Sunrise Academy
Middle/High School
Student and Family Handbook

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5677 Scioto Darby Road Hilliard, Ohio 43026
Phone: (614) 527-0465 Fax: (614) 527-4265

E-mail: info@sunriseacademy.net
Web: www.sunriseacademy.net

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SUNRISE ACADEMY MESSAGE

Asalamualaikum Families and Students,

We are honored to be working with you and your child this year. This family and student handbook provides general school information and our school's policies and procedures. It has been designed in a way that will hopefully provide you with easy access to important information.

Please thoroughly read and learn the information in this handbook. Place it in a location where it can be readily available as a reference. In addition, please feel free to reach out if you have any questions any time!

What a great opportunity it is to work with each one of you as your child pursues academic excellence and a strong Muslim identity in their journey at Sunrise Academy and beyond.

Respectfully,

Sunrise Academy Administration

MISSION & VISION

OUR MISSION	OUR VISION
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 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.*

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.*

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 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.

OUR EXPECTATIONS

☑ *Continuous Improvement* ☑ *Comparative Excellence* ☑*Outstanding Reputation*

OUR VALUES

***R**esponsibility*
***I**ntegrity*
***S**hine*
***E**mpathy*

***R**esponsibility*
(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.
- My work shows my absolute best effort.
- 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.

contribution."

***S**hine*

(Excellence/Effort)

"Where there is no struggle,
there is no progress."

Frederick Douglass

Deepak Chopra

- 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

- 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.

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/guardian's 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 Ghada Alsadoon, Principal, to act as coordinator of such policies and procedures. Concerns or questions may be directed to her office at 5657 Scioto Darby Road, Hilliard, Ohio, 43026, telephone (614) 527-0465.

ADMINISTRATIVE STAFF

ADMINISTRATIVE STAFF		
Dr. Ghada Al-Sadoon	Head of School / Principal	principal@sunriseacademy.net
Miss Shahira Elgeziri	Middle and High School Assistant Principal	selgeziri@sunriseacademy.net

Ms. Mairvat Mrayan	Arabic, Quran, and Islamic Studies (AQIS), Preschool and Elementary Assistant Principal	mmrayan@sunriseacademy.net
Ms. Hind Ouhammou	Business Manager	houhammou@sunriseacademy.net
Ms. Sumiya Suthan	Administrative Assistant	ssulthana@sunriseacademy.net
Ms. Mehreen Suhail	Senior Administrative Officer	msuhail@sunriseacademy.net
Ms. Arij Khan	Administrative Assistant	akhan@sunriseacademy.net

SCHOOL BEGINS AT HOME

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

- Send 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.

BREAKSFAST/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).

Due to the Coronavirus pandemic, students will be socially distanced during lunch with only 4 students to a table. Students will be instructed to remain at least 6 feet apart at all times and wash their hands constantly.

MORNING ARRIVAL

Drop-off begins at 8am. School begins at 8:30am. Students arriving by car are to be dropped off at 8am at the side glass sliding doors of the middle/high school building. Cars should proceed with caution and at slow speeds while in the parking lot. Students may not arrive before 8:00 a.m. All students who walk to and from school are expected to do so safely. A signed parent note giving permission for their child to walk home from school is mandatory for students to walk home. Also, students are expected to use public walkways and not cut through or damage private property. NEVER walk between buses. Any students arriving after 8:35a.m are considered tardy and are required to report to the office upon arrival with their parents to be signed in.

AFTER SCHOOL DEPARTURE

School ends at 3:30 p.m. Students will be dismissed around 3:35pm. We ask parents to please drive slowly and carefully. Mind buses as they have priority over car riders.

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 loud speaker.

Car Riders

Students who are car riders are to remain in their classroom until they are called by a staff member to come outside when their parents arrive for pick up.

**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. Dismissal ends at 4:00pm. Latchkey and after school activities will not be offered this year due to the Coronavirus pandemic. Any student remaining at school after 4pm will be required to sit in the office while their parents are contacted. A late pick up fee may apply.

