

SUNRISE CHRISTIAN ACADEMY



NON-DISCRIMINATION POLICY: Sunrise Christian Academy admits students of any race, color, sex, national or ethnic origin to all rights privileges, programs and activities generally accorded or made available to students of its school. It does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of its educational policies, admissions policies, tuition and student aid policies or any other school-administered program.

Student and Parent Handbook Elementary & Secondary Schools

Our Vision Statement

Sunrise Christian Academy will come alongside parents to raise their children to relate to all men through a program that provides growth for wise living, strength for strong bodies, and depth in the knowledge of God and man. Students are encouraged to “go into all the world” sharing truth with people of all nations to impact the community and the world for time and eternity.

Our Core Values

Because Jesus said, “And you shall love the Lord your God with all your heart, with all your soul, with all your mind, with all your strength...You shall love your neighbor as yourself.” We value:

- Belief – in the one true creator God
- Truth – of the inspired inerrant Word of God
- Service – unto all the world
- Love – for others as yourself

These core values promote excellence in education because they provide answers for all of life’s big questions. Why am I here? What is my purpose? Where am I going?

Our Mission Statement

Just as “...Jesus increased in wisdom and in stature and in favor with God and man,” Sunrise will educate students in mind, body and soul to live with God and man “for time & eternity.”

SCA Board of Directors

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Our Philosophy of Education

All truth comes from God, and truth from God's Word provides the standard for right and wrong. Discerning this truth is instrumental for all understanding since the Bible relates in Proverbs, "there is a way that seems right unto a man but the end is death." All people need the truth of the gospel; therefore, every student must have the opportunity to respond to that truth. Transformation is from God and He uses teachers, mentors, and students in this process. Quality education presents all information from that standard base of truth.

Worldview is an issue of increasing importance in modern education. Culture in America is no longer based on Christian standards but is based on pluralism and relativism. Young people must be made aware of differing worldviews; they must be given the right questions to ask in order to pursue truth and seek wisdom and knowledge from the Lord. A student must have as his central focus Christ and his finished work on the cross. This is the only worldview that gives meaning and purpose to life, and it is the only worldview that perceives reality clearly.

All people learn differently having different temperaments and different capacities for acquiring knowledge and skills. Learning needs to progress from basic information recall to synthesis and analysis of information. Students must be directed through the learning process with a variety of techniques. Developing skills based on knowledge requires practice in each area of learning. Practice requires that a foundation of discipline has been established in earlier years. When a student is taught how to learn at the lower levels, critical thinking skills will be developed early, and the student will be able to develop a broader base of knowledge.

Knowledge and skills must not stand alone in a quality education, but must be directed toward an attitude of service. Christian young people must be taught that God wants to use them as servants and has gifted them with the ability to learn. Acquiring information, discipline, and skills are ultimately for the purpose of glorifying God. The education process and development of minds should not be perceived as a temporal exercise, but is purposeful for time and eternity.

Our Doctrinal Statement – We Believe:

In the Bible as the inspired, inerrant Word of God, giving us God's plan for salvation and the Christian life.
2 Timothy 3:16-17, 2 Peter 1:20-21

In one God, the Creator of all, eternally existing in three persons; Father, Son and Holy Spirit. In the deity of the Lord Jesus Christ, that He is true God and true man begotten of the Holy Spirit, born of a virgin, and that he has a perfect and sinless humanity.

John 1:1, Philippians 2:6, Matthew 1:23-25, I John 3:5

In the total depravity of the nature of man through his fall in the Garden of Eden, and the absolute inability of man to save himself from eternal punishment by his own works.

Genesis 3, Romans 3:23, Ephesians 2:8-9

That the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. That God intends sexual intimacy to occur only between a man and a woman who are married to each other. That God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. God's pattern for marriage.

Genesis 2:18-25; I Corinthians 6:18; 7:2-5; Hebrews 13:4

In the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved; and the everlasting conscious punishment of the lost.

I Thessalonians 4:17; Revelation 20:11-15

In the finished work of Christ on the Cross of Calvary, through which sacrifice Christ has effected complete and eternal redemption, God setting His seal of approval on the work of Christ by raising Him from the dead, enthroning Him at His own right hand in Heaven and that He is the Head of the Church, the Lord of the individual, and the High Priest over the House of God and Advocate in the family of God.

In the immediate and eternal salvation of every person who truly believes on Christ and by faith rests on His finished work as the only righteous ground on which a Holy God can forgive his sins.

That all who by faith receive the Lord Jesus Christ as Savior are born again of the Holy Spirit, indwelt by the Holy Spirit and by the Holy Spirit baptized into the Body of Christ, the Church, of which He is the risen and ascended Head.

I Corinthians 12:12-14, Ephesians 1:22-23, Colossians 1:18

That the early Church met together and "continued steadfastly in the apostles' doctrine and fellowship, and in breaking of bread, and in prayers." God's pattern for the church today.

Acts 2:42

In the personal, imminent, and pre-millennial coming of the Lord in the air to Rapture (catch up) the Church.

I Thessalonians 4:13-17

In the Revelation of Christ in glory at His Second Advent to the earth to establish His Kingdom on earth to reign in righteousness.

