

SUNRISE ACADEMY

Orange City, Florida

Lower & Upper School Parent & Student Handbook

2024-2025

Empowering students to be life-long learners that are
compassionate, resilient, and educated.





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MISSION STATEMENT:

**Empowering students to be life-long learners that
are compassionate, resilient, and educated.**



Vision, Mission, and Goals

VISION

Sunrise Academy believes that all students are unique and should be treated as such. It is our vision to **Educate**, **Enliven**, and **Empower** every student. With the focus on motivating each student within an environment of respect and equal opportunity, an environment that will also challenge their individual growth while developing their leadership skills, every student can learn, grow, and accomplish academic, social, and professional goals.

Sunrise Academy strives to offer every student every opportunity for success, through:

- An innovative, relevant curriculum that reflects the background of all our students and is taught with enthusiasm, which develops students' skills of critical thinking and communication
- A safe, diverse, compassion-based environment, which aids students in working with people from different walks of life

MISSION

It is the mission of Sunrise Academy to provide the upmost highest level of education through diversified methods and non-religious education. We seek to provide a compassion-based education focused on encouraging and supporting students so that they can reach their fullest potential, academically, emotionally, socially, and athletically.

GOALS

We seek to ensure adequate student academic gains, steady enrollment, while providing a safe, respectful, and structured school environment for children from all walks of life.



Introduction



Sunrise Academy is an independent school. We are not a part of the local school district, which gives us more flexibility in how we can meet the needs of our learners. For example, we teach cursive handwriting, and typing, whereas many district schools do not. Our small class styles allow us to better cater to the unique needs of our learners so that they can flourish, instead of being left behind.

We are accredited by Cognia, an agency that encompasses the unified policies and procedures of the Southern Association of Colleges and Schools and Schools Council on Accreditation and School Improvement (SACS CASI). We are also accredited by the National Independent Private School Association (NIPSA), and Peace Mala. Our preschool is a Gold Seal Quality Program licensed by the Florida Department of Children and Families.

We are not affiliated with any church, or religion but that does not mean we do not celebrate the diversity of our student population. We welcome all students, from all backgrounds because we believe that all lives have equal values.

Compassion is core to everything we do, and that is why we are the first Peace Mala Accredited School in the United States. We teach students character, and leadership skills. Our aim is not just to graduate students, it is to prepare them for life in the real world. We want our students to be good communicators, and critical thinkers. We want to nurture each student's talent and passion and ensure that our students act for the common good.


We believe in empowering students to be life-long learners that are compassionate, resilient, and educated.

We are confident that your child will have a good, meaningful education here at Sunrise Academy—an education that will enable your son or daughter to positively impact and shape the wider world.

Thank you for choosing Sunrise Academy



School Calendar



SUNRISE ACADEMY
Orange City, Florida

2024-2025 Calendar
K12 School

2024-2025 School Calendar

August 6 (Tuesday)	Preplanning Begins – Teachers Report
August 12 (Monday)	First Day of School for K-5th Students
August 13 (Tuesday)	First Day of School for 6th-12th Students
September 2 (Monday)	Labor Day Holiday
September 20 (Friday)	Professional Development Day/Student Holiday
October 14 (Monday)	Teacher Duty Day/Student Holiday
November 11 (Monday)	Veterans Day Holiday
November 25 (Monday)	Thanksgiving Holiday Begins
December 2 (Monday)	Classes Resume
December 23 (Monday)	Winter Holiday Begins
January 6 (Monday)	Professional Development Day/Student Holiday
January 7 (Tuesday)	Classes Resume
January 20 (Monday)	Martin Luther King’s Birthday Holiday
February 17 (Monday)	President’s Day Holiday
March 14 (Friday)	Teacher Duty Day/Student Holiday
March 17 (Monday)	Spring Holiday Begins
March 24 (Monday)	Classes Resume
May 20 (Tuesday)	Last Day of School-Students <i>(Early Release 1PM)</i>
May 22 (Thursday)	Graduation Practice <i>(Gr. VPK, K, 5, 8, 12)</i>
May 23 (Friday)	Graduation Day <i>(Gr. VPK, K, 5, 8, 12)</i>
May 26 (Monday)	Memorial Day Holiday
May 29 (Thursday)	Last Day for Teachers

Grading Periods

Period	Grade Period Begins	Midterm Period Ends	Grade Period Ends
1	Aug. 12, 2024	Sept. 20, 2024	Oct. 14, 2024
2	Oct. 15, 2024	Nov. 18, 2024	Jan. 6, 2025
3	Jan. 7, 2025	Feb. 10, 2025	Mar. 14, 2025
4	March 24, 2025	Apr. 18, 2025	May 21, 2025

Early Release Days

August 16 August 23 August 30	September 6 September 13 September 27	October 4 October 11 October 18 October 25	November 1 November 8 November 15 November 22	December 6 December 13 December 20
January 10 January 17 January 24 January 31	February 7 February 14 February 21 February 28	March 7 March 28	April 4 April 11 April 18 April 25	May 2 May 9 May 16 May 20 1PM

EARLY RELEASE IS EVERY FRIDAY AT 1:00 P.M.
MAKE-UP DAYS FOR WEATHER MAY BE FULFILLED THROUGH THE CANCELLATION OF SPECIFIED EARLY RELEASE/TEACHER DUTY DAYS

Revised/Approved 5/10/24



COVID-19 & Infectious Disease Statement

Sunrise Academy takes extensive measures to ensure the school building is prepared, is hygienic, and free of infectious diseases, such as COVID-19. We ask families and employees to do their part to keep everyone healthy as the pandemic continues.

Mask Requirements

COVID 19 – Mask & Face Coverings Policy 2024-2025

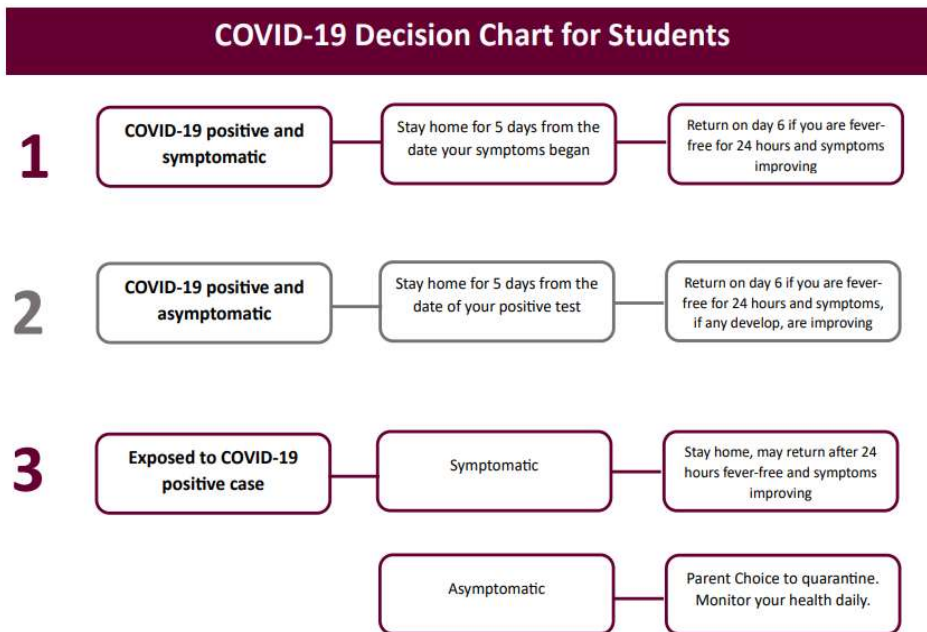
Face coverings (masks and face shields) are optional and voluntary for all students, faculty, and visitors. Students and adults are permitted to wear a face mask or face covering that covers their mouth and nose to mitigate the spread of infectious diseases, such as COVID-19. No student shall be subject to disciplinary action for wearing a face mask or face covering.

While the school permits the wearing of face masks and face coverings for public health purposes, the school does not require any student, faculty, or staff to wear a face mask or face covering. Sunrise Academy will maintain a supply of disposable face mask for students and staff.

Sunrise Academy asks students, parents, and employees to stay home if they are sick or experiencing symptoms of illness.

Positive Cases and Suspected Infections

Please refer to the COVID-19 Decision Chart for guidance.





Parent/School Relationship: Principles & Expectations

Sunrise Academy has ten expectations that we believe will help us to have a positive and cooperative relationship throughout the entire school year:

(1) As a part of our joint role to help students grow and mature, parents are expected to encourage their student to address perceived inequities appropriately and independently, including reporting if necessary.

