

NEW DAWN HIGH SCHOOL FAMILY and STUDENT HANDBOOK

(w/ attached Distance Learning Addendum)



2020-2021 School Year
School Procedures and Protocol

Family and Student Handbook

San Diego Unified School District Mission Statement

All San Diego students will graduate with the skills, motivation, curiosity and resilience to succeed in their choice of college and career in order to lead and participate in the society of tomorrow.

Welcome to New Dawn High School

Welcome to New Dawn School! New Dawn School serves students 9th thru 12th grade. Our students, staff, and parents are very proud of our community of learners. A dedicated staff of caring professionals supports our students to include teachers, rehabilitation specialists, and mental health therapists. We are committed to working together toward the success of all students on a group and individual level. Please take the time to read the information contained in this document, as it will provide you with school policies and procedures. These policies and procedures allow our school to function in a safe and nurturing environment that fosters academic and behavioral growth. Therefore, it is critical, that parents and students understand information found in this handbook to keep our school running smoothly, have consistent communication, and keep all students safe and supported. We look forward to working together to make sure our students come first!

New Dawn High School Mission and Vision Statements

Our Mission

- *In partnership with Special Education, the Mental Health Resource Center and SDUSD comprehensive school sites, the staff at New Dawn High School:*
- *Provide our students with rigorous individualized academic instruction*
- *Ensure a nurturing, inclusive environment that supports social and emotional growth through culturally and linguistically competent practices.*
- *Engage with families and community to build on existing strengths and resources to achieve positive change.*

Our Vision

- *To provide an educational environment where all students feel safe, valued, and empowered so that they will become productive and contributing members to society.*

New Dawn High School Program Description

New Dawn School is a holistic and structured learning environment that supports the academic, emotional, behavioral, and social growth of students toward progress and skill mastery while providing intensive mental health services. This takes place through an integrated delivery of related services that lends itself to creating an instructional-centered setting with individual and consistent supports throughout the school day. These supports may include small teacher to student ratios, behavior intervention services, and intensive mental health therapy. Placement and services are diagnostic and targeted for specific outcomes based on assessed student needs through the IEP (Individualized Education Program) process.

All students we serve qualify for special education services and are impacted educationally and directly due to the impact of their disability. We are a special education service that is a very restrictive environment for students in that we are separate setting, without general education students or teachers.

The goal of our program is for students to ultimately re-integrate into a school with general education peers because our students have learned and practiced consistent skills to do so successfully. When students demonstrate adequate ability and growth over a period of time, we support their re-integration to a least-restrictive environment in the comprehensive site setting through the IEP process. Enrollment into our school is determined through the student's IEP and assessment process. Determination for the appropriateness of our site for a student is based on the student's unique qualifying condition, the impact of

this condition on the educational setting, the student's responses to past and current interventions implemented through the IEP process, and results of mental health assessments. All required documents per District policy are required upon enrollment.

If you have any questions regarding qualification, the IEP process, enrollment, or setting up a visit, please contact our Lead Teacher, Jeanne Moran (contact info listed below).

School and Staff Contact Information

Phone: 858-302-3340

5650 Mount Ackerly, San Diego, CA 92111

Located at north end of the Riley School parking lot.

Principal: Pamela Busch; pbusch@sandi.net

Administrative Assistant: Betsy Sturdevant; bsturdevant@sandi.net

Transportation Liaison: Jasmine Cone, 858-302-3300, jcone@sandi.net

Parent Community School Liaison,

Lead Teacher: Jeanne Moran; jmoran@sandi.net

Lead Therapist: Janice LaPointe; jlapointe@sandi.net

Supervising Rehabilitation Specialist: Matt Palmeri; mpalmeri@sandi.net

Teachers:

Mi-Chael Castro; mcastro1@sandi.net

Erika Parks-Hendrickson; ehendrickson@sandi.net

Linda Rich; lrch@sandi.net

Liz Toma-Danovsky; ltoma-danovsky@sandi.net

Zulema Torres; ztorres@sandi.net

Therapists:

Jen Boyea, jboyea@sandi.net

Angelique Colen; acolen@sandi.net

Lynnesa Vickery; lvickery@sandi.net

Stephanie Lohse; slohse@sandi.net

Rehabilitation Specialists:

Lisa Aguilera

Andre Almeida

Lori Dorsey-Guillory

Charles Heard

Gregory Thomas

Pernell Swahili El

Sam Mason

Mark Madison

David Green

Nurse: Michele Lolly; mlolly@sandi.net

Parent Community Liaison; Guadalupe Galindo, ggalindo@sandi.net

School Hours

The school day for New Dawn High School students is from 8:40am to 3:30pm.

Students should not arrive on campus prior to 8:30am since there will be no supervision before that time. If a student arrives LATE, they must check in at the front office to receive a late slip. Students will not be admitted to class without a tardy slip.

Buses arrive for departure between 3:20-3:40pm. Please refer to your students transportation manifest for an estimated time for returning home.

Bell Schedule

8:40am-8:50am (10 min)	Arrival/Passing Period
8:50am-9:45am (55 min)	Period 1
9:45am-9:55am (10 min)	Passing Period
9:55am-10:50am (55 min)	Period 2
10:50am-11:00am (10 min)	Passing Period
11:00am-11:55am (55min)	Period 3
11:55am-12:05m (10 min)	Passing Period
12:05pm-12:40pm (35 min)	Advisory/Group Therapy
12:40pm-12:50pm (10 min)	Passing Period
12:50pm-1:20pm (30 min)	Lunch Time
1:20pm-1:30pm (10 min)	Student Dismissal
1:30pm-3:30pm (120 min)	Asynchronous Learning

SDSUD 20/21 Instruction Traditional Calendar

	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
JULY			1	2	3 H	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
AUGUST	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31 F				
SEPTEMBER		1	2	3	4	7 H	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30		
OCTOBER				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
NOVEMBER	2	3	4	5	6	9	10	11 H	12	13	16	17	18	19	20	23	24	25	26 H	27 H	30				
DECEMBER		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24 H	25 H	28	29	30	31 H	
JANUARY					1 H	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
FEBRUARY	1	2	3	4	5	8	9	10	11	12 H	15	16	17	18	19	22	23	24	25	26					
MARCH	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
APRIL				1 NI	2 NI	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
MAY	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28 NI	31 H				
JUNE		1	2	3	4	7	8	9	10	11	14	15 L	16	17	18	21	22	23	24	25	28	29	30		

H Holiday
F/L First/Last Day of School
NI Non-Instructional Day (No School)
I Instruction Day

Blue
Orange
Green
Yellow

Attendance Policy

2020 - 2021
 Summer School - 6/21/21 - 7/30/21
 ESY - 7/26/21 - 8/20/21

Please contact the office each day student is absent and give the reason for the absence.

An acceptable Excused Absence or Excused Tardy (as mandated by the State of California) is as follows: Illness, medical, dental, therapy, family emergency, bereavement and funeral services, court appearances, or religious holidays and ceremonies. Five or more days of an absence due to illness will require a note from the doctor or absences will be categorized as unexcused. Whole day absences not cleared within 72-hours will be recorded as trancies.

