Sunrise Academy

Elementary

Student and Family Handbook

(Revised: November, 2026)

Assalamu Alaikum wa rahmatullahi wa barakatuh!

Welcome to Sunrise Academy!

We are honored to be working with you and your child during this academic year. This handbook provides general school information on Sunrise Academy, including school policies and procedures. The information is readily accessible and should answer most of your questions.

It is important that you read this handbook and retain the information so you can refer to it whenever needed. Please do not hesitate to contact us and address any questions or concerns. We will be happy to answer you.

We feel grateful to have the opportunity to work with you and your child during this year. We will certainly do our utmost to help our students achieve academic excellence, and to build a strong Islamic identity in their journey at Sunrise Academy and beyond.

Respectfully,

Sunrise Academy Administration
Sunrise Academy
5657 Scioto Darby Road
Hilliard, OH 43026

Tel. 614.527.0465
Fax. 614.527.4265

TABLE OF CONTENT

Important School Information……...……..……...4
Guiding Principles/Mission/Vision.....……..……...5
Expectations/Values/Philosophy Statements…….....……..…….....6
Non-Discrimination Policy……...…….……..…….....8
School Begins At Home Statement……..……...8
Breakfast & Lunch Program…….…….....8
Morning Arrival/After School Departure…….....9
Parking/Leaving School Grounds…….……10
Student Attendance Policies/School Closing…….…….…….....11
Uniform Guidelines…….……..... 13
Student/Classroom Expectations ……15
School Rules …….....15
Behavior Management System…….....16
Student Code of Conduct……..17
Level System……..…….....18
Disciplinary Actions……...21
School Bus Policy…….....23
Reporting Abuse and Neglect….....25
Safety Drill Procedures……..……..…..……..... 25
Field Trips/Extracurricular Activities/Library Policy...……..25
Curriculum……..……...…..….....27
Grading Policy.....……..28
Assessments/Action Plans/ Academic Program…….....……29
Homework…….....30
Promotion/ Retention Procedures……...……...……..31
Parent Teacher Conferences…….…….....31
Messages/Visitations/Visitors/Volunteers....……...……32
Student Well Being/Student Health Services/Medicine Administration.....33
Medicine Administration.....35
Late Tuition Policy……...……36
Other General Information…….....37
Procedures for Complaints……...38

IMPORTANT SCHOOL INFORMATION

Administrative Staff		
Staff Member Name	**Staff Member Position**	**Staff Member Email**
Dr. Ghada Al-Sadoon	Head of School	principal@sunriseacademy.net
Mrs. Mairvat Mrayan	Arabic, Quran, and Islamic Studies (AQIS), Preschool and Elementary Assistant Principal	mrayanm@sunriseacademy.net
Miss Shahira Elgeziri	Middle and High School Assistant Principal	selgeziri@sunriseacademy.net
Mrs. Hind Ouhammou	Business Manager	houhammou@sunriseacademy.net
Mrs. Mehreen Suhail	Senior Administrative Officer	msuhail@sunriseacademy.net
Mrs. Arij Khan	Administrative Assistant	akhan@sunriseacadmey.net
Ms. Sumaiya Sulthana	Administrative Assistant	ssulthana@sunriseacademy.net

School Address Important School Numbers

Sunrise Academy
5657 Scioto Darby Road
Hilliard, Ohio 43026

Main Office Phone……....(614) 527-0465
Main Office Fax……(614) 527-4265

School Website School Email Address

www.sunriseacademy.net

info@sunriseacademy.net

School Hours

8:30 am – 3:30 pm

Latchkey Hours

4:00 pm – 6:00 pm

OUR GUIDING PRINCIPLES

- We believe that every student deserves to learn in an atmosphere in which they are known, challenged, supported, and respected, and that every child should be guided to achieve his/her highest potential;

- Our students, teachers, staff and parents are partners. We believe that our success depends on everyone working together toward a common goal of educating our children and building a strong community;

- We are committed to excellence in everything we do. That commitment shall be reflected in all our decisions and processes;

- We value and honor our teachers and staff for their expertise, quality and hard work, and devotion to our students. They are the nurturers of academic excellence, spiritual growth, and character;

- We observe and promote Islamic values of responsibility towards others, openness, and fairness.

- We abide by Islamic rules and codes of conduct and observe the highest standards of ethical integrity in everything we do;

- Individually and collectively, we think and always act in the interest of the School as an institution so we may please Allah, facilitate the long-term success of the School and serve the interest of the community.

- We respect and value diversity;

- We promote respect, innovation and collaboration;

- We are committed to being responsible stewards of the financial resources entrusted to us.

OUR MISSION

The mission of Sunrise Academy is to provide the highest quality education to the diverse community of Muslim children in Central Ohio within an Islamic environment that nurtures and builds each child's identity as a Muslim American.

OUR VISION

Our vision is to be a national model for Islamic education, ranked academically among the top schools nationwide, and recognized for the excellence and global contributions of our graduates.

OUR EXPECTATIONS

Continuous Improvement
Comparative Excellence
Outstanding Reputation

OUR VALUES

R*esponsibility*

I*ntegrity*

S*hine*

E*mpathy*

DESCRIPTION OF VALUES	
Responsibility (Seek/Navigate) "We must exchange the philosophy of excuse for the philosophy of responsibility." Barbara Charline Johnson	• We find a way, or make one, to succeed. • I finish what I start. • You can count on me. • I search for ways to find answers to all my questions. I am hungry to learn and grow my brain. I use the right tools and resources, in the proper way, at the proper time. • I know who to go to when I need help.

***I**ntegrity* (Respect) "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. +
***S**hine* (Excellence/Effort) "Where there is no struggle, there is no progress." Frederick Douglass	• I **persevere** every day to make sure that I met 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.
***E**mpathy* (Unique/Diversity) "Each of us is a unique strand in the intricate web of life and here to make a contribution" Deepak Chopra	• 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.

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 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.

STATEMENT OF NONDISCRIMINATION

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.

No student shall, on the basis of: gender, marital or parents/guardians status, race, ethnicity, religious belief or disability, 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 Sunrise Academy School Board has appointed the Principal, to act as coordinator of such policies and procedures. Concerns or questions may be directed to his office at:

5657 Scioto Darby Road
Hilliard, Ohio, 43026
Telephone (614) 527-0465.

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 effective 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 your 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.
- Speak 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 PTO, 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 the Principal.
- 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.

BREAKFAST/LUNCH PROGRAM

Breakfast
Breakfast will be served at school in the gym beginning at 8:00 a.m. and will end at 8:45 a.m. . The cost of each meal is $2.75. Students can also purchase milk at the school for .50 cents.