(2) Parents must cut the constant phone ties from their students. Let your student make decisions on their own without the constant need for parental reinforcement. Sometimes they will make a decision that is different from the one you would have encouraged. That's fine too.

(3) Students must learn to seek assistance from an adult on campus for academic, or other assistance. We have resources for your student for this purpose, including the student's teacher, mentor, or other person installed on campus.

(4) When parents contact the School without the student's knowledge ("John doesn't know I'm calling, but . . ."), the School will need to address the issue directly with the student. We cannot promise you that we will maintain confidentiality over your phone call. Refer to expectation number one.

(5) The School will typically investigate issues and question students without the parent's presence. This helps us move quickly to resolve issues.

(6) Although your student's issue is important, concerns take time to address. Please be patient and do not call repeatedly for an update.

(7) Please do not ask us to tell you about discipline imposed on other students. We would not disclose discipline of your student to others and expect that you understand the same principle applies to other students.

(8) The School will not communicate everything that occurs in the student's daily life to a parent. We have a lot of students under our care (including your student) that we need to ensure are safe, secure, and happy. We expect that you would like our attention to be focused there.

(9) Neither the teachers nor the School will provide a daily email, text, or call regarding the student's progress or difficulties. We will communicate with you through appropriate School channels if we believe there is a concern that you should address with your student.

(10) All communications between the parents and any person at the School must be professional, cooperative, and appropriate. If we cannot have this type of relationship, this may not be the right school for your child.

Parent/Family Cooperation

The School believes that a positive and constructive working relationship between the School and family member (defined as parent, student, or other person associated with the student) is essential to the fulfillment of the School's educational purpose and responsibilities to its students. If any family member of a student **(i)** engages in behavior, communications, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or disagreement with the School's policies, methods of instruction, or discipline, **(ii)** otherwise interferes **or voices strong disagreement** with the School's safety or health procedures, responsibilities, or accomplishment of its educational purpose or program, or **(iii) files a lawsuit or threatens litigation against the School for a perceived wrong by the School (including its officers, trustees, directors, Board members, employees, agents, and**



affiliates), the School reserves the right to place restrictions on the family member’s involvement or activity at School, on School property, and/or at School-related events or to dismiss the family member from the community. The School may also place restrictions on a family member’s involvement or activity at School, on School property, or at School-related events for other reasons that the School deems appropriate. The School also reserves the right to withdraw an offer of enrollment or re-enrollment or to void an executed enrollment contract because of a family member’s violation of the expectations set forth in this policy. **The term “threatens litigation” includes any claim, proceeding, dispute, action or other matter for which any demand or statement has been made (orally or in writing) or any notice has been given (orally or in writing), or if any other event has occurred or any other circumstances exist, that would lead a prudent person to conclude that such a claim, proceeding, dispute, action or other matter is likely to be asserted, commenced, taken or otherwise pursued in the future.** Any determination of a violation of this policy shall be in the School’s sole and reasonable discretion. **There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student’s enrollment contract.**

Additionally, the School requires that all parents (married, unmarried, divorced, or separated) cooperate with one another in the best interests of their child(ren)’s education at the School. Failure of parents to cooperate with one another may lead to dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years. **There will be no refund of tuition where such dismissal occurs, and any unpaid balance is payable in full according to the terms of the student’s enrollment contract.**

Student Responsibilities

1. Attend school regularly
 - a. Students with excessive unexcused absences will be referred to the Florida Department of Children and Families for truancy.
 - b. Students who are habitually tardy risk failing courses and academic probation
2. Treat others with respect
 - a. Use of disrespectful body language or foul vocabulary will not be tolerated. Any student that displays this type of behavior will be suspended. If this behavior is found to be habitual the student will be recommended for more severe disciplinary actions that can lead to expulsion.
3. Treat school property and the property of others with respect
 - a. Disrespectful use of school property including, facilities, bathrooms, classrooms, labs, books and materials will not be tolerated. Any student that is found to be damaging, defacing or destroying school property will be suspended, and face possible expulsion, depending on the severity of the infraction
4. Respect the privacy of others
 - a. Students are encouraged to refrain from gossiping in order to maintain a healthy learning environment
 - b. Gossip is a form of bullying and is in breach of our bullying policy. Students found to be maliciously spreading gossip will be suspended and face possible expulsion.
5. Have in their possession only those items allowed by law
 - a. All students are prohibited from bringing illegal substances to school, weapons of any kind and tobacco products. Any student in possession of any of these items will be suspended immediately and may face possible expulsion.
6. Listen courteously to the opinions and points of view of others
 - a. As part of the leadership component of the curriculum students are required to accept constructive criticism that is presented in a respectful, and appropriate manner.
7. Come to class with all necessary materials and be prepared to learn
 - a. Students must bring all necessary materials and supplies to class. Unprepared students will not be tolerated in the classroom. Any students who lack the necessary classroom supplies such as textbooks, notebooks, and writing utensils will be marked absent from class.



8. Take advantage of their learning opportunities
 - a. Students who refuse to participate actively within the classroom and or assigned activities risk recommendation for ineligibility of tutoring occurring.
 - b. Students who refuse to work during class will be marked absent from class.
9. Submit original work
 - a. Copying or plagiarism will not be tolerated. Any student who does not submit original work will be given a failing grade and will not be given the opportunity to re-submit the assignment.
 - b. Students and parents may schedule an appeals hearing if they believe that the accusation is not just.
 - c. Students who continuously submit plagiarized work could face expulsion.
10. Respect any and all faculty and staff
 - a. Proper student conduct and safe behavior is the concern of all members of Sunrise Academy staff. Your child must follow directions and adhere to school policies while on premises. Redirection is not limited to the child’s teacher or school administration.

Drop-off & Pick-up Procedure



Above: If arriving by car, enter the school pick-up/drop-off line via Enterprise Road and drive towards the Bowling Alley parking lot.

Drop off: Drop-off students at the main door (not the preschool), ensure arriving students exit the car on the side closest to the school, or park in a parking space and escort students into the main entrance door. **Never leave your car in the carpool lane.**



Pick-up: If picking up by car, enter the carpool lane at 5 mph or less. Wait until the student and assisting adult has stepped five feet away from your car before pulling away. Be courteous with other drivers and watch for other people, especially children. Cars must join the carpool line and wait for the cars preceding them to pick-up/drop-off students before exiting the parking lot. Watch and follow the school attendant's direction at all times.

Carpool Student Signs: Please place the assigned student sign in your car on the right side of the dashboard so that you can be identified quickly. There is a \$3 fee for a student sign duplicate/replacement.

School Start & End Times

School Start Time:

Monday – Friday: 8:00 a.m.

Student Dismissal times:

Monday - Thursday: 2:30 p.m.

Fridays: 1:00 p.m. (Early Release)

Late & Tardy Arrival:

Late after 8:10 a.m. (Parent/Guardian must accompany student into office)

Last admittance: 8:15 a.m.*

**No students will be admitted after 8:15 a.m. without a documented excuse note from a licensed professional, such as a Doctor, Dentist, Psychologist, etc., or the approval of an administrator.*

Late Arrivals:



Late arrivals disrupt the learning process for the students, as well as the teacher's plan for the lesson. Students must arrive in their classroom by 8:00 a.m. each day. Each student is permitted three late arrivals each school year. After three late arrivals, the parent(s)/guardian(s) will be charged a fee of \$5 for each late arrival. A student is considered late if arriving after 8:10 a.m.

Late Pickups:



You must pick up your child by the dismissal time. You will have a grace period of 15 minutes before a late fee of \$10 will be assessed. If your child is not picked up by 3PM (Office Closing), an additional late fee of \$15 will be assessed at 3PM and \$15 every 5 minutes thereafter will be assessed.

The school is duty bound by law to report habitual truancy, and suspicions of neglect and abuse to state authorities.



Before & After Care (Extended Day)

Before & After care, also referred to as “Extended Day,” is offered by the Sunrise Academy Preschool. The program is available to all students age 5-12 years of age. Before & After Care is available Monday-Friday from 7:00a.m. – 5:30 p.m.

Inquiries, applications, concerns and payments for Before & After Care should be directed to the Preschool Office.



Early Pick-Up During School Day

No student may be checked out early from school during the school day, except where a documented appointment is necessary. No student may be checked out early for any reason for the last thirty minutes of each school day.

In the interest of minimizing disruption, ensuring students receive a quality education, and to comply with state requirements, the school will not release students to any person that does not comply with these requirements.

Visitor Sign-In & Sign-Out



All visitors are required to present their photo ID to the reception upon entering the school front office. The receptionist will scan your photo ID into the Raptor Kiosk and issue you with a visitor pass before you can leave the reception area. Visitors remaining in the reception area are still required to sign in and visitors should sign out upon leaving the school.



