



Discipline Policy

**SUNRISE ACADEMY
ELEMENTARY SCHOOL (KG-5th grade)
DISCIPLINE POLICY**

(Revised: June, 2026)

A C A D E M Y

BUILDING A BRIGHTER FUTURE

KINDERGARTEN THROUGH TWELVE GRADE STALLION VALUES

Seek

Unique

Navigate

Responsibility

Integrity

Shine

Empathy

A Description of Our Values

Seek

“There is no short cut to achievement.”

George Washington Carver

- I am hungry to learn and grow my brain.
- I seek to know my own strengths and growth areas.
- I find better ways to get things done.

Unique

“Each of us is a unique strand in the intricate web of life and here to make a contribution.”

Deepak Chopra

- I am different and special in my own way.
- I have something to offer others.
- I will use my special talents to help others learn and grow their brain.

Navigate

“We find a way or make one.”

Anonymous

- I search for ways to find answers to all of my questions.
- I use the right tools and resources, in the right way, at the right time.
- I know who to go to when I need help.

Responsibility

“We must exchange the philosophy of excuse for the philosophy of responsibility.”

Barbara Charline Johnson

- I finish what I start.

- You can count on me.
- My work shows my absolute best effort.

Integrity

“Integrity is doing the right thing, even when no one is watching.”

C.S. Lewis

- I do the right thing when no one is watching.
- I treat others the way I want to be treated.
- My independent work is my own.

Shine

“Where there is no struggle, there is no progress.”

Frederick Douglass

- I **persevere** every day to make sure that I meet my best potential.
- I will work hard in everything that I do.
- I keep going when things are difficult.
- I push to answer every question, even when I’m not sure if I know the answer.
- I remain confident and calm when others say mean things to me.

Empathy

“Seek first to understand and then to be understood.”

Stephen Covey

- I feel other’s joys and sadness.
- I support my teammates when they take a risk or make a mistake.
- I ask for help when I see a teammate being mistreated.
- I try to make a teammate feel better when they are facing a challenge.

THE RIGHTS & RESPONSIBILITIES OF SUNRISE ACADEMY STUDENTS

STUDENTS HAVE THE RIGHT TO:	STUDENTS HAVE THE RESPONSIBILITY TO:
A quality education	Put forth their best effort to meet classroom expectations
Education without undue interruption, disruption, fear, or inhibition	Conduct them in such a manner as to promote a positive educational environment. Not interfere with the orderly conduct of classes and activities; not force others to support participation by all and to respect the rights of persons with

	whom they may disagree.
Privacy on their person and in possessions unless school personnel have reason to believe that inappropriate and/or dangerous materials are being carried and or concealed by the student	Refrain from carrying, concealing or bringing onto school property materials which are inappropriate or may disrupt the educational process
A copy of the Code of Conduct	Read and abide by the Code of Conduct
Receive respect from school personnel and other students	Show respect for other students and school personnel
Due process procedures according to school policies	Read and understand their due process rights
Participate in school functions and extra-curricular activities	Meet academic qualifications, other criteria and qualifications and/or standards of behavior
Protection and confidentiality when fulfilling responsibility to report violations of the code of conduct	Assist school personnel by reporting misconduct

*Infractions will be continuously counted with every various level infraction. For example, if a student receives their first infraction with a level 1 offense, then receives another infraction with a level 2 offense, and then receives another level 1 infraction, then that student has 3 infractions total.

*Infractions are continuous throughout the school year. Behavior is held at high expectations at Sunrise Academy. We hold our students at high standards and expect exceptional Muslim behavior throughout the year.

***If students receive a lunch/recess detention from their teacher, then it is the responsibility of the teacher who issued this detention to stay with the student during that time. If the teacher has lunch/recess duty, then it is the teacher's responsibility to find an alternative teacher to stay with the student at that time.**

LEVEL 1 INFRACTIONS - CONDUCT THAT OBSTRUCTS ORDERLY OPERATIONS OF CLASSROOM OR SCHOOL

Level 1 behavior should be handled by the classroom teacher whenever possible. Ordinarily, a teacher will not refer a student engaging in Level 1 behavior to the school principal until the classroom teacher has taken at least three documented, progressive level one disciplinary actions and has communicated with the student and parents/guardians. Thereafter the classroom teacher may refer the student to school administration through a written referral. However, earlier referrals may be made when the misbehavior occurs outside the classroom or in exceptional circumstances where the classroom teacher believes immediate outside assistance is necessary. **This list of violations is not all inclusive, but only representative and illustrative.** A student committing an improper act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary action.

