



**Parent/Guardian
and
Student Handbook**

2009-2010

Sunrise Academy

HANDBOOK FOR PARENTS, GUARDIANS AND STUDENTS

ACKNOWLEDGEMENT OF RECEIPT

Yes, I have received the
Parent, Guardian and Student Handbook

Signature of Parent/Guardian

Student's Name

Student's Grade

Date

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1. PHILOSOPHY

The educational philosophy of Sunrise Academy is one that emphasizes the education of the “total person.” It is one that encourages students to explore and grow in their knowledge of themselves and creations of ALLAH (SWT). We hope to inspire a generation of young men and women who are firmly in touch with themselves, their heritage as Muslims, and their place in a contemporary society. The main goals of Sunrise Academy are to follow and implement Islam as a complete way of life as prescribed in the Qur’an and Sunnah: to provide a high quality education, to instill a love of learning in the students, and to graduate students who will rely on Islam as a complete way of life.

2. VISION

Based on the principles of Tawhid, the oneness of God, we seek to foster the holistic development of the child.

3. MISSION

Sunrise Academy provides an excellent academic education founded on Islamic principles that strive to develop strong leaders who foster positive change.

4. EXPECTATIONS

- ✚ Continuous Improvement
- ✚ Comparative Excellence
- ✚ Outstanding Reputation

5. SCHOOL ENVIRONMENT

The most distinguished characteristic of Sunrise Academy is that it provides an environment conducive for an Islamic personality to develop and flourish Insha’a Allah.

The school:

- ✚ Strives to provide a physically, psychologically and spiritually safe environment which encourages self-discovery and development.
- ✚ Provides a dynamic community of children and adults governed by the school’s Director and marked by mutual respect, love, equality and judicious rules and regulations.
- ✚ Provides Islamic role models who through their behavior will present appropriate examples to the children enrolled at the school.

6. EDUCATIONAL PURPOSE

The purpose of Sunrise Academy is to enable students to become productive citizens in an ever-changing world by providing them with quality work. Quality work is meaningful, engaging, challenging, compelling and satisfying; and causes students to acquire knowledge and skills valued by both students and community.

Students and their work will be the focus of all school activities. To develop all students’ individual potential, Sunrise Academy will strive to provide them with quality work in a safe and

caring Islamic environment. The school will guide them in the pursuit of excellence in knowledge and skills and prepare them to become productive citizens in a democratic society.

The school will provide ongoing professional development for all staff, quality facilities, rich and abundant materials and up-to-date equipment essential to continuous student improvement.

A student's value system begins with family. Partnerships between home, school, and community are essential to student success.

The School Board declares it to be the policy of Sunrise Academy to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, or social or economic background, to learn through the curriculum offered by this school.

7. STUDENT HEALTH SERVICES AND REGULATIONS

The administration recognizes the responsibilities of the school to help protect the health of students. Parents/guardians are required by state law to fill out an Emergency Medical Authorization Form and an Emergency First Aid Form. .

Sunrise Academy shall have on file for each student an emergency medical authorization form providing information from the parents/guardians(s) on how they wish the school to proceed in event of a health emergency involving the student and authorization for the school in case emergency action must be taken.

Your child must meet county and state health regulations for entrance to school. The school office checks health records each year and will supply you with an immunization request form for necessary immunizations that your child needs. Students may be excluded from school if the immunization schedule is not completed within a reasonable period of time after notification. Written statements of objection to immunizations due to parents or guardian's religious reason are filed in the student's health folders.

A student is also exempt if they present a physician's statement that immunization is medically contraindicated. A signed statement of history measles or mumps may be substituted for the measles or mumps vaccinations. However, a history of rubella may not be substituted for rubella vaccine.

8. UNIFORM GUIDELINES

Uniforms are required for Sunrise Academy students.

Kindergarten through 5th Grade

BOYS

- Solid navy blue uniform pants to be worn with a belt – no jeans or sweat pants
- Light blue shirt with collar – Shirts must be tucked in.
- Navy sweatshirt or navy sweater may be added for warmth. Must be plain-no logos, pictures, or wording on material.
- No jewelry or cologne
- Shoes appropriate for sports activities- no sandals, cleats or shoes with heels and no heeies allowed at school.

GIRLS

- Solid navy blue uniform jumper or ankle length navy blue skirt with navy leggings/pants
(Leggings/pants must be plain – no zippers, pockets or stripes on legs, no jeans or sweat pants)
- Long sleeve light blue shirt/blouse with collar - must be plain-no logos or pictures.
(No quarter sleeves accepted. No t-shirts allowed.)
- Navy sweatshirt or navy sweater may be added for warmth. Must be plain-no logos, pictures, or wording on material.
- Shoes appropriate for sports activities-no sandals, cleats or shoes with heels....no heeies allowed at school.
- White scarf – plain white only.
- No dangle earrings – must be small
- No necklaces
- No fingernail polish, makeup, or perfume

GYM CLOTHES (can be worn on gym days only)

- Navy blue gym pants – must be solid navy or have stripes down each side of the pant leg
- Shirt must be bought from Sunrise Academy – no other shirt will be accepted – shirt must be loose fitting
- Gym Shoes with rubber soles, no cleats or heeies – any style or color

All pieces of clothing should be labeled with your child's name.

6th Grade through 8th Grade

BOYS

- Khaki colored Dockers style pants – loose fitting - no sagging pants – no sweatpants or jeans (Pants must be plain – no zipper, pockets or stripes on legs – must be plain khaki color).

- Black shoes with rubber soles – not gym shoes – must be solid black in color – no cleats, heelines or sandals – no heels.
- Shirt must be bought from Sunrise Academy – no other shirt will be accepted – shirt must be tucked in at all times with a belt.
- No jewelry, cologne, ear/facial piercing.

GIRLS

- Khaki colored Dockers style pants or khaki colored ankle length skirts with no slits
- Pants must be loose fitting – no sweatpants or jeans.
(Pants must have no zipper, pockets or stripes on legs – must be plain khaki color)
- Black shoes with rubber soles – not gym shoes – must be solid black in color – no cleats, heelines or sandals – no heels.
- Shirt must be bought from Sunrise Academy – no other shirt will be accepted – must be loose fitting and not tucked in.
- Beige or white hijab (solid color) – no other color accepted – must be worn at all times while on school property.
- No necklaces, fingernail polish, makeup, perfume or facial piercing.