Open Door Policy

All Parents are welcomed into the reception area during school hours. Parents wishing to visit the Head of School, Executive Director, Principal, or any teacher, will have to take prior appointment from the Administrative Assistant. The Administrative Assistant will assist you when you are in the school.

Visiting classrooms while classes are going on are not allowed to avoid class disruption. Only on the first day of school is an exception made to allow parents to escort their child to class.

Release of Students from School

Sunrise Academy will only release students to those listed on the Authorized Pickup List. Authorized Pickup persons must be at least 16 years old. Changes to the Authorized Pickup form must be done in writing via signed letter, or from the parent's registered email address. Changes to this Authorized Pickup list will not be accepted over the phone. Pickup persons must carry a photo ID. The school reserves the right to hold students if the school is not satisfied that the child's safety can be guaranteed, or we cannot verify the identity of the person picking up the child.



Student Driving Privileges

Students who are of legal driving age with a driver's license may drive to and from school only if their parent or guardian has completed a Student Driver Permission Form. Student parking is located along the second row of the parking lot. Driving privileges may be revoked because of noncompliance with any Sunrise Academy policy. Students may drive other students only if a Student Transportation Permission Form is completed by the parent or guardian of the student being driven by another student. Students must sign out in the front office before leaving campus.

School Attendance Requirements

Florida Law (Section 1003.21, Florida Statutes) states that all children who are either six years of age, who will be six years old by February 1 of any school year, or who are older than six years of age but who have not attained the age of 16 years, must attend school regularly during the entire school term. A student who attains the age of 16 years during the school year is not subject to compulsory attendance beyond the date of which the student attains that age if he/she files a formal declaration of intent to terminate school enrollment with the school district.

Regular attendance provides students the opportunity to acquire specific skills, and meet course goals and objectives that may not otherwise be possible if not in attendance. Many integral learning activities, including class discussions, laboratory experiments, field trips, direct instruction, and guest speakers cannot be simulated or replicated with bookwork. Therefore, Sunrise Academy has adopted attendance policies for elementary, middle and high schools to encourage honest, accurate, and consistent adherence by all students, parents, teachers, and administrators.

When a student is continually sick and repeatedly absent from school, the student must be under the supervision of a doctor in order to receive an excuse. The doctor's statement should confirm that the student's condition requires absence for more than the number of days permitted by the district school board policy.

Students participating in Florida School Choice scholarship programs must in addition adhere to their scholarship attendance policy. The scholarship program requires at least 170 days of attendance for any student of compulsory age participating in their program. Students who are scholarship participants are required by Sunrise Academy to maintain a 90% attendance rate. Students that fall below this 90% attendance requirement may be denied re-enrollment the following year.

Intermittent attendance is cause for expulsion. Student with intermittent attendance may be unenrolled from our program at any time and without prior notice. It is our policy that a student who accumulates 15 or more unexcused absences within 90 days with or



without the knowledge or consent of the student's parent shall be considered for expulsion.



You must report all absences via the school's website "Report Student Absence"

Excused absences for more than 4 days will require documented proof, such as a doctor's note.

The school is duty bound by law to report habitual truancy, and suspicions of neglect and abuse to state authorities.

Student Absence: Doctor's Note

Excused absences for more than 4 days will require documented proof, such as a doctor's note.

School Work: A doctor's note does not automatically excuse a student from the responsibility to complete missed school work or make-up work. Excuses from missed school work or make-up work is at the discretion of the teacher and/or administration.

Tuition & Fees

Tuition & Fees can be found on our website, at www.sunriseacademy.education, under the "Admissions" tab.

Paying for School

You can pay for your child's school yourself, or you may be eligible to receive partial or full scholarship funding, depending on your circumstances. The school will invoice tuition and fees for payment.

We offer several payment options, and there are external scholarships available. For those who fall within 0-199% of the Federal Poverty Guidelines, we offer a Financial Hardship Discount.

All accounts must be current for your child to continue enrollment at the school.



Billing Responsibility

The first listed parent or guardian on a student's application for enrollment is considered the primary payer ("responsible party") responsible for paying for the child's tuition and fees at the school. The responsible party will be required to agree and sign a billing contract before the child is admitted into the school as a part of the application process. Both parents, guardians, or other persons responsible for payments should read all the provisions of this contract, complete the required information, and sign the contract as a part of the admission and renewal application. No amendment to the contract and no alteration or addition to the printed terms hereof will be effective without the express prior written approval of the School's Board of Directors.

In addition to Florida's attendance law, any Responsible Party who receives financial aid to pay for the cost of their student's enrollment at this school is expected to ensure that the student(s) attend school at all times, as scholarship payments are contingent upon full attendance. Beyond 5 absences (excused or unexcused) per year, the School reserves the right to bill the Responsible Party \$50.00 for each day of absence as excessive absences violates scholarship conditions. This section shall not apply to a Responsible Party if the Responsible Party does not receive any form of financial aid, such as outside scholarships, or the Sunrise Academy Scholarship; and will not apply to any student who has a serious documented illness and/or hospitalization.

The responsible party understands that the student is being enrolled for the entire School Year. The responsible party further understands that the overhead expenses of the School do not diminish with the departure of some students during the course of the school year and agrees that the responsible party becomes liable for the entire year's tuition and fees as liquidated damages (and not a penalty) even if the Student is withdrawn, absent, or is involuntarily separated from School UNLESS the School agrees otherwise. If Student is withdrawn, absent, or involuntarily separated, for any reason, including without limitation, change of residence, health, withdrawal, or expulsion, there will be no refund or reduction of fees or tuition, and any unpaid balance may, at the School's election, become immediately due and payable.

The Responsible Party understands and agrees that a Late Charge of \$25.00 will be added for any delinquent payment (which is defined as a payment not received by the due date). In the event of default (default being 30 days past due), Responsible Party also agrees to pay all costs of collection, including collection agency fees, attorneys' fees, court costs. Further, as to any account more than 90 days in arrears, the School reserves the right to accelerate the total unpaid balance of tuition and fees due under this Enrollment Contract. When accounts are in arrears, the account may be referred to the School's collection agent and/or counsel for satisfaction.

Should the Responsible Party have trouble in keeping the student's account current, please contact the School immediately. Sunrise Academy strives to work with families to find an arrangement that will enable families to maintain their accounts in good



standing. It is the Responsible Party's responsibility, however, to take proactive steps in contacting and updating the School as to financial status.

Refunds

There are no refunds for any fees designated as non-refundable such as enrollment, registration, graduation, uniforms, field trips etc., unless otherwise authorized at the school's sole discretion. Refunds/credits for field trips can be given if the school cancels the field trip or parent provides medical documentation prior to trip if the trip is within the refund/credit eligibility window. If student does not show up to the field trip, no refund/credit can be given.

Lunch Program

Students may bring a packed lunch or be provided a lunch from our cafeteria on a free, reduced, or full pay basis. Fee determination will be made during the admission process. Lunch fee will be applied to tuition statements as a flat rate full year fee at the beginning of the school year for any student that does not bring a packed lunch.

We have an onsite cafeteria that prepares meals each day. If your child brings a lunch, please make sure that the lunch boxes and bags are clearly marked with the child's name. Sunrise Academy also encourages lunches be packed in reusable containers.

If during the admissions process, you choose for your child to bring a packed lunch and the school determines a frequent pattern of your child not bringing lunch, the flat fee for lunch for the remainder of the school year will be applied to tuition statement. **Outside food vendor delivery to students is not allowed. Examples include UberEats, Door Dash, Postmates, Grubhub, restaurant delivery, etc.**

Lunch Menu: It is the responsibility of the parent to check the weekly lunch menu on the Parent Portal to ensure that if there's an item(s) that the child does not want to eat or like to eat that the child is provided with a packed lunch from home. **The school will only accommodate dietary restrictions/food allergy documentation from a health care provider.**

Re-Enrollment & Renewals

Parents are required to re-enroll their child at the school each new school year using our online application system. The Priority Re-Enrollment Period for the new school year is January 15th-April 1st. After April 1st, current students no longer have priority on the roster for the new school year which means a new student enrolling may reserve the spot of a current student that has not re-enrolled by April 1st. All current students that plan to re-enroll may submit an application up until June 1st. After June 1st, the re-enrollment application will close for the new school year. Students that are not enrolled by the deadline will lose their place in the school for the following school year. **Re-enrollment fees are non-refundable.**



Withdrawals

An Official Withdrawal Request Form must be completed before any student can be withdrawn. Please allow 72 hours from your withdrawal request date for the withdrawal to be processed and for records to be ready for parent pick-up and/or be sent to the school listed on this form. This process may take longer in the event the parent/student account has an outstanding balance, an unendorsed scholarship check, or the student has checked out school equipment and/or books. Only the parent/legal guardian on file who enrolled the student(s) may submit an Official Withdrawal Request Form.