I Thessalonians 1:6-10, Philippians 2:9-11

Overall Student Outcomes

Students who graduate from SCA are equipped with the following core values:

Belief: Jesus said, "I am the way the truth and the life, no one comes to the father except by me." John 14:6

The student will:

1. Believe that God is a triune, personal God, creator of all things
2. Know Jesus Christ as his/her personal savior, that Jesus was born of a virgin, lived a sinless life, gave his life for our sins, and was resurrected to live eternally
3. Know the Holy Spirit as the third person of the trinity
4. Recognize that his/her view of God establishes worldview, and the true Christian worldview must be the standard for achievement in all areas of life
5. Proclaim the truth of God's Word boldly

Truth: "Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth." II Timothy 2:15

The student will:

1. Know that Truth is the person Jesus Christ whom we can know
2. Know that God's Word provides truth for living
3. Understand that the Bible is the inerrant Word of God
4. Apply him/herself to the task of lifelong learning for the glory of God
5. Know how to utilize resources and technology to enhance learning
6. Achieve proficiency standards in core academic disciplines

Service: "If anyone serves Me, let him follow Me; and where I am, there My servant will be also. If anyone serves Me, him My father will honor." John 12:26

The student will:

1. Develop the attitude of humble service of Christ recounted in Philippians 2: 3-4 considering others better than him/herself
2. Look for opportunities to help others
3. Learn the value of hard work -doing what needs to be done when it needs to be done
4. Serve God through obedience to God's Word and authorities
5. Fulfill the Great Commission as God calls him/her to go

Love: "Since you have purified your souls in obeying the truth through the Spirit in sincere love of the brethren, love one another fervently with a pure heart..." I Peter 1:22

The student will:

1. Love the Lord God with all his/her heart, soul, mind, and strength
2. Love all people everywhere, without favoritism, knowing that all humans are made in the image of God

Resolving Conflict using the Matthew 18 Principle

At SCA it is our desire to honor the Lord in all aspects of the school. We ask each member of our school community (students, parents, & faculty) to promote positive communication by following biblical principles and by speaking truth in love when expressing a disagreement or resolving a problem.

The following steps found in Matthew 18 should be taken when resolving a conflict or disagreement:

1. If a student or parent has a concern or a complaint about a teacher, he/she should discuss the issue with the teacher. Both parties involved should pray about their words and actions so that the words said are truthful and beneficial to both groups involved.
2. Both parties involved should be willing to work together to better the situation.
3. After the student/parent has gone to the teacher and the issue is not resolved then they should go to the appropriate administrator. If necessary, the administrator will schedule a meeting with the teacher and together they will work to resolve the issue.

Parent Observation Policy

At Sunrise Christian Academy we aim to partner with parents to raise up children in the grace and knowledge of our Lord Jesus Christ. We invite parents to observe any classroom setting. The following are some behavior guidelines for such visits to our campus:

1. Please provide 24-hour notice by calling the administrative office to schedule your visit. This allows us to verify with the teacher that your visit would not be on a testing day or a day when that teacher was scheduled to be absent.
2. Inform the administration of your visit and check in with the attendance office to receive a visitor's badge and escort to the classroom you are observing.
3. Respect the authority of the teacher.
4. Do not interfere with the instruction of the teacher.
5. If there is a question regarding the instruction or policies of a teacher, please make a separate appointment to have that discussion outside of the class period.
6. Maintain a positive attitude within the setting of the classroom even in the midst of disagreement.
7. Above all else, seek to honor the Lord with any actions and speech.

Parents who are unable to abide by the above guidelines may be restricted in their opportunities to observe teachers or activities on the campus.

Summary of Bullying/Harassment Policy

At Sunrise Christian Academy we would choose that all faculty, staff, volunteers, parents, and students would honor God's Word by treating each other in a Christ like manner. Scripture instructs us in Luke 6:31 "And just as you want men to do to you, you also do to them likewise." We at SCA want to honor the Lord and help uphold His Word by teaching our young people through Scripture and example how God wishes us to treat others.

Bullying/harassment is intentional harmful behavior that occurs on a regular basis, initiated by one or more persons and directed toward another person or persons. Bullying/harassment can be physical, verbal, written, digital, or emotional. All forms of bullying and harassment are against the standards of behavior for SCA.

Responsibilities

1. Students need to report bullying/harassment instances to teachers, staff, parents, and/or administration.
2. Parents are encouraged to report bullying/harassment instances to teachers, staff or administration. Parents should allow SCA faculty or administrators to resolve these issues. Parents should take responsibility for their own child and not the other party or parties involved.
3. Non-teaching staff should refer all bullying/harassment incidents to the classroom teacher or an administrator.
4. Teaching staff and administrators will determine whether the incident is an isolated incident or an ongoing pattern of behavior (bullying). Both types of offenses will be dealt with in an appropriate manner to affect a change in the behavior.
5. Reported offenses will be documented and discussed as necessary with administration. Parents will be notified as necessary. Students will receive discipline that may include removal of privileges, detention, in-school suspension, Saturday detention or dismissal.

The SCA administration reserves the right to treat any single act as severe enough to warrant dismissal from the school.

Standards of Conduct and Behavior Policies:

Students are expected to maintain standards of behavior that are acceptable to school personnel whether at school or at a school-sponsored activity, home and away. Any unacceptable pattern of conduct (disrespect, defiance, inappropriate dress/language or displays of affection, disruptive behavior, alcohol, drugs, or immorality) will be dealt with in a manner deemed necessary by the administration.

Students and parents have signed and agreed to these policies upon their application for admission.

Personal Digital Technology- Student use of personal digital devices will be restricted during the school day. This is due to the unintended consequences from the use of these devices such as deterring and sometimes damaging relational interactions and the disruption of the learning environment.

