



Sunrise Christian Academy

P<sub>A</sub>R<sub>E</sub>N<sub>T</sub>/S<sub>T</sub>U<sub>D</sub>E<sub>N</sub>T H<sub>A</sub>N<sub>D</sub>B<sub>O</sub>O<sub>K</sub>

2024-2025

Integrity Excellence Honor

# School Directory

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## Sunrise Christian Academy

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Phone: (989)335-8488

### Administrator

Lisa Turek

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Pam MacKinnon

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*An independent, interdenominational Christian school serving  
the Alcona County community and beyond*

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# **Guiding Principles**

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## **Our Mission**

To provide an exceptional academic focused education dedicated to developing leaders who are spiritually, personally, and academically prepared to impact their world.

## **Our Purpose**

To impact lives by teaching children to discover their purpose in an environment where they are known and valued

## **Our Core Values**

### **Integrity**

Commitment to principles, rightness, loyalty, and trust

### **Excellence**

A dedicated pursuit of God-given potential

### **Honor**

A commitment to treat everyone with love, respect, and dignity, and to recognize everyone as uniquely created in the image of God

## **Statement of Faith**

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- That the teaching of the morals and ethics associated with a Christian worldview goes hand in hand with excellent academics.
- Sunrise Christian Academy teaches in accordance with doctrines related to the definitions of human life, marriage, sex, gender, and family. These doctrines include but are not necessarily limited to our belief that:
  1. Human life begins at conception
  2. Sexual relations are best reserved for marriage
  3. By our right words and actions, we honor God
  4. Marriage is a permanent union of one man and one woman
  5. Every person is either male or female
  6. A person's sex is an objective biological fact
- Advocating against or deliberately contradicting these doctrines in a way that interferes with or significantly undermines the mission of Sunrise Christian Academy may be grounds for removal from the school community at the discretion of the principal and/or school board.

## **Educational Philosophy**

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Recognizing the pressures upon a young person today, Sunrise Christian Academy offers an environment that promotes and teaches spiritual principles of living and encourages beneficial human relations. We want our students to be prepared to meet life's intellectual and philosophical challenges with a well-reasoned sense of morals and ethics. We strive to teach students to learn to work both independently and cooperatively, through communication, collaboration and critical thinking.

## **Specific Objectives of Sunrise Christian Academy**

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- To produce alumni who will have:
  - Satisfactorily completed their academic training at this educational level
  - Recognized the importance of service, respect, and concern for others
  - Reached a level of physical, social, academic, and spiritual maturity that will prepare them for a successful transition into the responsibilities of adulthood

## **Basic Affirmations**

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- The academic emphasis is to create an excitement for learning in an atmosphere where there is a conscientious search for truth and excellence.
- The student learns to work independently, creatively, and cooperatively. Sunrise Christian Academy endeavors to graduate the student into society with a basic understanding of his or her responsibilities as a mature citizen.
- Sunrise Christian Academy students will learn to uphold the spiritual and moral values of the Christian faith that support and sustain the family, church, and nation.
- Sunrise Christian Academy staff and faculty endeavor to help each student realize his or her full potential. They expect high standards of discipline while recognizing the need to listen and respond to each student in an attitude of love.

# Parents and SCA: Working Together

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## Parents’/Guardians’ Statement of Understanding, Support, and Commitment

- We agree with and will support the Guiding Principles (Mission, Core Purpose, Core Values, Core Commitments), Statement of Faith, and Educational Philosophy, and are willing to have our student educated in accordance with them.
- We will become familiar with the guidelines as listed in the Parent/Student Handbook and support them.
- We will demonstrate and encourage a courteous, grateful, respectful, cooperative, and forgiving approach, along with proper self-control in thoughts, words, actions, and attitude.
- We will encourage habits of punctuality, thoroughness, neatness, honesty, resourcefulness, independent reading, and study.
- We will encourage participation in school projects, programs, parties, physical education, and other school activities to develop skills and relationships.
- We will encourage completion of all homework and assignments and help the student develop effective study habits.
- We will encourage school personnel through cooperation, prayer support, participation in school activities, and proactive communication.
- We understand that God has given us the primary responsibility for the spiritual training of our child(ren). We choose to partner with Sunrise Christian Academy.

## Parent Responsibilities/Conflict Resolution

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In addition to the learning center, school-wide, and district support, we ask parents of Sunrise Christian Academy to model good problem-solving for our students. SCA parents, staff, and students are responsible to determine facts and then address those facts for the child’s welfare. Parents need to confer first with the learning center supervisor and, if necessary, work with the principal, should a question or concern persist. We invite parents to conference with the principal, to seek and arrive at resolution for the sake of the school’s mission and purpose.

Children learn by example. If we, as adults, handle each situation in a godly, loving, and respectful manner, our children will learn to do the same, and SCA will continue to be a strong, positive environment of which young people can be a part.

## Parent/Staff Conferences

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The philosophy of Sunrise Christian Academy is that it is vitally important for the school and home to work together. In order to promote effective communication and understanding, the following guidelines are in place:

All parents are expected to attend a parent/staff conference at the end of the first nine-week grading period. We invite all parents to participate in spring conferences, arranged between parent and staff upon request.

- Parents may request informal conferences anytime throughout the year.
- We encourage parents to attend Parent-Staff Fellowships, where students demonstrate their talents.

Staff also uses letters, phone calls, email, and regular progress reports, as needed, to communicate with parents.

## Parent Visitation

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It is the desire of the administration and the faculty of Sunrise Christian Academy to be of service to our families, who entrust their children to us for training and teaching during the day. Therefore, we welcome parental visits to

the center. We do ask, however, that you schedule a specific time for these visits. This will avoid interruptions during testing times, individual student presentations, etc. All visitors must check in at the administration office and wear a visitor's nametag.

## **Parent Opportunities for Involvement**

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All Sunrise Christian Academy parents are "Parents for Sunrise Academy," and there will be many opportunities to be involved in Sunrise Christian Academy. The organizational system supports each member as he or she works toward the vision of Sunrise Christian Academy.

The following list includes a few of the ways that parents and grandparents may find to be involved in supporting Sunrise Christian Academy:

- Volunteer to help with SCA activities
- Help in the learning center
- Help with playground supervision
- Provide learning center support and tutor
- Assist with academy events or programs
- Help in the school office
- Provide food or transportation for field trips
- Help with academy events such as dinners, auctions, and other fundraisers
- Attend an event and support it financially with cash gifts or gifts-in-kind
- Playground improvements, mulch, paint, repair
- Create Shutterfly yearbook
- Grant research and writing
- Event decoration
- Landscape care – cutting grass, yard work, or plowing driveway (if needed)
- Building maintenance
- Learning center parent (organizes parties and acts as liaison between learning center supervisor and other parents)
- Learning center aid (help with general supervision and misc. projects as needed)

## **Volunteers**

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SCA is always in need of community volunteer helpers for various projects and activities throughout the year. Assisting leaders, working on fundraising projects, assisting in the office, and providing activity supervision are just a few areas where volunteers are involved. The volunteer help that we receive is vital to the success of our program, and we encourage every parent to be involved in some way. Parents and others who give of their time and talents find themselves abundantly blessed because of their involvement. Please call the administrators office to find out how your volunteer services may be used. Volunteers must complete and have a background check on file in the Office prior to volunteering.

## **Fundraising Programs**

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Sunrise Christian Academy's focus is to establish long-range sustainable sources of income through Annual Fund efforts and capital campaigns, as needed. Developing an effective planned giving program and seeking foundation grants enhance SCA's ability to secure financial stability for the future. The administration of Alcona Christian Fellowship establishes the yearly fundraising programs in which the academy participates. Fundraising programs



that encourage rational, sustained giving to the ministry are favored over product sales projects. Such sales are included in Sunrise Christian Academy's program, but on a limited basis.