Lunch
Sunrise Academy offers a hot lunch program daily. The cost of each meal is $4.25. If a meal is not purchased, then the student will need to pack their lunch.
Students can also purchase milk at the school for .50 cents. Sunrise Academy does not furnish microwaves for student's use.

All breakfast and lunch can be purchased through the front office or our EZ School Apps. This product offers the (school or district) a safe and secure way to pay for student meals online from any browser using EZ Parent Center (www.ezparentcenter.com).

MORNING ARRIVAL

Arrival will begin at 8:00 a.m. Students are to report directly to the gymnasium if arriving before 8:35 a.m. Students arriving by car are to be dropped off at the designated area in the parking lot. Cars should proceed with caution and at slow speeds while in the parking lot.

Students should not arrive before 8:00am

All students who walk to and from school are expected to do so safely. Also, students are expected to use public walkways and not cut through or damage private property. NEVER walk between buses.

Any students arriving after 8:35am are considered tardy. Students arriving after 8:35am should report to the main office.

AFTER SCHOOL DEPARTURE

School ends at 3:30 p.m. School buses will be the only vehicles allowed to enter the parking lot after 3:15 p.m. Cars are not permitted to enter the parking lot in the afternoon until all school buses have left the campus. 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.

Bus Riders

Students will be dismissed at the end of the day from their classrooms once their bus arrives. Students are to report directly to their buses once their bus has been announced over the loudspeaker.

Car Riders

Students who are being picked up must be in the gym by 3:35 p.m. Students will sit at their designated table or on the bleachers until their name is called by a Sunrise Academy staff member to indicate that their parent has arrived. Parents who arrive after 3:50pm will be able to drive into the school parking lot to pick up their child. Parents who arrive after 4:00pm will be required to pick up their child from latchkey. There will be a late pickup fee after the first 10 minutes, of $10 per child. After 10 minutes, parents will be charged $5 per child for every additional 5 minutes.

****Important, Please Note: If someone, other than the child's parents, will be picking the student up from school, the child's parents MUST contact the main office BEFORE 3:00 p.m. to let the school know. If parents fail to notify the school, the child will NOT be released to that individual and will remain at school until we receive parent confirmation of this pick up.**

At 4:00 pm, students who have not been picked up will be taken to latchkey. Please note that there is an additional charge for latchkey services. After 6:15 p.m., students whose parents have not called with a sufficient excuse for their delay will be referred to Franklin County Children Services.

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

At no time are parents taking students directly from their classes.

If entering school property during school hours: All parents must come to the front office and sign in.

PARKING

Only cars with the handicap stickers/passes are permitted to park in the handicap parking spots per federal law. Anyone parking illegally (without the sticker/pass) may be charged $250 on their child's account. If the individual continues to park illegally in the handicap parking spot after they have been warned and charged by school administration, then law enforcement will be called to handle the matter further.

Leaving a vehicle unattended while blocking traffic or parking spaces is strictly prohibited. Any cars left unattended or that block traffic may be towed at the driver's expense.

LEAVING SCHOOL GROUNDS

Once a student arrives at school, whether by walking, bus, or drop off, he/she is not to leave unless authorized by school personnel. Doing so would constitute a Level III infraction and could be cause for expulsion. The procedure for an early dismissal is outlined under "attendance procedures." Students are not to loiter in the parking lot before, during, and/or after school.

SCHOOL CLOSINGS

SCHOOL CLOSINGS

If it becomes necessary to close the school, or do an early release, **during the school day** due to unexpected emergencies such as severe weather or safety emergencies, the closure announcement will be made via Sunrise Academy's voice mail/ text service and Facebook page: *Sunrise Academy Stallions*. 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.” If at any time the information on your Emergency Release Plan changes for your child, it is the parent/guardian’s responsibility to notify the main office of the change.

Furthermore, Sunrise Academy is closed when Hilliard City Schools or Columbus City Schools are closed due to severe weather. If Hilliard or Columbus City Schools operate on a 2-hour delay, Sunrise Academy will still operate at normal school hours if this occurs during the school day.

For severe weather conditions school closures: Parents will be notified that evening or by 6:00AM the morning of the closure. The announcements will be made via Sunrise Academy’s voicemail/text services and the school’s Facebook Page: *Sunrise Academy Stallions* as well as over the following television stations: Channel 10, Channel 4, and Channel 6 News. If Hilliard or Columbus City Schools experience a 2-hour delay, Sunrise Academy will still operate at normal school hours.

STUDENT ATTENDANCE POLICY

Purpose and Attendance Expectations

Regular and consistent attendance is essential to student learning and academic success. Missing school for any reason can result in lost instructional time and may affect a student's progress. Students are expected to attend school every scheduled school day, arrive on time, and remain in school for the entire instructional day.

Sunrise Academy is an Ohio chartered nonpublic school and participates in the Ohio EdChoice Scholarship Program. The school will monitor and maintain daily attendance records, communicate attendance concerns with families, and provide appropriate supports when attendance becomes a concern.

Parent/Guardian Responsibility and Reporting an Absence

When a student will be absent, the parent/guardian must notify the school office by **9:00 a.m.** and provide the reason for the absence. Appropriate documentation must be provided for an absence to be considered excused. Documentation supporting excused absences will be maintained in the student file.

If required documentation is not provided, the absence may be recorded as unexcused. Families are expected to communicate promptly with the school when circumstances are affecting a student's ability to attend regularly.

Excused Absences

1. **Illness or injury of the student.** Parent/guardian documentation is required. If the illness or injury exceeds three days absent from school, written certification from a physician or appropriate health professional is required.
2. **Illness in the family requiring the student's presence.** The parent/guardian must document the nature of the illness and why the student's presence is necessary. If the absence exceeds three days, written certification from a physician or appropriate health professional is required.
3. **Quarantine of the home.** The absence is limited to the period of quarantine determined and certified in writing by the appropriate health professional.
4. **Death of a relative.** The absence is limited to three days and must be documented in writing by the parent/guardian.
5. **Medical, behavioral, or dental appointment.** Parent/guardian documentation is required. Sunrise Academy may request a written statement from the provider.
6. **Approved out-of-state enrichment or extracurricular activities.** Up to four school days per school year may be excused for qualifying activities when applicable requirements are met and documentation of the dates and reason is provided.

Family Vacations, Personal Travel, Hajj and Umrah

Sunrise Academy strongly encourages families to schedule vacations and personal travel during scheduled school breaks. However, the school recognizes that circumstances may require families to travel during the school year.

Students may receive up to **five (5) excused school days per school year** for family vacation or personal travel. Travel for **Hajj or Umrah** will be excused under the same five-day travel allowance. Parents/guardians must notify the school office and the student's teacher(s) at least **two weeks in advance** of the planned absence.