NOTE:

Lunch/Recess Detentions: Lunch/Recess Detentions will be held during the student's lunch and

recess time. Students will be in a classroom supervised by a teacher, missing their recess and eating their lunch in the classroom with the teacher. Students will return to class after their lunch/recess time is over.

Out of School Suspensions: Students will spend the school day at home during a regular school day. Students must retrieve their missed assignments and complete them for full credit. Students have the number of days of suspension to make up their assigned work. For example, if the student is suspended for two (2) days, then he/she has two (2) days to make up for his/her missed work. If the student does not return their assignments on time, they will then receive a zero (0) for that assignment.

Open Suspensions: Number of days suspended will be determined by the school board and the student will be at home on suspension pending decision by the School Affairs Committee of the School Board. Students will be required to make up any assignments and turn them in for full credit. (Same guidelines for making up missed assignments as Out of School Suspension).

INFRACTION	DEFINITION	LEVEL 1 DISCIPLINARY
1. Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity	Examples of disciplinary actions which classroom teachers can usually include, but are not limited to: verbal reprimand, or oral or written notification to parents/ guardians; student mediation contracts, teacher or team conference with student/parent/guardians; separation from peers, denial of class privileges, administrative referral, detention. When a student commits a Level 1 Disciplinary violation, the student must write a description of the violation indicating where, when, why, and how the infraction occurred.
2. Littering	Throwing or dropping paper, trash, or other material on the floor or on school grounds	“ “ “ “
3. Refusal to do classroom work	Refusing to complete work, labs, projects ,or other assignments given by the teacher	“ “ “ “

4. Verbal Altercation	Engaging in verbal altercation. Insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response.	“ “ “ “
5. Violating classroom rules	Not following the classroom rules.	“ “ “ ”
6. Electronic and other communication devices	No student shall use, display, or possess any electronic device without approval of the school Principal. Cell phones should only be used in case of an emergency or if otherwise approved by a teacher or school administration.	Detention and conference with school administration. Device will be confiscated until the parent/guardian collects it from the principal or teacher. If an offense continues more than 3 times in one quarter, then a parent conference will be required between the parent, teacher, student and the principal if necessary.
7. Uniform	Arriving at school not properly dressed in school uniform.	<p>Lower Elementary (KG -3rd): Lunch detention after a warning has been issued. The student may be required to be removed from class until a proper uniform can be acquired. If an offense continues more than 3 times in one quarter, then a parent conference will be required between the parent, teacher, student and the principal if necessary.</p> <p>Upper Elementary (Grades 4 & 5): 1st Offense: Verbal Warning 2nd Offense: Lunch/recess detention. 3rd Offense: Parents are called immediately to bring in the proper uniform. The student may be required to be removed</p>

		from class until a proper uniform can be acquired. If an offense continues more than 3 times in one quarter, then a parent conference will be required between the parent, teacher, student and the principal if necessary.
8. Disrespectful behavior toward other students or staff.	Disrespectful verbal or body language that may instigate a negative reaction from the other person.	Examples of disciplinary actions which classroom teachers can usually include, but are not limited to: verbal reprimand, or oral or written notification to parents/ guardians; student mediation contracts, teacher or team conference with student/parent/guardians; separation from peers, denial of class privileges, administrative referral, detention. When a student commits a Level 1 Disciplinary violation, the student must write a description of the violation indicating where, when, why, and how the infraction occurred.

***All consequences may vary depending on the severity of the situation.**

LEVEL 2 INFRACTIONS - ILLEGAL AND/OR SERIOUS CONDUCT

A student charged with a Level 2 violation shall be subject to the disciplinary actions listed below. Contact will be made either through a personal conference, phone conference, or in the event the previous are not possible, through written communication by school administration. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct that is not directly stated will still be subject to disciplinary action at the discretion of the Principal's. Each violation will require the student to write a grade level appropriate explanatory paper describing the offense and complete relevant coursework to make restitution for the offense. Completion of the explanatory paper and coursework must be approved by the school administration before the student can return to the classroom. Parents will be contacted by the school in case of any Level 2 infraction.

