

Scottsdale Christian Academy



High School Handbook 2018-2019

14400 N. Tatum Blvd.
Phoenix, AZ 85032

Main Phone: 602-992-5100
High School Fax: 480-355-3031
High School Attendance Hotline: 602-923-2914

2018-2019 Revisions

Each year updates occur in the Student Handbook. It is the expectation that all students and families will carefully read everything in this Handbook to prepare for a successful year at SCA.

By signing the Handbook Receipt and Agreement Form, you are acknowledging you have read this handbook. Failure to not know will not serve as a defense.



14400 North Tatum Boulevard | Phoenix Arizona, 85032
P 602.992.5100 | F 602.923.2936 | www.scarizona.org

Hello SCA High School Families,

Welcome to Scottsdale Christian Academy! It's hard to believe, but it's that time of the year again—the beginning of a new school year is here. Let me personally say, welcome back! I pray that you all had a restful and relaxing summer vacation, and have had the opportunity to make lasting memories with your friends and family.

Please take the time to review the High School Handbook as a family, so we all are prepared and on the same page for the 2018-2019 school year. I look forward to meeting each one of you this year and I am so excited to see what the Lord has in store for the upcoming school year!

Our school verse this year is Ephesians 2:10 and it states, ¹⁰ For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them. Please join in prayer that this is evident on our campus and permeates throughout our student body.

Parents, with your continued support, we will continue to develop the very real gifts and talents of all the students at Scottsdale Christian Academy and together we will make this the best year yet for you and your child at SCA!

If you have any questions, please do not hesitate to ask. I am available by email, phone, or appointment through my administrative assistant Mrs. Carly Rudesill. She can be reached at crudesill@scamail.org or 602-992-5100 ext. 1156.



Serving Him,



Mr. Jeremy J. Richards, M.Ed.
SCA High School Principal
jrichards@scamail.org

"For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them". Ephesians 2:10



Scottsdale Christian Academy

2018-2019 SCHOOL CALENDAR

14400 North Tatum Blvd. | Phoenix, AZ 85032-5531
 p 602.992.5100 | f 602.992.0575
 WWW.SCOTTSDALECHRISTIAN.ORG



JUNE 2018

| S | M | T | W | T | F | S |
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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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AUGUST 2018

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|--|---------|
| First Day for New Faculty and Staff (with CPR) | Aug. 2 |
| First Day For Returning Faculty and Staff | Aug. 8 |
| New Family/Student Orientations | Aug. 10 |
| Walk-Through Registration MS/HS (10am - 5pm) | Aug. 13 |
| First Day for Middle and High School Students | Aug. 15 |
| First Day for Elementary Students Grades 1-5 | Aug. 16 |
| Get Acquainted Day PS/K | Aug. 21 |
| First Day for Students in Grades PS/K | Aug. 22 |
| Annual Convocation Service | Aug. 23 |

SEPTEMBER

| | |
|---|-----------|
| Labor Day-School Closed | Sept. 3 |
| High School Retreat (tentative) | Sept. 4-7 |
| Early Dismissal (PS-12) Prof. Development | Sept. 26 |

OCTOBER

| | |
|---|------------|
| PSAT (Morning Exam) | Oct. 10 |
| Early Dismissal (PS-12) / Prof. Development | Oct. 10 |
| 1st Quarter Ends | Oct. 12 |
| PS-5 PTS Afternoon Conferences | Oct. 15-17 |
| Early Dismissal (PS-12) PTS Conferences | Oct. 17 |
| Fall Break-School Closed | Oct. 18-21 |

NOVEMBER

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|---|------------|
| Veterans' Day-In Recognition Of-School Closed | Nov. 12 |
| Thanksgiving Break-School Closed | Nov. 21-23 |

DECEMBER

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|---|------------------|
| Final Exams MS/HS (Early Dismissal MS/HS) | Dec. 18 - 21 |
| Early Dismissal (PS-12) | Dec. 21 |
| 2nd Quarter Ends (PS-12th) | Dec. 21 |
| Christmas Break-School Closed | Dec. 22 - Jan. 6 |

JANUARY 2019

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|---|---------|
| School Reconvenes | Jan. 7 |
| Early Dismissal (PS-12) Prof. Development | Jan. 18 |
| Martin Luther King, Jr. Day-School Closed | Jan. 21 |

FEBRUARY

| | |
|---|----------------|
| Early Dismissal (PS-12) Prof. Development | Feb. 15 |
| Presidents' Day-School Closed | Feb. 18 |
| High School Missions (Tentative) | Feb. 23-Mar. 3 |

MARCH

| | |
|---|-------------------|
| Early Dismissal (PS-12) Prof. Development | Mar. 8 |
| 3rd Quarter Ends (PS-12) | Mar. 8 |
| Early Dismissal PS-2 and 9-12 / PTS Conferences | Mar. 19 |
| Early Dismissal 3-12 Student Led Conferences | Mar. 19 |
| Spring Break - School Closed | Mar. 23 - Mar. 31 |

APRIL

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|---|-------------------|
| Early Dismissal (PS-12) Prof. Development | Apr. 10 |
| Easter Break - School Closed | Apr. 19 - Apr. 22 |

MAY

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|---|-------------|
| Senior Awards Ceremony | May 13 |
| Senior Finals Review Day | May 14 |
| Senior Finals | May 15-17 |
| Finals Review Day Middle and High School | May 20 |
| Final Exams (MS/HS) - Early Dismissal MS/HS | May 21 - 24 |
| 5th Grade Promotion | May 21 |
| 8th Grade Promotion | May 22 |
| Baccalaureate Services for Seniors | May 23 |
| 4th Quarter Ends (PS-5th Early Dismissal) | May 24 |
| High School Graduation | May 24 |
| Memorial Day-School Closed | May 27 |
| Last Day - All Teachers | May 29 |

JANUARY 2019

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FEBRUARY

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MARCH

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APRIL

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MAY

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JUNE

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JULY

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20: Re

| KEY: | |
|------|--|
| | Weekend |
| | No School |
| | Early Dismissal Days |
| | Faculty/Staff Professional Development |

Tentative and Subject to Change, Revised 6/5/18

| | |
|---------------------|-----|
| Instructional Days: | 177 |
| Working Days: | 187 |

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I. INTRODUCTION

SCA is dedicated to the collective expression of our faith and has developed the following mission and core values statements.

Mission of Scottsdale Christian Academy

The mission of Scottsdale Christian Academy is to maximize the God-given potential of each student, preparing them to live lives of distinction, by impacting the world for Jesus Christ.

Our Core Values

Core Values guide both the internal and external conduct of the school. They are the non-negotiable qualities that differentiate the institution as they identify, inspire, galvanize, and determine the school's highest priorities.

Christian Maturity

Preparing our students with Christ-centered experiences that by God's grace lead to spiritual transformation, which enable them to develop a maturing relationship with Jesus Christ.

Excellence

Providing a Biblically based accredited curriculum that prepares the student for the challenges of higher education and life-long learning. We seek to serve the developmental needs of the whole student, endeavoring to maximize the student's God-given potential, which stimulates and cultivates critical thinking and the pursuit of creative expression, in the academics, arts, and athletics.

Community

Cultivating a community of believers, founded on the basis of shared commitment, common union, fellowship and Christ's love. We value the importance of relationships, as modeled by Christ and his love for others. As we partner together to unify our body of students, parents, faculty and staff, we extend Christ's love and grace to each other, celebrate each member's unique God-given abilities, and glorify Jesus Christ.

Service

Loving our neighbor as ourselves is reflected in an academic community that models and encourages Christ-like character, conduct, accountability, and service to our community and the world. We seek to conduct ourselves with deep care and compassion for all, reflecting faith in action, by being doers of God's word.

Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15; II Peter 1:21).
2. We believe there is one God, eternally existent in three persons – Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15, 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:4); His Ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3-5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

Position on Critical Issues

One of the strengths of Scottsdale Christian Academy (SCA) is its place as an interdenominational institution. The joy of sharing the person of Christ and living in unity as a body of believers is, in part, the realization that we have differences in areas nonessential to salvation and that through this recognition and acceptance we can mutually experience that which brings about patience, understanding and love among believers (Rom. 15:5). It is equally important to clearly articulate our position on certain critical issues that are foundational to the mission and values of the Academy.

Foundational

The Board of SCA takes a clear position in opposition to each of the following: (1) drunkenness (Eph. 5:18); (2) abortion (Lev. 18:21); (3) premarital sex/extramarital sex (I Thes. 4:3); (4) homosexuality (Rom. 1:26, 27; Lev. 18:22); (5) pornography (Ps. 101:3a); (6) Marriage outside of one biological man and one biological woman (Gen. 2:18-25).

Qualified

The Board of Scottsdale Christian Academy takes a qualified position on the following issues: (1) legal vices; (2) euthanasia; (3) divorce; (4) creation; (5) gender.

Legal Vices: There does not appear to be a clear Biblical directive regarding gambling or the use of tobacco and alcoholic beverages except in the case of drunkenness. However, inasmuch as our current society has experienced serious health and personal economic problems related to addiction to these vices, we would discourage use of alcohol or tobacco or participation in gambling.

Euthanasia: There is a wide variance of definition of the term euthanasia. The definition, which the Academy would take a stand against, would be the willful act of inducing or speeding up the death process.

Divorce: God's best for His children would have a man and a woman married only to each other for a lifetime. Inasmuch as there are different interpretations of the Biblical reasons for divorce and God's view of the same, the issue would be referred back to the individual, the home, or the church for a final decision.

Creation: We teach that man was created by God and in His image (Gen. 1:27) and believe there is compelling evidence for Creation and the Flood (Gen. 6-8); all things in the universe were created and made by God in the six literal days of the creation week described in Genesis 1:1-2:3, and confirmed in Exodus 20:11. We believe that none of the Biblical account of Creation and the Flood needs compromising. What we teach in this regard is consistent with the Bible record.

Gender: We embrace the Biblical teaching regarding gender identity and believe the biological gender we are born with was God's intention (Gen. 1:27; Psalm 1:39).

Neutral

The Board of Scottsdale Christian Academy takes no position relative to the following issues: (1) speaking in tongues; (2) form of baptism, i.e., sprinkling or immersion; (3) election; (4) the church and politics; (5) political endorsements by the Academy; (6) healing; (7) communion. "No position" is defined as viewing an issue to be nonessential to salvation but which has much variance among

Christian evangelical groups as they interpret the Scriptures. Therefore, any formal discussions would be referred back to the home and church for that individual to determine for himself. This would not prevent an individual, if asked, from giving his/her personal point of view.

Statement on Marriage Gender and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of God's sovereign plan for one's life. At Scottsdale Christian Academy, any efforts to deny one's biological sex through, for example, modes of dress, chemical intervention, or surgical procedures are impermissible.

We believe that the term "marriage" has only one appropriate meaning: the uniting of one biological man and one biological woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe God's design for marriage is the union of one man and one woman (Genesis 2:18-25). Marriage between one biological man and one biological woman uniquely reflects Christ's relationship with His church (Ephesians 5:21-33). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).

We believe that in order to preserve the function and integrity of Scottsdale Christian Academy as part of the Body of Christ, and to provide a biblical role model to the Scottsdale Christian Academy members and the community, it is imperative that all persons employed by Scottsdale Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Scottsdale Christian Academy.

The History of Scottsdale Christian Academy

Scottsdale Christian Academy (SCA) has a very rich history and heritage full of many miracles and the grace of our loving Father. Scottsdale Christian Academy was founded in 1968 by Scottsdale Bible Church (SBC) and utilized the church facilities for three years. The board of deacons and charter members under the leadership of Dr. James Borrer from the inception of the church had planned for the realization of a Christian school on what was then considered the east side of the valley. The original student body consisted of 47 students in grades Pk-4. By the end of that same year the

enrollment grew to 58 and by the fall of 1969 the enrollment doubled to 114. Early on Mrs. Leyboldt, the principal, had a desire to provide children with a complete program in spite of the size limitations. The desire was also to draw the children and their teachers into a unit of “family” whose purpose was to grow and learn in the exciting environment that God was providing.

By the third year the enrollment had outgrown the church facilities. Because of the rapid growth, SCA became independent of SBC and began operations as an Arizona nonprofit corporation. They leased facilities for a period of time that would accommodate the enrollment. Originally, the plan was to only add one grade at a time. However, based on interest the board decided to open grades 9 through 11 all at once. At the eleventh hour, much to everyone’s surprise, two seniors asked to be allowed to attend! So the high school opened at all four levels, at which time the total enrollment was 276 students consisting of 243 elementary students and 33 high school students. The spiritual life of the school was, and remains to this day, the highest priority.

In the spring of 1974, property on 32nd street south of Shea Boulevard became available. It was close to five acres, and two beautiful buildings with 20 classrooms and plenty of office space was built around a beautiful courtyard. An incredible dream came true, God helped build a school to school specifications which was to house the Academy! Many former students of SCA, including our own Superintendent, fondly remember this campus. The timing was tight with all of the work that had to be done, and parents were at the school painting and preparing the night before school opened. That particular year school started two weeks late and only through God’s grace and the parents’ hearts and hard work. The families came together, each committing to a section of the outside of the buildings, which they painted throughout the second year on the new campus. How good God was!

Over the next five years enrollment continued to increase and several buildings were added on site. The Academy grew to 486 with 118 in the high school, with the senior class growing from two to 18 students. In 1977 SCA applied and received state approval for the high school, and in 1981 became a member of the Arizona Interscholastic Association (AIA). SCA has been a member of the Association of Christian Schools International (ACSI) since 1968. By 1981, the enrollment had climbed to 625, the middle school had 3 sections of each grade, and modular buildings had to be added for classrooms. The size continued to grow and reached 685 in 1984.

In the early 1980s, the search began to identify a larger location for our rapidly-growing school. That search culminated in 1991 when SCA relocated to the current fourteen-acre campus, located on the southwest corner of Tatum Boulevard and Acoma Drive. A book in and of itself could be written as to the series of miracles that occurred in relation to the property on which we reside, including the sweat and tears of many board members and SCA family who dedicated themselves to this cause.