Students whose parents are late picking up may be charged a fee of $20 every 15 minutes per child. If parents are constantly picking up late and have not contacted the school with a sufficient excuse for their delay, they will be referred to Franklin County Children Services.

Parents/guardians picking up students during school hours from building D must call the office and inform them of pick up time. We ask that upon arrival, parents may ring the doorbell, or call, to let the office know you have arrived. We ask that parents please remain in their car at all times. A staff member will bring out the sign-out binder to you for child sign out. This process is to limit the amount of people inside the building and insha'Allah to do everything we can to limit the spread of the virus.

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 school grounds unless authorized by school personnel and with the written permission of their parents. 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 parking lot before, during, and/or after school.

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 email/text services and the school's social media pages such as Facebook and Instagram: *Sunrise Academy Stallions* as well as possibly 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 vendor below only. This is to ensure uniformity.

Option #1 - Visit http://www.malimarclothing.com Option #2- **French**

Toast (All Uniform)

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

Boy's Gym Uniform:

- Sunrise Academy gym shirt (short or long sleeve)
- Loose navy blue or black athletic pants.
- Gym shoes

Girl's Gym Uniform:

- Sunrise Academy gym shirt (long sleeve only)
- Loose navy blue or black athletic pants.
- Gym shoes

Middle School Boy's School Uniform:

- Solid navy blue uniform pants. (Jeans, shorts or sweat pants are not permissible at school.)
- A light blue polo shirt with the Sunrise Academy logo.
- Shoes must be appropriate for sports activities. Sandals, cleats, or heels are not permissible.
- A plain navy blue or black sweatshirt if needed.

High School Boy's School Uniform:

- Solid black uniform pants. (Jeans, shorts or sweat pants are not permissible at school).
- A white polo shirt with the Sunrise Academy logo.

- Shoes must be appropriate for sports activities. Sandals, cleats, or heels are not permissible.
- A plain navy blue or black sweatshirt if needed.

Girl's School Uniform:

- Solid navy blue abaya with the Sunrise Academy logo with navy pants underneath.
- No jeans, shorts, sweat pants, pajama pants, skorts or short skirts may be worn at any time under the abaya.
- Shoes must be appropriate for sports activities. Sandals, cleats, or heels are not permissible.
- A plain white hijab is required (high school girls may also wear a black hijab if preferred)
- Small jewelry is permissible. No earrings should be showing.
- No fingernail polish, fake nails, makeup, fake lashes, or perfume.
- A navy or black plain sweatshirt is permissible.
- Bags (such as purses…etc) other than bookbags are not permitted to be worn or carried around during the school day.

Dress Down Day Uniform Guidelines:

Boys and Girls

- All clothing must be long, loose fitting and appropriate for salah.
- No leggings
- No open toed shoes at any time. (Ex: No sandals or flip flops)
- Boys: Shirts must be long enough to cover the backside when bending over especially during salah.
- Boys: Pants should be loose fitting and an appropriate size. No sagging.
- Girls: Shirts must be long sleeved and knee length or below. ● Girls: Hijab required

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:

Sit up

Listen

Ask and answer questions

Nod your head

Track the speaker

SCHOOL RULES

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

Student Common Area Rules

Outdoors:

1. If students are outside for lunch, they MUST stay on school grounds.
2. Students may NOT leave school property and go to the park or anywhere else.
3. Students may NOT leave 5677 locations and go to 5657 locations without administration permission.
4. Students must be chaperoned by a Sunrise Academy staff member at all times.

Failure to abide by these rules may result in suspension or expulsion.

BEHAVIOR MANAGEMENT SYSTEM

Sunrise Academy is committed to developing and implementing interventions and supports that help students to be successful in the areas of behavior and academics. In order to monitor the consistency and effectiveness of school-wide interventions we track progress of individual students through an online program called PowerSchool.

