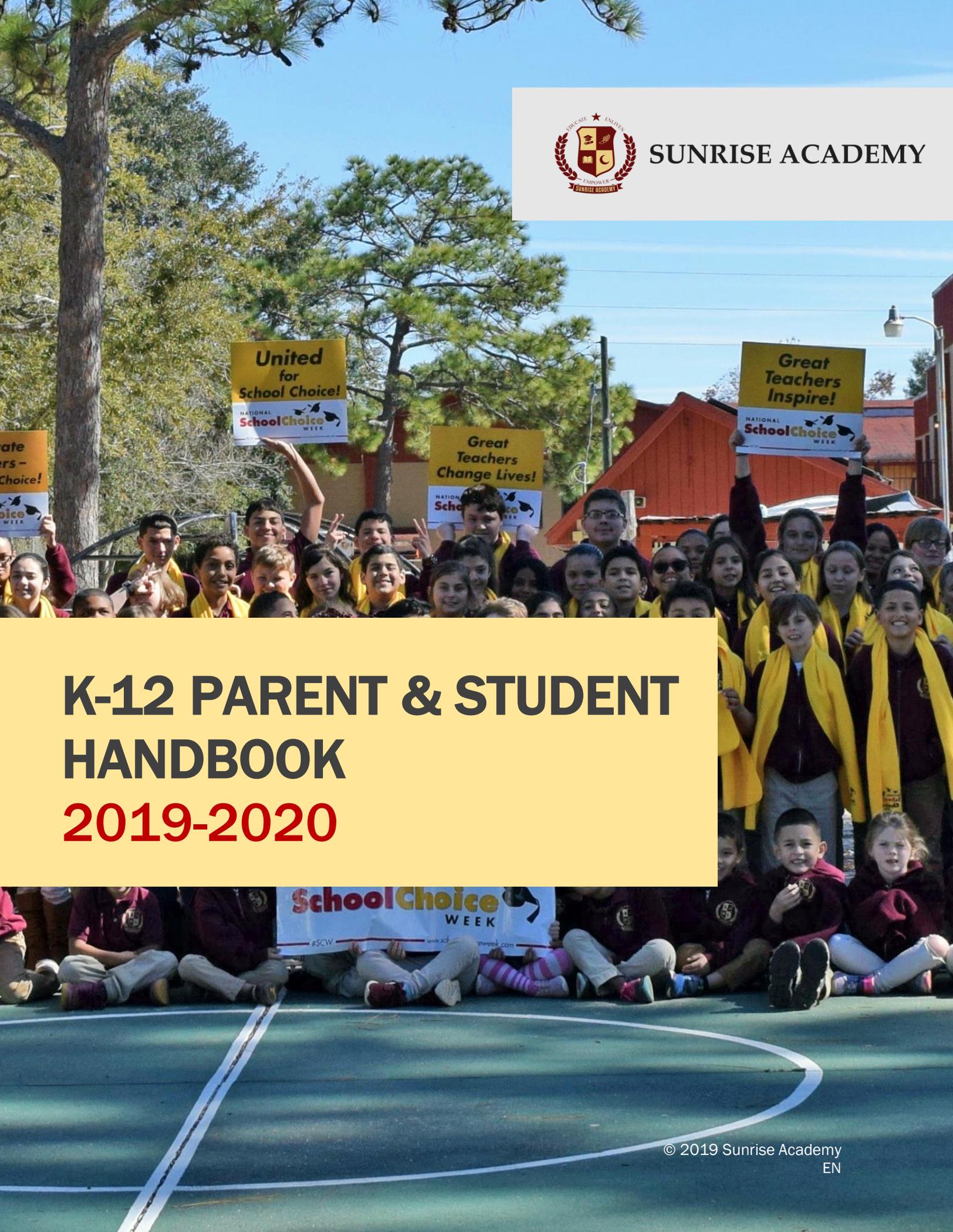




SUNRISE ACADEMY



K-12 PARENT & STUDENT HANDBOOK 2019-2020

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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're accredited by the Southern Association of Colleges and Schools (SACS), and by the National Independent Private School Association (NIPSA). Our Pre-school program 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.

We teach students character, and leadership skills. Our aim isn't 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 and every students' talent and passion and ensure that our students take action for the common good.