INFRACTION	DEFINITION	1ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	4th OFFENSE	5th OFFENSE
8. Academic misconduct	Plagiarizing, cheating, copying another's work, attempting to gain or gaining unauthorized access to material; using, submitting, or providing data or answers dishonestly, by deceit, or by means other than those authorized by the teacher, including the inappropriate or unauthorized use of artificial intelligence tools (such as ChatGPT or other AI-generated content..etc) to complete assignments without teacher approval or proper attribution.	Lunch/Recess Detention	1 day suspension	3 day suspension	5 day suspension	Board Referral
9. Inappropriate language	Using any form of cursing, no matter what language it is spoken in, including hand or bodily gestures.	Lunch/Recess Detention	1 day suspension	3 day suspension	5 day suspension	Board Referral
10. Altering official documents	Forging, falsifying, or unauthorized alteration of a document	Lunch/Recess Detention	1 Day suspension	3 Day suspension	5 Day suspension	Board Referral

11. Damage or Destruction of Property	Causing, attempting to cause, or threatening to cause damage to school or private property, causing minor damage or defacing school or private property.	3 Days Lunch/Recess Detention	Restitution 1 Day Suspension	Restitution 3 Day suspension	Restitution 5 day suspension	Restitution Board Referral
12. Misuse of equipment	Students using school online services for illegal, inappropriate, or obscene purposes.	2 Days Lunch/Recess Detention	1 Day suspension	3 Day suspension	5 Day suspension	Board Referral
13. Insubordination	Refusing to comply, either verbally or non-verbally, with a reasonable request or directive by a school staff member.	Lunch/Recess Detention	1 day suspension	3 day suspension	5 day suspension	Board Referral
14. Loitering	Being present in or about school property under one or more of the following: 1. After a reasonable request to leave. 2. Without a legitimate reason for being there before or after school hours. 3. Without proper authorization or permission from anyone of authority. 4. After refusing to identify oneself.	Lunch/Recess Detention	1 day suspension	3 day Suspension	5 day suspension	Board Referral

15. Trespassing	Being in the school building or on school grounds without permission or authorization, or refusing to comply with a request to leave school premises.	2 Day Lunch/ Recess Detention	1 day suspension	3 day Suspension	5 day suspension	Board Referral
16. Fighting	Engaging in hitting, punching, or any other kind of physical altercation, whether initiating or retaliating.	1 Day Suspension	3 Days Suspension	5 Days Suspension, Recommended for expulsion	Immediate Recommendation to the Board for Expulsion	
17. Bullying	Engaging in verbal, physical, emotional and/or threatening acts of bullying.	Lunch/ Recess Detention	1 Days suspension	3 Days Suspension, recommended for expulsion	5 Days suspension	Board Referral
18. Electronic Access	Using without authorization electronic passwords, codes for any reason, including but not limited to accessing, controlling, or disabling technological devices or services.	Lunch/ Recess Detention	1 Day suspension	3 Day suspension, recommended for expulsion	5 Day suspension	Board Referral

19. Un-Islamic Behavior	Using any form of behavior that is not according to the Qur'an and Sunnah	Lunch/ Recess Detention	1 Day Suspension	3 Day Suspension	5 Day suspension	Board Referral
-------------------------	---	-------------------------	------------------	------------------	------------------	----------------

Note: Any student charged with a subsequent level 2 violation can be referred to the School Affairs Committee of the school board for expulsion. All consequences may vary depending on the severity of the situation.

LEVEL 3 INFRACTIONS - CONDUCT THAT IS SERIOUS OR ILLEGAL AND IS POTENTIALLY LIFE OR HEALTH THREATENING.

Sunrise Academy considers all three level infractions to be very detrimental to the school and its students. A student charged with a Level 3 violation may be subject to an immediate open suspension of up to 14 days and a recommendation for expulsion to the school board and/or legal action. Students expelled from Sunrise Academy due to level three infractions may not be reinstated at a later date. The proper authorities will be notified in the event that a student commits any illegal act. Parent(s)/guardian(s) will be required to meet with school personnel and the proper authorities. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary and/or legal action.

