



**SUNRISE MIDDLE SCHOOL**

**STUDENT-PARENT  
HANDBOOK  
2026-2027**

**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 2025-2026 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 (see also, last section in handbook)**

#### **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.

***Students who are sick should stay home.***

#### **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.

### **Attendance Recovery**

Students who miss an excessive number of school days may be required to make up the lost time after school and may not progress to the next grade level.

### **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.

### **Tardy**

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**

#### **Sunrise Middle School DRESS CODE for 2025-2026**

- All colors allowed except for red, blue, teal or maroon.
- No sagging, or gang attire of any kind. No ProClub sweats or shorts.
- Jeans okay, but no holes above the knee.
- Shorts, skirts and dresses can be no more than 3 inches above the knee.
- No crop tops showing stomach – no cleavage can be showing.
- No wearing hoodies, no pajamas, no sweats. No flip-flops or slip-ons, but crocs are ok.

### **HOMEWORK**

Homework is expected to be turned in on time. Homework turned in late will get credit up to 75 percent.

### **INDEPENDENT STUDY FORMS**

If your child must be away from school for more than two days due to unavoidable family trips, ***or a COVID-19 quarantine period***, be sure to check with the office 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.

However, Sunrise Middle School is not authorized to run a formal independent study program under which students could do home studies more than 15 days. Furthermore, Sunrise does not believe that independent study is an effective form of education for middle school students, except for short-term emergency situations.

### **GRADES AND HONORS**

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.

Failing grades may result in a student not being promoted to the next grade level.

### **YOUR RIGHTS AS PARENTS**

Parents have a right to see their teacher's qualifications

Parents have a right to request a hard copy of the school's SARC - Student Accountability Report Card. It's available in the school office.

Parents have the right to request change in their student's English Learner classification and the program in which the student is being taught. See the school for more information.

## **CAMPUS RULES AND REGULATIONS**

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

No chewing gum on campus, or else you will 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! (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 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. (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:**

- Integrity - I act with honesty.
- 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.
- Empathy – I care about others' feelings.

## **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, we will call for a parent meeting and there will be serious consequences.

### **Cell phones and other electronics**

Electronics will not be allowed on campus unless they are turned off, 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. The school is not responsible for lost or stolen items.

If a phone, smart watch, smart eye glasses, etc., are 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.

### **Bathroom Breaks**

Students need teacher permission to go to the bathroom. Please call the school office if your child has a medical issue.

## **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, contracts for future behavior, suspension and / or expulsion. Sale or distribution of vape, drugs, alcohol or any controlled substance is an automatic 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, to put all leftover fruit and vegetables in the red compost bins, 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 permitted. 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, and on-campus programs 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.

## 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, 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: Jessica DeAnda, VP  
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 on the school website.

**Sunrise Middle School**  
**Title I School - Parent and Family Engagement Policy**

Sunrise Middle School has developed a Title I Parent and Family Engagement Policy with input from parents. Parental input was solicited through our School Site Council and English Learner Acquisition meetings. We have distributed the policy to parents in the Student Handbook. Sunrise Middle School's policy describes the means for carrying out the following Title I Parent and Family Engagement requirements. [Title I Parent and Family Engagement, 20 USC 6318(a)-(f)]

**Title I Program - Parent and Family Engagement Policy**

Sunrise Middle School conducts the following:

1. Convenes an annual meeting to inform parents of Title I students of their right to be involved.
  - An Annual Title I Meeting is held in September or October.
  - Parents are recruited to participate in our School Site Council.
2. Offers a flexible number of meetings.
  - Meetings are held after school to meet the needs of parents and guardians that work. In addition, days are offered to parents who choose to participate in our English Learner Acquisition meetings in which Title I programs are also discussed.
3. Involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review, and improvement of its Title I programs and the Title I Parent and Family Engagement Policy.
  - Parents and guardians are encouraged to participate in our School's Site Council.
  - One Call Text messages are sent out announcing our School Site Council meetings.
4. Provides parents with timely information about Title I programs.
  - Administration provides parents and guardians with the opportunity to learn about the Title I program during our annual meeting.
  - One Call Text messages and flyers are sent home throughout the school year.
5. Provide parents of Title I students with an explanation of the curriculum, assessments, and proficiency levels students are expected to meet.
  - Staff reviews their lesson expectations and curriculum with parents and guardians during our Back to School Night.
6. Provide parents of Title I students, if requested, with opportunities for regular meetings to participate in decisions relating to the education of their children.
  - Our staff encourages parents and guardians to participate in their student(s) education.
  - Parents are recruited to participate in the School Site Council.

