

SCOTTSDALE CHRISTIAN ACADEMY



# MIDDLE & HIGH SCHOOL

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H A N D B O O K

2026-2027

*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

Hello Middle School and High School Families,

Welcome to another exciting year at Scottsdale Christian Academy! Let me be the first to personally say welcome back! It is hard to believe but it is that time of the year again—the beginning of a new school year is here! We 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 Middle School/High School Handbook as a family, so we all are prepared and on the same page for the 2026-2027 school year. We are very excited to see what the Lord has in store for SCA and our students for the upcoming school year!

Parents, please join us in prayer that the Holy Spirit is evident on our campus and permeates throughout our student body this school year. With your continued support, we will develop the God-given 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 reach out to us. We are available by email, phone, or appointment through our administrative assistant, Miss. Taylor Tatum. She can be reached at [ttatum@scamail.org](mailto:ttatum@scamail.org) or 602-992-5100 ext. 11560.



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## I. INTRODUCTION

*2026-2027 Revisions - Each year updates occur in the Parent/Student Handbook. It is the expectation that all students and families will carefully read the 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, and that ignorance of the school's policies is not a suitable reason for not following them.*

### 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 despite 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 32<sup>nd</sup> 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 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 over 1000 students. 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!

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## 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.

## PURPOSE

Scottsdale Christian Academy is a Christ-centered, school committed to excellence, partnering with Christian families in training young people to love the Lord with all their hearts, minds, soul, 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.

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.

## 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.

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## 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 expectation is for each SCA family to attend a home church regularly.

- 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.

## COVENANTAL STATEMENTS

### 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 we 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 (the Academy) 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.

1. The Board of the Academy takes a clear position in opposition to each of the following: (1) recreational drug use, drug abuse of any kind, and drunkenness (Eph. 5:18); (2) abortion (Psalm 139; 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) certain issues related to marriage, gender, and sexuality (*see Statement on Marriage, Gender, and Sexuality*).

2. 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 Biblical record.
3. The Board of the 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 to the home and church for that individual to determine for themselves. This would not prevent an individual, if asked, from giving their own personal point of view. Please note there are other important issues not listed here that we refer to the individual, home, and church.

### **Statement on Marriage Gender Sexuality**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes 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 the Academy, any efforts to deny one’s biological sex through, for example, modes of dress, chemical intervention, or surgical procedures are impermissible.

We believe the term “marriage” has only one appropriate meaning: the uniting of one biological man (man) and one biological woman (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 man and one 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 any form of sexual immorality (including but not limited to adultery, fornication, cohabitation, homosexual behavior, bisexual conduct, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).

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 the Academy.

### **Acknowledgement of Covenantal Statements**

Our Statement of Faith, our Position on Critical Issues, and Statement on Marriage, Gender, and Sexuality (Covenantal Statements) are all three to be affirmed by all custodial parents/guardians, employees/appointees, and volunteers.

If it becomes necessary at any point for the Academy to specifically articulate its religious beliefs on any of these issues, any other issues of religious belief or doctrine, or to articulate how its religious beliefs apply in any

particular situation, the Board will be the final decision-maker and arbiter of the Academy's sincerely held religious beliefs and practices.

We believe that to preserve the function and integrity of the Academy as part of the Body of Christ, and to provide a biblical role model to members of the Academy and the community, it is imperative that all members of the Academy's community (including employees/appointees, volunteers, and parents/students) abide by these Covenantal Statements (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

By signing this handbook, parents and their children of the Academy are agreeing they will live consistently with the Covenantal Statements above and will not act or advocate against them.

## 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.

## 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.

## EXPECTED STUDENT OUTCOMES

### Spiritual

SP1. Students will love God with all their hearts, souls, minds, and strength.

SP2. Students will live lives driven by Gospel-centered discipleship.

SP3. Students will honor and respect the Bible as God’s authoritative Word.

SP4. Students will be equipped to use their knowledge and understanding of God’s Word to articulate and defend their faith and their Christian worldview.

SP5. Students will embody His heart of servant leadership both locally and globally to serve humanity as Jesus commanded.

S6. Students will use one’s individual giftedness to seek out and serve in those areas in which they are gifted.

#### Academic

A1. Students will have a dedication for intellectual inquiry and committed to lifelong learning.

A2. Students will reason wisely, listen carefully, think precisely, and articulate persuasively.

A3. Students will develop skills to question, investigate, problem solve and make wise decisions.

A4. Students will have a comprehensive command of the fundamental processes used in communicating with others (speaking, listening, writing, reading, and performing).

A5. Students will use technology to communicate and find, analyze, and evaluate information in a God-honoring manner.

A6. Students will be equipped to make wise, life-defining choices, regarding their individual college, career, and life calling.

