

# SCOTTSDALE CHRISTIAN ACADEMY



# Elementary Student Handbook

# SCA PHILOSOPHY AND PURPOSE

## Organization of the School

The school is governed by the Board of Directors of Scottsdale Christian Academy, Inc., with administrators to oversee the day-to-day operations.

The school is composed of three divisions:

- Elementary, which includes Preschool-Grade 5.
- Middle School, which includes Grades 6-8.
- High School, which includes Grades 9-12.

Pre-Kindergarten through Grade 3 are self-contained with the teacher responsible for all academic subjects. Students in Grades 4-5 are assigned to a homeroom and change as a class to different teachers for different subjects.

## Purpose

There is an important difference between Christian and non-Christian viewpoints on a given subject. Even though knowledge is factually the same for both, no subject can be taught in the totality of its truth if the Creator is ignored or denied. Knowledge is purified by the recognition of God's place in it. No other approach to education can be entirely God honoring for parents and children as is such an approach through the Scriptures.

Parents of children in the school consider the Word of God clear in making Christian parents responsible for the education of their children. Education is not limited to the counsels of God revealed in His Word, but also in the counsels of God revealed in His world. These parents want their children to be educated at home and at school with the consciousness that all truth is God's truth, including history, geography, science, music, and the arts, and that Jesus Christ is to be central in all learning and living.

## Operating Mission Statement

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.

Scottsdale Christian Academy is a Christ-centered, college-preparatory school committed to excellence, partnering with Christian families in training young people to love the Lord with all of their hearts, minds, and souls, and to love their neighbors as themselves. To this end the purpose of Scottsdale Christian Academy is to provide for its students an excellent education in a Christ-centered environment and foster graduates who will be lifelong learners walking with Jesus.

## 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.

It is the commitment of the Board of Directors of Scottsdale Christian Academy to make all decisions with the mission statement and purpose clearly in mind. All decisions should promote the accomplishment of the mission and core values statements.

## **Philosophy and Doctrinal Statement**

All major branches of learning include a body of underlying principles or general concepts, which denote their social significance. This is particularly true to the field of education. Teachers, to be effective, should hold an integrated view of these principles, which will provide them a basis for the general determination, interpretation and the evaluation of educational objectives, practices and outcomes. Whether individual or institution, what one believes determines what he is, and what one is determines what he does. Our philosophy then indicates the character of our institution; and our institutional character dictates the quality of our educational program.

Scottsdale Christian Academy operates with the thought that ALL TRUTH IS GOD'S TRUTH AND IS PRACTICAL FOR TODAY. The philosophy of SCA centers around Biblical values. Each student is viewed and treated as an individual and not as a part of the mass. Our goal is the development of the whole child – spiritually, mentally, socially, physically, emotionally and aesthetically. Our school is truly an extension of the Christian home, and we stand in loco parentis (in place of the parents). Parents who have fostered in their homes a respect for God's laws and a sense of individual responsibility will find these same values promoted by the Academy.

Our educational program is based upon the following beliefs and roles:

### ***Beliefs about God:***

- God is the Creator and Sustainer of all things and the source of all truth.
- God maintains control over His entire universe.
- God has revealed Himself in a general way in His world and universe and in a specific way in His Word and in His Son, Jesus Christ.

### ***Beliefs about Man:***

- Man was created by the direct act of God.
- Because of sin, man's relationship with God was broken and he tends to omit God and, thus, fails to relate himself and his knowledge of God as the source of all wisdom.
- Regeneration is by faith in Jesus Christ. True meanings and values can be ascertained only in light of His person, purpose and work.
- Realization of one's potential depends upon a renewed relationship with God by personal faith in Jesus Christ and growth in grace through consistent study and conscientious application of the Holy Scriptures.
- The Christian is not to be conformed to the world but must recognize his responsibility and his role in life in our democratic society.
- The prayer of a righteous person has a powerful effect.

### ***Role of the Teacher:***

- God has given abilities to each student. It is the teacher's responsibility to challenge each child according to his ability and to seek to teach him at his academic level.
- The teacher stands in place of the parent.
- The teacher strives to maintain a positive and loving learning atmosphere built on God's love and Biblical principles.
- The teacher will share the good news of a personal relationship with Jesus Christ and make the most of each opportunity to help the student grow spiritually.

### ***Role of the Home, the Church, and the Academy:***

- The home, the church and the academy should complement each other, promoting the student's spiritual, intellectual, emotional and physical growth. The home should support all school policies and procedures and

the authority of the Board, administration, faculty and staff and agree to cooperate with the discipline of their child according to the policies and procedures of SCA.

- The student's home, church and school experiences and training should be a preparation for life; a life of fellowship with God and service to man – the essence of learning is problem solving.
- The task of the school is to suit the learning task, the learning materials, the methods of learning and the pacing of study to the needs, capabilities, and interest of the student.

### **Statement of Faith**

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of *God* (II Timothy 3:15, II Peter 1:21).
- 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).
- 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).
- 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).
- 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).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
- 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).

In addition, The Board of Scottsdale Christian Academy takes clear position in opposition to each of the following:

- Drunkenness (Eph. 5:18)
- Abortion (Lev. 18:21)
- Premarital sex/extramarital sex (1 Thess. 4:3)
- Homosexuality (Rom. 1:26, 27; Lev. 18:22)
- Pornography (Ps. 101:3a)

### **School Objectives**

The concept of "quality" education is not easily defined; consequently the product itself is not readily identified. A contemporary educator has said that education is the only product for which men buy and pay without knowing the quality of the product. The quality of education at Scottsdale Christian Academy is evaluated in terms of what we are attempting and how well we are succeeding in our endeavor. The following objectives indicate the directions of our efforts:

- To encourage spiritual growth and development through a personal experience of God's grace in Jesus Christ.
- To enhance individual ability to think rationally, study effectively, reach valid conclusions and to develop sound values.
- To promote self-understanding for good physical and mental health.
- To develop competence in the basic arts of communication for effective writing, speaking, viewing, reading and listening.
- To introduce the major concepts in philosophy and to promote dynamic appreciation of good literature, art and music.
- To provide understanding of human societies, past and present.
- To develop awareness of and respect for the privileges and responsibilities of a free society.
- To provide appropriate exposure to the nature sciences and to develop competence in mathematics.
- To promote individual ability, desire and discrimination for effective continuation of the learning process.
- To determine individual progress and achievement.
- To integrate Biblical truth into all academic subjects and relationships.

## Standards

We consider attending SCA a privilege, which is chosen by each individual family voluntarily. This choice should be made because this school has special things to offer, including quality Bible instruction, concerned and qualified teachers, an innovative curriculum, fellowship with other Christians and higher standards of behavior.

All schools have standards for student behavior. The difference is that we at SCA have, and we believe rightly so, set our standards above those of most other schools. This means that a student and his parents selecting our school are saying, "I agree with the school's standards for my conduct." When a student, along with his parents, makes this kind of decision, he is not going along with the rules as much as he is saying, "The standards of this school are essentially the same high set of standards I have set for myself."

Standards for SCA students include:

- **Respect for other people** – every person deserves courteous, kind treatment.
- **Respect for others' belongings** – never taking anything belonging to someone else without permission; returning in good condition anything borrowed.
- **Respect for the school** – not littering, defacing, or risking damage by chewing gum or eating in unauthorized places.
- **Correct dress and grooming** – two basic principles are modesty and appropriateness. Specific dress guidelines are noted in this handbook.
- **Respect for learning** – on time for all classes; no cuts; respect for others' rights to learn by not disrupting class; refusal to lower the quality of the class by eating, chewing gum, etc.; prepared for all classes; assignments in on time and completed to the best of the students' abilities.
- **Respect for spiritual standards** – willingness to look to God's Word for guidance for behavior; refraining from unbecoming speech, i.e. profanity, coarse language, "shady" jokes.