This policy must be updated periodically to meet changing needs of parents and the school. If the school has a process for involving parents in planning and designing the school's programs, the school may use that process if it includes adequate representation of parents of Title 1 children. [20 USC 6318(c) (3)]

## School-Parent Compact

Sunrise Middle School has jointly developed with and distributed to parents of Title I students a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

Sunrise understands the importance of all student's learning experiences and their role as educators and models.

Therefore, the **school** agrees to:

- Provide high-quality curriculum and instruction that meets the challenging State academic standards.
- Establish and maintain effective learning environments that meet the needs of the whole child through access to advisory, counseling, meditation, and social-justice.
- Treat all children with respect and dignity.
- Strive to individualize instruction to meet the needs of all students.
- Provide a safe, positive, and nurturing learning environment.
- Assure that school staff have clear expectations for the performance of parents and students.
- Have parent-teacher conferences, at least annually, and provide feedback on their child's performance.
- Frequent reports to parents about their child's progress in the form of progress reports (six times annually) and other communication such as email, "one call" text messages and individual phone calls to all our families.
- Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observe classroom activities. Parents are given meetings within 24 hours of requesting them, if not immediately.
- Ensure regular two-way meaningful communication between family members and school staff, and to the extent practicable, in a language that the family members can understand.

Therefore, the **parent/guardian** agrees to:

- Support their child's learning.
- Participate, as appropriate, in decisions relating to the education of their children.
- Encourage the use of positive extracurricular activities.
- Create a home environment that supports learning.
- Send students to school on time, well-rested, and well-fed on a regular basis.
- Attend parent-teacher conferences and actively participate in their child's academic success.
- If possible, volunteer at the school or in their child's classroom.
- Reach out to teachers for assistance when their child is struggling.
- Make sure their students do their homework and attend class daily.

Therefore, the **student** agrees to:

- Get to school on time everyday.
- Have a positive attitude toward school.
- Be responsible and complete their homework.
- Do daily work that reflects their best efforts.

- Be cooperative and carry out the teacher's or staff members instructions, including asking for help when needed.
- Be respectful to all staff members and all school property.
- Attend parent-teacher conferences, so that they are included in the feedback and know what is required of them to be successful.

## **Building Capacity for Involvement**

Sunrise Middle School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school does the following:

1. Assists Title I parents in understanding academic content standards, assessments, and how to monitor and improve the achievement of their children.
  - Administration meets with parents during Back to School Night to discuss curriculum, school-wide expectations and the importance of assessments.
  - Upon request or need, administration meets with parents to discuss their student's academic status and goals.
  - Letters are mailed to inform parents/guardians on their child's individual student assessment results and the methods available for the monitoring of student progress.
2. Provides materials and training to help Title I parents work with their children to improve their children's achievement.
  - Through phone calls and emails, staff provides parents/guardians with techniques and strategies that they may use to improve their children's academic success and help their children in learning at home.
  - Educates staff, with the assistance of Title I parents, in the value of parent contributions and how to work with parents as equal partners.
  - Staff and parents are encouraged to participate in the School Site Council.
  - Meetings are held with administration, staff, and parents to discuss strategies that will assist their students to become more successful in school and to review the important roles that each plays in our students' education.
3. Coordinates and integrates the Title I Parent & Family Engagement Policy with other programs and conducts other activities, such as parenting classes, that encourage and support parents in more fully participating in the education of their children.
  - Administration and teachers encourage parents/guardians to serve as volunteers in the schools, attend student performances and school meetings, and participate in site councils, English Learner councils, and other activities in which they may undertake advisory and advocacy roles.

4. Distributes to Title I parents information related to school and parent programs, meetings, and other activities in a form and language that the parents understand.
  - Documentation is provided in both English and Spanish and other languages upon request.
  - A bilingual staff member is able to provide translation in Spanish.
5. Provides support for parental involvement activities requested by Title I parents.
  - Teacher meetings, administrative meetings, and School Site Council and English Learner Acquisition meetings provide parents/guardians opportunities for regular meetings to formulate suggestions, share experiences with other parents, and participate as appropriate in decisions relating to the education of their children.