Vacations & Leaves of Absences

A request for a vacation or leaves of absence must be submitted in writing to the school office. The request must include the reason for the leave and must be signed and dated. A student must receive approval from the school administration. An exception to this policy may be granted by the Head of School, Executive Director, or Principal on a case-by-case basis. This exception to the policy will only be considered if there is a reasonable expectation that the student will return from the leave of absence. A leave of absence will only be granted if the student is within 15 consecutive absences from their last date of attendance, otherwise they will be terminated from the school.

A student on an approved Leave of Absence is still considered by the school as enrolled and in good standing. A student may be granted multiple leave of absences at the discretion of the Head of School.

Any student who fails to return from an approved leave of absences will be terminated and the refund policy will apply. Students will be charged a \$100.00 reinstatement fee if they wish to re-enroll. In addition, the school will use the last date of attendance as the withdrawal date to calculate any refunds. Student not returning from a leave of absence must submit a written request to withdraw.

Students who receive scholarships to attend school may lose some, or all of their scholarship. In cases where the school is liable for tuition as a result of prolonged student absence, the school reserves the right to charge the parent/guardian the amount owed as a result of partial or full loss of scholarship.

Student Illness



Sick children are not permitted in school. Do not send a child to school if any of the following symptoms are present: fever of 100°F or higher, regardless of cause, rash, diarrhea, persistent cough, opaque (green) mucous, vomiting, sore throat, pink eye, impetigo, pinworms, chickenpox, or lice.

If your child becomes ill during the course of the day, we will move him/her to a quiet area away from other children, and you will be notified to take your child home immediately. If we are unable to reach you, the alternate contacts you provided on the



emergency card will be called. It is important that the individuals you list as alternate contacts live within thirty minutes of the school.

Students and families that are exhibiting signs of SARS-CoV-2, also referred to as Coronavirus disease 19 (COVID-19) should seek medical attention and refer to the COVID-19 Decision Chart for guidance.

Illnesses that you should keep your child home for...

Fever	When accompanied by behavior changes, stiff neck, difficulty breathing, rash, sore throat, and/or other signs or symptoms of illness; or the child is unable to participate in normal activities. Use temperature measurement before fever reducing medications are given. <u>Auxiliary</u> (armpit) temperature: 100° F or higher. <u>Oral</u> temperature: 101° F or higher. Child may return after being 24 hours fever free.
Vomiting	24 hours after last vomiting episode.
Eye Drainage (Pink Eye)	24 hours after treatment has started when thick mucus or pus drainage is present.
Chicken Pox	Child may return if all sores are dry or scabbed or 6 days after rash began. Do not give aspirin to any child or adolescent under 18 years of age, unless directed by the doctor.
Fifth Disease	If other rash-causing illnesses are ruled out, there is no need to exclude. Pregnant women who are exposed need to consult their doctor.
Head Lice	Child may return after first treatment is completed for 24 hours and no live lice (nits) are seen.
Hand, Foot, & Mouth Disease	Child may return when fever is gone and child is well enough to participate in normal activities (lesions or rash may still be present).
Whooping Cough	Child may return 3 days after appropriate antibiotic treatment begins. This must be reported to the local and State health departments.
Pin Worms	Child may return after 24 hours of treatment.
RSV	Child may return when child is without fever for 24 hours and is able to participate in normal activities.
Ringworm	Child may return after 24 hours' treatment has begun.
Scabies	Child may return 24 hours after treatment begins.
Shingles	If blisters can be covered by clothing or a bandage, no exclusion is needed. If blisters <u>cannot</u> be covered, children should be excluded until blisters have crusted.
Strep Throat	May return 24 hours after antibiotic treatment begins and until the child is without fever for 24 hours.
COVID-19	May return after 10 days with a negative test result.

Administering Medicine

Sunrise Academy does not employ any medical staff, therefore all necessary prescription medication must be taken at home prior to coming to school unless otherwise instructed by a doctor.



In the event that medication administration is necessary during the school day, parents must provide the school with a signed medication authorization form from the child's doctor. The medication must be provided in the original packaging with the student's name, doctor's name,



type of medication, and administration instructions. The school is unable to accommodate a parent's request to administer over-the-counter medication without a medication authorization form. Office staff are the only persons permitted to administer medication to a student.

All prescriptions being brought into the school for the student must be in the possession of an adult (18 years or older) and bottles must be labeled appropriately with only enough medication for that current school day. Excess medication will not be permitted.

Sunrise Academy Teachers and non-office personnel will not be permitted to administer any medication whether prescription or non-prescription to any student. Students needing to take medication during school hours must be instructed by both their doctor and parent on how to take this medication and at what times. Medication bottles are not allowed to be kept on school grounds after school hours. For severe allergies, only EPI Pens and inhalers will be permitted to be in the possession of the students' teacher and/or other staff members.

Injuries

When a minor accident or injury occurs, first aid (band-aid, ice pack, etc.) will be given to the student by a staff person. If necessary, for more serious injury, 911 will be contacted and the student will be transported to a nearby hospital emergency room. Parents/guardians of the student will be contacted immediately. Cost of all medical care is the responsibility of the parent/guardian. Injury Reports are filled out for more serious injuries. A copy of the report is kept on file in the school office. If an event occurs where a parent or emergency contact cannot be reached, Sunrise Academy reserves the right to arrange for the necessary medical care that needs to be provided.



By enrolling your child at Sunrise Academy parents/guardians agree to hold the school harmless for all damages, claims, and amounts paid or due in connection with emergency medical care.

School Uniform & Appearance

Sunrise Academy has an official school uniform shirt, bottoms, & sweater that should be ordered exclusively from our uniform vendor at: www.ibiley.com

Responsibility for the dress and appearance of students enrolled in Sunrise Academy primarily rests with parents and the students themselves. Some student apparel may not be appropriate to wear to school even though that same apparel may be appropriate to wear in other settings. To assist parents and students we have adopted a uniform policy.

Students are required to wear their school uniform for any and all school activities, functions, and events including field trips and graduation.

1. No student will be allowed on campus without proper uniform and will be denied attendance to their scheduled classes.
2. Students are not allowed to wear any article of cloth or clothing over or under their uniforms including blankets while in school or participation in school functions.
3. Students are not allowed to wear hats, bandanas, durags, skull caps, etc. on head.



4. Improper display of school uniform is not tolerated and is grounds for suspension.

The use of the uniform is not only a symbol of discipline and respect, but a safety measure.

School Uniform Description

- Burgundy polo and sweater with shield embroidery, Khaki style pants or shorts (*note: skorts or dresses may be allowed with prior administrative approval*) with shield, and closed toe shoes preferably Black sneakers/shoes. “Crocs” shoes are prohibited.
- No garments under or over the school uniform unless it is a school sweater with shield embroidery.

Dress Down Days

As a fundraising mechanism for the school, on certain designated days (typically each Friday), the school will allow students to participate in a “Dress Down Day” for \$1.00. On Dress Down Days, students are permitted to wear non-uniform clothing, provided it is respectable. On Dress Down Days, the following guidelines apply (*note: this list is not meant to be exhaustive; other guidelines may apply as deemed by the school administration*):

- T-shirts that have written logos or slogans must be appropriate; alcohol, tobacco, weapons, profanity, violence, suggestive phrases, or drug related advertisements on clothing are not permitted.
- Tattered jeans, even if deliberately shredded or torn should not reveal skin, above the knee.
- Leggings worn with only shirts or tunics are not allowed. Leggings under a skirt are allowed.
- Jeans and pants must be worn at the waist.
- Shorts, skirts and dresses must not be any shorter than a student’s fingertips when his/her arms are held straight at the sides.
- Shirts and tops should cover the chest, stomach, & back areas completely. Tops or dresses with thin straps or tank/crop tops are not allowed.
- Clothing should be worn with appropriate underclothing and undergarments should not be visible.
- Straight leg jeans are acceptable, but clothing must fit appropriately. Pants or tops that are too tight are not allowed.
- Jewelry resembling weapons, or jewelry such as spiked bracelets, chains, or chokers of any size or design that may be considered or used as a weapon as well as any other dress or jewelry deemed inappropriate by the school administration
- No pajama pants, slippers, crocs, or head coverings (hats, bandanas etc.) are allowed.