Students are responsible for completing all missed assignments, classwork, assessments, and other required work within the timeframe established by the teacher. Family vacation, personal travel, Hajj, or Umrah exceeding five (5) school days during the school year will be recorded as unexcused unless an exception is approved by school administration due to extraordinary circumstances.
The five-day allowance is a total per student for the entire school year, not five days per trip or five days for each type of travel.

Unexcused Absences

An absence that does not meet an approved excused reason, or for which required documentation is not provided, will be recorded as unexcused. Repeated failure to provide required documentation may result in absences being classified as unexcused.

IMPORTANT FOR EDCHOICE FAMILIES

To maintain EdChoice Scholarship eligibility for future school years, a scholarship recipient may not have more than **twenty (20) unexcused absences during a single school year.** Sunrise Academy will communicate attendance concerns before a student approaches this limit.

Attendance Communication, Support, and Intervention

Sunrise Academy will address attendance concerns early. The goal of intervention is to identify barriers, support the student and family, restore regular attendance, and protect the student's opportunity to learn. Families are expected to participate in conferences and attendance improvement efforts when requested.

Sunrise Academy may contact families whenever an attendance pattern raises concern and may require a parent/guardian conference, attendance improvement plan, or other appropriate support or intervention.

Tardiness and Early Dismissal

Students arriving after **8:35 a.m.** are considered tardy and must report to the school office. Parents/guardians picking up a student before dismissal must sign the student out through the school office. Sunrise Academy will record the actual instructional time missed due to tardiness and early dismissal. Repeated tardiness or early dismissal may result in parent contact, an attendance conference, or additional intervention.

Make-Up Work and Continued Learning

Students with excused absences, including approved family vacation/personal travel days and approved Hajj or Umrah travel days, will be provided a reasonable opportunity to complete missed assignments, classwork, assessments, and other required work. Students are responsible for completing make-up work within the timeframe established by the teacher.

Teachers and families should work together to help students catch up after an absence.

Ongoing Attendance Concerns

Sunrise Academy may communicate with families and provide attendance supports whenever a pattern of absences, tardiness, or early dismissals begins to interfere with learning, even when individual absences are excused. The school will work with the student and family to identify barriers and improve attendance before concerns become more serious.

UNIFORM GUIDELINES

Parents must purchase their child(ren)'s uniform from the approved vendors below only. This is to ensure uniformity.

Malimar (Abayas only)

https://www.malimarclothing.com/ (Abaya)

French Toast (All Uniform)

https://www.frenchtoast.com/schoolbox/schools/sunrise-academy-QS47ESM

The school uniform guidelines are:

Boy's Gym Uniform:

Kg – 5th Grade

- Sunrise Academy gym shirt (short or long sleeves)
- Navy blue or black athletic pants
- Gym shoes

Girl's Gym Uniform:

Kg – 5th Grade

- Sunrise Academy gym shirt (long sleeve only 4th-5th)
- Navy blue or black athletic pants
- Gym shoes

Boy's School Uniform:

KG – 5th Grade

- Solid navy blue uniform pants to be worn with a black or brown belt. Jeans or sweatpants are not permissible at school.
- A light blue polo shirt with the Sunrise Academy logo. Shirts must be tucked in.
- Sunrise Academy Field Trip shirt for when students go on field trips.
- Shoes must be appropriate for sports activities. Sandals, cleats, or heels are not permissible.
- Navy sweatshirt or navy sweater with Sunrise Academy logo may be added for warmth.

Girl's School Uniform:

Kg – 3rd Grade

- Solid navy blue pants or jumper (must be knee length or longer) with the Sunrise Academy logo with navy pants underneath; girls in grades K-3 may wear Navy blue leggings with jumpers only. Leggings must be plain and have no zippers, pockets or stripes.
- No jeans, shorts, sweatpants, skorts or short skirts may be worn at any time.
- Short sleeves or long sleeve light blue polo shirt with the Sunrise Academy logo if worn with pants.
- Sunrise Academy Field Trip shirt for when students go on field trips.
- Shoes must be appropriate for sports activities. Sandals, cleats, heelys or heels are not permissible.
- A plain white hijab is required for salah.
- Small earrings or jewelry are permissible.
- No fingernail polish, makeup, or perfume.
- Navy sweatshirt or navy sweater with Sunrise Academy logo may be added for warmth.

4th – 5th Grade

- Solid navy blue abaya or jumper (must be knee length or longer) with the Sunrise Academy logo with loose navy blue pants underneath.
- No jeans, leggings, shorts, sweatpants, skorts or short skirts may be worn at any time.

- Long sleeve light blue polo shirt.
- Sunrise Academy field trip shirt for when students go on field trips.
- Shoes must be appropriate for sports activities. Sandals, cleats, or heels are not permissible.
- Hijab is optional for 4th grade.
    - If girls decide to wear hijab in these grades, the hijab must be plain white.
    - A plain white hijab is required for salah daily for all girls in all grades.
- Hijab is required for 5th grade.
- Small earrings or jewelry are permissible.
- No fingernail polish, makeup, or perfume.
- A navy sweatshirt or navy sweater may be added for warmth.

Dress Down Day Uniform Guidelines: 4th – 5th Grade Boys and Girls

- All clothing must be long, loose fitting, and appropriate for salah.
- No leggings or tight pants of any kind.
- No open toed shoes at any time. (Ex: No sandals or flip flops)
- High heels are not permissible
- Boys and Girls: Shirts must be loose fitting, non-revealing, and long enough to cover the backside when bending over especially during salah.
- Boys: Pants should be loose fitting and an appropriate size. No sagging.
- Boys: Shirts should cover their bottoms.

STUDENT/CLASSROOM EXPECTATIONS

Sunrise Academy students will adhere to the SLANT expectations while in the classroom. SLANT is an acronym used to reinforce appropriate classroom behavior. SLANT is effective because it identifies the five key behaviors that will allow students to be successful and absorb the most information. The acronym is:

S– Sit up

L– Listen

A- Ask and answer questions

N– Nod your head

T– Track the speaker

1. Remember Allah (SW) is always watching
2. Work Hard Everyday
3. Keep Hands and Feet to Yourself
4. Treat People the Way You Want to Be Treated

Playground Rules

1. There is to be no sitting on the picnic table tops.
2. There is to be no standing on the picnic tables' seats or tops.
3. No climbing on the outer brick sides/walls of Building A or any other building.
4. When the whistle blows, all students are to line up.
5. There is to be no picking up or throwing mulch or rocks.
6. There is to be 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 with their teacher's permission.
11. No students are to return to the cafeteria after their lunch is over.
12. No student is to be by the Building A classroom windows or behind Building A without a teacher present.