The school’s enrollment is currently around 780 students, and this year we experienced our strongest re-enrollment percentages in nearly a decade. The SCA mission as a covenant Christian family school remains intact and strong, and our dedication to Christian worldview teaching is firmly planted. We desire to continue to make our Creator proud, serve Him daily, and to continue the vision of our original founders. God bless SCA!

Accreditations and Memberships

Scottsdale Christian Academy is accredited by and is a member AdvancED (formerly the North Central Association) and the Association of Christian Schools International (ACSI). SCA also is a member of the Arizona Interscholastic Association (AIA) and other organizations that help to accomplish the mission of the school.

Institutional Identification

Scottsdale Christian Academy has adopted and utilizes very specific graphic/image identification standards, indicated below. No individual, group, department, or organization associated with SCA may design, create, distribute, or sell any clothing or items that directly or indirectly represent SCA without receiving the PRIOR written approval of the Administration.

School Verse

Ephesians 2:10, ¹⁰ For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them.

Logos

The business and general advertising logo of the school consists of a cross and interlocking "S" and "C". Another authorized logo for SCA is the crest. The athletic logo of the school depicts an eagle incorporated in the middle of an "S" and "C." The school logos can only be used with permission from the Director of Admissions & Marketing. Approved adaptations of these logos are on file with the Administration. No other logo, or variation of either of these logos, may be used without prior permission from the Administration.



Mascot

SCA's mascot is the Eagle. When he makes appearances at athletic and other special events, his name is Victor.

School Colors

White

Red (#AD2235 / CMYK 22, 99, 81, 14 / RGB 173, 34, 53)

Blue (#19355B / CMYK: 99, 83, 38, 30 / RGB 25, 53, 91)

Fonts

For school name: Optimus Princeps Semi Bold

San serif: Myriad Pro

Serif: Minion Pro

II. ACADEMIC LIFE

MS/HS DAILY SCHEDULES 2018-2019

| | High School Schedule | M | | Middle School Schedule | M |
|--|--|-----------------------|---|---|-----------------------|
| <i>Before School</i> | 7:15 - 7:40 | 25 | <i>Before School</i> | 7:15 - 7:40 | 25 |
| Period 1 | 7:40 - 8:27 | 47 | Period 1 | 7:40 - 8:27 | 47 |
| Period 2 | 8:31 - 9:16 | 45 | Period 2 | 8:31 - 9:16 | 45 |
| Period 3 | 9:20 - 10:05 | 45 | <i>Advisory Period Tuesday-Chapel, Thurs-Small groups</i> | 9:20 -10:05 9:20 -9:40 9:40 -10:05 | 45 20 25 |
| <i>Advisory Period Tuesday-Chapel, Thurs- Small groups</i> | 10:09-10:54 10:09 - 10:29 10:29 - 10:54 | 45 20 25 | Period 3 | 10:09 - 10:54 | 45 |
| Period 4 | 10:58 - 11:43 | 45 | Period 4 | 10:58 - 11:43 | 45 |
| Period 5 | 11:47 - 12:32 | 45 | Lunch | 11:43 - 12:16 | 33 |
| Lunch | 12:32 - 1:05 | 33 | Period 5 | 12:20 - 1:05 | 45 |
| Period 6 | 1:09 - 1:54 | 45 | Period 6 | 1:09 - 1:54 | 45 |
| Period 7 | 1:58 - 2:43 | 45 | Period 7 | 1:58 - 2:43 | 45 |
| <i>After School</i> | 2:43 - 3:30 | 47 | <i>After School</i> | 2:43 - 3:30 | 47 |

Alternate bell schedules may be announced as needed for special activities and assemblies.

Campus Hours

School begins at 7:40 a.m. Students should not arrive before 7:15 a.m. which is when supervision begins.

The school day ends at 2:43 p.m. and students should be picked up from school immediately thereafter, but no later than 3:30 p.m.

If the student is in after school athletics or other approved activity, they should only be in an approved supervised location with their coach or advisor from 3:30 p.m. until the start of practice.

Advisory Period

Each school day includes an Advisory Period. This time is used for a variety of important items including video and audio announcements, devotionals, help sessions, chapels, club and athletic meetings, small group time and other activities for the good of the school. Expectations with attendance and tardiness are the same for advisory as for all other classes.

Breaks

A break is provided during the school day. High school students must stay in the MS and HS courtyard areas. High school students are not permitted to use the cafeteria and cafeteria restrooms during break.

Chapels

Weekly chapel is held each Tuesday which all students attend. Chapel at SCA is not meant to replace or replicate church services, nor is it a Bible class. The purpose of Chapel is to allow the SCA community to participate corporately in such activities as praise, singing, scripture reading, a brief message, or a word from a speaker. Chapel times occasionally are used for assemblies. Avoid scheduling any appointments that cause your child to be absent from Chapel.

SCA High School Grading System

| Percentages | Grades | GPA Equivalents (Regular and Honors Classes) | Weighted GPA Equivalents (AP Courses. Only appears in GPA.) |
|-------------|--------|---|--|
| 93-100 | A | 4.0 | 5.0 |
| 90-92 | A- | 3.7 | 4.7 |
| 87-89 | B+ | 3.3 | 4.3 |
| 83-86 | B | 3.0 | 4.0 |
| 80-82 | B- | 2.7 | 3.7 |
| 77-79 | C+ | 2.3 | 3.3 |
| 73-76 | C | 2.0 | 3.0 |
| 70-72 | C- | 1.7 | 2.7 |
| 67-69 | D+ | 1.3 | 1.3 |
| 63-66 | D | 1.0 | 1.0 |
| 60-62 | D- | 0.7 | 0.7 |
| 00-59 | F | 0.0 | 0.0 |

Bible

Each student must have a physical copy of an ESV Bible. This edition (ESV) is used as the default version for Bible classes and in chapel. Teachers are permitted to flexibility to assign memorizations using other versions, and if doing so will hand out copies of the verses to be memorized. Students are required to bring their Bible to retreats, Bible class, class trips, and weekly chapel. Digital editions of the Bible are not permitted in chapel.

RenWeb

RenWeb is an online database of student information, including academic records, used by many Christian and private schools around the country. Among other things, SCA posts grades, attendance assignments, and support materials on RenWeb. At the beginning of the year each family is given information on how to activate its account on RenWeb. Every student and every family must activate their account by the first day of school. Although the administration and teachers will communicate often with parents about student progress, it is the parents' and student's responsibility to check RenWeb often to see grades, homework assignments, and attendance. Frequent monitoring of RenWeb is the best way to know a student's grades in each class. It is the ultimate responsibility of the student to write their homework assignments down each day in class in their daily planner provided by SCA. Though we are happy to provide the RenWeb service to assist parents with holding their children accountable, its purpose is a backup and does not replace the student's responsibility.

Community Service

Community service is a natural component of a Christian school's co-curricular and extra-curricular program. This program provides an opportunity for our high school students to serve others and, thus, honor Christ. Each SCA student is required to participate in nine hours of community service for each semester they are enrolled in high school. A wide variety of service projects and opportunities are available each year to assist students in reaching their community service goals. Up to nine hours of community services hours may be earned during the summer toward the upcoming first semester (only) requirement. Community service hours also may be earned during school breaks for the semester in which the break is scheduled.

Academic Integrity

SCA students are expected to work independently on assessments, projects, homework, and all other assignments unless directions provided by faculty members dictate otherwise. Any cheating will not be tolerated. Cheating includes, but is not limited to, borrowing answers or material; sharing answers, material, or information about quizzes/exams during or outside of class; looking at another person's quiz or exam; unauthorized talking during a quiz or exam; using a teacher's edition of a text book or a solutions manual; or declaring another's work (including text found on the Internet) to be your own. Whenever there is a cheating incident, a grade of zero may result in addition to the disciplinary consequences. The same penalty may be invoked for the SCA student providing the information as for the one receiving it. Any time another person's or source's text is used in an essay, paper, or project of any sort, it must be appropriately attributed to the original source, or it may be considered plagiarism (cheating). At the discretion of individual teachers, essays and research papers may be required to be submitted to www.turnitin.com.

Field Trips

Field trips are a normal part of a student's educational experience and are an integral part of classroom and school plans. Students and parents/guardians will be notified in advance of all field trips.

If a student does not participate in a field trip due to an absence, the absence(s) will be counted toward the student's total semester allotment. All rules of conduct are in effect on all field trips. Specific dress code guidelines may be provided for field trips if different than the daily dress code on campus. During all school-associated events involving water activities (e.g. field trips, class parties), girls may only wear modest one-piece bathing suits, and boys may only wear modest bathing trunks worn up on the waist. Parents and other adults who are serving as chaperones on field trips or other school related events are chaperones first and represent SCA and its guidelines. They must abide by the rules set forth by SCA for chaperones as agreed upon in the chaperone guidelines document.

Textbook Purchasing

EdTechSoftware is the exclusive retailer that SCA uses for textbook purchases. If any source other than EdTechSoftware is utilized, please take great care to ensure that the book has the same ISBN number and is the same edition as the one that is offered by EdTech. The textbook lists are found on the SCA website.

FundRaising and Solicitation

No individual, group, department, or organization associated with SCA may raise funds, or solicit gifts or donations, that directly or indirectly benefit any student, employee, activity, or organization, or for any other purpose, without receiving prior written approval of the Administration.

Attendance

Students are expected to attend all assigned classes, advisory, chapels, and all other school activities each day. School staff will keep a record of absences and tardiness, including documentation submitted by a parent/guardian to document a student's absences.

Regular school attendance is necessary for mastery of the educational program provided to students of SCA. The following principles may govern the development and administration of attendance procedures within the school:

Attendance Hotline

If a student is going to be late or absent any part of the school day, the parent/guardian is required to leave a message on the Attendance Hotline (602-923-2914) or email mshsattendance@scamail.org by 8:00 a.m. of that morning. Please do not simply call a member of the office staff or send an email. Once you have left your voice message, it is not necessary to call the staff or send an email to the school. Messages on the Attendance Hotline may be checked frequently throughout the day and return calls will be made only when there is a need for additional information.

Unverified Absences (Truancy)

An absence is considered unverified when the school has not been contacted by the parent/guardian regarding the absence. Legally, this is referred to as being truant. A student is truant after an unverified absence of one or more class periods during the day. Unverified absences have disciplinary consequence. No credit will be granted for work due or missed on the day(s) or class(es) a student is unexcused.

Verified Absences

An absence is considered verified when the school has been contacted by the parent/guardian regarding the absence within one day of the absence (preferably on the day of the absence). A verified absence is when both the parent and the school know where the child is when they have not reported for class(es). Verified absences count against a student's allowed nine absences per semester unless listed as an exception below (see **Maximum Absences Allowed**).

Maximum Absences Allowed

The student who misses more than nine days of school in one semester may not receive credit for the semester's coursework in each class affected and/or a reduction in the student's grade. If the Academic Discipline Review Committee allows credit to be received after nine absences, at a minimum a note will be made on the report card and transcript noting the number of absences. The student and parents may be notified when they have reached ^ absences in a semester.

Certain specific types of absences do not count toward this maximum of nine:

1. **Medical, Dental, and Legal Related Absences:** Absences that result from medical, dental, or legal reasons *if* proper documentation is submitted to the High School office (copies of documents are acceptable). However, every effort should be made not to miss classes for such absences.
2. **School Related Absences:** Absences related to school sponsored or school related activities, including but not limited to athletic events, fine arts performances, field trips, and ministry days, will not be counted toward the student's nine maximum absences per semester if all applicable policies were followed correctly.

Planned Absences

1. **Family Events:** The SCA school year allows for ample vacation time for students and their families. Please review the calendar and plan accordingly so as not to miss school days. Family events or trips requiring students to miss school should occur as infrequently as possible. Students are required to notify each teacher well in advance of any planned absence and make every effort to complete work in advance, otherwise to hand all the missed work in immediately upon return, per the teacher's requirements. Absences for family events count against the nine maximum absences.
2. **School Activities:** When a student misses any class for a school activity (e.g. field trip, fine arts performance, early dismissal for sports), the student should complete and submit all work in advance of the absence unless instructed otherwise by the teacher. Quizzes, exams, or oral projects planned for that missed class may be rescheduled per consultation between the student(s) and teacher, arrangements being made in advance of the absence if possible.

Absences Due to Suspension

When a student is suspended from school, these days will be counted as absences. The student will receive no credit for all work due during the suspension, not including exams. The teacher still may require missed schoolwork to be completed, but no credit will be awarded. For long-term suspensions (over one school week), administration may determine the protocol for missed school work after the first week.

Making Up Work and Assessments

All homework, quizzes, and exams missed during an unanticipated absence must be completed within one school day for each school day absent, up to a maximum of five school days following the absence. It is the student's responsibility to schedule a time with the teacher to make up quizzes and exams within that time frame.

Tardiness

The student must arrive on time to school. The student arriving late to school for any reason must sign in at the office and get a pass admitting them to class. Being tardy to school for any reason other than a properly documented medical/legal visit may result in consequences, regardless of whether the tardy is the result of the student or the parent. Tardies are taken in every class period, once a student exceeds 5 tardies in a quarter they will be assigned to an after-school detention for each tardy thereafter. All normal procedures and consequences will be in effect for the class absences accrued as a result of the tardy.

The student arriving late to class (any number of minutes) must have an authorized pass admitting them to class, that includes the date, time, and a signature from the SCA employee who has been with the student.

| Tardies per quarter | Tardy Flow Chart |
|---------------------|--|
| 5 | Email to Notify Parent |
| 6 | After School Detention |
| 9 | Additional Detention |
| 11 | Meeting with Principal & Attendance Contract Completed |
| 12+ | Consequences TBD by the Principal |

Leaving School Early

If a student needs to leave school early for a medical appointment, dental appointment, or another acceptable reason, the parent/guardian must provide a signed and dated written statement of permission. The parent, or person authorized in writing by the parent for the school to release the student to, must sign the student out at the high school office.

A student may leave campus for lunch only with an authorized adult, and only during the lunch period. The entire lunch must be completed within the lunch period.