Electronic devices that interrupt the educational process and relationship building in the community, such as, but not limited to cellular/smart phones, headphones/earbuds, mp3 players, iPods, smart watches, etc., may not be used during school hours. All such devices must be powered off from 7:45 am – 3:30 pm, including lunch, study hall, and break time. For 6th through 12th grades, devices must remain in their lockers throughout the day. For K-5th grades, devices must remain in their backpacks or location designated by the teacher, throughout the day. The use of tablets and laptops for educational purposes only, such as note taking, presentations, or group projects, etc. will be allowed, but monitored. On occasion, a teacher may wish a student to bring a personal device such as a cell phone to a class. For those limited and rare events, a teacher may grant permission for the device to be brought to that class and only that class, on that day. After 3:45 pm, students attending after-school care are subject to limited use of personal devices at the discretion of the after-school monitor, faculty/staff member, or administrator.

Parents wishing to contact their child during the school day may do so by calling the appropriate school receptionist and messages can be delivered to the students.

Violation of this policy will result in the following:

1. 1st offense: device will be confiscated and the student may pick up the device after school in the appropriate principal's office.
2. 2nd offense: device will be confiscated and the parent may pick up the device after school in the appropriate principal's office.
3. 3rd offense: the student will bring the device, powered off, to the appropriate principal's office every day for the remainder of the semester or the device must be left at home. The student may pick up the device at the end of each day.
4. Additional offenses may result in further disciplinary action up to and including suspension or expulsion.

Local Church Attendance – Three Sundays out of four at a local church and at least one evening service a week.

Music – Sunrise does not support any genre of music that does not build up the body of Christ, is negative in content or stirs up rebellion. Music should be God-honoring, not demeaning, negative or vulgar.

R-Rated Movies – Sunrise takes a stand against R-rated movies. The language and scenes of these movies are clearly out of keeping with our goals, objectives and standards.

Student Multimedia – Any student found to be in possession of, contributing to or disseminating to others a website, blog material or text message, social media or any device application content deemed inappropriate to the purpose and mission of Sunrise Christian Academy will be subject to disciplinary action up to dismissal from Sunrise.

No unauthorized files may be downloaded from the internet. This includes but is not limited to freeware, shareware, viruses, games, video, music files, inappropriate content of any form, and demo programs.

Hall Passes are provided in each secondary student's agenda book. With permission from the classroom teacher passes may be used to leave the classroom. The student must return to the classroom before the end of the class period. Use of the computer lab and library is at the discretion of the monitors of those facilities. A student must obtain a hall pass from the teacher assigning the work to be done in the computer lab or library. With the appropriate pass a student may leave study hall to use the computer lab or library.

Care of School Property – Refrain from marring desks, tables, lockers, walls, and floors. Students are responsible for all books and materials checked out to them. Most of our texts are rental books and are considered school property. We expect students to take care of these rentals. SCA book covers are to remain on all books, but you may add your own book cover on top of the one provided. Because of the damaging effect of improperly discarded gum, we strictly enforce a NO GUM policy. Any acts of vandalism or destruction to school property may result in suspension from school and/or payment for damaged property.

Detention – In secondary school, detention may be assigned to a student for a variety of reasons such as excessive tardies, misconduct, missing school work or materials, sleeping in class, rude or discourteous behavior, bullying, etc. Detention will be served the first 20 minutes of the student's lunch period, or before school. Excessive misconduct may result in after-school detention, in-school suspension, or a Saturday detention at a cost to the student of \$20. The following is a list of standards for the detention room.

1. If you are a no-show or late your time will be doubled
2. You are not allowed to leave the room for any reason
3. There is no food or drinks allowed for those serving detention
4. You must have something to work on
5. There is no sleeping, no talking or distracting conduct
6. If you do not follow these standards your time will be doubled
7. Students may be asked to do light housekeeping work for the teacher or school

Lunch Room – SCA has a closed lunch period. Students are not permitted to leave the school grounds. Parents may check students out for lunch by signing them out at the attendance office. Students must sign back in upon returning from lunch. Any missed class time will be considered an absence.

Classroom Conduct – In addition to school wide policies, individual teachers will establish his/her own classroom management policies and procedures. These are developed to create a classroom atmosphere of respect between students and with the teacher. Each teacher will discuss his/her policies at the beginning of the school year and a copy will be sent home for parents to read for understanding.

Campus Visitors – Any visitors should be cleared with the office 24 hours in advance. Upon arrival visitors must check in with the attendance office and receive a visitor pass. Students wishing to shadow or visit must have parents request approval 24 hours in advance from administration, sign in with attendance office and receive a visitor pass. All visitors must sign out upon leaving campus.

After-School Care – All students must be in a school-sponsored activity or in the age appropriate “after-school-room” by 3:45 pm. There are no exceptions. All SCA standards of conduct apply to all students during after school activities and in after-school care.

SECONDARY SCHOOL (6TH – 12TH grades)

Academics

High School Graduation Course Requirements

Students may graduate from high school and be issued a diploma whenever the superintendent determines that the student has met the requirements for graduation established by the Sunrise Christian Academy School Board.