Parents/guardians of students out of compliance with the uniform guidelines will be required to pick up their child or bring them the correct clothing before the student is allowed to attend class. Students that consistently violate the uniform policy will be subject to disciplinary action by the school.

Student Identification

School ID cards will be created after school picture day in the fall. Students will be provided with an ID. Replacement IDs can be ordered on the school’s website for \$15.



National Anthem & Pledge of Allegiance

From time to time, students may sing the National Anthem. Teachers also have it within their discretion to ask students to recite the Pledge of Allegiance and/or a class pledge each morning. While the school is not able to change these requirements, we are able to make reasonable accommodations where appropriate for religious or personal reasons. Students not participating may be assigned an alternative activity or may temporarily leave the classroom/area until the Pledge/National Anthem is concluded.

Yearbook

Each year the school publishes a school yearbook that can be purchased from our website at www.sunriseacademy.education. Yearbooks can be sent home with students or picked up from the office.

Student Council

The Student Council consists of students from grades 2-12 participating in fundraising, and policy creation. Student councilors are elected by the class and serve for one school year.

Safety Patrols

Safety patrols consists of students from grades 5-11, elected from input from teachers, administration, and staff. Consideration is based on previous student interest, academic achievement, commitment, sense of responsibility, and attitude toward others. In most cases, students who are dedicated to their work will be dedicated to patrol responsibilities.

Sunrise Parent Organization

Sunrise Parent Organization (SPO) functions to improve the general state of the school and student experience through parent, teacher, and administration involvement. SPO members are volunteers and attend regular meetings throughout the school year. Parents interested in joining the SPO can contact Office Specialist, Mrs. Grimes (tgrimes@sunriseacademy.education) or the office on (386) 775-7866.

Testing

Section 1002.395(8)(c)2., Florida Statutes, requires that Sunrise Academy as participants in the School Choice Scholarship Program to demonstrate academic accountability to the parent by annually administering or making provisions for students participating in the scholarship program to take one of the nationally norm-referenced tests identified by the Department of Education or the statewide assessments pursuant to Section 1008.22, Florida Statutes.



Section 1002.395(7)(e), Florida Statutes, states that the parent shall ensure that the student participating in the scholarship program takes the required assessment offered by Sunrise Academy.

Sunrise Academy utilizes MAP Measures of Academic Growth to assess students. MAP Growth measures what students know and informs what they're ready to learn next. By dynamically adjusting to each student's responses, MAP Growth creates a personalized assessment experience that accurately measures performance. Timely, easy-to-use reports help teachers teach, students learn, and administrators lead. More and more schools are now choosing MAP because of the valuable data it provides schools.

Psychological Services

There is no School Psychologist on staff at Sunrise Academy, and the school does not create, or transfer IEPs, however certain accommodations can be made via the school's Student Academic Plan (SAP).

Psychological evaluations should be requested from the child's doctor, or from the Volusia County School District. Upon request, students may be referred to the Volusia County Schools for Psycho-educational Evaluations.

Neglect, Abuse, and Misconduct

It is Sunrise Academy's policy that all instructional personnel and school administrators be required to complete training on the standards.

As school policy we have established the duty to report alleged misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. The procedure to report alleged misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student is as follows.

All incidents will be reported to school Principal or Assistant Principal who will document the incident and take appropriate course of action including but not limited to calling the police and contacting the Department of Children and Families

- explanation of the liability protections provided under ss. 39.203
- Immunity from liability in cases of child abuse, abandonment, or neglect.
- Any person, official, or institution participating in good faith in any act authorized or required by this chapter, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action.

Except as provided in this chapter, nothing contained in this section shall be deemed to grant immunity, civil or criminal, to any person suspected of having abused, abandoned, or neglected a child, or committed any illegal act upon or against a child.



No resident or employee of a facility serving children may be subjected to reprisal or discharge because of his or her actions in reporting abuse, abandonment, or neglect pursuant to the requirements of this section.

Any person making a report under this section shall have a civil cause of action for appropriate compensatory and punitive damages against any person who causes detrimental changes in the employment status of such reporting party by reason of his or her making such report. Any detrimental change made in the residency or employment status of such person, including, but not limited to, discharge, termination, demotion, transfer, or reduction in pay or benefits or work privileges, or negative evaluations within a prescribed period of time shall establish a rebuttable presumption that such action was retaliatory.

- and under section 768.095, Employer immunity from liability; disclosure of information regarding former or current employees.
- an employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under chapter 760.

Student Concerns

Student concerns or grievances should first be brought to the attention of the teacher, and/or the Office. Students may also ask to speak with the Principal or Executive Director. Serious matters can be referred to the Head of School. Concerns or complaints will be addressed within 24-72 hours. Concerns or grievances that are not satisfactorily resolved can be addressed in person by scheduling a meeting with the Head of School.

Parent Concerns

Parent concerns or grievances should be brought to the attention of the teacher, and/or the Office Administrative Assistant. A Grievance Form can also be located on the school's website Parent Portal. Matters that cannot be resolved by the teacher and/or Administrative Assistant may be referred to the Principal, Executive Director, and/or Head of School. Concerns or complaints will be addressed within 24-72 hours. The time to address a matter may vary based on the severity of the situation if an investigation must take place to provide the best resolution. *Note: The Grievance Form is for concern related to areas in which the school can control such as employees and students. The form is not intended for parent-to-parent issues although the school will make every effort to assist with all concerns.*



Anti-Bullying

It is the policy of the Sunrise Academy that all of its students, have an educational setting that is safe, secure and free from harassment and bullying of any kind. Bullying and harassment are behavior unbecoming of a leader and will not be tolerated. Conduct that constitutes bullying and harassment, as defined herein, is prohibited. To assist in promoting a bully free zone, we have teamed up with the non-profit, Peace Mala (www.peacemala.org) to encourage active compassion and tolerance in our school.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students, including: unwanted and repeated written, verbal, or physical behavior, this includes any threatening, insulting, or dehumanizing gesture; that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interferes with the individual's school performance or participation.

Harassment means any threatening, insulting or dehumanizing gesture, use of data or computer software, written, verbal or physical conduct directed against a student.

Bullying has a negative effect on the social environment of schools, it creates a climate of fear among students, inhibits their ability to learn, and leads to other antisocial behavior. Bullying behavior has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, skipping and dropping out of school, fighting, and the use of drugs and alcohol.

Our students are taught to recognize, prevent, and effectively intervene in bullying behavior and send the message that bullying behavior is not tolerated. As a result, we have improved safety and created a more inclusive learning environment.

Students of Sunrise Academy are prohibited from:

1. Retaliation for asserting or alleging an act of bullying.
2. Perpetuating bullying or harassing conduct by spreading hurtful or demeaning material even if the material was created by another person (e.g., forwarding offensive e-mails or text messages,).
3. Cyber-bullying, Cyberbullying' means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites."

All students, students' families, staff, and others are encouraged to report incidents of bullying. Students who bully other students will be subject to the disciplinary policies of the school.



Standards for the Use of Reasonable Force

Subject to law and to the rules of the district school board, each teacher or other member of the staff of any school shall have such authority for the control and discipline of students as may be assigned to him or her by the principal or the principal's designated representative and shall keep good order in the classroom and in other places in which he or she is assigned to be in charge of students. Section 1003.32, Florida Statutes, establishes that a teacher has the responsibility and authority for control of students and includes the use of reasonable force, according to the standards, to protect himself, herself or others from injury.

Tutoring

Tutoring services may be offered by teachers at the school for an additional fee if a student needs assistance in any course at the recommendation of their teacher. These services are intended to resolve academic difficulties which may be interfering with satisfactory academic progress. Regular class attendance and participation is a prerequisite for tutoring. Tutoring services are provided by teachers directly and are not provided by the school. The school assumes no liability for tutoring services provided by the teacher.

Student Center and Learning Resources

As a policy, Sunrise Academy will ensure access to resources and services for all students. The school has a student center available to students and faculty. The Student Center will remain open during hours of operation. In addition, the school has identified local community libraries that have professional librarians on staff to assist students with specific needs.

Student Privacy

The school may release information without the student's written consent if the disclosure is to (1) federal and state authorities where required; (2) accrediting agencies; (3) persons responsible for determining eligibility for financial aid for which the student has applied or received; (4) comply with a judicial order or subpoena, provided that the school makes a reasonable effort to notify the student prior to such compliance; (5) officials of another school to which the student has applied; (6) organizations conducting studies involving testing, student aid programs or instructions where personally identifiable information will not be disclosed; (7) protect the health or safety of the student or other person; (8) any organization who sponsors the student at the school by paying any portion of the tuition cost directly to the school; or (9) comply with conditions otherwise required by the Family Education Rights and Privacy Act of 1974 (FERPA).

