

# Sunrise/Adelante High Parent/Student Handbook



**2022-23**

# **This handbook is subject to change**

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**Mission Statement**

Reef-Sunset Unified School District *is committed to providing a rigorous, inspiring and nurturing educational program.*

**Vision Statement**

Reef-Sunset Unified School District students *will achieve their personal best and become well-rounded contributing members of their communities.*  
*Learning Together, Seeing Results*



**Core Values**

- We maintain high standards and expectations for every student.
- We are committed to providing a safe, secure learning environment.
- We support English literacy as a means to achieving academic success.
- We believe in a well-executed, continuous improvement process that maintains the focus on the best interests of all students.
- We are committed to recruiting and retaining highly qualified staff that support stability and quality in our educational program.
- We believe “It Takes a Village” and promote shared responsibility to support all students.



**Message from the Principal, Ms. Jimenez**

Welcome to the 2022-23 school year at Sunrise and Adelante Continuation High Schools. I look forward to another opportunity to work with dedicated teachers who will design classes and modify instruction to meet individual needs.

Sunrise/Adelante provides opportunities for students who need options that may not be available at a comprehensive high school. We offer an opportunity for credit recovery to students wishing to make up some lost credits in order to graduate from Avenal High School with their own class. Other students need time in a smaller setting to develop more effective work habits. An alternative course of study allows these students to earn a high school diploma that enables them to attend community colleges. Different requirements, smaller classes and greater teacher to student interaction promote success for these students.

Have a great, successful school year!

**District and School Staff**

**Board of Trustees**

Mr. Lupe Chavez, President  
Ms Lissette Pulido., Clerk  
Mrs. Claudia Cazares, Trustee  
Mrs. Lilia Rizo, Trustee  
Mrs. Pricilla Barerra, Trustee

**District Office Staff**

Mr. Patrick Sanchez  
*Superintendent*

Ms. Cari Carlson  
*Executive Director of Learning Services*

Mr. Fred Guerrero  
*Executive Director Human Resources*

Mr. Raul Luna  
Chief Business Officer

**Sunrise/Adelante Staff**

Ms. Estela Jimenez  
*Principal*

Mrs. Jeny Brumley  
*Administrative Secretary*

Mrs. Yolanda Escobedo  
*Teacher*

Mrs. Laura Espinosa  
*Teacher*

Mrs. Carmen Moreno



*Sunrise/Adelante Schedule*

**Regular Daily Schedule**

(Monday, Tuesday, Thursday, Friday)

8:00-9:00	Period 1 (60)
9:00-9:15	Brunch (15)
9:15-10:00	Period 2 (45)
10:00-10:45	Period 3 (45)
10:45-11:30	Period 4 (45)
11:30-12:10	Lunch (40)
12:10-12:45	Period 5 (35)
12:45-1:45	Period 6 (60)
1:45- 2:00	BREAK (15)
2:00-2:45	Period 7 (45)
2:45-3:00	Period 8 (15)

All Students will be in Room 1 or Room 2- Individual classes will be assigned as needed.

*Students must be at school at 8:00. Thirty minutes late constitutes truancy and will count toward actions by the SARB Board. Students are expected to be in their seats no later than 8:00 a.m.*

(Schedule is Subject to Change)

**Wednesday/ Minimum Day Schedule**

7:30-8:00	Teachers are available for conference
8:00-8:45-	Period 1 All students in Room 1 or 2
8:45-9:00	<b>BRUNCH</b>
9:00-9:45	Period 2 All students in Room 1 or 2
9:45-10:30	Period 3 All students in Room 1 or 2
10:30-11:15	Period 4 All students in Room 1 or 2
11:15-11:55	<b>LUNCH</b>
11:55-12:35	Period 5 All students in Room 1 or 2
12:35-1:15	Period 6 All students in Room 1 or 2
1:15- 1:45	Period 7 All students in Room 1 or 2
1:45-2:00	Period 8 All students in Room 1 or 2

*Students must be at school at 8:00. Thirty minutes late constitutes truancy and will count toward actions by the SARB Board. Students are expected to be in their seats no later than 8:00 a.m.*



Sunrise/Adelante  
2022-2023 Calendar

August 10, 2022	First Day of School Early Out day-dismissal at 12:00
September 05, 2022	NO SCHOOL – Labor Day
September 16, 2022	Back to School Night
October 07, 2022	End of 1 <sup>st</sup> quarter
October 10, 2022	NO SCHOOL –Teacher Inservice
October 11-13, 2022	Report Cards/Parent Conferences (9 <sup>th</sup> -12 <sup>th</sup> Grades)
November 11, 2022	NO SCHOOL – Veterans Day
November 21-25, 2022	NO SCHOOL – Thanksgiving Holiday
December 16, 2022	End of 2 <sup>nd</sup> quarter/End 1 <sup>st</sup> Semester/Minimum Day
December 19, 2022 – Jan. 06, 2023	NO SCHOOL – Winter Break
January 09, 2023	Begin 2 <sup>nd</sup> Semester – School Resumes
January 09, 2023	Report Cards/Transcripts (9 <sup>th</sup> -12 <sup>th</sup> Grades)
January 16, 2023	NO SCHOOL – Martin Luther King Jr. Day
February 13, 2023	NO SCHOOL – Lincoln’s Birthday
February 20, 2023	NO SCHOOL – Presidents Day
March 17, 2023	End of 3 <sup>rd</sup> Quarter
March 22, 2023	Report Cards/Parent Conferences (9 <sup>th</sup> -12 <sup>th</sup> Grades)
April 03-10, 2023	NO SCHOOL – Spring Break
May 23, 2023	Milton O. Wilen Awards
May 29, 2023	NO SCHOOL – Memorial Day
June 01, 2023	Graduation (10am)
June 2, 2023	Report Cards/Transcripts K-12 Grades
June 2, 2023	LAST DAY OF SCHOOL –Minimum Day

**\*Every Wednesday is Early Out. Dismissal will be at 2:00.**

*The combined School Site Council, ELAC, and Parent Leadership meeting is scheduled once a month. Teachers are available every morning between 7:30- 8:00 for parent conferences/student counseling.*



# Academics

**Credits:**

Continuation schools give variable credits, meaning that students are given credit for direct instruction, project based learning and credit recovery program completion (Edgenuity). Grading is on an A-F scale. Students may earn 45 credits per semester. A limited number of additional credits may be earned per year with prior written approval of the Superintendent or designee. See the principal/designated administrator for further information.

**Failure of a Class:**

A student who fails a class will be allowed to retake that class.

**Grade Change Policy:**

A teacher may change a student’s grade if it is appropriate and justified. There is a two-week allowance following the end of the semester grading period.

**Grading Periods:**

Quarterly Reports (progress reports) are sent home at the end of each quarter.

**Report Cards:**

Students will receive a report card two times during the semester. The final grade for each class will be entered on the student’s transcript. This will be done two times each year, January and June.

**Transferring or Leaving School:**

Parents must accompany minor aged students withdrawing from school. The student’s transcript will be faxed to the new school upon request of the new school. Admissions and Discharge meetings are held for decision-making purposes.

**Diploma:**

Fully accredited by the Accrediting Commission for Schools, Western Association of Schools and Colleges.

Accrediting Commission for Schools  
Western Association of Schools and Colleges  
533 Airport Blvd. Suite 200  
Burlingame, CA 94010  
[www.acswasc.org](http://www.acswasc.org)



# Graduation



### Eligibility to Participate in the Graduation Ceremony:

Senior students who have conducted themselves in a manner consistent with the rules and regulations of Sunrise/Adelante Continuation High School and:

1. Satisfactorily complete the unit and course requirements.
2. Are in good financial standing with all schools in the district.
3. Attend graduation practice – unless cleared by the principal.

### Graduation Requirements

<i>Subject Area</i>	<i>Requirements for Graduation</i>	Must include
<b>English</b>	30 credits	
<b>Math</b>	20 credits	Algebra I (Integrated Math I) <b>5 credits</b>
<b>Physical Science</b>	10 credits	
<b>Biological Science</b>	10 credits	
<b>Social Science</b>	30 credits	World History ( <b>10 credits</b> ); US History ( <b>10 credits</b> ); Econ ( <b>5 credits</b> ); American Government ( <b>5 credits</b> )
<b>Physical Education</b>	20 credits	
<b>Foreign Language/ Visual Performing Arts/ CTE</b>	10 credits	
<b>Total</b>	<b>130 credits</b>	

**\*Note** if the student is planning on returning to or graduating from Avenal High School, their graduation requirements (220 credits) and policies must be met including but not limited to:

- Be enrolled in at least one term of a senior level English course and Economics or American Government **at Avenal High School.**
- May not transfer to or from any alternative program (Adult Education, Continuation, Community Day School) during the **second semester** of the student's senior year.