1. High School graduation requirements for diploma: The minimum requirement for an SCA high school diploma is 25 units of credit. This includes credits earned in approved high school programs for students enrolled in grades 9, 10, 11, 12. (see math exception)
 - a. Four units of credit in English are required. English 9, English 10, English 11, and English 12 are included. See ESOL, English Proficiency Program (EPP) offerings below. See transfer credit information for international student exceptions.
 - b. One unit of credit in Bible every year a student attends SCA is required. Included courses: Bible 9, Bible 10, Bible 11, Bible 12, Bible 11H, Bible 12H, International Bible 1, and International Bible 2. International Bible 1 and 2 can be taken in either order.
 - c. Three (3) units of credit in Social Studies. World History, US History and Government are required.
 - d. Three (3) units of credit in Mathematics at the Algebra 1 level or above. To meet the Kansas Board of Regents qualified admissions requirements, students should take 4 units including one in their 4th year of high school. Algebra 1, Algebra 2, Geometry are required courses. Business Math, Trigonometry, College Algebra/College Trigonometry, and Calculus are acceptable units of credits in the years following the completion of the required courses. Students transferring in will be given a math placement test to assess their skill level as not all transferring school's math courses have the same titles or scope and sequence. Other transferring math courses may be accepted for credit. Algebra 1 taken in 8th grade may be included on the high school transcript; however, a student will need to achieve 3 units of credit in high school.
 - e. Three (3) units of credit in Science courses. Physical Science (name change from Basic Science), Biology, and Chemistry are required courses. To meet the Kansas Board of Regents Scholars requirements students should also take Physics. The Board reserves the right to accept higher-level science courses to meet the required 3 units.
 - f. Three (3) units of credit in Fine Arts and Physical Education. This requirement can be met with 2 units of Fine Arts and 1 unit of PE or 1 unit of Fine Arts and 2 units of PE. This requirement can also be met with extra-curricular participation. $\frac{1}{4}$ unit of PE will be granted for each season of a high school sport or cheerleading. $\frac{1}{4}$ unit of Fine Arts will be granted for participation in each drama production. Fine Arts courses include choir and instrumental music, set design, debate and forensics, and art.

- g. One (1) unit of credit in Computer Science is required. That course is Computer 1. A student may be asked to pass a typing test administered by the Computer 1 teacher to be placed into the course without having taken JH computer.
- h. Two (2) units of credit in successive courses of the same foreign language.
- i. Two (2) units of elective credit. Additional credits beyond the requirements in math, science, history, computer science, fine arts and foreign language will count as elective credit as well as the following courses: Creative Writing, Cooking & Sewing, Business, Yearbook, Debate/Forensics, Family & Consumer Science, Great Books, Engineering Technology, UAV Drone, Robotics.

2. Substitution or waiver of credit:

- a. Students attending Sunrise Christian Academy in the Precept Program and students attending with an Individualized Education Plan (IEP) may earn graduation credit for those classes and with modifications as specified in the IEP. These classes are noted on the student's transcript with a (P) following the course title. Students taking English in the Precept Program may file a request for required credits in foreign language to be waived.
- b. English for Speakers of Other Languages (ESOL)—Students who qualify for ESOL instruction may earn up to two units of credit toward the English requirements, while attending SCA, in English Proficiency Program (EPP) courses. These students must earn half the required units toward the English requirements, while attending SCA, in at least English 10 and successive years as length of attendance dictates. Students may not earn credit in an ESOL course and an English course in the same year. Students do not earn credit for an ESL course or Rosetta Stone English.

Additional Bible requirements – The King James or the New King James versions of the Bible are to be used in classes and for memorization.

Grade Point Average – GPA is computed on all subjects, grades 9-12, except those classified as study hall, English language help, ACT preparation, and lunch periods. English Proficiency Program courses will earn GPA credits. Honor courses are given an added 0.5 to the weighted GPA calculation. Weighted GPA determines class rank. Valedictorian and Salutatorian are determined by the highest position in class rank of students attending Sunrise from grades 9-12. In the event of a tie there may be multiple designations and graduation speakers as deemed reasonable by the administration. Honors commendation will be awarded as follows: 3.9 or higher and 5 honors classes, High Honors; 3.0 or higher and 5 honors classes, Honors; 3.5 or higher, with Distinction. Honors and High Honors require either Great Books or Western Civilizations credits.

Grades – Teachers are given the authority to set up their own grading system within their classes. All classes will adhere to the following grade scale:

Grade	GPA point	Scale
A	4.0	90 – 100
B	3.0	80 – 89
C	2.0	70 – 79
D	1.0	60 – 69
F	0.0	0 – 59

Transfer Student Credits – All homeschooled students, students from unaccredited schools, international students, and students who may be recommended for the Precept Program may be tested prior to placement in classes. Acceptable courses from transfer students will be included on the Sunrise Christian Academy transcript for graduation and GPA credits. Transfer students will be included in class rank; however, students transferring in after the ninth grade year will not be considered for valedictorian or salutatorian. Transferring courses may be examined for credit determination by comparing the scope and sequence of the course with the equivalent SCA course. International students are required to submit all academic records translated into English with US grade equivalency shown. If not provided, then the Classbase Education Database Foreign Credit System will be used to determine US grade equivalency. (www.classbase.com) Literature classes in their own language will be accepted in place of English for credits prior to attending SCA. All transfer students must meet Sunrise Christian Academy graduation requirements. Refer to the SCA graduation requirements for any graduation requirement waiver.

Junior High (6-8th grade) Pass/Fail Policy – Students who pass (final semester average 60% and above) three or more of the following subjects will be promoted: English, Math, History, Science. A student who fails two of those subject area courses may be promoted at the discretion of the faculty, administration, and the board. That student will be recommended to take the failed subjects in the Precept Program at the promoted level. The student will also be recommended for placement testing to assess any educational needs.

High School (9-12th grade) Pass/Fail Policy – A passing grade is measured based on semester grade marks. A student can pass a semester of a class with a D or higher mark. If a student receives an F, failing grade, for a semester of a class required for graduation, that semester must be repeated. There are some prerequisites that include a grade higher than passing in order to enroll in the next successive course. When a course is repeated it is noted on the transcript and the higher of the two grades is counted for credit and GPA calculations.