Sunrise Academy's policy is to provide open communication with the parents of dependent students. This communication includes, but is not limited to, student's grades, attendance and



finances. The student must provide a written explanation to the school in order to prevent said communication. Certain items are not considered part of the student's records under the Family Education Rights and Privacy Act of 1974 (FERPA). These include, but are not limited to: certain confidential letters of recommendation received by the institute's records about students or incidents made by and accessible only to the instructors or administrators, and institute security records or records maintained by certain professionals acting in their capacity for treatment purposes which are available only to persons providing the treatment.

Record Requests

The school maintains a record of requests for disclosure of student records as part of the official record of the student, and said records show: (1) the person requesting the information; (2) the information requested; (3) the reason for the request; and (4) whether or not the information was provided. Student records are retained permanently by the academy and kept in accordance with the Family Education Rights and Privacy Act of 1974. Student records will not be released where there is an account balance.

High school transcripts can be ordered on the school's website Portal.

Annual Student Achievement Awards

The goal of Student Achievement Awards is to recognize the excellent effort of our students across several categories:

Category Awards

Most Athletic (Gr. 2-12):	<i>Students who display discipline and high dedication to sportsmanship.</i>
Most Artistic:	<i>Students who demonstrate brilliant skill in art.</i>
Most Compassionate:	<i>Students who go above and beyond to help others.</i>
Most Improved:	<i>Students who have shown the most improvement academically and/or behaviorally.</i>
Best Handwriting (Gr. 2-12):	<i>Students who display exceptional penmanship ability.</i>

Being nominated and approved for a Student Achievement Award is a high accomplishment.

Honor Roll

The Head of School's Honor Roll recognizes and honors students who have attained outstanding academic success and to provide positive reinforcement that inspires all students to strive even harder and perform at their highest level in all subject.

Those included in the Head of School's Honor Roll will have their name affixed to the permanent list that will be placed in the office for the duration of the next school year. The student will receive an Honor Roll Certificate presented to him/her during an Honor Roll Ceremony. The parent(s) of the student will receive one "Honor Roll Bumper Sticker" that can be affixed to the back of a vehicle.



Student of the Week

The school recognizes students for their hard work by rewarding “Student of the Week” award. These awards are recognized by the Principal each Friday. Students receive a certificate signed by the Principal, and a “Knight Crown” that can be redeemed at the school store or rewards such as gift certificates and gift cards.

Annual Graduation Ceremony

A graduation ceremony is held yearly for students completing VPK, Kindergarten, Elementary, Middle, & High School. Students must satisfy all academic proficiency & promotion requirements with cumulative grade point average of 2.0 or better & attendance of 80% or better.

High School Graduation Requirements

Sunrise Academy offers a 24-credit program, standard diploma option to students entering ninth grade. In order to be considered for graduation, students must have completed the following credit requirements:

- 4 Credits English
- 4 Credits Mathematics (must earn 1 Credit Algebra I and 1 Credit Geometry)
- 3 Credits Science (must earn 1 Credit Biology)
- 3 Credits Social Studies (must earn 1 Credit US Hist, 1 Credit World Hist, .5 Govt, and .5 Econ)
- 1 Credit Physical Education
- 1 Credit Fine or Performing Arts, Speech and Debate, or Practical Arts
- 2 Credits of Foreign Language (optional)
- 0.5 Credits Personal Financial Literacy
- 5 Credits Electives (7 Credits if not completing Foreign Language)
- 0.5 Credits Community Service Learning (75 hours) *

In addition to satisfying the completion of 24 credits requirement, students must satisfy the cumulative GPA of 2.0 on a 4.0 scale.

**Districts may award up to one-half elective credit for student completion of nonpaid voluntary community or school service work. Students must complete a minimum of 75 hours of service in order to earn the one-half credit in either category of instruction. Credit may not be earned for service provided as a result of court action. District school boards that approve the award of credit for student volunteer service are required to develop guidelines regarding the award of the credit, and school principals are responsible for approving specific volunteer activities. Fla. Stat. Ann. § 1003.497*

Academic Progress

Progress Reports and Report Cards are distributed each quarter to keep parents fully informed of their child's academic proficiency. Parents should regularly check “GRADELINK” as well.



Promotion and Retention

Promotion to the next grade is based on how well students are performing according to Florida Standards, as well as the feedback from the teacher.

A student that is consistently failing risks being grade retained. Accelerated promotion is used in cases where the student is consistently exceeding performance standards and where testing shows that the student is ready for instruction above his/her grade level. Accelerated promotion decisions are taken in consultation with the parent(s)/guardian(s), the student’s teacher, and the Head of School. Accelerated promotion will not be considered for students Kindergarten through 3rd grade.

Lower School Grade Scales

The following grade scales are used in Sunrise Academy Lower School:

Kindergarten - Second Grade (Lower School):

Grade	Percentage	Grade Meaning
A	90% - 100%	Grade 'A' Outstanding Progress (Mastery) Consistently demonstrates in-depth understanding of concepts, processes, and skills
B	80% - 89	Grade 'B' Above Average Progress Often demonstrates an understanding of major concepts, processes, and skills
C	70% - 79	Grade 'C' Average Progress (Proficiency) Demonstrates a developing understanding of major concepts, processes, and skills
D	60% - 69	Grade 'D' Lowest Acceptable Progress Demonstrates a beginning understanding of major concepts, processes, and skills
U	< 60%	Grade 'U' Non-completion of important components of tasks Demonstrates little or no understanding of major concepts, processes, and skills
I		'I' In progress toward grade level proficiency in skills and concepts



Grades 3-5 (Lower School):

Grade	Percentage	Grade Meaning
A	90% - 100%	Grade 'A' Outstanding Progress (Mastery) Consistently demonstrates in-depth understanding of concepts, processes, and skills
B	80% - 89	Grade 'B' Above Average Progress Often demonstrates an understanding of major concepts, processes, and skills
C	70% - 79	Grade 'C' Average Progress (Proficiency) Demonstrates a developing understanding of major concepts, processes, and skills
D	60% - 69	Grade 'D' Lowest Acceptable Progress Demonstrates a beginning understanding of major concepts, processes, and skills
F	< 60%	Grade 'F' Non-completion of important components of tasks Demonstrates little or no understanding of major concepts, processes, and skills
I		'I' In progress toward grade level proficiency in skills and concepts

Upper School Grade Scale

The following grade scales are used in Sunrise Academy Upper School:

High School uses a standard letter grade system, and grades point averages, as outlined by Florida Statutes 1003.437. This system is also used by Middle School.

Grade	Percentage	Grade Meaning
A	90% - 100%	Grade 'A' is reserved for work that is excellent. 100% is reserved for exceptional work only.
B	80% - 89	Grade 'B' is given for work that is consistently good or very good.
C	70% - 79	Grade 'C' is an average grade. It reflects satisfactory completion of all work required.
D	60% - 69	Grade 'D' is below the average grade and considered a low pass. Foreign Language classes cannot award credit with a “D” grade.
F	< 60%	Grade 'F' is failing.

Anti-Discrimination

Sunrise Academy offers equal opportunities, without distinction or discrimination because of race, color, sex, religion, age, national origin, physical or mental handicap, in any of its academic programs or activities, or in any of its employment practices.



Peace Mala Project

Sunrise Academy is an accredited Peace Mala School and received its accreditation during the 2019-2020 school year. Peace Mala is a unique, multi award winning educational project, born out of the tragedy of 9/11 that provides teachers with the keys to educate and equip children and young people with necessary life skills through engaging in cross-curricular activities focusing on seven separate but related areas.

- **Community cohesion and global citizenship:** using the Golden Rule, "Treat others as you would wish them to treat you", as a focus to encourage positive relations between young people, their plural community and international cultures.
- **Needs and human rights:** emphasizing to young people their rights and those of others, and how these rights prevent bullying and all forms of prejudice.
- **Interdependence:** stressing that how we behave in life affects everyone we meet and how an awareness of this can help create a better world.
- **Active compassion:** advocating that learners will make wholesome changes locally and globally, and become positive example to their peers.
- **Celebrating diversity:** creative, innovative celebrations which include the involvement of local cultural communities, such as faith and ethnic groups.
- **Environmental responsibilities and sustainable change:** promoting environmental sustainability, healthy eating, and respect for all animals and wildlife.
- **Conflict resolution and peace education:** engaging learners in peace focused activities which encourage conflict resolution.

Electronics

Phones, earbuds, smart watches, tablets, and gaming devices are not allowed in the school and if brought to school are not permitted to be used during school hours; the use of these devices is not to be permitted by Faculty, Staff, or Administration.