GYM CLOTHES (can be worn on gym days only)

- Navy blue gym pants – must be solid navy or have stripes down each side of the pant leg.
- Shirt must be bought from Sunrise Academy – no other shirt will be accepted – shirt must be loose fitting.
- Gym Shoes with rubber soles, no heelines or cleats – any style or color.
- Beige or white hijab (solid color) – no other color accepted – must be worn at all times while on school property.

SWEATERS OR SWEATSHIRTS

- All sweaters or sweatshirts must be navy blue – no logos, pictures, or wording on material. Must be plain navy blue. National Junior Honor Society sweatshirts may be worn during cold winter months.

Students may be sent home to change if they do not come to school properly dressed according to the above.

9. STUDENT CONDUCT

Sunrise Academy students are expected to live high standards of personal Islamic conduct. Such standards are important for personal pride and achievement as well as school pride and reputation. A few students displaying inappropriate behavior can damage the reputation of the entire school.

10. STUDENT DISCIPLINE (BOARD POLICY)

The discipline procedures of Sunrise Academy shall be based on the premise that every student attending school is able to differentiate between right and wrong that every student is aware that he/ she is attending school primarily to learn and profit through the course of study, and that constituted authority and school regulations are necessary for the proper conduct of the school.

The Board recognizes that it has a solemn obligation to protect the public property entrusted to its care and to protect the rights and privileges of those students who sincerely desire to learn and who make an honest effort to do so. Any student who demonstrates that he/she is unable to differentiate between right and wrong, or who has no apparent desire to profit from the course of instruction, or who has no regard for the rights of the students, or any combination of the above is subject to severe disciplinary action including exclusion from school.

11. DETENTION

The School Director may assign after-school detention for misconduct, irresponsibility, or attendance related matters. A one-day advance notice is required. It becomes the parents' responsibility to arrange transportation.

12. LUNCHTIME PRIVILEGE REMOVAL

Students may have their lunchtime privileges removed for a period of time for misconduct, irresponsibility, or matter pertaining to attendance. When this occurs a student must report to an assigned room during his/her lunchtime and remain there for the entire period. The student may bring packed lunch or buy lunch if he/she desires to eat during the detention. Parents will be notified when an excessive number of lunchtime penalties occur.

13. DENIAL OF PRIVILEGES

Students who accumulate numerous disciplinary referrals may be restricted from attending one or all of the following activities: social functions, athletic contests, field trips, assemblies, or school sponsored clubs.

14. SATURDAY SCHOOL

Saturday school is considered an opportunity for a student to serve a penalty without loss of academic standing or loss of valuable instructional time.

A student may be assigned to attend Saturday School as a consequence of the following disciplinary infractions:

1. Excessive tardiness to school or class.
2. Unexcused absence from school or class.
3. Excessive disciplinary referrals.
4. Failure to serve teacher assigned, after school detentions.
5. Failure to serve noon detentions assigned by the school director.
6. Other school rule infractions or violations policy.

Once a student is assigned to a Saturday School Session, the following rules will apply:

1. Students must be at school by 8:00 a.m.
2. There will be no talking among students once the supervisor calls the session to order.
3. Students will remain seated unless otherwise directed by the supervisor.
4. A student wishing to ask a question will raise his/her hand and wait until the supervisor attends to the questions.
5. A restroom break of 5 minutes will be permitted to each student.
6. Each student is to bring sufficient school-type work to remain the entire 3-1/2 hours. Sleeping, listening to radios or other electronic gadgets, playing with toys, and eating or drinking is not permitted.

Violation of any of these rules will result in the students being dismissed and additional sessions added. Failure to serve the assigned session will result in out-of-school suspension.

Transportation will be the responsibility to the student and/or parent. Students will be admitted in the building at 7:55 a.m. and dismissed at 12 p.m.

15. STUDENT CONDUCT (ZERO TOLERANCE)

Students are expected to conduct themselves in such a way that they respect and consider the right of others. Students of Sunrise Academy must conform with school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive or inappropriate behavior by its students.

A student who failed to comply with established school rules or with any reasonable request made by the school personnel on school property and/or at school-related events is subject to approved student disciplinary regulations. The school director develops regulations that establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct that are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the school director. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and Local ordinances.

The student Code of Conduct is made available to students and parents and is posted in a central location within Building A.

16. SUSPENSION, EXPULSION, OR REMOVAL (BOARD POLICY)

The following types of misconduct shall most ordinarily result in suspension, expulsion, or removal:

1. The possession, use; arranging or attempting to purchase, offering to sell, or transmit; or being under the influence of any narcotic drug, hallucinogenic drug, intoxicant of any kind, or “look alike” drug.
2. Theft or damage or destruction of personal or school property, or possession of stolen or personal or school property, including copyrighted materials.
3. An act or threatened act of arson, initiating without cause a fire alarm, reporting of a fire, or reporting of an impending bomb or catastrophe.
4. Use, possession, and/or transmission of dangerous weapons, fireworks, or explosives.
5. Threaten act of physical violence with a dangerous weapon.
6. Gambling on school property.
7. Possession and/or transmission of pornographic materials.
8. Sexual contact, defined as any touching of an erogenous zone of another.
9. Sexual harassment, assaults, acts, or gestures directed toward students or other individual.
10. Ethnic intimidations as defined in this handbook.

The following types of misconduct may result in suspension, expulsion or removal:

1. Disruption or interference with curricular or extracurricular activities.
2. Insubordination, including intentional interference with the teacher’s conduction of the class, failure to obey a reasonable request, or failure to identify oneself to school personnel when requested.
3. Inciting to riots or to disrupt the operation of the school.
4. An act or threatened act of physical violence, including fighting, whereby the perpetrator causes, attempts to cause, or seriously threatens to cause physical harm to another while in the custody and control of the school or in the course of a school-related Activity.
5. Use or profane, vulgar, or other improper language.
6. Violation of special rules of conduct for school buses.
7. Violation of the smoking policy including smokeless tobacco products.
8. Establishment and conduct of clubs and organizations without official approval.
9. Stealing, and/or cheating on tests or other school assignments.
10. General misconduct and misbehavior, disrespect, and/or inappropriate social behavior.
11. Publication, display and/or distribution of unauthorized materials.
12. Tardiness to class or school.
13. Truancy and other unexcused absence from class or from school.
14. Fraud or forgery of school or parental documents.
15. Inappropriate or bizarre attire or violation of rules as set forth in student handbooks.
16. Failure to accept discipline or punishment.
17. Disobedience or misconduct as elsewhere defined or violation of such other regulations as may be duly adopted by the Board.
18. Misuse of Technology/Computers.
19. Laser pointers are banned from school buildings, school vehicles and on school property with the exception of usage by the adult or someone supervised by an adult for educational purposes.