### **Accessibility**

Sunrise Middle School provides opportunities for all Title I parents to participate, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. This includes providing information and school reports in a form and language parents understand.

- Provide interpreters and translations, when necessary or upon request, in order to encourage the participation of parents/guardians with cultural, language, or other barriers which may inhibit such participation.
- Communication is sent home in English and Spanish

### **Right to Request Teacher Qualifications**

As a parent of a student attending a school that is receiving Federal Title I dollars, you have the right to know the professional qualifications of the teacher(s) and instructional paraprofessional(s) who instruct your child.

Federal law requires every Title I school district to comply and to provide you with the requested information in a timely manner.

We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable California state requirements.

## STUDENT SAFETY

Student safety is our number one priority. Harassment, bullying, intimidation, discrimination, threats, and weapons of any kind are not tolerated. Sunrise Middle School and our local partners in law enforcement take these situations very seriously. Bringing dangerous objects to school is a serious matter and it is against the law. It is a violation of California Education Code, California Penal Code, and school policies could result in:

1. Arrest by local law enforcement
2. Suspension or expulsion from school

Families also have the serious responsibility to safely store firearms and ammunition, and can face their own legal consequences when minors have access to dangerous objects and weapons under the adult's ownership.

We ask for your support in speaking with your children about school safety in order to keep a peaceful and safe environment at school. No threat, weapon, or dangerous object of any kind is tolerated at school. If your student ever becomes aware of threats or harmful objects at school, please **immediately** contact our school administration or the San Jose Police Department. For the safety of everyone, it is important that we hear about such incidents immediately and not through rumor.

## **ABOUT SUNRISE MIDDLE SCHOOL'S ONE TO ONE PROGRAM**

The focus of the One to One Program in Sunrise Middle School is to prepare students for their futures in a world of digital technology and information. As we navigate the 21st century, excellence in education requires that technology be seamlessly integrated throughout the educational program. The 1:1 Device is an additional learning tool that will increase access to technology, which is essential for the future. The individual use of technology is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. One to one devices encourage students to solve problems and think critically by stimulating analytical thinking. Technology does not take the place of our teachers, but yet adds an additional resource to be used in the instructional setting. The policies, procedures and information contained in this document apply to all computing devices used within Sunrise Middle School, and include any other device that we consider to fall under this policy, including, but not limited to, Chromebooks and Macbooks.

### **TAKING CARE OF YOUR ASSIGNED 1:1 DEVICE**

Students are responsible for the general care of the device that was issued to them by the Sunrise Middle School. Devices that are broken or fail to work properly must be reported to school staff.

### **General Policies**

- Protect the device screen by following the rules below. The device's screen can be damaged if subjected to rough treatment. All 1:1 devices are particularly sensitive to damage from excessive pressure on the screen.

- ✓ Close the device screen before moving it.
- ✓ Do not lean on the top of the device when it is closed.
- ✓ Do not place anything near the device that could put pressure on the screen.
- ✓ Do not place anything in the carrying case that will press against the cover.
- ✓ Do not poke the screen.
- ✓ Do not place anything on the keyboard before closing the lid.
- ✓ Clean the screen with a soft, dry cloth or anti-static cloth.

- ✓ Do not bump the device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

- No food or drink is allowed next to your device while it is in use.
- To conserve battery life devices should be shut down before moving them.
- 1:1 devices must remain free of any writing, drawing, stickers, or labels that are not the property of the Sunrise Middle School.
- Devices must never be left in a car or any unsupervised area.
- Students are responsible for charging their device's battery before the start of each school day.
- Students may be selected at random by teachers or administrators to provide their device for inspection for damages or misuse.

***Failure to comply with the General Policies listed above may result in the loss of 1:1 privileges for a time period to be determined by the school administration.***

## **MANAGING YOUR DEVICE**

### *Security and Passwords*

Students are responsible for the material that is viewed or listened to on their assigned device and Google Account. To that end, students need to ensure that their unique password is kept safe and secure. If a student feels that their password is known by others, they need to request a password change.

### *Access to Student Social Networking Passwords & Websites*

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### *Software on 1:1 Devices*

All software and apps on the device will be installed and managed wirelessly through the school. Students will not be able to install additional apps on their 1:1 Device. Additional software will be installed wirelessly as they are recommended and approved by teachers and site administrators.