Incomplete Grades – All grades reported as incomplete must be replaced within the two weeks following the last day of the grading period or a “0” will be assigned to the missing work. These grades will be averaged into the quarter grade to determine a final grade for the grading period. Students must take the initiative to have incomplete grades replaced within this time. Incompletes may be given for extensive illness or unusual circumstances within the last two weeks of the grading period with administrative approval. The administration may grant an extension of the two-week deadline if extreme circumstances warrant.

Grade Cards – Grade cards are distributed after the close of each quarter and must be returned with a parent’s or guardian’s signature. Grade cards will not be issued and online access will be blocked if a family has fees or fines that have not been paid or are behind on tuition payments unless special arrangements have been made through the financial office and the financial administrator.

Academic Integrity and Plagiarism – When deciding originality of a student’s written piece, the intent of the student is determined by the teacher. The policy is that the student who willfully plagiarizes will receive no credit for that assignment. Teachers must also follow correct documenting when producing material for the class as well as following appropriate copyright restrictions. The English classes teach the MLA form of documenting; the Science classes instruct the use of APA form required for science fair projects. Other classes teach the students to document according to that teacher’s choice.

“Down” Slips – Every three weeks during a quarter, teachers will calculate and assign student’s grades. Teachers will report grades in the form of a “down slip” to the academic office if a student has a D or an F. If a student has a grade below a 75%, a teacher may issue a “down” warning and communicate that directly to the parent or guardian. Down slips are e-mailed to the parents/guardians of the student. A student who receives two Ds or one F will report to the Downs Lunch Room or the before-school Downs Study Hall. The student is required to report every school day until the next Downs cycle or the quarter ends, whichever comes first. If the student has raised their grades by the end of downs cycle, then he/she will no longer report to the downs study hall or lunchroom. Students who do not report will be given detention or other discipline as determined by the administration.

Curricular and Extracurricular Activities

Junior High Girls: Volleyball, Soccer, Cross Country, Track, Basketball, Bowling, Band, Vocal Music, Orchestra, Robotics, and Drama

Junior High Boys: Football, Basketball, Cross Country, Golf, Bowling, Track, Band, Vocal Music, Orchestra, Robotics, and Drama

Senior High Girls: Volleyball, Soccer, Cross Country, Track, Softball, Band, Vocal Music, Orchestra, Basketball, Bowling, Cheerleading, Drama, Debate/Forensics, Lifeskills, Mock Trial & Model UN, Robotics, National Honor Society (by invitation)

Senior High Boys: Football, Soccer, Basketball, Baseball, Bowling, Golf, Cross Country, Track, Band, Vocal Music, Orchestra, Drama, Debate/Forensics, Lifeskills, Mock Trial & Model UN, Robotics, National Honor Society (by invitation).

Travel – Most coaches/directors/sponsors will require members to travel as a group in a school vehicle. No student may drive himself or herself to an event that occurs during a normal school day. A parent may check a student out from school, assuming full responsibility for that student and drive them to an event. After school hours event travel is left to the discretion of the coach and parent agreement.

Sports Practice Gear – Any 6th-12th grade student participating in sports must purchase a Sunrise athletic pack as an approved practice uniform. These can be purchased through the school uniform store. NO pack, NO practice. Football will issue a practice jersey to be worn for practice and returned at the end of the season.

All sports uniforms are issued on loan and must be returned at the end of the season along with any other gear on loan. Some teams may elect to have participants purchase travel gear. Unless a travel gear jacket is purchased through the SCA uniform store, it cannot be worn in class. Gear purchased by students does not need to be returned at the end of the season.

Personal devices on school trips – Only school approved media content may be viewed or listened to on ANY device brought on a school-sponsored trip. Students who violate this policy may be subject to disciplinary action including immediate loss of playing time or participation. Long-term discipline may be administered as well, up to dismissal from the team, suspension from school or expulsion.

Loss of participation – The opportunity to participate and represent the school in leadership capacities and/or athletic competitions demands the most exemplary form of student behavior extending beyond that required for normal school attendance. Although a student might otherwise be permitted to attend school, there may be circumstances that would justify preventing a student from representing the school in extracurricular activities or off campus activities that are part of a school course.

Academic Eligibility – Activities that are part of a school course are not affected by academic eligibility rules. Academic eligibility will be measured by the quarter grade report. Any student who receives two Ds or one F for a quarter grade will be ineligible to participate in any extracurricular activity for the following quarter. This includes practices, travel, performances, games and any other events that accompany an extracurricular activity. Fourth quarter grades will determine eligibility for the first quarter of the following school year.

Attendance Requirements – A student shall be in school at least one-half of the day in order to participate in a practice, performance, tryout, game or trip occurring that day. Few exceptions may be granted such as a school related absence for that day.

Attendance

Office Hours – The SCA school offices are open from 8:00 AM to 4:30 PM, Monday-Friday. Teachers are in their classrooms from 7:45-4:00.

Daily Schedule for 6th-12th grade

1 st HOUR	8:00-8:43		
Home Room	8:47-9:08	5 th HOUR	11:39-12:22
Break	9:08-9:18	6 th HOUR	12:26-1:09
2 nd HOUR	9:18-10:01	7 th HOUR	1:13-1:56
3 rd HOUR	10:05-10:48	8 th HOUR	2:00-2:43
4 th HOUR	10:52-11:35	9 th HOUR	2:47-3:30

Purposes of an absentee policy

1. Regular and prompt attendance in class is of utmost importance to insure a quality education for students. (There is a verifiable correlation between absenteeism and grades)
2. Regular and prompt attendance means fewer disruptions to a class.
3. Setting a habit of attendance is part of life skills learning that is often carried forward into college and the work place.
4. An absentee policy is part of the accountability or contract between Sunrise and the students/parents.