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 class work
- 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.

Ethical 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 groups race, color, ancestry, religion, or national origin, for the purpose of inciting and provoking bodily injury, intimidation, or harassment, poses a threat to the order and safety of our schools and has a negative effect on the learning environment in the school.

This policy of the 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 or 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 administration. All phones must be turned off or placed on silent throughout the day (8:00am – 4:00pm) and turned into the office during morning homeroom. If students need to call their parents, they must use the school 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 administrators, as well as teachers, may assign detention during lunch and/or recess.

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 up to 5 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 5 days, then he/she has 5 days to make up their missed assignments. If work is not turned in by the deadline, 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 enforcement 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 at any time 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 reasonably related to the objectives of the search and will not be excessively intrusive in light of the age and gender 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.

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 precede 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 (3:00PM – 3:30PM). 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 a late pick up fee will be charged.

5th Referral: Expelled from bus transportation for the rest of the quarter. Parents must pick up their student at dismissal time. If a child is not picked up by 3:30pm, then a late pick up fee 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 3:30pm, then a late pick up fee 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 3:30pm, then a late pick up fee 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 video tape 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 before a report has been made. Traditional consideration of confidentiality shall not constitute grounds for failure to report such cases.

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

1. "Abuse" is any physical or mental injury or sexual abuse inflicted on a child other than by accidental means by a person who is responsible for the child's health and welfare.

2. "Neglect" is abandoning a child, subjecting a child to an environment injurious to his/her welfare, or failing to provide the proper support, education, or mental or remedial care required by law by one who is responsible for the child's welfare.

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

Students will go on field trips throughout the school year. All students are required to wear their field trip shirts on any field trip.

EXTRACURRICULAR ACTIVITIES

Activities are, but not limited to, soccer, basketball, halaqa, Hifz program, science club, and more.

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.

McGraw Hill - Reveal Math with Aleks:

"Rigor is built-in and supported throughout the program. The three components of rigor — conceptual understanding, application, and procedural fluency — are embedded in resources, lessons, and practice state assessments.
Glencoe Math makes math real for students. Digital planning tools and interactive resources are available online through the power of ConnectED, an easy-to-use assignment and assessment platform. Use them as-is or make them your own to spark student thinking.
Glencoe Math meets students wherever they are in their learning. Assessments help you determine proficiency before, during, and after lessons. Differentiated instruction resources ensure approaching-level students master concepts before moving on, while beyond-level students are continually challenged."

Khan Academy:

Khan Academy is where "Students practice at their own pace, first filling in gaps in their understanding and then accelerating their learning. Created by experts, Khan Academy's library of trusted, standards-aligned practice and lessons covers math K-12 through early college, grammar, science, history, AP®, SAT®, and more. With Khan Academy, teachers can identify gaps in their students' understanding, tailor instruction, and meet the needs of every student." – Khanacademy.org

IXL

"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.

Language Arts

English curriculum for grades 6 – 9 that brings the rich content everyone loves. StudySync helps you meet the expectations of the new standards while celebrating the world of knowledge with your students.

With StudySync, every text is of the highest quality. Students use these texts to learn and master the essentials in reading, writing, speaking, listening, grammar, and vocabulary skills.

McGraw Hill - Glencoe Science

Glencoe is a state-of-the-art science program designed for building inquiry, STEM, and optimized for learning in the classroom, at home, on a laptop, a tablet, or using a science textbook. The digital curriculum, virtual labs and hands-on activities, and write-in science textbook develops important critical-thinking skills that prepare students for success in future science courses and in the workplace.

Google Suite (G Suite)

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.

Middle School Chromebooks

Students in middle and high school will be assigned a Chromebook for the school year. Chromebooks are allowed to be taken home to do school related studies if needed only if it is approved by the principal. Students are NOT permitted to download non-academic related work for Sunrise Academy. Any games, videos, pictures or other items downloaded on the school Chromebooks will result in the Chromebook being confiscated for one quarter and possibly for the remainder of the year depending on the situation. This means the student will have to find an alternate option to complete their assignments. Furthermore, if a school Chromebooks is damaged or lost, the student (parents) will be responsible for the cost of the damages or replacing the Chromebooks.