See Avenal High School parent/student handbook for full policy/requirements`

### Individual Learning Plan

Subject Area	Grade 9	Credits	Grade 10	Credits	Grade 11	Credits	Grade 12	Credits	Total	SHS	AHS
<b>English</b>	<i>English 9</i>		<i>English 10</i>		<i>English 11</i>		<i>English 12</i>				
	<i>English 9</i>		<i>English 10</i>		<i>English 11</i>		<i>English 12</i>			30	40
<b>Math</b>	<i>Math I</i>		<i>Math II</i>		<i>Math III</i>						
	<i>Math 1</i>		<i>Math II</i>		<i>Math III</i>				0	20	30
<b>Science</b>	<i>Biological</i>		<i>Physical</i>								
	<i>Biological</i>		<i>Physical</i>						0	20	20
<b>Social Studies</b>			<i>World History</i>		<i>US History</i>		<i>Econ</i>				
			<i>World History</i>		<i>US History</i>		<i>Govt</i>		0	30	30
<b>PE</b>	<i>PE I</i>		<i>PE II</i>								
	<i>PE I</i>		<i>PE II</i>						0	20	20
<b>Arts</b>											10
<b>Foreign Language</b>											20
<b>CTE</b>									0	10	
<b>Electives</b>											
									0	0	50
									0	0	50
								<b>Total</b>	0	130	220
								<b>Needs</b>		130	220

## Attendance/Absence Policy

In keeping with the established district policies the following procedures were developed to handle various absences. Any time a student is absent, home communication must be received from the parent to explain the absence. There will be no exceptions to this procedure, which classifies all uncleared absences as unexcused. **A student who fails to bring a note from home or have a parent call within 72 hours will be unable to change the unexcused absence.** When a student returns to school after an absence he/she must submit a note to the school secretary. Students are advised to arrive at school early to drop off their note to avoid being late to class. It will be the responsibility of the student to see that any errors are corrected. The school provides the following attendance classifications:

### **EXCUSED:**

Illness, doctor appointments and attendance at family funerals by board policy - requires only a statement from the parent, unless on a SARB contract (note or phone call within 3 days).

### **VERIFIED:**

Same as above - requires letter/excuse card from doctor or written excuse from the administrator. In special circumstances, the Reef-Sunset Unified School District nurse may verify an absence. The parent/guardian must call the office on the day of the absence and request this service.

### **JUSTIFIABLE:**

Valid reasons approved by administrator - must be requested in writing and approved by administrator prior to the absence.

### **UNEXCUSED:**

Any absence that is not cleared with a parent/guardian's note or phone call.

### **TARDY:**

Anytime a student is late, they are considered tardy. Students should arrive to school before 8:00 a.m. and should be in their classroom seats no later than 8:00 a.m.

### **CLASS CUTS:**

Any time a student misses 5 minutes or more of a class it is a **class cut** and treated just like any unexcused absence. The principal/designated administrator will assign further disciplinary action for class cuts.

### **TRUANT POLICY:**

Any student who is absent from school without a valid excuse is truant. A student found to be truant will report to the principal and a parent conference will be held. Students who are truant are in violation of the state education code and are subject to referral to the justice court system and/or the School Attendance Review Board (SARB). Ed Code 48264.5 Truancies 1-3.

### **SARB CONTRACT:**

Any student that has a SARB contract and is absent, the absence must be verified by a doctor's note.

**UNEXCUSED ABSENCES:**

Any absence that is not cleared with a doctor's note, parent/guardian's note, or phone call.

**Step 1:** Three (3) days of unexcused absences will result in an Attendance Awareness Letter mailed home.

**Step 2:** Four (4) days of unexcused absences will result in a second (2<sup>nd</sup>) Attendance Awareness Letter mailed home and a parent conference will be scheduled to meet with the principal.

**Step 3:** Five (5) days of unexcused absences will result in a third (3<sup>rd</sup>) Attendance Awareness Letter mailed home and parents/guardians will be scheduled to attend a SARB hearing. The principal may require the student to be placed on an attendance contract. Failure to comply with the Attendance Contract could result in suspension or expulsion.

**DISMISSAL AND LEAVING DURING THE DAY:**

The clock/bell does not dismiss the student from class, the teacher is authorized to dismiss the students. Students are not to leave class early unless their parent/guardian has checked them out through the office. Failure to check in and out through the office will result in further discipline.

**HALL PASSES:**

All students must have a pass to leave the classroom during class time. Students are not to leave campus without their parents/guardians signing them out. All students when leaving during the school day must have a signed pass from the office. Be mindful of the laws in Avenal, minors are not to be in public unless accompanied by a parent/guardian for a necessary appointment during school hours.

**EIGHTEEN YEAR-OLD STUDENTS:**

The last part of the attendance policy deals with the students who are 18 or older. An education is a right guaranteed and protected to all persons under the age of 18. However, after that age, an education is a privilege. It is the responsibility of the district to provide educational services to these young adults, but it does not have to be at the continuation school. Therefore, if students who are 18 or older do not wish to follow the rules and regulations as expected, they may be withdrawn from enrollment and allowed to transfer to the adult school. Before such action is taken the student will meet with the school principal/designated administrator, or a letter will be sent.

## Student Appearance and Dress Code

Daily attire need not be expensive to be attractive and entirely acceptable. All apparel must comply with the Sunrise/Adelante Dress Code. The dress code shall be in effect at all school-related activities both on and off campus. The school administration authorizes school regulations that prohibit student dress or grooming practices which:

1. Present a hazard to the health or safety of the student.
2. Cause excessive wear or damage to school property.
3. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement (caused by apparel or eye wear).
4. Clothing styles used by some students to identify groups or gangs whose purpose is to intimidate or harass.
5. Distract from or otherwise impede the learning process because of their extreme style (i.e. piercing, unnatural hair color) or attire that is too revealing.

### **Student Appearance:**

Students are asked to maintain quality standards of dress and grooming. It is expected that students will be neat, clean, and dressed in good taste. Any manner of dress or grooming which is extreme and to the point of distraction in a classroom setting will be referred to the office. The parent/guardian will be contacted and asked to provide appropriate clothing.

- Clothing making reference to weapons, knives or illegal/sexual acts, including, but not limited to, illegal substance, alcohol, cigarettes, etc., cannot be worn at school or any school function.
- Clothing which is distracting because it is too tight or too revealing cannot be worn to school.
- Any clothing, jewelry, accessory, notebook or manner of grooming which by its nature, color, arrangement, trademark, or any other attribute, denotes membership in a group or gang other than authorized clubs, is prohibited on school grounds.
- No student shall wear or display the insignia or logos of sports teams. This includes all national, state, and local sports teams.
- RED or BLUE or shades of red or blue apparel is not appropriate or acceptable at school. If in doubt, do not wear it.
- Gang related clothing or insignias are unacceptable at school or any school function. If a student is wearing gang related clothing including, but not limited to the following: letters or numbers which show affiliation and/or membership in gangs, colored rags, or any articles of clothing which display gang symbols that are commonly shared with gang members, that student will be asked to change clothing and or sent home to change into appropriate clothing. Parents/guardians will be notified.
- Visible tattoos are not allowed at school or during any school related activity. The tattoos must be concealed.
- Students will not be allowed to wear any baseball style hats.
- Students will not be allowed to wear clothing that says, "South Pole", "Nor Cal", "Cali" or anything with a five-point star, or any kind of California Shirt. Or any other brand identified as "gang attire" by school

personnel or local police department.

**Exception to Policy**

Religious beliefs, when verified, may be grounds for an exemption to a specific portion of the Dress Code Policy. A petition for an exemption from enforcement of a specified portion of the Dress Code Policy may be submitted to the principal. If the principal finds the exemption is potentially valid, he/she may hold a hearing on the student's behalf that would include the Principal; a Teacher; the transition liaison; the student in question; and his/her parents/guardians. The hearing would determine if the exemption for the specific portion of the Dress Code is granted or denied.

**Dress Code Violation:**

- 1<sup>st</sup> offense – verbal warning and documented in student discipline file, student required to change before returning to class. Clothes may be held by the office after the 1st offense. At the principal/designated administrator's discretion, the parent must pick up clothing.
- 2nd offense – 1 to 3 day(s) after school outdoor beautification (48900.6) on the days determined by the administrator and parent contact.
- 3rd offense – parent/teacher/student/principal conference, may have 1 to 3 days suspension.

**Dress Code:**  
**NO RED - NO BLUE or shades of red or blue.**  
**If in doubt, do not wear it.**

Garment	Requirements	Prohibited
<b>Tops/Jackets</b>	<p>Must fit properly</p> <p>Must conceal undergarments</p> <p>Shirts and tops must cover the midriff or midsection of the body and not show cleavage or breast.</p>	<p>No Tank tops, Tube tops, Halter-tops, Bare midriff tops, Bare back tops, Off-the-shoulder tops. No see through or fish net material. No spaghetti straps. (Straps must be at least 1 inch wide.)</p>
<b>Bottoms</b>	<p>Pants must fit (without a belt) and be worn fitted at the waist and covering undergarments</p> <p>Shorts, dresses or skirts must reach beyond fingertip length.</p>	<p>May not touch the floor</p> <p>Straps and suspenders must be worn over the shoulders. Pajama bottoms are not appropriate for school.</p>
<b>Shoes</b>	<p>Must be worn at all times</p> <p>Sandals must have a back strap.</p>	<p>House Slippers, Clogs, Flip Flops. Red or blue shoelaces, red or blue shoes, or shoes with red or blue colors, logos, or pictures.</p>
<b>Belts</b>	<p>Must be appropriate size</p> <p>May not hang down. Must not be red or blue or have red or blue colors in them.</p>	<p>No belt buckles that may be gang related or illegal substance related.</p>
<b>Head Wear</b>	<p>Bring a doctor's note if you are required to wear head wear. Head wear is to be worn outside only.</p> <p>Must not be red or blue.</p>	<p>Bandanas, beanies, baseball style caps, caps, hair nets, hoods or scarfs are not to be worn at school. No head covering of any kind, including hoods shall be worn inside buildings.</p>
<b>Accessories</b>	<p>Wearing jewelry or artifacts in body or facial piercings is prohibited with the exception of earrings in ears.</p>	<p>Sunglasses may not be worn in class. Chains, spikes or studs that <u>can be used as a weapon.</u> No wallet chains.</p>
<b>Back Pack/Binders/Notebooks/School Accessories</b>	<p>Must be clean and well kept. Must not be red or blue.</p>	<p>Are not allowed to have writing, symbols, pictures, insignias that: display sports or gang-related symbols, profanity; display products or slogans which promote tobacco, alcohol, drugs or sex; are obscene, libelous, or slanderous; violate state hate crime laws.</p>



# SUNRISE HIGH SCHOOL



# **Discipline**

We support good discipline practices in the Reef-Sunset Unified School District. Good discipline procedures help provide the best learning situation. Parents' help and understanding are necessary to make these procedures and policies work at our school.

