



# **Discipline Policy**

**2010-2011**

**SUNRISE ACADEMY DISCIPLINE POLICY**

## 2009-2010

### KINDERGARTEN THROUGH 2<sup>nd</sup> GRADE

In Kindergarten through second grade classrooms we will be focusing on eight principles to live by all year long. These principles are:

- Reciprocity (you get what you give)
- Respect
- Responsibility
- Righteousness
- Truth
- Order
- Justice
- Harmony

Eight Principles to Live By: (Definitions)

- Respect: courteous regard for things, people, and their feelings
- Responsibility: taking care of things, completing and handing in homework, doing what's expected
- Reciprocity: treat others they way you want to be treated
- Righteousness: doing the right thing
- Truth: being honest
- Order: Being organized, cleaning up after yourself, pushing in chairs, putting things back where they belong
- Justice: Being fair
- Harmony: working together, peaceful communication, sharing ideas

These eight principles are to be followed in and out of school, with all teachers, and parents. These principles are the basis for our behavioral expectations. Every morning each child starts out with five pennies. Based on the reward system (called "Deserving Dollars"), children receive pennies throughout the day for good deeds and living by the eight principles. If a child does not follow these principles at any given time, the teacher can take pennies away. However, they can also earn the pennies back. After two weeks children are allowed to go to the class store to purchase prizes with the money they earned. Prizes will be worth 25¢ to \$1.00.

#### Bonuses:

When a student completes a task at an outstanding level, they can earn bonuses. Students can earn bonuses to their account by randomly doing a good deed and/or following the eight principles to live by.

## Penalties:

-1 penny

- Being disrespectful
  - Speaking without permission
  - being inconsiderate
  - damaging property
- Lack of self control: Pinching, pushing, biting, hitting, kicking
- Not having order
  - Not pushing in chair
  - Not putting books away
  - Not standing in line properly
  - Not keeping your space clean
  - Running

-2 pennies

- Second offense of the same behavior

-3 pennies

- Third offense of the same behavior

Call home

- Fourth offense of the same behavior or when the child has no money left

## **3<sup>rd</sup> GRADE THROUGH 9<sup>TH</sup> GRADE**

### **TABLES OF CONTENTS**

- **Rationale**
- **Conduct Is In Force**
- **Due Process Rights**
- **Rights & Responsibilities of Sunrise Academy Students**
- **Level 1 infractions, definitions, and disciplinary actions**
- **Level 2 infractions, definitions, and disciplinary actions**
- **Level 3 infractions, definitions, and disciplinary actions**
- **Glossary**

### **RATIONALE**

The aim of this Code of Conduct is to foster an Islamic environment that is safe and conducive to learning based on Islamic teaching derived from Qur'an and Sunnah. Parents/guardians and students are responsible for reading the Discipline Policy for a clear understanding of the school's expectations for student behavior.

### **CONDUCT IS IN FORCE**

The Sunrise Academy Discipline Policy applies in the following situations:

1. Violation of Islamic Rules of conduct as prescribed in the Qur'an or Sunnah at any time while the student is registered at Sunrise Academy.
2. During regular school hours.
3. On the school bus or other transportation sanctioned by the school.
4. During school sponsored events.
5. When going to and from school.
6. During events and activities associated with the school.
7. With respect to any misconduct of personal nature or directed at others which violates this discipline policy, whether on or off school premises.

Additionally, the administration is authorized to take disciplinary action when a student's misconduct away from school has a detrimental effect on the other students or on the orderly educational process. The violation is usually directly connected to prior violations at school, threatens to produce further violations at school, and poses a likelihood of danger to the physical, emotional health, welfare of students or school personnel and/or whose continued practice by a student of the school is disruptive to the school mission or educational process.

**DUE PROCESS RIGHTS**

Any student whose conduct may warrant suspension or expulsion will be provided the following due process.

**STUDENTS**

1. A notification of the violation.
2. An opportunity to present his/her side of the story to the appropriate school personnel.

**PARENTS/GUARDIANS**

1. A written notification of the violation and the consequence decided by the school.
2. Twenty-four hour notice to meet with the proper school personnel for a fair and impartial conference, unless the student's behavior is so disruptive or detrimental that he/she cannot complete the school day.