17. INFORMING STUDENTS OF EXPECTATIONS

Each student in Sunrise Academy shall receive annually, a copy of current policies, rules, regulations, and procedures commonly known as a parent/guardian/student handbook. The student/parent handbook shall contain among other information, a list of those acts for which a student may be suspended, expelled, removed, or otherwise disciplined. A copy of the types of misconduct, which may result in suspension or expulsion, shall be posted in Building A. Copies of the policy pertaining to suspension and expulsion will be given to all students on the first day of school.

18. DANGEROUS WEAPONS IN THE SCHOOL

The Board is committed to providing the students of Sunrise Academy with an educational environment that is free of the dangers of firearms, knives, chemical devices and other dangerous weapons. The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the school director shall expel this student from school and notify the appropriate criminal justice or juvenile delinquency authorities.

Matters, which might lead to a reduction in expulsion include: The age of the student and its relevance to the punishment; and/or the intent of the perpetrator.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school sponsored activity. The definition of a knife includes, but is not limited to a cutting instrument consisting of a blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school sponsored activity, the school director shall expel the student from school, subject to the same conditions stated above.

19. ETHNIC INTIMIDATION

The Board of Education of Sunrise Academy recognizes that, in order to create an environment conducive to learning and to best facilitate the learning process, all students, regardless of their race, color, ancestry, national origin, or religion, have the right to an education in an atmosphere free of all forms of disparagement and intimidation. The board further recognizes that certain acts against persons or groups because of a person's or groups race, color, ancestry, religion, or national origin, for the purpose of inciting and provoking bodily injury, intimidation, or harassment, poses a threat to the order and safety of our schools and has a negative effect on the learning environment in the school.

This policy of the Board of Education is subject to enforcement and or disciplinary action:

1. On any property owned, leased by, or under the control of the Board of Education, including vehicles used for transportation of students.
2. At any school-sponsored or sanctioned activity or event away from within Sunrise Academy.

20. INTERROGATIONS AND SEARCHES (BOARD POLICY)

Interrogations of Students by law Enforcement Officers:

Prior to any interrogation of a student on school grounds by a law enforcement officer (except in suspected child abuse case), the student's parents must be notified by the school director. Lacking consent from the parent and appropriate legal documentation, the law officer shall be advised to make arrangements directly with the student's parent to coordinate such questioning.

Search and Seizure

Search for dangerous or illegal items or evidence of a violation of the law or school rules is a proper means of protecting the interests of students, parents, and employees of Sunrise Academy. The school director shall be authorized to conduct searches when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of Sunrise Academy. The measures adopted for the search will be reasonable related to the objectives of the search and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Lockers are the property of Sunrise Academy. Lockers and the content of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or school rule. A copy of this policy must be posted in a conspicuous place in each school building that has lockers.

21. STUDENT USE/MISUSE OF TECHNOLOGY

Technology is used to support and enhance instruction. Students will be expected to use it responsibly and appropriately. Access to networks, including the internet, is provided in order to allow students to obtain information and interact with others. The school retains the right and responsibly to regulate and monitor network access that is obtained through the use of school equipment and school-provided access channels.

Specifically, the following behaviors are unacceptable:

1. Copying software in violation of copying laws.
2. Transmitting, viewing, or using profane, obscene, or sexually explicit material.
3. Destruction of or tampering with another's property including electronic property. This includes obtaining, sharing, and/or misusing the passwords and access codes of others.
4. Threatening or harassing others through electronic media.
5. Attempting to bypass or bypassing security measures that are set to safeguard information and protect files.

6. Tampering with the files that are specifically restricted. Such files include but are not limited to those that contain student information such as grades, course history, test scores, and personal data as well as files containing school personnel and financial records.

Students engaging in any of the behaviors described above are subject to severe penalties including:

1. Denial of access to computer and network equipment and resources.
2. Verbal or written reprimand.
3. Detention.
4. Suspension.
5. Criminal charges.
6. Expulsion.

22. CORPORAL PUNISHMENT

SUNRISE ACADEMY employees or volunteers are not permitted to hit, kick, punch, push, pinch, physically punish any student under any circumstance, nor will any emotional or verbal abuse be tolerated.

23. BUS BEHAVIOR POLICY

Rules for School Bus Safety/Misconduct on School Buses

The driver of a school bus carries a heavy burden of responsibility for the lives of his/her passengers. He/she must give full attention to driving while students are in transit. In order to do this, the following rules must be followed by the students:

1. **Railroad crossings** – Students should not talk when the bus is approaching a railroad crossing or highway intersection. This also includes while the bus is crossing the railroad tracks.
2. **Seats** – Drivers will assign seats and have a seating chart with them. Students must remain in their assigned seat.
3. **Windows** – Students should keep head, books, and miscellaneous objects inside the bus, never outside the windows. Windows are to be opened only with approval of the driver.
4. **Eating** – Students may not eat or drink on the bus.
5. **Conversation** – Students may talk quietly. No yelling is permitted inside the bus or out the windows. Also, music from radios, tape players, CD players, IPODS, cell phones, etc. is not allowed at school. If found, the item will be confiscated and held in administration until parents pick it up. Music is not allowed to be played on the bus either by the students or bus driver.
6. **Bus stops** – Students should wait until the bus stops and the driver gives the signal for crossing when boarding or leaving the bus.
7. **Crossing** – Students should cross only in front of the bus, approximately ten feet in front of the bus.

8. **Time** – Students should be on time at designated pickups in the morning and when school is dismissed.
9. **Carry-on items** – Items generally too large to fit under a passenger seat will not be permitted on the bus if, in the judgment of the driver, such objects would interfere with the safe operation of the bus.
10. **Littering** will not be permitted on or from a school bus.
11. **Unauthorized passengers** shall not be transported on a school bus.
12. **Animals** are not permitted on the school bus.
13. **Parents** of Kindergarten students must be at the bus stop when the student is picked up in the morning and dropped off in the afternoon.

Major breaches of school bus discipline – The school director will consider violations of these rules to be major breaches of conduct, or student misconduct, which may result in denial of transportation privilege, or other disciplinary action. The following rules are considered absolutely vital to the safe operation of the school bus. Violation of these rules will result in denial of the transportation privilege and suspension or expulsion from school.