Alcona Christian Fellowship directs the primary fundraising for Sunrise Christian Academy. The Fund is the development program that supports needs and financial aid each year.

## Parents' Expectations of SCA

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You may expect SCA to do the following:

- Clarify expectations to all students and to commend, counsel, or correct as occasion demands.
- Cooperate with you in every way possible to encourage your child in the development of positive attitudes, habit, and skills.
- Communicate with you regularly concerning the accomplishments and growth needs of our child.
- Provide a Christian environment in which students can learn about and deal with the world in which we live.
- Make the educational experience of your child fulfilling and complete.

## Grievances

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Any students or parents having questions regarding student/staff or student/administration relations, learning center procedures, staff actions, assignments, grades and the like, should initially direct their questions to the staff(s) or administrator(s) concerned. If, *after discussing the issue with the appropriate individual*, the matter has not been resolved, the student or parent may appeal the matter to their campus administration, and then to the administrator of SCA.

If a student or parent cannot remain in harmony with the philosophy, rules, and policies of SCA, we reserve the right to dismiss the student from the academy and/or academy-sponsored programs.

## Information Updates

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For the protection and safety of your child, parents must assume the responsibility of notifying the office when changes occur with respect to home, work and emergency telephone numbers, names of emergency contacts, address changes, medical information and/or parental or guardian status. Each fall you will be asked to update this information for our records.

If stressful situations or anticipated changes are, or will be, occurring within the student's home or living situation that may produce an effect on the child's performance at the academy, please inform administration. This awareness will help staff personnel understand and assist with possible behavioral changes observed in the student.

## Telephone Use by Students

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The office will call out students for telephone calls only in cases of extreme emergency. If it is essential that a student receive a message from parents during the learning day, call the office. Students will not be permitted to have a cell phone during the school day.

Students need to take care of all business and other arrangements before or after the day. Office telephones are only for use in cases of emergency, with written permission from the staff.

## Lost and Found

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The academy/campus is *not* responsible for money or items that are lost or stolen. Students are to mark clothing (coats, P.E. wear, etc.) with a permanent marking pen. This will enable the staff to return lost items to the owner. Students should not bring items of value to the academy.

## **Marketing and Photography**

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Per the SCA-parent agreement, which is signed during the admissions process, Sunrise Christian Academy or an authorized studio has permission to photograph or record a video of students for internal and external publications, marketing tools and publicity purposes. Any parents who do not wish to have their student photographed for these purposes must provide this request in writing to the administrative office.

## **Admissions and Enrollment**

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### **Non-discrimination Policies: K–8**

Sunrise Christian Academy is open to anyone interested in securing a Christian education, from early learning through grade 8 and older by exception, whom the academy finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by Sunrise Christian Academy's rules. It is important to understand that attendance at Sunrise Christian Academy is a privilege and not a right. Any student who does not choose to abide by the Sunrise Christian Academy standards of conduct and is unwilling to adjust to the Christian academy environment forfeits this privilege.

All students must be confident they want to attend Sunrise Christian Academy and agree to apply themselves honestly and wholeheartedly. They also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

Sunrise Christian Academy admits students of any race, color, national and ethnic origins to all the rights, privileges, programs and activities generally accorded or made available to students at the academy. It does not discriminate based on race, color or national/ethnic origin in admissions policies, athletics and other academy-administered programs.

Sunrise Christian Academy reserves the right to select students based on academic performance, religious commitment and personal qualifications, including a willingness to cooperate with Sunrise Christian Academy's administration and to abide by its policies.

The policy of Sunrise Christian Academy is to accept children in compliance with the Americans with Disabilities Act (ADA) per all the implementing regulations. The academy will review each child's situation on an individual basis to determine whether the academy can meet the child's needs. Please discuss your child's needs with the principal before enrollment.

### **Elementary Admissions**

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To enter kindergarten, the student must be five years old before September 1st. Parents can sign a waiver to enroll younger children into kindergarten if they will be five before December 1<sup>st</sup> of that year. In addition, all new students will also be assessed for kindergarten readiness in the areas of social-emotional, physical, language, cognitive, literacy, and mathematics. A trained assessor uses Readiness Assessment Tools to assess the child's developmental maturity by comparing the child's results with a national study of children of the same age, in the key developmental areas.

All students entering first grade must be six years of age on or before September 1st or have successfully completed a year of kindergarten.

Students entering all other grades will use an online assessment, which will be scheduled during the application/admissions process. Parents must also provide cumulative academic records, including standardized test scores, report cards, special services evaluations and reports, behavior reports, and health records. Enrollment

is contingent on parent interview and evaluation of student's records and needs.

## Continuous Enrollment

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To provide SCA families with a system of enrollment that is seamless and paperless, SCA has adopted a continuous enrollment system, where students remain continually enrolled, from their initial admission into the academy system until they graduate from SCA. As a family maintains its continuous enrollment, each student's information (e.g., address, phone, email, emergency contacts, and medical information) is continuous from grade to grade in the student information system. SCA will help to maintain the records by reminding parents to provide updated information, as necessary. By March, SCA will publish the following academy year's tuition rates, the annual continuous enrollment tuition down payment amount, and information regarding variable tuition. For further information, parents may contact the Office: (989)335-8488.

## Student Visitors on Campus

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Student visitors are welcome at Sunrise Christian Academy if the primary purpose of their visit is to assist the student in deciding future enrollment in the academy. We permit visitors only after arrangements have been made in advance through the administration office.

The following procedures are in place for all student visitations:

- Student visits should not be for social purposes only, but rather because of an interest in attending Sunrise Christian Academy.
- The host student must pick up a visitor clearance form from the administration office.
- The visiting student and the host student must each bring a note signed by their parents' giving permission for the visit.
- The visitor clearance form must include the signature of the parent of the SCA student, authorizing the visitor to accompany the student throughout the learning day or during a specified time.
- The visitor must also sign the visitor clearance form, stating compliance with all academy rules, policies, and dress code during the visit.

## Financial Policies and Procedures

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### Financial Responsibility

Parents agree to promptly fulfill all financial obligations to SCA. Payments are to be processed per the financial contract and payment plan. For questions or concerns about tuition and fees payments, parents may contact the Office at 989.335.8488.

### Tuition and Incidental Fees

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All registration fees must be paid prior to a student's official enrollment in Sunrise Christian Academy. For the 2024-2025 academic year, SCA utilizes mandatory automatic monthly tuition and fee deductions from your bank account or credit card. We implemented the payment method to offer convenience and simplicity for all of our busy families.

**Registration and Enrollment:** On acceptance to SCA, and to ensure placement, an email with instructions will be sent to set up your tuition payment plan for the academic year. If a student is not accepted to SCA, all but \$25 of the registration fee is refundable.

**Tuition Payment by Automatic Bank Payment (ACH):** Payments are due on the 1st of each month, depending on the plan selected per your Agreement. A \$30 late fee is added to the account if a payment fails for

non-sufficient funds (NSF).

**Tuition Proration:** Tuition is not adjusted or prorated due to absences and weather-related closings.

**Late Tuition/Incidental Payments and Delinquent Accounts:** To continue attendance, all accounts must be kept current, including tuition, academy fees. A family having a financial difficulty will not automatically be denied an education for their children, however, administration must be notified as soon as the difficulty begins.