**THE RIGHTS & RESPONSIBILITIES OF SUNRISE ACADEMY STUDENTS**

<b>STUDENTS HAVE THE RIGHT TO:</b>	<b>STUDENTS HAVE THE RESPONSIBILITY TO:</b>
A quality education	Put forth their best effort to meet classroom expectations
Education without undue interruption, disruption, fear, or inhibition	Conduct them in such a manner as to promote a positive educational environment. Not interfere with the orderly conduct of classes and activities; not force others support participation by all and to respect the rights of persons with whom they may disagree.
Privacy on their person and in possessions unless school personnel have reason to believe that inappropriate and/or dangerous materials are being carried and or concealed by the student	Refrain from carrying, concealing or bringing onto school property materials which are inappropriate or may disrupt the educational process
A copy of the Code of Conduct	Read and abide by the Code of Conduct
Receive respect from school personnel and other students	Show respect for other students and school personnel
Due process procedures according to school policies	Read and understand their due process rights
Participate in school functions and extra-curricular activities	Meet academic qualifications, other criteria and qualifications and/or standards of behavior
Protection and confidentiality when fulfilling responsibility to report violations of the code of conduct	Assist school personnel by reporting misconduct

**LEVEL 1 INFRACTIONS = CONDUCT THAT OBSTRUCTS ORDERLY OPERATIONS OF CLASSROOM OR SCHOOL**

Level 1 behavior should be handled by the classroom teacher whenever possible. Ordinarily, a teacher will not refer a student engaging in Level 1 behavior to the School Director until the classroom teacher has taken at least three documented, progressive level one disciplinary actions and has held a conference with the student and parents/guardians. Thereafter the classroom teacher may refer the student to school administration through a written referral. However, earlier referrals may be made when the misbehavior occurs outside the classroom or in exceptional circumstances where the classroom teacher believes immediate outside assistance is necessary. **This list of violations is not all inclusive, but only representative and illustrative.** A student committing an improper act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary action.

**NOTE:**

In school suspensions: In school suspensions will be held during school hours. Students will be in a supervised area away from their peers. Students will be supervised at all times and will be permitted to return to their classroom when appropriate restitution has been completed.

Out of school suspensions: Student will be at home during a regular school day and will not be able to make up missed work or missed tests and will receive a grade of “0” for these.

Open Suspensions: Number of days suspended will be determined by the school board and the students will be at home on suspension pending decision by School Affairs Committee of the School Board. **The student will not be able to make up missed work or missed tests and will receive a grade of “0” for these.**

INFRACTION	DEFINITION	LEVEL 1 DISCIPLINARY
1. Disruptive Behavior	Engaging in any conduct that causes or results in the breakdown of the orderly process of instruction and/or school activity	Examples of disciplinary actions which classroom teachers can usually include, but are not limited to: verbal reprimand, or oral or written notification to parents/ guardians; student mediation contracts, teacher or team conference with student/parent/guardians; separation from peers, denial of class privileges, administrative referral, detention. When a student commits a Level 1 Disciplinary violation, the student must write a description of the violation indicating where, when, why, and how the infraction occurred.

2. Littering	Throwing or dropping paper, trash, or other material on the floor or on school grounds	“ “ “ “
3. Refusal to do classroom work	Refusing to complete work, labs, projects ,or other assignments given by the teacher	“ “ “ “
4. Verbal Altercation	Engaging in verbal altercation. Insulting, taunting, or challenging another person under circumstances in which such conduct could provoke a violent or disruptive response	“ “ “ “
5. Violating classroom rules	Not following the classroom rules	“ “ “ “
6. Electronic and other communication devices	No student shall use, display, or possesses any electronic device without approval of school director. Cell phones are not allowed in school unless approved by the director. In this case, they can only be used in case of an emergency with a school official present. They can only be used in latchkey in the presence of the latchkey assistant.	Detention and conference with school administration. Device will be confiscated until the parent/guardian collects it from the School Director.
7. Tardiness	Not being seated in the classroom when class is scheduled to begin.	Tardiness is recorded in attendance folder, verbal reprimand, in school suspension given for every fifth tardy.
8. Uniform	Arriving at school not properly dressed in school uniform.	Lunch detention after a warning has been issued.

**LEVEL 2 INFRACTIONS=ILLEGAL AND/OR SERIOUS CONDUCT**

A student charged with a Level 2 violation shall be subject to the disciplinary actions listed below. Contact will be made either through a personal conference, phone conference, or in the event the previous are not possible, through written communication by school administration. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct that is not directly stated will still subject to disciplinary action. Each violation will require the student to write a grade level appropriate explanatory paper describing the offense and complete relevant coursework to make restitution

for the offense. Completion of the explanatory paper and coursework must be approved by the school administration before the student can return to the classroom from In School Suspension.