When electronic device is used against the wishes of faculty, staff, or administration, they will be immediately confiscated and will be kept in the school office until the parent collects the device. Students that refuse to hand over the device will be automatically suspended for 3 days.

Parents should communicate with their child via the school office. Students must make calls home via the school office. If you need to contact your child during school hours, you may do so by calling the school as the use of devices to communicate with outside persons in the classroom is a distraction to the learning process.

Food, Drink, and Gum

Only consumption of water is permitted in the classrooms during class. Other food and drink items for special occasions or during designated lunch schedule may be permitted by the teacher or office. Gum chewing is not allowed on campus and must be removed immediately before entering the campus.



Student Computer & Internet Use Policy

Sunrise Academy uses computers as one way of enhancing its mission as computers provide opportunities to explore and use a variety of resources. In order to make these resources available to all students, students who use the school's available technology must do so in a way that is consistent with their educational mission.

These rules are intended to provide general guidelines and examples of prohibited computer and Internet uses, but do not attempt to state all required or prohibited activities by users. Failure to comply with the Sunrise Academy Student Computer and Internet Use Policy and these rules may result in loss of computer and Internet privileges, and/or legal and disciplinary action.

A. Computer Use is a Privilege

Student use of the school's computers, networks and Internet services is a privilege, not a right. No person shall deliberately or willfully cause damage to computer equipment or assist another person in doing the same. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary action and/or legal action. The Executive Director and/or Head of School shall have the final authority to decide whether a student's privileges will be denied or revoked.

B. Acceptable Use

Student access to the school's computers, networks and Internet services are provided for educational purposes and research consistent with the school's educational mission, curriculum and instructional goals. The same rules and expectations govern student use of computers as apply to other student conduct and communication. Students are further expected to comply with these rules and all specific instructions from the teacher or to his/her supervising staff member when accessing the school's computers, networks and Internet services.

C. Prohibited Use

The user is responsible for his/her actions and activities involving school's computers, networks and Internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to the following:

1. Accessing Inappropriate Materials - Accessing, submitting, posting, publishing, forwarding, down loading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
2. Illegal Activities - Using the school's computers, networks and Internet services for any illegal activity or that violates other school policies, procedures and/or school rules;
3. Violating Copyrights - Copying or downloading copyrighted material without the owner's permission;
4. Plagiarism - Representing as one's own work any material obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher and Web site must be identified;
5. Copying Software/Media Files - Copying or downloading software without the express authorization of the system administrator; illegally downloading music, photos, movies or other such files;



6. Non-School Related Uses - Using the school's computers, networks and Internet services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes;
7. Misuse of Passwords/Unauthorized Access - Sharing passwords, using other user's passwords without permission and/or accessing other user accounts;
8. Malicious Use/Vandalism - Any malicious use, disruption or harm to the school's computers, networks and Internet services, including but not limited to hacking activities and creation/ uploading of computer viruses.
9. Unauthorized Access to Social Networking/Chat Rooms/News Groups - Accessing social networking sites or software, chat rooms or news groups without specific authorizations from the supervising teacher.

D. No Expectation of Privacy

Sunrise Academy retains control, custody, and supervision of all computers, networks and Internet services owned or leased by Sunrise Academy. Sunrise Academy reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers or other computers used for school curriculum, including email and stored files. Each person will respect the rights of others to the protection of the files they store on a computer and will not alter or damage such files.

E. Compensation for Losses, Costs and/or Damages

The student and/or the student's parent/guardian shall be responsible for compensating the school for any losses, costs or damages incurred by the school related to the violations of the Sunrise Academy Computer and Internet Use Policy and/or these rules, including investigation of violations.

F. Sunrise Academy Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use

Sunrise Academy assumes no responsibility for any unauthorized charges made by students, including but not limited to credit cards charges, long distance telephone charges, equipment and line costs, or for any illegal use of a computer being used by a student. Personally owned laptops/devices are prohibited.

Weapons and Drugs

Students who are determined by the school to have committed one of the following violations while at a school will be required to be suspended immediately and shall be recommended for expulsion from Sunrise Academy immediately and permanently.

Weapons

- Bringing or possessing a firearm or weapon, as defined in Chapter 790 Fla. Stat., to school, to any school function, or onto any school-sponsored transportation.
- For the purposes of zero tolerance "weapon" means any dirk, knife, metallic knuckles, slingshot, billy club, tear gas gun, chemical weapon or device or other deadly weapon except a firearm or a common pocketknife, plastic knife, or blunt-bladed table knife.
- "Firearm" means any weapon (including starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the



frame or receiver of any such weapon; any firearm muffler or silencer; any destructive device; or any machine gun. The term firearm does not include an antique firearm unless the antique firearm is used in the commission of a crime.

- Making a threat or false report, as defined by ss. 790.162 and 790.163, respectively, involving a school or school personnel's property, school transportation, or a school-sponsored activity.

Drugs

- Bringing illegal narcotics to school or promoting the use of illegal narcotics or prescribed medication while in school, on school ground or in contact with a Sunrise Academy student. Sunrise Academy is committed to providing a campus environment free of the abuse of alcohol and the illegal use of alcohol and other drugs. To enhance this commitment, the school has adopted and implemented programs that seek to prevent the illicit use of drugs and the abuse of alcohol by the school's students, staff, faculty, and administrators (i.e. school members).
- The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or the unlawful possession and use of alcohol are harmful and prohibited in and on property owned or controlled by Sunrise Academy.
- No school member is to report to work, class, or any school activity while under the influence of illegal drugs or alcohol.
- The possession, sale and use of controlled drugs by is strictly prohibited under the policies and procedures of Sunrise Academy.
- The use of illegal drugs and the misuse of prescription and other drugs is strictly prohibited.
- The use of marijuana (cannabis) which causes impairment of short-term memory, comprehension, and ability to perform tasks requiring concentration is strictly prohibited.

Violence

Students are prohibited from making direct or indirect threats of violence against individuals or groups. Any threat of such violence must be reported immediately to a teacher or school administrator. All threats of violence (oral, written, electronic, or symbolic) will be investigated by school officials. A student found to have made a threat of violence is subject to appropriate disciplinary consequences, up to and including, suspension, and/or expulsion.

Students attending Sunrise Academy must refrain from verbal and physical aggression; use of force exerted for the purpose of violating, damaging, or abusing, and crimes of violence. Acts of violence will not be tolerated within our school and student body. The use of profanity or vulgar language is strictly prohibited by the school.



Public Display of Affection

Public Display of Affection (PDA) is not allowed. Students are to keep their hands, lips, and all other body parts to themselves at all times while at school or while attending school-related off-campus activities. While embraces from greetings and farewells are accepted, SA does not condone extended public displays of affection.

In Loco Parentis

State & Federal Law

State and federal law recognizes that teachers and school administrators have a need to stand in the place of parents over children entrusted to them at school. This is a legal concept called in loco parentis. While this authority is not equal to a parent's authority over a child, it does permit school personnel to exercise a degree of supervision and control over students while students are on school grounds, Sunrise Academy transportation, or attending a school activity.

Section 1003.31(1) Florida Statutes

[Section 1003.31\(1\), Florida Statutes](#), also recognizes that students are under the control and direction of the principal or teacher in charge of the school. This authorizes school personnel to search without a warrant based on reasonable suspicion and are not held to the higher standard of "probable cause" by which law enforcement is bound. This concept authorizes school personnel to question a student without providing the student with Miranda warnings or allowing the student to call a parent or attorney.

Termination of Enrollment by the School

At its sole discretion, the school reserves the right to terminate any student who fails to maintain satisfactory progress, fails to adhere to the attendance policy stated in this handbook, fails to make payments as agreed, destroys or damages any property of the school (the student may be held liable for repair and/or replacement of the damaged property), is caught cheating, fails to comply with conduct policy, violations of any of the conditions set forth and agreed in the enrollment agreement or any addendum. ***A student may also be terminated by the school if the parent(s) becomes belligerent, threatens violence, or displays any unwelcoming behavior that hinders the safety and well-being of students, faculty, and staff.***

Re-admittance into the academy must be authorized by the Administration.



Student Conduct

Sunrise Academy believes a positive school environment promotes equal educational opportunity and establishes the framework for a safe learning environment. The code of student conduct is comprised of a set of policies, rules, and laws by which order is established and maintained for the benefit of all. Discipline within a school must have the qualities of objectivity, consistency and equity. It is the responsibility of all school personnel, students, parents, external stakeholders and the greater community to ensure the school environment encourages a climate conducive to learning.