Illness – It is important to provide a healthy environment for all students. If your child is exhibiting signs of an illness you will be notified to pick up your child. Signs may include, temperature of 99.6 or higher, vomiting, diarrhea, or any signs of a communicable disease. Students must be fever free for 24 hours without fever reducing medication before they can return to school. If your child is exhibiting the above conditions at home, please following the absence call in procedure below.

Non-school related excused short term (day by day) absences – The front desk should be notified by 9:00 am if a student will be absent for any portion of that school day to prevent the student from being considered truant. Students are responsible to make arrangements with teachers to complete any missed assignments during their absence. In the event of an emergency, the parent/guardian should notify the office as soon as possible so the absence may be excused. Students can be given the time missed plus one day to make up work. Non-school related excused absences will be recorded as missed classes. Absences with parental permission are considered unexcused if in conflict with SAT, PSAT or semester exams. These absences will be recorded as missed classes.

Non-school related excused anticipated long term absences (more than 2 days) – A Parent/Guardian must file a “Request to Be Absent” form 48 hours in advance of an anticipated long-term absence. This form can be printed from the school website (www.sunrisechristian.org/currentstudents/absenceRequestForm). The student must receive signatures from each teacher and the Principal in order to be given an excused absence for days requested. If a teacher feels it is ill advised to remove the student from the class for that length of time they can so note. We encourage any parent/guardian to heed the advice of a teacher in this regard. It may behoove the student to make up work ahead of time

but that is at the discretion of the teacher and arranged with the student. These absences will be recorded as missed classes.

Extracurricular school related absences – Teams/groups who officially represent the school and are approved by their coach/director/sponsor to be absent, do not need to obtain “Request to Be Absent” form. Every effort should be made to get assignments before leaving or arrangements made with teachers to make up any missed assignments. It is left to the discretion of the teacher to require work before leaving as communicated through classroom procedures. These absences are not recorded as missed classes. College visit days are permitted with advance notice to the office and will not be recorded as missed classes within a reasonable number of visits.

Truancy – Students who are absent from school without proper notification and have not reconciled their absence with the office are considered to be truant and unexcused. Teachers will be notified of truancy. It is left to the discretion of the teacher to allow missed assignments or class work to be made up with or without credit. Unexcused absences will be recorded as missed classes and will be referred to the administration and will result in disciplinary action. State law prohibits excessive truancy. The parent/guardian is held responsible for knowing the law regarding truancy. If deemed necessary by the administration, appropriate legal authorities may be called in the event of excessive truancy. Students are considered unexcused absent/truant when arriving to school more than 20 minutes late without an excusable reason and/or call from a parent.

Admit Slip – Upon returning from any absence, students must obtain an admit slip from the office. In the event a student is returning from a long-term illness a doctor’s note to verify the absence is required. Please call the office to determine if a doctor’s note is required.

Loss of credit due to absences – for 9th-12th grade students, 15 absences/missed classes per semester in any course will result in a loss of credit for that course. Warning letters regarding absences will be mailed to parents/guardians on regular intervals. A signed copy of each letter should be returned to the school thus notifying the receipt of the letter. At the time of the 15th absence the parent/guardian will be informed of the appeal process for loss of credit. The student will remain in the course under consideration, completing work with full participation, pending completion of the appeals process. Students who are not granted credit after the appeals process is complete may be placed into a study hall for the remainder of the school year.

Detention for tardies – A student is considered tardy when he/she is not present in the class when the tardy bell rings. An unexcused tardy of 20 minutes or more will be considered an absence in that class. Detentions will be assigned weekly by the attendance official, with 1 detention per 5 unexcused tardies to be served before school. Parents are notified via email. When a student exceeds 15 tardies that student will serve assigned detentions after school on Wednesdays. Teachers will have the option of docking a student’s grade by 1% for every 5 unexcused tardies over the first 5 tardies, in their class. Excessive tardies may result in in-school suspension or a Saturday detention at a cost to the student of \$20.

Dress Code

“Professional Dress” at Sunrise Christian Academy is not just about clothing, but an overall appearance that is honoring to the Lord. When a student leaves Sunrise and goes off to college and ultimately to their chosen career, we want them to stand out in a good way. In today’s economy, there are hundreds of applications for every position and we feel that appearance is important and first impressions DO COUNT! We have set our guidelines to reflect what we consider to be professional, and we hope that students and parents will support us as we seek to instruct our students.

Standardized dress/Uniforms – 6th- 12th grade students will wear only the approved uniform items on a regular school day. Uniforms must meet the professional dress length and size standards. In addition, ankle length black, grey, maroon, or white leggings only may be worn under uniform skirts. Occasionally special jean days are allowed and encouraged as a way of raising money for missions or other special student projects. On these days a dress code must be followed. Jeans must not have holes, not be inappropriately tight nor sag below the waistline revealing undergarments. Assigned t-shirts, or other tops must be worn. Violations of standardized dress on any day will be treated as a discipline matter.