## *Digital Citizenship*

1:1 Devices are for educational purposes, it is expected that students will practice good digital citizenship both in and out of school. This includes, but is not limited to, accessing inappropriate materials and sites, cyber bullying, downloading of illegal materials such as songs, videos, and/or movies, and plagiarism and use of copyrighted materials without proper citation.

### *Non-Functioning 1:1 Devices*

1:1 Devices that are broken or fail to work properly must be taken immediately to their teacher. If deemed necessary, a replacement may be issued.

## **RECEIVING AND RETURNING YOUR 1:1 DEVICE**

### **Receiving Your Device**

1:1 Devices may be available to all students at Sunrise Middle School. Parents and students must sign and return the Sunrise Middle School 1:1 Student Device Agreement documents before a 1:1 Device can be issued to their child. This document confirms that students and parents understand the Device Procedures Handbook.

### **Device Check-in**

1:1 Devices will be returned to the school prior to the end of the school year on date(s) determined by the school administration. If a student transfers out of Sunrise Middle School during the school year, the device must be returned prior to the student's last day of enrollment.

### **Check-in Fines**

If a student's device and/or AC power adaptor have been damaged or defaced, the student will be billed either for the repair or replacement of the device and/or the adaptor.

**If a student 1:1 Device is not returned during year-end check-in or on transferring out of district, the site administrator will insure that it is returned in a timely manner. If the administrator is unable to obtain the student's device, the student's grade reports/ transcripts may be withheld and the matter may be turned over to local law enforcement.**

It is understood that if a student does not follow the expectations of appropriate behavior regarding the device there will be an appropriate and proportionate consequence. The list below is not an exhaustive list of infractions and accompanying consequences, but rather serves as an example. Students may earn office discipline referrals for misbehaviors related to the device and its usage.

| <b>Infractions</b>  | <b>Possible Consequences</b> |
|---------------------|------------------------------|
| Misuse of Internet: |                              |

|                                                                                                                                                                                              |                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Downloading of music/video/games</li> <li>• Copyright violations</li> <li>• Illegal file-sharing sites</li> <li>• Inappropriate websites</li> </ul> | <ul style="list-style-type: none"> <li>= removal of items from device</li> <li>= school procedures for plagiarism</li> <li>= repeated offenses will result in building a behavior management plan going into effect.</li> </ul> |
| Misuse of School District email: <ul style="list-style-type: none"> <li>• Cyberbullying</li> <li>• Inappropriate images</li> <li>• Using email to sign up for inappropriate sites</li> </ul> | <ul style="list-style-type: none"> <li>= school policy for bullying will be put in effect</li> <li>= school policy will be enforced</li> <li>= cancellation of membership to site</li> </ul>                                    |
| Disrespect for Property <ul style="list-style-type: none"> <li>• Intentional damage to device</li> <li>• Damaged or lost charger</li> </ul>                                                  | <ul style="list-style-type: none"> <li>= replacement fee</li> <li>= replacement fee</li> </ul>                                                                                                                                  |

## **ATTENDANCE POLICY**

All students are encouraged to maintain 96% attendance. It is the legal responsibility of all parents and guardians to ensure regular school attendance. If a student is absent, the student or parent/guardian must verify the reason for the absence for it to be considered excused, as described below. If the reason for the absence is not verified with the School office within three (3) school days after the student's return to school, the absence will be marked as an unexcused absence.

The attendance policy was adopted in recognition of the following:

- Attendance patterns often have a direct link with student achievement.
- Frequent absences hurt academic performance.
- California state law mandates that unless students have an excused absence as described below, they must be in school on time every day.

### **Excused absences shall be limited to the following:**

1. Student illness with a note from a parent, guardian or healthcare professional (see Policy on Student Illness, below).
2. Quarantine under the direction of a county or city health officer.
3. Student medical, dental, optometric, or chiropractic appointments:
4. Bereavement (for member of student's immediate family)
  - a. Excused absence in this instance shall be limited to one (1) day if the service is conducted in California or three (3) days if the service is conducted out of state.
  - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's household.
5. Observance of religious holiday or participation in religious instruction or exercises.
6. Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent, including absences to care for a sick child for

which the school shall not require a note from the doctor.