**Prior Year Balances:** Prior year's tuition, plus all fees (student, athletic, mission trip, fines, etc.) must be paid before August 1, unless other payment arrangements have been made. If payment is not received by August 1, student will be considered withdrawn, and a new \$50 re-enrollment fee will be required to enroll.

Report card(s) and diploma(s) will be released to parents only after financial obligations are paid in full. If there is a balance due, only transcripts will be released.

## **Replacement of Academy-Owned Materials and Equipment**

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Throughout their years at Sunrise Christian Academy, students will be using many items that belong to the academy. These include books, instruments, tools, and athletic equipment, as well as other materials and equipment. If academy-owned materials or equipment are lost or damaged, the student receives a monetary fine, representing a fair repair cost or replacement value. Stolen items are the responsibility of the student.

Unpaid fines will require payment prior to issuance of the student's report card.

## **Withdrawal Process and Fees**

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To withdraw, families must follow the SCA withdrawal process. Once a family notifies the Office of their intent to withdraw, they will receive an email with a link to the Intent to Withdraw Form. Once the parent has submitted the Intent to Withdraw Form, they must also complete the academy checkout procedures and reconcile their tuition and fees account before the withdrawal is final. Any eligible refund is first subject to deduction of outstanding balances.

If a student withdraws after August 10 but prior to the start of learning year, a \$350 withdrawal fee will be due. If a student withdraws after the start of learning year, a \$350 withdrawal fee will be added to the prorated tuition along with any unpaid fees on the account. Official transcripts can be requested once the account is paid in full for the student. Report cards will not be sent until the family's account is paid in full.

## **Emergency & Inclement Weather**

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### **Emergency & Inclement Weather Procedures**

There are times when academy will be closed or the starting time delayed due to inclement weather. SCA will follow the Alcona Public School in the event of closing due to weather conditions. Announcements of Sunrise school closings or delays can be heard on: \_\_\_\_\_ and the Remind app. Another way to find out if school is closed or delayed is to check the Alcona Community Schools web page at [www.alconacomunityschools.com](http://www.alconacomunityschools.com). Many local radio and television stations also post closings on their websites. Parents may choose to join the office Remind group to have academy closing information delivered to them via email or text message. If it becomes necessary for the academy to be closed in the course of the learning day, parents or guardians will be contacted by the administration office.

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**Please note:** Please make yourself familiar with the Emergency & Inclement Weather procedures in place for Sunrise Christian Academy. These procedures are intended to ensure the safety of our staff and families,

*while continuing to provide high-quality care for our students.*

*It is always the parents' decision as to whether inclement weather conditions prevent them from safely transporting their child to academy. If parents believe that driving conditions are unsafe, they should report their child's absence to the office.*

## **Health (Illness, Immunization Law, Medications)**

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### **Student Health**

Please keep your student at home when the following symptoms exist:

- Fever of 100°F or higher, with headache, earache, fatigue that prevents participation in regular activities, sore throat, or rash. Remember a student must be fever-free for at least twenty-four hours without medication before returning.
- Vomiting within the past twenty-four hours
- Diarrhea within the past twenty-four hours
- Draining rash
- Unusual fatigue or irritability, confusion, paleness, lack of appetite
- Abnormal nose or ear discharge
- Lice or nits
- Continuous coughing
- Cold sores/fever blisters
- Suspected communicable infection such as impetigo, pink-eye, and scabies; the child may return twenty-four hours after starting antibiotic treatment

While we understand that it is not possible to eliminate all risks of furthering the spread of viruses, we feel like these steps will certainly reduce the risks to students, staffs, staff, and their families significantly. We will also encourage frequent hand washing.

A student will be sent home if, in the opinion of the staff, he/she is too ill to remain at the learning center or if he/she shows signs of any of the above.

If your student will not be at the academy (for illness or any other reason), please call the administration office at 989-335-8488 or text a message to the office at 989-335-8488 to inform us.

## Illness or Injury at the Academy

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A student who becomes ill during the academy day must obtain permission from a staff prior to going to the office. If the student is not able to return to class within a reasonable amount of time, the academy will contact the parent and/or the individual listed on the Student Medical Information form to transport the child home immediately. If no one is available, the student will remain at the academy. However, the academy is not equipped to provide nursing care for sick students during the day. If your child is experiencing symptoms of illness before the day, please keep him or her home for the day.

An injured student should immediately notify a staff or staff member to ensure that the student receives proper care and that staff complete the appropriate injury/illness reports as applicable.

If a student becomes seriously ill or injured and must have immediate attention by a physician, the academy will arrange for the student's transport to the nearest hospital and will make an immediate effort to contact the parents and/o their designee listed on the Student Information form.

**It is important that the Student Medical Information form is up to date. Parents should call the campus office to make changes.**

## State Health Records - Immunization

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To protect students from infectious childhood diseases, Michigan State law requires that all students enrolled in public and private schools in the state have signed certificates of immunization status forms on record with their prospective schools.

- Each new student must provide immunization records and complete a physical examination by the first day of learning.
- Michigan requires schools to report the immunization status of seventh grade students. Seventh grade students are only allowed to attend classes after their immunization records are received.
- Non-medical waivers for religious or philosophical objections will need to be obtained from a county health department and received in the academy office prior to attending. Contact the county health department for an appointment to speak with a health educator and request a non-medical waiver.

## Medication

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Whenever possible, we urge parents and physicians to design a schedule for administering medication to a student outside of academy hours. The rare exceptions involve special conditions in which it is necessary that the child have the medication in order to remain at the academy. **If a student must take medication during the day, the SCA Medication Authorization Form along with required attachments (e.g., doctor's action plan) must be on file at the administration office and be resubmitted at the beginning of each year.**

Bring the medication in its original container to the administration office immediately upon arrival at the academy, along with the Medication Authorization Form, which can be obtained in the administration office. By law, staff members cannot give any internal medication, including aspirin/acetaminophen and cough drops, without written parental permission. Under no circumstance should a student keep medication with him.

Students in possession of medication are in violation of the above guidelines and may be subject to disciplinary consequences. Students may not share medications.

It is the responsibility of the parent to inform the academy personnel of any health condition requiring special care so that an Individual Health Plan can be developed for the student.

## Child Protection Policy

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The State of Michigan Child Protection Law (Act No. 238, Public Acts of 1975, as amended, being Sections 722.621 – 722.636, Michigan Compiled Laws) states that “Child Abuse” means harm or threatened harm to a child’s health or welfare, by a parent, legal guardian, staff, staff’s aide, or any other person responsible for the child’s health or welfare through non-accidental physical or mental injury; sexual abuse; sexual exploitation; or mal-treatment.

1. “Child Neglect” means harm or threatened harm to a child’s health or welfare by a parent, legal guardian, or any other person responsible for the child’s health or welfare which occurs through either of the following: a.) Negligent treatment, including the failure to provide adequate food, clothing, or medical care, b.) Placing a child at an unreasonable risk to the child’s health or welfare by failure of the parent, legal guardian, or any other person responsible for the child’s health or welfare to intervene to eliminate that risk when that person is able to do so and has, or should have, knowledge of the risk. SCA treats child abuse and neglect seriously and will, therefore, adhere to the following guidelines in dealing with suspected child abuse cases according to the Child Protection Law.
2. If there is reasonable cause to suspect child abuse or neglect, SCA shall immediately submit an oral report of the suspected child abuse or neglect to the Michigan Department of Human Services.
3. Within 72 hours after making the oral report, the reporting person shall file a written report as required in this act. If the reporting person is a member of the staff, the reporting person shall notify the School Administrator of his or her finding and that the report has been made, and shall make a copy of the written report available to the School Administrator
4. A member of the staff of the school shall not be dismissed or otherwise penalized for making a report required by this act or for cooperating in an investigation.
5. The identity of the reporting person shall be confidential subject to disclosure only with the consent of that person or by judicial process. A person acting in good faith, who makes a report, cooperates in an investigation, or assists in any other requirement of this act shall be immune from civil or criminal liability that might otherwise be incurred thereby.
6. A person who is required to report an instance of suspected child abuse or neglect under this act and fails to do so, is civilly liable for the damages proximately caused by the failure.
7. A person who is required to report an instance of suspected child abuse or neglect under this act and fails to do so, is guilty of a misdemeanor.