Sweatshirts/Hoodies/Coats- SCA jackets, hoodies, and pullovers will be allowed in the classroom and considered part of the standardized dress code. This includes extracurricular or curricular apparel that meets the following guidelines. These must be Sunrise Christian Academy vended items or items ordered through a school-sponsored activity which must include the name of the school, SCA, or the official school logo or crest and be the approved school colors of maroon, black, white, and/or gray/silver. Items that are made of any other colors are not considered part of the standardized dress code and cannot be worn on campus, even if they were purchased as Sunrise extracurricular or curricular apparel. Hoods must be removed from the head of the individual wearing the jacket when they enter the building. The administration reserves the right to refuse the wearing of any student’s apparel item they deem inappropriate or contrary to the intent of this policy. A uniform shirt must be worn underneath the approved Sunrise sweatshirts at all times. An approved winter coat will be sold in the SCA uniform store. If you do not choose to purchase a coat from the school store, we require that all coats be black or gray to bring a more professional look to our uniform attire. Unless the coat is bought in the uniform store, it must be removed in the classroom.

Professional Dress/Appearance – Occasionally students will be requested to dress professionally for events or activities. All students are expected to follow the following dress guidelines.

Boys may wear regular dress pants (no denim) and a dress shirt with collar and tie. Pants must not be baggy or have oversized legs or holes. Shirts are to be worn tucked in.

Girls may wear a modest dress or skirt or dress pants with a blouse.

1. Skirts and dresses must be knee-length. Any slits in skirts must not be higher than knee length. Dress pants must not be form fitting.
2. Blouses must be long enough to tuck in even if they are not worn tucked in. Modest dress tops with no collar are allowed. Tops must not show any cleavage or under-

garments.

3. No sleeveless tops or dresses.
4. No writing/visuals on shirts, sweatshirts or sweaters. Small trademark logos such as those that appear on pockets are permitted.

General appearance for Boys

1. No haircuts with designs cut into them or bowl cuts. Hair styles that draw unnecessary or unfavorable attention or hair coloring which is distracting or which calls undue attention to the individual will not be allowed. This includes coloring that does not look natural or is multicolored. Hair should be above the ears and off the collar.
2. Facial hair, including beards and sideburns, need to be neatly trimmed at all times.
3. No earrings or other body piercing. No tattoos. No necklaces.

General appearance for Girls

1. Legging type athletic pants and or sweatpants are NOT permitted under uniform skirts. See above.
2. Legging type jeans or pants are not permitted even on jean days.
3. In keeping with a professional appearance, reasonably sized earrings are permitted.
4. No body piercings or tattoos are allowed.
5. Hair coloring or haircuts which are distracting or which call undue attention to the Individual will not be allowed. This includes coloring that does not look natural.

Dress Code for volunteers and others on campus – God calls us ALL to set a Christ-like example to everyone we encounter. Due to this responsibility, we would ask that all who come on campus (whether you are volunteering in the classroom or lunchroom, driving for a field trip or helping with an event) to follow the same dress code as the students are to follow. This dress code was created to be modest in appearance and humble in spirit. Thank you for partnering with us in this endeavor.

***Anything not exhibiting a Christ-like manner
(vulgarity, immorality, suggestive, rude or hateful)
should NOT be on clothing or any other items at SCA.***

ELEMENTARY SCHOOL (KINDERGARTEN - 5TH)

Academics

Grades—The Elementary grading scale is as follows:

A = 94-99	C+ = 82-81	D+ = 73-72
A- = 93-92	C = 80-76	D = 71-67
B+ = 91-90	C- = 75-74	D- = 66-65
B = 89-85		F = 64 and below
B- = 84-83		

Grading Periods—SCA has a nine-week, quarter, grading period. At the end of each quarter report cards will be sent home. At the end of five weeks a progress report will be sent home. In the first quarter the progress report will be sent home with the child. For the next three quarters, progress reports will only go home with students that have a decline in their grades. Progress reports and grade cards should be signed by one parent/guardian and returned by the designated date.

Each quarter grade is cumulative within the quarter. Each quarter starts a new grading period. First and second quarter are averaged for the first semester grade; third and fourth, for the second semester grade.

Attendance

Office Hours – The SCA school offices are open from 8:00 AM to 4:30 PM, Monday-Friday. Teachers are in their classrooms from 7:45-4:00.

Daily Schedule for Elementary—classes begin at 8:30 AM and are dismissed at 3:20 PM

Purposes of an absentee policy

1. Regular and prompt attendance in class is of utmost importance to insure a quality education for students. (There is a verifiable correlation between absenteeism and grades!)
2. Regular and prompt attendance means fewer disruptions to a class.
3. Setting a habit of attendance is part of life skills learning that is often carried forward into college and the work place.
4. An absentee policy is part of the accountability or contract between Sunrise and the students/parents.

Illness – It is important to provide a healthy environment for all students. If your child is exhibiting signs of an illness you will be notified to pick up your child. Signs may include, temperature of 99.6 or higher, vomiting, diarrhea, or any signs of a communicable disease. Students must be fever free for 24 hours without fever reducing medication before they can return to school. If your child is exhibiting the above conditions at home, please following the absence call in procedure below.

Absences Due to Illness—Mrs. Lois Crisp's office (ext. 600) should be notified by 9:00 AM if a student is ill and will be absent from school. A request may be made for missed assignments and these should be picked up at her desk at the end of the day.

Reasons other than illness—Absences other than illness fall into the following categories:

1. Emergencies
2. Non-emergencies
3. Non-participant attendance at extra-curricular events
4. Participant in extra-curricular events
5. Truancy

Emergencies—In the event of an emergency, such as a death in the family, the parent should notify administration as soon as possible so the absence may be excused.

Non-Emergencies—Non-emergency absences would include such things as family trips, etc. Twenty-four hour parental notice is required if a student is to be absent and excused from classes. This “parental notice” will need to be dropped off at Mrs. Crisp's desk and includes the following:

1. A written request from parent to administration submitted at least 24 hours prior to absence. All assignments must be turned in before the absence as per teacher's requirements.
2. Absences with parental permission shall not be granted as excused if in conflict with semester exams or SAT's except for extenuating circumstances approved by administration.