Independent Study Contracts may be provided in advance for excused absences that are 3-days or more. The office must have the request 5 school days prior to the absence in order for teachers to prepare schoolwork. All work must be completed and returned to the front office; the timeline for completion will be reviewed at the time the contract is issued. All work must be completed and returned back to the teacher upon return back to school or per contract.

Repeated tardiness or absences may result in disciplinary actions such as loss of points due to lack of excused participation, which would result in loss of privileges. Repeated absences will also result in the school sending letters to inform parents that attendance is required. Lack of student attendance will result in a referral to the School Attendance Review Board (SARB) per District Policy.

A SARB referral is made after the school site sends a series of attendance letters with interventions taking place between each letter being sent to encourage attendance. When the school has exhausted all of its resources and attendance has not improved, a SARB referral may be submitted to the District SARB committee.

The SARB process may result in parents/guardians to appear in court due to their child's truancy. Unexcused absences will effect a student's level on our school-wide behavior plan.

All absences must be called in by guardian to the front office. School clerk will determine the validity of the absence and determine if it is excused or unexcused.

If an absence is determined excused, points will be adjusted for the week, and the absence will not affect students' level for the week. If absence is determined to be unexcused, student will earn zero points for the missed day, and the absence will affect students' level for the week.

California Education Attendance Codes

48200 – Children Between Ages of 6 and 18 Years

Each person between the ages of 6 and 18 years, not otherwise exempted, is subject to compulsory full-time education.

48260 (a) - Definition of Truant

Any pupil subject to compulsory, full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

Definitions

- Truancy: Student is considered truant after missing 20 minutes or more of class time for reasons that are not acceptable to the school nor approved by the parent/guardian; or absence where evidence shows that parent/guardian:
 - Misrepresented facts regarding the absence with the intent to have it excused, or
 - Refused to cooperate to keep the student in school as required by law
- Tardy: Students are considered tardy to class if he/she arrives to class after the bell.

- Excused Absences (as defined by the state):
 - Illness - This includes medical, dental, and chiropractic appointments, under a doctor's care, medical quarantine, and hospitalization.
 - Bereavement - This includes travel time to attend the funeral services of family members.
- Other Excused Absences: Students may be excused from school for justifiable personal reasons. Such reasons include, but are not limited to:
 - Court appearances
 - Attendance at special religious ceremonies
 - Attendance at religious retreats (not to exceed four hours per semester)
 - Students excluded for 5 days because they are missing the 1st grade physical exam
 - Other family emergencies provided the student's absence is requested in writing by the parent/guardian and approved by the principal or designee
 - Written Contract Independent Study as documented in an IEP prior to the absences
- School initiated absences including:
 - Suspensions
 - Juvenile Hall, because students are incarcerated
 - Students absent pending exemption or placement. Such students are carried on the school roll and included in the enrollment count until the date of placement.

If a temporary disability is making school attendance for a student impossible or inadvisable, your child may qualify for Home/Hospital educational services. This instruction applies to students incurring a physical, mental or emotional disability after which they can reasonably be expected to return to regular day classes. **IT IS THE PARENT/GUARDIANS RESPONSIBILITY TO NOTIFY THE DISTRICT OF THE STUDENT'S PRESENCE IN A QUALIFYING HOSPITAL. IT IS ALSO THE PARENT/GUARDIANS RESPONSIBILITY TO INITIATE A REQUEST FOR HOME/HOSPITAL SERVICES!** Please reach out to our District's Home Hospital Department at 619-344-6436 or at nstricklan@sandi.net if you would like to initiate these services for your child so that a review for qualification of these services can take place.

Site Policy on Visitors

Visitors at school are required to sign-in at the front office to report their presence on school grounds upon arrival. Visitors are to enter through the office doors in the front of the school to sign-in. *All adult visitors are required to have identification.*

Visitors must also adhere to rules and regulations specified in district procedures and in federal, state, and local laws. All schools are tobacco free.

Definition (visitor): Any person entering the school grounds who is not a student of the school or an officer or employee of the district.

To assure continuity of instruction, parents/guardians interested in visiting classrooms shall contact the teacher of the class to inform the teacher of the reason for your visit to the classroom and schedule a mutually-agreed upon time. Visitors will be accompanied by an escort to the class. Upon request of the teacher, or at the discretion of administration, the principal or designee shall accompany the parent/guardian during the classroom visitation. At least two school-day notice is required to set up classroom visits that may involve observation for a period of time so that arrangements may be made to assist you with your visit.

Parents/guardians need to make appointments for individual conferences in advance so that the conference can be conducted in privacy and with the appropriate staff present.

Parents/guardians, as with all visitors, must report to the school office upon arrival and sign-in to show identification upon receiving a visitor badge. The purpose of this provision is to ensure safety and appropriate supervision of students. Parents who are on campus without a badge may be asked to return to the office. Students will not be released to parents/guardians that do not have I.D.

Outpatient providers, whom wish to visit a student during school hours, are required to contact the student's therapist and/or case manager to schedule a visit. Students will not be allowed to miss academic instruction or therapeutic sessions to meet with outside providers. This is not applicable to Probation Officers or Drug Screenings.

Communication

In most circumstances, email is the best means of communication with the classroom teachers. Telephone calls are not sent to classrooms during the school-day. Please call the front office you can leave a message or voicemail asking the teacher to return your call.

We use the SchoolMessenger® service, which enables us to better communicate with parents concerning emergencies, school events, and important issues.

It allows us to send personalized voice messages to your family's home, work, or cell phones. Essentially, one phone call can be made to reach all families within minutes.

It is important that we always have your current telephone numbers so that we can be sure to reach you! Please call the office immediately if your primary or emergency contact information has changed. Several teachers use Remind101 as a way to send parents/guardians text updates and reminders. Please also see the phone contact list with emails addresses towards the beginning of this handbook.

In the event a family moves or has any other change of address or telephone number, parents, or guardians must give the school of attendance at least 15 school days advance notice of the change to ensure uninterrupted transportation service.

Field Trips

For all field trips, the school requires written consent from the parent or guardian for the student to attend. Students will not be permitted to attend without a signed District permission slip from the parent/guardian. Students are not permitted to bring extra money on the field trip to purchase items. The school will provide lunch for students if the field trip is during lunch time. In these cases, students may bring a lunch per our Food Policy guidelines.

Requested funds for a field trip are considered a donation. If a parent/guardian cannot pay the donation due to financial hardship, please notify your child's case manager that you are unable to donate. *Because field trip fees are a donation to help fund the school or class trip, if your child does not end up attending, there will be NO REFUNDS provided.* Donations do not go to individual student participation, they assist with funding trip as a whole for all students.

Students who misbehave on the field trip will be returned back to school or parents/guardians may be called to pick up their child depending on the circumstances of the field trip location and safety needs.

The cell phone policy applies to field trips. Therefore, no cell phones are to be brought on field trips. The teacher carries a cell phone in case of any emergencies, along with parent contact information.

Educational Field Trips:

All students are eligible, unless there is a recent safety issue, or the student was determined to be ineligible based on their behavior on the previous outing.