The academy recognizes the sensitivity of these situations and will provide support and a safe place for any children involved and will continue to advocate for them throughout the entirety of the process.

*Confidentiality statement: Sunrise Christian Academy recognizes student’s privacy and protection is paramount when handling a student’s disclosure of child abuse. SCA staff will not divulge any of the disclosure or personal information of those involved to ANYONE outside of what is required by state law to report, and SCA required staff per policy protocol.*

## Conduct and Curriculum Expectations

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### The Three Rs

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Sunrise Christian Academy is a positive learning environment. We choose to value each person by living the 3 Rs:

**Respect: A commitment to Honor** I will choose to think, act, and speak in a way that honors God, others, self, and property.

**Responsibility: A commitment to Ownership** I will be trustworthy, self-governed, and accountable for my choices, and I will accept the consequences for my actions.

**Relationship: A commitment to Godly Interactions** I choose to understand, accept, and show concern for others and self.

## **We will reward positive behavior through activities and privileges.**

The vast majority of students do an outstanding job every day. We assume that each student has honorable behavior. Student expectations are contained in the sections that follow. We will monitor student behavioral choices. Students who do not meet behavior expectations will earn consequences.

The ultimate, unique goal of Sunrise Christian Academy is for students to have the ability to govern themselves from within—internally. As the ability of students to govern themselves grows, there is less need for imposing external or extrinsic rules and regulations on them. As we—staff and parents working together as a team—help our children mature, teaching and training them to do what is right, we will raise exceptional young leaders who are ready to move confidently into tomorrow’s world.

*Choose to respect*

*...my parents, brothers and sisters, grandparents,*

*...my principal, staffs, and all academy staff,*

*...all adults,*

*...my peers,*

*...younger children,*

*...property that is mine,*

*...property that belongs to others, and*

*...(the list goes on and on).*

## **Dress and Appearance Standards**

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### **ALL GRADES:**

Standards of dress are important to our academy. Clothing for students in the academy must be characterized by modesty, safety, appropriateness, and good taste. Students are expected to wear an approved uniform daily. Any accessory or clothing item deemed unsuitable for the academy by administration will be prohibited.

If a student arrives at SCA not dressed in a school uniform, he or she will be required to call home for a uniform or may be sent home. SCA looks to parents as being responsible for the dress of their student.

- Clothing will be conservative and should be modest in all respects.
- Clothing will be conducive to good health, comfort, and safety.
- A dress code check will be done during the 1st period of all classes by staffs.

Staffs may request specific attire for SCA functions such as music performances, field trips, or outdoor education. On special occasions, such as Spirit Day, academy-wide campus wear modifications will be announced. Parents should ensure that students follow the campus wear guidelines.

### **EXPECTATIONS FOR STUDENT DRESS:**

#### **BOYS:**

##### **Shirts:**

- SCA approved uniform polo shirts with academy logo, short or long sleeves
- SCA approved uniform sweaters with academy logo worn over shirt, if necessary
- No long sleeved tee shirts under school uniform shirts are allowed.

##### **Pants:**

- SCA approved uniform pants hemmed at a proper length

##### **Shoes:**

Only athletic shoes appropriate for physical activity will be allowed. No slippers, slides, crocs, cowboy boots, UGGs and the like will be allowed. SCA administration reserves the right to restrict footwear that may be unsafe or detrimental to the learning environment. Shoes must be worn at all times at SCA.



## **Personal Appearance:**

Boys' hair is to be above the collar in the back and no longer than the earlobes on the sides. Unnatural hair color is not allowed. Temporary, semi-permanent, or permanent tattoos are not allowed.

## **GIRLS:**

### **Shirts**

- SCA approved polo shirts with academy logo, short or long sleeves
- SCA approved uniform sweaters with academy logo worn over shirt, if necessary
- No long sleeved tee shirts under school uniform shirts are allowed

### **Pants:**

- SCA approved uniform pants hemmed at a proper length

### **Shoes:**

Only athletic shoes appropriate for physical activity will be allowed. No slippers, slides, crocs, cowboy boots, UGGs and the like will be allowed. SCA administration reserves the right to restrict footwear that may be unsafe or detrimental to the learning environment. Shoes must be worn at all times at SCA.

## **Personal Appearance**

Unnatural hair color is not allowed. Only small jewelry (pierced ears only) is allowed if it is not a distraction or safety issue. Temporary, semi-permanent, or permanent tattoos are not allowed.

## **GROOMING:**

- Students should come to SCA bathed and free of body odor
- Hair should be neat and clean, and natural in color
- Eyebrows cannot be extremely colored, carved, notched, etc.
- Unnatural looking contact lenses are prohibited
- Extreme hairstyles will not be allowed (carvings, spikes, designs, mohawks, etc.)
- Hair should clear the eyebrow and be kept out of the line of vision

## **MAKE-UP/BODY ART:**

- Face-painting, washable or permanent visible tattoos, body art, or personal body drawings are not appropriate.
- Extreme make-up will not be allowed in any grade (such as black, white, or fluorescent lipstick). Extreme eye shadow that is disruptive is also prohibited.

## **THE FOLLOWING ACCESSORIES ARE NOT ALLOWED:**

- Sunglasses, hats, caps, bandannas, scarves over the head and/or face, hoods, or other headwear (on campus)
- Earrings of any kind for boys
- Piercings other than girls' ears, including gauged earrings and "plugs"
- Nose Piercings
- Chains other than jewelry or spiked jewelry
- "Dog collars" or similar accessories
- Gang related clothing or articles, including towels, beads, etc.

## **OUTERWEAR:**

- Outerwear is defined as clothing designed to protect from the elements, such as coats and jackets.
- Coats and jackets should be of an appropriate size and may be worn over dress code attire in inclement weather to and from SCA.
- Trench coats are not acceptable as a form of outerwear and will not be accepted at SCA.
- Any item of outerwear deemed unsuitable for SCA by the administration will be prohibited, including, but not limited to, those that depict or promote the occult, gang memberships, death, suicide, violence, drugs, alcohol, tobacco, or sex.
- Any clothing worn under outerwear must comply with dress requirements.

*SCA prohibits any other clothing or grooming that, in administration's judgment, may reasonably be expected to cause disruption of or interference with normal SCA operations.*

SCA students will honor God, honor others, and honor themselves by dressing in a manner that promotes the following:

- Being ready to learn
- Being prepared to lead
- Projecting a positive image
- Being clean, neat, and modest
- Modestly and tastefully dressed
- Not drawing undue attention to themselves or distracting from the learning environment

Administrators reserve the right to interpret and enforce the dress and appearance standards of SCA students.

**Failure to meet guidelines above may result in an immediate change of clothes and/or a dress code violation.**

*Parents are asked to partner with the SCA to train their children regarding the purpose of the dress and appearance standards. Parents are also asked to see that their children are dressed properly when they leave for SCA.*

We at SCA are committed to this goal but know we cannot accomplish it without the help of every parent focusing on this character as well. It is important for students and parents to understand that the standards for student conduct at SCA are lifestyle standards, which mean we expect students exhibit and adhere to these standards not only at academy and academy events, but at all times regardless of where they are.