Non-Participant Attendance at Extra Curricular Events—The procedure is the same as for non-emergencies.

Tardies—All students arriving after 8:30 must obtain an Admit Slip from Mrs. Crisp's desk before being admitted to class!

Categories of Absences/Tardies:

- I. Excused absences (counted as missed class)
 - A. Pre-arranged absences For pre-arranged, excused absences, at least 24 hours prior notification to the office is required. An assignment sheet is to be picked up at Mrs. Crisp's desk and taken to teachers to be filled out. Assignments are to be completed prior to the absence unless other arrangements are made with the teacher.

Examples of some pre-arranged absences include:

- (1) Out of town, family vacation
 - (2) Personal business
 - (3) Medical or dental appointments
 - (4) School related activities in which the student is not a participant
- B. Emergency absences-clearly defined by parent/guardian (counted as missed class)

Examples include:

- (1) Hospitalization of student/family members
 - (2) Death in the family
- C. School related absences (not counted as missed class)
 - (1) Music presentations, field trips or ball games where the student is a direct participant
 - D. Excused absences but counted as missed class -Examples Include:
 - (1) Illness (a home stay of five days or more must be validated by a physician).
 - (2) Car trouble
 - (3) Carpool late

- II. Unexcused Absences/Tardies (counted toward missed classes) Whether missed work is permitted to be made up or not is at the discretion of the teacher.

Examples are:

- (1) Oversleeping
 - (2) Tired
 - (3) Hair appointment
 - (4) Packing for a trip
 - (5) Absent or tardy without proper notice
 - (6) Slow traffic
- III. Tardies
 - A. A student will be considered tardy when he/she is not present in the class according to teacher's requirements at 8:30 AM.
 - B. What is classified as an excused and unexcused tardy is the same as with absences.

Elementary Dress Code

Because we seek to honor God, Sunrise expects neat, clean and modest apparel. Hats or clothing with wording that is not consistent with the standards of SCA should not be worn.

1. No shorts or skorts.
2. No sleeveless tops, tank tops or midriff shirts.
3. Modest (not tight) mid-calf to ankle Capri pants can be worn.
4. Skirts and dresses must be to the middle of the knee. Leggings that reach the ankle, tights or tight fitting pants may be worn under skirts and dresses that meet SCA standards. Please - no tight fitting pants or jeggings are to be worn with t-shirts or blouses. Modesty is the key!
5. Sweatpants, wind pants and jeans may be worn if they are neat and in good condition.
6. No haircuts with designs cut into them or bowl cuts. Boys hair should be above the ears and off the collar.
7. No necklaces or earrings for boys.
8. No tattoos for boys and girls.

Dress Code for volunteers and others on campus – God calls us ALL to set a Christ-like example to everyone we encounter. Due to this responsibility, we would ask that all who come on campus (whether you are volunteering in the classroom or lunchroom, driving for a field trip or helping with an event) to follow the same dress code as the students are to follow. This dress code was created to be modest in appearance and humble in spirit. Thank you for partnering with us in this endeavor.

Some additional symbols and themes that should NOT be on clothing or items at SCA: Anything not exhibiting a Christ-like manner (vulgarity, immorality, suggestive, rude or hateful)



Anything associated with vampires

Please help us by dressing your child in accordance with SCA standards! Thank you!

Summary of Crisis Management Protocol

In the event that the school experiences an environmental emergency, natural disaster or there is a threat to the school in any way, the first chain of command will be for Dr. Lindsted or his appointed representative to assess the problem. If you need to report such a situation please call the school office first at (316)744-9262, or Dr. Lindsted's cell (316)644-6780. If you are unable to get through on either of these lines you may phone either of our principals, Meighan Keely at (316)993-1473 or Melanie Adams at (316)258-5706 or our facilities manager Jack Jones at (316)833-3299.

Upon assessment of the situation, administrative staff will inform the faculty and staff of any further action. Faculty and staff will be made aware of the situation and necessary action through texting, Remind App, FACTS SIS and, if needed, room-by-room communication. More detailed information as to our responses to individual situations can be found in our detailed Crisis Management plan kept in school offices. If the administration deems it necessary to close the school that information will be posted on the school website, FACTS SIS, Facebook, Instagram, and public media outlets. If you receive a phone call from anyone else but a school administrative official, please verify all information by contacting the school at (316)744-9262.

At any time, a parent or approved guardian may come to pick up their child; however, THAT PERSON MUST OFFICIALLY CHECK OUT THAT STUDENT FROM THE APPROPRIATE OFFICE. This is to ensure that all students are accounted for in the event of any emergency. Please do not take your child without informing the school that you are doing so.

If there is immediate danger to anyone including staff, students, parents or public, then please call 911 and remain on the line to receive further instructions. You will need to provide the following information:

School address: 5500 E. 45th Street North, Bel Aire

School Phone Number: 744-9262

Nature of the emergency and exact location of the situation

Other Important Contacts:

City Manager, Ty Lasher - work phone [316-744-2451, ext. 217](tel:316-744-2451);

Public Works Director, Anne Stephens - work phone [316-744-2451, ext. 133](tel:316-744-2451);

Police Chief Darrell Atteberry - [316-744-6000](tel:316-744-6000) (non-emergency); 911 for emergency

Dave Leiker, Assistant Public Works Director - work phone [316-744-8609](tel:316-744-8609)

Bel Aire Fire Station - Call 911