A student will be ineligible for the field trip if they have had safety concerns within the two weeks prior to the field trip such as assaults (hitting, kicking, biting, or other behaviors that are a danger to themselves or others; running away or out of assigned area for an extended period of time, or on more than one occasion; significantly unsafe behavior on the bus; or have been suspended. Safety issues related to mental health should be addressed with administration, and may result in a student being ineligible for a field trip if deemed unsafe.

At times, due to space limitations eligibility may be determined based on levels/points. In these cases, students with the highest levels/points will be given priority.

While team discussion is valued and important, it is ultimately up to administration if there is a question about eligibility.

Students not attending will be provided alternative assignments.

Incentive Reward Field Trips:

Weekly level must be Gold or above. If space is limited, those students who have earned the highest points/levels will be prioritized.

Students may not have earned a Bronze level during the week prior to the field trip.

Students may not have had any type of referral, suspension or attempting to leave campus during the one week prior or week of the field trip.

Students may not have had any unexcused absences during the week.

Safety concerns such as being out of area or issues related to mental health will be considered when allowing students to attend.

While team discussion is valued and important, it is ultimately up to administration if there is a question about eligibility.

Money is not refunded for a donation paid for the field trip if a student ends up being ineligible. Students not attending will be provided alternative assignments.

Medication Information and Health Office

Students must not keep any medication of any type in their possession at school. This includes over-the-counter medications, to include vitamin and mineral supplements. Students receiving over-the-counter medications must have a signed "Health Information Exchange Consent Form" on file.

All medications are kept in the School Nurse's office where the Nurse or a designee dispenses them and documentation is maintained. Prescription medicines to be given at school must be documented with a "Physician's Recommendation for Medication" form signed by both authorized health care provider and parent/guardian.

Medications are to be brought to school by the parent, or mailed to school directly from the pharmacy. The parent/guardian provides medication to school (usually in limited amounts) in containers clearly marked with the following:

Name of student

Name of prescribing physician

Identification number and name of medication

Pharmacy that dispensed medication

Amount of medication to be taken at specified times and/or specific situations in which medication is to be taken.

It is the parent's responsibility to ensure medication is provided to the school on a timely basis so the student does not miss medication doses. Parents are not to rely on the school nurse for reminders regarding refills. It is the parent's responsibility to maintain their child's medications.

Transport of Medication

Medication should be transported to school by the parent, not the bus driver. If this is not possible, the medication must be given to the bus driver by the parent or school official in a sealed envelope marked with the student's name and school. Parents or guardians are encouraged to confer with school staff regarding this procedure.

Illness:

Students who are ill should not be sent to school. If you are unsure if your child should be brought to school or not call the school nurse.

A parent or guardian is responsible for taking the student home if the student becomes ill at school. A student who has a communicable disease will not be eligible for transportation until the Department of Health or a medical doctor certifies in writing that the disease is no longer contagious. Students need to stay home for at least 24 hours if they have a fever.

Requirements of Students

The following rules have been developed to help New Dawn School students and staff members maintain an environment that is safe, caring, and allows meaningful instruction to take place.

- Attend school every day
- Behave in a safe and orderly manner
- Practice use of coping skills
- Do not use aggression or physical acts that could cause harm
- Maintain a safe environment in the school
- Treat all members of the school community with respect
- Respect the property of others
- Follow all school rules
- Seek nonviolent and constructive solutions to conflict
- Not use profanity or cuss words
- Complete assigned work to the best of their ability, turn assignments in on time, and be a contributing member of the classroom
- Practice responsible and honest behavior
- Never be a bully and if bullied to report it to an adult immediately
- Turn off and turn in all electronic equipment (examples: music players, computer games, cell phones) during instructional time. The school is not responsible for their loss or damage.
- Students are escorted at all times on campus.

Dress Code

Students are expected to wear clothes that are appropriate for school, showing respect for themselves and their classmates. Teachers, staff, and administration reserve the right to address clothing issues considered to be disruptive to the educational process or inappropriate for school.

NOT Acceptable Clothing:

- Clothing that is too tight or too loose
- Clothing that exposes midriff, cleavage, or undergarments
- Tube tops, halter tops, and spaghetti straps (straps must be 2 inches wide or more)
- Words, images, or symbols deemed inappropriate
- No accessories, including wallets, with chains.
- Open toed shoes, house slippers, Heelies
- Pants that fall below the waistline (more than 2-3 inches)
- Excessively short dresses, skirts, or shorts (must be mid-thigh and below)
- Pajamas, sleepwear, and blankets
- Head coverings of all kinds (bandanas, sweatbands, hoods, doo-rags, hairnets)
- Overly large accessories or can cause danger to others (large belts, spikes, hoop earrings, pins, sunglasses)

Students arriving at school in violation of the above Dress Codes will be sent to the front office to change into Loaner Clothing. If student refuses to change they will be on NPS for the day, with the inability to earn points.

Personal Items (Electronics, Cell phones, Backpacks, Phones)

Students may bring personal items such as electronics and cell phones to use during the bus ride to and from school, scheduled breaks, and lunch. Electronics are NOT to be used during school hours, nor is the use of social media. Items such as speakers, electronic accessories, personal laptops and so forth are not to be brought to school.

Per SDUSD policy: All students may use devices (cell phones, pagers, etc.) on campus before school begins and after school ends. These devices must be kept out of sight and turned off during the instructional program. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of device by school officials, including classroom teachers. Repeated unauthorized use of such devices may lead to disciplinary action. (Approved 12-03. Related Procedures 6270; Emergency Procedure 15.)

Students caught using their cell phone, electronic device or social media during school hours will earn a level drop, and his/her phone or device may be confiscated depending on the frequency and severity of the violation. If confiscated, it will be turned into the Principal, and the parent will be required to pick up the phone from the Principal. Further violations of a student not following policy will result in the student losing the privilege of bringing a cell phone to school.

If a student does not abide by school and district policies with the use of cell phones and electronic devices, the general following progressive discipline will be applied:

- 1st Offense- Verbal Warning and Loss of Points
- 2nd Offense- Loss of Points and Basic Lunch
- 3rd Offense- Level Drop and After School Detention w/ Phone Confiscated for Parent Pick-Up
- 4th Offense- Level Drop, After School Detention, w/ Phone Confiscated for Parent Pick-up and loss of cell privileges for the remainder of the year.

If a student refuses to turn in their phone in to staff, the student moves to the next offense category until the phone is turned in. *If you know your child is going to have a difficult time turning his or her phone into staff when required, then do not send your child to school with a phone or other electronics!*

Students are not permitted to use the telephone to make phone calls unless there is an emergency or prior arrangements are made with the school. If there is an emergency or your child is ill, the school will contact the parent/guardian. Staff and school phones are not for student use.

Students do NOT require backpacks for school, unless they are dual enrolled at a comprehensive site. If dually enrolled, backpacks are subject to be searched at any time at staff's discretion.

Inappropriate or Dangerous items will NOT be returned to student. Parent will be required to meet with administration to arrange for pick-up of the item. Depending on the severity of the item; student may be sent home, suspended, or school police called to remove item from school property.

The privilege of bringing personal items to school can be revoked at any time by administration.