The following actions are not permitted on the school bus:

1. Fighting.
2. Throwing objects inside the bus or out the bus windows.
3. Using profanity or smoking while on the bus.
4. Carrying weapons on a school bus.
5. Tampering with the emergency door.
6. Other misconduct and behavior as listed in this handbook.
7. Any misconduct that interferes with the safety of the bus route.
8. Un Islamic Behavior

Reporting of bus misconduct – Whole busloads of students will not be taken back to school because of misconduct by a limited number of passengers. However, the driver will report the misconduct to the school director at the earliest opportunity. The school director will then proceed in accordance with the usual discipline procedures.

Depending on the severity of the offense, these guidelines will apply:

1st Referral: Written warning and notification to parents/guardians.

2nd Referral: One-day removal from transportation. Parent must pick up the student at the end of the day.

3rd Referral: Three-day removal from transportation – consultation with parents/guardians. Parent must pick up the student at the end of the day.

4th Referral: Five-day removal from transportation. Parent must pick up the student at the end of the day.

5th Referral: Ten-day removal from transportation – consultation with parents/guardians. Parent must pick up the student at the end of the day.

6th Referral: Removal for remainder of the school year. Parent must pick up the student at the end of the day.

Extreme offenses, even if just on second referral, may result in removal from transportation and/or suspension, or possible expulsion from school. The bus transportation system reserves the right to video tape the student's behavior on the bus at any time throughout the school year.

24. PLAYGROUND RULES

1. No climbing or Sitting on the stone wall.
2. No sitting on the picnic table tops.
3. No standing on the picnic tables' seats or tops.
4. When the whistle blows, all students are to line up.
5. No picking up mulch.
6. Nothing thrown over the fence.
7. Students should only go up the steps on the slide, not go up the slide.
8. Students should go down the slide only on their bottoms.
9. If a ball goes to the parking lot, students should ask a teacher to get the ball.
10. If a child must go to the restroom, they are to enter Building A.
11. No students are to return to the cafeteria.
12. No students are to go past the rock in the side yard.
13. No student is to be by the Building A classroom windows or behind Building A without a teacher present.

25. STUDENT ATTENDANCE POLICY

Achievement and attendance are highly related. Each student should attend school daily. Rules and regulations regarding excessive absenteeism and tardiness shall be enforced.

1. Students are expected to be in school, on time, every day. Occasionally, absence or tardiness cannot be avoided and may be excused if the student brings a note signed by his/her parents/guardians stating the reason.

Ohio Revised Code lists the following reasons for an excused absence.

- A. **Personal Illness.** (The approving authority may require the certificate of a physician if he/she deems it advisable.)
 - B. **Illness in the family.** (The absence under this condition shall not apply to the students under fourteen years of age.)
 - C. **Quarantine of the home.** (The absence of a student from school under this condition is limited to the length of quarantine as fixed by the proper health officials.)
 - D. **Serious illness or death of a relative.** (Absences arising from this condition are limited to three days unless a reasonable cause for a longer time may be shown.)
 - E. **Observance of a religious holiday.** (Any student of any religious faith shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.)
 - F. **Emergency or set of circumstances** that in the judgment of the school director constitutes sufficient cause of absence from school.
 - G. **Funeral of a family member.**
2. Parents/guardians must notify the school on the day a student is absent unless the director has been notified in advance of the absence. Lacking parents/guardians notification of an

absence, the school office will notify the parents/guardians of the student's absence by telephone or written notice on the same day the student is absent.

3. Please send a note to your child's teacher explaining the absence within one day of the child's return to school.

If a student is dismissed early for a doctor's appointment or for another valid reason, the student must bring a note signed by his/her parents/guardians or guardian. The parents/guardians must meet the student in the school office before the student will be excused. If a student is dismissed for a doctor's visit, then they must return with a doctor's excuse. If they do not, then the absence will be considered unexcused.

4. Students who accompany their families on vacation of reasonable length shall not be considered truant. However, the school director and the student's teacher must be notified of such absence **two** weeks in advance. Make-up work will be provided if needed. Trips of more than ten school days will need to be approved/disapproved by the school board. Students leaving on vacation of reasonable length will be considered unexcused. This factor will be considered when making the decision of promotion or retention at the end of the school year.

NOTE: Parents may call to get their child's homework ONLY after they have missed two days of school.

Attendance Problem Procedures

1. Early dismissals during the last 30 minutes of the day are very disruptive and are discouraged.
2. Chronic tardiness or absence shall be dealt with initially by phone contact from the school office to the absent student's parents/guardians(s) or guardian. If the office is unable to reach the parents/guardians or guardian by phone after reasonable effort has been made, a form shall be sent home with a copy going to the director's office, advising that attempts have been made to reach them by phone and requesting the parents/guardians/guardian to contact the school office. If this does not result in some degree of improvement, the director shall mail a letter to the offending parents/guardians(s) or guardian stating the problem and reminding them of their legal responsibility concerning their child's attendance in school.

- A. **Chronic tardiness:** being late for school more than twice a week or more than five times in a grading period will result in disciplinary action. In addition, five times tardy will be considered one unexcused absence.
- B. **Chronic absence:** Unexcused absence for three or more days in a grading period is a serious problem. If the problem continues, the school director may be asked to help solve the problem. If a student is absent five or more consecutive days (or has five days unexcused absence) in a semester, the parents/guardians or guardian must come to the school office with the student before the student will be allowed to return to school.
- C. A **“habitual” truant** is any student of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one month or 12 or more school days in a school year.
- D. A **“chronic” truant** is any student of compulsory school age who is absent without legitimate excuse for seven or more consecutive school days, 10 or more school days in one month or 15 or more school days in a school year.

The parents/guardians are required to have the student attend school immediately after notification of the absence.

Regarding “habitual” truants, the Board must take as an intervention strategy any appropriate action contained in the Board policy, or the Board may file a complaint in juvenile court jointly against the student and the parents/guardians. The complaint must state that the student is an “unruly student” by virtue of being a “habitual truant” and that the student’s parents/guardians violated the School Attendance Law.

Regarding “chronic” truants, if the parents/guardians fail to get the student to school and the student is considered a “chronic” truant, the Board must file a complaint in the juvenile court jointly against the student and the parents/guardians. The complaint must state that the student is a “delinquent student” by virtue of being a “chronic” truant, and that the parents/guardians have violated the School Attendance Law.

When a student is absent from school, a parent/guardian must call within one hour of the start of the school day to report his/her child’s absence from school. If the parent does not contact the school, the school will make every reasonable attempt to contact parents/guardians at home or at work.