## ACADEMICS AND STUDENT RECOGNITION

### Academics

The Academy curriculum is built around the basic core subjects, as any good school, but they are taught with a greater emphasis upon student self-motivation. These disciplines are studied and understood in their proper perspective with the revealed truth of God's Word as the foundation of all human knowledge and understanding. History, Language Arts, Math and Science are all taught from a scriptural standpoint. This is no easy task, but the result is young people who are spiritually self-motivated and individually responsible to God.

The curriculum includes:

- A Bible program designed to give children a strong doctrinal and factual background in God's Word practically applied to life. All subjects are integrated with Biblical truth.
- The fundamentals of an excellent reading program based on intensive phonics along with all the areas of learning: math, science, social studies, language arts, and communication skills.
- All of the above programs are enriched through technology, art, music, films, field trips, school programs, etc. First–fifth grade students are expected to participate in musical programs.
- A physical education program geared to develop sharp minds and healthy, well-coordinated bodies. Perceptual training is part of this program to insure better reading, writing and math skills. The school employs a school nurse to help safeguard the health of all our students.

Grades on report cards must be a true reflection of progress and learning. We have adopted the following in order to establish a consistent and uniform grading policy which will be applied in every classroom:

- Tests may only be re-taken if a student has received a grade of 59% or lower. The two scores will then be averaged together for a final test score. (Re-taking tests is not permissible for Bible verses, spelling, or math facts tests.)

- Occasionally, extra credit activities or bonus questions may be given. They must be challenging and appropriate and are not designed to elevate poor grades or weak study habits.

We take our responsibility to adequately prepare our students for the next grade seriously, not only academically, but also as reflected in work habits and appropriate expectations as we move our students toward more independence and responsibility.

Students must receive a passing grade in each core area or he/she will be placed on Academic Probation as explained later in this section.

## **Grading Scale**

### **KINDERGARTEN**

Kindergarten students are graded on progress made using the following scale:

#### **Academic and Development Areas**

- E Exceeds Expectations
- M Meets Expectations
- D Developing

### **1<sup>ST</sup>-2<sup>ND</sup> GRADES**

Students in the 1<sup>st</sup> and 2<sup>nd</sup> grade are evaluated on progress made using the following scale:

#### **Academic, Special Subject and Development Areas**

- E+ 99-100%
- E 93-98%
- E- 90-92%
- S+ 85-89%
- S 76-84%
- S- 70-75%
- N+ 65-69%
- N 60-64%
- U 0-59%

### **3<sup>RD</sup>-5<sup>TH</sup> GRADES**

Students in the 3<sup>rd</sup>-5<sup>th</sup> grades are evaluated on progress made using the following scale:

#### **Academic Areas**

- A 93-100%
- A- 90-92%
- B+ 87-89%
- B 83-86%
- B- 80-82%
- C+ 77-79%
- C 73-76%
- C- 70-72%
- D+ 67-69%
- D 63-66%
- D- 60-62%
- F 0% - 59%
- I Incomplete

Students with an aptitude for math and who have been admitted into our Advanced Math classes must maintain 88% or higher to remain in the Advanced Math class.

“A” grade may be earned by an above-average student doing all assigned work well and having good grades on tests. In some cases an “A” may be earned by an average student with unusual diligence.

“B” grade may be earned by the above average student doing the assigned work and doing quite well on tests or by a hard-working average student.

“C” grade is a satisfactory grade for the student of average ability doing the required work with average success. It would also be appropriate for the student doing good work but with a few assignments not completed.

“D” grade is given to the average or above average student who is careless and does a below average job. A “D” may also be given to the student with below average ability who is trying and does the assigned work but is unable to achieve satisfactory results.

“F” grade is earned by any student who does not do the assigned work.

“I” is given when work is not done because of an excused absence, usually illness, or if a teacher has extended the time for incomplete work. The teacher is responsible to give a permanent grade after a reasonable make-up period.

## **Homework**

Generally, the Academy believes that younger students need a time for work and a time for play. At the primary level, homework assignments are kept to a minimum and usually will be limited to memory work such as Bible and spelling, outside reading, math reinforcement and projects. Beginning in 3<sup>rd</sup> grade, students may also have math, reading, spelling, science/social studies, and vocabulary words homework. Students in grades 4-5 should expect to have regular homework in all subjects.

All students are expected to read a minimum of 20 minutes every day toward meeting their Accelerated Reader (A.R.) goal.

Based on the academic ability of the child, the average amount of time spent completing homework assignments in the primary grades should be approximately 30-40 minutes per night. Upper elementary students can anticipate approximately 60-75 minutes of homework per night. Students should all be encouraged to manage their time wisely and not procrastinate.

While parents may assist in seeing that the work is done and help explain the work when necessary, all work must be done by the child, and he must take the responsibility for it. Parents should also encourage their child to bring home papers (tests, projects, etc.) for them to see. Late homework will incur a deduction in points. Third graders will be subject to a 10% grade deduction for homework that is one day late and will receive 0% for homework that is two or more days late. Fourth and fifth graders will receive a 50% grade deduction for homework that is one day late and will receive 0% for homework that is two or more days late.

## **Conferences**

In order for parents to know firsthand their child’s progress, parent teacher conferences are held twice a year giving ample opportunity for parents and teachers to have sufficient time to discuss each child’s progress. Fall Conferences for Preschool-4<sup>th</sup> grade are held in individual classrooms with parents only. Fall Conferences for 5<sup>th</sup> grade students are held in the individual classrooms, and the students are expected to attend the conferences with their parents. We want teachers to conduct effective conferences and parents to ask good questions so that parents are satisfied following the conference. Students are expected to wear standard attire when attending conferences. Spring Conferences for Preschool-2<sup>nd</sup> grade are optional and will be conducted the same as the Fall Conferences. Students in Grades 3-5 will conduct Student-Led Conferences and will dress in professional attire.

## **Progress Reports**

The purpose of our reporting system is to give parents and students an indication of the progress being made. Each child’s ability, attitudes, application and achievement are taken into account in grading, but the students are marked on actual achievement as well as effort put forth.

Progress reports are given out quarterly in grades 1-5 and are based on the work done for the preceding quarter (nine-week period). Kindergarten progress reports are given twice a year at the end of each semester. K – 2<sup>nd</sup> grade cards indicate progress the student is making but do not have percentage grades. Grades 3-5 are given percentage grades.

All students should be encouraged to work for achievement as such, not for grades (or money). They should learn to work in order to achieve and to please the Lord (Colossians 3:23). Please do not compare your child's grades with those of other children. Each student is different, and the reports are written on the basis of his progress and should be interpreted thusly in accordance with his ability. Parents are urged to ask for conferences at any time they deem them necessary. The teachers and principal welcome such opportunities.

### **RenWeb**

RenWeb is a web-based, database driven school management software system that SCA uses for family and student information and for generating report cards. Parents of 3<sup>rd</sup>-5<sup>th</sup> graders can access their children's grades under password protection and can check their students' progress from any location via the web. Parents are encouraged to monitor grades on a regular basis.

### **School Sponsored Activities**

Student activities are planned from time to time during the year. In order for a student to accompany the group for any school-sponsored event, a parent permission form must be on file. Faculty and parent chaperons are always present.

For overnight trips, parents must have completed a special emergency card for each child in case of emergency, accident or injury.