INFRACTION	DEFINITION	1ST OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> SUSPENSION
9. Academic misconduct	Plagiarizing, cheating, copying another's work, attempting to gain or gaining unauthorized access to material; using, submitting, or providing data or answers dishonestly, by deceit, or by means other than those authorized by the teacher.	In School Suspension	1 day suspension	3 day suspension
10. Inappropriate language	Using <b>any</b> form of cursing, no matter what language it is spoken in, including hand or bodily gestures.	In School Suspension	1 day suspension	3 day suspension
11. Lying	Giving or providing intentionally untrue or misleading information or communication.	In School Suspension	1 day suspension	3 day suspension
12. Altering official documents	Forging, falsifying, or unauthorized alteration of a document	In School Suspension	1 day suspension	3 day suspension

13. Damage or destruction of property	Causing, attempting to cause, or threatening to cause damage to school or private property, causing minor damage or defacing school or private property.	Restitution, In School Suspension	Restitution, 1 day suspension	Restitution, 3 day suspension
14. Misuse of equipment	Students using school online services for illegal, inappropriate, or obscene purposes.	In School Suspension	1 day suspension	3 day suspension
15. Insubordination	Refusing to comply, either verbally or non-verbally, with a reasonable request or directive by a school staff member.	In School Suspension	1 day suspension	3 day suspension
16. Loitering	Being present in or about school property under one or more of the following: 1. after a reasonable request to leave 2. without a legitimate reason for being there 3. without proper authorization or permission from anyone of authority 4. after refusing to identify oneself.	In School Suspension	1 day suspension	3 day suspension

17. Trespassing	Being in the school building or on school grounds without permission or authorization, or refusing to comply with a request to leave school premises.	In School Suspension	1 day suspension	3 day suspension, police notified
18. Truancy	Being absent from school without authorization, failure to follow proper attendance check-in or check-out absence procedures, or skipping classes or school.	In School suspension, BPD notified No make-up work will be accepted for classes missed as a result of truancy	1 day suspension, BPD notified No make-up work will be accepted for classes missed as a result of truancy	3 day suspension, BPD notified No make-up work will be accepted for classes missed as a result of truancy
19. Fighting	Engaging in verbal, hitting, punching, or any other kind of physical altercation, whether initiating or retaliating.	1 day out of school suspension	3 day suspension	5 day suspension, recommended for expulsion
20. Bullying	Engaging in verbal, physical, emotional and/or threatening acts of bullying.	1 day out of school suspension	2 day suspension,	3 day suspension, recommended for expulsion
21. Electronic access	Using without authorization electronic passwords, codes for any reason, including but not limited to accessing,	1 day out of school suspension	2 day suspension	3 day suspension, recommended for expulsion

	controlling, or disabling technological devices or services.			
22. UnIslamic Behavior	Using any form of behavior that is not according to the Qur'an and Sunnah	In School Suspension	1 day Suspension	3 day suspension

**Note: Any student charged with a subsequent level 2 violation can be referred to the School Affairs Committee of the school board for expulsion.**

**LEVEL 3 INFRACTIONS=CONDUCT THAT IS SERIOUS OR ILLEGAL AND IS POTENTIALLY LIFE OR HEALTH THREATENING.**

Sunrise Academy considers all three level infractions to be very detrimental to the school and its students. A student charged with a Level 3 violation may be subject to an immediate open suspension of up to 14 days and a recommendation for expulsion to the school board and/or legal action. Students expelled from Sunrise Academy due to level three infractions may not be reinstated at a later date. The proper authorities will be notified in the event that a student commits any illegal act. Parent(s)/guardian(s) will be required to meet with school personnel and the proper authorities. This list of violations is not all inclusive, but only representative and illustrative. A student committing an improper act of misconduct, which does not happen to be specifically listed, is still subject to disciplinary and/or legal action.