- Any student absent for any reason for more than twenty (20) days in a year will find that attendance records become a significant factor in a promotion or retention decision at the close of the school year.
- Absences for more than 240 minutes (4 hours) will be counted as a full day of absence.
- If a student arrives at school 90 minutes late or leaves school 90 minutes early, it will be considered one-half day absence.

- All absences, including illness, truancy, vacation, family or personal business, or appointments to the doctor, will be counted in the tally. If a student goes to a doctor's appointment, then they must return with a doctor's excuse.
- Any student arriving after 8:50AM will be considered tardy. When calculating absences, 5 tardies equals one absence within a grading period.
- Any student receiving an excused absence will be allowed to make up any work missed (including tests).
- Any student receiving an unexcused absence will receive a grade of "0" or incomplete.

A student needs to be signed out in the office by the parents/guardians before leaving school prior to dismissal at 4p.m. Noted in the tardy count will be the number of times a student leaves school before 4p.m.

Students are not allowed to enter the classroom before 8:15AM.

26. EMERGENCY SCHOOL CLOSING

If it becomes necessary to close the school due to unexpected emergencies or weather conditions, an announcement will be made over the following radio and television stations: Radio – WBNX (B97) and Television – Channel 10, Channel 4, Channel 6 and Fox News and also on Sunrise Academy's voice mail. Sunrise Academy is closed when Hilliard City Schools or Columbus City Schools are closed due to weather. If Hilliard City Schools operates at an unscheduled 2 hour delay then Sunrise Academy will also be delayed 2 hours (Columbus Public School does not operate 2 hour delays). In this situation, Hilliard and Dublin transportation will transport our students on a 2 hour delay schedule.

If at any time the information on your Emergency Release Plan changes for your child, it is your responsibility to notify the office of the change.

There may be times when it is necessary because of some emergency to dismiss school during the day. It is impossible to call each parent/guardian when these situations occur. Parents/guardians are urged to make arrangements with a neighbor or friend so that the child will have a place to go if the parents/guardians are not home. It is also very important to communicate to your child what he/she should do if this situation occurs. The school will follow your "Emergency Release Plan".

27. GENERAL INFORMATION

Fund-raising Sales: The school does not permit the selling of any items at school regardless of whether it is for personal profit or to be donated to a non-profit organization with the exception of Sunrise Academy PTA and individual classrooms. The school director will designate approved fundraisers each year.

Lost and Found: Students who find lost articles are asked to take them to the school office during the school day. Students and parents/guardians are expected to check frequently in the office for lost items. Unclaimed items will be donated on a monthly basis to charity.

Solicitation – Only those programs associated with Sunrise Academy will be allowed to solicit on the premises. Other organizations must be approved by school administration.

Holidays – Sunrise Academy will not observe any holidays at school with the exception of Eid Al-Fitr and Eid Al-Adha.

Birthdays – The school does not permit the celebration of special student based parties, such as birthday. As such, any symbolic representation of birthday celebrations such as sharing of cake, lighting of candles, presence of decorations, balloons, gifts, cards, etc., will result in consequences. Invitations to birthday parties may not be given out at school.

Student Information – Student information will ONLY be released to the parents/guardians listed on the enrollment form.

Field Trips: In keeping with the philosophy that the education of our children is not limited to the classroom, the school allows students the privilege of participating in field trips. Field trip day is a regular school day and students are expected to report to school and go on the field trip. Students must complete and return the permission slip to the teacher responsible for the field trip by the deadline date. The school also may request the presence of the parent on the field trip in order for their child to be allowed to participate in the trip. Students must pay all required fees by the deadline date. The school may deny a student the privilege of a field trip due to safety concerns or disciplinary issues. School personnel will provide the best possible supervision for your child while on a field trip. However, the school shall not be held liable for any injury or misfortune that may occur on a field trip.

Extracurricular Activities – In addition to a quality educational program, Sunrise Academy promotes the emotional, physical, and social well-being of its students by offering a host of extracurricular activities. Students may have to miss school to participate in an extra curricular activity. Any absence due to an extracurricular activity is considered an excused absence. The written consent of classroom teachers and parents must be secured in order for a student to miss school for extracurricular work. The administration reserves the right to deny a student the privilege of participating in an extra-curricular activity, if they have discipline issues or concerns during the school year.

Handicap Parking Places – Only cars with the handicap sticker are allowed to park in the handicap parking places per federal law. Anyone parking there illegally (without the sticker) will be charge

\$250 on their child's account. If the individual continues to park illegally in the handicap parking place after they have been warned and charged by school administration, then the police will be called to handle the matter.

Reporting Student Abuse/Neglect - Teachers, administrators and other professionals who may come in contact with students are required to report cases of suspected child abuse or neglect. A report will be made immediately to the County Children Services Board of municipal or county peace officer in the county in which the suspected abuse or neglect is occurring or has occurred. The school administrator shall be made aware of suspected abuse or neglect.

Breakfast - Breakfast will be served at school in the gym beginning at 8AM and will end at 8:30AM. Breakfast consists of cereal, a multigrain bar and milk. The cost of each meal is \$2.00. Students can also purchase milk at the school for 35 cents.

Lunch - Sunrise Academy offers a hot lunch program daily beginning in September and ending in May. The cost of each meal is \$3.00. If a meal is not purchased, then the student will need to bring their lunch. Should they forget their lunch, they will be given a jelly sandwich and milk by the lunch staff and charged \$1.00. Hot lunches must be purchased according to the guidelines set by school administration. Students can also purchase milk at the school for 35 cents. Sunrise Academy does not furnish microwaves for student's use.

Library - The library is a great resource tool for our students, staff as well as our parents/guardians. We currently have a resourceful library at our school. Therefore, it is important that the library itself and its books be respected and that materials are returned on time so that others may use them. At times our teaching staff at SUNRISE ACADEMY visits the public libraries to check out materials to use within their classroom as well as for students to use at home for classroom reports. Books (two books at a time) can be checked out of the library for five school days. These books will need to be returned before any more books can be checked out. When a student is given a book(s) then they become fully responsible for the return of that book(s). At times student's books are misplaced, lost or damaged. If this occurs, then the students are responsible for paying a fee of \$50 to \$75 for the book (depending upon the cost of the book). Payment will be required within 10 days of notification to teaching staff regarding library book(s).

Honor/Merit Roll - Students in grades four through 8 are eligible for the Honor Roll and Merit Roll. To achieve the Honor Roll, the Middle School student must have a 90% or above in all subjects including Arabic and Islamic Studies. The grade four and five students must have 4 or 5 in all subjects as above.