For the 2019-2020 Academic Year, we have teamed up with Peace Mala to work towards becoming a Peace Mala Bronze Accredited School. Peace Mala is a non-profit that promotes understanding, respect, friendship and peace between all communities, cultures and enlightened compassionate faiths. Peace Mala works towards supporting human rights, tackling bullying and all forms of prejudice, and raises awareness of issues of global interdependence and encouraging active compassion by learners that will lead to positive changes locally and globally.

We cannot claim to be everything to everyone, though 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.

Mrs. Y. Marte
President

Ms. S. Franklin
Principal

Mr. L. Connolly
Assistant Principal

School Calendar

MAKE-UP DAYS FOR INCLEMENT WEATHER WILL BE FULFILLED THROUGH THE CANCELLATION OF SPECIFIED EARLY RELEASE DAYS

August 19 (Monday)	Preplanning Day-Teachers Report
August 20 (Tuesday)	Preplanning Day-Teachers Report
August 21 (Wednesday)	First Day of School for Students
September 2 (Monday)	Labor Day Holiday-No School
October 18 (Friday)	Duty Day-Teachers Report/Student Holiday
November 11 (Monday)	Veterans Day Holiday-No School
November 25 (Monday)	Thanksgiving Holiday Begins-No School
December 2 (Monday)	Classes Resume
December 19 (Thursday)	Winter Holiday Begins-End of Day
December 20 (Friday)	Duty Day-Teachers Report/Student Holiday
January 6 (Monday)	Classes Resume
January 20 (Monday)	Martin Luther King's Birthday Holiday
February 17 (Monday)	Presidents' Day Holiday-No School
March 12 (Thursday)	Spring Holiday Begins-End of Day
March 13 (Friday)	Duty Day-Teachers Report/Student Holiday
March 23 (Monday)	Classes Resume
May 21 (Thursday)	Last Day of School for Students
May 22 (Friday)	Duty Day-Last Day of School for Teachers

Early Release Days

*All students will be released early @ 1:00 p.m. on the **FRIDAYS** listed below*

August 23 August 30	September 6 September 13 September 20 September 27	October 4 October 11 October 18 October 25	November 1 November 8 November 15 November 22	December 6 December 13
January 10 January 17 January 24 January 31	February 7 February 14 February 21 February 28	March 6 March 27	April 3 April 10 April 17 April 24	May 1 May 8 May 15