## Curriculum Expectations

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### *Key Focus Areas*

- Providing strong, academics-based content in every curricular discipline at each grade level, enabling our students to become equipped for the next steps in their pursuit of excellence and challenging them to become lifelong learners
- Integrating knowledge, understanding, and application skills that emphasize
  - Spiritual formation
  - Leadership development
  - Academic excellence that includes communication skills and higher-level thinking skills

Our goal at Sunrise Christian Academy is to maintain high standards of excellence in academics. We select instructional materials from several companies. We have made every effort to incorporate materials from Christian publishing companies into our program. Our staffs, as the spiritual leaders and shepherds of the young people entrusted to them, carefully screen and edit all materials to provide proper perspective on non-biblical references and influences and use them to teach the biblical standpoint.

### *View of Creation*

At Sunrise Christian Academy, we take an unwavering stance that God is the Master Designer and Creator of the universe and of all forms of life that inhabit it. Within this position, there is instruction and discussion that allows

for a variety of possibilities concerning the exact manner and period of the creation. At the higher learning levels, particularly in advanced levels of physical and life science, students learn about all the major theories of the origins of the universe and of life, and the arguments scientists use in attempting to support these theories.

## **Honor and Discipline Codes**

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### **Sunrise Christian Academy Honor Code**

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Sunrise Christian Academy students will strive to always conduct themselves with honor and integrity. (See more about student conduct and the 3Rs under “Student Conduct Expectations”).

#### *Student Lifestyle and Conduct Expectations*

Sunrise Christian Academy expects its students to adhere to standards that represent the highest levels of integrity and character. All SCA Students are expected to engage in appropriate behavior at all times, both on and off campus.

#### **Students at SCA must agree with the following standards of conduct:**

1. Commit to treat each individual as uniquely created in the image of God and worthy of respect
2. Commit to excellence in all things including a sustained, dedicated pursuit of my God-given potential
3. Have a courteous, respectful, obedient, and cooperative attitude towards administration, staff, staff, volunteers, and all students in the academy
4. Behave and work responsibly in the learning center, on the SCA campus, and at SCA-sponsored activities, abiding by the standards set by the academy
5. Treat people with respect at all times
6. Become familiar with the guidelines as listed in the Parent/Student Handbook and adhere to them
7. Refrain from engaging in bullying directly, indirectly, or online; this includes any form of intentionally intimidating conduct or statements
8. Refrain from sending inappropriate digital messages or otherwise misusing technology (including but not limited to nudity, adult content, pictures without consent)
9. Be punctual and maintain regular academy attendance
10. Adhere to the SCA dress code
11. Abstain from all use of tobacco, marijuana, inhalants, drugs and/or alcohol both on and off campus while a student at SCA
12. Not possess, or in any way make the impression of possessing, or threaten to use any form of weapon, firearm or explosives
13. Reside with my parents or my approved guardians
14. Will accept correction in the right spirit
15. Will respect SCA and church properties and take responsibility for accidents occurring when not following rules of conduct
16. Will strive to make the highest grades possible and will do his/her own work
17. Will not use and have in their possession tobacco drugs, alcohol in any form, pornographic material, or questionable music.
18. No obscene gestures, dirty jokes, name calling, improper language, or cruelty to others will be tolerated
19. Guns, knives, matches, lighters, radios, tape or CD players, comic books, electronic games and secular magazines/books are not permitted in SCA
20. Adults will be addressed with proper titles. No adults will be addressed by the students by their first name

### **Cheating/Academic Dishonesty**

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*Philosophy*

A person's honor rests in that person's integrity. Without integrity, we lose credibility, no matter how successful our academics, activities, and athletic programs may be.

### *What Is Academic Dishonesty?*

We value academic integrity very highly and do not permit any forms of dishonesty or deception that unfairly, improperly, or illegally enhance a course grade or a grade on an individual assignment. The following is a list of behaviors that constitute academic dishonesty. We are aware, however, that new forms of cheating, plagiarism and other forms of dishonesty may arise and therefore, we expect every student to interpret the requirement of academic honesty and integrity broadly and in good faith. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask a staff member before you do it!

Academic dishonesty includes, but is not limited to, the following:

- Copying from others
- Having or using notes, formulas or other information in a programmable calculator or other electronic device without explicit staff review and permission
- Having or using a communication device such as a cell phone, tablet, laptop, or electronic translator to send or obtain unauthorized information
- Taking an assignment for another student or permitting someone else to take a test for you
- Asking another to give you improper assistance, including offering money or other benefits
- Asking for or accepting money or any other benefit in return for giving another improper assistance
- Providing or receiving information about all or part of an exam, including answers (e.g., telling someone in a subsequent period what was on your exam, or being told this information)
- Having or using a "cheat sheet" (a piece of paper with answers, formulas, information, or notes of any kind) that is not specifically authorized by the staff
- Altering a graded exam and resubmitting it for a better grade
- Tampering or altering online platforms
- Gaining or providing unauthorized access to examination materials

***NOTE: Simply having possession of any prohibited or unauthorized information or device, during an exam, whether or not it is actually used, is an act of academic dishonesty and will be dealt with as such.***

***Plagiarism in Papers and Assignments is defined in the following ways:***

- Giving or receiving improper assistance on an assignment meant to be individual work; when in doubt, ask
- Including in any assignment turned in for credit any materials not based on your own research and written work, which includes the following:
- Using the services of a commercial term paper company
- Using the services of another student
- Copying part or all of another person's paper and submitting it as your own for an assignment
- Using online or hard-copy answer keys without the permission of the staff
- Acting as provider of paper(s) or answers for a student or students
- Submitting substantial portions of the same academic work for credit in more than one course(self-plagiarism)
- Failing to use quotation marks where appropriate
- Failing to properly acknowledge paraphrased materials via textual attribution, footnotes, endnotes and/or a bibliography
- Making up data for an experiment ("fudging data")
- Citing non-existent sources (articles, books, etc.)

### ***Other***

- Misrepresenting your academic accomplishments, such as by tampering with computer

records

- Deceiving a staff or making up a false reason or excuse to get special consideration on an exam or an extension for an assessment or paper
- Failing to promptly stop work on an exam when the time allocated has elapsed
- Forging a signature
- Sabotaging another student's work

NOTE: *Attempted* academic dishonesty, even if unsuccessful, is treated as academic dishonesty.

**Sources:**

- Goldey-Beacom College Academic Honor Code, <http://catalog.gbc.edu/>
- University of Pennsylvania Code of Academic Integrity, <https://catalog.upenn.edu/pennbook/code-of-academic-integrity/>
- Cornell University Code of Academic Integrity, <https://cuinfo.cornell.edu/aic.cfm>

## **Cheating/Academic Dishonesty–Consequences**

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Because cheating undermines the process of learning and teaching, it is a very serious breach of discipline. In all cases of cheating, whether on a homework assignment, a quiz, a test, an examination, a report, or an essay assignment, the staff in whose class the student's infraction occurred will document and report the infraction to the administration and will notify the student's parents of the infraction. Furthermore, the infraction may result in a zero on the assignment in question. For extreme and/or repeated offenses of cheating, academic dishonesty, and plagiarism, consequences that are more stringent will apply, including actions such as, but not limited to, the following:

- A special assignment or activity related to the offense
- Suspension
- Expulsion

## **Discipline Code**

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We accept each student as an individual with individual needs. Our leaders strive to use the utmost love, patience, and positive reinforcement in dealing with all children entrusted to our care. We make every effort to develop their attitudes and habits of behavior so that their behavior will be conducive to a compatible relationship with their leaders, parents, and fellow students (Refer to Discipline Policy # 10.2)

However, for those students whose conduct is unacceptable, who demonstrate by work, action, or attitude an unwillingness to adhere to our student conduct code, the administration reserves the right to administer discipline necessary and expedient to bring about a more favorable form of conduct. Students who continually and habitually demonstrate an unwillingness to conform, or who are guilty of serious violations of SCA rules, are subject to suspension or dismissal from SCA.