Food and Drink

Breakfast and lunches are provided FREE to all students. Students that wish to bring additional drinks or snacks must bring SEALED items. No open containers or food items will be permitted, students will be required to throw these items away prior to entering campus. Energy drinks are NOT allowed. The sealed items must be checked in to homeroom staff once student arrives on campus. Food and drinks must be opened in front of staff prior to consumption. Additionally, no food and drink is to be shared among students.

The privilege of bringing food and/or drinks to school can be revoked at any time by administration.

Transportation

School Bus Expectations:

- Students must be at their assigned stop ten minutes before scheduled departure time
- Students are under the supervision of the driver and will follow directions to maintain safety
- The bus driver and/or school staff can assign seats on the bus at any time
- No food, drink, or gum will be permitted on the bus
- Students must remain in their seats for the duration of their trip
- Students must ask permission to open and/or close windows
- All body parts must remain within the bus at all times
- Nothing is to be thrown, including spit, from the bus
- Students must use appropriate language
- Students will speak in quiet to moderate voices (no yelling)
- Students will respect school property
- Bus control, including the emergency exits, are not to be touched by students
- Students will treat all students and staff on the bus with respect
- Students must exit at their appropriate stop in a safe and timely manner
- Students are permitted to ride their assigned bus ONLY
- If seats are assigned, students will adhere to their assigned seat

Bus Discipline Procedures:

- Referral 1: Student Conference
- Referral 2: Level Drop and Student Conference
- Referral 3: Level Drop and Lunch Detention with an Apology Letter to Transportation Department
- Referral 4-5: Community Service Friday (1:30-2:30pm); at 5 a Phone Call home
- Referral 6-8: Level Drop and After School Detention; at 8 Copy of Referral and Bus Protocol sent home requiring signature
- Referral 9: Level Drop, After School Detention, Community Service Friday (1:30-2:30pm), and Parent Conference
- Referral 10: Bus Suspensions (Ranging 1-3 days)

A student can be moved up the progressive discipline plan at any time due to SAFETY or FREQUENCY

Bus rules are designed for the safety of all students riding the buses. Bus drivers have a difficult job as they must drive safely in traffic while managing a bus load full of students. They must enforce bus rules to maintain order and ensure safety at all times. Students are to remain seated until the bus comes to a complete stop and the driver has opened the door. Since safety is a serious matter, major or repeated violations of safety rules may

result in suspension of bus riding privileges. The parent or guardian would then be responsible for transporting their child to and from school. Suspension from the bus does not mean that students are suspended from their special education program.

Students must be at their bus stop at least ten minutes to the assigned bus stop time. Busses do their best to run on schedule, but there are many factors that may prevent this and cause for pick up or drop off times to be a bit delayed.

If a student's IEP requires "must be met" services, and a parent/guardian is not at the stop to meet the student, the bus driver will notify dispatch to contact you. If you are unable to be contacted to pick up your child, the police will be called your child may be transported to Polinsky Center.

If a student will not be riding the bus for an extended period, a parent or guardian must notify the school or the Transportation Services Department.

Parents/guardians may be called to pick their child up from school at the end of the school day if a student's behavior is deemed as being unsafe for bus riding or their behavior is causing a delay in getting on to the bus on time for departure. In these cases, parents will be notified and need to pick up their child upon school before the end of the school day. If a student's behavior on the bus is unsafe, then the bus driver may pull the bus over and inform the police for assistance. Students in these situations may have to be picked up from the location by the parents, be brought back to the school if appropriate (staff must be available on-site to supervise for this to take place) for immediate parent pick up, or the police will contact the parent.

Temporary Change of Bus Stop/Address:

Drivers may not change established bus stops or routes without authorization from the Transportation Services Department. Bus stops or routes are not changed to meet temporary needs. If your child's bus is late, please call (858) 496-8460, (858) 496-8785, or (858) 496-8751

In the event a family moves or has any other change of address or telephone number, parents, or guardians must give the school of attendance at least 15 school days advance notice of the change to ensure uninterrupted transportation service.

Liability

Parents or guardians are liable for damages committed by their child to the bus and to private property at the bus stop.

If you have concerns related to late busses, bus stops, or bus drivers, please contact the Transportation Department at 858-496-8725.

Please see the "Information for Children Receiving Special Education Transportation Service" flyer at: <https://www.sandiegounified.org/parents>

Behavior, Rules and Expectations

Respect Staff, Peers, and Property

- use appropriate language
- no threats, profanity, excessive teasing, or harassment
- no gang signs, talks, colors, graffiti, or other references to gang activity
- positive interactions with peers and staff
- follow staff instructions
- no physical or close contact including hugging and kissing

- no play fighting
- keep body and objects to self

Participation in classroom, groups, and recreational activities

- attend class, group, and recreation
- complete assignments
- pay attention (listen actively)
- join in discussion and activities

Boundaries at all times

- keep hands, feet, and all body parts to yourself
- no hitting, play fighting, stealing, or physical contact (including hugging and kissing)
- no borrowing, lending, or trading of personal property
- stay in class, activity group, on-campus in designated areas

Positive Behavioral Interventions:

Level System: New Dawn utilizes a consistent, structured behavior management system that serves as constant feedback loop to students. At the end of each class, break, community meeting, lunch, therapeutic group, and recreational therapy student receive their earned points. The sum of the points equal a colored level system, which determines a set of privileges. Daily levels and Weekly levels are announced during Community Meeting.

VIP is defined as ten days (two weeks) of platinum.

Rewards:

VIP STUDENTS

- VIP Name on Level Board
- Positive Phone Call or Note Home
- Sit in a Comfy Chair
- Extra Computer Time
- Get Out of Class 5 Minutes Early
- PS3/Wii Time (one hour per week)
- Free Item From Store
- Help with Buses
- Caught Being Good
- Pass to the Front of Lunch Line
- Goodie from Mama Rich
- Bean Bag During Academics
- Free Time for Drawing/Art
- Free Day from Mobility or Rec (1 time per 2 weeks)
- One Extra Point on a Quiz
- One Extra Point on Level Board
- Off Campus Fun (Need 20 Days of Platinum)

Probation:

- If a student earns a GOLD or SILVER level for that day, the following day they will be placed on probation. If they earn platinum level on that following day they will have their VIP status re-instated.
- Two Gold(s) or Silver(s) within the 8 days, VIP is revoked

Automatic Removal of VIP-without Probation

- Fighting

Platinum is defined as exceptional behavior, student earning 50-44 points per day. Student uses appropriate language, attentive to program, follows rules, displays extra effort, volunteers to help staff, and acts above and beyond expected behavior. Student may shop in student store, attend all outing, and special activities.

Gold is defined as acceptable behavior, student earning 43-37 points per day. Student uses appropriate language, completes assignments, participates, on task, follows directions, minimal prompts, and easily re-directed. Student may shop in student store, attend outing and special activities-space permitting.

Silver is defined as needs improvement, student earning 36-30 points per day. Student has some difficulty behaving appropriately but is non-threatening and safe. Needs multiple redirections and prompts to stay focused, complete work, stay on task, and participate. No student store, off campus outings, or special activities.