The Board of Trustees has adopted a definite policy dealing with discipline procedures. This serves to inform you of these procedures so we may work together to maintain a pleasant school experience.

**Assertive Discipline** is based upon the statement that teachers have the right to set firm limits for all students, and that these limits need to be taught. Effective communication is required in order that students understand what is required of them. The use of Assertive Discipline builds success-oriented schools. A large part of the program deals with using positive motivation, praise and parent phone calls in order to motivate students. The program involves effective planning on how to deal with positive and negative behavior. Signs will be posted in the classrooms, which include the following rules:

“We believe that: Each student has the right to learn and each teacher has the right to teach.

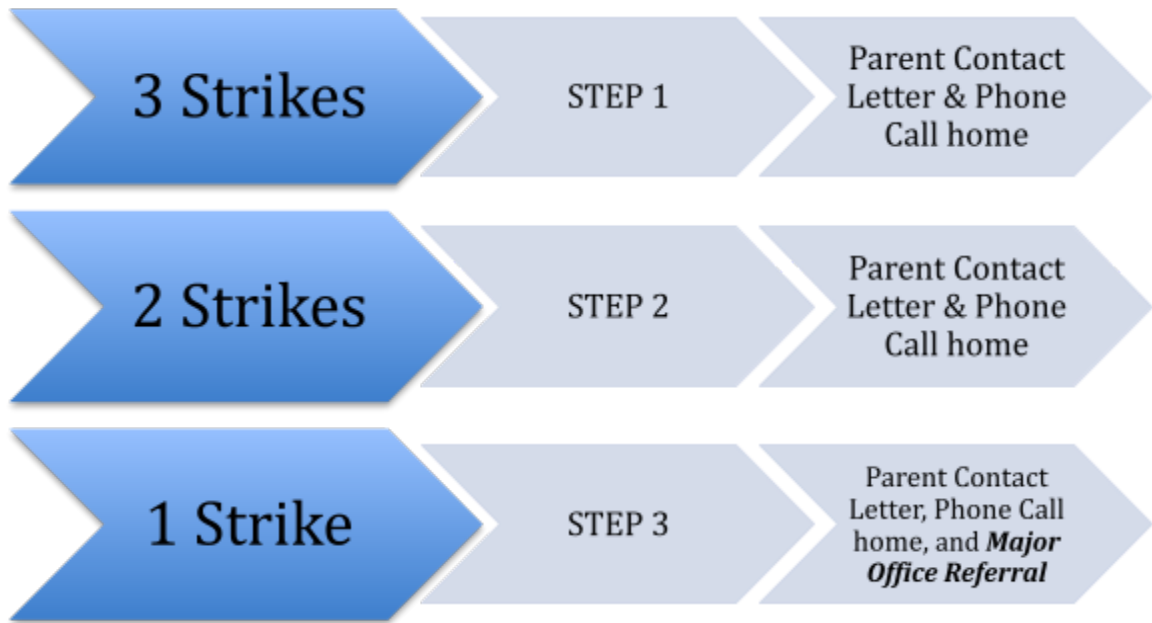
**THEREFORE EACH STUDENT MUST:**

1. Be in class every day, on time prepared to work until properly dismissed by the teacher.
2. Follow class rules and not disrupt the learning/teaching process.
3. Be courteous, cooperative, and respect the rights and property of others.
4. No eating/drinking in class

The school operates under the belief that every student can modify their behavior. All students will receive interventions to modify their behavior in accordance to school rules. Failure to modify inappropriate behavior may ultimately result in the student's suspension from school.

Staff deals with Minor incidents and follows the “STEP” process. Incidents are documented and if not resolved can lead to an office referral. Students are given several chances to resolve problem behavior and interventions are in place to support student and parents. In some cases, steps may result in behavior plans. Office deals with all major discipline incidents. A major incident will go straight to an office referral without having to go through the “STEP” Process. Office referrals are investigated and handled by the Principal or Principal's designee. See Flowcharts and forms for more information.

## Discipline Flowcharts



*Each Strike can lead to one or more of the following: Warning, Counseling, Buddy Teacher, Detention, Reflection assignment, or loss of privilege*



*Disciplinary Action for Major incidents may include but is not limited to: Suspension, Expulsion, Alternatives to Suspension, Restorative Justice.*

# Sunrise/Adelante Continuation School Handbook

## Sunrise High School Disciplinary Step Form Escuela Sunrise Formulario de los Pasos de Disciplina

Name <i>Nombre</i> _____		Referring Teacher <i>Maestro/a Refiriendo</i> _____	
Parent/Guardian <i>Padre/Guardian</i> _____		Phone <i>Teléfono</i> _____	
<b>Level 1 In-Classroom Management</b> <i>En el Nivel 1-Manejo de la clase</i> Teacher Assigned Discipline-See Discipline Level Chart <i>Maestro que asigno Disciplina-Ver Tabla del Nivel de Disciplina</i>			
<b>Discipline Codes</b> <i>Códigos de Disciplina</i>			
1. Warning <i>Advertencia</i>		2. Counseling <i>Consejería</i>	3. Buddy Teacher <i>Acompañate de Maestro/a</i>
4. Detention <i>Detención</i>		5. Reflection <i>Reflección</i>	6. Loss of Privilege <i>Perdida de privilegio</i>
<b>Step 1 Paso 1</b>			
<b>Explain Incident</b> <i>Explicar el Incidente</i>		<b>Discipline Code</b> <i>Código de Disciplina</i>	<b>Class/Date/Time</b> <i>Clase / Fecha/Hora</i>
Strike 1 <i>Incidente 1:</i> _____		_____ <input type="checkbox"/>	_____
Strike 2 <i>Incidente 2:</i> _____		_____ <input type="checkbox"/>	_____
Strike 3 <i>Incidente 3:</i> _____		_____ <input type="checkbox"/>	_____
<b>Parent Contact</b> <i>Contacto con los Padres</i> <b>(Letter Must be mailed after each Step)</b> <i>(La carta debe ser enviada por correo después de cada paso)</i>			
<input type="checkbox"/> Letter <i>Carta</i> Date Mailed: <i>Fecha de envío:</i> _____			
<input type="checkbox"/> Phone Call      Date/Time: <i>Llamada de teléfono Fecha /Hora:</i> _____			
<input type="checkbox"/> Phone Call      Date/Time: <i>Llamada de teléfono Fecha /Hora:</i> _____			
Comments <i>Comentarios:</i> _____			
<b>Step 2 Paso 2</b>			
<b>Explain Incident</b> <i>Explicar el Incidente</i>		<b>Discipline Code</b> <i>Código de Disciplina</i>	<b>Class/Date/Time</b> <i>Clase / Fecha/Hora</i>
Strike 1 <i>Incidente 1:</i> _____		_____ <input type="checkbox"/>	_____
Strike 2 <i>Incidente 2:</i> _____		_____ <input type="checkbox"/>	_____
<b>Parent Contact</b> <i>Contacto con los Padres</i> <b>(Letter Must be mailed after each Step)</b> <i>(La carta debe ser enviada por correo después de cada paso)</i>			
<input type="checkbox"/> Letter <i>Carta</i> Date Mailed: <i>Fecha de envío:</i> _____			
<input type="checkbox"/> Phone Call      Date/Time: <i>Llamada de teléfono Fecha /Hora:</i> _____			
<input type="checkbox"/> Phone Call      Date/Time: <i>Llamada de teléfono Fecha /Hora:</i> _____			
Comments <i>Comentarios:</i> _____			
<b>Step 3 Paso 3</b>			
<b>Explain Incident</b> <i>Explicar el Incidente</i>		<b>Discipline Code</b> <i>Código de Disciplina</i>	<b>Class/Date/Time</b> <i>Clase / Fecha/Hora</i>
Strike 1 <i>Incidente 1:</i> _____		_____ <input type="checkbox"/>	_____
<b>Parent Contact</b> <i>Contacto con los Padres</i> <b>(Letter Must be mailed after each Step)</b> <i>(La carta debe ser enviada por correo después de cada paso)</i>			
<input type="checkbox"/> Letter <i>Carta</i> Date Mailed: <i>Fecha de envío:</i> _____			
<input type="checkbox"/> Phone Call      Date/Time: <i>Llamada de teléfono Fecha /Hora:</i> _____			
<input type="checkbox"/> Phone Call      Date/Time: <i>Llamada de teléfono Fecha /Hora:</i> _____			
Comments <i>Comentarios:</i> _____			
<b>Major Referrals Please send to the Office with an Office Discipline Referral (ODR) Form</b> <i>Referencias PRINCIPALES Por favor, envíe a la Oficina de Disciplina con la Forma de Referencia (ODR)</i>			