BEHAVIOR MANAGEMENT SYSTEM

Elementary School Behavior Management System - K-5:

Sunrise Academy utilizes a multi-tiered behavior management system that promotes positive behavior, Islamic character, responsibility, and community involvement at the individual, classroom, and school-wide levels.

Individual Level: At the individual level, teachers use ClassDojo to recognize and reinforce positive behaviors such as respect, responsibility, participation, kindness, effort, and adherence to school expectations. Students earn points for demonstrating positive character traits and making good choices throughout the school day. ClassDojo provides ongoing communication

between teachers and families while encouraging students to take ownership of their behavior and growth.

Classroom Level: At the classroom level, students work together through the Alhamdulillah and Astaghfirullah System. Classes earn collective points based on positive behavior, cooperation, Islamic manners, academic effort, and meeting classroom expectations. Once a class reaches a designated goal, students are rewarded with a class celebration chosen by the students and teachers, fostering teamwork, accountability, and a positive classroom culture.

School-wide Level: the school-wide level, Sunrise Academy hosts monthly/quarterly assemblies centered around a Tarbiya theme that promotes Islamic values and character development. During these assemblies, classrooms are recognized and compete for awards in areas such as best Dhikr Zone, best hallway behavior, best line procedures, excellence in Salah, and other school-wide expectations. Classrooms demonstrating outstanding performance are recognized and presented with awards, creating a culture of healthy competition, school pride, and continuous improvement.

This comprehensive system ensures that positive behavior is recognized and reinforced at the individual, classroom, and community levels, helping students develop strong character, leadership skills, and a commitment to Islamic values.

STUDENT CODE OF CONDUCT

Sunrise Academy students, parents, and staff members are expected to display high standards of personal Islamic conduct. Such standards are important for personal pride and achievement as well as school pride and reputation. Those who display inappropriate behavior can damage the reputation of the school.

The discipline procedures of Sunrise Academy shall be based on the premise of ZERO TOLERANCE and 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 School Board recognizes that it has a solemn obligation to protect the public property entrusted to its care and authorizes and charges the Principal with the task of protecting 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 expulsion from Sunrise Academy.

Authority of School Employees
All employees of Sunrise Academy have certain responsibilities to the school; and in order to carry out these responsibilities, they have authority to correct students when the need arises. If any employee corrects any student, whether the employee is faculty, clerical, custodial or a bus driver, the student is expected to accept such correction. Students and parents must comply with staff directions while at school or during school related activities. Refusal by student or parents to abide by the rules and regulations of the school may constitute a forfeiture of the right of the student to attend Sunrise Academy or forfeiture of the parents' right to visit the school or school related functions.

Conduct is in Force
The Sunrise Academy Discipline Policy applies in the following situations:

1. During regular school hours.
2. On the school bus or other transportation sanctioned by the school.
3. During school sponsored events.
4. When going to and from school on field trips
5. During events and activities associated with the school.
6. With respect to any misconduct of personal nature or directed at others which violates this discipline policy, whether on or off school premises.

Additionally, the Principal is authorized to take disciplinary action when a student's misconduct away from school has a detrimental effect on the other students or on the orderly educational process.

LEVEL SYSTEM

Sunrise Academy's Code of Conduct is based on the level system approach. Infractions are categorized by level and as such call for different discipline approaches based upon the level of the infraction. More detail of consequences can be found in the Discipline Handbook. The Principal is empowered to determine at which infraction level a violation will be considered. Sunrise Academy will use the infraction levels listed and defined below:

1. Level I – Minor Infractions
2. Level II – Major Infractions
3. Level III – Removable Infractions

Level 1 Infractions will result in a student demerit and will follow the Demerit policy. Level II and Level III Infractions are non-negotiable (sent directly to principal without demerits) and will follow the Level System Disciplinary Policy. Descriptions and disciplinary actions

can be found in the Sunrise Academy Discipline Policy Handbook located on the school website at www.sunriseacademy.net.

Level I Infractions - Minor Infractions

Students Earn Demerits for the following level 1 behavior:
Level I infractions are conduct that obstructs orderly operations of the classroom or school. Level I infractions should be handled by the classroom teacher using the demerit system. Documentation of infractions/demerits should also be documented through PowerSchool .

The following is a list of what would be considered Level I infractions. **This list of infractions 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.

- Disruptive classroom behavior
- Littering
- Refusal to do classwork
- Cell phone or other electronic devices use without authorization (maybe subject to confiscation)
- Misuse of technology
- Minor academic misconduct
- Violation of playground rules
- Minor inappropriate language
- Minor theft
- Verbal altercation
- Disrespect towards others
- Play fighting or horse play

Level II Infractions - Serious Infractions
Level II infractions are serious disciplinary violations that warrant the involvement of the Principal. Contact must be made on all Level II infractions through a personal conference, phone conference, or in the event the previous are not possible, through written communication by the Principal to the student's parents. Students receiving a Level II infraction are subject to disciplinary action ranging from in school detention or out-of-school suspension. Once a student has reached more than five (5) Level II infractions further action will be taken by the school.

The following is a list of what would be considered Level II infractions. **This list of infractions 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.

- Serious academic misconduct
- Inappropriate Touching

- Major Theft
- Misuse of technology
- Altering official documents
- Damage or destruction of school property
- Insubordination
- Fighting
- Minor bus infractions
- Bullying
- Truancy
- Major Inappropriate language

Level III Infractions –Removable Infractions

Level III Infractions are conduct that is serious or illegal and are potentially life or health threatening. Sunrise Academy considers all Level III infractions to be very detrimental to the school and its students. A student charged with a Level III violation may be subject to an immediate removal by the Principal. This removal may not last more than ten (10) days pending a recommendation for expulsion by administration, at which time the School Board must come to a decision. Students expelled from Sunrise Academy due to level III 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 infractions 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.

- Ethnic intimidation
- Arson
- Assault
- Weapons of any kind
- Drugs or illegal substances of any kind
- Explosive devices or bomb threats
- Vandalism
- Serious misuse of school technology or property
- Serious Theft
- Leaving campus without authorization
- Major bus infractions
- Verbal abuse of students or staff
- Gender fraternization or promiscuous behavior

Dangerous Weapons in the School

The School 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.

Students, staff, or parents (unless authorized by law) are prohibited from bringing a weapon on school property, in a school vehicle or to any school-sponsored activity.
Matters, which might lead to a reduction in expulsion include:

- The age of the student.
- The intent of the violator.

Ethic Intimidation

The School 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 School Board further recognizes that certain acts against persons or groups because of a person's or group's 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 School Board of Education is subject to enforcement and or disciplinary action:

1. On any property owned, leased by, or under the control of the School 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.