Parents are asked to grant permission and trust to the administration in the discipline of their child including demerits, detention, suspension, or expulsion. SCA reserves the right to dismiss a student whose behavior is not in accordance with SCA policies. Any student observing questionable activities which are contrary to the policies of this academy should immediately discuss the matter with the administration. This is not "tattling." It has been said, "All it takes for evil to triumph is for good men to do nothing." If your child comes home complaining about the policies, please give the staff the benefit of the doubt. Support the staff and call for the facts. The staff will be approachable and will respond with the right spirit.

## **Corrective Plan of Action (CPOA)**

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Most students have a positive attitude toward SCA regarding conduct. However, a minority of students, for one reason or another fails to accept the responsibility.

Therefore, it is the policy of Sunrise Christian Academy that the parties may take the following actions after parents, staffs, and the principal have exhausted all reasonable avenues of correcting the problem:

- The student goes on a corrective plan of action (CPOA).
- The student may not participate in any co-curricular activity, including Sunrise Christian Academy –sponsored sports and clubs.
- The student’s staff and staff will closely supervise the student’s progress in achieving the desired outcome.
- The CPOA time frame will continue until the student demonstrates a positive behavior change in the area of deficiency.
- If the CPOA results in no positive changes, the student may, at the principal’s discretion, be subject to further disciplinary action such as suspension or dismissal.

## Suspension and Expulsion

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The administrator has at all times the authority to suspend or expel a student. The length of suspension will be one to five days, as determined by the administrator.

Examples of reasons that would give cause for suspension or expulsion are as follows:

- Continued deliberate display of disobedience or disrespect, or a rebellious spirit
- A continued negative attitude or a negative influence upon other students
- Failure of the student to comply with the disciplinary actions of the academy
- Failure of the parents to get recommended professional help for exceptional children

## Substance Abuse

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It is our intent to help students make good decisions, gain personal responsibility, remain free from the harmful effects of alcohol, tobacco, and other chemical substances; and to maintain the credibility and integrity of Sunrise Christian Academy and its students. Sunrise Christian Academy takes a strong proactive stance in regard to the possession, use, or sale of illegal or illicit substances. In that regard, the following substance abuse policies have been established:

During the calendar year, regardless of quantity, students shall not (1) use a beverage containing alcohol, (2) use tobacco, or (3) use or consume, have in possession, buy, sell, or give away these or any other controlled substances. Infractions will be penalized for all on and off-campus academy functions, for all written police reports, and for all parent/guardian requests. Any student in violation of this policy can expect to be suspended and/or expelled from SCA and reported to the appropriate law enforcement agency

The academy reserves the right to conduct random searches of a student’s book bags, lockers, or vehicles as warranted by student’s behavior or suspicion of use by the student. All searches will be conducted by an administrator and another staff member and/or law enforcement official.

The academy reserves the right to require any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage as determined by the administration to submit to a hair analysis (which detects drug use over the past ninety days) and/or urinalysis drug test for suspected narcotics use and a breath scan for suspected alcohol consumption. If the test is verified “positive”, the principal will meet with the student and his/her parent/guardian to discuss the results and further action.

An essential feature of this policy is that students and their family members are encouraged to contact administration for help with alcohol and other drug-related problems, with the assurance that such contacts will be handled sensitively and confidentially. A student who self-refers to the academy and is making satisfactory progress in following the recommendations of a certified program, will be encouraged by the academy.

### **PENALTIES ARE CUMULATIVE BEGINNING WITH THE STUDENT’S FIRST VIOLATION AND CONTINUING THROUGHOUT THE STUDENT’S LEARNING CAREER.**

Penalties are concurrent for varying offenses.

A student who is found to use, sell, share, and/or be in possession of vape or tobacco products shall be in violation of SCA policy. The following consequences shall apply:

**First Offense**—A **two-day** suspension from SCA and a **five-day** suspension from any extra-curricular or co-curricular activity (athletics, leadership, worship team play, etc.) will occur.

## **Second Offense—Expulsion.**

### ***Underage Use, Sale, Share, and/or Possession of Alcohol or Marijuana***

A student who is found to use, sell, share, and/or be in possession of alcohol or marijuana shall be in violation of SCA policy. Possession is not only physical possession, but constructive possession as well. Constructive possession occurs when a student is at a location (e.g., a party) where alcohol or marijuana is present, and the student makes no effort to leave that location immediately. The following consequences shall apply:

**First Offense** – A **ten-day** suspension from SCA occurs and a **thirty-day** suspension from any extra-curricular or co-curricular activity (athletics, leadership, worship team, play, etc.). If a student is not currently involved in an activity at the time of the offense, the **thirty-day** suspension will occur during the next activity in which the student participates. This consequence reduces to **five days/fifteen days** if the student enrolls in and successfully completes a SCA-approved substance abuse program. The cost for this program will be the responsibility of the student's parents.

**Second Offense** – Immediate **EXPULSION** from SCA

### ***Illegal Use, Sale, Share, and/or Possession of Illegal Drugs or any Controlled Substances***

A student who is found to use, sell, share, and/or be in possession of illegal drugs or controlled substances shall be in violation of SCA policy.

Possession is not only physical possession, but constructive possession as well. Constructive possession occurs when a student is at a location (e.g., a party) where drugs are present and makes no effort to leave that location immediately.

The following consequences shall apply:

**First Offense**— A **thirty-day** suspension from SCA will occur and an **immediate** suspension from any extra-curricular or co-curricular activity (athletics, leadership, worship team, play, etc.) for the remainder of that season. If a student is not currently involved in an activity at the time of the offense, a **sixty-day** suspension will occur during the next activity in which the student participates. This consequence reduces to a **fifteen-day** suspension from SCA if the student enrolls in and successfully completes a SCA-approved drug abuse program. The cost for this program will be the responsibility of the student's parents. There is no reduction in the suspension from extra-curricular or co-curricular activities.

**Second Offense**— Mandatory **EXPULSION** from SCA.

## **Harassment, Threats, Intimidation, and Bullying**

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Sunrise Christian Academy is committed to providing a safe and civil educational environment for all students, employees, volunteers, and patrons. The purpose of the policy is to align with the SCA core character traits in which all individuals treat each other with dignity and respect, free from all forms of harassment, threats, intimidation, and bullying. Furthermore, our expectation and desire are for all individuals to demonstrate SCA's Three Rs (Respect, Responsibility, Relationship) in everyday life.

Any act of harassment, threats, intimidation, or bullying shall not be tolerated on any SCA property or at activities under the jurisdiction of SCA. Sunrise Christian Academy is prepared to act to prevent and correct any violations of this policy.

This policy is a component of Sunrise Christian Academy effort and responsibility to create and maintain a safe, civil, and respectful learning community and is implemented in conjunction with training of staff and volunteers, as well as with the education of students in partnership with families and the community.