Bronze is defined as unacceptable behavior, student earning 29 or less points per day. Student is off task, not participating, not completing assignments, needs additional supervision, not responding to redirection, and needs to utilize a time out. No student store, off campus outing, or special activities. Must participate in therapeutic group during Friday Rewards.

Non-Program Status (NPS) is defined as students that repeatedly refuse to engage in program, this includes not physically in room, sleeping, verbal or physical aggression, In School Suspension, and accruing three or more detentions.

- Non Program Status (NPS) is a program reserved for students who have repeatedly refused to engage in the program over a period of time. In addition, students may earn NPS status after accruing 3 detention days and are refusing to complete their assigned detentions.
- While on NPS students will be able to participate in all academic classes and day treatment groups, activities, and recreation.
- Student will NOT be able to participate in: fields trips, sports games, Friday rewards, redeem rewards, or Student Stores
- Student will not be able to accrue points

Point Expectations:

- Community Meeting-to earn 2 points student must create a goal, check in, and reflect on the goal
- Academics-to earn a 5 students must meet classroom behavior expectations and participate/complete classwork
- Lunch-to earn 5 points student must stay in assigned areas and engage in age appropriate social skills
- Group Therapy-to earn 5 points student must attend, participate, and be respectful of peers
- Recreation-to earn 5 points students must stretch and participate in scheduled activity or 2 points for walking

Program Interventions:

When student is unable to follow program expectations, they may take a self-initiated break. Staff may also request a student to take a break outside of the classroom or participate in a therapeutic activity. Self-initiated breaks are not limited, however students must be aware that their points will be affected. Students will not earn a point for each break they take. For example: If a student takes 3 breaks during one academic period, at most they can earn 3 out of 5 points. Or if a student takes a break for the entire period, they are unable to earn any points.

Our school utilizes Zones of Regulation daily. There are different zones inside and outside of the classroom that students may access depending on their level of need and support. These zones may be used during breaks, times of escalation, frustration, or irritability and are always monitored by staff. The goal is for every student to be in class engaged in learning, however, the use of these zones allow students to receive targeted support in the moment so that students can process, calm, and reflect in order to re-engage in the classroom setting once they are ready.

Request Forms are available in every class for a student to see their assigned therapist, school nurse, or administrator. Students fill out the appropriate form and turn into the Rehabilitation Specialist. Forms will be delivered during: breakfast, passing periods, community meeting, or lunch.

Individual, group, family therapy, and crisis intervention are available to all students and conducted with student's assigned therapist.

Emergency requests must be made by student to rehabilitation specialist. Rehabilitation specialist may call or radio school nurse or therapists to deliver urgent request prior to assigned times.

Academic Support is offered daily during lunch, students may eat lunch in the assigned Lunch Tutorial Room to catch up on missing work and/or get assistance with current assignments.

Rewards:

All students have the ability to participate in teams sports as a player or spectator. Points are calculated every Friday-Thursday, the weekly average must be 74% or higher (Gold) to attend the off campus activity. In addition, since sports are during ACADEMIC time, students must be passing their classes to remain eligible despite the behavioral level.

Students earn points based upon their weekly behavioral level, with a maximum of 250 points per week. Students may redeem these points every Friday to shop in the School Store if their level for the week is Gold or higher. Students on VIP, may utilize store at any time with staff permission.

VIP Lounge hosts numerous activities such as video games, computers, ping pong, music, television, and movies. The Lounge is available to students on VIP every Monday, Wednesday, and Friday.

Friday Rewards Group is offered in lieu of therapeutic group. Students have the option to attend rewards such as art, movie, game, karaoke, VIP lounge, dancing, and more based upon their weekly behavioral level. If student is on Bronze they must attend the required therapeutic group and recreational therapy in the afternoon.

Student Awards are given every six weeks in the areas of Therapy, Academic, Behavior, and Attendance per class. The students will be recognized by receiving a certificate, picture in the front office, and a visit to the student store.

Field Trips and Therapeutic Outings are for students that are on Gold level or higher. Students may not be on detention, the day of the outing. Any Zero Tolerance, Safety, or Suspensions within the week will automatically disqualify students. If the outing is during ACADEMIC time, students must be passing their classes to remain eligible despite the behavioral level. Please see Attachment six for fieldtrip preparation.

Dual Enrollment is for students that have made progress in ALL areas of the program. These students are excelling in the program academically, behaviorally, and therapeutically with little to no support. To be eligible for Dual Enrollment the following must be displayed for a minimum of six week.

Students are dual-enrolled, attending school at New Dawn and also a comprehensive site, after they have demonstrated sufficient mastery of skills over a period of time and the IEP team agrees that the student needs to participate in a least restrictive environment. The logistics of dual-enrollment are decided upon at an IEP meeting involving New Dawn School and the dual-enrollment school. The decision for dual-enrollment is not made by any one individual, rather this is decided upon by the IEP team based on student progress on all IEP goals and objectives, behavior patterns and progress over a period of time, and data-based decision making that will include the assessment process upon full-enrollment to a comprehensive site. The student's case manager is the point of contact for any inquiries related to dual enrollment proposals.

Please note that all dual enrollments are conducted with San Diego Unified School District public comprehensive-site schools. The dual-enrollment site is determined by the student's address so that the student is attending their neighborhood school unless the parent has an approved SDUSD Choice Application for another site through the SDUSD Enrollments Options Office process. It is guardian responsibility to adhere to the District's Choice timeline and deadlines for Choice Application. Guardians may check the school website at **www.sandi.net** to find out about Choice Enrollment timelines throughout the school year.

Once a student is ready to attend a comprehensive site full-time, an IEP meeting is held to ensure appropriate supports are in place and students are dis-enrolled from New Dawn School upon full-time enrollment into their new or original school.

Dual Enrollment Checklist:

ACADEMICS

- attending school regularly; 80% or higher as per teacher reports
- attending all classes; 80% or higher as per teacher reports
- C or higher in every class, as per Progress Reports
- Utilizing coping skills during instruction and/or class time
- Progress towards behavioral and/or therapeutic IEP goals , 70% or higher as per IEP Progress Reports

BEHAVIOR:

- Student must maintain a "gold" average on program level system for a minimum of 12 weeks
- Zero incidents of aggressive and/or unsafe behavior leading to a BIR (Behavior Incident Report) for a minimum of 6 months
- No suspensions within last 6 months

THERAPY:

- Safety e.g. no hospitalizations within last 6 months
- No unsafe behaviors toward self or others within last 6 months
- Progress on social-emotional goals and therapy goals
- Increased ability to self-regulate, cope, and effectively manage symptoms
- Active participation in therapy and activities
- Improvement in management of symptoms with the understanding there is still areas for continued growth
- Level of support begins to decrease as you utilize skills to effectively cope and manage independently

Program Discipline Procedures:

Referrals will be written for all non-complaint behavior. Administration will follow District Procedures as it relates to the Zero Tolerance Policy, Physical Assaults, Verbal Threats, Property Destruction, or Chronically Defiant Behavior using In School and Home Suspensions.