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 responsibility 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 copyright 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 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.
7. Downloading non-academic and/or violent games, videos…etc.

STUDENT CELL PHONE POLICY

Cell phone use is prohibited during the school day unless approved by the student's teacher. Students may carry their cell phones with them for emergency purposes, but all phones must be either turned off or placed on silent throughout the day (8:30am – 3:30pm). Students may not use their cell phones during class, between classes, recess, and lunch times. If students need to call their parents, they must use the phone in the front office. Parents must also call the school's office to relay any message necessary to their child. Failure to abide by this policy will result in consequences listed in the Discipline Handbook.

DISCIPLINARY ACTIONS

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. Corporal punishment is ***strictly prohibited***.

Exclusion and Denial of Privileges
Students may have their 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 the assigned time and remain there until released.

Students who accumulate numerous Level I or Level II infractions may be restricted from attending one or all of the following activities: social functions, athletic contests, field trips, assemblies, or school sponsored clubs by the Principal.

Detention
The Principal, as well as teachers, may assign detention during lunch and/or recess. Parents will be notified when detentions occur.

Character Assignments
Teachers or the Principal may assign character assignments. These assignments are meant to have students reflect on their behavior and ways to correct it.

Violation of any of these rules during detention will result in additional sessions added. Disruptive behavior or failure to serve the assigned session may result in out-of-school suspension.

Out of School Suspensions
Out-of-school suspensions are issued when serious infractions have taken place. The Principal is empowered to place a student on out-of-school suspension if in his/her judgment the infraction requires it. Out-of-school suspension may range from one (1) to ten (10) days only. While a student is on out-of-school suspension they may not be present on school grounds or at school sponsored activities. Students will be required to make up all assigned homework, classwork, projects and/or tests that they have missed during their suspension days. Students will have the same number of days after their suspension to make up all their work. For example, if the student was suspended for 3 days, then he/she has 3 days to make up their missed assignments. If work is not turned in, it will result in a zero and students will not be able to make up this work at a later time.

Removal & Expulsion
A student charged with a Level III infraction may be subject to an immediate removal from school of up to 10 school days by the Principal pending investigation and a recommendation for expulsion by the School Disciplinary Committee to the School Board.

Students on removal may not return to school or be on school grounds. While on removal, the student and their parents will be provided an opportunity for a hearing with the School's Disciplinary Committee. In special cases, the Principal may remove him or herself or replace a member of the disciplinary committee to prevent conflict of interest. The school's disciplinary committee together will decide if the charge warrants expulsion.
Once the hearing is held, the School's Disciplinary Committee will make a recommendation to the School Board only if it recommends expulsion. If expulsion is not recommended, parents must be notified of the School Disciplinary Committee's decision by written letter and the consequences assessed, if any.

If the School Disciplinary Committee recommends expulsion, the School Board will meet within five (5) school days to decide the matter. Parents/guardians and students are entitled to a meeting with the School Board before a decision is reached. The School Board will notify the parents by letter once a decision has been reached. The decision of the School Board's School Affairs Committee shall be final.

Students expelled from Sunrise Academy due to level III 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. In addition, students who are expelled from Sunrise may not be on school premises or participate in any school activity or function including field trips or after school events without the express permission of the Principal. Sunrise Academy reserves the right to contact the Hilliard Police Department to enforce this provision.

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 behavior (includes verbal and physical abuse) toward any staff member or student at Sunrise Academy.

Interrogations and Searches

Before any interrogation of a student on school grounds by law enforcement officers occurs (except in suspected child abuse case), the student's parents must be notified by the Principal. 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 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 Principal 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.

Bus Policy
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:

- 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.
- Seats – Drivers will assign seats and have a seating chart with them. Students must remain in their assigned seat.
- 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.

- Eating – Students may not eat or drink on the bus.
- 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 Principal until parents pick it up. Music is not allowed to be played on the bus either by the students or bus driver.
- Bus stops – Students should wait until the bus stops and the driver gives the signal for crossing when School Boarding or leaving the bus.
- Crossing – Students should cross only in front of the bus, approximately ten feet in front of the bus.
- Time – Students should be on time at designated pickups in the morning and when school is dismissed.
- 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.
- Littering will not be permitted on or from a school bus.
- Unauthorized passengers shall not be transported on a school bus.
- Animals are not permitted on the school bus.
- 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.

Reporting Bus Infractions

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 Principal at the earliest opportunity. The Principal 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 bus transportation. Parents must pick up the student at dismissal (3:30PM – 4:00PM). If a child is not picked up by 4pm, then the latchkey cost will be charged.

3rd Referral: Three-day removal from bus transportation – consultation with parents/guardians. Parents must pick up the student at dismissal time. If a child is not picked up by 4pm, then the latchkey cost will be charged.

4th Referral: Five-Day removal from bus transportation – consultation with parents/guardians. Parents must pick up the student at dismissal time. If a child is not picked up by 4pm, then the latchkey cost will be charged.

5th Referral: Expelled from bus transportation for the rest of the quarter. Parents must pick up their students at dismissal time. If a child is not picked up by 4pm, then the latchkey cost will be charged.

6th Referral: Expelled for the rest of the quarter from bus transportation. Parents must pick up the student at dismissal time. If a child is not picked up by 4pm, then the latchkey cost will be charged.

7th Referral: Expelled for the rest of the year from bus transportation. Parents must pick up the student at dismissal time. If a child is not picked up by 4pm, then the latchkey cost will be charged.

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

REPORTING ABUSE AND NEGLECT

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 the Principal 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.

0. "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.

SAFETY DRILL PROCEDURES

Sunrise Academy will conduct safety drills including: fire, tornado and intruder drills in accordance with State law. When drills are in session, remember the following basic rules:

- Quickly report to designated areas according to the drill instructions posted in classrooms and hallways.
- Students are to be quiet and listen to instructions during any drill.

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. **Teachers will ONLY accept written consent.** Verbal consent will not be accepted unless approved by the principal. The school also may request the presence of a student's 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 extracurricular 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 Principal reserves the right to deny a student the privilege of participating in an extra-curricular activity, if they have discipline issues or other concerns during the school year. However, the school shall not be held liable for any injury or misfortune that may occur during extra-curricular activities.

LIBRARY POLICY

The library is a great resource tool for our students, staff as well as our parents/guardians. Therefore, it is important that the 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. When a

student is given a book(s) then they become fully responsible for the return and care of that/those book(s).

At times student's books are misplaced, lost or damaged. If this occurs, then the student's parents 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 the resource book(s).

CURRICULUM

Curriculum Overview

The Sunrise Academy curriculum is driven by clear performance standards for what students should know and be able to do. For each grade level, standards are based on national and state curriculum frameworks. Teachers will use regular assessments to measure how well students are mastering the standards.