#### ***Special Subject Classes:***

**Art** Regular art classes once a week with a qualified art teacher, providing many creative experiences with a variety of media. Parent volunteers coordinate Art Masterpiece Program, providing students of all grade levels exposure to Master Artists and renowned works of art.

**General Music** Music classes twice a week with the music teacher. Students are given the opportunity to sing in school programs during the year.

**Instrumental Music** Instrumental music is available for students in grades 4 and 5, others by audition. Recorder instruction begins in 3<sup>rd</sup> grade.

**Physical Education** Students in PK-5<sup>th</sup> grades go to PE class twice a week.

**Spanish** Students in Grades 2-5 go to Spanish class twice a week and Grades K-1 once a week, learning basic vocabulary and conversational phrases, along with an increased cultural awareness.

**Technology** Students in Grades K-3 go to the elementary computer lab once a week and Grades 4-5 twice a week for instruction.

**Media Center** Students receive instruction by the librarian in research, latest acquisitions, and author studies.

#### ***Special Activities:***

**Social** During the school year, students have opportunities to help develop social relationships with other students -- holiday parties, after-school parties, field trips, local outreach and other outings.

**Field Trips** Classes take trips to interesting and educational places in the community and state as a vital part of the instructional program. Parents are notified in advance and are encouraged to help chaperon. However, due to the nature of most educational field trips, siblings will not be permitted to attend. This frees parents to adequately supervise



groups of students and experience an enjoyable activity with their child. A permission slip for students to participate in field trips is signed as part of the application form to attend SCA. Each year, third grade students participate in a sleepover at the Phoenix Zoo, fourth grade students participate in a "Discover Arizona" trip, and fifth grade students participate in an outdoor science camp in Prescott.

**Resource People** Professionals visit our classrooms to enrich our curriculum from their experience. Students participate in Junior Achievement which provides economic education.

**Chapel** A highlight once a week is to come together for chapel. The chapels are varied from week to week and might include such things as guest speakers, videos, singing groups, plays, individual classroom presentations, and other special interest groups.

**Reading Incentive** Motivational emphasis is provided to encourage students to read a variety of written materials. Most classes participate in the Pizza Hut "Book It" program. Students in Grades 1-5 all participate in the Accelerated Reader (AR) program. Students who make their AR goals all four quarters are awarded with a celebration at the end of the year. AR is 10% of the overall reading grade in 2<sup>nd</sup>-5<sup>th</sup> grades.

**ACSI Events** ACSI (Association of Christian Schools International) has several events throughout the year in which SCA participates. These include Math Olympics, Spelling Bee, Art Festival, and Band Festival.

**Academic** Students may participate in the National Geographic Geography Bee. Opportunities are also available for essay and poetry contests throughout the year. Students in Honors also participate in Word Masters and Academic Decathlon competitions.

### **Extra Fees**

Extra expenses parents may incur throughout the year are selected school supplies.

### **Textbooks**

Textbooks are provided for the use of your children at no additional cost; part of the tuition fee applies as a rental of the books for the school year. Children will be responsible, however, to keep the books in average condition and not lose them. A charge will be assessed for damage or loss of a book.

### **Student Recognition**

#### ***Honor Roll*** (Grade 5)

Students must have a 3.6 grade point average (GPA) in all core subject areas during any given nine-week period.

#### **Academic Grading**

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

Divide the total number of points by the number of subjects to arrive at the GPA.

At the completion of 5<sup>th</sup> grade, students receiving a GPA of 3.8 for the entire year will be recognized with the Principal's Award for academic achievement.

#### ***Bible Trophy Criteria***

##### Grades 1-3

Students must say each verse with no more than two helps all year long. At the end of each quarter, they have one final opportunity to make up each verse that they are missing or on which they needed more than two helps.

##### Grades 4-5

Students must have at least a 92% average for all four quarters.

### **Christian Character Development (PS-5)**

Selected students will be recognized monthly for demonstrating outstanding character and for their positive influence on fellow students.

### **Million Word Club**

The elementary principal donates a celebration book to the SCA Library in honor of every student that reads one million words.

## **DRESS STANDARD**

The purpose of Scottsdale Christian Academy is to glorify God by providing a Christ-centered, excellent academic program. The school deals with the whole person – body, mind, and spirit – interweaving moral and spiritual values throughout the academic program. Christian education involves the whole person; therefore, it is desirable that all elements, which bear on the education of a child, be consistent and properly reinforce one another.

SCA endeavors to promote excellence in all areas of education – including dress. The focus of our students and faculty is to foster academic excellence, the formulation of Christian character and training “lifelong learners walking with Jesus.” To accomplish these purposes, careful consideration has been given to the formulation of the Dress Standard Policy. SCA students are expected to live and conduct themselves in a manner that is pleasing to God and glorifying to the name of Jesus Christ (II Thessalonians 1:11-12).

A benefit of the dress standard is the atmosphere created by well-dressed young people and teachers in the classroom setting and on campus. We have found it is generally true that children and young people in play clothes will tend to play; children dressed in clean, neat clothes will most likely behave in a way, which corresponds with their attire. Our desire is to eliminate casualness in the classroom and replace it with an atmosphere that is more conducive to learning.

The cooperation of students, parents, and teachers is necessary to maintain the dress standard. It is very important that the dress standard is accepted fully and is enforced consistently. **Enforcing the dress standard is not the sole responsibility of the school. Parents are expected to cooperate with the school in monitoring their child’s daily attire.**

If, at the discretion of the administration or the teacher, the attire is immodest or inappropriate, corrective action will be taken. SCA has the discretion to not allow anything relating to dress or appearance of a student not specifically mentioned in this policy and considered inconsistent with school policy. **Clothing that does not meet dress code requirements will result in the student being sent home with an unexcused absence.** Extreme fads will not be allowed. (It must be understood that hair, clothes, and jewelry styles that are clearly identified with a segment of culture, which is unwholesome or ungodly, will not be allowed.)

SCA students (K-12) must wear the prescribed standard attire clothing. (Please note that Pre-Kindergarten students are not required to wear standard attire.)

### **General Guidelines**

#### **Shirts**

- Solid color polo-type shirts may be purchased from any vendor, but only the following colors may be worn: red, white, navy blue, light blue, and pink.
- **Shirts may have a logo on the front, but it must not be larger than a two inch square.**
- Students are not required to tuck in their shirts. Untucked shirts must be neat, straight across the bottom, and must not reveal midriffs or undergarments. Any garment worn under the outer polo must be tucked in at all times.
- Students may wear approved spirit/SCA special event shirts on approved spirit days.
- No printing of any kind should be visible on or through clothing. Solid white, navy or red t-shirts or long sleeved shirts under short sleeved shirts are permissible.
- Students are expected to purchase navy logo shirts to be worn on field trips, for special events, etc.

### Pants/Shorts

- 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.
- Female students may wear solid colored shorts under skirts as long as the hem does not go below the hem of the skirts.
- Pants and shorts must be worn above the hip bone and must not be greatly oversized.
- For field trips, teachers will use their discretion regarding whether students should wear uniform bottoms or jeans.

### Skirts/ Skorts/Jumpers

- The official plaid for the elementary school is the Hamilton Plaid (primarily red and blue). These plaid items must be purchased from Dennis Uniform Company, our SCA Eagle Shoppe, or a vendor selling used Dennis uniforms.
- Navy and khaki skirts, jumpers and skorts may be purchased from any vendor as long as they conform to SCA dress code regulations.
- Skirts, skorts and shorts must be no shorter than 4 inches above the top of the knee.
- If a skirt or skort is deemed too short, parents will be called to bring proper clothing that meets SCA's dress code.