Lunch Detention is given to students that choose not to engage in non-compliant behavior during class, therapeutic group, or recreational therapy. Student may continue to participate in program and earn full points for the remainder of the day. If student continues to engage in non-complaint behavior they will be given an additional lunch detention, once student has received three lunch detentions they are on NPS status until they have completed their lunch detentions.

Detention Schedule:

A detention schedule is in place for each day of the week during lunch. Additionally, teachers will be available for Lunch Tutorial to support academics.

After school detention is given to students that continue to engage in non-complaint behavior. If the behavior is deemed aggressive, severe, majorly defiant, or unsafe an after school detention can be given in lieu of a lunch

detention at staff discretion. If student refuses to serve the after school detention, they are on NPS status until they have completed their after school detention.

AWOL is defined as a student leaving campus **WITHOUT** permission during school hours. A referral will immediately be written, guardian contacted, and a level drop to Safety for the day. If student returns to campus they are required to check in at the front office and be searched. If student refuses to be searched they will be sent to In School Suspension (ISS) for the remainder of the day, with no interactions with their peers. If student refuses to attend ISS, a formal suspension will be given for the day and guardian will be called for pick-up. Police may be called if it is believed a student has an inappropriate item on them in order for a search to be conducted by school officials. Refusal to cooperate with this will lead to suspension.

After School-Detention Policy

Per SDUSD policy and procedures, detention may be used as a pro-active disciplinary tool in order to maintain a safe environment for students and staff. Detention is an alternative to other consequences such as suspension. Students may earn After School Detention for engaging in property destruction, posturing and threatening, leaving their assigned areas throughout the day, bus referrals, excessive off-task behavior, and non-compliant or disruptive behaviors.

Bullying, Harassment and Intimidation Prohibition Policy

In its commitment to providing all students and staff with a safe learning environment where everyone is treated with respect and no one is physically or emotionally harmed, the Board of Education will not tolerate any student or staff member being bullied (including cyber-bullying), harassed, or intimidated in any form at school or school-related events, (including off-campus events, school-sponsored activities, school buses, any event related to school business), or outside school hours with the intention carried out during any of the above. Such acts include those that are reasonably perceived as being motivated either by an actual or perceived attribute that includes, but is not limited to race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability or any other distinguishing characteristic. Any student who is found to have violated the district's Bullying, Harassment or Intimidation Prohibition Policy will be subject to appropriate disciplinary action. The Riley School discipline plan is generally progressive, and will apply to all incidents related to bullying, harassment and intimidation. Although, the discipline plan is progressive both the frequency and severity of the offense will be considered by the Principal or Principal's designee when determining the appropriate level of discipline.

SDUSD District Policy Related to Student Discipline

H-6000 The Board of Education supports school principals, vice principals, counselors, teachers, and students in maintaining good discipline in schools and at all activities sponsored by schools. Acts in defiance of district policies regarding discipline or established school rules and regulations may result in student suspension or other appropriate disciplinary action.

1. In conformance with the district's discipline policy, the school principal shall be responsible for establishing school rules and regulations that will ensure an educational program free from disruption for all students, and for enforcing consistently and fairly all district policy and school rules and regulations regarding discipline.
2. In support of district policy and to identify additional discipline standards based on local school needs, each school shall develop its own site discipline plan outlining specific rules for student conduct and the disciplinary actions to be taken when these rules are not followed.

(Approved 3-88. Related Procedures 4620, 4710, 4905, 4907, 5006, 5050, 5060, 5065, 5135, 5140, 6230, 6240, 6250, 6270, 6285, 6290, 6295, 6298, 7046; Emergency Procedures 6, 8.)

Gang-Related Dress and Behavior

H-6050 The district recognizes the importance of providing a school environment that will strongly discourage student gang-related dress and behavior. It is, therefore, a goal for the district and for each school to create a caring atmosphere for each student which will deter such involvement.

The Board of Education finds the wearing of gang-related signs, insignia, distinctive modes of dress denoting gang affiliation, and gang-related behaviors by students constitute a substantial disruption of school and school-related activities, and regulation of student dress is necessary for the health and safety of the school environment.

In conformance with the district's discipline policy, each school community shall establish a school dress and behavior code that will eliminate gang-related behavior.

Parents of students who wear gang-related dress will be advised that the wearing of such apparel by their children place them at risk of unintended harm.

Each school's principal, staff, and parents shall be involved in developing any dress code policy that requires uniforms.

Schools in the district shall adopt a dress code that may include the wearing of school uniforms. A school dress code policy that requires pupils to wear a uniform shall not be implemented with less than six months' notice to parents of students currently enrolled. The school shall make available resources to assist economically disadvantaged pupils who cannot afford a uniform. The school dress code and uniform policy shall include a provision that no pupil shall be penalized academically or otherwise discriminated against nor denied attendance to school if the pupil's parents choose not to have the pupil comply with the school uniform policy. The school dress code and/or uniform policy shall not preclude pupils that participate in a nationally recognized youth organization from wearing organization uniforms on days that the organization has a scheduled meeting. (Approved 5-92. Revised 2-1-94, 5-9-95. Related Procedures 4710, 6230, 6240, 6270.)

Student Detention

H-6500 Students may be detained in school for disciplinary or other reasons for periods up to one hour after close of the maximum school day.

(Approved 3-88. Related Procedures 4022, 4026, 6270.)

Suspension

H-6800 The school principal, the principal's designee, or the superintendent may suspend a student from school for a maximum of five consecutive school days. The Board of Education may suspend a student from school for any number of school days within the limits prescribed in the Education Code. A teacher may suspend a student from his/her class for the day of the suspension and the day following. During the period of suspension, the student shall not be returned to that class without concurrence of the teacher of the class and the principal.

(Approved 3-88. Related Procedures 6270, 6290, 6295, 6298.)

H-6810 Under conditions described in district procedures, the teacher of a pupil suspended from class for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities, or willfully defying authority is authorized to provide that the parent/guardian of the student attend a portion of the school day in the classroom from which the student was suspended.

(Approved 5-89. Related Procedure 6291.)

Weapons, Violent Acts, and Repeated Fighting

H-6950 The Board of Education hereby declares the San Diego City Schools to have a zero tolerance policy on weapons, violent acts, and repeated fighting. This policy shall apply to middle, junior, and senior high school students. Hereafter, all students who possess a firearm, knife, explosive, or any other dangerous object in school or at a school-sponsored function shall be immediately suspended and recommended for expulsion with the option of suspension of the expulsion if the student agrees to attend a district Zero Tolerance Program. For the purposes of this policy, an object used in a threatening manner shall be considered a weapon even if its normal use is not as a weapon.

Hereafter all acts of physical violence and weapons will be recorded for every pupil on their permanent record, including information on suspensions and expulsions, but such information will not follow the student after graduation. The first offense for weapons and violence and the third offense for fighting that inflicts injury within one year shall require attendance in the Zero Tolerance Program for a minimum of one semester. Schools shall implement intervention strategies with students after the first and second incidents of fighting that inflict injury.

In addition, trespassing on school grounds by students who are not enrolled and are not cleared by the school office shall be a recorded suspendable offense and a third offense shall require attendance at a Zero Tolerance Program.