Mathematics (K–5): HMH Math in Focus (2020)

All K–5 students use HMH Math in Focus, a curriculum based on the Singapore Math framework. This program emphasizes a concrete–pictorial–abstract learning progression, helping students develop deep conceptual understanding and strong problem-solving skills. Key features include:

- Visual models and strategies for solving complex problems
- A strong focus on number sense and operations
- Real-world applications that promote critical thinking
- Differentiated instruction to meet the needs of all learners

Language Arts

- **Grades K–4: HMH Into Reading (2024)**
  Students in Kindergarten through 4th grade follow the HMH Into Reading curriculum, which is designed to build strong foundational literacy skills and foster a love for reading.
  Highlights include:
    - Systematic phonics and decoding instruction
    - Rich, diverse texts that build knowledge and vocabulary
    - Writing instruction embedded throughout the units

- Assessments and data tools to inform instruction and track growth

- **Grade 5: Literature-Based Learning Aligned with Ohio Standards**
  Fifth grade language arts focuses on developing reading comprehension, literary analysis, and writing skills aligned to the Ohio Learning Standards. Students read and analyze the following core novels:

  - *Out of My Mind* by **Sharon M. Draper** – A powerful story about a young girl with cerebral palsy who overcomes challenges through her intelligence and determination.

  - *Safiyyah's War* by **Hiba Noor Khan** – A historical fiction novel highlighting bravery and resistance during Nazi-occupied Paris, helping students connect literature to global history and empathy.
    These texts are paired with writing assignments, group discussions, and cross-curricular connections to history and social issues.

Science (K–5): HMH Into Science (2026)

HMH Into Science is a comprehensive, phenomena-driven curriculum for Grades K–8 designed to actively engage students through a learn-by-doing approach. It focuses on hands-on investigations, digital simulations, and the 5E instructional model to help students build critical thinking skills.

Core Pillars of the Curriculum

- Phenomenon-Based Learning: Every unit revolves around an engaging "anchoring phenomenon" (a real-world event). Students use "I Notice," "I Wonder," and "Can You Explain It" prompts to investigate the concept hands-on before learning the textbook content.
- The 5E Instructional Model: Lessons flow through five phases: Engage, Explore, Explain, Elaborate, and Evaluate.
- CER Framework: Students are taught to form arguments using Claims, Evidence, and Reasoning, mirroring real-world scientific practices.

Key Features

- FUNomenal Readers
- You Solve It Simulations
- ScienceSaurus

- Robust Differentiation

Social Studies (2019)

- **Grades K–4: Studies Weekly**
  Younger students explore age-appropriate themes such as community, citizenship, culture, geography, and Ohio history using the Studies Weekly print and online newspapers. Lessons are interactive and designed to develop civic responsibility and an appreciation for diverse communities.

- **Grade 5: U.S. Government and History**
  Fifth graders shift their focus to the foundations of American government, U.S. geography, and major events in American history. They learn about the Constitution, the three branches of government, and key historical figures and events that shaped the nation, preparing them for middle school social studies.

AQIS
Islamic Studies:

Kindergarten (I Love Allah KG)

- **Aqeedah**: Allah is the Creator; belief in One God.
- **Ibadah**: Basic du'as (before eating, sleeping), learning Bismillah and Alhamdulillah.
- **Seerah**: Introduction to Prophet Muhammad ﷺ as a kind and loving messenger.
- **Akhlaq:** Sharing, thanking, respecting elders, saying "Jazak Allahu Khayran."

Grade 1 (I Love Islam Level 1)

- **Aqeedah**: Five pillars of Islam, Learn Shahadah, names of Allah, stories of prophets, and basic beliefs.
- **Ibadah**: Introduction to Salah (names and times), Wudu steps, and simple du'as.
- **Seerah**: Birth and childhood of Prophet Muhammad ﷺ.
- **Akhlaq**: Cleanliness, Ithar, caring, honesty, using kind words, respecting parents.

Grade 2 (I Love Islam Level 2)

- **Aqeedah:** Five Pillars of Islam, Belief in Angels, stories of Prophets.
- **Ibadah**: Details of Salah, simple explanation of fasting and zakah.
- **Seerah**: Early prophethood, cave of Hira, first revelations, prophets jobs, his family and marriage.

- **Akhlaq**: Responsibility, helping others, patience, Taqwa.

Grade 3 (I Love Islam Level 3)

- **Aqeedah**: Six pillars of Iman, Day of Judgment, Angels jobs, Names and qualities of Allah, stories of prophets.
- **Ibadah**: Fasting in Ramadan, basic fiqh of Wudu and Salah, Taharah, Tayamum, Salahtu Al Jamaah.
- **Seerah**: First years of Islam, Boycutt, Israa and Miraj, Hijrah to Madinah, building of the first masjid, Sahabah.
- **Akhlaq**: Gratitude, humility, kindness to animals and neighbors, Taqwa, patience.

Grade 4 (I Love Islam Level 4)

- **Aqeedah**: Articles of Faith, deeper meaning of Tawheed, Iman, diseases of the spiritual heart
- **Ibadah**: Salah in depth,Salahs' Sunnahs, Sunnan Al-Rawatib, Friday prayer, importance of Zakah and Hajj.
- **Seerah**: Hijri Calendar, Battles (Badr, Uhud), Prophet's leadership qualities.
- **Akhlaq**: Self-control, truthfulness, keeping promises, Brotherhood and sisterhood, rights and responsibilities, Jealousy, backbiting, and spreading rumors

Grade 5 (I Love Islam Level 5)

- **Aqeedah**: Belief in Qadr, Day of Judgment, and accountability, Tawheed, Salah (Sunnah Ratibah ,Salat-ul Witr, Duha, Travelers Salah, sujood Ash- Shukor).
- **Ibadah**: Fasting with intention and sincerity; deeper fiqh, duaa al Qunoot, Muslims fashion.
- **Seerah**: Treaty of Hudaybiyyah, Fath Makkah, final sermon, Battle of Mu'tah and Al Khandaq.
- **Akhlaq**: Conflict resolution, dealing with anger, forgiveness, respecting elders, teachers, parents

QURAN

Kindergarten

- **Objectives**:
    - Recognize the Qur'an as the Word of Allah.
    - Develop respect and love for the Qur'an.

○ Memorize short surahs (e.g., Al-Fatihah, Al-Ikhlas, Al-Falaq, An-Nas).
○ Learn basic etiquettes of Qur'an recitation.
○ Qaida Noorania

Elementary (Grades 1 – 5)

Focus: Basic Tajweed, building Hifdh, and understanding core themes.

