual respect, tolerance, and acceptance.

The Sunrise Middle School District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The Sunrise Middle School District expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, the Sunrise Middle School District will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the Office of Student Services. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

## CYBERBULLYING-POLICY FOR CYBERBULLYING PREVENTION

Sunrise Middle School is committed to providing a safe, positive, productive, and nurturing educational environment for all students and members of the school community. This policy provides Sunrise families with background information on cyber bullying, disciplinary rules, prevention strategies, and links to helpful resources.

### 1. WHAT IS CYBER BULLYING?

Cyber bullying is bullying that takes place using electronic communication technology such as cell phones, computers, and tablets, as well as communication tools including social media sites, e-mail, web applications, and text messages. In some cases, cyber bullying is a single child sending a hurtful text to another child. But it can also be a group of students posting hurtful things about another student or teacher or other adult on a social media website. Examples of cyber bullying include:

- Sending mean emails, texts or instant messages to students.
- Threatening or intimidating another student online or in a text message.
- Posting hurtful statements about a student on social media platforms.
- Pretending to be another person by creating a fake online profile.
- Taking an embarrassing or sexually explicit photo of a student and/or sharing it without permission.
- Sending repetitive neutral messages to someone a student in a harassing manner.

Victims of cyber bullying may experience many of the same effects as children who are bullied in person, such as impacted academic performance, low self-esteem, or depression. However cyber bullying can seem more extreme to its victims for several reasons:

- Cyber bullying can be harsher. Often kids say things online that they wouldn't say in person.
- Cyber bullying can have a greater impact on children as they can receive bullying communications *at home*. Being bullied at home can take away the place children feel most safe.
- Cyber bullying's impact can be devastating due to how easy it is to share bullying communications. Children are able to send emails or make posts on social media about a student and it can be easily shared with classmates and a larger public audience. The student who is targeted may feel *publically humiliated* since the viewing audience is virtually limitless.

### 2. CYBERBULLYING IS PROHIBITED

Sunrise will not tolerate behavior that infringes on the safety of any student, including the bullying, harassment, intimidation, and cyber bullying of any student. Students who engage in cyber bullying may be subject to disciplinary action up to and including suspension and expulsion.

Sunrise has policies and programs in place that help create an environment that is proactive in preventing and addressing cyber bullying. These include the implementation of our Behavior Policy,

Student Suspension and Expulsion Policy, Anti-Discrimination Policies, on-campus programs like the friendship bench, and teacher in-service training to raise the awareness of children and school staff regarding harassment, intimidation and bullying.

“Bullying” is prohibited and is grounds for suspension or expulsion. “Bullying” is defined to include severe or pervasive conduct, including cyber bullying, that can be reasonably predicted to have the effect of one or more of the following:

- Placing a reasonable student or teacher or other adult in fear of harm to the student’s person or property.
- Causing a reasonable student to experience substantial interference with his or her academic performance.
- Causing a substantial detrimental effect on a reasonable student’s physical or mental health.

Sunrise can discipline students for any acts that occur *on-campus* (e.g., student sends bullying texts to another student during school hours). A student may also be disciplined for *off-campus* cyber bullying if it meets the definition of bullying above and substantially disrupts another student’s instructional environment.

For example, a student who uses a home computer to post insulting statements about another student or adult on a social media website is engaging in cyber bullying. As a result, the target student may be subject to additional harassment at school, making it more difficult for him/her to participate in educational activities. Any student who makes that kind of posts will be subject to disciplinary action, as well as any other students who are responsible for harassing the target student.

Sunrise staff recognizes students’ First Amendment rights and will consult with legal counsel if they have questions about the school’s ability to discipline a student for actions conducted off-campus.

### 3. **PARENT INTERACTIONS WITH STAFF**

Sunrise’s education programs greatly benefit from volunteer support of our parent community. This support takes many forms, including helpful parent feedback.

Sunrise expects that parents/guardians will communicate with Sunrise staff members in a respectful and non-harassing manner. If parents/guardians direct harassing, malicious, obscene, threatening, or intimidating communications towards any member of the Sunrise community (e.g., staff, parents, and students), they may have their electronic and/or telephonic access to school staff and Sunrise social media accounts (e.g., Facebook groups and pages) restricted at the discretion of the Executive Director/Principal.

### 4. **REPORTING CYBERBULLYING**

Students are expected to immediately report incidents of intimidation, harassment and/or bullying—including cyber bullying—to a playground monitor, teacher, Vice Principal or the Executive Director/Principal.

Sunrise staff should immediately report any instances of cyber bullying to the Executive Director/Principal. The Executive Director/Principal is responsible for investigating incidents of cyber

bullying, notifying parents/legal guardians, and issuing discipline consistent with Sunrise's policies. Parents and students can rely on Sunrise staff to promptly investigate each complaint in a thorough and confidential manner. Sunrise shall discipline students who commit a prohibited act of cyber bullying following the procedures laid out in the charter, which are summarized in the Student Suspension/Expulsion section of the Parent Informational Handbook.

If any student who believes he/she was cyber bullied by another student, or the parent of the complainant student, feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent should contact the Executive Director/Principal. Sunrise prohibits retaliatory behavior against any complainant or any participant in the complaint process.

If cyber bullying is of a very serious nature, such as threats of physical violence or sharing explicit photographs of another student, Sunrise staff must immediately inform the Executive Director/Principal. The Executive Director/Principal is responsible for notifying law enforcement in response to these serious incidents.