# Sunrise/Adelante Continuation School Handbook

Sunrise High School Office Discipline Referral Form		
Escuela de Sunrise Forma Disciplinaria		
Name Nombre _____ Date Fecha _____ Time Hora _____		
Grade Grado _____ Teacher Maestro/a _____ Referring Staff Personal Refiriendo _____		
Location: Localización:		
<input type="checkbox"/> Class Clase	<input type="checkbox"/> Outside Patio/Patio	<input type="checkbox"/> Other/Otro _____
<input type="checkbox"/> Lunch Lonche	<input type="checkbox"/> Restrooms Baños	<input type="checkbox"/> Field Trips/Assemblies Paseos/Asambleas
<input type="checkbox"/> Office Oficina	<input type="checkbox"/> Health/Clase de Salud	<input type="checkbox"/>
Others Involved in Incident: Otras Involucrados en el Incidente:		
<input type="checkbox"/> None Ninguno <input type="checkbox"/> Peers Compañeros <input type="checkbox"/> Teacher Maestro/a <input type="checkbox"/> Staff Personal <input type="checkbox"/> Substitute Suplente <input type="checkbox"/> Other Otro		
Staff deals with: Personal se ocupa de:	Office deals with: Oficina se ocupa de:	Motivation: Motivación:
<input type="checkbox"/> Talking Hablando <input type="checkbox"/> Running Corriendo <input type="checkbox"/> Off Task No Hace su Trabajo <input type="checkbox"/> Arguing Argumentando <input type="checkbox"/> Bothering others Molestando a Otros <input type="checkbox"/> Dress Code Código de Vestuario <input type="checkbox"/> Gum/Food Chiclé o Comida <input type="checkbox"/> Not Following Adult Directions <i>No Seguir las Instrucciones de los Adultos</i> <input type="checkbox"/> Inappropriate Use of Equipment <i>Uso Inadecuado de los Equipos</i> <input type="checkbox"/> Other Minor Behavior Otro <i>Comportamiento Menor</i> _____	<input type="checkbox"/> Abusive Language/Gestures/Profanity <i>Lenguaje Abusivo/Gestos/Profanidad</i> <input type="checkbox"/> Fighting/Physical Aggression/Assault <i>Pelear/Agresión Física/Agredir</i> <input type="checkbox"/> Disrespect Falta de Respeto <input type="checkbox"/> Lying/Cheating Mentir/Copiar <input type="checkbox"/> Harassment/Bullying/Threats <i>Acoso/Intimidación/Amenazas</i> <input type="checkbox"/> Disruptive Behavior Comportamiento Disruptivo <input type="checkbox"/> Vandalism Vandalismo <input type="checkbox"/> Theft/Stealing Robo <input type="checkbox"/> Technology Violation Violación de Tecnología <input type="checkbox"/> Creating a False Emergency <i>Creado una Falsa Emergencia</i> <input type="checkbox"/> Weapons Armas <input type="checkbox"/> Other Major Behavior Otro Comportamiento Mayor _____	<input type="checkbox"/> Peer Attention Atención de Compañeros <input type="checkbox"/> Adult Attention Atención de Adultos <input type="checkbox"/> Obtain Item/Activity Obtener Artículo/Actividad <input type="checkbox"/> Avoid Task/Activity Evitar la Tarea/Actividad <input type="checkbox"/> Avoid Peers Evitar a los Compañeros <input type="checkbox"/> Avoid Adults Evitar a los Adultos <input type="checkbox"/> Unknown Desconocido <input type="checkbox"/> Other Otro _____
Staff Decision: Decisión de Personal:	Administrative Decision: Decisión de Administrador:	
<input type="checkbox"/> Student Conference Conferencia con el Estudiante <input type="checkbox"/> Loss of Privilege Pérdida de Privilegios <input type="checkbox"/> Time in Office Tiempo en la Oficina <input type="checkbox"/> Other Otros _____ Date Fecha _____	<input type="checkbox"/> Contact Parents via Phone <i>Contacto con los Padres por teléfono</i> <input type="checkbox"/> Individualized Instruction <i>Instrucción Individualizada</i> <input type="checkbox"/> Follow-up Agreement <i>Seguimiento de Acuerdo</i> <input type="checkbox"/> Other Otro _____	<input type="checkbox"/> Lunch/Recess Detention <i>Detención de Lonche/Recreo</i> Date Fecha _____ <input type="checkbox"/> In-School Suspension Suspensión en la Escuela ( _____ Hours/Days horas/días) <input type="checkbox"/> Out-of-school Suspension Suspensión fuera de la Escuela ( _____ Hours/Days horas/días)
Other Comments: Otros Comentarios:		
Staff/Admin. Signature: Firma de Personal/Administrador: _____ Date: Fecha: _____		
Student Signature: Firma de Estudiante: _____ Date: Fecha: _____		
Parent Signature: Firma de Padre: _____ Date: Fecha: _____		

Revised August 2017, Sunrise High School, RSUSD

**Bicycle Policy:**

Students may ride a bicycle to the entrance of the district parking lot. Students cannot ride on campus. The bicycle is to be walked to the bicycle rack and locked up. The student is to maintain the key, or lock combination. Failure to comply with the established policy will result in disciplinary action.

**Candy, Gum and Seeds:**

Students are not to bring candy, gum or seeds to school. This includes sunflower seeds, pumpkin seeds, or any other seed. Students are not permitted to chew gum, eat candy or seeds at school.

**Cell Phones and Electronic Devices**

All electronic devices, including but not limited to, cell phones, music players, are to be given to the school staff at 8:00am, for lock up throughout the day. There is no exception to this. Any of these devices, which are SEEN or HEARD anywhere on the school campus, during school hours, will be CONFISCATED. **The school and/or district is not responsible for lost, stolen, or damaged devices or items.**

**Airpods/Earphones**

Airpods/earphones will be allowed at the teachers discretion, based on instructional day. At times when airpods/earphones are allowed or necessary, only one should be used at a time. This is due to safety and security to ensure that students can hear teacher/staff and/or emergency instructions at any given time. Volume should be kept to a minimum. If it can be heard by other individuals it is too loud. If devices become a distraction to the student or other students, they will not be allowed.

**Consequences**

- 1<sup>st</sup> Offense: Item will be confiscated and returned to student at the end of the school day
- 2<sup>nd</sup> Offense: Item will be confiscated and returned to parent upon request
- 3<sup>rd</sup> Offense: Item will be confiscated and returned to parent at the end of the school year

OR at principal's discretion.

**Cheating and Plagiarism:**

Cheating is, quite simply, not doing your own work, but using a means to procure a grade anyway. Cheating can occur at any time or place and is limited to any item receiving points, credit or grade in class.

First Offense: The teacher and parent must have a conference either on the phone or in person. The grade of "F" must be assigned for that work. If the student is 18 or over, the student may be transferred to the adult school.

Second Offense: The student is suspended from school for three (3) days and placed on a behavior contract. The parent and student must attend a conference with the principal.

Third Offense: This and subsequent offenses within an academic year will be grounds for suspension from school under 48900 (K) of the Education Code of the State of California and may result in expulsion.

## Sunrise/Adelante Continuation School Handbook

### **Classroom Conduct:**

Classroom conduct is the responsibility of the individual teacher under the supervision of the principal. However, the following conditions are to be at all levels and at all times:

1. A student is to be in class on time and to remain in the classroom during the class period and must remain under the supervision of the teacher until released.
2. Students are not to eat, drink, or chew gum in the classroom during the regular class period. Exceptions to this will not be tolerated unless cleared with the principal prior to each occurrence.
3. Students are to follow established classroom rules.
4. The rights of the individual student(s) and teacher(s) are to be respected at all times.

Classroom rules not specifically contained in this handbook are to be considered fully in effect when the following conditions are met:

1. The rules have been posted in the classroom and discussed with the class.
2. Each student in the class has been given a copy of the classroom rules to take home to his/her parent/guardian.
3. The classroom rules have been filed with the principal and secretary.

The recommendation is for teachers to implement, but not limit themselves to the following: Teacher/Student conference or Teacher/Student/Parent conference or contact.

### **Contracts (Academic and Behavior):**

A student behavior contract is an agreement in writing to show details mutually understood about expected behavior. Each student will be held accountable for a behavior contract and the parents/guardians will be informed as to both contents and consequences. Teachers may issue behavior or performance agreements with their respective classes as part of the normal instructional process with notification to the administrator. Contracts may be issued by the principal for academic, behavior, attendance, or discipline purposes.