7. To permit the pupil to spend time with an immediate family who is an active duty member of the uniformed services, as defined in Education Code Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of Sunrise.

8. Authorized at the discretion of a school administrator based on the facts of the student's circumstances.

In addition, a student's absence shall be excused for justifiable personal reasons such as the following upon advance written request by the student's parent or guardian and approval by the Principal or designee pursuant to uniform standards:

1. Appearance in court.
2. Attendance at a funeral.
3. Attendance at religious retreats for no more than four (4) hours during a semester.

For any of the above reasons, parents/guardians must notify their child's School office within three (3) days after the student's return to school. This notice must be provided to the main School office. **All other absences shall be considered unexcused including absences for family vacations and/or trips. Please be aware that all absences will remain unexcused until proper documentation is delivered to the main School office within three (3) school days after the student's return to school.**

#### **Method of Verification of Attendance**

When a student who has been absent returns to school, the student must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Signed, written note from the student's parent/guardian, parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student;
  - b. Name of parent/guardian or parent representative;
  - c. Name of verifying employee;
  - d. Date or dates of absence; and
  - e. Reason for absence.
3. Visit to the student's home by the verifying employee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including the information outlined above.
4. Healthcare provider verification, pursuant with the Policy on Student Illness, below.
  - a. A note from a physician (or healthcare professional) is required for a continuous absence, in which the student is absent for three (3) or more consecutive school days, due to illness or injury.
  - b. When excusing students for confidential medical services or verifying such appointments, Charter School staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
  - c. A healthcare provider's note of illness will be accepted for any reported

absence. When a student has had five (5) absences in the school year for illness verified by methods listed in #1-#3 above without a healthcare provider's note, any further absences for illness must be verified by a healthcare provider.

### **Process for Students Who Are Not in Attendance at the Beginning of the School Year**

When a student is not in attendance on the first five (5) days of the school year, Sunrise will attempt to reach the student's parent/guardian on a daily basis for each of the first five (5) days to determine whether the student has an excused absence, consistent with the process outlined in this policy. If the student has a basis for an excused absence, the student's parent/guardian must notify Sunrise of the absence and provide documentation consistent with this policy. However, consistent with process below, students who are not in attendance by the sixth (6th) day of the school year due to an unexcused absence will be disenrolled from the Sunrise roster after following the Involuntary Removal Process described below, as it will be assumed that the student has chosen another school option.

1. Students who are not in attendance on the first day of the school year will be contacted by phone to ensure their intent to enroll in Sunrise.
2. Students who have indicated their intent to enroll but have not attended by the third (3rd) day of the school year and do not have an excused absence will receive a letter indicating the student's risk of disenrollment.
3. Students who have indicated their intent to enroll but have not attended by the fifth (5th) day of the school year and do not have an excused absence will receive a phone call reiterating the content of the letter.
4. Students who are not in attendance by the sixth (6th) day of the school year and do not have an excused absence will receive an Involuntary Removal Notice and the CDE Enrollment Complaint Notice and Form. Sunrise will follow the Involuntary Removal Process described below, which includes an additional five (5) schooldays for the parent/guardian to respond to Sunrise and request a hearing before disenrollment.
5. The Involuntary Removal Process can be started immediately upon Sunrise receiving documentation of the student's enrollment and attendance at another public or private school (i.e., a CALPADS report).
6. Sunrise will use the contact information provided by the parent/guardian in the registration packet.
7. Within thirty (30) days of the disenrollment, Sunrise will notify the student's last known school district of residence of the student's failure to attend Sunrise and of the student's disenrollment.

### **Involuntary Removal Process**

No student shall be involuntarily removed by Sunrise for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five (5) schooldays before the effective date of the action ("Involuntary Removal Notice").

The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder. The Involuntary Removal Notice shall include:

1. The charges against the student;
2. An explanation of the student's basic rights including the right to request a hearing before the effective date of the action; and
3. The CDE Enrollment Complaint Notice and Form.

The hearing shall be consistent with Sunrise's expulsion procedures. If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until Sunrise issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to Sunrise's suspension and expulsion policy. Upon parent/guardian request for a hearing, Sunrise will provide notice of hearing consistent with its expulsion hearing process, through which the student has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the student has the right to bring legal counsel or an advocate. The notice of hearing shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder and shall include a copy of Sunrise's expulsion hearing process.