Extended Absences for Health/Injury

Occasionally, a student may be unable to attend classes for an extended period of time due to extenuating circumstances, such as chronic illness or serious injury including concussions. It is critical that the family communicate early and often with the principal, guidance department, and school nurse about the student's circumstances, and that all absences and requests for school educational assistance are fully supported with documentation from qualified medical and other professionals. SCA reserves the right to require additional medical or other reports if any educational assistance or alteration to the normal work expectations is being requested. If possible and practical, and at the discretion of the administration, SCA may agree to make temporary provisions that allow a student to keep current on some school work. SCA may not be able to implement some recommendations of a medical report. If this is the case, SCA will notify the family so they are able to look for other schooling options. SCA will not provide academic accommodations or access to help through the Pathways program. SCA will not pay tutors or other educational professionals to educate the student, nor will SCA refund tuition or fees already paid. If it is deemed in the best interest of the student, SCA reserves the right to recommend that the student withdraw from the school and continue their education in an environment better suited for their situation.

It is vitally important that parents communicate clearly and often with both the attendance office and the guidance office during all stages of a long-term absence or illness. There may be a maximum three-week (15 school day) time period for an SCA approved homebound situation due to illness or injury at which point the academic discipline review committee will meet to evaluate whether the student's needs can best be met at SCA.

Pathways Program

The learning support and resources program at SCA is called Pathways. Pathways services for high school may be determined by the completion of a psycho-educational evaluation and the decisions of the guidance office and administration. The program may provide resource and assistance based on a student's individual needs as determined by the school and within the abilities of the school. Students in the Pathways program are expected to maintain passing grades and meet the behavioral expectations required of all students. See Pathways Manual for additional information.

Help Sessions

Academic help sessions are provided by each teacher every Monday and Thursday after school from 2:50-3:30 p.m. Some teachers may offer help sessions at alternative times because of schedule conflicts. Students should notify teachers ahead of time if they plan to attend the help sessions. Teachers may require a student to attend help sessions due to academic concerns. Although sports

practices may begin at 3:00 p.m., coaches must allow a student to arrive at practice at 3:30 p.m. if they are attending a help session.

Concussions

"A concussion is a traumatic brain injury that alters the way your brain functions. Effects are usually temporary but can include headaches and problems with concentration, memory, balance and coordination" (Mayo Clinic). Concussions are addressed in the **Extended Absences/Health/Injury** section above, and more extensively in the **Athletic Handbook**. If a student is going to miss class due to a concussion, the parents must contact the administration and guidance office to discuss all the possible implications to the student's attendance and academic progress. The school may require a medical diagnosis.

Once excused from class attendance or normal schoolwork expectations, a student may not participate in athletics or other applicable activities until they once again are cleared by a physician and the administration and are regularly attending classes and making significant progress on their school work.

Homework

Homework assignments are useful for reinforcing classroom instruction, working on long-term projects, preparing for upcoming classroom instruction, and preparing for assessments. The following applies to homework assignments:

1. The time spent on homework varies from student to student, class to class, and from assignment to assignment. Generally speaking, high school students in regular classes should expect to spend an average of 20-30 minutes per night per class working on various homework assignments. Students electing to enroll in upper level, honors, AP, dual-enrollment, and other advanced classes should expect to have significantly more work.
2. Homework assignments must be completed and turned in on time in order to receive full credit (see **late work** policy)
3. In relation to late daily work or long-term projects, see the **late work** policy.
(See also Making Up Work and Assessments)

Late and Incomplete Work Policy

Teachers may not give any points for late daily work. If a student turns in a long-term project after it is due, they lose 20% of their grade on that project if it is up to one day late, and 40% if it is two days late. Long-term projects turned in after two days will not receive credit. Long-term projects are defined as projects that require more than one night to complete. Incomplete work is not accepted for points, though the teacher may still require it to be turned in for successful completion of the course.

Student-Teacher-Parent Communication

Frequent, open, and productive communication between the student, teacher, and the parent is essential for successful education. Students should reach out to teachers any time they need clarification or help. Teachers will make every effort to notify students and parents if the student is struggling academically or behaviorally in the class. Parents can reach out to teachers to develop

collaborative strategies to help a student improve their work and progress. Students and parents should keep themselves regularly up-to-date on class grades so that deficiencies can be remedied quickly, if possible. Parents should be careful not to rely solely on scheduled, school-wide, student-teacher-parent events to catch up on a student's progress.

As students who are preparing for college and beyond, high school is a time for students to become personally responsible for knowing, understanding, and fulfilling academic and behavioral expectations. Part of this is taking ownership in their own learning which includes being fully aware of their own progress and grades in a class and reaching out for help when needed.

If a student has a concern, they should first attempt to resolve the concern directly with the teacher in a respectful manner, and possibly outside of the classroom. Students and parents should communicate with the school in accordance with the **guidelines for community life** at SCA (Matthew 18 principle).

Note: The school will never allow a student, parent, or other person to verbally, emotionally, or physically belittle, intimidate, or threaten an employee of the school. Employees are directed by the school to end such conversations immediately, to remove themselves from the threat, and to report such conversations to their superiors. Students or parents who engage in such interactions with teachers may be required to withdraw from the school.

Guidance for Community Life at SCA

Prayer

Lord, help the school to exercise its proper authority while building and maintaining open, loving relationships with the faculty, staff, parents and students. May it be said of the school: "Behold how they love one another." John 15:12

We are to be in the world, but not of the world (II Corinthians 10:3). The school is dedicated to proclaiming "kingdom values" and witnessing to them in its daily life. This means that the school community should have a different spirit than is present in the secular world in which most of us earn our living and spend so much of our week.

This spirit is one of love and respect between brothers and sisters in Christ. It should permit God-honoring procedures for working through the inevitable differences and misunderstandings that come up in any community. Therefore, fear should not characterize the relations between and among SCA families, faculty, staff, administration, and the Board.

It is understandable how all of us can let fear into our relations, because that is often the way of the world. However, among Christians:

"There is no fear in love, but perfect love drives out fear, because fear has to do with punishment. The one who fears is not made perfect in love." I John 4:18 (NIV)

"For God has not given us a spirit of fear, but of power and of love and of a sound mind." II Timothy 1:7 (NKJV)

Therefore, the SCA Board, administration, faculty and staff are committed to honoring and respecting students and families when they bring sincere and well-founded suggestions and differences of opinions. This means that each is committed to ensuring that there is no basis for retribution or fear - for each recognizes that someday an account must be given for one's life and actions.

Harmony built on a basis of love and respect can be achieved by following those principles and steps given by our Lord Jesus and recorded in Matthew 18:15-20. We expect all to implement these principles and steps as we deal one with the other.

Principles

1. **Keep the matter confidential.** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. "A hypocrite with his mouth destroyeth his neighbor: but through knowledge shall the just be delivered." (Proverbs 11:9)
2. **Keep the circle small.** "... if thy brother shall trespass against thee, go and tell him his fault between thee and him alone. . ." The first step and often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two person level.
3. **Be straightforward.** "... tell him his fault . . ." Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says, "... faithful are the wounds of a friend. . ." (Proverbs 27:6)
4. **Be forgiving.** "... If he shall hear thee, thou hast gained thy brother." This implies that once the matter is resolved we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads, "... If a man be overtaken in a fault, ye which are spiritual, restore such a one in the spirit of meekness; considering thyself, lest thou also be tempted."

Problems

Step 1

School problems should be resolved at the lowest level. By this we mean that the two parties involved should do their best to settle the differences between them. Forgiveness and restoration are the desired results.

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over."

Step 2

If the two parties have met, but the disagreement is unresolved, the problem should be taken to the appropriate administrator for mediation. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter, and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to Godly principles will most often reach an amiable solution.

“But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.”

Step 3

If the problem is still unresolved, the aggrieved party may contact the Superintendent, who will determine an appropriate course of action. The ultimate goals are for the parties to resolve, correct, forgive, and wholeheartedly restore the relationship.

“If he refuses to listen to them, tell it to the church.”

In summary, the Matthew 18 principle requires that parents talk to the responsible party (teacher, coach, and staff) about student problems before they talk to administrators. If unresolved at the two-person level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord’s way of solving person to person problems.

Satan would like to destroy the normal flow of harmony and good fellowship in Christian school education. That is not possible if all of us follow the Matthew 18 principle of solving school problems. Based on “The Matthew 18 Principle for Solving School Problems” by Dr. Paul A. Kienel.

Reporting Grades

Grades are calculated at the end of each quarter and semester. Semester grades represent summative assessments of the student’s progress. All other grades represent formative assessments of the student progress.

First semester and second semester grades are published to parents within ten days of the end of the semester, either electronically or through postal mail. All semester grades are recorded on the student's permanent record/transcript. Academic credits are determined by semester grades. Grades are accessible through RenWeb at any point of the school year.

Academic Honors

Scottsdale Christian Academy presents several academic awards each year to students who have consistently excelled academically. A partial listing of these awards is as follows:

Christian Life and Leadership Award

Awarded annually to seniors who have exhibited the most Christ-like character involving academics, attitude, and behavior and have demonstrated exceptional leadership among their peers. Selected by the high school administration and faculty.

Honor Medallions

Given to all senior Honor graduates. An Honor graduate is an SCA student who has a cumulative weighted GPA of 3.5 or higher, has successfully passed a minimum of three honors classes with a minimum grade of B or both semesters, has taken 3 credits of the same language or 2 credits as long as one of those two credits is the successful completion of a level 3 or 4 (if offered) course of that language, and has passed an additional science or social studies class in the fourth year of high school.

Valedictorian/ Salutatorian

The Valedictorian and Salutatorian will be selected in a two-part process. First, the overall cumulative weighted grade point average (GPA) which will include all classes and credits. Second, students earning the top five cumulative weighted GPAs will then have a new weighted GPA calculated based on the Honors Diploma core classes which include: 4 Bible, 4 English, 4 math, 3-4 science, 3-4 social studies, and 3 world languages (the Honors Diploma requirements state that to earn an Honors Diploma the students must have four years of science or social studies to graduate with the Honors Diploma).

The two-step process will help ensure that a student is evaluated based on their record, rather than the varying total number of credits which can ultimately affect a student's standing. If there is more than one graduate with an identical GPA ranking, he/she will be named a Co-Valedictorian and/or a Co-Salutatorian.

The grades of high school transfer students, who have been homeschooled, will be converted to pass/fail grades. Only SCA students who, as a minimum, have spent their entire junior and senior years as SCA students will be eligible for Valedictorian and Salutatorian honors.

Competitive Scholarships

Awarded to the senior with the highest cumulative SAT score, and to the senior with the highest cumulative ACT score. To qualify, the highest senior's scores must be at least in the 75th percentile nationally.

Academic Hall of Fame

For seniors graduating with an overall weighted GPA of 4.00 or higher. To be eligible for this award, students must attend SCA during their junior and senior years.

Jack Van Loon Award

Presented to a senior who is a multi-sport athlete and has demonstrated excellence in the areas of athletics, academics, and Christian character. Selected by high school administration and faculty.

National Honor Society

The National Honor Society at SCA is one of more than 20,000 chapters across America. Membership is an honor conferred upon junior and senior students by the faculty in recognition of outstanding accomplishments in four critical areas of school life:

1. **Scholarship** - Student must maintain a 3.60 grade point average (based on a 4.0 scale) for grades 9-12.
2. **Character** – Student maintains the highest standards of integrity at all times and demonstrates the qualities of humility, respect for others, courtesy, congeniality, cheer, and industry.
3. **Leadership** – Student positively models and influences peers in upholding Christian ideals; assumes responsibilities, is reliable, and leads by example by inspiring godly behavior; dependable when assuming any school responsibility.
4. **Service** – Student is an active and willing participant in a wide array of service activities, both within the school and the world community.

Only juniors and seniors may be invited to apply to become members of the National Honor Society. Please consult with the NHS Advisor for application details. Students may be elected to the National Honor Society by a committee of faculty members selected by the NHS faculty advisor or the Principal. An induction ceremony may be held each year for new NHS inductees.

Student Achievement

In High School, high student academic achievement at SCA may be recognized in the following categories, and only for full-time students:

Summa cum laude

A weighted grade point average (GPA) of at least 3.90 (based on a 4.00 scale).

Magna cum laude

A weighted grade point average (GPA) of at least 3.70 (based on a 4.00 scale).

Cum laude

A weighted grade point average (GPA) of at least 3.50 (based on a 4.00 scale).

Maintaining Satisfactory Grades

Students are expected to maintain satisfactory grades in all their classes. Any student who earns two or more grades below 70% (two D's) or one grade below 60% (an F) at the mid-quarter or quarter grade check may be required to attend the twice-weekly after school help sessions for those classes (alternating days), or receive private tutoring, for two weeks. If after two weeks, the student no longer has two or more grades below 70% or one grade below 60%, *and* documentation has been provided to the principal that the student attended the required help sessions or received tutoring, the student is no longer required (though may still be encouraged) to receive the extra academic help. If these conditions are not met, then the student must continue with the extra academic help until the next grade check. Any student with two or more grades below 70% or one grade below 60% at a semester grade check may be required to attend the help session(s) until the next mid-quarter grade check.

Academic Probation

The student who earns two or more grades below 70% (two D's) or one grade below 60% (an F) at the end of a semester may be put on watch by the guidance department for academic probation. During academic probation the student may be given a specific length of time during which they are expected to demonstrate the ability to perform at a grade level of C or above. Parents will be notified of the probation during a meeting with the academic advisor or in writing. The academic advisor may meet with the student and/or parents to establish a contract regarding improvements necessary in order for a student to be removed from probationary status. If this contract is not fulfilled, the student may be requested to withdraw from SCA. If students remain on academic probation for more than one semester, the continued enrollment of the student will be determined by the administration with advisement from the academic review committee. See **Athletic/Academic eligibility** section for more details on implications of being on academic probation, as academic probation may override athletic eligibility requirements.

Advanced Placement (AP) Courses

A number of Advanced Placements courses are offered at SCA. AP courses are college-level classes that are extremely challenging academically and require significantly more effort and homework than a non-AP course. In order for a student to enroll in any AP class they must receive permission via a procedure determined by the Administration and guidance office. The application process may be based on such things as, but not limited to, confidential recommendations of previous teachers, the student's prior academic and behavior records, exemplary attendance patterns, and prior demonstration of the aptitude and dedication necessary to succeed in an AP class. At the conclusion of instruction for an AP class, students may take the AP exam. Each college/university has different policies regarding AP credits earned in high school, so students and parents should discuss with each potential college whether or not AP credits can be applied toward college graduation requirements or even to waive certain required classes.