### **Disruptive Items:**

Possession of anything that is disruptive to the educational environment of the school is banned. Matches, felt tip pens (i.e. Sharpies and all other brands), laser pointers, lighters, firecrackers, knives, spiked rings, other weapons or dangerous objects, smoke or stink bombs, tobacco, alcohol, drugs, or any other kind of substance designed to look like banned substance, drug paraphernalia, water balloons, squirt guns, and paintball guns. **Any violation of this policy will result in the confiscation of the item and possible suspension or expulsion. The school and/or district is not responsible for lost, stolen, or damaged devices.**

**False Information:** Students who give false identification or false information are subject to disciplinary actions. Parents/guardians will be notified of all incidents of false information.

### **Fighting:**

1<sup>st</sup> offense – expulsion or transfer to adult school/contact law enforcement

2<sup>nd</sup> offense – expulsion from the school district/contact law enforcement

### **Forgery:** (falsifying a signature on a document)

1st offense – Three day suspension/behavior contract and parent conference – Possible arrest.

2nd offense – Five day suspension/Parent conference (possible expulsion) – Possible arrest.

**Fraud:** A student signing in or out of school for another student is considered fraud. Students that commit fraud

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are subject to disciplinary actions. Parents/guardians will be notified of all incidents of fraud.

**Gambling:** Gambling on the school campus is not permitted. Students that gamble are subject to disciplinary actions. Parents/guardians will be notified of all incidents of gambling.

**Gangs:** Board policy prohibits gangs or groups that advocate drug use or disruptive behavior, and provides for the expulsion of students involved in group activities that cause, attempt to cause or threaten to cause physical injury. Board Policy 5136 prohibits the presence of any apparel, jewelry, accessory, notebook, or manner of grooming which, by nature of its gangs that advocate drug use or disruptive behavior.

### **Harassment, Threats, Intimidation and Bullying:**

Students must show respect for other persons and property. Violations of this requirement includes, but are not limited to: behaviors that endanger staff or students, shoving, fighting, threatening, insubordination, profanity, hazing or another initiation activity, gambling, vandalism, damage to or theft of property belonging to the District, staff or students, throwing food, littering, throwing water or ice, harassment, bullying, intimidation, gang signs or calls, or any other verbal, written or physical conduct that causes or threatens to cause bodily harm or emotional suffering.

Students that intentionally engage in harassment, threats, or intimidation, directed against a pupil or staff member, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating a substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment may be subject to suspension and/or recommended for expulsion. Threats that are verbal, written, or electronically transmitted by email, or social networks may be reported to law enforcement. (Reference Ed Code 48900.4).

**Hazing:** Hazing is prohibited. (Hazing is often a ritualistic test and a task, which may constitute harassment, abuse or humiliation with requirements to perform random, often meaningless tasks, sometimes as a way of initiation into a social group.) Any violations will result in a parent conference, suspension, possible expulsion and/or arrest. (Reference to Ed Code 32051-32053)

### **Keys (Illegal use or duplication):**

Illegal possession of keys to school buildings or premises, unauthorized use of keys to school buildings or premises, or knowingly duplicating keys to school buildings or premises, subjects students to appropriate disciplinary action which shall include counseling, a parent conference and may result in suspension, expulsion, and/or arrest.

### **Lighter: Possession and/or Use of Lighter:**

When any student possesses or uses a lighter at school the following shall result: parent conference and three to five days of suspension.

### **Loitering:**

In accordance with the laws of California and the Penal Code, no person shall be on school premises or adjacent areas, except as a properly enrolled student or upon lawful business, unless he/she has first presented himself/herself to the main office. Lawful business shall not include being on school property for any of the following purposes except on specific approval of the school administration: Conversation, contact, solicitation, or any other association by a non-student with

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students, faculty, or administrators during regular school hours or at school-sponsored events not open to the general public.

“Non-student” shall mean any person, minor or adult, not regularly enrolled in day classes on the school property upon which he/she is present. A person who fails to leave on request of school personnel is subject to arrest (Penal Code 653 sec. g).

### **Posturing/Verbal Arguments:**

1<sup>st</sup> offense – parent/student conference

2<sup>nd</sup> offense – 1 to 3 days after school outdoor beautification (48900.6) on the days determined by the administrator and parent conference

3<sup>rd</sup> offense – 1-3 days suspension and parent conference

4<sup>th</sup> offense – Five days suspension/possible expulsion

### **Profanity/Obscene Acts:**

Used in an offensive manner.

1<sup>st</sup> offense – Parent/student conference

2<sup>nd</sup> offense – 1 to 3 days after school outdoor beautification (48900.6) on the days determined by the administrator and parent conference

3<sup>rd</sup> offense – One to three days suspension/parent conference

4<sup>th</sup> offense – Five days suspension/possible expulsion

The use of profanity/obscene acts is not considered appropriate in any school setting.

### **Profanity/Obscene Acts:**

Used in a threatening manner.

1<sup>st</sup> offense – One to three days suspension/parent conference with teacher and student

2<sup>nd</sup> offense – Five days suspension/possible expulsion

The use of profanity is not considered appropriate in any school setting.

### **Respect for Staff:**

Students must obey all administrators, teachers, aides, secretaries and school staff at all times. If students feel that they have been treated unfairly, they should first obey the school employee, then discuss the incident with the principal.

### **Rest Rooms:**

Gathering around the restroom areas (either in the rest rooms or near the rest-room entrances), blocking free access to, or use of, school restrooms will be in violation of District rules and regulations. Such students will be subject to a referral, parent conference, and possible suspension or expulsion.

### **Searches:**

The site administrator/designee has the authority to conduct a search. The scope of the search may include a student’s person and areas over which he/she has control (backpack, handbag, wallet, or similar type of item), including, but not limited to, any locker (cubicle, cubby, container) assigned to the student by the school, and the student’s vehicle.

### **Sexual Harassment:**

Any form of verbal, written, or physical harassment including sexual harassment toward school personnel, or



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between students, will call for automatic suspension, possible expulsion, and possible inclusion of police investigation as per board policy BP-5145.7.

Types of conduct which are prohibited in the district and which may constitute harassment include, but are not limited to:

- Unwelcome sexual flirtations or propositions.
- Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexual degrading descriptions.
- Graphic verbal comments about an individual's body, or overly personal conversation.
- Sexual jokes, notes, stories, drawings, pictures or gestures
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- Touching an individual's body or clothing in a sexual way.
- Purposefully cornering or blocking normal movements.
- Motioning or gesturing in a way such as to harm or intimidate another student

### **Skateboards/Bicycles/Other**

The District will not allow any skateboarding, bike riding, roller skating, rollerblading, scooters, razors, or other such activity on any school grounds at any time (this includes after school, nights, and weekends). **Any violation of this policy will result in the confiscation of the item by the Administration. The district is not responsible for lost, stolen, or damaged items.**

### **Stealing and Theft:**

Theft is an automatic suspension. Students stealing school or personal property while under the jurisdiction of the school shall be subject to a suspension, parent conference, contract, and possible expulsion and/or arrest. The parent/guardian and the student will be responsible for restitution of the item(s) stolen and for any reward payment offered.

### **Student Display of Affection/Public Display of Affection (PDA)**

Displaying any unacceptable physical contact of a sexual nature, such as kissing, petting, and inappropriate body, front or back, contact will not be allowed. Holding hands is acceptable. For any violations, the following will apply:

- 1st offense - Verbal warning (documented into discipline file)
- 2nd offense – Parent contact
- 3rd offense - 3 day suspension and parent /student / Principal conference
- 4th offense – Possible expulsion

### **Student Passes:**

Students must have a pass when outside the classroom at any time other than passing, brunch, lunch, break, or at the end of the school day when leaving campus. Leaving campus during the day requires office clearance. Failure to check out with the office will result in disciplinary action for improper check out.

### **Terroristic Threat:**

A "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is

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no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.(Ed code 48900.7) Parent contact and law enforcement shall be notified. The student will serve 5 days suspension/possible expulsion.

### **Tobacco Free School Zone:**

Federal Law, California State Law and School District Policy prohibit tobacco use on school property. The District's Discipline Code for students also prohibits possession of tobacco on campus or at school functions.

### **Trespassing or Forced Entry:**

Trespassing or forced entry with respect to school buildings or school events is prohibited. Any violation by a student shall result in a suspension pending further action including, but not limited to expulsion and criminal prosecution. (Reference Penal Code 626.8 and Penal Code 459). Students attending Sunrise and Adelante Continuation Schools are not permitted to be on any other school campus in the Reef-Sunset Unified School District.

### **Vandalism/Graffiti:**

Destroying or defacing of school property such as desks, walls, books, furniture, or personal property will result in disciplinary action. Parents/guardians and the law enforcement office will be notified after an act of vandalism. A parent conference will be set up to determine the amount of restitution required. The length of suspension or expulsion will be determined by the seriousness of damage.

**Students should not bring marking pens of any type to school. Markers will be confiscated and not returned to the student.**

All acts of graffiti will be considered vandalism.

### **Vandalism (Computer/Online Access):**

When a student's action results in damage to computer equipment, all costs incurred for the repair, including the cost of a service call, will be the responsibility of the student. The student will have a conference with the principal, a parent conference will be held, the student may be suspended or expelled.

Any violation by a student of any provision of the district/county Acceptable Use Agreement may result in the immediate revocation of the computer online access privileges for a period of time to be specified by the school administration.