INFRACTION	DEFINITION	1ST OFFENSE	2ND OFFENSE	3 <sup>RD</sup> SUSPENSION
23. Intimidation or Menacing Incitement	Threatening another, verbally or nonverbally, by inflicting fear or damage to property, instigating, or encouraging misconduct.	1 day out of school suspension	3 day suspension, recommend for expulsion	Open suspension, recommend for expulsion
24. Arson	Utilizing unauthorized fire, smoke, or explosives, which	Open suspension, recommended for expulsion,	N/A	N/A

	present a risk of danger to life or property.	HPD notified		
25. Assault / Felonious Actions	Striking with a weapon with the intent to inflict, or inflicting bodily harm.	Open suspension, recommended for expulsion, HPD notified	N/A	N/A
26. Bomb Threats or False Alarms	Making a knowingly false statement regarding the possession or location of explosive or incendiary materials, activating the fire alarm system, or making false "911" calls.	Open suspension, recommended for expulsion, HPD notified	N/A	N/A
27. Breaking and Entering	Breaking into and/or entering any school building, facility, office rooms, storage space, or other enclosure without authority to do so.	Open suspension, recommended for expulsion, HPD notified	N/A	N/A
28. Explosive Device	Using, possessing, attempting to possess, brandishing or concealing any destructive device which includes but is not limited to any explosive, incendiary, or poisonous, gas, bomb, grenade, mine, missile, rocket or device similar to any of the devices described above.	Expulsion	N/A	N/A
29. Vandalism	Destroying, damaging, or defacing school property in a willful or malicious manner	Open suspension, recommended for expulsion, HPD notified	N/A	N/A

30. Offensive Material	Producing, possessing, or distributing materials on school property that offend common decency or morals.	Open suspension, recommended for expulsion, HPD notified	N/A	N/A
31. Reckless Endangerment	Acting in a willful manner, and although not intending to cause harm, places others in jeopardy of injury, or results in the damage destruction, or defacement of school or private property.	Open suspension, recommended for expulsion, HPD notified	N/A	N/A
32. Extortion or robbery	Obtaining money, information, or property from another by threat, intimidation, or coercion.	Open suspension, recommended for expulsion, HPD notified	N/A	N/A
33. Gambling	Participating in or organizing games of chance to gain money or other items.	Open suspension, recommended for expulsion, HPD notified	N/A	N/A
34. Legal but dangerous substances	Using, selling, purchasing, distributing, possessing or attempting to possess, substances capable of producing a change in behavior or altering a state of mind or feeling, and paraphernalia.	Open suspension, recommended for expulsion, HPD notified	N/A	N/A

<p>35. Sales, use, possession, or distribution of alcohol, drugs, tobacco products or other chemical control substances</p>	<p>Using, selling, purchasing, distributing, possessing or attempting to possess, mood altering chemicals, or substances (including counterfeit or look alike substances) distributing any narcotics, drugs controlled substances of any kind, or alcoholic beverages, or other intoxicant on school property or at school functions or events.</p>	<p>Open suspension, recommended for expulsion, HPD notified</p>	<p>N/A</p>	<p>N/A</p>
<p>36. Theft</p>	<p>Stealing, attempting to steal, possessing or transferring school or private property or participating in the theft or attempted theft of school or private property.</p>	<p>Open suspension, recommended for expulsion, HPD notified</p>	<p>N/A</p>	<p>N/A</p>
<p>37. Possession or concealment of weapon or dangerous instrument</p>	<p>Using, possessing, attempting to possess, brandishing or concealing any weapons, dangerous instruments, devices, materials, look alike, replicas, or any other items deemed to be dangerous. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a sharp blade fastened to a handle.</p>	<p>Open suspension, recommended for expulsion, HPD notified</p>	<p>N/A</p>	<p>N/A</p>

38. Obscenities, Verbal abuse, vulgarity towards school or school personnel	Directing obscene, abusive, vulgar, profane, harassing, insulting, racial, sexual, religious or ethnic slurs, written or verbal, toward school personnel or any adult member of the school. This shall include use of obscene gestures or signs that willfully intimidate, insult, or in any other manner, abuse others.	Open suspension, recommended for expulsion, HPD notified	N/A	N/A
39. Gender fraternization, Promiscuous behavior	Committing acts that are sexual in nature and fall outside the Islamic teaching on this matter, relations both inside and outside the school. Relations between the sexes-dating, meeting in private-both inside and outside of school. Evidence of immoral behavior or communication, written or otherwise.	Open suspension, recommended for expulsion, HPD notified	N/A	N/A
40. Weapons	Bringing or committing acts with firearms, knives and other dangerous weapons both inside and outside of school.	Open suspension, recommended for expulsion, HPD notified	N/A	N/A

**All suspensions will be recorded on student transcripts. Any Level I, II or III infraction will be subject to student's age level.**

**LUNCH DETENTION**

Lunch Detentions are given for level 1 infraction, and some minor level 2 infractions. A referral for a detention is written by the teacher who then passes the written referral to school

administration. School Administration then makes the final decision to implement the detention, depending on the circumstances and infraction.