Dual Enrollment

Dual enrollment is an arrangement between SCA and Grand Canyon University, Colorado Christian University, Arizona Christian University and/or Rio Salado Community College, to offer a variety of college course while attending SCA. Any student who successfully completes any of the classes may receive appropriate academic credit from SCA and the respective college. SCA students must first pass any placement tests required by the colleges. The cost for taking each class will include a per-credit hour tuition amount, required books, and materials. These costs are over and above normal SCA tuition charges and are paid by the family.

Dropping or Adding a Class

Once a student's schedule has been finalized, changes only may be made in extenuating circumstances and at the discretion of the advisor and/or the principal. A student wishing to request a schedule change should obtain a drop/add form from their advisor. The counselor and student will fill out the top portion of the form, including the counselor's recommendation. The student then may obtain signatures from the teachers involved in the change, as well as the parents/guardians. The completed form should be submitted to the advisor for final approval. Students and teachers will be given a copy of the completed form and/or an updated schedule after the change is made. If the schedule change works within the established schedule, the change must be finalized by the advisor to be permitted.

Schedule for Dropping a Class

- Weeks 1-2: A class may be dropped without penalty by 3:30 PM on the end of the second week of each semester if approved by the advisor. A new class or study hall may be assigned if available. If a student voluntarily wants to drop a class in order to be scheduled into a different class, or wants to add a class to their schedule, the formal request to the academic advisor must be submitted before this deadline.
- Weeks 3-4: If a student drops a class during the third or fourth week of a semester, the student will receive a W (Withdrawal), which will appear on the transcript. This designation will not affect the student's grade point average (GPA). A new class or study hall may be assigned to the student by the academic advisor.

- Week 5-8: If a student drops a class after the fifth week of the quarter (or semester) begins, the student will receive a W and a grade of F. A new class or study hall may be assigned to the student by the academic advisor.
- Week 9+: After a class has been in session for nine weeks, a student may not be allowed to drop that class until the semester ends.

Early Dismissal Possibilities for Seniors

Each SCA high school student, including each senior, is required to take seven academic classes (or six academic classes and a study hall). Early dismissal may be granted only for seniors who (a) have an economic hardship and thus are gainfully employed or (b) need to take a particular, approved (by SCA) college course in order to complete their degree. If a senior believes he/she meets one of these conditions, an appeal to leave SCA early one or more days of the week must be initiated by a written request from the student and their parents/guardians. For (a) above it must include verification of employment (e.g. paystub). The form is available in the High School office. The request may include an agreement regarding the method by which the necessary college enrollment or employment will be documented. If the documentation is not submitted as agreed upon, the student may be required to return to school for a full day. A student is not allowed to begin leaving school early until the request has been approved, so they are encouraged to begin the request process far in advance. Please note: there is no discount to SCA tuition for an approved early release.

Standardized Testing

High school students at SCA may participate in the traditional standardized ability and aptitude tests during their high school experience. Specifically, please note the following:

- PSAT: Freshmen, Sophomores, and Juniors will be administered the Preliminary Scholastic Aptitude Test
- SAT and ACT: Seniors will take the American College Testing and/or the Scholastic Aptitude Test

Please keep in close contact with the Guidance Department personnel regarding the tests offered, times and dates of tests, associated costs, etc. Any questions regarding any of these standardized tests should be directed to Guidance Department personnel.

Summer School, Retaking Classes and Online Schools

Courses required for graduation may only be taken through SCA, unless a schedule conflict makes the course unavailable to the student during the regular school day or unless the student must repeat a class to remediate a failing grade. Students desiring to take elective classes not offered at SCA may do so with prior approval of their guidance counselor and should not miss the SCA academic day to do so.

Scottsdale Christian Academy may offer a limited number of classes in summer school. Students may contact their local public-school district office to gain information on their summer school program.

If a course is repeated at SCA or outside of SCA to raise a grade, the original grade and the repeated grade will both appear on the transcript, and both will be included in the GPA (thus mathematically the average of the grades, though we show both). All classes repeated, outside of SCA, must be

pre-approved by the SCA guidance department prior to taking the class, and will be reflected on the transcript as a non-SCA class.

SCA may accept up to three outside elective credits or make-up credits (six semesters) from an accredited summer school, correspondence school, or online school. Students who wish to enroll in any non-SCA program must receive prior written approval from their guidance counselor.

Online World Language Courses

Scottsdale Christian Academy offers online French, Latin, and German courses developed by EdOptions. Students in 10th-12th grade may select one of these courses as one of their seven daily selections. Administrative approval is required for any freshman wanting to take an online course. Those students may register for all online courses through their academic advisor. The grade the student will receive in SCA Online World Languages will be a combination of their online work and supplemental activities assigned by the SCA Online World Language Coordinator. The final grade earned by the student through the online course will be listed on the student's transcript, but not on quarter or semester report cards.

Students need to be motivated and self-disciplined to succeed in an online course. The students may be assigned one period in a supervised classroom during the regular school day to work on their online course work.

The cost of an online course may be covered through the student's normal SCA tuition (Any other online courses taken while a student at SCA are not covered by SCA tuition). If a student drops an online course that was paid for by SCA, the student/parent will be responsible for the cost of the course.

Semester Exams

Semester exams for high school students constitute an important part of the educational process. Students with outstanding fees/tuition may not be allowed to take semester exams at the end of the second semester. All seniors must have paid their accounts in full before graduating.

In high school, semester exams are cumulative in content and are equal to 20% of the semester grade. Examination schedules are announced in advance of exam week. Students must be in correct classroom dress code to take any exam.

It is the student's responsibility to be present for all semester exams when they are scheduled to be given, and families must avoid scheduling anything that would interfere with that. Semester exams may not be taken prior to exam days. Other than for documented illnesses, there are no make-up exams, other than with written approval from the Principal. If a student misses his/her final exams, he/she must make up the exam(s) within one week of availability.

All freshmen, sophomores, juniors, and seniors (in first semester) are required to take semester exams in every class. Seniors may be exempt from each second semester exam for which the following criteria are met in that class:

1. Earning a second semester grade of an "A" or an "A-" (see grading system) in the class one week prior to the date of the actual final exam
2. Have four (4) or less total non-school absences for the 2nd semester in that class. There are No Exceptions for absence exemptions. College visits and school functions are the ONLY absences that are not counted against the absence total.
3. The student has no significant discipline problems (e.g suspensions, multiple detentions etc.)

Student Success Meetings

When it is in the best interest of the student, the principal or guidance department may call a meeting of appropriate individuals to discuss the academic, behavioral, or social struggles of a student and to consider plans for helping the student succeed.

III. COMMUNITY EXPECTATIONS

Backpacks

Backpacks are to be kept with students at all times unless secured in a locker or classroom. Backpacks are not allowed to be left unattended in corridors, restrooms, gymnasium, cafeteria, outside of classrooms, or any other place on the SCA campus. Bags and backpacks may not have images or words that is inconsistent with SCA's community standards or Code of Conduct (see **Dress Code**).

Personal Property

SCA is not responsible for any lost, stolen, or damaged goods or money brought onto campus by students or parents. Students should keep all items of value on their person or locked in their lockers. Lockers should never remain unlocked. Students should not bring any items that are distractions to school that are not specifically related to instruction or requested/permitted by a teacher. Regardless, it is the student's responsibility and SCA is not responsible for any lost, stolen, or damaged goods brought onto campus by students.

Campus Access

SCA is a closed campus, and its property (including parking lots and athletic areas) is open to students only during normal hours of operation and extra-curricular time. Access to the campus at any other time is strictly prohibited unless permission is granted from a member of the administrative staff. If you or any other member of the SCA community witnesses unauthorized activities in violation of this policy on the SCA campus, please inform an employee of SCA.

Guests/Visitors on Campus

All visitors on campus must sign-in in the office before proceeding to any campus areas. Please note that all campus visitors are required to adhere to SCA guidelines and policies (e.g., modest dress, appropriate language and behavior). Visitors in good standing, including SCA alumni, are welcome on campus at all public events.

The school reserves the right to refuse access to campus and events to any person. SCA does not allow students from other schools who are not scheduled formally to shadow on the campus during the school day, including during lunch. SCA alumni in good standing who would like to visit during lunch must receive prior permission from the principal, but may not bring food for SCA students.

No person is allowed to pass items to students through the gates/fences on campus, including but not limited to food, homework, or clothes. Any deliveries should be made through the front office.

Campus Appearance

Every member of the SCA community is responsible for maintaining a neat and tidy campus. Please deposit all trash in appropriate containers positioned around campus. As a responsible and supportive member of our community, please help by picking up any trash you find lying around, even if it is not yours. Do not leave books, notebooks, jackets, or backpacks lying around campus. Keep lockers neat, containing only what is required to be in there, with no external decorations, except for special celebrations for 24 hours (see **Lockers** section).

Custody Issues

SCA is strictly bound to comply fully with all court orders regarding child custody issues, and these court orders must be provided to SCA. SCA will not be placed in a position to choose who a child should go with outside of these orders and expects families to keep all custody conflicts or disputes off campus.

Food Services

SCA offers a selection of food services providing breakfast and lunch for students at a reasonable cost. On occasion, snacks are available for purchase during morning break.

Food and drink (except water) are not allowed in the classrooms, offices areas, gym, or library. Food may be eaten only in the cafeteria or designated areas. Lunch or refreshments may be eaten in a classroom only when a special activity or meeting requires it (e.g. a club meeting). In these cases, all waste must be deposited in outdoor receptacles.

Due to health concerns, SCA does not provide refrigerators or common storage area for student lunches.

Commercially-made food and drink made off campus is not permitted on campus during the school day without prior permission from the school principal.

Parent Deliveries

Parents are allowed to bring in a homemade lunch, homework, or activity uniform if a student forgets to bring any of these to school. Such items must be left at the high school office and the student may be notified that they can pick it up during their first break.

Students are not permitted to receive delivery of commercially-made lunches or beverages during the school day. If it is not possible for a parent to bring in a homemade bag lunch for a student who forgot their lunch, the school may provide them with a basic lunch through the cafeteria food service.

Birthdays and special events should be celebrated outside of the school environment, and should not be celebrated during the school day by bringing in food or beverages on campus without prior permission.

Debts and Fines

Students may be assessed fines for damage to, or loss of, school property and/or violations of library regulations, athletic equipment care, locker damage or cleaning, or other damages. Just as with unpaid tuition/fees, semester exams may not be administered or records/transcripts may not be released until all debts and fines are paid. Families with delinquent accounts may not be permitted to attend out of town trips until accounts are brought current.

Parking Privileges

Students are allowed to park in Blue Zone (seniors only) or in Temple Chai's north parking lot (juniors and seniors) during regular school hours only if they have an SCA Parking Permit. Permits are available at walk-through registration, and require a driver's license and proof of insurance. Permission to park in Blue Zone is given to seniors only, for a fee of \$45. Failure to comply with SCA driving and parking regulations may result in the revocation of privileges.

1. Student parking on campus is strictly limited to assigned parking areas.
2. The speed limit on the SCA campus and at Temple Chai is five (5) miles per hour.
3. Student drivers must obey all posted signs governing driving and parking on campus, and on nearby streets.
4. Vehicles should be locked at all times.
5. No student loitering in the SCA parking lot or the Temple Chai parking lot is permitted. All cars must be moved from the Temple Chai parking lot prior to the 3:30 p.m.
6. Students who carpool will have designated carpool parking and a discounted fee.
7. All damage caused by a student driver must be reported immediately to the High School office.
8. SCA uses camera surveillance in designated areas on its campus and parking lots.
9. Cars are subject to search per legal guidelines for a private school.

Driving Courtesies

When driving near SCA please follow all traffic laws, and keep the following requests in mind:

1. When using Acoma Drive, drivers should always approach the campus from the west (in other words, by driving toward Tatum).
2. The speed limit on Acoma Drive is 30 mph, except in the School Zone, which is only 15 mph. The School Zone is the entire distance between the two portable speed limit signs placed in the middle of the road.
3. Never park on Acoma Drive, or in the cul-de-sacs near the school.
4. Do not turn left from Acoma to enter the campus during the hours posted on the street signs.
5. Be courteous to SCA's neighbors. For example, if you ever are stuck in a line waiting to enter or pass by the campus, allow neighbors to pass through your line to enter or exit their driveways. Never block cross streets or driveways. Smile and wave...this will go a long way toward building good relationships.

Eagle Shoppe

The Eagle Shoppe is SCA's school store and is open during posted hours.

Electronic Devices

The inappropriate or unauthorized use of electronic devices on campus during the academic day adversely affects the learning environment. Personal electronic devices may be used on campus only according to the policies below. Any approved personal electronic devices brought on campus are used at the student's own risk. SCA assumes no liability for damaged or stolen personal property including electronic devices.

Computers or Tablets in Classroom

Students are allowed to use tablets and computers in the classroom to take class notes and do assignments for *that class* only if requested per teachers' instructions. Using the computer or tablet to work on assignments for other classes, or for any purpose other than explicitly for class work is prohibited, and the teacher may confiscate it for the remainder of the class. Repeated violations may lead to loss of computer/tablet privileges.

Cell Phones / Smart Devices

Cell phones, smart devices, smart watches, and other similar devices with phone and/or internet capabilities are allowed before/after school, during morning break, during passing periods and at lunch. Any student seen using these devices other than during these times may result in confiscation of the device and disciplinary action. The device may be held in the high school office until the end of the school day. Cell phones and other devices must not be used to take photos or videos without the expressed permission of the school or a teacher. Photos and videos taken on campus should not be uploaded to any social networking site without the expressed permission of the principal. The only exception is when a teachers expressly asks the students to bring their smart phones to class for use in a class activity. Inappropriate (illegal) material discovered on phones may be reported to law enforcement.

Earbuds and Headphones

The use of headphones or earbuds during the academic day is prohibited.

Apple Watches and Similar Digital Devices

They may only be used during times that cell phones are specifically requested/permitted by a teacher for classroom purposes.

Laser Pointers

Laser Pointers of any kind are not permitted on campus.