In every case where students in middle, junior, and senior high schools violate appropriate Education Code and Penal Codes referenced by this policy, they will be charged and arrested and taken to a juvenile detention facility or county jail.

This policy shall be publicized and each student shall have a signed copy of the policy in their cumulative file effective 1993-94 school year.

(Approved 4-93. Revised 7-13-93, 5-22-2001. Related Procedures 6270, 6290, 6295, 6520; Emergency Procedure 11.)

Possession and Use of Cellular Telephones and Other Electronic Signaling Devices

H-6980 Student possession and use of cellular phones, pagers and other electronic signaling devices on school campuses and school buses, at school-sponsored activities and while under the supervision and control of school district employees is permitted under the circumstance described herein.

All students may use these devices on campus before school begins and after school ends. Students in high school grade 9-12 also may use such devices during the lunch period. These devices must be kept out of sight and turned off during the instructional program. Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore unauthorized use is grounds for confiscation of device by school officials, including classroom teachers. Repeated unauthorized use of such devices may lead to disciplinary action.

(Approved 12-03. Related Procedure 6270; Emergency Procedure 15.)

Student Email Policy:

SDUSD Student Gmail should be used for students to email school staff and has the following access:

- Can send/receive email with teachers and other district staff only

- Staff will respond during work hours and are not expected to check email or respond after work hours
- Cannot send/receive email directly to other students
- Cannot send/receive email outside of the San Diego Unified domain (only .sandi.net email addresses are permitted)

Inappropriate Use of email may result in an investigation and possible disciplinary action being taken by the administration and/or district.

Inappropriate Use of email includes the following but is not limited to:

- Sending info that is harassing, false, derogatory, profane, offensive, vulgar, hateful, bullying or making fun of someone.
- Sending an email to share test answers or promote cheating/plagiarism in any way.
- Sending an email that contains malware, viruses or any type of phishing email.
- Using another user's email password and address.
- Reading/sending emails during class instruction (unless otherwise instructed by the teacher).
- Attempting to disguise the identification or origin of an email.
- Including copyrighted or trademarked materials without authorization from the person or business holding the copyright or trademark, with the exception of fair use.

Expulsion

H-6900 Only the Board of Education may expel a student. The decision to expel a student shall be based on substantial evidence relevant to the charges adduced at the expulsion hearing before the Expulsion Review Panel. Final action to expel a student shall be taken in a public session meeting of the Board of Education. The Board of Education may approve placement of some students in an independent study program as an alternative to expulsion.

(Approved 3-88. Related Procedures 4316, 4317, 6270, 6295, 6298.)

Alcohol, Tobacco, and Drugs

H-6940 The Board of Education is committed to providing a positive school environment that encourages all students to reach their highest potential academically, physically, emotionally, and socially and to become productive members of society. The board believes that involvement and/or use of controlled substances will seriously impair students' ability to achieve academically and to live healthy lives. The board will not tolerate the possession, use, or sale of alcohol, tobacco, or other drugs on district campuses. To this end the Board of Education approves a K-12 districtwide policy on alcohol, tobacco, and other drugs and designates the superintendent to enforce, monitor, and evaluate the district programs and procedures related to this policy. The district policy will conform to all local and state laws and regulations governing elementary and secondary students. The goal will be to employ prevention and early intervention strategies, as well as progressive discipline and consequences including expulsion. The board shares responsibility for ensuring drug-free campuses and will work with school staff, students, parents, law enforcement/school police, public agencies, and community organizations.

(Approved 11-88. Revised 3-18-97 and renumbered from F-4190. Related Procedures 0215, 5140, 6290, 6295, 6298.)

Students are not allowed to bring any cigarettes, vape devices or devices that support the use of vape devices such as chargers, drugs to include marijuana, alcohol and type of paraphernalia associated with any drugs or alcohol. Students may not come to school under the influence of drugs or alcohol. These behaviors will result in suspension, police involvement, parent meetings and potential expulsion from school.

Weapons, Violent Acts, and Repeated Fighting

H-6950 The Board of Education hereby declares the San Diego City Schools to have a zero tolerance policy on weapons, violent acts, and repeated fighting. This policy shall apply to middle, junior, and senior high school students. Hereafter, all students who possess a firearm, knife, explosive, or any other dangerous object in school or at a school-sponsored function shall be immediately suspended and recommended for expulsion with the option of suspension of the expulsion if the student agrees to attend a district Zero Tolerance Program. For the purposes of this policy, an object used in a threatening manner shall be considered a weapon even if its normal use is not as a weapon.

Hereafter all acts of physical violence and weapons will be recorded for every pupil on their permanent record, including information on suspensions and expulsions, but such information will not follow the student after graduation. The first offense for weapons and violence and the third offense for fighting that inflicts injury within one year shall require attendance in the Zero Tolerance Program for a minimum of one semester. Schools shall implement intervention strategies with students after the first and second incidents of fighting that inflict injury.

In addition, trespassing on school grounds by students who are not enrolled and are not cleared by the school office shall be a recorded suspendable offense and a third offense shall require attendance at a Zero Tolerance Program.

In every case where students in middle, junior, and senior high schools violate appropriate Education Code and Penal Codes referenced by this policy, they will be charged and arrested and taken to a juvenile detention facility or county jail.

This policy shall be publicized and each student shall have a signed copy of the policy in their cumulative file effective 1993-94 school year.

(Approved 4-93. Revised 7-13-93, 5-22-2001. Related Procedures 6270, 6290, 6295, 6520; Emergency Procedure 11.)

Use of Restraint for Safety Reasons

All rehabilitation specialists are trained in the use of Professional Assault Crisis Training (Pro Act).

Professional Assault Crisis Training is designed to minimize the risks associated with the emergency response to assaultive behavior, emphasizing the role of supervision of behavior, strongly worded and strictly enforced policies, regular in-service **training**, and continuous upgrading of skills and knowledge.

Pro-ACT: Professional Assault Crisis Training

The goal of Pro Act strategies is to minimize behaviors before they become assaultive. If student behaviors were to become assaultive, or the nature of the behavior could result in the student being a danger to self or others, staff may be required to use hands-on physical techniques such as a walking escort or restraint in more extreme cases. The techniques of Pro Act training teach how to keep any injury to a minimum as best as possible when physical contact with the student is required to keep the student safe. There is never a guarantee that all involved have no injury. The nurse will be notified in these cases.

If a restraint is required due to safety reason, a Behavior Emergency Report (BER) is filled out by staff involved. Parents will receive a phone call the day of the incident from the student's case manager, informing

you of the incident. You may come to the school to review the incident in-person and sign the BER, or it will be mailed to you.

Zero Tolerance Offenses per District Policy:

The following issues may require suspension and recommendation for the student to be expelled from the school district, including arrest:

- Possession of weapons or explosives
- Selling drugs or drug offenses
- Assault on a school employee
- An aggressive act that could cause or result in injury
- Three cases of physical violence
- Terrorism
- Sexual assault and battery
- Hate incidents resulting in serious injury

If your child has a pattern of incidents regarding any of the above, an IEP meeting will need to take place to address the behavior, consequences, interventions, and next steps to teach replacement behaviors.