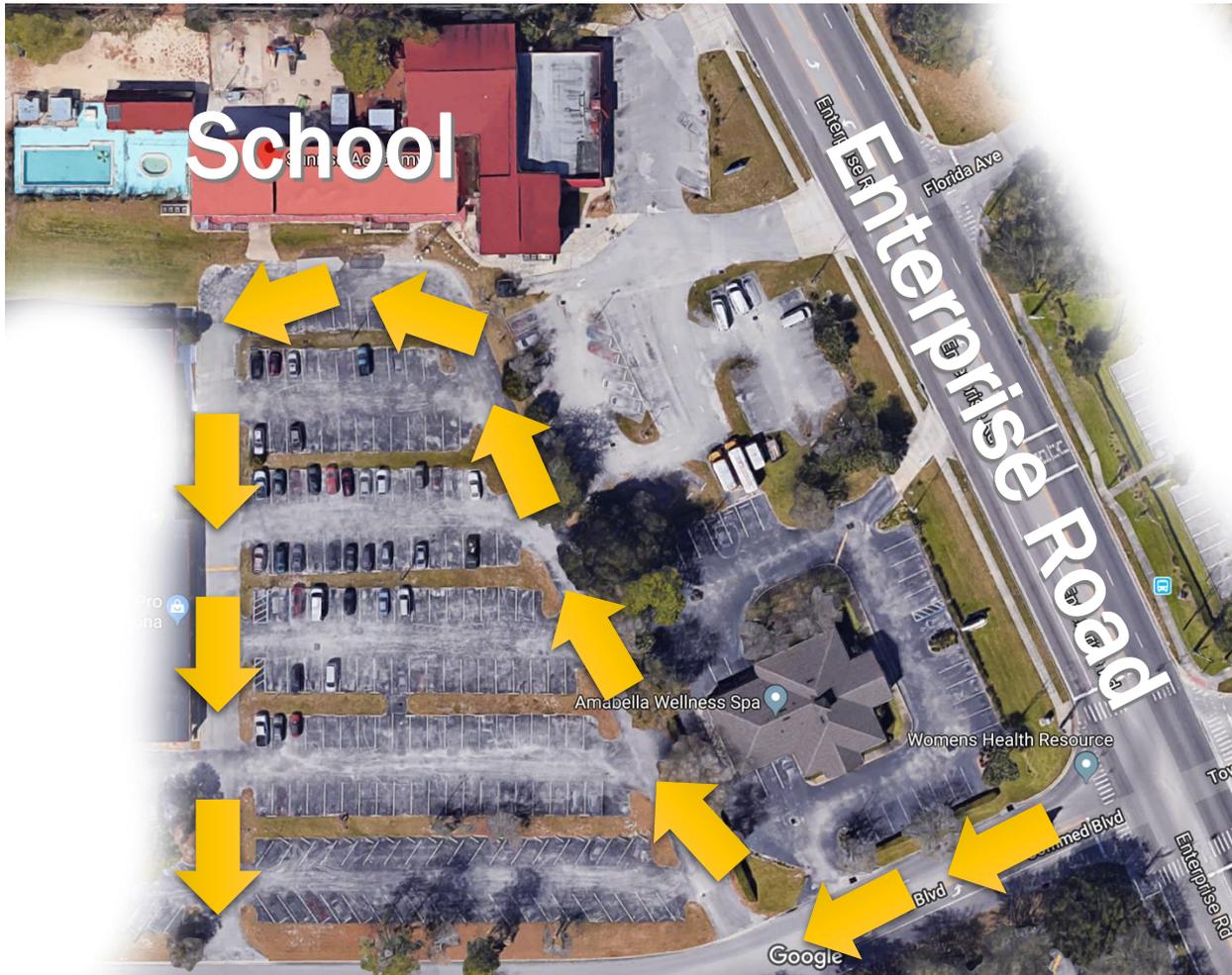
Grading Period

Period	Grade Period Begins	Midterm Period Ends	Grade Period Ends
1	Aug. 21, 2019	Sept. 20, 2019	Oct. 18, 2019
2	Oct. 21, 2019	Nov. 15, 2019	Dec. 19, 2019
3	Jan. 6, 2020	Feb. 7, 2020	Mar. 13, 2020
4	Mar. 23, 2020	Apr. 17, 2020	May 21, 2020

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

Student Arrival times:

Elementary Students: 8:00 a.m.
Middle/High School Students: 8:20 a.m.

All elementary students arriving after 8:30 a.m. must be escorted into school. Middle and High School Students should not arrive before 8:20 a.m. No student shall be admitted after 9:00 a.m. without a documented excuse note from a licensed professional, such as a Doctor, Dentist, Psychologist, etc., or the approval of the Principal, or Assistant Principal.

Student Dismissal times:

Mon. - Thursday: 2:30 p.m.
Fridays: 1:00 p.m. (Early Release)



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

Before & After Care

Before & After care is offered at Sunrise Academy and administered by the Preschool. The program is available to all students age 5-12 years of age, though parents/guardians of currently enrolled Sunrise Academy students will receive a discount. Before & After Care is available from 6:00 a.m. – 6:00 p.m., Monday-Friday. Fees are available on our website, at www.mysunriseacademy.org. Enquiries, applications, concerns and payments for Before & After Care should be directed to the Preschool Office.

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.

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 phone on (386) 775-7866. Excused absences for more than 5 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.

Tuition & Fees

Up-to-date tuition and fees can be found on our website, at www.mysunriseacademy.org, 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. You will receive all invoices via email. We offer several payment options, and there are external scholarships available. Additionally, for those who fall within 0-199% of the Federal Poverty Guidelines, we offer the Sunrise Academy Scholarship, that covers part of your tuition. Visit www.mysunriseacademy.org/k12apply to explore payment options further. All accounts must be current in order 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. Both parents, guardians, or other persons responsible for payments should read all the provisions of this contract, complete the required information, sign and return the contract to the Admission Office. A student is accepted for enrollment or re-enrollment when the contract has been delivered to the School, countersigned and dated. A copy of the accepted contract will be returned prior to the start of the school year. 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 uniforms, or field trips, unless otherwise authorized at the School's sole discretion.