*Harassment, Threats, Intimidation, and Bullying* mean “any intentional written, electronic, verbal, or physical act, including, but not limited to, one shown to be motivated by any characteristic of race, color, religion, ancestry, national origin, gender, mental or physical disability, or other distinguishing characteristics. Other distinguishing

characteristics can include, but are not limited to, physical appearance, clothing or other apparel, socioeconomic status, gender, etc.” Harassment, threats, intimidation, or bullying can take many forms including exclusion/isolation, slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, hazing, threats, or other written, electronic, verbal, or physical action(s). *Intentional act* refers to the individual’s choice to engage in the act. Nothing in this policy requires the affected person to actually possess a characteristic that is a basis for the harassment, threats, intimidation, or bullying.

Students, faculty, or staff who believe they have been victims of, or who know about an act of, harassment, threats, intimidation, or bullying—whether verbal, written, or by gesture—should promptly report the specific incident, behavior, or act in violation of this policy to a staff, coach, or administrator, and not withhold information. False reports or inappropriate retaliation for harassment, threats, intimidation, or bullying also constitute violations of this policy.

All administrators, faculty, staff, parents, volunteers and students are expected to refuse to tolerate bullying and harassment and to demonstrate appropriate Christian behavior. It is important for adults to model this behavior (even when disciplining) in order to provide positive examples for student behavior. “...love your neighbor as yourself.” Luke 10:27.

***For a definition of and more information on bullying, please refer to [stopbullying.gov](http://stopbullying.gov).***

Anyone who violates this policy may be subject to discipline, up to and including suspension or expulsion of students.

Anyone found guilty of harassment or bullying can be subject to any or all of the following disciplinary action:

- Notification of parents
- A meeting will be set up between the accused, the accuser, the principal a faculty or board member
- Apology to student(s) involved.
- Possible suspension, 1-3 days.
- Possible loss of rights to attend SCA functions, including but not restricted to class trip, athletic events, concerts, dramas, parties, dances, etc.
- Possible assessment with SCA approved counselor.
- 365-day probation. Any additional offense of any kind during that time will result in movement to the next level of discipline
- Any other requirements as deemed necessary by the Board of Directors.

## **SCA Property Care**

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Students are responsible for all materials checked out to them. All textbooks/devices issued to students are to be covered/protected. Fines will be assessed for damaged textbooks/devices. Students who lose and/or damage books, materials, athletic equipment or uniforms, or devices will be obligated to pay for such items unless they have purchased the available device protection plan. Report cards and records are retained until payment is received.

## **Vandalism**

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A student who abuses SCA or other personal property in any way, whether deliberately or accidentally, is subject to accountability as outlined in the Correction Procedures and must pay all repair/clean-up costs assessed by the SCA.

## **Weapons on SCA Premises**

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The SCA Board of Sunrise Christian Academy recognizes the expectation of students, staff, parents, and patrons to be safe on SCA’s premises and at all academy activities. Accordingly, it is a violation of Sunrise Christian Academy policy and Michigan State law for students to carry on to academy premises, academy-provided



transportation, or other facilities being used for academy activities any firearm, dangerous weapon, or other object capable of producing bodily harm as defined in this policy.

Students who violate this policy are subject to SCA discipline policies. Violations of the firearms provisions are subject to a minimum of one calendar year's expulsion, with possible case-by-case modification by the Administrator.

SCA officials shall notify the appropriate law enforcement agency of known or suspected violations of this policy.

## Attendance Policies

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### General Guidelines

Regular attendance is a contributing factor to success in learning and is a prime responsibility of the student and parent. When a student enrolls in the academy, the student and staff enter into a contract that includes the following:

- **The student will attend SCA regularly, be on time, and do the work assigned.**
- **The staff will provide worthwhile learning experiences for those enrolled.**

Staffs record attendance at the beginning of everyday. When a student is absent from SCA, the parent or guardian is to notify the academy by calling or texting the office.

### Tardiness

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Developing a habit of punctuality is important for the student, not only in learning but also throughout life. At SCA, being on time to learning ensures that the student does not miss the beginning of a lesson and avoids distractions to the class by late arrivals.

#### ***Tardies***

A student arriving after SCA has begun (within first 30 minutes) or leave within the last 30 minutes of the learning day is considered tardy. The student is to report to the office for an admit slip. **Students who come to SCA tardy should have a parental note within 24 hours of the tardy, indicating if the tardy is to be excused or unexcused.** If a student develops a habit of being late for first period, even if the Tardies are excused, accountability measures will be administered according to the following standard: 3 Tardies = 1 absence.

### Excused/Unexcused Absences

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In order for any student to successfully reach their full potential within the time frame of a learning year, it is essential that absences be kept to a minimum. The following absence/tardy policy has been carefully designed to aid the parent and student in pursuit of the very best education.

Excused absences (5 per semester) = Accepted reasons for absences are illness of the student with doctor note, emergencies or death in the immediate family, or administrator-approved academy-sponsored activities. *Please schedule doctor, dental, music, and other appointments outside of SCA hours whenever possible.*

Unexcused absences (5 per semester) = Any other absence including doctor and dentist visit during academy hours.

If your student has three unexcused absences in one month, we will schedule a conference with you and your student to identify the barriers and to communicate supports available to ensure regular attendance.

Upon returning to SCA following any absence, the student is to report to the office with a signed and dated note from his or her parent or guardian, explaining the reason for the absence. The parent may also communicate the reason for the absence via email, phone call, or text. Students will receive an "unexcused absence" if there has not been some form of communication from their parent or guardian **within 24 hours of absence.**

Other reasons may be considered and approved by the administration. We feel that ten absences per semester is more than fair and should allow for minor illnesses, family emergencies, etc. It is wise to be conscientious and save absences for when they are absolutely necessary.

## Skip Days

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It is not appropriate for individuals or groups of students to be absent all or part of a learning day under the guise of unsanctioned “skip days.” This type of absence is a violation of academy attendance policies, which will result in corrective action.

## Early Dismissal

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Arrange in advance any absence for a part of the academy day. A note from the parent or guardian is required, stating the time and reason for the dismissal request. For emergencies, a parent or guardian may call the academy and the student may leave. However, a written note is required upon the student’s return to SCA. **Students must sign out at the office before leaving the campus.** Students returning from an early dismissal must check in at the office. Students who leave campus without a pre-arranged early dismissal will automatically receive an “unexcused” admit slip upon their return, regardless of the reason for the absence.

## Evening Activity Policy

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During the learning year, there are a number of evening academy-sponsored activities. To maintain our accountability, everyone must adhere to the following policies for any evening or non-academy day activity sponsored by SCA:

- Academy behavioral standards pertaining to conduct are in effect at the activity.
- Upon arriving, students must go directly into the building where the activity is taking place.
- Once the students enter the facility, they must remain inside until either the activity is over or their parent or guardian speaks to the administrator.
- Parents/guardians must pick up students no later than 15 minutes after the scheduled conclusion time.
- Students bringing guests must present a student visitation form from the administration office prior to the event.

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# Transportation

Transportation to and from SCA is the responsibility of the parents.

## Arrival and Departure Traffic Patterns

Parents should drop off and pick up children.

*Please follow this information for safety. Drive slowly and be alert, always watching for children to do the unexpected.*

## Carpool Guidelines

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Since Sunrise Christian Academy has no busing service, carpooling is encouraged. Zip code lists are available to parents to encourage carpooling with other families. Contact the office for lists, which are available upon request. Following are some guidelines for parents who have made carpooling arrangements with other parents:

- Communicate any change in plans directly to the other parents with whom you are carpooling. Much confusion and many unfortunate situations have arisen resulting from messages sent through students.
- Please give as much advance notice as possible to the other families in your carpool when you are unable to drive on your regularly scheduled day or if your child will not be attending SCA.