## **Suspensions and Expulsions**

**(Ed. Code 48900)**

### **Suspensions and Expulsions (Ed. Code 48900, Ed Code 48915)**

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel (unless prescribed).
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possession of an imitation firearm. An imitation firearm is “a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.”
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual batter as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold a prescription drug.
- (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.

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Ed. Code 48900.2 Sexual Harassment

Ed. Code 48900.3 Hate Violence

Ed. Code 48900.4 Harassment, Threats, or Intimidation Against a Pupil

Ed. Code 48915

(a) The principal or the superintendent of schools shall recommend a pupil expulsion for any of the following acts, unless the principal or superintendent finds, and so reports in writing to the governing board, that expulsion is inappropriate, due to the particular circumstance, which shall be set out in the report of the incident:

(1) Causing serious physical injury to another person, except in self-defense.

(2) Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity off school grounds.

(3) Selling or otherwise furnishing a firearm.

(4) Unlawful sale of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

(5) Robbery or extortion.

(b) The principal, superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil has obtained prior written permission to possess the firearm from a certificated school employee is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if an employee of a school district verifies the possession.

(2) Brandishing a knife at another person.

(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

(4) Committed or attempting to commit a sexual assault as defined in subdivision

(n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

**Recommendation for expulsion** is required by Education Code for possession of any firearm, knife, and/or explosive.

**Suspended students and students** pending expulsion may not be on campus or attend any school activities, unless prior arrangements have been made with the principal.

**The following consequences occur when a student is suspended for:**

***Tobacco*** (using or possessing in any form)

First Offense: Three (3) day school suspension.

Second Offense: Five (5) day school suspension.

***Alcohol*** (using, possessing, or under the influence in any form)

First Offense: Five (5) day school suspension, behavior contract.

Second Offense: Five (5) day school suspension and recommendation for expulsion from district.

**Illegal Drugs** (*using, possessing, or under the influence in any form*)

First Offense: Five (5) day school suspension and/or recommendation for expulsion from the district.

**Major Vandalism or Theft** (*public or private property, including athletic equipment*)

First Offense: Five (5) day school suspension and placed on a behavior contract.

Second Offense: Five (5) day school suspension, recommendation for expulsion.

**Other Suspension**

For any other suspendable offense not listed in the preceding paragraphs, the consequences may include, but are not limited to, 1-5 days school suspension, possible expulsion and will be determined by the school site administration.

**Expulsion Process**

A student is put up for expulsion for violation of Ed Code 48900 or 48915. When put up for expulsion, the student will serve their suspension first and at the end of the suspension they will attend Community Day School until the time of their Expulsion Hearing. A notice of the date of the Expulsion Hearing will be sent home to the student's parents/guardians. At the hearing, the School Board of Trustees will be present. The school administration will present the evidence of the case to the Board. The student will be given an opportunity to present information on his/her behalf. The Board will ask questions of both the administration and the student. The Board will deliberate and decide the case in closed session. The Board will invite the student and the administration back into their chambers to hear the decision of the case. If the expulsion is upheld, then the student will be either fully enrolled in Community Day School or expelled from the school district. If the expulsion is denied, then the student will report back to the school of origin for the next attendance day. The Board will announce the length of the expulsion.

## **Student Services**

### **Address Change:**

If at any time during the school year it becomes necessary for a parent/guardian to change his/her home/ mailing address or phone number, please report the change to the school secretary immediately.

### **A & D - Admissions and Dismissals:**

Students wishing to return to Avenal High School or change schools within the district, must request a review by the A & D Committee prior to the end of the semester. Students may only transfer to the other school at the beginning of the year, semester break, and at the end of the year in preparation for the following school year.

### **Earthquake Drill/Fire Drill/ Lock-Down Drill:**

Earthquake drills, fire drills, and lock-down drills are conducted periodically to ensure the safety of the students and staff in case of disaster. Students are expected to follow the directions of any staff member without question or delay.

### **Health:**

RSUSD follows all health and safety protocols as established by the CDE. Please visit <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx> for the latest guidelines.

### **Homework/Hospital Request:**

Parents may request homework for students that will be absent for more than one day not to exceed 3 days. In fairness to our teachers we would ask for two working days to fulfill homework requests. Please contact the secretary to request homework. If a student will be absent for more than 3 days for medical reasons, please contact the Principal to request home study. A doctor's note will be required for a student to be placed on home study.

### **Jurisdiction of School:**

Students are under the jurisdiction of the school for disciplinary purposes: (1) while on school grounds; (2) while going to or coming from school; (3) during the lunch period, (4) during, or while going to or from school, or a school-sponsored activity.

Students who violate the district discipline policy at these times are subject to the stated disciplinary alternatives including but not limited to suspension and expulsion (Ed Code 48900, Ed Code 48915). Such jurisdiction does not make the district school board, administrative, certificated, or classified personnel liable for student actions.

### **Medication:**

California state law requires that no medication, neither prescription nor over-the-counter, may be administered at school by staff without written instructions from the doctor. The doctor's instructions must include the name of the medication, dosage, and schedule of medication. Also, parent permission must be given in writing. Only medication in their original containers will be accepted by school administration. Do not send the medication with the student. The parent must bring in the medication. The medication must be in the original pharmaceutical container.

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### **Messages:**

Messages and deliveries, i.e., gifts, balloon bouquets, etc., for students will not be accepted during instructional minutes, unless the Principal/designee deems it necessary. Any delivered items will be kept in the office until the end of the school day.

### **Parents/Visitors on Campus:**

Parents and all non-student visitors must sign-in in the office. All visitors should be dressed appropriately for the school environment. All visitors must abide by the school rules and any visitor to the campus that does not, will be considered a threat and the police will be notified.

### **Records and Discipline File:**

Proper written records, protected in accordance with the Family Educational and Privacy Acts of 1974, will be maintained on all students involved in disciplinary actions and procedures. These notes and summaries that complete the documentation shall be finished, using appropriate district forms, immediately after an incident has occurred and placed in the student's confidential file.

### **Restroom/Water Fountain:**

Students should use the restroom prior to starting the school day, during brunch, lunch, break, and when passing classes. Students should refrain from leaving the classroom to use the restroom or water fountain, as this interrupts the class and disrupts your education. The student must have a pass to leave the classroom and will be allowed in the restroom one at a time.

### **Scheduling:**

All scheduling changes must have administrative approval.

### **Student Bills:**

Student bills can be paid in the office during brunch or lunch or break, not during class hours. Students who have to clear any bills may pay with cash, check or money order. After May 1<sup>st</sup> students who have any outstanding bills must pay with money order or cash.

### **Student Expression:**

Student expression that materially disrupts class work, causes disorder, or invades the rights of others is prohibited. The use of slanderous and obscene language, buttons, badges, or insignias shall result in counseling, a parent conference and may result in suspension, expulsion, or arrest.

### **Telephone:**

Students **will not use the office phone for personal calls except in emergency and with staff permission.** In the event a student receives a call, he/she will be called out of class **only** in the case of an emergency. Normally, phone calls for students will be handled, during brunch/lunch and after school. Please ensure that family members have the school phone number because students will not be using their cell phones during school hours.

### **Work Permits:**

California law requires you to obtain a work permit if you plan to work and are under eighteen years of age. Schools are authorized to issue these permits which verify age in accordance with school records. Permits to work are issued upon approval of application signed by the parent, student, and employer. Work permits may

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be obtained from the office. In order to qualify for a work permit a student must:

- be on track for graduation
- have satisfactory attendance
- have satisfactory school behavior
- Maintain a grade point average of 2.0 or better

*If grades fall below 2.0, the work permit will be revoked.*

## District Policies

### **Alternative Placement Committee:**

The District's Admission and Dismissal Committee will meet quarterly. Placement at an alternative program will be determined by this committee. Parents and students will have a conference with school Administration prior to referral to the A&D Committee. Students who wish to return to the high school from an alternative education program must petition this committee (i.e., county school, juvenile hall, continuation school, etc.).

### **K-9 Search Policy**

This notice is a reminder of current Reef-Sunset Unified School District policy regarding drug/ prohibited substances.

In an effort to keep RSUSD schools free of drugs, the district may use specially trained, non-aggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or district policy. The dogs may sniff the air around lockers, desks, bags, items or vehicles on the district property or at district sponsored events as long as they are not allowed to sniff the person. Items shall not be sniffed if a person is close by. The above inspections shall be unannounced and may be made at the discretion of the Superintendent or designee. Students and parents/ guardians shall be informed of this policy.

### **No Child Left Behind (NCLB)**

#### **Highly Qualified Teachers**

Parents/guardians may request, and the District will provide, information regarding the professional qualifications of the student's classroom teacher, as well as the qualifications of any paraprofessionals in the classroom. Parents will be notified when their child has been assigned to a teacher who does not meet the qualifications of a highly qualified teacher or when the child has been taught for 4 or more consecutive weeks by a teacher who does not meet the highly qualified requirements.