### Outerwear

- All outerwear (jackets, sweaters, and sweatshirts) must be solid (one color) navy, red, or white and may be purchased from any vendor.
- Any logo on outerwear may not be larger than a 2 inch square.

### Belts

- If shirts are tucked in, students must wear belts with any pants or shorts that have belt loops.

### Shoes/Socks

- Shoes must be tennis shoes, laced up and tied (P.E. appropriate), closed toed shoes or back strapped sandals.
- Shoe heels must not exceed 2 inches in height.
- Socks may be any color but must be a matching pair.
- Girls may wear any color tights or leggings under skirts, skorts, and jumpers.

### Jewelry

- Jewelry with pagan religions, occult, or new age symbolism is not permissible.
- Pierced ears are permissible for girls only. No other piercing is allowed.
- Boys are not allowed to wear studded bracelets, etc.

### Accessories

- Tattoos must be covered at all times.
- Pocket chains are not permissible.
- Elementary students may wear hats (with bill facing forward) and sunglasses outside, but these items may be confiscated if worn indoors anywhere on campus.
- Any clothing, book bags, hats, belt buckles, notebooks, jewelry or other paraphernalia with sexual innuendo, inappropriate messages or pictures, rebellious stunts, occult symbols, skulls, alcohol, beer, drugs/substance abuse or other questionable pictures which draw attention to one's self are not allowed.

### Grooming

- Hair should look neat and *natural* and be styled with an *emphasis on cleanliness and moderation*.
- Hair styles or hair colors that draw undue attention are not allowed.
- Boys' hair should not extend below the middle of the ear, over the eyebrows or onto the collar.
- **Elementary students are not allowed to wear make-up.**

### Additional Information

- Uniforms must be worn on campus during school hours. Any exceptions must be approved by the principal.
- Wearing uniforms to Parent Teacher Conferences is required for 5<sup>th</sup> grade students.
- Students not complying with dress code policies (after one warning) will be sent to the office and parents will be required to bring appropriate clothing before student may return to class.

## DISCIPLINE

“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)

The school and home must be parallel in disciplinary outlook for the moral training to be effective. Only a philosophy and practice based on the revealed Word of God is acceptable. Some guidelines as we build toward such an outlook are:

- The responsibility and authority to discipline come from God. (Ephesians 6:1-4)
- Discipline has moral content. The foundation is our amenability to God and the revelation of His standard of righteous conduct. It is both positive and negative.
- Christian love is at the heart of all discipline. Correction and chastening are essential parts of the firmness of love. They must be balanced. Firmness minus love becomes harsh; whereas love without firmness is sentimentality. Both errors produce problems instead of solving them. (Proverbs 3:11-12)
- All discipline is designed to show the child his sinful will, lead him to trust Christ and to become a self-disciplined person who wants to do God’s will. (Galatians 3:19-24)

Positively, the school hopes to cooperate with the home in forming good habits in the students such as:

- **Cheerful obedience** to authority (parents, teachers, bus drivers, etc.) and school regulations when the person in authority is not immediately present. Such obedience should be willing and immediate.
- **Responsibility** in doing assigned or expected tasks.
- **Cooperation** with others in playing and working at school and on the playground.
- **Courtesy and respect for others**, students, teachers, and visitors. Students should learn to be quiet in class, raise their hands to speak, to not interrupt others, walk (not run) on the sidewalks, eat with proper manners, and interact respectfully in class and on the playground.
- **Cleanliness** in person and property. Put all trash in trash cans, pick up paper on floors and grounds, keep desks and lockers neat, and dress neatly.
- **Truthfulness and honesty** in word and life.
- **Respect for the property** of the school and other people.
- **Promptness** in attendance and assignments.
- **Morally good conduct** in respect to recreation, social relationships and language.

Whereas the school is not legalistic in dictating a long list of things the students cannot do, use of coarse or vulgar language and practices detrimental to a Christian’s character and body, such as use of tobacco, alcohol and narcotics are not permitted. Use of these substances will, in all likelihood, result in suspension or expulsion. Exposure to movies, music, television and literature should be carefully supervised by parents in accordance with Philippians 4:8 (Phillips translation) which states, “If you believe in goodness and if you value the approval of God, fix your minds on the things which are holy and right and pure and beautiful and good.” Christian conduct is expected of students representing SCA and its standards 24 hours a day. Please refer to our **Disciplinary Policy and Procedures**, which appear later in this section of the handbook.

When the student deviates in these areas, it is the responsibility of the home and school to help by both correction and guidance. While the discipline of the child is the parent’s responsibility, parents and teachers must cooperate fully with one another. Anything said or done which tears down respect and confidence for either will harm the child. Mutual understanding can be gained by conferring with and praying for one another.

Attendance at SCA is a privilege. Any student whose conduct or attitude in or out of school shows him to be in opposition to the basic principles and purpose of the school or who maliciously destroys school property will be dismissed for a period of time or asked to withdraw from school.

## DISCIPLINARY POLICY AND PROCEDURES

A prime responsibility of the Academy is to establish and maintain an environment, which affords each one of its students the best opportunity to learn in a Christian atmosphere. In order to accomplish this goal, the school must have the support of the parents and the expectation of responsible student behavior.

The policies and procedures that follow address only the major problem areas, which our school cannot tolerate. Students may be counseled by teachers or administrators at any time. Students who do involve themselves in these problem areas will receive corresponding disciplinary action. Students will be thoroughly apprised of what is expected of them. The “ground rules” as presented will be fully explained to the students. It is very important that students and their parents read this very carefully. Remember this – **Actions have consequences!** The consequences can be good or bad – the choice is **yours** to make.

## **Progressive Discipline System**

At Scottsdale Christian Academy we follow a progressive discipline plan where discipline interventions begin at the least intrusive and lowest levels and move up to more restrictive and punitive levels as students continue to repeat poor choices and poor behavior. The purpose of this discipline plan is to develop self control and self discipline in each student. Our desire is to provide a positive atmosphere conducive to excellent learning, safety, creativity, character and spiritual growth.

Each teacher is expected to develop and clearly articulate a plan to manage behavior in the classroom. Expectations may be worded differently but should adhere to SCA’s Code of Conduct and be enforced consistently. This plan should include:

1. Teaching specific student behavioral expectations
2. Reinforcement of positive behaviors
3. Problem solving with students
4. Building relationships
5. A progressive plan of consequences
6. Positive interventions and support

Following are the steps, which should be followed if misbehavior occurs.

**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, disrespect, not following directions, teasing, tardiness, cell phone and smart watch violations, littering.

**Response:** Verbal Warning – Teacher/student conference to review desired behavior; (documented by teacher; phone call or email to parent not required)

**Level 2 Offenses** – Level 2 offenses include but are not limited to:

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

**Response:**

**1<sup>st</sup> Offense** – Teacher/student conference; consequence may or may not be assigned; possible parent contact (teacher’s choice)

**2<sup>nd</sup>-4<sup>th</sup> Offenses** – Teacher/student conference; behavior documented; parent notified, consequence assigned (lunch detention). (Student fills out Student Self Assessment form.) After three lunch detentions have been assigned, student is referred to Principal.

**Level 3 Offenses** – Level 3 offenses include but are not limited to:

- Extreme defiance, theft, fighting, threats, inappropriate social media use, bullying/harassment, weapons possession, vandalism.

**Response:**

1. When behavior reaches this level, whether by recurring poor choices or more serious action, requiring immediate intervention, student is referred to the Principal.
2. Principal conferences with student, parent is notified, either one additional lunch detention or one after school detention will be assigned. Student may be kept out of class or parent notified to pick student up; may refer student to guidance counselor.