School Telephone

There is a telephone in the high school office that may be used by students before and after school, during break, or during lunch. The student must obtain permission to use the office phone at any other time. Parents who need to contact their student during the school day should leave a message in the high school office, which may be delivered to the student at a time that is convenient to the teacher.

Library Usage

The Shirley Leyboldt Resource Center is a library facility for study, reading, and research, characterized by a quiet learning environment, open from 7:15 AM – 4:00 PM for high school students. Misbehavior in the library will not be tolerated. Students may only enter and exit the library through the east door (facing the elementary school). A student only is allowed to be in the library after they show a signed pass from a teacher/staff member to the librarian on duty. The following behaviors may result in a student losing all library privileges for the remainder of the quarter. The student may temporarily or permanently lose library privileges for inappropriate behavior, including, but not limited to:

1. Failing to show a signed pass.

2. Failing to get the pass signed by the librarian when returning to a class.
3. Disruption or vandalism in the library.
4. Misuse of the computers or printers.
5. High school students are generally not permitted in the library during the lunch period unless prior permission is granted by both the teacher and the librarian.

Lost and Found

The High School office maintains a Lost & Found area, where various lost or misplaced items, such as books, lunches, clothing, etc. may be kept until the end of each quarter. Unclaimed items may be donated to a charity at the end of each quarter. Students should not help themselves to items in Lost & Found that are not theirs. However, SCA is not responsible for any lost or stolen items.

Advising and Guidance Services

Counselors are available to all students. The counseling staff offers a wide variety of academic services and Biblically-based guidance. The guidance counselors help students grow into mature, Godly adults by guiding them in the areas of decision making, social and personal adjustment, and academic growth. Services are available in three major areas of school life:

1. Mentoring and student growth/development
2. Career and college guidance
3. Academic guidance and testing

Students may receive counseling services by scheduling an appointment.

All discussions between the student and the advisor or guidance counselor will be kept confidential. The exception to maintaining confidentiality may occur if the situation is deemed illegal, or the student presents as a threat to themselves or others. There may be situations where the counseling department decides to exchange information within their team to best meet the needs of the student receiving services.

Health Services

The registered nurse on campus is available to help with minor situations that require professional care. In the case of severe problems, a student may be taken to the nearest hospital emergency facility. When a student is sick or hurt, parents will be notified as soon as possible.

Students should not attend school or activities when they have a fever or a contagious condition. Students who become ill during school should report to the nurse and, if necessary, may depart from campus only from the nurse's office. Students must have a pass in order to receive services from the nurse, including during passing periods, unless there is an emergency situation (as determined by the nurse or a faculty or staff member).

Parents should avoid sending a child to school when they present symptoms of a contagious illness (e.g. fever, running nose, unusual rashes). Students presenting such symptoms may be asked to leave school and return home with their parents. Students must be kept home until they have been fever-free for 24 hours.

Medications

Medications, other than acetaminophen or ibuprofen, will not be administered by health office personnel unless a medication form (available on SCA website) has been completed by a parent. All medication must be provided by the parent in the original box, bottle or bag labeled with the current prescription or directions for dosage for all over the counter medications. Students are not permitted to carry any medication on themselves or in their belongings while on campus, except authorized pulmonary inhalers or an Epi-pen with a physician request. Cough drops are considered an over the counter medication and require this protocol to be administered at school.

Life-Threatening Allergies (Epi-Pen)

Compliance with this policy begins the first day the student attends class. An opportunity to provide documents and medications for life-threatening allergies will be provided by SCA prior to the start of school. If an allergy to nuts, shellfish, or insect stings is documented on the health card or with information provided to a student's teacher, the life-threatening allergy policy is applicable and must be followed by the family.

It is the desire of Scottsdale Christian Academy (SCA) to help support the well-being of our students who have life-threatening allergies. SCA has established the following policy to reduce student's risk of experiencing a life-threatening allergic reaction on its premises by clarifying SCA's position as a peanut-sensitive campus rather than a peanut-free campus and by outlining its plan for the management of these conditions.

Parent/Guardian Responsibilities

- Meet with the SCA nurse prior to the start of school to provide written and verbal notification of the student's allergy. For this notice to be effective, the parent/guardian must sign the notice with nurse as witness and be able to produce a copy of the notice containing the SCA nurse's signature. This notification is separate from the student's emergency card and disclosures on the emergency card are not sufficient notice of a life-threatening allergy. Regardless of what actually is known or unknown, unless the SCA nurse receives and acknowledges such written notice by the parent /guardian, **SCA will be presumed to have no knowledge of any student's life-threatening allergy.**
- At the time of nurse notification parent/guardian may provide nurse with medication orders and an action plan from the licensed provider. Notification is invalid without action plan. If provider needs an action plan form, one is available on the SCA website under nurse forms.
- Supply up-to-date epinephrine injector and other necessary medications.
- Update SCA nurse on all allergy status changes.
- Make sure student knows life-threatening allergy triggers and can identify and avoid such triggers. This knowledge would include food items sold/provided in the cafeteria and at snack time. Parents/guardians may want to prepare lunches and/or snacks free of food allergy triggers for the student's consumption, especially for younger students.
- Notify SCA nurse when student is attending a field trip and school medications are to be made available for use during trip.
- If student attends SCA after school care, notify supervisors regarding student's allergy and comply with its policy.
- Parent/guardians are encouraged to have their student wear a medic alert bracelet listing the student's life-threatening allergy(ies).

- Notify School Food Services regarding life-threatening food allergies.
- Notify classroom teacher of student's allergy.

For those students about whom SCA has been given a notice, as stated above, SCA will implement the following policy and procedures. No precautions, other than those stated below will be taken to help protect a student from an adverse reaction due to a life-threatening allergy. SCA assumes no responsibility to take extraordinary precautions of any kind relative to any student's allergy.

- SCA makes no commitment that food in the cafeteria or anywhere else in the SCA's facilities, including the student's classroom, will be free of life-threatening food allergy triggers, such as peanut products. SCA will insure that cafeteria tables are cleaned between each lunch period.

SCA will not knowingly give or knowingly allow to be given to any student, about whom it previously has been notified of a life-threatening allergy, as stated above, food allergy trigger products. However, SCA assumes no responsibility for what is received by such a student, without the direct knowledge of SCA, such as from a fellow student or any person not acting as an agent of SCA within the scope of the agent's authority.

In the event of an allergic reaction of a student identified as having a life-threatening allergy, the school nurse, the student's teacher or another appropriately trained SCA staff member will follow a licensed provider's action plan provided by the parent/guardian and agreed to in writing by the SCA nurse. Food allergy trigger products, including peanuts will not be banned from SCA campuses. So, it would be reasonable to expect that students, at one time or another and to one degree or another, will have some exposure to food allergy trigger products. This policy does not provide or allow assurance that such food allergy trigger products will not be present on SCA campuses.

The purpose of this policy is to inform parents/guardians and students of the measures SCA will take and will not take to reduce the risk to students with life-threatening allergies and manage these allergies. The policy commitment is contingent upon complete and proper notification of SCA of a life-threatening allergy as defined in this policy. Failure to notify effectually removes SCA from applying this policy. The policy contains SCA's full disclosure of intent to not be a peanut free campus, and thereby, enable parents/guardians and students to take whatever precautions they elect, with full knowledge of what to expect and what not to expect from SCA.

Passes

Any student who is not in his/her assigned classroom, chapel, cafeteria, or other location during the assigned time must have a pass which includes the date, time, destination, and signature of a teacher/staff. Students arriving late to a class period must have a pass from the office or teacher. (see also **Tardiness**)

Lockers

A locker is assigned to each high school student. The assignment of a locker is a privilege to the student, not a right, and a student must sign and adhere to the locker agreement form in order to have a locker. Repeated violations of the locker agreement may result in the use of a locker being taken away from the student. The following regulations apply to locker usage:

1. The student may only use their assigned locker.

2. Decorations, decals, tape, and other adhesives or markings (interior or exterior) are prohibited.
3. Each student is issued one lock at no cost. The student must keep the locker locked at all times using the issued lock. Replacement locks are issued by the high school office for \$15.
4. Each student should keep their combination confidential. In the event a student believes their combination has been compromised the lock may be exchanged in the HS/MS office for a new one.
5. Students are required to clean and then complete a locker checkout during final exam week. A schedule of checkout times and procedures will be provided.
6. Valuables or large amounts of cash should not be brought to school and left in lockers. SCA will not be responsible for any personal items brought onto the campus.
7. Lockers are for securing textbooks, other books, lunches, clean PE uniforms, and personal items. Only items required for the school day should be kept in the locker.
8. Student lockers are the property of SCA. There should be no expectation of privacy by a student regarding locker usage. It is a student privilege to use locker space at SCA. Use is conditional, and subject to the school's unfettered right to inspect the locker (with or without cause) at the discretion of administrative personnel.
9. SCA assumes no liability or responsibility for any personal items damaged, lost or stolen from lockers. Do not leave valuables in a locker.
10. The student will be assessed an appropriate fine if their locker requires cleaning, painting, or repair beyond normal wear and tear. Please notify the office of any inadvertent damage to the interior or exterior that occurs during the year.

Parent Association

The Parent Association is the official parent organization of the school and enjoys the full support of the Administration. Unless otherwise specified, all parent-initiated or parent-supervised activities fall under the purview of the Parent Association. Parents are encouraged to be active members of the Parent Association and, when appropriate, serve in a leadership position.

Missions and Ministry Day(s)

SCA is strongly committed to the Biblical call for missions. Providing opportunities for our students to develop, express, and share their faith with others, either locally or in other parts of the country and world, is an essential component of our spiritual training program. Students will be required to participate in high school missions as a part of this program. Any student who misses any portion of missions will be required to make-up the time missed. The Director of Spiritual Life will work with the student on the make-up requirements. Please see the Director of Spiritual Life for more information on mission trip locations and expectations.

Student Accident Insurance

Accident Insurance (the family's or purchased through SCA) is required for student athletes. Student Accident Insurance also may be purchased each school year for families who desire it. Information regarding cost and types of coverage is available in the Athletic office and the High School office.

Photographing Students

According to the "Parental Support and Commitment Form" the enrollment materials, all SCA parents agree to the use of visual representations of their students. Specifically noting that students are

occasionally photographed or videotaped by news channels and other legitimate outside organizations during the course of school activities.

"We understand that our child's likeness may be photographed or videotaped by the school in the course of school activities. We hereby give consent for the school to use our child's likeness in promotional and/or advertising materials, including the use of video and still photos on the school's website."

9th-12th Grade Dress Code

High school students are required to adhere to the dress code as designated by SCA. If a student is out of dress code, the appropriate infraction may be enforced, and the student may be sent home or the parent may be asked to bring appropriate attire to the school for them to change. SCA's dress code requires modesty, neatness, cleanliness, and professionalism. Students are expected to follow dress code both in letter and in spirit. Repetitive or egregious violations of the dress code become grounds for suspension or further disciplinary actions.

The following general standards are required at all times, whether or not explicitly described in the various dress codes that appear later.

- All garments must be modest, in good repair, and not draw attention to the student.
- Undergarments must never be visible.
- Top and bottom garments must not be too tight or overly form fitting, regardless of the student's own size and shape.
- Sleeveless shirts are never allowed.
- Midriffs and cleavage must never be visible.
- Nothing is allowed that is inconsistent with SCA's community standards or Code of Conduct as determined by SCA. This includes, but is not limited to clothing, jewelry, backpacks, lunch boxes/bags, purses, and other accessories as well that contains any questionable text or images.
- Students must not have visible permanent or temporary tattoos or tattoo-like drawings (i.e. pen, henna), nor should students draw or write on their skin.

No individual, group, department, or organization associated with SCA may design, create, distribute, or sell any clothing or items that directly or indirectly represent SCA without receiving the prior written approval of the administration.

A Special Note to Parents

Upon application to SCA, each family agrees to cooperate with the school to ensure their child's daily attire meets the dress code. Parents must assume the primary responsibility of assuring that their sons and daughters are in dress code. Please support the school in this matter. Also, if the school identifies violations in dress code with your son or daughter, SCA expects the support of parents regarding any corrective or disciplinary action.

The dress code policies in this document will remain in effect for the entire school year. Suggestions for future editions of the handbook may be considered during the summer months for the following year.

Academic Day Dress Code (Upon arrival until end of school day)

Shirts

- Solid color polo type shirts with a collar may be worn in the following colors: **red, white, navy blue, light blue, pink, and black.**
- Students may wear a solid button-down dress shirt, but it must be either: red, white, navy blue, light blue, pink, or black.
 - Boys: button down dress shirts must be completely tucked in.
- The only visible marking on any shirt is a small (approximately 2-inch square) appropriate manufacturer logo/text or an SCA logo.
- Sweaters, hoodies, sweatshirts, layered shirts, and the like may only be worn as outerwear if approved (see below).

Outerwear

- All outerwear (jackets, hoodie, sweatshirt, sweater, layered shirts) **must be solid red, white, blue, or black.** The only marking allowed on any outerwear is a small approximately 2-inch square appropriate manufacturer logo/text or the SCA logo. Students must wear a polo under their outerwear.

Pants/Shorts/Shirts

- Shorts and long pants must be **navy or khaki** and may be purchased from any vendor as long as they conform to SCA dress code regulations.
- All bottoms must be:
 - **Khaki or navy, or the appropriate plaid skirt** purchased from Dennis School Uniform store (HS: Marymount Plaid).
 - Made of nice materials such as twill, polyester, or other fabrics associated with “dress pants” (no denim, jeggings, leggings, sweatpants, yoga pants, or jeans of any color).
 - Shorts, skirts, skorts, must be no shorter than 4 inches above the top of the knee.
 - Pants, shorts must be loose fitting. Pants and shorts may not be excessively tight. At the discretion of SCA, students may be required to change.
 - **No jeans may be worn, except for seniors on Friday’s, even if they are the correct uniform color.**
 - When students are given a dress code violation they may not return to class until they have changed.

