

**SUNRISE MIDDLE SCHOOL**  
**San Jose, California**

**PARENT/STUDENT**  
**HANDBOOK**  
**2014-15**

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

## INTRODUCTION

We welcome you to the 2014-15 school year and to this amazing family that we call Sunrise Middle School.

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

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

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

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## **BASIC INFORMATION**

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**SUNRISE MAIN OFFICE LINE (408) 659-4785**

**SCHOOL HOURS M Tu Th Fri 8:10 a.m. to 2:55 p.m.**

**Wednesday 8:10 a.m. to 2:55 p.m.**

**AFTER SCHOOL PROGRAMS 3-3:40 p.m. or 3-6 p.m.**

The school campus is open from 8 a.m. to 6 p.m., but we are not responsible for students before or after school hours. Students are strongly encouraged to leave the campus and to go straight home after school, so as not to come into any conflicts from students at neighboring schools.

### **STAFF:**

Teresa Robinson, Director

[teresa@sunrisemiddle.org](mailto:teresa@sunrisemiddle.org)

Miriam Peirano, Assistant to the Director

[miriam@sunrisemiddle.org](mailto:miriam@sunrisemiddle.org)

Rusila Racinez, Math Teacher and Associate Education Director

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Nathan Brown, Math/Technology

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Mo Chen, Science Teacher

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Adrienne Lopez, English Teacher

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Rebecca Alvarez, English Teacher

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Chris Webb, Social Studies Teacher

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Laxman Drivas, Physical Education Teacher  
[laxman@sunrisemiddle.org](mailto:laxman@sunrisemiddle.org)  
Maria Luisa Villegas, Instructional Assistant  
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Monna Lang, Education Specialist  
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Anne Allec, Education Coach  
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**AFTER SCHOOL PROGRAM STAFF:**

Omar Reynoso, Site Supervisor  
[omar@sunrisemiddle.org](mailto:omar@sunrisemiddle.org)  
Edgar Campos, Activities Director  
[edgar@sunrisemiddle.org](mailto:edgar@sunrisemiddle.org)

**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.

**Legally Truant**

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

**Excused and Unexcused Absences or Tardies**

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

**Excused Absences and Tardies**

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

### **Cutting Class or School**

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

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

### **Tardy**

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

The first bell rings at 8:10 a.m.

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

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

### **STUDENT SAFETY**

Students are not supervised by school staff before 8 a.m. or after 3:40 p.m. – 3 p.m. on Wednesdays – unless they are in the 3-6 p.m. 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.

Otherwise, before 8:10 a.m. and after 3:40 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 or gray pants (girls may wear an appropriate skirt, if it is just above the knees)
- White, gray, khaki or black collared shirt.
- White, black or gray sweater or jacket if one is needed – no imprints.
- White, black or brown shoes. (No sandals)
- Black or brown belt if one is needed. (No large buckles)
- No gang-related attire such as red or blue, rosary beads, “godfather” shoes, etc.
- A backpack of any color except red or blue
- For PE, shorts or sweats and a T-shirt of any color except red or blue.

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

**Violators of this dress code will be required to trade in their clothes for gray sweats and a white collared shirt that is 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 3:40 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 full week of school. The school is implementing a system to send text messages to parents' cell phones with their students' homework assignments. Please plan on approximately 90 minutes of homework nightly, Mondays through Thursdays.

## GRADING POLICY

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

## **BASIC STUDENT RULES**

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

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

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

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

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

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

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

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

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

Finally, please be respectful to staff and fellow students.

## **IN THE CLASSROOM**

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

### **Referral System**

Students will be given a quick warning if they are acting inappropriately in class. If the behavior persists, students will be directed to sit elsewhere in the classroom. If the behavior still continues, students will be sent to the office. At the office students will write a behavior modification plan and then complete their classwork. This plan will be filed in the office, and the student also will give a copy to the teacher before he/she is

allowed to re-enter the classroom the next day. The behavior in the classroom and / or the office will determine whether an official referral is given.

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

The student will be asked to answer the first two of these questions and three others of his/her choice:

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

### Multiple Referrals

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

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

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

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

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

### **Cell phones, iPods, and electronics**

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

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

### **Entering and leaving the classroom.**

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

The posters say:

This is how we enter the classroom:

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

Leaving the classroom:

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

### **Bathroom Breaks**

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



## **SERIOUS OFFENSES AND OTHER RULES**

### **Drugs and Alcohol**

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

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

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

### **Weapons**

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

### **Fighting**

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

### **Graffiti**

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

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

### **Bullying**

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

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

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

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

## **Tobacco**

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

## **Trash and Recycling**

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

Everyone will pick up after themselves after brunch and lunch.

## **Public Displays of Affection**

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

## **SUSPENSION AND EXPULSION**

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

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

beverage or intoxicant.

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

effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.

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

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

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**PLEASE SIGN AND RETURN TO YOUR TEACHER:**

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

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Date