If the parent/guardian is nonresponsive to the Involuntary Removal Notice, the student will be disenrolled as of the effective date set forth in the Involuntary Removal Notice. If a parent/guardian requests a hearing and does not attend on the date scheduled for the hearing, the student will be disenrolled effective the date of the hearing.

If as a result of the hearing the student is disenrolled, notice will be sent to the student's last known school district of residence within thirty (30) calendar days.

A hearing decision not to disenroll the student does not prevent Sunrise from making a similar recommendation in the future should student truancy continue or reoccur.

### **Referral to Appropriate Agencies or County District Attorney**

It is Sunrise's intent to identify and remove all barriers to the student's success, and Sunrise will explore every possible option to address student attendance issues with the family. For any unexcused absence, Sunrise may refer the family to appropriate school-based and/or social service agencies.

If a student's attendance does not improve after a SART contract has been developed according to the procedures above, or if the parents/guardians fail to attend a required SART meeting, Sunrise shall notify the District's Attorney's office, which then may refer the matter for prosecution through the court system. Students twelve (12) years of age and older may be referred to the juvenile court for adjudication.

### **Non-Discrimination**

These policies will be enforced fairly, uniformly, and consistently without regard to the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status, pregnancy, or association with an individual who has any of the aforementioned characteristics).

### **Student Truancy Policy**

A student shall be identified as a truant at Sunrise when they:

1. Are absent without a valid excuse for three (3) or more school days (consecutive or nonconsecutive) in one school year; or
2. Are tardy or absent from school for more than any 30-minute period during the school day without a valid excuse on three (3) occasions in one school year; or
3. Any combination of the above.

Sunrise will adhere to its protocols for handling trancies. Some consequences that can be administered to the families of students who are truant include:

- Meeting with a school site administrator
- Shadowing the student for a day
- Additional academic supports be assigned, including before, after school study programs
- Referrals to counseling services and or Parenting Workshops
- Home visits by school site personnel
- After school detention
- Attendance contract
- Student Retention
- Required school counseling
- Loss of Field Trip privileges
- Loss of School Event privileges
- Required remediation plan as set by the School administration
- Notification to the District Attorney pursuant to Education Code Section 48260.6.

Truancy notifications will be sent home to families by U.S. Mail or electronic mail, if provided, and in the home language indicated on the student's records, which shall provide notification of the legal statutes applying to student attendance, specific information related to the student's unexcused absences will also be included in the notice.

### **Process for Addressing Truancy**

1. Each of the first two (2) unexcused absences or unexcused tardies over 30 minutes will result in a call home to the parent/guardian by the Principal or designee. The student's classroom teacher may also call home.
2. Each of the third (3rd) and fourth (4th) unexcused absences or unexcused tardies over 30 minutes will result in a call home to the parent/guardian by an administrator or designee. In addition, the student's classroom teacher may also call home and/or Sunrise may send the parent an email notification. In addition, upon reaching three (3) unexcused absences or unexcused tardies over 30 minutes in a school year, the parent/guardian will receive "Truancy Letter #1 – Truancy Classification Notice" from Sunrise notifying the parent/guardian of the student's "Truant" status. This letter must be signed by the parent/guardian and returned to Sunrise. This letter shall also be accompanied by a copy of this Attendance Policy. This letter, and all subsequent letter(s) sent home, shall be sent by Certified Mail, return receipt requested, or some other form of mail that can be tracked. This letter shall be re-sent after a fourth (4th) unexcused absence.
3. Upon reaching five (5) unexcused absences or unexcused tardies over 30 minutes, the parent/guardian will receive "Truancy Letter #2 – Habitual Truant Notice and Conference Request," notifying the parent/guardian of the student's "Habitual Truant" status and a parent/guardian conference will be scheduled to review the student's records and develop an intervention plan/contract. In addition, Sunrise will consult with a school counselor regarding the appropriateness of a home visitation and/or case management.
4. Upon reaching six (6) unexcused absences or unexcused tardies over 30 minutes, the parent/guardian will receive a "Truancy Letter #3 – Referral to SART Meeting" and the student will be referred to a Student Success Team (SST) and the School attendance review team ("SART").
5. The SART panel will be composed of a school administrator, teacher and or counselor. The SART panel will discuss the absence problem with the Parent/Guardian to work on solutions, develop strategies, discuss appropriate

support services for the student and student's family, and establish a plan to resolve the attendance issue.