INFRACTION	DEFINITION	1ST OFFENSE	2ND OFFENSE	3 RD SUSPENSION
20. Intimidation or Menacing Incitement	Threatening another, verbally or nonverbally, by inflicting fear on others or damage to property. As well as instigating, or encouraging misconduct.	1 Day suspension	3 Day suspension, recommend for expulsion	Open suspension, recommend for expulsion
21. Arson	Utilizing unauthorized fire, smoke, or explosives, which present a risk of danger to life or property.	Open suspension, recommended for expulsion, HPD notified	Expulsion, HPD notified	N/A
22. Assault / Felonious Actions	Striking with any object used as a weapon with the	Open suspension, recommended	Expulsion, HPD notified	N/A

	intent to inflict, or inflicting bodily harm.	for expulsion, HPD notified		
23. False Bomb Threats or any Serious False Alarms	Making a knowingly false statement regarding the possession or location of explosive or incendiary materials, activating the fire alarm system, or making false "911" calls.	5 Day Suspension, HPD notified	Open suspension, recommended for expulsion, HPD notified	Expulsion
24. Breaking and Entering	Breaking into and/or entering any school building, facility, office rooms, storage space, or other enclosure without authority to do so.	5 Day Suspension	Open suspension, recommended for expulsion, HPD notified	Expulsion, HPD notified
25. Explosive Device	Using, possessing, attempting to possess, brandishing or concealing any destructive device which includes but is not limited to any explosive, incendiary, firearm or poisonous gas, bomb, grenade, mine, missile, rocket or device similar to any of the devices described above.	Expulsion, HPD notified	N/A	N/A
26. Vandalism	Destroying, damaging, or defacing school property in a willful or malicious manner.	Open suspension, recommended for expulsion, HPD notified	Expulsion, HPD notified	N/A
27. Offensive Material	Producing, possessing, or	Open suspension,	Expulsion	N/A

	distributing materials on school property that offend common decency or morals.	recommended for expulsion,		
28. Reckless Endangerment	Acting in a willful manner, and although not intending to cause harm, places others in jeopardy of injury, or results in the damage, destruction, or defacement of school or private property.	Open suspension, recommended for expulsion	Expulsion, HPD notified	N/A
29. Extortion or robbery	Obtaining money, information, or property from another by threat, intimidation, or coercion.	Open suspension, recommended for expulsion	Expulsion	N/A
30. Leaving school building or property during school	Leaving the building or school property without permission from school officials or parents.	2 Day Suspension and meeting with parents.	5 Day Suspension and meeting with parents.	Board Referral
31. Legal but dangerous substances	Using, selling, purchasing, distributing, possessing or attempting to possess, substances capable of producing a change in behavior or altering a state of mind or feeling, and paraphernalia.	Open suspension, recommended for expulsion, HPD notified	Expulsion, HPD notified	N/A

<p>32. Sales, use, possession, or distribution of alcohol, drugs, tobacco products or other chemical substance control.</p>	<p>Using, selling, purchasing, distributing, possessing or attempting to possess, mood altering chemicals, or substances (including counterfeit or look alike substances) distributing any narcotics, drugs controlled substances of any kind, or alcoholic beverages, or other intoxicant on school property or at school functions or events.</p>	<p>Open suspension, recommended for expulsion, HPD notified</p>	<p>Expulsion, HPD notified</p>	<p>N/A</p>
<p>33. Theft</p>	<p>Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or private property.</p>	<p>3 Day Suspension</p>	<p>5 Day Suspension</p>	<p>Open suspension, recommended for expulsion, HPD notified</p>
<p>34. Possession or concealment of weapon or dangerous instrument</p>	<p>Using, possessing, attempting to possess, brandishing or concealing any weapons, dangerous instruments, devices, materials, look alike, replicas, or any other items deemed to be dangerous. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.</p>	<p>Open suspension, recommended for expulsion, HPD notified</p>	<p>Expulsion, HPD notified</p>	<p>N/A</p>

<p>35. Obscenities, Verbal abuse, vulgarity towards school or school personnel</p>	<p>Directing obscene, abusive, vulgar, profane, harassing, insulting, racial, sexual, religious or ethnic slurs, written or verbal, toward school personnel or any adult member of the school. This shall include use of obscene gestures or signs that willfully intimidate, insult, or in any other manner, abuse others.</p>	<p>5 Day Suspension</p>	<p>Open suspension, recommended for expulsion.</p>	<p>Expulsion</p>
<p>36. Gender fraternization, Promiscuous behavior</p>	<p>Committing acts that are sexual in nature and fall outside the Islamic teaching on this matter, relations both inside and outside the school. Relations between the sexes-dating, meeting in private-both inside and outside of school. Evidence of immoral behavior or communication, written or otherwise.</p>	<p>5 Day Suspension</p>	<p>Open suspension, recommended for expulsion</p>	<p>Expulsion</p>
<p>37. Weapons</p>	<p>Bringing or committing acts with firearms, knives and other dangerous weapons both inside and outside of school.</p>	<p>Open suspension, recommended for expulsion, HPD notified</p>	<p>Expulsion, HPD notified</p>	<p>N/A</p>

All suspensions will be recorded in the student's file. Any Level I, II or III infraction will be subject to the student's age level and severity of offense. **All consequences may vary depending on the severity of the situation.**

LUNCH DETENTION

Lunch detentions are given for level 1 infraction, and some minor level 2 infractions. A referral for a detention is written by the staff member who issued the infraction.