3. A 2<sup>nd</sup> referral to Principal, 2<sup>nd</sup> after school detention. After 2<sup>nd</sup> after school detention, student will serve in-school suspension. Continued poor behavior may result in increased days of suspension or expulsion from SCA, and a Disciplinary Hearing Committee meeting to determine enrollment status. Students suspended from school may not attend classes, school events and/or participate in school activities on the day(s) of 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.

Age, developmental/cognitive level of students, maturity, and extenuating circumstances are taken into consideration when determining appropriate consequences for students. This school-wide Code of Conduct will be used and followed by all faculty and staff as consistently as possible. It is important we all support and honor this plan. The students need to understand we not only expect but will require appropriate behavior.

In the same way, we all should strive to recognize and applaud exemplary behavior as often as possible. Our desire is to partner with parents in developing students who are **respectful, responsible and ready** to learn.

### **Probation**

Probation is invoked when a student has a serious academic (one "F" or two "Ds" on a report card), attitude or behavior problem to give the student an opportunity to correct his problem. It is instituted only after consultation and counseling with the student, parents and teacher. Student activities will be limited during the probation period and all positions of trust and responsibility must be relinquished for the remainder of the year. If there is not improvement to a satisfactory level, the student will be asked to withdraw from school. This decision will be determined by the Academic or Disciplinary Review Committee.

## **STUDENT CODE OF CONDUCT**

Scottsdale Christian Academy operates as a Christ-centered college-preparatory school. An essential part of the Academy'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 will 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, the Academy, 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 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 passing 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. The Administration will use its best judgment in all cases of misconduct.

### **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. The Academy 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, will 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 him/herself in a situation when clear violations of the 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 him/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.

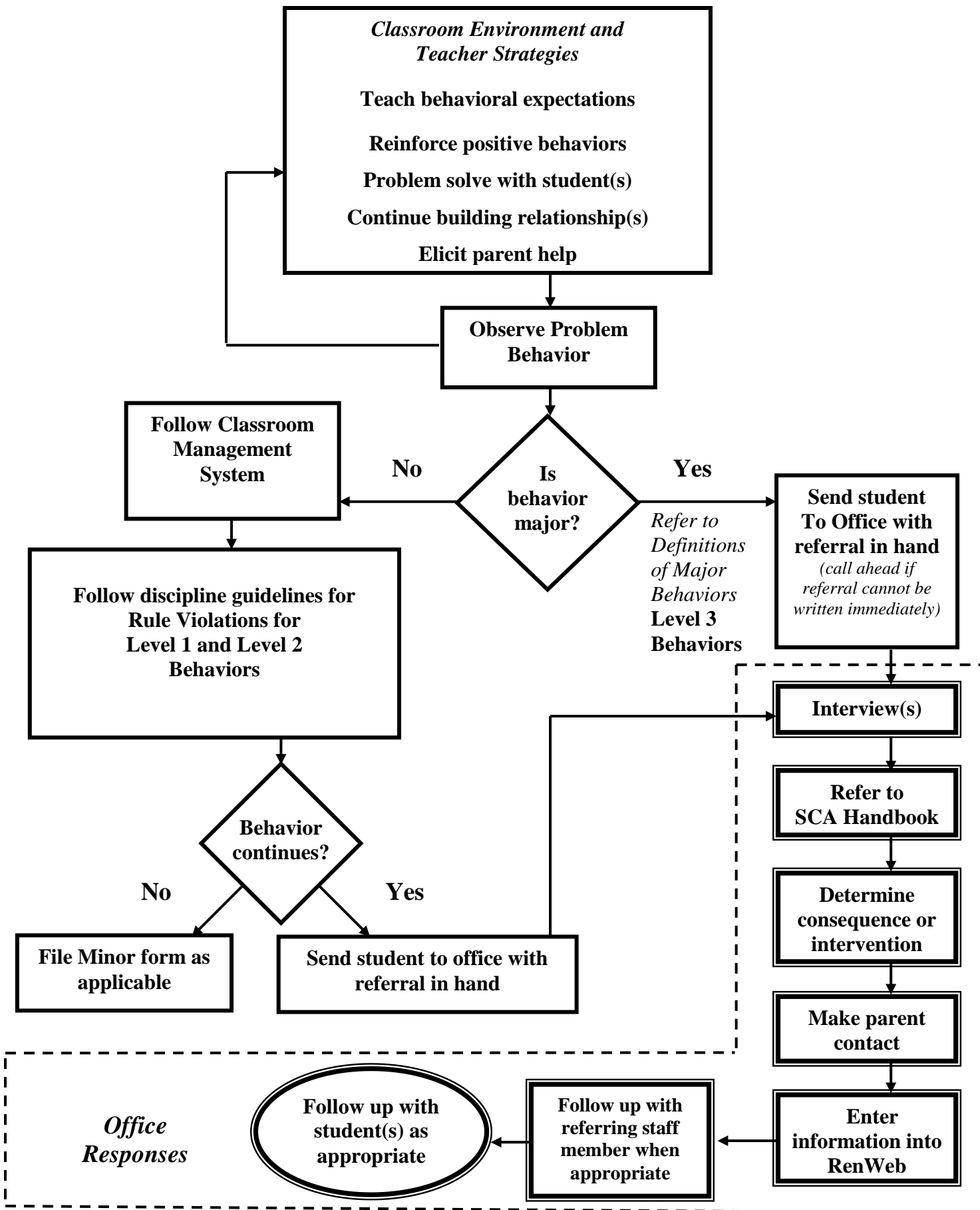
<b>CODE OF CHRISTIAN CONDUCT</b> School-wide Rules/ Expectations	<b>CLASSROOM AND ALL SETTINGS</b>	<b>WALKWAYS</b>	<b>ARRIVAL/ DISMISSAL</b>
<b>I am RESPECTFUL</b>	<ul style="list-style-type: none"> <li>✓ Enter quietly and greet teacher</li> <li>✓ Listen politely</li> <li>✓ Raise hand to speak</li> <li>✓ Speak respectfully</li> <li>✓ Use kind, polite and encouraging words</li> <li>✓ Ask permission to use things</li> <li>✓ Participate positively</li> </ul>	<ul style="list-style-type: none"> <li>✓ Walk silently</li> <li>✓ Keep walkways neat and clean</li> <li>✓ Keep hands off things outside classroom</li> <li>✓ Don't look in windows</li> </ul>	<ul style="list-style-type: none"> <li>✓ No food on fields or zones</li> <li>✓ In the morning, place backpack neatly outside classroom and go directly to playground</li> <li>✓ In the afternoon, go quickly to your correct zone and stay there</li> <li>✓ Obey teachers who are on duty</li> </ul>
<b>I am RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>✓ Follow directions</li> <li>✓ Make good choices</li> <li>✓ Accept consequences</li> <li>✓ Study daily</li> <li>✓ Complete all classroom and homework assignments</li> <li>✓ Return books and borrowed materials promptly</li> </ul>	<ul style="list-style-type: none"> <li>✓ Follow directions</li> <li>✓ Make good choices</li> <li>✓ Take the most direct route to class</li> <li>✓ Accept consequences without arguing or complaining</li> </ul>	<ul style="list-style-type: none"> <li>✓ Follow directions</li> <li>✓ Make good choices</li> <li>✓ Handle backpack and other materials safely</li> <li>✓ Accept consequences without arguing or complaining</li> </ul>
<b>I am READY</b>	<ul style="list-style-type: none"> <li>✓ Come prepared</li> <li>✓ Work carefully</li> <li>✓ Complete your work</li> <li>✓ Do your best</li> <li>✓ Be on time</li> <li>✓ Take seat promptly</li> <li>✓ Start assignment immediately</li> </ul>	<ul style="list-style-type: none"> <li>✓ Stay on sidewalk, out of rocks</li> <li>✓ Be observant – watch for opening doors</li> </ul>	<ul style="list-style-type: none"> <li>✓ Report directly to appropriate location</li> <li>✓ Arrival – field or cafeteria</li> <li>✓ Dismissal – correct zone</li> <li>✓ At dismissal, look for your ride and be prepared to get in your car quickly</li> </ul>
<b>CODE OF CHRISTIAN CONDUCT</b> School-wide Rules/ Expectations	<b>CAFETERIA</b>	<b>RESTROOMS</b>	<b>NURSE'S OFFICE</b>
<b>I am RESPECTFUL</b>	<ul style="list-style-type: none"> <li>✓ Wait quietly in line to be served</li> <li>✓ Use good table manners</li> <li>✓ Talk nicely to others</li> <li>✓ Clean up eating area (table, bench, floor)</li> <li>✓ Silence when requested</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use a quiet voice</li> <li>✓ Respect privacy</li> <li>✓ Keep bathroom clean/flush</li> <li>✓ Throw paper towels in the trashcan</li> </ul>	<ul style="list-style-type: none"> <li>✓ Wait patiently with hands at your sides</li> <li>✓ Greet the nurse</li> <li>✓ Say "Thank you"</li> </ul>
<b>I am RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>✓ Follow directions</li> <li>✓ Make good choices</li> <li>✓ Accept consequences without arguing or complaining</li> <li>✓ Remain seated</li> <li>✓ Use restroom only for emergencies</li> </ul>	<ul style="list-style-type: none"> <li>✓ Follow directions first time asked</li> <li>✓ Make good choices</li> <li>✓ Accept consequences without arguing or complaining</li> <li>✓ Use only enough water to wash hands</li> </ul>	<ul style="list-style-type: none"> <li>✓ Follow directions first time asked</li> <li>✓ Make good choices</li> <li>✓ Accept consequences without arguing or complaining</li> </ul>
<b>I am READY</b>	<ul style="list-style-type: none"> <li>✓ Bring lunch, money, or snack to the cafeteria</li> <li>✓ Get utensils and all food before sitting at the table</li> <li>✓ Raise your hand if you need assistance</li> <li>✓ Sit 6 to a table</li> </ul>	<ul style="list-style-type: none"> <li>✓ Have a purpose</li> <li>✓ Have teacher's permission to use restroom</li> <li>✓ Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>✓ Bring a health pass describing the reason for your visit</li> <li>✓ Sign in on clipboard</li> </ul>