The SART panel shall direct the parent/guardian that no further unexcused absences or tardies can be tolerated.

The parent shall be required to sign a contract formalizing the agreement by the parents to improve the child's attendance or face additional administrative action. The contract will identify the corrective actions required in the future, and indicate that the SART panel shall have the authority to order one or more of the following consequences for non-compliance with the terms of the contract:

- Parent/guardian to attend school with the child for one day
- Student retention
- After school detention program
- Required school counseling
- Loss of field trip privileges
- Loss of school store privileges
- Loss of school event privileges
- Mandatory Saturday school
- Required remediation plan as set by the SART
- Notification to the District Attorney

The SART panel may discuss other school placement options.

1. Notice of action recommended by the SART will be provided in writing to the parent/guardian.

2. If the conditions of the SART contract are not met, the student may incur additional administrative action up to and including disenrollment from Sunrise, consistent with the Involuntary Removal Process described below. If the student is disenrolled after the Involuntary Removal Process has been followed, notification will be sent within thirty (30) days to the student's last known school district of residence.

3. For all communications set forth in this process, Sunrise will use the contact information provided by the parent/guardian in the registration packet. It is the parent's or guardian's responsibility to update Sunrise with any new contact information.

4. If a student is absent ten (10) or more consecutive school days without valid excuse and the student's parent/guardian cannot be reached at the number or address provided in the registration packet and does not otherwise respond to Sunrise's communication attempts, as set forth above, the student will be in violation of the SART contract, and the SART panel will recommend that the student be disenrolled in compliance with the Involuntary Removal Process described below. The Involuntary Removal Process can be started immediately upon Sunrise receiving documentation of the student's enrollment and attendance at another public or private school (i.e., a CALPADS report).

### **Policy on Student Illness**

Repeated absences due to student illness are of great concern to the school. Sunrise is concerned for the child's health and welfare, the child's risk of falling behind in school, and the significant loss of state funding because of the child's absence from school. Sunrise wants to make sure that genuinely sick children get medical care when warranted.

1. All student illnesses are counted as unexcused absences unless the school receives a signed note from a parent, guardian, or healthcare professional verifying the

illness.

2. Upon reaching five (5) excused absences due to student illness within a semester period:

a. The student is required to submit a signed note from a healthcare professional to the School for all subsequent absences that semester.

b. If a signed note is not submitted, the student may be classified as a truant and referred to the protocol detailed above for trancies pursuant to this policy.

3. Any illness which results in a student missing three (3) or more consecutive school days shall be verified by a healthcare professional. Pursuant to this Policy, if a child is absent for five (5) or more consecutive school days for illness without documented proof of attention from a healthcare professional, Sunrise will alert the local Child Protective Services ("CPS") to a case of possible neglect of medical needs.

### **Tardy (Lateness) Policy**

Students are expected to report to ALL classes on time every day. When students are late for class, they miss important instruction and assignments. For the purpose of this policy, "tardy/lateness" is defined as being absent for any amount of time during the school day without a valid excuse. Excessive Lateness or Tardy for more than 30 minutes can contribute towards a student becoming truant and will be included with unexcused absences, and without attendance improvement, any additional instances of "tardy/lateness" can put the student at risk of being considered Chronic Truant (which is classified as being absent from school without a valid excuse for 10 percent or more of the school days in one (1) school year, from the date of enrollment to the current date) to school and/or class will result in disciplinary action. Students are required to make up any work missed due to lateness. Lateness will be tracked and communicated consistent with the Attendance Policy.

### **Missed and Make-up Work Policy**

Students will be required to make up any missed work due to absences or early departures. Teachers will provide students with specific guidelines for completion of make-up work. Faculty are not required to provide make-up work for students who were either in school and chose not to complete assignments or for unexcused absences. Completing those assignments will support student progress in the course but may result in fewer opportunities to show evidence of understanding the content, and therefore, require repeating a course.

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## **HANDBOOK ACKNOWLEDGEMENT**

**PLEASE SIGN THIS PAGE AND RETURN TO YOUR TEACHER: 2023-2024**

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

Full Address: \_\_\_\_\_  
\_\_\_\_\_

Cell Phone(s): \_\_\_\_\_

Emergency Contact and Phone Number: \_\_\_\_\_  
\_\_\_\_\_