Re-enrollment

Parents are required to re-enroll their child at the school each new school year. Information regarding re-enrollment is sent to the parents several weeks before the end of the school year.

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 Principal or Assistant 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 principal.

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.

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, and 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.

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 sent home to parents, while another copy 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

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 clothing over or under their uniforms while in school or participation of school functions.

3. 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 with shield embroidery, Khaki style pants, shorts, or skirt, and closed toe shoes preferably Black sneakers/shoes
- 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:

- T-shirts that have written logos or slogans must be appropriate; alcohol or tobacco 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 area completely. Tops or dresses with thin straps or tank 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.
- No pajama pants or slippers 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. Middle & High School Students that consistently violate the uniform policy will be subject to disciplinary action by the school.

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 utilized 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.

Sunrise Academy does not participate in the FSA statewide assessment program; however, public school students attending Sunrise Academy through the use of a school choice scholarship may take the FSA at the request of the parent.

Grading Policy

Grade Point Equivalent Letter

4.0	90-100	A Excellent
3.0	80-89	B Good
2.0	70-79	C Fair
1.0	60-69	D Poor
0.0	Below 60	F Failing

Grading Categories include, but are not limited to:

Classwork	Written Components
Participation	Discussions
Homework	Project
Assessments	

Students are responsible for completing all written and reading assignments in an ethical manner avoiding plagiarism and meeting all academic requirements of each assignment.

Any student wishing to make up any missed work or re-do an assignment will be given the opportunity to make up the assignment on their own free time. Any class work that is not completed in class is considered to be homework. Teachers have discretion in allowing students extra time to complete assignments, or not allowing extra time at all. Students with IEPs will be afforded specific accommodations as outlined in their plan.

Parents and students can monitor their progress by accessing Gradelink. Access will be provided through e-mail and it is your responsibility to access your account. Accessing Gradelink will enable both parent and students to keep up with daily assignments and make up work in the event of a student absence.

Participation in all subjects is mandatory. Exemptions to P.E. will be permitted where the student's School Health Entry Exam states that the child is physically unable to take part in P.E. Students exempt from P.E. will not receive a grade for that subject.

Exceptions to talks and activities that involve religion, and sex education can be granted after requesting an opt-out in writing to the Principal or Assistant Principal.

IEPs (Individualized Education Program)

As a private school, we are not legally obligated to implement IEPs, however we choose to do so for any of our students who require special accommodations. Sunrise Academy has in place a modified version of an IEP, called the Student Academic Plan, or “SAP.”

SAP is a tool that aids the school accommodating the needs of students that have different learning needs. Each student is reviewed on a case-by-case basis by the Assistant Principal, whom is responsible for accessible learning, and exceptional education at the school.

SAP documents do not constitute a psychological diagnosis, and we will only consider existing diagnosis's, as sent to us by a school district, and/or a licensed mental health professional.

You may request a SAP review for your child at any time by contacting the school. Upon receiving the request, the school will invite you to a SAP review meeting, where accommodations for your child will be discussed. Your child's SAP will be reviewed periodically, usually every quarter.

Psychological Services

There is no School Psychologist on staff at Sunrise Academy. 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. If your child required special accommodations, you may contact the school who will begin the process of creating a Student Academic Plan (SAP) for your child.

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/receptionist. Students may also ask to speak to the Principal or the Assistant Principal. Concerns or complaints will be addressed within 24-48 hours. Concerns or grievances that are not satisfactorily resolved can be addressed in person by scheduling a meeting with the Principal and/or the Assistant Principal.

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. Bulling 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.

Tutoring

Tutoring services may be offered 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. Please contact the office for information regarding tutoring services.

Library and Learning Resources

As a policy, Sunrise Academy will ensure access to resources and services for all students. The school has a library available to students and faculty, which contains at a minimum, dictionaries, thesauruses, and materials applicable to courses taught by the school which will be periodically reviewed and updated. The library 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, which are posted at the school.

Student TV

Sunrise Academy has a fully functioning television studio that we utilize for morning announcements that are uploaded to YouTube, and other school productions. Students may take part in these productions proving they have a media release on file. Those students interested in a career in media, may particularly benefit from our TV facility. Students must have a media release on file in order to participate in the student TV productions.