ACADEMICS

For high school graduation requirements and other academic information please speak with the ***guidance counselor***.

Grading Scale, GPA

Sunrise Academy is not weighting college level courses (AP and CCP)
High school courses taken in middle school will be included in high school GPA calculation.
Calculation of grade points for courses are shown below:

Letter Grades	Numerical Equivalent	Regular 4.0 GPA Scale
A+	98-100	4.00
A	93-97	4.00
A-	90-92	3.67
B+	88-89	3.33
B	83-87	3.00
B-	80-82	2.67
C+	78-79	2.33
C	73-77	2.00
C-	70-72	1.67
D+	68-69	1.33

D	63-67	1.00
D-	60-62	0.67
F	0-59	0.00

Honor/Merit Roll/High Honors

Students are eligible for High Honors, Honor Roll, and Merit Roll. Honor rolls will be calculated at the end of semesters. 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 Policy

Sunrise academy uses the percentage-based system to evaluate students which groups all assignments, quizzes, etc., into "categories" and assigns a percentage or weight to each category. The sum of all the categories will be 100%.

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

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.

Semester Grading Periods: Progress Reports and Report Cards

Reports are distributed to students no later than 10 school days following the end of each grading term. There are two semesters in one school year. Each semester consists of two quarters (4 quarters total for the year). Each semester will consist of one Progress Report and one Report Card. Progress Reports will be distributed to all middle/high school students at the halfway mark of each semester (Half Semester). Report Cards will be distributed to all students at the end of each semester. Students will receive a total of two Progress Reports and two Report Cards for the school year.

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 in two or more quarters throughout the school year.
- Poor attendance
- Immaturity; and,
- Consensus of teacher and principal.

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.

Summer School (Credit Recovery)

Students who fail at least one semester of one or two courses will be required to take summer classes to make up for all failures in **required** courses for **high school graduation**. Students are subject to pay for summer class fees. It is recommended that a student who has the opportunity to make up a non-required course to do so in order to avoid future credit deficiencies.

Specific Course Requirements

Grade 6-8

English:	English 6,7,8
Mathematics:	Math 6, Math 7, Math 8 or Algebra I * (8-9)
Science:	Science 6, Science 7, Science 8 or Physical Science * (8-9)
Social Studies:	Social Studies 6,7,8
Theologies:	Islamic studies 6,7,8

Quran:	Quran 6,7,8
World Language:	Arabic 6,7,8,
Physical Education:	During grades 7-12
Health: *	During grade 7-12 or in summer before freshman year (count for high school credit)
Electives:	Keyboarding, Computer Science Discoveries, STEM, Life Skills.

Grade 9-12

English: [1*]	English 9,10,11,12. Students must complete 4 years of high school English and CCP/AP equivalencies.
Mathematics:	Algebra I, Geometry, Algebra II and one higher level of course are mandatory. Students must complete four years of high school math.
Science: *	Physical Science (8-9), Biology (9-10), Chemistry (10-11) and fourth years of a science elective is required.
Social Studies: *	World History 9, American History 10, Government 11, Economics and Financial Literacy (11-12)
Theologies:	DC (Dual Credit) Islamic Studies 9,10,11,12,
World Language: *	Arabic 9, Arabic 10, Arabic 11
Fine Arts: *	1 credit must be earned in fine arts unless 2 semesters of fine arts coursework were successfully completed in middle school (during grades 7-12)
Physical Education: *	Two semesters are required in during grades 7-12
Health: *	One semester (during grades 7-12 or in the summer before freshman year)
Electives:	Quran, Introduction to Computer Science,

Study Hall

Study halls are scheduled for all students to work independently. Study halls are specifically for studying, and silence is to be maintained.