<b>CODE OF CHRISTIAN CONDUCT</b> <b>School-wide Rules/ Expectations</b>	<b>SCHOOL OFFICES</b>	<b>CHAPEL</b>	<b>PLAYGROUND</b>
<b>I am RESPECTFUL</b>	<ul style="list-style-type: none"> <li>✓ Enter the office quietly</li> <li>✓ Use inside voices</li> <li>✓ Be polite and say "Please" and "Thank you" to office staff</li> </ul>	<ul style="list-style-type: none"> <li>✓ Listen quietly</li> <li>✓ Worship and applaud appropriately</li> <li>✓ Sit on bleachers (never walk on seats)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Share equipment</li> <li>✓ Take turns and play cooperatively</li> <li>✓ Include others</li> </ul>
<b>I am RESPONSIBLE</b>	<ul style="list-style-type: none"> <li>✓ Take care of business as requested</li> <li>✓ Deliver messages and materials carefully</li> <li>✓ Accept consequences without arguing or complaining</li> </ul>	<ul style="list-style-type: none"> <li>✓ Follow directions first time asked</li> <li>✓ Make good choices</li> <li>✓ Don't leave chapel unless it is an emergency</li> <li>✓ Accept consequences without arguing or complaining</li> </ul>	<ul style="list-style-type: none"> <li>✓ Follow directions first time asked</li> <li>✓ Make good choices</li> <li>✓ Accept consequences without arguing or complaining</li> </ul>
<b>I am READY</b>	<ul style="list-style-type: none"> <li>✓ Go directly to office</li> <li>✓ Listen to instructions from office staff</li> <li>✓ Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>✓ Listen and participate</li> <li>✓ Enter respectfully, ready to sing and learn</li> <li>✓ Walk carefully to your assigned seating area</li> </ul>	<ul style="list-style-type: none"> <li>✓ Know the playground rules and obey them</li> <li>✓ Take balls, recess equipment with you to the field</li> <li>✓ Stop at restroom before recess</li> </ul>

**"Whatever you do, do it all for the glory of God." 1 Corinthians 10:31**

# SCA Elementary Discipline Procedure Flowchart



## General School Rules

1. No iPADS, tablets, PSPs, MP3 players, Game Boys, or other electronic devices are allowed in school except for a specific class project with teacher approval. Laser pointers of any kind are not permitted on campus. Toys should not be brought on campus unless special permission is given from the principal or teacher. Balls brought from home will only be retrieved from the roof when the custodian routinely checks the roof. To avoid problems it is best if school balls are used. SCA is not responsible for loss or damage to any items brought to school. Any electronic devices such as cell phones and smart watches must be kept in backpacks and are not permitted to be used during the school day. They may be used after school for pick-up information only.
2. Widespread use of social media (e.g. Facebook, Instagram, Twitter, etc.) is a normal part of most people's lives. 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. 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 might find offensive. Do not do anything on social media that could put you or a school employee 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.

3. Students are not to chew gum on school property.
4. The use, sale, or distribution of tobacco, alcohol or drugs (including marijuana and any unsubscribed prescriptions), either at school or outside of school, is grounds for suspension or expulsion. Additionally, furnishing, selling or possession of unauthorized substances or paraphernalia (including vitamins, prescription medication and over-the-counter medications) is prohibited.
5. 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 situation related to sexual harassment and/or sexual misconduct. Anyone who violates this policy may be subject to discipline, up to and including expulsion.
5. The use of improper language (vulgarity, obscenity, profanity) will not be tolerated and could be grounds for immediate suspension. This includes inappropriate use of social media (i.e. "sexting").
6. Gambling is not permitted at any time.
7. Students should keep their hands off others, which would include pushing, hitting, holding, wrestling, horseplay, etc.
8. Students are to speak to peers and all adults with a respectful tone and attitude. Good manners are expected at all times.
9. Collectable toys or cards that represent unbiblical character traits and activities are not allowed.
10. Weapons of any type are not permitted. Magnifying glasses, firecrackers, laser pointers, and squirt or toy guns are not to be brought on campus.
11. Student-to-student bullying/harassment will not be tolerated.

12. SCA is not responsible for any lost, stolen, or damaged goods or money brought onto campus by students. Students should keep all items of value on their person, in their backpacks, or in a place designated by the homeroom teacher. 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.

## POLICIES AND PROCEDURES

### Aftercare (SCA RECESS)

Aftercare is for those children who may need to stay late or want to participate in a variety of enjoyable activities after school. It is also available to SCA students on early dismissal days and some holidays. Parents need to fill out a new state required form each year (available in the elementary office or aftercare office) if their children will be staying in aftercare.

<u>Times</u>	<u>Charges</u>
3:00-5:30 PM	\$5.00 per hour

The hourly fee of \$5.00 will be charged for any portion of the first hour of Aftercare. Charges will then be pro-rated by 30-minute increments. A late charge of \$5.00 for any portion of the first five minutes and \$1.00 per minute thereafter per child will be assessed after 5:30 PM. Charges (including late fees) for the Aftercare program are subject to change. Notice will be given if changes are to be made. Call 602-910-0181 for more information.