To achieve the Merit Roll, the Middle School must have all grades above an 80% in all subjects, as above. The grade four and five students must have 3's, 4's and 5's in all subjects.

Homework Hero Award - Students who have turned in late only one homework assignment or have turned in all homework assignments on time for the period of one month are awarded a Homework Hero certificate and generally given another treat.

Instructional Program - We are using the Course of Study provided by the State of Ohio.

National Junior Honor Society - Students in grades six, seven and eight are eligible to be inducted into the Sunrise Academy NJHS. The selection is made by a faculty committee with the advice of all staff members.

Parent-Teacher Conferences - After the first and third report cards are given, all parents are to attend a parent-teacher conference. This conference is mandatory. A form will be sent home asking parents to indicate their choice of conference times.

Any time a parent requests a phone call or conference; teachers must honor this request as soon as possible. However, a phone call or conference is never held when the teacher is responsible for a class.

Distributing Material - Sunrise Academy material to be distributed to students must be approved by the school director. Other information concerning the basic school program, PTA, or its related ISGC organizations will also need to be approved by the director. Information requested to be distributed to Sunrise Academy students by a non-affiliated organization, will not be permitted to be distributed to the students.

Messages to Students - We ask that parents/guardians limit messages to medical emergencies and very urgent matters. It is impossible for us to hand deliver messages that we receive during the school day. We request that messages do not include such things as reminders of appointments, babysitting arrangements, and similar matters of daily routine. We simply cannot guarantee delivery of messages that are not of an emergency nature. Listed below are the procedures used on a daily basis to get messages to students

1. Messages from parents/guardians will be taken at the school office.
2. Messages will be hand delivered only in the case of a medical or other extreme emergency.
3. Students will not be pulled from their daily routine to answer a phone call – including lunch or study hall periods.
4. Students are not allowed to use school phones unless it is an emergency.
5. Cell phones are not to be used during school hours. If a student must have a cell phone at school, then the parent must notify the director. The student will not be able to use the cell phone unless they have the director's approval. Cell phones can not be used during latchkey unless the latchkey assistant is present.

Visitors - Visitors, particularly parents/guardians, are welcome at school. In order to properly monitor the safety of students and staff, each visitor must use the intercom on the outside of Building A and be recognized before they can enter through the main door nearest the office area. All parents/guardians and visitors are required to report directly to the school office (Building A) immediately upon arrival. Books, assignments, lunches, money, etc. should be left in the office where school personnel will deliver them to the students. **AT NO TIME DURING THE SCHOOL DAY SHOULD THESE ITEMS BE TAKEN DIRECTLY TO A CLASSROOM BY THE PARENTS/GUARDIANS.**

If parents/guardians wish to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to prevent any inconvenience to parents/guardians/staff or disruption of the learning process. Parents/guardians are not allowed to enter the classrooms while the class is in session (8:45AM until 4PM) unless arrangements have been made for the parents/guardians to volunteer.

Students arriving after 8:45AM must report to the main office in building “A” for a tardy slip.

Parents will not be able to enter the parking lot in the afternoon until school buses have left the property. School buses will be the only ones allowed to enter the property before 4PM. The majority of our students ride the bus and we want to limit the number of cars in the parking lot. This is for safety purposes only.

At the end of the day, students who did not ride the bus will be taken to the gym at 4:15PM for pickup or latchkey.

Parents/guardians picking up student during school hours shall remain in the front lobby until someone in the office escorts their student to them.

Students may not bring visitors to school to attend classes with them.

Volunteers - Volunteer helpers are greatly valued and needed in SUNRISE ACADEMY. Community members and parents who would like to share their expertise with the school are encouraged to do so. Volunteers have been asked to abide by the following rules:

- Volunteers must commit themselves to arriving promptly and regularly on their assigned days.
- Volunteers must notify a staff member, well in advance, if they can not be there at the appointed time.
- Volunteers must have a BCI/FBI check if they are with students by themselves for a lengthy period of time (lunch, field trips, classrooms, etc.)
- Volunteers must sign in upon arrival and sign out upon leaving, in the school office.
- Volunteers should not bring other children or adults with them (volunteering for lunch is the only exception).
- Volunteers are also needed to assist the school in making educational materials, phone calls, etc.
- Teachers are requested to know SUNRISE ACADEMY’s policies regarding volunteers and make sure that volunteers helping in their class are observant of the rules.

There is an “application” form for potential volunteers in the office. If you have someone that would like to volunteer in your classroom, please send them to the office for the form.

Staff Personnel Listing – All school staff can be reached at the school’s office. Parents may leave a message for any staff member and it will be conveyed to them as soon as possible. The school does not release staff phone numbers or personal information without the consent of the staff member. The school will not interrupt a class to deliver a message, except in severe emergencies.

Use of School Grounds – Since Sunrise Academy is a private institution established to serve the Muslim community in Central Ohio, it rents its facilities to various civic groups and social gatherings. For rental agreements and rates, please contact the school office at (614) 527-0465.

28. FIRE, TORNADO AND SAFETY DRILL - EMERGENCY PROCEDURES

Sunrise Academy complies with all fire safety laws and will conduct fire drills in accordance with State law. Fire, tornado and safety drills are held at scheduled times throughout the school year. When drills are in session, remember the following basic rules:

1. Exit the building according to the drill instructions posted in all school areas.
2. Students are to be quiet during the drill and walk to their designated inside or outside area.
3. Staff and students are to be at least sixty feet away from the building outside for the duration of a fire drill.

29. STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with the emergency disaster procedures such as fire, tornado and safety drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she must notify any staff person immediately.

30. HEALTH CARE

Control of communicable illness among children is a prime concern. Policies and guidelines related to outbreaks of communicable illness have been developed with the help of the health department and local pediatricians. In order to protect the entire group of children, we ask that parents assist us by keeping sick children at home if they have experienced any of the following symptoms within the past 24 hours:

- a fever over 100 F (37.8 C) orally or 99 F (37.2 C) axillary (under the arm)
- signs of a newly developing cold or severe coughing
- diarrhea, vomiting or an upset stomach
- unusual or unexplained loss of appetite, fatigue, irritability or headache
- conjunctivitis (pink eye) or any contagious illness

Children who become ill at school with any of these symptoms will be sent home. We appreciate your cooperation with this policy. If you have any questions about whether or not your child should attend school, please call the school before bringing them.