Parents/guardians and staff need to be available for these meetings at a mutually-agreed upon time in an urgent fashion to address unsafe issues.

Please see the District Notice of Zero Tolerance Policy, “Facts for Parents” for details at

https://www.sandiegounified.org/sites/default/files_link/district/files/facts-for-parents/documents/1718/facts-for-parents.pdf

Addendum: Distant Learning

Student Laptops, Devices & Technology

Parents need to establish structures and supports for taking care of the device and carrying it to and from school, and caring for it within the home. Laptops are to be used for school use only. Set routines for charging the computer the night before attending class so that instruction is not interrupted by a low battery; as this is a home responsibility.

- Take proper care of the device. Keep away from food, drinks, liquids, and store in a safe place. Keep it dry.
- Charge it each night.
- Do not share your laptop with anyone else.
- Inform the teacher of any issues
- Parents need to call the District’s help tech line if you have any issues with the device at the below number for technical assistance:

If you are needing technical support or help with internet service at home so that your child can access online learning, please see the below options:

Phone Number	Services Offered	Hours
619-260-2460 Press Option 1	Dedicated technical support for families during Distance Learning. Available in English and Spanish. Help for families navigating Internet Options (Cox, Spectrum, ATT,	7:30am-3:30pm Mon-Fri

	Request for Hotspots, etc.). Available in English and Spanish.	
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<https://sites.google.com/sandi.net/instructionalcontinuityit/technology-support-for-families?authuser=0>

Behavior:

• Distance Learning Rules and Code of Conduct:

- Do not share classroom links with students or people outside of the classroom.
- Do not go into a classroom or video conference that you are not directly assigned to attend.
- All rules regarding behavior and conduct at school, apply to online learning.
For example, use of profanity or threats during online learning will not be tolerated, as it would not be in on-site learning.
- If students do not have appropriate behavior, the teacher will notify the parents. The student may lose privileges for being online with their peers for a period of time. In this case, the teacher will meet with the student individually.
- Behavior and discipline referrals will be written and recorded into the student's file, same as if the behavior occurred onsite. A copy of the electronic referral will be emailed to the guardian.
- Students will come to distance learning meetings prepared and ready to present themselves on video and with audio. Not using video or audio does not allow the teacher to know that the student is engaged, participating and understanding. Therefore, in order for quality teaching to take place, students must have their video and audio on at all times with their face present and visible. If a student feels uncomfortable seeing themselves on video, the student can usually create a setting that hides the view of themselves. For example, on Zoom, you can click on your picture and then click "hide self view."
- Students are to come to distance learning prepared for learning, just like when coming to school. Students need to be physically appropriate with their appearance, out of bed, and sitting at a space that is conducive to learning.
- Distractions from students need to be removed so that students can focus on learning. Ensure there is a quiet place in the home in which the student can focus and hear. If a student needs headphones to access distance learning, notify the student's case manager.
- Parents/Guardians are asked to not involve themselves during direct interactions the student is having with the teacher or peers during class or therapy time. This interrupts instruction and services, other peers' learning, and the pedagogy and methods of the teacher. It also impacts other students in the classroom when parents chime in and/or interrupt instruction. If a parent/guardian has concerns about the teaching taking place, they need to contact the teacher after the lesson is completed.
- Parents are not to complete assignments for students or give answers to students, although tutoring and assisting with understanding lessons and concepts is welcome! If a student is struggling with understanding assignments or concepts, they need to attend the teacher's office hours or small group instruction for additional support. Reach out to your child's teacher if you need assistance!
- Students are not to complete assignments for other students. Anyone having someone else complete their work for them will receive a zero on the assignment and receive a referral with point loss and consequences, to include a parent meeting.
- Chat boxes within video learning are to be used appropriately and at the direction of staff at all times. Any irrelevant or inappropriate chat use will result in the student being moved to a break out room with a staff member to redirect behavior. Depending on the severity of the inappropriate chat use, progressive discipline may be applied just as it would for on-site learning.
- Students will have a weekly point sheet that is filled out and emailed to parents at the end of each week. Students may pick their incentive on Fridays from a menu of items we will mail or deliver them to the student the following week.
- Students are NOT allowed to record other students or staff. Recording is subject to disciplinary action.
- Cell phone use or use of electronic devices/games/toys during learning time is not allowed and subject to disciplinary action.

Please refer to Student Expectations and Conduct Norms PowerPoint, emailed to all parents with this Handbook. The powerpoint was reviewed with all students the week of August 31st and all parent, during Open House, the week of September 14th.

Meals and Site Distribution Locations

Alcott Elementary	Gage Elementary	Mira Mesa High
Angier Elementary	Garfield Elementary	Mission Bay High
Audubon K-8	Golden Hill K-8	Montgomery Middle
Baker Elementary	Gompers Preparatory	Morse High
Balboa Elementary	Hage Elementary	Normal Heights Elementary
Bell Middle	Hancock Elementary	Oak Park Elementary
Bethune Elementary	Hoover High	Perkins K-8
Birney Elementary	Horton Elementary	Pershing Middle
Cadman Elementary	Ibarra Elementary	Porter North Elementary
Central Elementary	Innovation Middle	Rodriguez Elementary
Challenger Middle	John Muir High	Roosevelt Middle
Chavez Elementary	Johnson Elementary	Rosa Parks Elementary
Cherokee Point Elementary	Jones Elementary	Sandburg Elementary
Chollas Elementary	Kearny High	SCPA
Clairemont High	Keiller Middle	Sherman Elementary
Clark Middle	Kimbrough Elementary	Standley Middle
Clay Elementary	Knox Middle	Taft Middle
CPMA	Language Academy	Toler Elementary
Crown Point Elementary	Lewis Middle	Valencia Elementary
DePortola Middle	Linda Vista Elementary	Walker Elementary
Dewey Elementary	Logan-Memorial	Wangenheim Middle
Edison Elementary	Madison High	Washington Elementary
Encanto Elementary	Mann Middle	Webster Elementary
Euclid Elementary	Marshall Elementary	Whitman Elementary
Farb Middle	McKinley Elementary	Wilson Middle
Foster Elementary	Miller Elementary	Zamorano Fine Art

In Closing

Please keep this Family Handbook in a convenient location so that you can refer to it throughout the school year for information. Please see our contact list at the beginning of this handbook for any reason that you may need further assistance. We are here to help and answer any questions you may have.

Please tear out the next page and sign this page, along with your child, stating that you have read and understand the contents of this handbook and return to the school by September 15th, 2020. Thank you.

We look forward to working with you and your child- welcome to New Dawn High School!

For ONSITE learning:
TEAR THIS PAGE OUT OF YOUR HANDBOOK
RETURN TO STUDENT'S CASE MANAGER.

New Dawn High School
Student and Family Handbook
2020-2021

I have read and understand the contents of this handbook. I commit to following all rules, policies, and expectations outlined within this document and understand that this document is NOT all-inclusive all District policies and procedures. I understand I may reference all District Policies at **www.sandi.net**.

Student Commitment

Student Name Printed: _____

Student Signature: _____

Date: _____

Guardian Commitment

Guardian Name Printed: _____

Guardian Signature: _____

Date: _____