Because the Aftercare program is licensed by the State of Arizona, state guidelines are used for discipline.

### Attendance

If your child is going to be absent, please call the **Elementary Attendance Line at 602-923-2912 each day he/she is absent**. Please keep in mind that if a student arrives at 10:30 AM or after or is signed out before 1:30 PM, he/she will be counted a half day absent and will not qualify for perfect attendance.

### Absences and Excuses

Regular attendance is necessary for a student to gain the most in school. Generally, a student will be excused from school only for sickness, doctor and dental appointments, or emergencies. Permission must be received from the principal if a student is absent for any reason other than those listed above. Please avoid planning family outings, vacation trips, etc. during the school calendar. If a student is going to be absent for reasons other than illness or emergency, the following steps must be taken:

- At least **one week** in advance, the parent must either come into the office or send a written note explaining the reason for absence.
- The office must give approval to requests for absence and then the student is given a form to take to each of his/her teachers for signature. This shows the teacher that the absence has been cleared in the office, and they will give assignments to the student. All work must be completed **in advance** unless other arrangements are made. It is the student's responsibility to obtain work from the teachers.
- The student must return the signed form to the office before he leaves.

### Unexcused Absences

The following will be considered unexcused absences:

- Family trips, etc. when the student has not taken the steps outlined above.
- Absence not known or approved by parent or principal at the time the absence occurred.
- Leaving school before the end of the day without permission from the office.
- Staying out of class without a permission slip from the teacher in charge.

**NOTE:** A student who has an unexcused absence will receive a zero for all schoolwork missed in addition to any penalty deemed advisable by the school. If a student is absent from school more than 15 days during the semester, he/she may be subject to withdrawal from the school.

### **Missed Class Assignments**

If a student is absent **two or more days** due to illness or family emergency, homework can be requested by calling the elementary office. It usually takes one full day to pass the homework request to each teacher. The work is to be made up within one week following an absence. **Please do not request homework for a student out less than two days.**

### **Tardiness**

It is important that students be punctual. Self-discipline in this area is not only important for proper academic achievement, but is also essential for the development of good habits, which are characteristic of success and good citizenship in every walk of life.

When a student is continually tardy and is causing others to be tardy (through carpools, etc.) he is a problem to the affected classes, to the teachers of those classes and to himself. Tardiness unnecessarily disrupts orderly instruction and sets a bad example for others.

A student must be in his **seat** when the bell rings to be considered "on-time" for class. All tardies are reflected on the student's report card.

**Penalties for Excessive Tardies** for students in Grades 3-5 will be as follows:

5 tardies per quarter = 1 lunch detention

10 tardies per quarter = 1 after-school detention

15 tardies per quarter = 1 day suspension

### **Birthdays**

Students in Preschool -5<sup>th</sup> Grade may bring a special treat for the class on their birthdays if they so desire. Please be sensitive to classmates' special allergies and dietary restrictions. Students with summer birthdays may pick a day during the school year. Please notify the teacher of your plans so he/she can work out the best time. Please don't plan a birthday activity which cuts greatly into instructional time.

Parents are to **mail** invitations when having home parties unless **all** children (or all boys or all girls) are invited. If a party is planned immediately after school, students attending the party should follow their regular pick-up procedures and be dropped off at the party location rather than a large group being picked up to go to the party. These procedures help eliminate hurt feelings and dismissal congestion.

### **Cell Phones and Smart Watches**

Students are allowed to bring cell phones and smart watches to school, but they must not be seen or turned on during school hours. If one of these devices is used during school hours (or even seen, goes off or vibrates), it will be confiscated and a parent will need to go to the principal to pick it up.

1<sup>st</sup> Offense = Warning

2<sup>nd</sup> Offense = 1 Day Lunch Detention

3<sup>rd</sup> Offense = 2 Days Lunch Detention

4<sup>th</sup> Offense = 1 Day Suspension

### **Class Parties**

During the year, students will have the opportunity to participate in a number of classroom celebrations. Halloween **IS NOT** observed. **At Christmas time the role of Santa Claus is downplayed to enable us to focus on the real meaning of Christmas...the birth of our Savior. No alcoholic beverages should be served at any class party, even if it's not during school hours and not on school property.**

### **Custody Agreements**

Copies of custody agreements must be submitted for students' files.

## Health Services

### Student Emergency Cards

These mandatory cards are provided by SCA in the summer information packets. Students must have a card completed each year authorizing the SCA Health Office to provide care and treatment for students. Student emergency cards contain vital student information not only for the health office, but copies of the cards accompany teachers/supervisors during off-campus activities, trips, and fire drills. Additionally, the emergency cards provide SCA with a hard copy of student emergency contacts and alerts the school to any special conditions concerning your child. The cards are collected by teachers when student supplies are delivered to the classroom or the first day of school.

### Illness Management

The SCA Health Office is managed by a registered nurse and trained personnel. During school hours, students are assessed for illness and nursing intervention is implemented. If emergency intervention is required due to illness or injury, emergency professionals are contacted. Students experiencing an emergency will be assessed and the emergency professional will determine the need for hospital care and which hospital is most appropriate. In an emergency situation, parents will be notified as soon as possible by the health office or an SCA administrative member.

For minor health issues, parent notification will be at the discretion of health office personnel. If a student experiences a playground or PE accident involving the head, he/she will be given a health office notification to present to parents, or parents will receive a call from the health office. When appropriate, students may receive acetaminophen or ibuprofen in the health office if parents have given permission. Antibiotic ointment and hydrocortisone cream are also available if needed for abrasions and itching. Students must obtain a pass from their teacher/supervisor to visit the health office.

Students should not attend school or school activities when they have a fever greater than 100 degrees or a confirmed contagious illness. Illness of this nature can interfere with the learning process for the student and it places other students at risk. If a student reports to the health office with a fever, vomiting, or diarrhea, parents will be contacted to pick up their child. Students with a fever greater than 100 degrees should not return to school until they are fever free for 24 hours without fever reducing medications (i.e. acetaminophen, ibuprofen, aspirin). Symptoms based on verbal report, subjectivity, and without clear indicators for release from school will be reported to parents, and the parents will assist in determining if the student will be picked up from school. The health office cannot provide excused medical absences for students who are released for illness.

### 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 EpiPen 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 Scottsdale'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 Scottsdale 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 Scottsdale 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 Scottsdale nurse receives and acknowledges such written notice by the parent /guardian, **Scottsdale will be presumed to have no knowledge of any student's life-threatening allergy.**

- At the time of nurse notification parent/guardian shall 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 Scottsdale website under nurse forms.
- Supply up-to-date epinephrine injector and other necessary medications.
- Update Scottsdale 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 Scottsdale nurse when student is attending a field trip and school medications are to be made available for use during trip.
- If student attends Scottsdale 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 or allergies.
- Notify School Food Services regarding life-threatening food allergies.
- Notify classroom teacher of student's allergy.

For those students about whom Scottsdale has been given a notice, as stated above, Scottsdale 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. Scottsdale assumes no responsibility to take extraordinary precautions of any kind relative to any student's allergy.

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

Scottsdale 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, Scottsdale assumes no responsibility for what is received by such a student, without the direct knowledge of Scottsdale, such as from a fellow student or any person not acting as an agent of Scottsdale 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 Scottsdale staff member will follow a licensed provider's action plan provided by the parent/guardian and agreed to in writing by the Scottsdale nurse.** Food allergy trigger products, including peanuts will not be banned from Scottsdale 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 Scottsdale campuses.