Shoes/Socks

- Shoes must be tennis shoes, closed toed shoes or back strapped sandals.
- Shoe heels must not exceed 2 inches in height.
- Socks may be any color

Grooming and Accessories

- **Boys Hair**

- Clean, neatly brushed or combed, natural in its color, not distracting in its style
- Cut above the collar in the back, above the eyebrows, and no longer on the side than the middle of the ear.
- Cut in a symmetrical manner (not cut short on one side and long on the other).
- No mohawk styles, or any partially-shaved head styles.
- Hair should be cut to allow room for growth.
- Clean shaven. However, Seniors may receive a special "Beard Card" with a meeting with the high school principal. The Beard Card may be taken away for code of conduct violations within the student handbook.
- Sideburns no longer than the bottom of the earlobe.
- Any hair style considered inappropriate by the principal or designated representative may not be permitted.

Girls Hair

- Clean, neatly brushed or combed, natural in its color, not distracting in its style,
- Any hairstyle considered inappropriate by the principal or designated representative may not be permitted

Jewelry

- Up to two piercings per ear permitted for girls only, no other facial or visible body piercings for boys or girls. Gauges are not allowed.
- No visibly distracting or excessive jewelry permitted.

Fridays

- In addition to regularly approved tops, on Friday students may wear the following additional tops:
 - Shirts that represent colleges and universities
 - School authorized SCA shirts designed for school organizations and events, or shirts sold in the Eagle Shoppe,
 - Other shirts as approved by the principal
 - Shirts must be modest and of good repair
- Bottoms, outwear, and shoes are same as regular academic days for all students. **However, Seniors may wear denim blue jeans only on Friday. All jeans worn should be in good repair and have no holes or tears in them.**

The following general standards are required at all times, whether or not explicitly described in the various dress codes.

- All garments must be modest, in good repair, and not draw attention to the student.
 - Undergarments must never be visible.
 - Top and bottom garments must not be too tight or overly form fitting, regardless of the student's own size and shape.
 - Sleeveless shirts are never allowed.
 - Midriffs and cleavage must never be visible.
-

- Nothing is allowed that is inconsistent with SCA's community standards or Code of Conduct as determined by SCA. This includes, but is not limited to clothing, jewelry, backpacks, lunch boxes/bags, purses, and other accessories as well that contains any questionable text or images.
- Students must not have visible permanent or temporary tattoos or tattoo-like drawings (i.e. pen, henna), nor should students draw or write on their skin.
- Hats may never be worn indoors.

Dress Code for Extracurricular Activities

The following are guidelines for the dress code during school-related, on-campus or off-campus extracurricular activities (e.g. attending a home or away SCA sporting event, after school, casual field trips). The student must dress appropriately as a student representative of SCA and wear clothes that are modest, in good repair, and are consistent with the standards of SCA.

- All clothing allowed during the school week or on Fridays is allowed.
- Tops can be worn tucked in or untucked. Midriffs and cleavage must never be visible.
- All bottom garments must adhere to the fit and length requirements of regular school days.
- Jeans are allowed for all grades and must fit the description written for Seniors on Fridays.
- Larger images and words on shirts and also outerwear are permitted and must fit the description written above for appropriate images.
- Any kind of appropriate and safe shoe may be worn, but heels or wedges higher than two inches are not allowed.

Specific dress codes may be published for field trips, dances, and other events as needed.

If a student is wearing items out of dress code—in the opinion of the school appointed authority—he/she may be asked to immediately change into appropriate clothing or to leave the premises/event. If that is not possible due to circumstances (e.g. on a field trip), appropriate consequences may be administered during the school day.

Activity Uniforms

Students are permitted to wear their approved practice, game, or performance “uniforms” only in the locations and during the times used for that purpose. They may not wear them around campus. Here are two examples:

- Boys may only wear garments that they wear under their football gear in the locker room, the weight room, on the football field, or while walking to the bus to leave for a game. The same is true for girls' volleyball shorts as with other sports.
- Students in a play or musical may wear workout or dance clothing only in the theater or other room used for blocking or dance rehearsals.

Special Exceptions & Theme Days

On occasion, StuGo or other school organizations may request special, one-time permission from the principal to wear something other than the appropriate required dress code. For example, athletic teams may request to wear dress clothing (shirts and ties) during school on a game day, StuGo may request spirit wear in specific circumstances. Exceptions will rarely be granted if they deviate from SCA's written standards of dress and modesty.

The procedure for anyone to receive permission for special exceptions is as follows:

1. No less than one week before the requested day, the coach or faculty advisor of the activity (or designated student leader, if there is no faculty or coach) must submit a written request to the principal, describing exactly what clothing the students want to wear. The description must specify exactly how the clothing will differ from the normal required dress code.
2. The principal may review the written request and may request additional information or explanation as needed.

The principal may either allow or deny the request in writing, making any modifications to the request as he/she sees fit. Students may not wear the requested variation on dress code unless they receive this prior written approval. Students never should assume it is permissible to wear clothes out of dress code without this special permission.

Formal Extracurricular Activities

Graduation, Baccalaureate, etc.

When attending Graduation, Baccalaureate, required church services, National Honors Society induction, etc. students should dress in church formal clothing, unless specifically given other instructions. Specifically,

- Boys should wear a dress shirt, tie, dress pants, socks, and dress shoes.
- Girls should wear a nice blouse with skirt (classroom length or longer) or a dress (classroom length or longer), and dress shoes no higher than 2 inches. All school modesty expectations are still required, including no slits in dresses/skirts higher than 4 inches above knee, etc.
- Hair and all other grooming must meet classroom dress standards.

Formal Dances and Socials

When attending school dances and socials during the year, all written and implied standards of modesty found in SCA's dress code still apply. Specific dress codes may be published for such events and will be strictly enforced. Information will be sent out prior to the event.

Ordering from Dennis School Uniforms

1. Dennis School Uniforms Site is <http://www.dennisuniform.com/>
2. Click on **Shop Now** button, upper right side of page.
3. Enter appropriate school code
 - a. HS code is QAB
4. Click on either **Boy** or **Girl** tab.
5. Click on appropriate grade.
6. Uniform options then populate.

Student Code of Conduct

“For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.” (Hebrews 12:11)

Scottsdale Christian Academy operates as a Christ-centered college-preparatory school. An essential part of SCA's mission is to promote strong ethical and moral values in our students. SCA expects its students to behave in a manner that is glorifying to God, hopefully resulting in a safe, secure, and orderly school environment for all of our students. A reality of school life, however, is that some students may occasionally act in ways that cross the lines between expected behavior and unacceptable behavior. The Student Code of Conduct has been developed to deal with situations when those lines have been crossed. All SCA students and parents/guardians are expected to be familiar with the following conduct policies and to willingly abide by them.

General Student and Family Expectations

SCA students should not engage in any immoral, unethical, or illegal activities or any other activities that have a negative effect on the name of the Lord Jesus Christ, other students, SCA, faculty or staff members, the community, or the offending student. The Code of Conduct is designed for the benefit of all and will be enforced.

Desired Characteristics of an SCA Student

Appropriate behavior is expected at all times from SCA students. Violations of school rules should be behavior that is out of the ordinary. The SCA student should be characterized by his/her respect for him/herself as a creation of God, respect for others, and respect for creation and property. An SCA student should:

- Pray and worship sincerely, and respect others while they pray and worship,
- Tell the truth and demonstrate integrity,
- Speak kindly about others, hold confidences, and do not gossip,
- Respect all adults, obeying them, calling them by their proper title, and making eye contact when speaking to them, including members of the staff and facilities teams,
- Take responsibility for their own actions,
- Be polite and use proper social manners, saying please and thank you, opening doors for others, saying hello when you pass someone, using one's name when speaking to other students and adults,
- Listen attentively,
- Be diligent with all responsibilities, whether in the classroom or during activities,
- Appreciate the efforts of others, whether in academics, athletics, the arts, or leadership,
- Encourage teamwork and community, and not sow discord,
- Accept direction and correction from any authority without being defensive or evasive, and without quibbling,
- Put others before themselves,
- Encourage others to seek out their gifts, reach their potential, and grow to be more Christ-like.

Guiding Principles

Discipline addresses the areas of prevention, correction, and restoration. Discipline decisions must take into account the good of the individual and the good of the whole school community. This handbook addresses many

rules and consequences, but is not exhaustive (see **Addenda**). The Administration will use its best judgment in all cases of misconduct.

Student Disciplinary Files

Disciplinary files at SCA are for internal recordkeeping purposes and are private to SCA. These are not released to other schools or to families.

Off-Campus Misconduct

The Student Disciplinary Code and all SCA penalties may apply to conduct off school grounds, particularly those that may endanger the health or safety of SCA students within the school setting or substantially interfere with the educative process.

Examples of off-campus misconduct that may be subject to SCA discipline include, but are not limited to, illegal activity, threats of violence, alcohol possession/use, fighting, hazing, drug possession/use or sales, firearm possession, violent offenses, robbery, burglary, arson, and sexual assaults.

- SCA considers a student an official member of the student body from their first day of acceptance at SCA until withdrawn, removed, or graduated. There is a “24-7-365” aspect to the SCA Code of Conduct. SCA reserves the right to discipline for both on-campus and off-campus misbehavior during the student’s tenure at SCA.
- When deemed necessary and/or required by law, certain acts of student misbehavior, whether on-campus or off-campus, may be reported to appropriate authorities.

SCA parents or guardians shall not knowingly facilitate or allow the violation of rules of SCA or the law; such as the failure of parents to adequately safeguard any alcohol or drugs they possess, or to provide reasonable supervision standards in order to significantly minimize the possibility of alcohol or drugs being brought into the home, another location of social gathering, or to school functions or property. When parents or guardians knowingly facilitate or allow the violation of rules of SCA or the law, the result may include the immediate termination of the relationship between the family and SCA.

It is not the responsibility of the school, nor does it have the resources or ability to police a student’s behavior off campus during non-school hours or days. Members of the SCA family who become aware of violations of school policies that occur beyond school property, school activities, or school hours should first consider speaking directly to the other families involved, as SCA often is not in the best position to do anything about the concern under such circumstances.

Student Responsibilities When Wrongdoing Occurs

Occasionally, an SCA student may find himself/herself in a situation when clear violations of this Code of Conduct (e.g., consuming alcohol, taking drugs, immoral behavior, etc.) are occurring. It is the responsibility of that student to take immediate and reasonable steps to remove himself/herself from the location of the wrongdoing. If such steps are not taken, the student may be subject to disciplinary action.

When SCA employees request truthful answers from a student regarding allegations about their own actions or the actions of others, it is done with a presumption of full disclosure.

Zero-Tolerance Policy of Scottsdale Christian Academy

Much of the day to day discipline at school is handled using a systematic approach. The handbook clearly defines

Level 1, Level 2, and Level 3 violations and prescribes a general course of actions as infractions are encountered. Handbook guidelines are complemented by the discretion of the administration when considered by the administration to be appropriate. Progress and reform are both high priority goals in the implementation of such disciplinary steps at Scottsdale Christian Academy. Most importantly, the desire for the students to grow in their walk with Jesus Christ through loving discipline is the fundamental aim of the disciplinary policies of Scottsdale Christian Academy.

It is the belief of Scottsdale Christian Academy that certain violations of school rules and objectives warrant discipline of a more rigorous consequence than those generally described in the paragraph above. Such violations include but are not limited to, noncompliance to the Zero-Tolerance Policy adopted by Scottsdale Christian Academy. The policy applies to violations either on or off school grounds, whether or not it is an SCA event. This policy commences upon the student's admission to Scottsdale Christian Academy.

Scottsdale Christian Academy may choose to institute the Zero-Tolerance Policy for the following offenses:

1. Possession, use, sale or distribution of alcohol or drugs (including marijuana or any unsubscribed prescriptions) acting as an accessory. Abuse or misuse of prescription or over-the-counter-medications.
2. Possession or use of explosives, firearms, or any other dangerous weapons on or off school grounds in an illegal manner;
3. Immoral or illicit sexual behavior;
4. Any manner of gang affiliation;
5. Serious threats or intimidation.

SCA administration determines what constitutes Zero-Tolerance Policy and the consequences that may ensue.

Sexual Harassment/Sexual Misconduct

SCA is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. Please note any student-on-student contact (public displays of affection) are prohibited.

This school is prepared to address any situations related to sexual harassment and/or sexual misconduct. Anyone who violates this policy may be subject to discipline, up to and including expulsion.

Scottsdale Christian Academy prohibits harassment of, or discrimination against any member of the school community, including students, for sexually motivated reasons. Persons who engage in such conduct may be subject to disciplinary action, which may have legal consequences. Sexual harassment shall be defined as unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made explicitly or implicitly a term or condition of an individual's classroom evaluation;
2. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the status of the individual;
3. such conduct has the purpose or effect of interfering with an individual's classroom performance or creating an intimidating, hostile, or offensive academic environment.
4. submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

Scottsdale Christian Academy requires the prompt reporting of such harassment or discrimination to a principal or counselor for prompt investigation by the school and/or appropriate external person or agency.

Public Displays of Affection

Student-on-student contact (public displays of affection-PDA) on campus is prohibited, including holding hands, kissing, sharing a chair, and sitting on laps. Friendly side-to-side hugs are acceptable.

Social Media

Widespread use of social media has become a regular part of people's lives. While SCA has no control over the use of social media off campus, members of the SCA community should use great discretion when using social media. Students represent SCA on and off campus, and violations of school expectations off campus and during non-school hours can lead to disciplinary consequences. Students who use social media must understand that comments they make on social media can cause disruption to the educational environment. Any comment they make or like that causes a substantial disruption to the school environment can result in school consequences. Here are some guidelines that everyone should keep in mind when using social media:

- Avoid harassment/threats of violence. Any comment that is meant to demean or intimidate a student is considered harassment. Liking a comment is giving approval to the comment and only serves to encourage the harassment.
- Be aware that privacy settings are not foolproof. Assume that anything you post can be seen by anyone for an indefinite period of time, including future employers.
- Don't post anything confidential, including date of birth, address, phone number, social security number, etc.
- Parents, create a social media accounts and "friend" your child. That way you can ensure that your child is using social media responsibly.
- Make certain that your posts do not conflict, or lead to the perception of a conflict, with the positions of SCA. Do not tag other people in social media posts that they may find offensive. Do not do anything on social media that could put you or the school in a compromising position.
- Students should not "friend" teachers or other school employees. Even parents should be extremely cautious in friending their students teachers. Both these situations can be potentially damaging to the professionalism and integrity of the employee. Students should avoid personal, casual conversations with teachers and school employees via text messaging, Facebook Messenger, etc.
- Illegal activities or inappropriate materials using social media or on electronic devices may be reported to law enforcement.