Advanced Placement

Sunrise Academy High School offers Advanced Placement Courses providing students the opportunity to pursue college-level studies while still in high school. Based on their performance on rigorous AP Examination, students can earn credit, advanced placement, or both for college. The fee for AP Exams is set by the College Board. Exams are given locally during the school day in May, and take approximately 3 hours. Students who are experiencing academic disadvantage can apply for the waiver for the AP Exam fee.

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*[1] * High school courses required for graduation. High school courses taken in middle school will be included in high school cumulative grade point average.*

How do students benefit?

College admissions personnel view the AP experience as one indicator of future success at the college level. Students are often exempted from introductory courses at college. Over 90% of the colleges and universities in the United States, as well as colleges and universities in 19 other countries accept AP grades. Each college decides which AP Exam grades it will accept for credit, or advanced placement or both; most accept grades of 3 or higher.

The AP Grading System

5 = Extremely well qualified

4 = Well qualified

3 = Qualified

2 = Possible qualified

1 = No recommendation

College Credit Plus

Sunrise Academy has partnered with Columbus State Community College to offer CCP courses. College Credit Plus (CCP) provides college-ready students in grades 7 – 12 with the opportunity to take college classes offered by any Ohio public college or university, or from any participating private postsecondary institution, at their high school, on the college or university campus, or online. The program allows students to explore college interests sooner and to earn college credits toward a degree before graduating from high school.

For students who apply for CCP State Funding, tuition is free if your student takes classes at a public college and does not go over the maximum number of CCP credit hours allowed per year.
These classes count for both high school credit and college credit. Receiving both high school and college credit sounds great, but you should consider which colleges will accept CCP credits once you've finished the course.

Mishkah Dual Enrollment Program

Sunrise Academy has a partnership with Mishkah Islamic University. This program will enable high school students (grades 9-12) to receive credit for courses offered at Mishkah University that will go towards an Islamic Studies Associate degree. Students will only receive an Associate degree from this Dual Enrollment program if they complete all required coursework at contracted school. If the student does not complete the 64 credits hours, he or she will only earn a Certificate of Completion.

The final examination at the end of each semester follows the procedures and policy set by Mishkah University as follows:

1. The final grade attributed by Mishkah will consist of the average of classroom assessments (60%) and the final exam (40%).
2. Students must score a 70% or more on the Mishkah exam to receive credit.

Guidance Services

The Guidance Department's goal is to help students succeed in school and plan for the future. Services include personal, academic, and career/college counseling. Counselors provide help in exploring college options and scholarships, as well as a variety of occupations. They work closely with students in helping them best meet their present and future needs.

To make an individual appointment, the student should email the counselor or put a note in his or her counselor's mailbox. The student should provide his or her name, homeroom, convenient meeting time, and reason for the request.

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 students 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.

ASSESSMENTS/ACTION PLANS

State Testing Requirements for High School Graduation

As a foundational component of Ohio's graduation requirements, Ohio's State Tests give students the opportunity to show what they know and are able to do and help ensure that every student who graduates from an Ohio high school is prepared for success. The required end-of- course tests include;

Algebra I[2*]
Geometry[3**]
English Language Arts II[*]
Biology
American government[4***]
American history[***]

CCP/AP Substitution for State End-of-Course Exams

2* Earn a competency score (at least 684) on Algebra I and English II end-of-course tests.

3** Recent changes to state law direct the Department to work with the U.S. Department of Education to ensure compliance with federal testing requirements for high school mathematics. Following these discussions, the geometry end-of-course test may be removed from the state assessment system. However, at this time, districts and schools should plan to administer the geometry end-of-course assessment to any student who is enrolled in a geometry course for the first time and who has not already taken the test. The Department will communicate any changes once a final determination is made in consultation with the U.S. Department of Education.