### **School Accountability Report Card (SARC)**

The District will provide a SARC annually. The purpose of the report card is to provide parents and the community with important information about each public school. In addition, NCLB requires that SARC's contain reports concerning the "adequate yearly



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progress" of students in achieving state academic achievement standards; Title 1 Program Improvement; graduation rates at the secondary level; the extent to which "highly qualified" teachers are teaching core academic subjects, and other information relating to the State's settlement of the *Williams* Case, including, (1) any needed maintenance to ensure "good repair" of school facilities, (2) the number of teacher "mis-assignments" and "vacant teacher positions," and (3) the availability of "sufficient textbooks and other instructional materials." Parents may obtain a copy of the District's SARC by logging on to the district web site at [www.rsusd.net](http://www.rsusd.net), or by contacting the school site secretary.

### **UNIFORM COMPLAINT PROCEDURES Annual Notification**

The Reef-Sunset Unified School District has primary responsibility for insuring that it complies with state and federal laws and regulations governing educational programs implemented by the district and civil rights protections regarding sex, sexual orientation, gender, age, ethnic group identification, race ancestry, national origin, religion, color, or mental or physical disability. Any complaints alleging unlawful discrimination or failure to comply with state or federal laws in adult education, consolidated categorical aid programs, vocational education, and special education programs will be reviewed and mediated or investigated by the district. The complainant will have the opportunity to provide relevant information during the investigation. Within sixty days of receipt of the complaint, the district will provide a written report to the complainant. Complaints alleging discrimination must be filed within six months from the alleged occurrence or when knowledge was first obtained. Complainants may also pursue civil law remedies through mediation centers, the county office of education, and public/private interest attorneys.

The district follows Uniform Complaint Procedures established in Board Policy 1312.3. Complaints should be directed to the district compliance officer, telephone number (559) 386-9083 ext. 1001.

If dissatisfied with the district's resolution of a complaint, the complainant has the right to appeal to the California Department of Education within fifteen days after the district's report is issued. In a discrimination complaint, the complainant has the right to seek legal remedies (such as court action) when at least sixty days has passed after filing an appeal with the California Department of Education.

**WILLIAMS UNIFORM COMPLAINT PROCEDURES**

**NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS:**

**Community Relations**

**Complaint Rights:**

Parents/Guardians, Pupils, and Teachers:

Pursuant to Education Code 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or mis-assignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

*Teacher vacancy* means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

*Mis-assignment* means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. Pupils, including English learners, who have not passed one or both parts of the high school exit examination by the end of grade 12, are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. A complaint form can be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site:  
<http://www.cde.ca.gov/re/cp/uc>.

## Transportation

### **Bus Regulations**

Although state law does not mandate transportation, school busses are provided by the district to insure the safest possible means to and from school for students or any other place authorized by school authorities. This being the case, students are to do their part to maintain a safe driving condition for the bus driver.

1. Students are to get on and off the busses only at a scheduled place for loading/unloading and only on their scheduled bus.
2. Student must be ready to board the bus when it reaches your pickup location, as it needs to leave on time.
3. Classroom conduct is to be observed.
4. Standing, changing seats, sitting backwards or crosswise in seats is prohibited.
5. Arms are to be kept inside bus - feet on the floor.
6. Throwing things out of the bus is strictly in violation of the law.
7. Yelling at people along the streets is prohibited.
8. Busses shall be kept clean. Eating food, candy, seeds, etc. while riding on busses is prohibited.
9. Students shall not deface any part of the bus. Any damage done to a bus shall be paid for by those found responsible for such damage. Parents shall be held liable for repairs.
10. Field trips and sporting events: Students are to follow all rules, the same as daily bus students.
11. When a rider is found responsible of misconduct, the rider will be reported to the principal with a bus referral.
  - a. The school will make every effort to notify the rider and their parent/guardian of the student's removal from the bus for one school day.
  - b. Upon a second offense of misconduct, the rider will be denied transportation services for a period of ten school days.
  - c. Upon a third offense of misconduct, the rider will be denied transportation services for 30 school days.
  - d. Upon determination of continual misconduct, a student may lose transportation for the remainder of the school year.
12. Students will be picked up and dropped off at prearranged stops unless parents notify the school beforehand.

### **Kettleman City/Adelante Students**

Riding the school bus from Kettleman City to Avenal is a privilege. Students riding the bus are to go directly to their school. Students riding the bus from Avenal to Kettleman City are to go directly home. After getting off the bus, the student is not allowed to go to the store, the park, or a friend's house. The student is to go directly to their school.

The student is to get on the first bus at Kettleman City Elementary School. The student is to get off and on the bus at the corner of Park Avenue and the school district complex.

Students that live at the ranch must switch buses at the designated stops under the watchfulness of the bus drivers. In the event that the student does not follow the rules, the student may be dismissed from the bus route and the parents/guardians will provide their student's transportation to the school.

## Food Services

### **Lunch Time Regulations:**

1. Sunrise/Adelante Continuation High School is a closed campus. **Students may not leave school during lunch.**
2. Lunch is 40 minutes in length with a 5 minute passing time to the next class. Students may eat the lunch provided by the cafeteria or bring their lunch from home. School lunches are free and students must have the required lunch form on file.
3. **Food may not be taken into the halls or classrooms.**
4. Take pride in our campus, dispose of litter appropriately.

### **Brunch:**

There is a fifteen (15) minute break in the morning. The school provides a nutritional breakfast. Students qualifying for free lunches have the same opportunity with brunch. **Students are not permitted to leave campus during this break.**

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## Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

**BEST PRACTICES FOR COPING WITH AN ACTIVE SHOOTER SITUATION**

- Be aware of your environment and any possible dangers
- Take note of the two nearest exits in any facility you visit
- If you are in a hallway, classroom or faculty office, escape the building if possible
- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.

*CALL 911 WHEN IT IS SAFE TO DO SO!*

### HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that your students will follow your lead during an active shooter situation.

**1. Evacuate** - If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

**2. Hide out** - If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Not trap you or restrict your options for movement
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture

If the active shooter is nearby:

- Lock the door
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)
- Hide behind large items (i.e., cabinets, desks)
- Remain quiet

**3. Take action against the active shooter** - As a last resort, and only when your life is in imminent

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danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

### HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4)
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment
- Officers may be armed with rifles, shotguns, handguns
- Officers may use pepper spray or tear gas to control the situation
- Officers may shout commands, and may push individuals to the ground for their safety

How to react when law enforcement arrives:

- Remain calm, and follow officers' instructions
- Put down any items in your hands (i.e., bags, jackets)
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as holding on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

Information to provide to law enforcement or 911 operator:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

The first officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

AB 2022 Pupil Mental Health Services: School Notification



### Counseling/Prevention-Intervention Services

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Reef-Sunset Unified School District currently employs three (3) full-time School Counselors and one (1) Prevention-Intervention Specialist. School Counselors/Prevention-Intervention Specialists are trained to help students succeed academically, socially, behaviorally and emotionally. They work directly with students to address academic and social-emotional needs, as addressed by parents, school personnel and other key stakeholders. They also collaborate with educators, parents, and other professionals to create safe, healthy, and supportive learning environments that strengthen connections between home, school, and the community for all students.

Within Reef-Sunset Unified School District, School Counselors/Prevention-Intervention Specialists work with students to:

- Develop academic plans for students to make academic progress
- Conduct academic and career planning with students
- Provide behavioral support to students through such services as:
  - direct behavioral support
  - consultation services to student or to in-line staff
  - collaborate with school psychologists with BIP development
- Provide direct instruction on appropriate:



- social skills
  - friendship skills
  - anger management
  - coping skills
  - self-regulation
  - problem solving
- Provide individual services to students, as identified by key stakeholders
  - Make referrals to in-district specialists and/or outside agencies for mental health care
  - Suicide risk/threat assessment, suicide intervention and postvention
  - Participation on crisis response team to provide mental health prevention, intervention, and postvention services.

Students who may be in need of mental health services can be provided these services through the School Counselor/Prevention-Intervention Specialist and these services are generated by any stakeholder through the district referral process, a Student Study Team Referral, Section 504 and/or IEP. The referral will go through an evaluation process to ensure appropriate supportive services are offered. If said services are not available on the school site, a referral to a partnering agency will be made on behalf of the family and child.

Within Reef-Sunset Unified School District, School Counselors/Prevention-Intervention Specialist work with students and their families to:

- Evaluate eligibility for Section 504 services (within a multidisciplinary team)
- Provide behavioral techniques and interventions to staff
- Create plans to support general education students who are experiencing behavioral issues within the school setting
- Provide parents with information to enhance parenting skills
- Make referrals to outside agencies for mental health care
- Make referrals and help coordinate community support services

Parents/Guardians who feel their student may be in need of mental health services can seek out these services by contacting the School Counselor/Prevention-Intervention Specialist directly. The referral will go through an evaluation process to ensure appropriate supportive services are offered. If said services are not available on the school site, a referral to a partnering agency

will be made on behalf of the family and child.

## **Psychological Services**

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Reef-Sunset Unified School District currently employs two (2) full-time School Psychologists.

School Psychologists are credentialed professionals whose primary objective is the application of scientific principles of learning and behavior to reduce school-related problems and to facilitate the learning and development of children within the school district. They are trained to help identify specific learning and behavioral barriers and develop a plan to support the student and staff to assist the student in making progress toward their academic, social-emotional and behavioral goals. In addition to working directly with students, the School Psychologists also collaborate with educators, parents, and other professionals to create safe, healthy, and supportive learning environments that strengthen connections between home, school, and the community for all students.