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.

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. Parents and guardians of students that are nominated for an award will be invited to the award ceremony at the school, which is usually held in April of each year.

Principal's Honor Roll

The Principal'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. Students can be included on the Honor Roll if their grades average to an A grade. The student is not required to have all A grades; however, the student must have more A grades than any other grade to be considered for the Principal's Honor Roll.

Those included in the Principal's Honor Roll will have their name affixed to the permanent list that will be placed outside the Principal's office for the duration of the next school year. The student will receive an Honor Roll Certificate presented to him/her by the Principal and Assistant Principal 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.

Annual Graduation Ceremony

A formal graduation ceremony is held yearly for students completing Pre-school, Kindergarten, Elementary & Middle, and High School in the Center at Deltona. Students must satisfy all academic proficiency and promotion requirements with cumulative grade point average of 2.0 or better and attendance of 80% or better.

High School Graduation Requirements

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

- 4 Credits English
- 4 Credits Mathematics
- 3 Credits Science
- 3 Credits Social Studies
- 1 Credit Physical Education
- 1 Credit Fine or Performing Arts, Speech and Debate, or Practical Arts
- 8 Electives

**Foreign Language Credit is also offered for those interested*

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

Academic Progress

Report cards are provided at regular intervals to keep parents fully informed of their child's academic proficiency. If your child has not demonstrated mastery/proficiency (Grade C or better) in a reading, language arts, mathematics, or science, he/she is not meeting minimum expectations. Promotion is based on how well students are performing according to Florida Standards, as well as the feedback from the teacher. The school utilizes flexible ability learning groups for third through eighth grades.

Flexible Ability Learning Groups

Students in third through eighth grades will be placed in flexible learning groups based upon the ability of each student and will rotate among four subject specialist teachers every school day.

By implementing "flexible ability grouping" while rotating the students among different teachers, we are better able to meet each and every student where they are today and build upon the skills that they already have so that they are prepared for the challenges ahead.

When flexible ability grouping is used appropriately and effectively, students win. They receive the right content at the right time from teachers better able to direct their instruction to a smaller group of students. By moving towards a flexible ability-based system, we are preventing your child from falling behind. Additionally, for those who demand more academic rigor, we are meeting their intellectual needs. Because the students are concentrated with others who have similar levels of knowledge and learning rates and clear learning goals, they can better challenge one another to grow further.

According to a 2010 meta-analysis by Kelly Puzio and Glenn Colby¹, students who were grouped by ability within a class for reading were able to make up to an additional "half of a year's growth in reading." Similarly, a 2013 National Bureau of Economic Research² study of students who were grouped by ability found that the performance of both high and low performing students significantly improved in math and reading, demonstrating the universal utility of this tool, particularly as our classrooms become more academically diverse.

Using an ability grouping system will ensure that your child does not have to be retained. In ability grouping, students stay within their current grade group that is linked to their age. All transcripts and school documentation will show only their grade year placement.

References:

- 1 - <https://files.eric.ed.gov/fulltext/ED514135.pdf>
- 2 - <https://www.nber.org/papers/w18848>

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 will be working towards its Bronze Accreditation with the Peace Mala Project (www.peacemala.org) during the 2019-2020 Academic 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, tablets, and gaming devices are not allowed to be used anywhere on school property during the school day. If these items are found on school property, they will be immediately confiscated and will not be returned until the parent comes to pick it up. Students refusing 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.

Any student requiring special exemptions for this policy will have to provide medical evidence, a SAP document, a 504 Plan or IEP to the school who will approve these accommodations on a case by case basis.

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.

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. 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 Principal and/or the Assistant Principal have the right to suspend or expel a student. 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 enrollment or re-enrollment forms.

Changes to Policies

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 upholds its purpose, and to improve teaching methods or procedures. Sunrise Academy is committed to maintaining an organizational climate where shared values are evident. These policies will be created as a collaboration of efforts between CFO, administrators, teachers, parents, and students. Any and all proposed changes will be discussed at a board meeting and adopted upon making decision to implement. The board will meet quarterly in order to discuss the schools progress and make recommendations for improvement. Impromptu meetings will be held at the request of the Principal and/or Assistant Principal.