## **5. PREVENTION STRATEGIES AND RESOURCES**

Each teacher at Sunrise implements a classroom management plan that addresses inappropriate behavior, including bullying. Teachers discuss/review this plan and conduct ongoing discussions and activities in the classroom related to bullying prevention throughout the school year.

Since cyber bullying can take place at home, parents play an important role in preventing cyber bullying. The following are some strategies aimed at cyber bullying prevention:

- Provide guidance to children on appropriate behavior using technology, which may include:
  - Never give out personal information online, whether in instant message profiles, chat rooms, blogs, social media sites, or personal websites.
  - Never tell anyone but your parents your password, even friends.
  - If someone sends a mean or threatening message, don't respond. Save it or print it out and show it to an adult.
  - Don't put anything online that you wouldn't want your classmates to see, even in email.
  - Don't send messages or make posts when you're angry. Before clicking "send," ask yourself how you would feel if you received the message.
  - Help other students who are bullied online by not joining in and showing bullying messages to an adult.
  - Always be as polite online as you are in person.
- Know the sites your children visit and their online activities. Ask where they're going, what they're doing, and whom they're doing it with.
- Learn about the sites and applications your children use, so you can better monitor their use.
- Discuss cyber bullying with your children and ask if they have ever experienced it or seen it happen to someone.
- Ask for their passwords, and if necessary tell them you'll only use them in case of emergency.

- Ask to “friend” or “follow” your kids on social media sites or ask another trusted adult to do so.
- Tell your children that you won’t blame them if they are cyber bullied. Emphasize that you won’t take away their computer privileges—this is one of the main reasons students don’t tell adults when they are cyber bullied.

The following are links to websites that feature additional information and resources, which may be helpful to our families:

- National Crime Prevention Council: <http://www.ncpc.org/topics/cyberbullying/stop-cyberbullying>
- StopBullying.Gov: <https://www.stopbullying.gov/cyberbullying/index.html>
- Cyber bullying Research Center: <http://cyberbullying.org/resources>
- CyberBullyHelp: <http://cyberbullyhelp.com/>
- Safe Kids - <http://www.safekids.com/>
- AThinOnline.Org: <http://www.athinline.org/>

## CONFLICT RESOLUTION-POLICY FOR CONFLICT RESOLUTION

The Sunrise Middle School District believes that all students have a right to a safe and healthy school environment. Part of a healthy environment is the freedom to openly disagree. With this freedom comes the responsibility to discuss and resolve disagreements with respect for the rights and opinions of others.

To prevent conflict, the Sunrise Middle School District will incorporate conflict resolution education and problem solving techniques into the curriculum and campus programs. This is an important step in promoting respect and acceptance, developing new ways of communicating, understanding, and accepting differing values and cultures within the school community and helps ensure a safe and healthy learning environment.

The Sunrise Middle School District will provide training to develop the knowledge, attitudes, and skills students need to choose alternatives to self-destructive, violent behavior and dissolve interpersonal and intergroup conflict. Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The Student Code of Conduct includes, but is not limited to, the following:

- Students are to resolve their disputes without resorting to violence.
- Students, especially those trained in conflict resolution and peer mediation, are encouraged to help fellow students resolve problems, peaceably.
- Students can rely on staff trained in conflict resolution and peer mediation strategies to intervene in any dispute likely to result in violence.
- Students needing help in resolving a disagreement, or students observing conflict may contact an adult or peer mediators.
- Students involved in a dispute will be referred to a conflict resolution or peer mediation session with trained adult or peer mediators. Staff and mediators will keep the discussion confidential.
- Conflict resolution procedures shall not supplant the authority of staff to act to prevent violence, ensure campus safety, maintain order, and discipline students.



## 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. Knowingly received stolen school property or private property.
12. 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.

13. 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.
14. 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.
15. Made terrorist threats against school officials and/or school property.
16. Committed sexual harassment.
17. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
18. 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.

**HANDBOOK ACKNOWLEDGEMENT**

**PLEASE SIGN THIS PAGE AND RETURN TO YOUR TEACHER: 2018-2019**

I \_\_\_\_\_, have read this student  
(STUDENT 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, \_\_\_\_\_, have read the student  
(PARENT FIRST AND LAST NAME)

Handbook with my child and agree to encourage him/her in following Sunrise Middle rules and regulations.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Date

# UCP Annual Notice for 2018 - 2019

*SUNRISE MIDDLE SCHOOL*

**For students, employees, parents/guardians, school and district advisory committee members, private school officials, and other interested parties**

Sunrise Middle School has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- After School Education and Safety
- California Peer Assistance and Review Programs for Teachers
- Child Nutrition
- Consolidated Categorical Aid
- Economic Impact Aid
- Education of Pupils in Foster Care and Pupils who are Homeless
- Every Student Succeeds Act / No Child Left Behind
- Local Control Accountability Plans (including Charter Schools as described in *EC* §§ 47606.5 and 47607.3);
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- School Safety Plans
- Special Education
- Tobacco-Use Prevention Education

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

We shall post a standardized notice of the educational rights of foster and homeless youth, as specified in Education Code Sections 48853, 48853.5, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

Complaints other than issues relating to pupil fees must be filed in writing with the following designated to receive complaints:

Name or title: Teresa Robinson, Director ( or a Board Member If complaint concerns her)

Unit or office: Sunrise Middle

Address: 1149 E. Julian St., San Jose, CA 95116

Phone: 408-659-4785

E-mail address: teresa@sunrisemiddle.org

A pupil fees complaint is filed with the *Sunrise Middle School* and/or the principal of the school.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal our Decision of complaints regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our Decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our Decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

A copy of our UCP compliant policies and procedures is listed below.