Within Reef-Sunset Unified School District, School Psychologists work with students to:

- Increase achievement by assessing barriers to learning and determining the best instructional strategies to improve learning
- Consult with staff and teachers to promote infusion of social-emotional learning with the classroom/curriculum
- Help access universal mental and behavioral screening tools and provide early intervention for identified, at-risk students
- Develop and help implement school wide positive behavior interventions within a multi-tiered systems of support to address the social—emotional, behavioral and mental health needs of all students. Behavioral support for identified students through services such as:
  - evidence-based mental and behavioral health programs (i.e. Check-In-Check-Out, Structured-Day)
  - skills group counseling (i.e. social skills training, anger management, coping skills, etc.)
  - targeted, direct-therapeutic individual counseling to help promote student access within their educational environment
  - assessment and interpretation of behavioral data to monitor response to multi-tiered interventions

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- Behavior Intervention Plan (B.I.P.) development, and monitoring
- mentoring of identified, at-risk students
- suicide risk/threat assessment, suicide intervention and postvention
- participation on crisis response team to provide mental health prevention, intervention, and postvention services.
- Support and improve behavioral functioning of identified students on the school campus
- Build protective factors that help establish students' long-term capacity for positive behavior, social competency, academic achievement, and emotional well-being.
- Promote wellness and resiliency in students by:
  - reinforcing appropriate communication and social skills
  - developing sound, problem solving skills
  - finding optimism
  - developing conflict resolution and anger management skills
  - understanding and monitoring of self-regulation skills
  - developing a sense of positive coping skills and self-determination
  - promoting positive peer relationships
  - creating a positive and safe school climate

Students who may be in need of mental health services can be referred to School Psychologists by any key stakeholder by making direct contact with the school. In many cases, these services are generated through a stakeholder through the district referral process, a Student Study Team, Section 504 and/or Individualized Education Plan. The referral will go through an evaluation process to ensure appropriate supportive services are offered. If said services are not available on the school site, a referral to a partnering agency will be made on behalf of the family and child.

Within Reef-Sunset Unified School District, School Psychologists work with students and their families to:

- Identify and address learning and behavior barriers that interfere with the student's academic, social-emotional, and behavioral progress and successes within the school setting
- Complete a multi-disciplinary psycho-educational evaluation of academic, social, emotional, and behavioral problems relative to student eligibility for special education services (within a multidisciplinary team)

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- Support students' social, emotional, and behavioral health across both the school and home environments
- Link parents with pertinent information to enhance parenting skills
- Increase positive behavior interactions with peers and staff
  - Guide the implementation of a Behavior Intervention Plan or Functional Behavior Assessment
  - Identify applicable community resources (food and clothing, support groups, mental health, substance use, etc), and link families with necessary resources to promote wellness and resiliency
  - Make appropriate mental health related referrals to community agencies for the student and their family
  - Effectively collaborate with outside mental health providers for the educational planning and implementation of a consistent treatment plan for the student and their family
  - Develop a cooperative relationship with relevant mental health community professionals
  - Encourage parent involvement and family collaboration to address mental and behavioral health problems for students
  - Empower families and students to manage the myriad of county resources they may need in order to meet their child's mental health needs

Parents/Guardians who feel their student may be in need of mental health services can seek out these services by contacting the school site directly. The referral will go through an evaluation process to ensure appropriate supportive services are offered. If said services are not available on the school site, a referral to a partnering agency will be made on behalf of the family and child.

### **District Mental Health Counselor**

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Reef Sunset Unified School District currently employees one (1) full-time District Mental Health Counselor.

The District Mental Health Counselor is licensed to diagnose and treat mental and emotional disorders and provides behavioral health services to students and supportive services to their families with the goal of facilitating and promoting the behavioral, emotional and social development of students.

The District Mental Health Counselor identifies the needs of students and their families including

behavioral health needs and develops individual and/or family goals and objectives for implementation through a Treatment Plan. The District Mental Health Counselor provides direction to and oversight of a variety of social work, social/emotional, and mental health related services that promote academic, career, personal, and social development. The District Mental Health Counselor serves as an advocate for high academic achievement and social development for all students through the provision of individual and school wide intervention strategies, social work, social/emotional, and mental health related services.

Within Reef-Sunset Unified School District, The District Mental Health Counselor works with students to:

- Provide individual and/or group counseling to students
- Develop and maintain behavioral health programs that meet students' needs
- Consultation services for staff, teachers, and all stakeholders to reduce barriers learning and increase social-emotional learning.
- Help accessing universal mental and behavioral screening tools and provide early intervention for identified, at-risk students.
- Assist students in the transition process between elementary, middle and high school and those returning from an alternative placement.
- Identify problems, develops interventions, organizes and implements programs in order to address truancy, poor school performance, suspension/expulsion, transiency and retention, assist students to demonstrate the character and competencies for workplace success and to stay in school on target to graduate
- District wide Suicide Prevention, Intervention, and Postvention support and training.
- Crisis intervention for student in regards to suicide and homicide ideation and/or threats, drug abuse, pregnancy, truancy, medical issues, community violence, child abuse, bullying and other issues.
- Provides follow up case management services, referrals, and supports as needed.
- Link parents with pertinent information to enhance parenting skills
- Increase positive behavior interactions with peers and staff
- Guide the implementation of a Behavior Intervention Plan or Functional Behavior Assessment
- Identify applicable community resources (food and clothing, support groups, mental health, substance use, etc), and link families with necessary resources to promote wellness and resiliency
- Make appropriate mental health related referrals to community agencies for the student and their family

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- Effectively collaborate with outside mental health providers for the educational planning and implementation of a consistent treatment plan for the student and their family
- Develop a cooperative relationship with relevant mental health community professionals
- Conduct Psychosocial Mental Health Multidimensional Assessments and recommendations for students with IEP's and 504's.
- Collaborate with multidisciplinary team to evaluate eligibility for Section 504 Services.
- Provides referral services to families who need to be connected to services outside of the District; provides follow up case management services to students and families by maintain regular contact with families
- Provides in-service training to parents, community agencies, students, district personnel and others
- Encourage parent involvement and family collaboration to address mental and behavioral health problems for students
- Empower families and students to manage the myriad of county resources they may need in order to meet their child's mental health needs
- Develop and help implement school wide positive behavior interventions within a multi-tiered systems of support to address the social—emotional, behavioral and mental health needs of all students. Behavioral support for identified students through services such as:
  - Evidence-based mental and behavioral health programs (i.e. Check-In Check-Out, Structured-Day, Psychotherapy, Cognitive Behavioral Therapy, Trauma Focused Cognitive Behavioral Therapy, Alternatives for Families CBT, Child-Parent Psychotherapy, Play Therapy, Strategic, Solution Focused, etc.)
  - Skills group counseling (i.e. social skills training, anger management, coping skills, etc.)
  - Targeted, direct-therapeutic individual counseling to help promote student access within their educational environment
  - Assessment and interpretation of behavioral data to monitor response to multi-tiered interventions
  - Behavior Intervention Plan (B.I.P.) development, and monitoring
  - Mentoring of identified, at-risk students
  - Participation on crisis response team to provide mental health prevention, intervention, and postvention services.

Students who may be in need of mental health services can be referred to the District Mental

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Health Counselor by any key stakeholder by making direct contact with the school. In many cases, these services are generated through the stakeholder through a Student Study Team, Section 504 and/or Individualized Education Plan. The referral will go through an evaluation process to ensure appropriate supportive services are offered. If said services are not available on the school site, a referral to a partnering agency will be made on behalf of the family and child.

Within Reef-Sunset Unified School District, the District mental Health Counselor works with students and their families to:

- Provide individual, group, and family services
- Conduct multi-dimensional assessments, develop service plans, provide counseling services to students and families
- Provide intervention and postvention support
- Provides referral services to families who need to be connected to services outside of the District; provides follow up case management services to students and families by maintain regular contact with families
- Provides in-service training to parents, community agencies, students, District personnel and others
- Support students' social, emotional, and behavioral health
- Consults with outside agencies to provide services for students
- Make referrals and help coordinate community support services

Parents/Guardians who feel their student may be in need of mental health services can seek out these services by contacting the school site directly. The referral will go through an evaluation process to ensure appropriate supportive services are offered. If said services are not available on the school site, a referral to a partnering agency will be made on behalf of the family and child.

The Reef-Sunset Unified School District partners with Kings Behavioral Health. Kings Behavioral Health provides a wide variety of services to support students and families in need of mental health support. Their expertise runs that gamut. To contact Kings Behavioral Health, call 852-2444 or visit their website at [www.kcbh.org](http://www.kcbh.org)

The Reef-Sunset Unified School District also partners with Kings View Counseling Services. Kings View Counseling Services for Kings County promote the prevention of and recovery from mental illness and substance abuse for the individual, family and community by offering accessible, caring and culturally competent services. Kings View offers a wide variety of services and programs to children and adults. To contact Kings View Counseling Services, call 582-4481 or visit their website at [www.kingsview.org](http://www.kingsview.org) For additional resources, please click here.







**STUDENT'S NAME** \_\_\_\_\_

**GRADE** \_\_\_\_\_

**We have read and understand the Sunrise/Adelante High School Student/Parent Handbook and my signature represents my agreement to its contents.**

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*