IV. ACTIVITIES, ATHLETICS & ARTS

Athletics

Sportsmanship

Scottsdale Christian Academy believes good sportsmanship is an integral component of interscholastic competition, and is an opportunity to reflect Christ-like behavior in every part of our lives. In order for good sportsmanship to prevail, coaches, student-athletes, and fans must display respect, fairness, civility, honesty, and responsibility before, during and after all athletic contests. We encourage fans to enthusiastically support their team, recognize outstanding performance of opponents, and always exhibit good sportsmanship in their words and actions. Spectators should not interfere with the progress of the game, including exhibiting behavior intended to distract a player from the opposing team from playing the game to the best of their ability. Behavior, language, clothing, or displays that are not positive, respectful, and encouraging of the student-athletes, coaches, officials, and other spectators will not be tolerated, and are grounds for removal from the site of competition or further disciplinary actions. **See Fanmanship information in the Athletics Handbook for more details.**

Arizona Interscholastic Association (AIA)

SCA is in the 2A Central Conference of the AIA. The various sports are in a few different divisions within the 2A Central Conference. As a member in good standing, SCA adheres to all rules and regulations of AIA. For additional information, please ask Athletic Department personnel.

Sports Seasons

SCA competes at the Varsity level in the following sports:

| FALL | WINTER | SPRING |
|---------------------|------------------|----------------------|
| Boys Football | Boys Basketball | Boys Baseball |
| Girls Volleyball | Boys Soccer | Boys Tennis |
| Boys Cross Country | Girls Basketball | Boys Track and Field |
| Girls Cross Country | Girls Soccer | Girls Softball |
| Boys Swim | Girls Spiritline | Girls Tennis |
| Girls Swim | | Girls Track & Field |
| Girls Spiritline | | Co-ed Golf |

Eligibility

Each student participating in athletics will receive an Athletic Handbook. The handbook outlines SCA and AIA requirements, as well as guidelines and procedures necessary for student participation. Refer to it for more information or directly to the Athletic office.

Equipment and Fees

A record of all athletic equipment issued to athletes is kept by the coach of each sport. It is the responsibility of each student who has been issued equipment to return the equipment at the end of the sport season or, in the case of dropping out of a sport, immediately after dropping out. The equipment should be returned in a condition that highly resembles the condition at the time of issuance or simply reflects normal wear. Athletes will be charged for any damaged or lost athletic equipment.

Documentation Prior to Participation

A student is not permitted to practice nor participate in competitions until the following items are on file in the Athletic Office:

1. Annually
 - a. Emergency Information Sheet (must be notarized)
 - b. Parent Permission Sheet
 - c. Pre-participation Physical Evaluation Sheet
 - d. Physical Examination Sheet
 - e. Read and sign AIA Mild Traumatic Brain Injury (MTBI) / Concussion Statement
 - f. Copy of Insurance Card
2. One Time Only
 - a. "Brainbook" Concussion Training and test on the AIA website
 - b. Parents view the "Sports Risk" video on the SCA website.
 - c. Copy of Birth Certificate

Practices and Games

1. Team practices are scheduled by the Athletic Department. Participants are expected to be punctual to all practices. Coaches are allowed to begin their practices at 3:00pm on school days, however, athletes are free to go to Help Sessions, see a teacher, etc. without repercussions.
2. Any athlete, including cheerleaders, serving a suspension will not be permitted to take part in his/her sport program until the suspension is complete, including practice. **See Athletic Handbook for more details on athletic behavior probation.**
3. Any athlete, including cheerleaders, serving a detention after school will complete the detention before reporting to practice or a game.
4. Whenever a schedule conflict arises involving a member of two teams, or a sports team and a required class activity, participation in "competition" will take priority over participation in practice. Dress rehearsals and performances for SCA concerts, art shows, plays, musicals, etc. are considered competitions.
5. The student is required to attend class for the entire day in order to practice or play on that day. The only exception to this policy is a documented medical visit, or approval granted by the Athletic Director or Principal. This exception may not be granted by the coach.
6. Quitting is contrary to the SCA athletic philosophy. We believe the athlete who has been selected to a team has made a commitment to the school, teammates, and coaches. It is important to remember that a person's place on the team often takes the place of a student who was cut or even chose not to try out due to the perceived competition level. Any athlete quitting a team after the five-day tryout period will be prohibited from participating in all co-curricular activities (e.g., weight room) or extra-curricular activities (e.g., play practice, open gym, etc.) until the sport is completed. Any exception to this rule should be based on the most extraordinary of circumstances and requested in writing to the Athletic Director, and is subject to the approval of the Athletic Director and Principal.

7. If a student needs to attend help sessions, this will take priority over participating in athletic practices until the help session is complete.

Athletic Academic and Behavior Eligibility

At Scottsdale Christian Academy, we believe a student-athlete is a student first and an athlete second. Participation in athletics is a privilege for students who are in good academic and behavioral standing. Good academic standing is defined as all class averages at 70% or higher. A student is required to tell the coach during tryouts if they are, or ever have been academically ineligible, or are in danger of becoming academically ineligible during the season. In addition, athletes need to report any Level 2 or 3 disciplinary infractions to their coaches immediately. **(See Athletic Handbook for more details)**

Administrative Discretion in Academic Eligibility

The Athletic Director, Principal or Superintendent has the discretion to declare a student who struggles with chronically low grades or misbehavior during their time at SCA to be partially or totally ineligible to participate at all in athletics at SCA.

Hardship

A hardship is defined as an unforeseeable, unavoidable, and uncorrectable act, condition or event that causes the imposition of a severe and non-athletic burden on the student or his/her family. Consideration of any hardship requires documentation. Such documents may include, but not limited to copies of current transcripts, financial documents, medical statements, and or supportive statements from the parties affected.

Extracurricular Drama & Music

Eligibility

Students (Cast and Crew) selected to be in a SCA Play or Musical must adhere to the same eligibility requirements as students participating in athletics (see above). A student is required to tell the Director during auditions if they are, or ever have been academically ineligible, or are in danger of becoming academically ineligible during the production.

Rehearsals

1. Rehearsals may begin only after 3:35 PM.
2. All rehearsals must end by 9:00 PM. All student participants must be off campus by 9:15 PM. All adults must be off campus by 10:00 PM.
3. No rehearsals are allowed on Thanksgiving, Christmas Eve, Christmas Day, Good Friday, or Easter Sunday.
4. Rehearsals on vacations or other holidays must be approved by the Fine Arts Director before being announced.
5. Sunday rehearsals must receive prior approval from the Fine Arts Director before being announced, and may only start after 12 noon.

One-Act Productions

Senior students may request permission from the Fine Arts Director to produce a student-written and student-produced drama. The production must have a faculty advisor fully committed to assisting with the show and overseeing the students working on the production. A final copy of the script must be submitted to the Principal for approval before auditions for the show are announced, and before the student may begin plans for the show.

The students will be required to follow all guidelines of the Principal and the school during the production, and to take special care of all facilities and equipment used in the production. The student is fully responsible for any financial cost incurred or damage caused to SCA property as a result of the production.

Student Activities

Student Government (STUGO)

SCA's Student Government is the official representative student organization at the school. This organization provides leadership in all activities involving students, and is a communication link between SCA students and the Administration. As a body, StuGo serves the student body with a number of aspects of student life, such as spiritual life, school activities, school spirit, etc. StuGo is comprised of officers (President, Vice-President, Secretary, and Treasurer), grade and class officers (President and Treasurer for each class), class representatives (two per class), and Faculty Advisor (appointed by the high school Principal). Officers and class representatives are elected annually in the spring. All students interested in running for a StuGo office must first apply and be accepted through a process established by the Administration. An SCA faculty member serves as the advisor to StuGo. As with athletics, StuGo members must meet and maintain established eligibility requirements.

Clubs

SCA strongly encourages the formation of clubs to allow students to explore special areas of interest with like-minded students. Each club must have a faculty advisor, a clear purpose, and not be in violation of any school policies. Each new club must go through an approval process with the Administration, and the Administration reserves the right to disband any club if it determines that doing so is in the best interest of the mission of SCA. Information on the clubs currently available at SCA and information on how to begin a new club is available in the high school office.

Addendum A: Drug Screening Policy

Alcohol and Nicotine Testing

SCA reserves the right to use alcohol or nicotine testing measures to determine if a student has consumed alcohol or nicotine products. The ultimate measure employed by SCA may be to notify civil authorities and allow them to make a final determination.

SCA does not and will not divulge the nature of a student selection for a drug test (random or otherwise).

Who Is Screened for Drugs

1. Every student new to SCA (or who returns to SCA after having spent at least one semester in another school) may be required to submit to drug screening.
2. Any student about whom there is **reasonable suspicion** to believe he/she has been using drugs may submit to drug screening. Such reasons would include, but not be limited to, physical symptoms, persistently poor work, discipline problems, a marked change in attitude toward school life, parental concern, or anything deemed to provide **prima facie** reason for screening. Request for screening on the grounds of **reasonable suspicion** may be determined jointly by any member of the following core group:
 - a. Superintendent (or assistant or acting superintendent)
 - b. School Nurse (or substitute nurse)
 - c. School Counselor
 - d. The Principal
 - e. Faculty-Coach with a direct supervisory relationship to the student
 - f. SCA does not and will not divulge the nature of students' selection for a drug screening, random, or otherwise.
3. Also, any student(s) may be selected for drug screening on a random basis any time during or immediately before the school year. The number of students screened, as well as the frequency of screening, may be on a random basis. The fact that a student has been recently screened for possible drug usage for **reasonable suspicion** reasons does not remove the student's name from the random screening pool. The students may be selected using a random number chart and their student ID numbers.
4. Students who test positive for drugs including marijuana, if permitted to return to SCA, may not be permitted to attend SCA overnight trips from that point forward. After 12 full months of negative test results, and no sooner, the parents may request the Academic and Disciplinary Review Committee to review the decision for future trips.

Results and Consequences of Drug Screening

1. All results for currently-enrolled students will be communicated in writing to parents. Only *positive* test results for new/returning students will be communicated in writing to parents.
2. Students who test positive may be suspended from the Academy, pending a conference with the student, parents, and other personnel designated by the Superintendent. A positive test may also result in a disciplinary hearing, with results from the hearing including additional consequences up to and including expulsion.
3. Refusal to submit to screening as outlined will be treated as though the test had been performed with positive results. Students who refuse a drug test may be dismissed from the school.
4. The Superintendent's determination regarding all drug screening issues is binding and final.

5. SCA will, when required, report the results of a positive drug test to appropriate law enforcement agencies.

Illegal Drugs Identified

Presently, the drugs for which our students may be screened include alcohol, amphetamines, cannabinoids, cocaine, opiates, oxycodone, phencyclidine, and nicotine. This list may be changed from time to time by SCA without notice. A “positive” test sample will mean a predetermined level of detection has been exceeded and that level is unacceptable pursuant to recommendations of the testing laboratory.

Procedures Governing the Implementation of the SCA Drug Screening Policy

1. Signed consent required. All SCA students and parents, including those new to SCA or returning after having attended school elsewhere, must sign a consent form authorizing the Academy to perform drug screening. This consent is included in the *Receipt and Agreement Form* at the end of this handbook.
2. Urine Sample Drug Tests may be administered by the school nurse.
3. Tests will be conducted on urine samples collected by trained drug screening professionals.
4. Procedures for collection will be in accordance with industry standards.
 - a. The sample will be collected by the school nurse.
 - b. The sample will be placed in a sealed container. Both the student and nurse will initial the sample container.
 - c. The sample will be delivered to an on- or off-campus lab for testing the same day as it is collected.

Test Results

Test results generally are available within three working days after the screening. These results will be communicated to students and parents pursuant to previously written policy inclusions.

Laboratory Testing

If the screened sample shows evidence of adulteration, the student may be subject to immediate suspension. The student may then be given an opportunity to explain the questionable screening results. If the findings stand, SCA, at its discretion, may offer the student the opportunity to take advantage of the intervention alternative. Furthermore, SCA may offer the opportunity for the student and his/her parents to initiate additional screening alternatives. If the student and his/her parents desire another screening of the remaining portion of the already-tested sample, and they are willing to pay for the test, then the appropriate SCA personnel may arrange for the additional confirmation analysis. If the parent objects to the second confirmation being conducted at the same lab, then arrangements may be made to ship or courier the sample to another lab whose standards and procedures meet the testing requirements of SCA. SCA may provide two labs from which the parent may choose. If the results from the second test confirm the presence of drugs above the standard cutoff levels, then the student may be disciplined according to policy. (See “Results and Consequences of Drug Screening.”)

If the student has been on prescription medication within the past thirty (30) days prior to testing, then evidence of such use must be provided prior to testing in case there is a connection with the test results. In addition to naming prescription drugs as a part of the “chain of custody” requirements of the lab, the student may be asked to list all over-the-counter drugs currently being used. This information will go to the lab with the sample. If it is determined that a positive test is due to the presence of a listed prescription drug or over-the-counter drug, then the test may be considered negative; a retest (without the prescription or over-the-counter drug) may be required in SCA’s sole discretion.

Alternative Drug Testing Method

It is occasionally possible that the adopted urine sample drug procedure may fail to yield a comprehensive report regarding a potential violation of the drug policy. Furthermore, it may also be wise to receive an expanded report of drug policy violations. Therefore, whenever the SCA administration deems it advisable to utilize a second, yet quite different, illegal drug detection procedure (e.g., hair follicle testing), it reserves the right to do so without prior student or parental notice.

Addendum B: Electronic Acceptable Use Policy

Electronic Media Violations

As with the Drug Policy, a signature will be required of all High School students attesting to having read and understood SCA's position on Electronic Media Violations. This consent is included in the *Receipt and Agreement Form* at the end of this handbook.