- Whenever you change home or work phone numbers, please notify the other families immediately, so they will be able to reach you with any changes in plans.

## **Transporting Students–Academy-Sponsored Activities**

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Prior written permission obtained from both the driver’s and passenger’s parents and given to the leader or supervising adult before the event, is required for students to ride home with another student athlete’s parents from an away game. The driver’s insurance will be the primary insurance.

## **Authorized Pickup/Custody**

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We release children only to persons authorized by the parent or guardian. An authorized person is an emergency contact noted on the enrollment form or updated Student Pick-Up List, or one who has written authorization from the parent or guardian. Parents or authorized persons are required to sign in children who arrive at any time other than on time for the academy day, and to sign out children who leave at any time before the end of the academy day. Parents should use a pickup form to release their child to individuals not previously authorized by them. We will check for proper identification of any individual whom we do not know personally. Parents are responsible to notify the office of any changes in the approved list of people who may pick up their child.

# **Curriculum and Learning**

## **Curriculum Selection**

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Curriculum selected for use in courses at Sunrise Christian Academy assist the staff in providing an instructional program that is academically challenging, while pursuing truth and nurturing inquiring minds. Textbooks or curriculum workbooks are only one source among many used to teach the knowledge skills, attitudes, and abilities that have been identified as being essential for a complete and Christian K–12 education.

A team of staffs and administrators evaluate and select textbooks by using the following criteria:

- Alignment with Sunrise Christian Academy mission and philosophy
- Current and accurate content that matches Sunrise Christian Academy student learning objectives
- Availability of additional digital resources
- Attractive and easy-to-use format
- Staff manuals that incorporate techniques based on current, educationally sound discoveries in learning research
- Supplementary materials that provide for a wide range of ability levels

## **Field Trips**

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Field trips extend and enrich academic work and the students’ background of information. Each excursion must have an educational purpose, meet a real need, and provide worthwhile experiences.

Well-planned and well-carried out field trips, according to approved procedures, become an integral part of learning activities.

Students are required to have a Field Trip Permission Form on file with the administration office before participating in a field trip. These forms are a part of the registration packet, and extra forms are available in the office.

Sunrise Christian Academy may provide transportation and an appropriate fee may be charged to cover transportation costs. An employee of SCA will be responsible for the students’ safety while on the field trip.

If a non-SCA employee provides transportation for students in their personal vehicles, their personal insurance

will be the primary insurance. They are responsible for the students' safety to and from the academy. The principal or designee must grant prior approval for a non-employee driver. All non-SCA employees must complete a Michigan State background check and have it on file at the Office before officially transporting students.

## **Homework/Make-up Work**

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Homework is an integral part of the program, and the supervisor is at liberty to give homework to advance the academic progress of students or if the student has not completed their daily goals. Each student is required to complete and turn in his or her homework assignments on time. We do request full cooperation from parents in determining each evening what homework assignments their student has been given and then to assure that the assignments are completed on time.

Repeated delinquency in completing and submitting assigned homework could result in multiple demerits or even a student's dismissal from SCA. Parents are to communicate with staff when they sense that their child is having serious challenges with homework.

## **Referrals for Academic Assistance**

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When the student is demonstrating academic difficulty, there are several options for the parent and student. Parents should contact the principal. At this point, each of the student's staff receives a form to fill out and turn into the principal. The principal reads the report and sets up an appointment with the parent to discuss the specific findings. During the parent meeting, the principal may suggest a variety of solutions to the student's academic problems:

- Extra tutoring to solve minor problems
- More parental structure at home, study hall at SCA
- Additional assessment outside of the academy for severe academic problems

If there is need for additional assessment, parents have options: (1) contact their pediatrician for advice and counsel, (2) contact a private academic assessment agency; (3) contact their public-school district special services department for on-site assessment. The parent chooses which route to pursue and then proceeds. If the parent decides to work through the public-school system, the principal or registrar will call the school district and find out their district procedures for making a referral from a non-public school. Public school assessments usually occur on-site during the day. Private assessment organizations often do their assessment off location, with the parent(s) taking the student to the assessment. A referral list is available from the principal because the parent needs to make that contact.

When the assessment results come in, the principal will coordinate a follow-up meeting on site with the parents, and if necessary, the student's staffs. An IEP (individualized education plan) is developed and enacted on the campus, if feasible for staffs. If not feasible, the parents and student may coordinate extra help outside of the academy at a local public school or at a private facility. This type of assistance is determined on an individual basis, depending on the student's needs.

## **Student Progress/Academic Probation**

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Because there are a variety of reasons a child may not be succeeding academically, we evaluate each case on an individual basis. Unsatisfactory student progress may warrant academic probation. At the principal's discretion, the child may receive referral for further testing, may be placed on an academic contract, may be required to receive tutoring or counseling, etc. If no progress is demonstrated after reasonable avenues of addressing the problem are exhausted, the administration reserves the right to dismiss the child from SCA.

## **Writing Guidelines and Format**

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All written assignments for JR/High School will be prepared in American Psychological Association (APA)

format unless otherwise requested by the supervisor. We utilize it at SCA to reinforce the format for college preparation and to have a uniform expectation for all essays and research papers. Staffs, depending on the subject and assignment requirements, may initiate other writing formats.

## **Grading and Report Cards**

The basis for a student's grades is class performance, assignments, projects, and tests. Students also receive evaluations on conduct and attitude. Grading periods are quarterly, and parents receive a report card of their child's progress. Please feel free to contact the administrator regarding your child's progress throughout the year.

## **Standardized Testing**

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Each year Sunrise Christian Academy administers standardized tests to each grade level as one means of helping the staff evaluate the curricular program, and as a way of providing students and parents with information regarding the student's academic success, potential, and areas of aptitude. Students take standardized tests at the designated grade levels. Parents having questions about the standardized test results should contact the principal.

## **Other Information**

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### **Cell Phones and Electronic Equipment**

To avoid disrupting the educational environment, students will not be permitted to have any electronic communication devices in the learning center during academy hours. If needed for authorized learning purposes, possession of such devices will be discussed with administration in advance. Students must silence and store in backpacks any and all electronic communication and entertainment devices, including ear buds, during instructional time and chapels/assemblies if not being used for authorized learning purposes. Devices will be confiscated if being used inappropriately.

**First Offense** – The device will be confiscated and returned to the student at the end of the SCA day.

**Second Offense**– The parent/guardian will need to pick up the device from the office at the end of the school day and no device will be allowed by student in the future.

The school will not assume responsibility if electronic devices are lost or stolen at any time.

### **Lunch**

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Students are to bring from home lunches and all snacks (fruit/protein). They are not allowed to share food. Students may not leave campus during lunch unless a parent picks them up. Parents are asked not to contact the administration office to give their students permission to leave campus during lunch.

### **Pictures**

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Each fall, we take pictures of each student. The student may purchase picture packages, with cost information provided by the photographer prior to picture day. Students are expected to dress in uniform on picture day.

### **Student Visitors at SCA Activities**

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Student visitors are welcome at the SCA campus during the school day if the primary purpose of their visit is to help the student in deciding possible enrollment in the academy. Inquire at the campus office for more information about a potential student visit.

## **Parent/Staff or Parent/Administrator Meetings**

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Any parent who wishes to meet with the learning center supervisor is welcome and encouraged to do so. The parent may call the campus office or contact the supervisor by email and make an appointment. Should a parent desire a conference with the administrator, or the administrator and the supervisor, the parent should follow the same procedure to schedule a meeting.