The purpose of this policy is to inform parents/guardians and students of the measures Scottsdale 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 Scottsdale of a life-threatening allergy as defined in this policy. Failure to notify effectually removes Scottsdale from applying this policy. The policy contains Scottsdale'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 Scottsdale.

## Insurance

Students may participate in an accident insurance plan, which covers any accident occurring in the school, traveling to and from school, and at any school sponsored activity. Details of the cost and specific coverage are available in the office.

## Leaving Campus

SCA has a "closed campus." This means that students do not leave the campus after arriving at school until they leave for home after school. If a student will be leaving early for any reason, the person picking him/her up must come to the office and sign that student out. If a parent is not the one picking the student up, **a note must be written by the parent giving permission for the child to leave with that person.**

If a student is leaving early, please don't call and request that your child be waiting in the office. Allow a few extra minutes so he/she can be called from the classroom **after** you arrive at school. This way, students don't miss valuable class time if you are delayed. **Students will not be called out of class between 2:30 and 3:00 PM.** If for some reason you need to take your child out early, you must do so **before** 2:30 PM. The end of the school day is a time for sharing important information and closure to the school day.

If students are taken off campus to eat lunch with a parent or other authorized person, they must be back on time for class or will be considered **tardy**. Please help your child be responsible by having him back on time.

Students will be allowed to go off campus with someone other than their own parents **ONLY** if they bring written permission from their parent that morning. They will not be allowed to call their parents or ask that parents fax or e-mail written permission once school is in session.

## Library

The number of books which may be checked out varies with each grade level. If a book is lost or damaged, the student will be required to either replace or pay for the book.

In general, reference materials and periodicals do not circulate but are available for use in the library. Parents are also invited to check out books and other resources from the library.

If students wish to use the library after school, they must be accompanied by an adult or have received prior permission from the librarian. Continued use of the library is subject to appropriate behavior.

The library is open every Wednesday in June and July 8:00-11:30 AM.

## Lost and Found

Please **label** all jackets, lunchboxes, etc. clearly with your child's first and last name. Items that are found will be placed in the Lost & Found shelves next to the 400 Building Restrooms. Exceptions are jewelry, glasses and keys, which are kept in the elementary office. Please encourage your child to claim belongings as soon as they are discovered to be missing. The last Friday of each month, items left in Lost & Found will be sent to charitable organizations.

If students find money at school, they should take it to the elementary office, and the secretary will record their names. If the money has not been claimed in one week, the student who turned it in may have it.

## Lunch Program

Students may bring their lunches each day or participate in our hot lunch program. A la carte items are available for students in Grades 3-5. Each student will have a personal account and pin number. This number will be the same number(s) that your child uses when checking out books from the library. The student enters his/her PIN number when making purchases. The key pad is user friendly for children and only used for breakfast and lunch purchases. Students are encouraged to deposit money to their accounts instead of bringing money daily. This speeds up the process and reduces lines at breakfast and lunch. We suggest sending a check with the students name and/or PIN number on it. This will provide you with a receipt and help track when your child's account is getting low. Cashiers will notify students in advance when their deposited funds are getting low. Account balances will rollover to the next year unless a written request for a refund is made.



All students must eat a nutritious lunch (no soda pop or candy). Please pack lunches for younger children so they can manage without the teacher's help. Students in Grades K-2 are not allowed to heat food in microwaves.

Students who forget their lunch or lose lunch money may get a "charge" slip for a sandwich and drink in the cafeteria. Charges need to be paid back the next day.

### **Personal Items on Campus**

Please do not permit your child to bring valuable personal items of any kind (i.e., cameras, toys, etc.) to school. Balls are provided by the school for use on the playground. If students bring personal items from home, SCA will not be responsible for loss or damage.

### **Pick-up Time**

PK-5th grade students are to be picked up from school no later than 3:20 PM. Students in PS-5<sup>th</sup> Grade remaining on campus after this time will be sent to aftercare if they are not on campus for a specific activity. This policy is for the protection and safety of your children. There is no adult supervision on campus after this time.

If you do not want your children to go to aftercare and choose to let them remain on campus unsupervised, you must obtain special permission from the elementary principal and sign a waiver releasing SCA from all liability in the event of a medical emergency.

### **RECESS Summer Camp**

SCA's RECESS Summer Camp is on our campus to help whenever you need a fun place for your child during the summer break. (There will be no camp the week of July 4th.) There are two camps...one for 1st-5th graders and another for Pre-K and Kindergarten children. Flexibility is the key for this amazing summer camp! You may choose an entire week or just one day at a time.

### **Restrooms**

Students are encouraged to help keep restrooms neat and clean. Locations are as follows:

- Restrooms in the 400 Building – used by students in K-5<sup>th</sup> Grade.
- Restrooms in Cafeteria – used by students in K-5<sup>th</sup> Grade during lunch time.
- Restrooms in Library – used by students only when using the Library or Computer Lab.

### **Skateboards/Roller Blades/Roller Shoes**

Students are not permitted to ride skateboards or roller blades on campus at any time. "Wheelies" (roller shoes) are also not permitted.

### **Student Information Updates**

Please let the office know if there are any changes in student information: business and home phone numbers, addresses, e-mails, emergency information, and medical information. If parents are going to be out of town, please let both the elementary and health offices know who is responsible for your child during your absence.

### **Student Messages**

Because interruptions in the classroom are disruptive to the teaching process, only emergency messages will be delivered. If you have an emergency, call the elementary office. Unless urgent, messages are delivered the last period of the day.

Arrangements for after-school activities should be taken care of in advance. Please be sure your child knows about such arrangements before he/she comes to school in the morning.

### **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, and not rely solely on school-wide parent-teacher conferences to catch up on a student's progress.

Students and parents should communicate with the school in accordance with the **guidance 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.

### **Telephones**

Students should not use the phone in the Elementary Office. They should use classroom phones for emergencies only with the teacher's permission. Forgetting homework, lunches, etc., are not considered emergencies. Students will not be called out of class to answer phone calls. If a situation arises, please call the office and a message will be delivered.

### **Transportation**

School vans are used for field trips and sports events only. Occasionally, parents are needed to drive on field trips. Should this become necessary, the parent must have a "Volunteer Driver Release Form" on file in the office. Zip code lists will be available in August prior to the beginning of each school year for parents who wish to organize a carpool from their area. The school does not arrange carpools but makes this information available for those who would like to make transportation arrangements with other SCA families.

### **Visitors on Campus**

All visitors (including parents) must register in the elementary office if they are visiting on campus during school hours. This procedure will help us better protect our children from unwanted visitors and also help us know who is on campus in case of emergency. Exceptions to the sign-in procedure are programs, class parties, and all-school events.

### **Volunteers**

While on campus and chaperoning on field trips, volunteers and visitors are expected to maintain the highest standards of personal cleanliness and modesty (1 Corinthians 6:20) and present a neat, appropriate appearance at all times. Attire which is contrary to the expectations for our students and faculty is unacceptable. Clothing that exposes the midriff, is low cut, showing cleavage, too short, too tight, or too revealing cannot be worn.

Volunteers are not permitted to use alcohol, tobacco or drugs while chaperoning students. A volunteer's speech and behavior should reflect our Christian values and always set a good example for our students.

A background check, a driver form, and a newly signed volunteer agreement form and Code of Conduct for SCA Volunteers are required to be filed annually in the office before one is permitted to volunteer. If a volunteer drives a vehicle for a field trip, the driver is required to have the completed driver form turned in to the office **at least three days before** the required trip.

**Scottsdale Christian Academy feels it is vital for all volunteers and visitors to set a good example for our students and encourage them to honor Christ in all they do. Thank you for your support!**

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