USE OF PERSONAL ELECTRONIC DEVICES AT SCHOOL

No radios, tape or digital recorders, phones, beepers, games, MP3 players, IPODS, or other electronic devices are permissible unless used as a part of a class or project or in an Emergency situation and are approved by a teacher or school administration. The device will be confiscated and given to the parent/guardian when they collect it from the administrator's office. If a parent/guardian wishes to contact his/her child during school hours it must be done through the school's main office.

GRIEVANCE PROCEDURE

Parents/guardians may in writing, submit any grievances concerning the disciplinary action taken by the school administration or any other matter to the school affairs committee of the school board. The committee will review the grievance and will respond in writing. Parents/guardians may request a meeting to present their grievance to the committee directly. However, the committee may choose the manner of their response.

DISCIPLINARY ACTION

If a student earns three suspensions, he/she will be placed on disciplinary probation. He/she also may be placed on probation by the administration or the school affairs committee for committing a level three infraction. If a student commits a suspendable offense while on probation, he/she will be placed on an open suspension and their name will be submitted to the school affairs committee for possible expulsion. After a student receives 3 suspensions, they will be required to meet with their parents and the school board School Affairs Committee to discuss possible expulsion from Sunrise Academy.

Students are expected to serve all disciplinary assignments given to them, or further action will be taken. Students on suspensions may not participate in extracurricular activities. The administration will review the discipline record of each student throughout the school year. Students with poor discipline records for that school year will be referred to the School Affairs Committee even if they have not been placed on probation.

Sunrise Academy reserves the right to refuse readmission for the next year to students with poor discipline records. Sunrise Academy also reserves the right to refuse admission/readmission to students whose parents have exhibited inappropriate Islamic (includes verbal and physical abuse, sexual abuse, using profanity, etc.) toward any staff member or student at Sunrise Academy.

EXPULSION PROCEDURES

A student may be referred to the school affairs committee for expulsion as a result of receiving a suspension while they are on disciplinary probation, subsequent committing of level two infraction, or as a result of committing a level three infraction.

1. When a student is referred to the School Affairs Committee for expulsion, the family will be informed in writing that the student is placed on open suspension and will describe the reason for the school's action.

2. The school affairs committee will hold a meeting to review the case within 14 school days from the day of suspension.
3. The student and his/her guardian may appeal in writing to present their case to the school affairs committee.
4. The school affairs committee will make a decision that will be conveyed to the parents/guardians in writing as soon as possible.
5. The decision of the school affairs committee is final.

Students on open suspensions may not return to school without a decision from the School Affairs Committee. They may not be on school premises or participate in any school activity or function including field trips or after school events. Sunrise Academy reserves the right to contact the Hilliard Police Department should a situation escalate so that a staff member, parent or student feels threatened in any way.

STUDENT WELFARE-CHILD ABUSE POLICY

According to Ohio law, a staff member who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Department of Children and Family Services. In such a situation, the staff member shall notify school administration that a report has been made. Traditional consideration of confidentiality shall not constitute grounds for failure to report such cases.

Abuse and neglect as defined by Ohio law but may generally be understood as follows:

1. "Abuse" is any physical or mental injury or sexual abuse inflicted on a child other than by accidental means by a person who is responsible for the child's health and welfare.
2. "Neglect" is abandoning a child, subjecting a child to an environment injurious to his/her welfare, or failing to provide the proper support, education, or mental or remedial care required by law by one who is responsible for the child's welfare.

DISCIPLINARY ACTION PLAN COMMITTEE

The disciplinary action committee consists of the school Principal, Academic Coordinator and the Teacher on duty the day of the occurrence and the School Administration (individuals may be excluded if there is a conflict of interest). They together will decide on what will institute a Level 2 or Level 3 infraction and will be the deciding committee in collaboration with the school board chair on what disciplinary action will be given.

Updated June, 2026