If a student has an accident or becomes ill at school, the parents/guardians will be notified to come and get the student after school personnel have determined if it is serious enough to warrant a phone call. Students are not permitted to call home on their own to report illness. At the beginning of the year, parents/guardians are asked to complete an emergency card designating the person, doctor, or hospital to be contacted in case of emergency if parents/guardians cannot be reached.

Parents/guardians are responsible for informing the school of their child's specific health problems, especially allergies to bee stings or peanut butter. In case of bee sting or peanut butter allergies, the parents/guardians are responsible for providing the school with the bee sting medication and a doctor's statement about how the medication is to be administered.

In compliance with the Ohio Compulsory Immunization Law, no student shall be admitted to school unless such student presents written evidence that he or she has received the required immunization by such means as may be approved by the Department of Health, pursuant to the powers granted by 3701.13 of the Ohio Revised Code or unless such student presents a written statement of his parents/guardians or guardian objecting to such immunization because of medical or religious grounds and substantiated by the physician, minister or practitioner of their faith. The following are required immunizations:

- Four (4) DPT (Diphtheria, Pertussis, Tetanus)
- Three (3) Polio
- Plus two MMR (Measles, Mumps, Rubella)

All doses must include the month and year received.

31. REGULATION FOR ADMINISTRATION OF PRESCRIPTION MEDICATIONS

1. Written request must be obtained from the physician and the parents/guardians before any medication may be administered by the school administrator. The request must include instructions as to name of medication, dosage, time and duration of medication, and possible side effects.
2. Medication must be received in the original container in which it was dispensed by the doctor or pharmacist.
3. New request forms must be submitted each school year and as necessary for changes in medication order.
4. Whenever possible, the medication and the signed permission forms should be brought to the school by the parents/guardians.
5. Accurate records of the administration of medication will be kept on file for one year.
6. A student shall not carry his/her own medication, nor shall a student administer his/her own medication unless she/he does so under supervision by the school administrator. Medication must be stored by the school administrator in a locked area unless it requires refrigeration, in which case it may be kept in a refrigerator in a place not commonly used by students.
7. Medication permission may be faxed to the school.
8. Aspirin and its substitutes are considered medications and will not be given without completion of this entire form.
9. The School Board designates the following personnel to administer medication: school nurse, program assistants, school administrator (personnel required having up-to-date first aid training). Any of the foregoing personnel administering medication may do so only after reviewing the applicable request form, including physician's instructions.
10. If a teacher is taking his/her class on a field trip the teacher may dispense the prescription medication only if the form has been signed by a physician (white prescription form).

11. Notwithstanding the foregoing, a student may carry and administer his/her own medication via inhaler if a request for the student to do so per form REQUEST THAT STUDENT CARRY AND ADMINISTER OWN MEDICATION TO BE DELIVERED BY INHALER is completed by a physician and a parents/guardians in advance.

12. Cough drops or throat lozenges' can only be dispensed with parent's authorization.

32. REGULATION FOR USE OF INHALERS

1. The intent of this form is to provide a medical override in response to a LIFE THREATENING situation. Students who use their inhalers on a set schedule need to come to the school office where the inhaler will be stored. Only inhalers to be used "as needed" may be carried by a student, and then, only with this completed form on file in the school office.

2. Inhalers should be properly labeled with your student's name and the name of the medication clearly visible.

3. If a rotohaler or spinhaler is used, the extra capsules of medication will be kept locked in the school office. One capsule of medication will be kept in the inhaler and replaced as needed.

4. If a lost inhaler is found, it will be returned to the school office and the parents/guardians notified.

5. Please be sure your student understands the danger of using his/her inhaler too frequently. Also, discuss with them how their inhaler will be stored; carried so it will not be lost or accessible to another student.

6. A new request form must be submitted each school year and as necessary for changes in medication order.

7. Medication forms may be picked up at the end of each school year so that your student may begin carrying his/her inhaler on the first day of the new school year (with properly completed medication form on file).

33. SCHOOL BEGINS AT HOME

We want every student to experience success at school, and you can help your child do so.

Getting your child's day off to a good start is one of the best things you can do for him/her. You can make sure your child starts each day on a positive note by cooperating with and supporting our efforts in the following way:

- Send you child to school on time, not late or very early.
- Teach your child to respect and obey all school staff and school policies. All teachers and other adults have authority and are responsible for the safety of children and general building order.
- Talk with your child about treating other children in the same manner as she/he wishes to be treated (avoid name calling, arguing, etc.)
- Tell your child to go directly to and from the bus route using the same route/routine every day.
- Send your child to school properly washed and dressed, using the dress code and weather conditions as guides.
- Good nutrition maximizes your child's day at school. Please provide your child with a nourishing breakfast and lunch.
- Discuss with your child all the information in this handbook so that she/he clearly understands what is expected from him/her at school.

- Become actively involved in your school. You can do so by participating in the PTA, or by volunteering to assist with special school projects.
- If anything changes that would affect your child's behavior or academic process at school, you must notify his/her teacher or school director.
- It is very important that you tell your child when he/she is doing a good job in school – praise him/her for good efforts and good behavior at school. We will do the same at school.

This can be a successful learning experience for your child, but it will take a lot of hard work on his/her part as well as your cooperation as parents. It's worth everyone's best effort, and we guarantee to give each child our very best.

34. HOMEWORK

Sunrise Academy considers homework to be an important part of a child's education and an integral component of the learning process based on the following goals:

- To provide extra practice for specific fundamental skills.
- To improve academic skills by reinforcing, enriching and extending classroom learning
- To complete unfinished tasks
- To promote and reinforce independent work-study habits
- To promote and reinforce independent work-study habits
- To establish regular homework routines and organizational skills
- To increase communication between parents and the school and to encourage parent involvement and awareness of student learning
- To keep parents abreast of the school's curriculum and to provide a means to make ongoing re-evaluation of the child's progress
- To develop abilities for studying independently
- To develop responsibility, accountability, self-discipline, self-reliance, self-confidence, independent thinking, and time management.

Students will be responsible for completing assigned homework as directed and returning it to the teacher by the designated time. Students are responsible for submitting homework assignments, reflecting careful attention to detail and quality of work. Although we do not believe it is a parent's responsibility to give a great deal of assistance to student in completing homework, we hope that parents will:

- Encourage and support the student in the performance of assigned homework.
- Indicate or interest about the assignments and assist, if possible, when requested by the student.
- Support the school regarding the student being assigned homework.
- Request assignments for the student when long-term absences are necessary.
- Encourage the student to do their homework themselves. As parents, we should never complete their homework for them.