The essence of this policy states that a student is held responsible for inappropriate electronic postings (e.g., words, pictures, signs, etc.) and, when such postings become public, a disciplinary response by the Academy may be forthcoming. SCA students should refrain from all inappropriate electronic media activities and should take extra caution to prevent other students from utilizing one's personal electronic devices or social networking sites.

Students

In compliance with the Scottsdale Christian Academy Board Policy Manual, Scottsdale Christian Academy recognizes that the Internet is a valuable educational tool, and student access to the school's computer network is consistent with the goal of promoting excellence in education. The learning community supports the school's vision of providing an environment to enable our students to become technologically literate and life-long learners. The Scottsdale Christian Academy Board of Directors and Superintendent have equipped the school with state-of-the-art technology. As a result, the opportunities for resource sharing, collaboration, communication, intellectual challenges, critical thinking, and creative growth will be greatly improved.

Along with the privilege of computer access, students are expected to demonstrate safety, ethics, and respect while using school and/or personal computers, software, hardware, printers, servers, and any internal or external network.

The school's Internet security filters restrict most access to social networking sites and inappropriate material. However, a user may inadvertently come across material of adult content. The school takes a "no tolerance" approach to purposefully accessing such material. Students are expected to honor the Electronic Acceptable Use Policy (EAUP), or they may lose the privilege of Internet access. This is true whether a student is using a school device or a personal device, and/or accessing the Internet through the SCA system or through a personal Internet connection. Within reason, freedom of speech and access to information will be honored. The following are not permitted on any Scottsdale Christian Academy computer, school network, or the Internet.

- Sending, receiving, or displaying offensive messages, images, or materials
- Using obscene language
- Harassing, insulting, or attacking others (cyber-bullying)
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another person's folder, work, or files
- Intentionally wasting limited resources
- Using school resources and accounts to access services requiring payment
- Employing the network for commercial purposes
- Damaging/misusing hardware or software
- Downloading programs using school computers

- No children or students are permitted to use staff accounts to access the Internet

These prohibitions do not constitute an all-inclusive list. Other inappropriate actions not listed may also be considered unacceptable use of electronic communications. Disciplinary responses from school administrators may range from a simple reprimand to expulsion. Furthermore, some inappropriate acts may be subject to local, state, federal or international law. Violations may result in a loss of access as well as other disciplinary or legal action. The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of that privilege. The Administrator of Information Technology and the Superintendent may deem what is inappropriate use, and their decision is final. Scottsdale Christian Academy may deny, revoke, or suspend specific user access.

The student is expected to abide by the generally-accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Your messages should not be abusive to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not reveal your personal address or phone number or the address and/or phone number of others.
- Illegal activities are strictly forbidden.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.

Any disparaging remarks about Scottsdale Christian Academy and/or any of the current or former faculty and staff will not be tolerated, and may be subject to disciplinary actions. Public social networking sites via the Internet (e.g., Instagram, Snapchat, Facebook, Twitter, and Tumblr) are not permitted to be accessed by students on SCA devices.

Security on any computer system is a high priority. Do not use another individual's account. Attempts to access the Internet as a system administrator may result in cancellation of use privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

Vandalism may result in cancellation of user privileges. Vandalism is defined as any malicious attempt to alter, harm or destroy hardware, software, intellectual property, data or any other component of an individual computer or any part of the physical or wireless network owned and operated or utilized by SCA.

Electronic Acceptable Use Policy

Scottsdale Christian Academy purchases or licenses the use of various computer software programs. Neither Scottsdale Christian Academy nor any of its students have the right to duplicate this computer software or its related documentation. Unauthorized duplication of computer software is a federal offense, punishable by up to a \$250,000 fine and up to five years in jail. Scottsdale Christian Academy does not condone the illegal duplication of software. You must use the software in accordance with the license agreement. This policy applies not only to individual desktop computers and laptops, but to local area networks as well. Employees learning of any misuse of software or related documentation within Scottsdale Christian Academy shall notify their supervisor or the Director of Information Technology. Students who reproduce, acquire, or use unauthorized copies of computer software may be subject to discipline, up to and including dismissal.

Addendum C: One to One Technology Use Agreement

Student Responsible Use Policy

Purpose: Scottsdale Christian Academy (SCA) may provide and assign students a device for use both at school and at home as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about school expectations for students and families who are being issued these one-to-one (1:1) computing devices. Additional rules may be added as necessary and will become a part of this policy.

Our expectation and belief is that students will responsibly use school technology and that they understand the appropriate and acceptable use of both the technology and school network resources. We also expect that students will make a good faith effort to keep their school-issued devices safe, secure and in good working order. Our policies and procedures include the following specific responsibilities and restrictions.

Responsibilities

The student will:

1. Adhere to these guidelines each time the device is used at home and school.
2. Charge their 1:1 device at home nightly, bringing it to school each day with a full charge.
3. Use appropriate language in all communications refraining from use of profanity, obscenity and offensive or inflammatory speech. Cyber bullying, including personal attacks or threats toward anyone made while using either the school owned or personally owned technology, is to be reported to responsible school personnel. Communication should be conducted in a responsible and ethical manner.
4. Respect the Internet filtering and security measures included on the device. All students on 1:1 computing devices are configured so that the Internet content is filtered both when the student is at school and when on any other public or private network.
5. Back up important data files regularly to OneDrive.
6. Only use technology for school-related purposes during the instructional day while refraining from use related to commercial or personal purposes.
7. Follow copyright laws and fair use guidelines and only download or import music, video or other content that students are authorized or legally permitted to reproduce or use for school related work.
8. Make available for inspection by an administrator or teacher any messages or files sent or received to or from any Internet location using school technology. Files stored and information accessed, downloaded or transferred on school-owned technology are not private insofar as they may be viewed, monitored, or archived by the school at any time.
9. Transport computer in sleep mode, with screen closed, and in their protective case.
10. Provide their own headphones and/or ear buds as needed for school related work as well as digital writing pen.
11. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
12. Return (including the charger) the device and protective case upon transferring out of school or at the end of the year.

Restrictions

The student will not:

1. Mark, deface or place stickers on the device. School issued carrying cases may also not be personalized.
2. Reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.
3. Attempt to override, bypass or otherwise change the Internet filtering software, device settings or network configurations.

4. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password, proxy servers to bypass content filtering or accessing any other secured wireless networks.
5. Share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. Download and/or install any programs, files or games from the internet or other sources onto any school-owned technology. This includes the intentional introduction of computer viruses and other malicious software.
7. Tamper with computer hardware or software, attempt to unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.
8. Attempt to locate, view, share or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers and the school media center.
9. Modify or remove the SCA asset tag or the manufacturer serial number and model number tag.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply **common sense** to the care and maintenance of school-provided 1:1 technology. In order to keep devices secure and damage free, please follow these additional guidelines.

- ★ You are responsible for the device, charger, cords, school-owned case, etc. Do not loan any of these items to anyone else.
- ★ While a properly designed case affords some protection, there are still many fragile components that can easily be damaged by dropping, twisting or crushing the device.
- ★ Do not eat or drink while using the 1:1 device or have food or drinks in close proximity. Any liquid spilled on the device may very well cause damage (often irreparable) to the device.
- ★ Keep your 1:1 device away from precarious locations like table edges, floors, seats or around pets.
- ★ Do not stack objects on top of your 1:1 device; leave outside or use near water such as a pool.
- ★ Devices should not be left in vehicles.
- ★ Devices should not be exposed to extreme temperatures (hot or cold) or inclement weather (rain, dust etc.).
- ★ Do not store or transport papers between the screen and keyboard.

Computer Damages

If a computer is damaged, the school must be notified immediately. If a student damages a computer due to negligence, the student/student's family is responsible for paying repair costs according to the repair costs determined by SCA up to the full cost of a replacement device.

SCA reserves the right to charge the Student and Guardian the full cost for repair or replacement when damage occurs due to negligence as determined by the administration. Examples of negligence include, but are not limited to:

1. Leaving equipment unattended and unsecured. This includes damage or loss resulting from an unattended and unsecured device at school.
2. Lending equipment to others other than one's parents/guardians.
3. Using equipment in an unsafe environment.
4. Using equipment in an unsafe manner.
5. Ignoring common sense guidelines delineated above.

★ A student who does not have a computer due to a computer being damaged may be allowed to use a computer from the school depending on availability and reason for loss. Students whose computer has been damaged due to negligence will not be allowed to take the loaner computer home.

★ If the device charger or carrying case is damaged or lost, the student is responsible for replacing it.

★ Access to a SCA provided 1:1 device and network should be considered a privilege that must be earned and kept. A student's technology privileges may be suspended due to negligent damage to the device, or inappropriate use of the device that fails to comply with the SCA technology agreements outlined in this document.

Addendum D.1: Discipline Policy

Level 1 Offenses- Level 1 offenses include but are not limited to:

- Disrupting class, consistently talking out of turn, gum chewing, dress code violations, horseplay, public displays of affection, disrespect, not following directions, teasing/bullying, tardiness, parking violations, cell phone violations, littering.

Level 1 Offenses-

- Teachers may assign afterschool detentions for violation of Level 1 offenses.
- The administration expects that teachers will implement appropriate classroom management and intervention strategies prior to assigning a student after school detention.
- Parents will be notified by the teacher, if a student receives an afterschool detention as a result of violating a Level 1 offense.
- All detentions will be documented in RenWeb and placed in students file. Discipline files are not released and are kept confidential.
- After three Level 1 afterschool detentions the student will meet with the grade level administrator, and additional consequences may be assigned.

Level 2 Offenses- Level 2 offenses include but are not limited to:

- Defiance of authority, inappropriate conduct, cheating/plagiarism, fighting, bullying, profanity, threats, damage of school property, theft, truancy, inappropriate use of social media.

Level 2 Offenses-

- Teacher will contact parent regarding the Level 2 offense, the grade level administrator will follow-up and process the conduct referral.
- The grade level administrator will assign discipline for Level 2 offenses up to and including detention, suspension, and/or expulsion.
- All Level 2 offenses will be documented in RenWeb and placed in students file. Discipline files are not released and are kept confidential.

Level 3 Offenses- Level 3 Offenses include but are not limited to:

- Drug use or possession, alcohol, theft, fighting, threats, inappropriate social media use, weapons possession, and vandalism.

Level 3 Offenses-

- Level 3 offenses will be handled by grade level administrator.
- All Level 3 offenses will result in a minimum of school suspension.
- All Level 3 offenses will be documented in RenWeb and placed in students file. Discipline files are not released and are kept confidential.
- Level 3 offenses may result in a Disciplinary Hearing Committee meeting to determine student enrollment status.

Addendum D.2: Disciplinary Terminology

Detention

When infractions of school policies and or classroom rules occur, the student will be assigned a detention at a specific time, in a designated area of the school, under the supervision of school personnel. Generally, detentions will be served either afterschool or Saturday mornings. If these times are not possible, detentions may be assigned for any day before or after regular school hours, with the approval of the Principal or designee. Failure to serve detention will result in additional consequences being assigned. Detention must be served within 2 school days from the date detention was issued. Detention holds priority over extra-curricular activities.

Determination Not to Offer a Re-Enrollment Contract

When it is no longer in the best interest of the student or school to continue the formal educational relationship at SCA, a decision will be made by the Principal, with concurrence of the Superintendent, to not offer a contract for the subsequent school year. This decision may be based on the academic, behavioral, parameters, and/or family financial obligations to the school.

Expulsion

A student may be expelled for any school policy violation, unacceptable behavior, or when a student's behavior is deemed detrimental to the successful implementation of the school's mission and or its reputation in the community. Expulsion decisions are only made by the Superintendent after consultation with appropriate high school or middle school administrative personnel. An expelled student will not be permitted to attend any on-campus extra-curricular events or other off-campus school functions, for the balance of the academic year. All official school records will reflect this act as a part of the student's record file.

Probation

Probation is a disciplinary response to a student's misconduct. During the probationary period (decided by the Principal) the student may be prohibited from participating in all extra-curricular activities and from serving in all school-related positions to which he/she has been elected or appointed.

Request to Withdraw

In limited cases where expulsion appears to be the most likely disciplinary response to student wrongdoing, a "request to withdraw" may be offered to the student/parents from the Principal with the concurrence of the Superintendent. If the offer is accepted, the official label of "expulsion" is avoided.

Suspension

Students suspended from school may not attend classes, school events and/or participate in school activities on the day (s) of the suspension. The decision for a suspension is made by the Principal. Suspension may be given for the following (but not exhaustive) behaviors: physical altercations, academic dishonesty, off campus activities, violation of , use and or possession of tobacco products, alcohol, illicit drugs, contraband on or near the school campus, and other behavior that in the view of the school's Administration may adversely affect the successful implementation of the school's mission. When a student is suspended, the number of days of the suspension required by the school will be counted in the student's total absences. The student will receive zeros in all work due during the time of the suspension, not including exams. Individual teachers may require any missed work to still be completed, but no credit for the work can be given to the student. Discretion in this policy is permitted in rare and unusual circumstances with the agreement of both the teacher and the Principal. A student who receives a suspension while holding a leadership position, or who is a member in an honor organization, such as NHS,

Chaplains, Student Government, or the like, may be removed from their position or as member, as determined by the Academic and Disciplinary Review Committee. See athletics handbook for ramifications related to teams.

HANDBOOK RECEIPT AND AGREEMENT FORM

THIS FORM MUST BE SIGNED AND SUBMITTED TO SCA DURING WALK-THROUGH REGISTRATION

The names, signatures, and dates affixed below signify that we have received, understand, and agree to abide by the **2018-2019 Scottsdale Christian Academy High School Handbook**.

They also signify that we have received, understand, and agree to abide by the **Drug Screening Policy** (Addendum A) for Scottsdale Christian Academy.

They also signify that we have received, understand, and agree to abide by the **Electronic Acceptable Use Policy and the One to One Technology Use Agreement** (Addendum B and C) for Scottsdale Christian Academy.

Furthermore, we recognize that this handbook is a collective statement of current information, philosophies, policies, and procedures that directly impact the lives of SCA high school students. We certify that we consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

We understand that this Handbook does not contractually bind SCA and is subject to change without notice by SCA.

We understand that admission to and enrollment in SCA is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the school's standards could result in the loss of that privilege.

Student Name

Student Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date