- **Grade 1–2**:

  ○ Qaida Noorania and learn to read from juz Amma.
  ○ Continue memorizing short surahs (Juz Amma).
  ○ Learn basic Tajweed rules (Madd, Qalqalah, Noon Saakin).
  ○ Introduce meanings and moral lessons of surahs.

- **Grade 3–5**:

  ○ Improve fluency in reading the Quran.
  ○ Memorization of longer surahs (mid-to-late Juz Amma, Juz Tabarak).
  ○ Apply basic Tajweed rules consistently.
  ○ Understand key vocabulary and themes (Tafsir for children).

Arabic: Overview of the ICO Arabic Curriculum (KG–5th Grade) (2017)

At AQIS, we implement the ICO Arabic Curriculum for Kindergarten through Grade 5, specifically designed for students learning Arabic as a second or foreign language. The ICO (International Curricula Organization) curriculum is rooted in modern pedagogical principles and aligned with Islamic values. It provides a gradual, developmentally appropriate approach to Arabic language acquisition, integrating listening, speaking, reading, and writing in meaningful, engaging ways.

Below is a summary of the curriculum progression across each grade level:

Kindergarten (KG)

- Focus: Oral language development and Arabic listening comprehension ○ Content Highlights:

- Introduction to the Arabic alphabet and basic phonetics
- Key vocabulary related to family, colors, animals, and Islamic terms
- Simple songs, chants, and picture stories to build listening and speaking skills
- Approach: Play-based learning with visuals, gestures, and repetition to support language retention

Grade 1

- Focus: Letter recognition, phonemic awareness, and basic sentence structures ○ Content Highlights:
    - Reading and writing individual letters and simple three-letter words
    - Vocabulary tied to daily routines, classroom objects, and Islamic manners
    - Introduction to gender (masculine/feminine) and simple noun-verb agreement
    - Approach: Interactive stories, chants, and hands-on activities reinforce foundational skills

Grade 2

- Focus: Transitioning from decoding to reading comprehension ○ Content Highlights:
    - Building short sentences and understanding meaning in simple texts
    - More advanced vocabulary linked to school, home, nature, and faith
    - Development of listening and speaking through structured dialogues
    - Approach: Sentence-building games, role-play, and beginner reading passages

Grade 3

- Focus: Reading fluency and paragraph-level writing ○ Content Highlights:
    - Reading short stories with comprehension questions
    - Writing structured paragraphs with topic sentences and details
    - Expanding vocabulary through Islamic values, community, and hobbies
    - Grammar Introduced: Verb tenses, prepositions, and adjective-noun agreement
    - Approach: Guided reading, grammar mini-lessons, and collaborative writing tasks

Grade 4

- Focus: Independent reading and accurate language usage ○ Content Highlights:
    - Reading longer informational and narrative texts
    - Writing personal reflections, letters, and short reports
    - Continued vocabulary growth with a focus on Quranic terms and moral concepts
    - Grammar Introduced: Subject-verb agreement, past vs. present tense, question formation
    - Approach: Comprehension strategies, peer discussions, and vocabulary notebooks

Grade 5

- Focus: Academic Arabic and advanced grammar skills ○ Content Highlights:
    - Reading texts that support critical thinking and inference
    - Writing multi-paragraph compositions and formal presentations
    - Rich vocabulary from Islamic history, global issues, and character development
    - Grammar Introduced: Complex sentence structures, conjunctions, and pronouns
    - Approach: Project-based learning, oral presentations, and analytical reading

Instructional Approach Across Grades

- Integrated Language Skills: Each unit weaves listening, speaking, reading, and writing around a thematic focus.
- Islamic Values: Language instruction is rooted in cultural and faith-based relevance, enhancing spiritual and moral development.
- Differentiated Support: Scaffolding strategies are embedded to meet the diverse needs of non-native speakers.

This structured and culturally rich curriculum not only develops students' Arabic proficiency but also builds a strong connection to the language of the Qur'an and Islamic heritage, preparing students for continued success in higher levels of Arabic learning.

IXL KG–5

"IXL provides students with an active learning experience that fits into any classroom using technology. Adaptive, personalized content keeps students engaged while real-time analytics deliver the insights you need and inspire teaching strategies." IXL is used in all grades nationwide (Pre-K – 12th Grade). It covers all subject areas: Science, Math, Language Arts, Social Studies, and even Spanish.

Raz-Plus and Writing A-Z (Kids-A-Z)

Your child has access to digital resources through Kids A-Z, Learning A-Z's website created for students. After your child logs in (provided at the beginning of the new academic school year), each website your child's teacher has subscribed to is shown. Your child can work on assignments or select other resources for reading and writing practice.

Google Suite (G Suite)
We will be using PowerSchool and Google Suite.

Google Suite is an interactive student learning platform of your child's online access system. G Suite includes Google Classroom and Google Meets. In Google Classroom, parents can check updates for their child's grades, assignments and other updates. Google Meets connects students and teachers to teach and learn from anywhere.

Parents will use PowerSchool to view their child(ren)'s academic progress and grades.

Grading Scale
Please see below for the outline of the grading policies.

Classwork – 25%
Homework – 10%
Quizzes – 20%
Tests - 25%
Projects – 20%

1ST Grade – 5TH Grade

Letter Grades	Numerical Equivalent
A+	98-100
A	93-97
A-	90-92

B+	88-89
B	83-87
B-	80-82
C+	78-79
C	73-77
C-	70-72
D+	68-69
D	63-67
D-	60-62
F	0-59

Kindergarten

O= Outstanding	80-100
S= Satisfactory	60-79
U= Unsatisfactory	0-59

ASSESSMENTS/ ACTION PLANS

MAP

Grades Kindergarten through eight will be assessed using the MAP Assessment. A measure of Academic Progress (MAP) creates a personalized assessment experience by adapting to each student's learning level. MAP measures student progress and growth for each individual which allows teachers to differentiate instruction based on student needs. Assessments will be administered three times each year. The testing dates are available on the school calendar.

Action Plans

Students who are identified as "below grade level" will be placed on an Action Plan. The Action Plan will list the areas of improvement and a list of measurable student goals. Teachers will aid student success through an intervention plan that will help students meet their goals. Action Plans are to be revised and sent home at the end of each quarter.

ACADEMIC PROGRAM

The following is Sunrise Academy's present course of study:

Pre-K – 8th	KG – 3rd (Specials)	4th - 5th (Specials)	6th – 8th Electives)
Language Arts Mathematics Education Social Studies Science Arabic Islamic Studies	Art Physical Education Quran (Third Only)	Art Physical Education Quran	Quran Physical Education Typing STEM Program Career Exploration Public Speaking Halaqa

Honor/Merit Roll/High Honors

Students in grades 1st through 8th grade are eligible for High Honors, Honor Roll, and Merit Roll. Students must achieve the following grades to qualify for High Honor Roll, Honor Roll, and Merit Roll:

High Honors: All A+ in all classes.
Honor Roll: All A's and (1) B in all classes.
Merit Roll: All A's and B's

Grading Privacy

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

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 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.
- 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. Parents should never complete their children's homework for them.