35. PROMOTION AND RETENTION

Promotion from one grade to another normally occurs at the end of the school year. Students are promoted to the next grade by completing grade level criteria established by the curriculum. At other times, however, some students are placed in the next grade or retained in their current grade. The following criteria will be used to determine a student's placement into the next grade or retention in the current grade:

Promotion

- The student's mastery of current grade level curriculum in all the following subjects: Reading, Writing, and Math in Elementary and Reading, Language Arts in Middle School (This means a 2 or above in Elementary and a 60% or above in Middle School.)
- The student's attendance record (90% of enrolled days);
- The student's maturity level as demonstrated throughout the year

Retention

- Student's inability to master grade level criteria as indicated above
- Poor attendance;
- Immaturity; and,
- Consensus of teacher and administration.

Students who have not met the above promotion requirements will not be promoted into the next grade. Students who have not met the attendance requirement due to excused illness or injury will be promoted provided their grades are adequate.

Students, who have been retained, may attend summer remediation to see if the grade-level objectives can be met. Once they have successfully completed this remediation, they will need to be retested at Sunrise Academy to determine if they can pass the course of study. The student will need to successfully pass the test given at the school in order to be placed into the next grade level.

36. STUDENT GRADE PRIVACY

Student grades are to be treated with discretion. Students should not be asked to speak grades out publicly for recoding. Graded student work should be returned by the teacher.

37. PUPIL CUMULATIVE RECORDS

Student records are confidential and are protected by the "privacy act". Only school staff and the child's natural parents/guardians or legal guardians have access to the records. Please notify the school office immediately upon a change of address, phone, custody, emergency phone number, etc. This can be very important in the case of an emergency, illness or other school matters. No student information shall be released to other parties unless approved by the natural parents/guardians or legal guardians. Students' records will not be released UNLESS all existing accounts are paid in full.

38. LATE TUITION POLICY

Please read the following late tuition policy carefully. Direct deposits are taken out of the accounts either on the 10th or the 20th of the month.

1. Tuition has not been received by 5th of the following month

Parents/guardians will be contacted by phone to request full tuition payment for the previous month. Payment will be expected within the week.

2. Tuition Payment has not been received

Parents/guardians will be contacted to request an interview with the School Board's financial committee to discuss lack of tuition payment.

3. Tuition Payment has not been received or no response to interview request

A letter from the financial committee will be sent to the parents/guardians informing them that if tuition payment is not received within 2 weeks of receiving this letter, the student (s) will not be allowed to attend Sunrise until such payment is made and all tuition accounts are current. The letter will include student's last day at school.

4. Still no response or no tuition payment made

Parents/guardians will be reminded, through a phone call, of the student(s) last day of school. If tuition is still not paid following child's dismissal, student(s) shall be expelled from school and Children's Services shall be notified of the situation. Expulsion may cause your child not to be accepted as a student at Sunrise Academy again.

5. Students have been removed from school and still no payment

If following expulsion there is still no tuition payment made, student's records, transcripts, grades, and any other Sunrise documents will **NOT** to be released to any one until entire tuition is paid in full. **There will be no exception to this.** If within 1 (one) week of withholding records, parents/guardians have not paid tuition in full, a collection agency is contacted and the debt is turned over for collection. **No exceptions.**

The tuition contract states:

- The parents will be charged a fee of \$35 is their account has insufficient funds. **NO EXCEPTIONS.**
- If the parent fails to maintain the payment schedule agreed upon, it will result in the removal of their child/children from Sunrise Academy.
- If a students leaves Sunrise Academy for whatever reason(s), his/their school records **WILL NOT** be transferred unless the account is paid in full.
- Failure to complete the academic year 08-09 for any reason **DOES NOT** relieve them of their obligation to pay the tuition in full.
- Sunrise reserves the right to pursue any avenue available to obtain overdue tuition payments such as debt collection agencies.

39. PROCEDURES FOR CHANNELING COMPLAINTS

We believe it is in the best interest of the child to have complaints or concerns resolved early and among those most directly affected. Parents/guardians and teachers working together in a cooperative and supportive manner lead to the best solutions. With this belief in mind the following procedure for resolving complaints is established:

1. Request an appointment with the teacher(s) to discuss the concern or complaint. It is reasonable to expect that discussion to occur at an early, mutually agreed upon time.
2. If the response at step one is considered unsatisfactory, the parents/guardians may refer the complaint to the educational consultant. Again the parents/guardians may expect a prompt appointment to discuss the issue. The lead teacher may request that the issue be presented in writing as well as orally. After a reasonable time to investigate the issue, the lead teacher will provide the parents/guardians an oral response and, upon request, a written response.
3. Matters that remain unresolved after steps 1 and 2 will be referred to the school administrator of academic affairs office. The concern may be discussed by phone or an appointment may be set to discuss the matter. The administrator will review the concern with the parents/guardians and, if necessary, with other involved parties. After this review the parents/guardians will receive a verbal or written response. That response will also be shared with other involved parties.
4. Matters that remain unresolved after steps 1, 2 and 3 will be referred to the director's office. The concern may be discussed by phone or an appointment may be set to discuss the matter. The director will review the concern with the parents/guardians and, if necessary, with other involved parties. After this review the parents/guardians will receive a verbal or written response. That response will also be shared with other involved parties.
5. If the parents/guardians remain dissatisfied, the complaint and the relief sought may be addressed in writing to the Chairperson of the Board of Education. The Board Chairperson will review the complaint and determine whether the issue warrants a review by the Board as a whole, referral to the Personnel Review Committee, or does not warrant any further action. Such determination and time frame of further review will be shared with all parties.

No student shall, on the basis of sex, marital or parents/guardians status, race, color, national origin, religious belief or handicap, be denied the opportunity to participate in or obtain the benefits of any educational program offered by Sunrise Academy.

To be certain that all non-discrimination policies and procedures are administered properly, the School Board of Education has appointed Leah Mohiuddin, Director to act as coordinator of such policies and procedures. Concerns or questions may be directed to her office at 5657 Scioto Darby Road, Hilliard, Ohio, 43026, telephone (614) 527-0465.

40. HANDBOOK REVISIONS

Sunrise Academy has the right to amend this handbook as the need arises. A revised handbook or an insert to the handbook will be made available to current parents at the beginning of each school year. It is the duty of student, parents and guardians to obtain and familiarize themselves with the most current handbook.

Revised 8/09