4*** Students studying Advanced Placement (AP), International Baccalaureate Studies (IB), participating in college credit plus courses in American History, or American Government may take assessments aligned to those courses in lieu of end-of-course exams to avoid double testing.

College Credit Plus (CCP) courses or AP exams, in the subject area, will satisfy the end-of-course graduation test requirement for:

American History
American Government

All Juniors must take a state-funded ACT or SAT college readiness test spring of the school year. (See exceptions here)

MAP Testing

Grades sixth through ninth 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 will 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 aide student success through an intervention plan that will help students meet their goals. Actions Plans are to be revised and sent home at the end of each quarter.

SCHOOL ACTIVITIES, CLUBS AND TUTORING

NJHS policy

NJHS is a national honor society all around schools in America. At Sunrise Academy, NJHS is for 6th – 8th graders who achieve the following requirements:

1. Members **must** maintain an average of 3.80 or above in all classes. Failure to maintain this average may result in a three week probation period. This means, a written warning, and implies that a repetition or failure of improvement may result in a loss of membership.

2. Members must receive a score of 3 or 4 on their behavior sheets. If a member receives less than a 3, he/she will be placed on a two week probation to improve their behavior. If behavior does not improve, the member will be referred to the NJHS council for possible dismissal.

3. Members are expected to attend all meetings unless they have been excused by a NJHS advisor. Members can have no more than **3** unexcused absences throughout the year. Missing more than a total of 5 meetings (excused or unexcused combined) may result in a loss of membership.

4. Members must document all community service:
   a. Members must reflect the qualities of character, leadership, and service by maintaining high academic standing while serving their community.

5. Membership in NJHS will be lost automatically if a member does any of the following:
   a. Cheats or shows any act of plagiarism
   b. Receives a level 2 or 3 disciplinary action

PARENT TEACHER CONFERENCES

Sunrise Academy offers two parent/teacher conferences for the school year. The first parent/teacher conference is mandatory for all parents to attend. A form will be sent to parents to sign up for their conference.

LATCHKEY POLICY

Any students remaining at school after 4:15pm will be taken to latchkey and a fee may be implemented per child.

MESSAGES & VISITATIONS

We ask that parents/guardians limit messages to medical emergencies and very urgent matters. We request that messages do not include such things as reminders of appointments, babysitting arrangements, and similar matters of daily routine. We simply cannot guarantee delivery of messages that are not of an emergency nature. Listed below are the procedures used on a daily basis to get messages to students:

1. Messages from parents/guardians will be taken at the school office.
2. Messages will be hand delivered only in the case of a medical or other extreme emergency.
3. Students will not be pulled from their daily routine to answer a phone call – including lunch or study hall periods.
4. Students are not permitted to use school phones unless it is an emergency.
5. Cell phones are not to be used during school hours and are to be turned off or silenced, and turned into the office during morning homeroom.

VISITORS

Visitors must stop at the front office first and may not enter the rest of the building without permission. If visiting a classroom or anywhere else around the school, visitors must sign into the visitor's binder at the front desk, and sign out before leaving the school. Visitors are not permitted to take pictures or video recordings of the students, staff, or school property. Visitors may not smoke on property or use student restrooms. Visitors may only use staff restrooms when needed.

VOLUNTEERS

Volunteers must fill out a volunteer form prior to volunteering at Sunrise Academy. This form must be approved by the principal first before volunteering on school grounds. A background check must be completed prior to volunteering.

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 parent's 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 and/or sneezing
- Shortness of breath
- 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 above symptoms (especially symptoms of Coronavirus) will be sent home immediately as well as get tested for COVID-19. 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

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

Distribution of materials to students by families is strictly prohibited this year due to Coronavirus. 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 for distribution 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 or thrown away.

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 and schools who request them.

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.

2. 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.

3. 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.

ACKNOWLEDGEMENT OF RECEIPT

Yes, our family has received and read the Middle/High School Student and Family 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 policies and procedures for Sunrise Academy. You may contact the School Board by email at Board@sunriseacademy.net .