PROMOTION AND RETENTION PROCEDURES

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. 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:
- Math, Science, Language Arts and Social Studies.
- Students must pass each core subject with at least a 60% (D-) or above in order to be considered as "passing."
- The student's attendance record (90% of enrolled days)
- The student's maturity level as demonstrated throughout the year.

Retention

- Student's inability to receive a 60% or above in two or more of the subject areas indicated above
- Poor attendance
- Immaturity; and,
- Consensus of teacher and Principal.
- Potential retention MUST be determined, documented and communicated to families by January.
- Official retentions are to be determined, documented and communicated to families by March.

- Any student who is recommended for possible retention in January will be MAP tested in March to assist with determining the official retention.

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. The school has final determination on promotion and retention of students.

PARENT TEACHER CONFERENCES

After the first and third report cards are given, all parents are to attend a parent-teacher conference. These conferences are 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.

LATCHKEY POLICY

Latchkey is an after school care service from 4:00PM – 6:00PM for those students who are picked up daily by their parents. If you are interested in the latchkey program, please ask the front office for more information regarding cost.

MESSAGES & VISITATIONS

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:

Messages from parents/guardians will be taken at the school office.

1. Messages will be hand delivered only in the case of a medical or other extreme emergency.

2. Students will not be pulled from their daily routine to answer a phone call – including lunch or study hall periods.
3. Students are not allowed to use school phones unless it is an emergency.
4. 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 Principal. The student will not be able to use the cell phone unless they have the Principal's approval. Cell phones cannot 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 buzzer at the entrance gate. The office staff will then open the gate to the parking lot. Once in the parking lot, 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 permitted to enter the classrooms while school is in session (8:30 a.m. until 3:30 p.m.) unless arrangements have been made for the parents/guardians to volunteer.

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 cannot 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.
- Teachers are requested to know Sunrise Academy's policy regarding volunteers and make sure that volunteers helping in their class are observant of the rules.
- Volunteers MUST sign in and out for each visit, and must wear a name tag during their visit.

There is an "application" form for potential volunteers in the office.

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 personal phone numbers or personal information without the consent of the staff member. The school will not interrupt a class to deliver a message to a staff member, 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.

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 intruder drills and accident/incident reporting procedures. Should a student or parent become aware of any dangerous situation or accident, he/she must notify any staff person immediately.

STUDENT HEALTH SERVICES

The Principal 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 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.

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) auxiliary (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 medical Form 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)

Please note that all doses must include the month and year received.

MEDICINE ADMINISTRATION

A written request must be obtained from the physician and the parents/guardians before any medication may be administered by the office. The request must include instructions as to name of medication, dosage, time and duration of medication, and possible side effects.

Please note:

- Medication must be received in the original container in which it was dispensed by the doctor or pharmacist.
- New request forms must be submitted each school year and as necessary for changes in medication order.
- Whenever possible, the medication and the signed permission forms should be brought to the school by the parents/guardians.
- Accurate records of administration of the medication will be kept on file in the school office for one year.
- 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 Principal or designee of the Principal. Medication must be stored by the office 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.
- Medication permission may be faxed to the school.
- Aspirin and its substitutes are considered medications and will not be given without completion of this entire form.
- The School Board designates the following personnel to administer medication: school nurse, department leaders, administrative assistants, and the Principal (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.
- 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).
- 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.

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

Regulations for Using Inhaler

The intent of this policy 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.

Inhalers should be properly labeled with your student's name and the name of the medication clearly visible. If a rotahaler 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. If a lost inhaler is found, it will be returned to the school office and the parents/guardians notified.

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

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).

LATE TUITION POLICY

Please read the following late tuition policy carefully. Direct deposits are taken out of the accounts on the 5th of every month. Payments for the school year will begin in July and will end in June, which makes 12 even payments. ALL TUITION PAYMENTS ARE MADE BY ACH.

Tuition payment bounced/stopped payment was made.

Parents/guardians will be contacted by phone if tuition payment bounced, or if a stop payment was placed. At that time a $35.00 late tuition fee is applied to payment. Payment will be reprocessed within one week by ACH.

If payment is still not received after second attempt at ACH, then 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 the student's last day at school.
If tuition is still not paid following the 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.
If following expulsion there is still no tuition payment made, student's records, transcripts, grades, and any other Sunrise documents will **NOT be** released to any one until the 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 if 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 student 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 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.

Late Pupil Cumulative Record Tuition
Student records are confidential and are protected. 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.

OTHER GENERAL INFORMATION

Fundraising 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 PTO and individual classrooms. The Principal will designate approved fundraisers each year.

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

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 the Principal.

Holidays
Sunrise Academy will only observe and celebrate three holidays throughout the year: Ramadan, Eid Al-Fitr and Eid Al-Adha.

Birthdays
The school does not permit the celebration of student based parties, such as birthdays. 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.

PROCEDURES FOR 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 work together in a cooperative and supportive manner to 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.

0. If the response at step one is considered unsatisfactory, the parents/guardians may refer the complaint to the Principal. Again the parents/guardians may expect a prompt appointment to discuss the issue. The Principal may request that the issue be presented in writing as well as orally. After a reasonable time to investigate the issue, the Principal will provide the parents/guardians an oral response and, upon request, a written response.

0. If the parents/guardians remain dissatisfied, the complaint and the relief sought may be addressed in writing to the Chairperson of the School Board. The School Board Chairperson will review the complaint and determine whether the issue warrants a review by the School 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.

HANDBOOK FOR PARENTS GUARDIANS AND STUDENTS

ACKNOWLEDGEMENT OF RECEIPT

Yes, our family has received and read the Parent, Guardian and Student Handbook. We understand that our child and our family must comply with all policies and procedures contained within this document.

_____ _____

Signature of Parent/Guardian Date

_____ _____

Student's Full Name Student's Grade

Please return this form to the school office.

Informing Students & Parents of Expectations

Each student and parent in Sunrise Academy shall receive annually, a copy of current policies, rules, regulations, and procedures commonly known as a parent/guardian/student handbook.

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 students, parents and guardians to obtain and familiarize themselves with the most current handbook.

Sunrise Academy School Board

The School Board of Education is the governing body which sets policy and procedures for Sunrise Academy. You may contact the School Board by email at Board@sunriseacademy.net .