Students are expected to conduct themselves in an acceptable manner. Conduct that is detrimental to the individual, faculty or the community will be cause for suspension, conduct probation and/or expulsion. Violations of school policies include, but are not limited to:

- Slanderous, negative, insubordinate, violent, inappropriate language or inappropriate remarks towards the school personnel, or fellow students will not be tolerated.
- All pagers, cellular phones, etc. must be kept on a non-audible tone while in class.
- Personal phone calls are not permitted while class is in session except for cases of an emergency.
- there are no guests allowed in the student areas
- The use, sale or promotion of illegal drugs or alcohol will result in immediate termination and prosecution.
- Cheating or misrepresentation will result in immediate termination.
- Theft or damage of Sunrise Academy property or the exhibition of violent behavior will result in immediate termination and prosecution.

Conduct Probation:

Students found to be in violation of the conduct policy are subject to being placed on conduct probation for a period of 30 days or more. If a student, while on probation, violates any portion of the conduct policy, the student will be expelled.

The academy has an emergency disciplinary procedure in place, in the event that a student has committed an act that is detrimental to the health and safety of other students and/or staff of the academy. This procedure allows any employee of the academy to contact local authorities for assistance as needed. Any student terminated/expelled for detrimental conduct not be allowed to reenter the school.



Lost Property

The school does not assume responsibility for the loss of books or other personal property. However, all faculty and students are instructed to give the receptionist all articles found so that the owner may claim them. Lost Property will be retained by the Office for one month, after which it will be donated, or discarded.

Physical Education (P.E.)

Our Physical Education (P.E.) and Health curriculum aims to emphasize physical fitness and encourage healthy, active lifestyles. The physical education program consists of activities of at least moderate intensity and for a duration sufficient to provide a significant health benefit to students, subject to the differing capabilities of students.

Physical education is an important component of the educational school day. Current brain research supports the importance of physical activity during school to promote learning. Schools play a vital role in the wellness of their students by providing opportunities for learning about and practicing healthy behaviors. Good student health fosters student attendance, improves school climate, enhances student performance, and decreases childhood obesity.

Florida State Requirements for Physical Education:

Elementary: Section 1003.455, F.S., requires 150 minutes of physical education each week for students in grades K-5. A minimum of 30 consecutive minutes is required on any day that physical education instruction is provided.

Middle: Section 1003.455, F.S., requires one semester of physical education each year for students enrolled in grades 6-8.

High: Section 1003.4282, F.S., includes a one credit physical education requirement with the integration of health.

Students with Disabilities:

Students with physical impairments will have their exercise requirements adjusted accordingly to their capabilities. Students with physical disabilities will not be penalized or expected to undertake activities that could potentially endanger themselves or cause them undue stress.

Box 2 of the Florida School Entry Health Exam form (DH 3040) must be checked by a Doctor to be eligible for adjustments. The reason and restriction type must be specified.

Exempt Students:

Exempt students are students who do not participate in physical education. An exempt student's transcript/report card will not show a grade for P.E.

Box 2 of the Florida School Entry Health Exam form (DH 3040) must be checked by a Doctor to be eligible for exemption. The doctor must write that the student is exempt from P.E.



Suspensions & Expulsions

The Head of School, Executive Director, and Principal has the right to suspend or expel a student for violations of school rules. Please review the “Student Disciplinary Guide” for further information.

Media Release

Photographs and video are often taken at Sunrise Academy or any school function. Such images may be posted in classrooms, uploaded to the internet, posted on school social media, craft projects, presentations or promotional materials, included in press releases, used for TV or distributed to staff. Please review your consent for media release included in your admission or re-enrollment forms.

School Store

The “Knight’s Korner” is school store where students can purchase various items, including candy, and drinks. Students are permitted to use the school store during lunch time and at the end of the day, only with the permission of the child’s teacher. “Knight Crowns” and “Student Credit” certificates can be redeemed at the school store.

Field Trips

The school undertakes various field trips throughout the school year. Field trips can be purchased on our website at www.sunriseacademy.education > Portals > Parent Portal

Payments are non-refundable. However, a documented medical excuse prior to missed field trip may be eligible for refund on a case-by-case basis. Parent must speak with office prior to student missing trip to find out if a particular field trip is eligible for refund with a documented medical excuse.

Paying for Field Trips: Payment for field trips must be made online on the schools’ website Parent Portal. Field trips must be paid for by 3PM on the due date. We cannot accept payments in the school. We cannot accept payments after the due date due to strict scheduling requirements.

Transportation: School vans are approved by the state to transport students and are equipped with child seat belts, child alarm, fire extinguisher, and safety kit. No outside equipment such as booster seats etc. are permitted. Parents concerned about transportation may opt out of their child attending field trips.

Chaperone: Parents interested in attending field trips must submit to, pay for, and pass a Level II Background Screening, complete Sunrise Academy Volunteer Application, pay the field trip fee, and drive their personal vehicle to the field trip destination.



Virtual Learning

All students must learn in-person, five days a week. In exceptional circumstances, the State may authorize virtual instruction.

In an exceptional circumstance, Sunrise Academy will use a distance learning platforms that are authorized for use in emergency situations (e.g., COVID-19 pandemic). Generally, all students must learn in-person, five days a week.

Virtual School Platforms

The school uses **Zoom** (www.zoom.us) in order to facilitate daily audio-video instruction. Each subject class must last for a minimum of 30 minutes, and students are required to sign in to Zoom classes at designated times throughout the day, Monday-Friday.

To enhance daily instruction, the school uses various learning platforms such as Nearpod (www.nearpod.com), Wizer.me (www.wizer.me), ReadWorks.org (www.readworks.org), Duolingo (www.duolingo.com), Laililo (www.laililo.com) and McGrawHill ConnectedED (<https://connected.mcgraw-hill.com/>).

Freckle is a learning platform and digital classroom that is used for K-12 students to learn, and complete assignments.

Nearpod is used across grades (K-5) and is an online instructional platform that “merges formative assessment and dynamic media for collaborative learning experiences.” Teachers create multimedia lessons in Nearpod, and students can see the lessons live, and later. Most assignments and assessments are conducted through the school’s Nearpod platform.

Wizer.me is an interactive worksheet platform that is used across all grades to turn paper worksheets into digital alternatives that students could complete remotely.

ReadWorks.org focuses on delivering comprehension instruction to all students through a dynamic, digital platform. This platform is engaging and differentiated for students of all abilities and is particularly effective at reaching ESE students. For K-2 students, and student that need additional guidance, such as ESE students, the school partnered with Laililo.

Laililo is a research-based phonics and comprehension program that is particularly effective at reaching students in K-2.

Duolingo is an online foreign language platform that is used to provide continuity for the school’s foreign language program.



McGrawHill ConnectED is the digital component of the K-5 Math, Science, and ELA curriculum, and is used to supplement existing material and platforms.

Communicating with Families

Gradelink (www.Gradelink.com) is a data management console designed for schools using Gradelink that provides:

- Communications & community building tools: Access for students, staff & parents; news & announcements

Email is used for administrative purposes and where secure information needs to be communicated about a student, in order to protect student data and to voluntarily comply with the Family Education Rights and Privacy Act (FERPA).

Committees

School Administration

Yahayra Marte, President/Head of School
Shellnisha Franklin, Executive Director
Dawn Melani, Principal

Upper School Problem Solving Team (PST)

Yahayra Marte, President/Head of School
Shellnisha Franklin, Executive Director
Dawn Melani, Principal
Jean Christensen, Teacher
Jerry Smith, Teacher
Tameka Averett-Grimes, Office Specialist

Lower School Problem Solving Team (PST)

Yahayra Marte, President/Head of School
Shellnisha Franklin, Executive Director
Dawn Melani, Principal
Nanette Felix, Teacher
Elaine Dawson, Teacher
Tameka Averett-Grimes, Office Specialist

Changes to Policies

Sunrise Academy publishes handbooks annually. Handbooks are available to review in printed format in the school office, and online on the Parent Portal.

Sunrise Academy reserves the right to change or modify the rules, regulations, policies, instructors, programs, class times, class dates, program contents, equipment, staff or materials as it deems necessary in order to ensure student success. Such changes may



be necessary in order for the school to uphold its purpose, and to improve teaching methods or procedures. Sunrise Academy is committed to maintaining an organizational climate where shared values are evident. Any and all proposed changes will be discussed at an advisory board meeting and adopted upon making decision to implement. The advisory board will meet quarterly in order to discuss the schools progress and make recommendations for improvement.

Handbooks

Other handbooks that parents and students may find relevant, including the Student Disciplinary Handbook, can be found on the Portal section of our website at www.sunriseacademy.education > Portals > Parent & Student Portal