### **USE OF PERSONAL ELECTRONIC DEVICES AT SCHOOL**

No radios, tape or digital recorders, phones, beepers, games, MP3 players, IPODS, or other electronic devices are permissible unless used as a part of a class or project and are approved by a teacher or school administration. The device will be confiscated and given to the parent/guardian when they collect it from the administrator's office. If a parent/guardian wishes to contact his/her child during school hours it must be done through the office.

### **GRIEVANCE PROCEDURE**

Parents/guardians may in writing, submit any grievances concerning the disciplinary action taken by the school administration or any other matter to the school affairs committee of the school board. The committee will review the grievance and will respond in writing. Parents/guardians may request a meeting to present their grievance to the committee directly. However, the committee may choose the manner of their response.

### **DISCIPLINARY ACTION**

If a student earns three suspensions, he/she will be placed on disciplinary probation. He/she also may be placed on probation by the administration or the school affairs committee for committing a level three infraction. If a student commits a suspendable offense while on probation, he/she will be placed on an open suspension and their name will be submitted to the school affairs committee for possible expulsion. **After a student receives 3 suspensions (includes In School Suspensions and out of school suspensions) they will be required to meet with their parents and the school board School Affairs Committee to discuss possible expulsion from Sunrise Academy.**

Students are expected to serve all disciplinary assignments given to them, or further action will be taken. **Students on In School Suspension or out of school suspensions may not participate in extracurricular activities. The administration will review the discipline record of each student throughout the school year. Students with poor discipline records for that school year will be referred to the School Affairs Committee even if they have not been placed on probation.**

Sunrise Academy reserves the right to refuse readmission for the next year to students with poor discipline records. Sunrise Academy also reserves the right to refuse admission/readmission to students whose parents have exhibited inappropriate Islamic (includes verbal and physical abuse, sexual abuse, using profanity, etc.) toward any staff member or student at Sunrise Academy.

### **EXPULSION PROCEDURES**

A student may be referred to the school affairs committee for expulsion as a result of receiving a suspension while they are on disciplinary probation, subsequent committing of level two infraction, or as a result of committing a level three infraction.

1. When a student is referred to the School Affairs Committee for expulsion, the family will be informed in writing that the student is placed on open suspension and will describe the reason for the school's action.
2. The school affairs committee will hold a meeting to review the case within 14 school days from the day of suspension.
3. The student and his/her guardian may appeal in writing to present their case to the school affairs committee.

4. The school affairs committee will make a decision that will be conveyed to the parents/guardians in writing as soon as possible.
5. The decision of the school affairs committee is final.

Students on open suspensions may not return to school without a decision from the School Affairs Committee. They may not be on school premises or participate in any school activity or function including field trips or after school events. **Sunrise Academy reserves the right to contact the Hilliard Police Department should a situation escalate so that a staff member, parent or student feels threatened in any way.**

#### ***STUDENT WELFARE-CHILD ABUSE POLICY***

According to Ohio law, a staff member who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Department of Children and Family Services. In such a situation, the staff member shall notify school administration that a report has been made. Traditional consideration of confidentiality shall not constitute grounds for failure to report such cases.

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

1. "Abuse" is any physical or mental injury or sexual abuse inflicted on a child other than by accidental means by a person who is responsible for the child's health and welfare.
2. "Neglect" is abandoning a child, subjecting a child to an environment injurious to his/her welfare, or failing to provide the proper support, education, or mental or remedial care required by law by one who is responsible for the child's welfare.

#### **DISCIPLINARY ACTION PLAN COMMITTEE**

The disciplinary action committee consists of the school director, Academic Coordinator and the lead teacher on duty the day of the occurrence and the school administration (individuals may be excluded if there is a conflict of interest). They together will decide on what will institute a Level 2 or Level 3 infraction and will be the deciding committee in collaboration with the school board chair on what disciplinary action will be given.

**Updated August 16, 2010**