#### Social

SC1. Students will serve compassionately with actions that recognize everyone is uniquely created in the image of God and is loved by God and therefore of great worth.

SC2. Students will be able to communicate and collaborate effectively.

SC3. Students will be able to resolve conflict with biblical principles and integrity.

SC4. Students will effectively evaluate current issues and be able to engage persons of opposing perspectives or worldviews in a Christlike manner.

SC5. Students will be willing to take on challenges and persevere despite obstacles/failures.

SC6. Students will have a mindset of stewardship regarding resources, relationships, and opportunities which God has entrusted to them.

## **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

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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/she is not going along with the rules as much as he/she 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, inappropriate jokes.

## **INSTITUTIONAL IDENTIFICATION**

Scottsdale Christian Academy has adopted and utilizes very specific graphic/image identification standards. 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.

## II. ACADEMIC LIFE

### ACCREDITATIONS AND MEMBERSHIPS

Scottsdale Christian Academy is accredited by and is a member of Cognia 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.



### DAILY SCHEDULES

	High School Schedule	Mins		Middle School Schedule	Mins
<b>Before School</b>	7:15 – 7:40am	25	<b>Before School</b>	7:15 – 7:40am	25
<b>Period 1</b>	7:40 – 8:26	46	<b>Period 1</b>	7:40 – 8:26	46
<b>Period 2</b>	8:30 – 9:15	45	<b>Period 2</b>	8:30 – 9:15	45
<b>Period 3</b>	9:19 – 10:04	45	<i>Advisory Period (M/W/F) Tuesday-Small groups, Thursday-Chapel</i>	9:19 – 10:04 9:19 – 9:40 (Advisory)	45 20
<i>Advisory Period (M/W/F) Tuesday-Small groups, Thursday-Chapel</i>	10:08 – 10:53 10:08 – 10:28 (Advisory)	45 20	<b>Period 3</b>	10:08 – 10:53	45
<b>Period 4</b>	10:57 – 11:42	45	<b>Period 4</b>	10:57 – 11:42	45
<b>Period 5</b>	11:46 – 12:31	45	<b>Lunch</b>	11:42 – 12:14	32
<b>Lunch</b>	12:31 – 1:03	32	<b>Period 5</b>	12:18 – 1:03	45
<b>Period 6</b>	1:07 – 1:52	45	<b>Period 6</b>	1:07 – 1:52	45
<b>Period 7</b>	1:56 – 2:41	45	<b>Period 7</b>	1:56 – 2:41	45
<b>After School</b>	2:41 – 3:30pm		<b>After School</b>	2:41 – 3:30pm	

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 2:41 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 or event.

## 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.

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:

- If tests are to be retaken, then it is at the discretion of the teacher.
- Occasionally, extra credit activities or bonus questions may be given to *all* students (see section on Extra Credit). 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.

To ensure that Scottsdale Christian Academy is the best decision for your student, we place all new students on a 90-day probationary period.

## ADVISORY PERIOD

On Mondays, Wednesdays, and Fridays the school day includes an Advisory Period. This time is used for a variety of important items including video and audio announcements, devotionals, help sessions, club and athletic meetings, academic advising, and other activities for the good of the school. Expectations with attendance and tardiness are the same for advisory period as for all other classes.

## BREAKS

A mid-morning break may be provided during the school day. Middle school students should remain in the Middle School Courtyard area during this time and avoid being around high school classrooms. High school students must stay in the MS and HS courtyard areas. **Middle school and high school students are not permitted to use the cafeteria and cafeteria restrooms during break or be on the elementary side of campus during break time.**

## CHAPELS AND SMALL GROUPS

Weekly Chapel is held each Thursday, which all students must attend. Students who are unexcused for Chapel may receive disciplinary consequences. 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 or other school business. Please try and avoid scheduling any appointments that cause your child to be absent from Chapel. Weekly small groups are held on Tuesday. The structure of these groups may vary in size and focus to aid students’ biblical formation under the direction of the Spiritual Life Director.

## GRADING SCALE

Percentages	Grades	GPA	Weighted GPA
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		<b>Equivalents (Regular and Elective Classes)</b>	<b>Equivalents (AP and Honors Courses. Only appears in GPA - <b>HS ONLY</b>)</b>
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

The New International Version (NIV) is used as the default version for Bible classes and in Chapel. Teachers are permitted the flexibility to assign memorizations using other versions, and if doing so will hand out copies of the verses to be memorized. Students are highly encouraged to bring their Bible to retreats, mission's trips, Bible class, class trips, and weekly Chapel. Digital editions of the Bible are not permitted in Chapel.

## HOMEWORK AND LATE/INCOMPLETE WORK POLICIES

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, middle school students in regular classes should expect to spend an average of 15-25 minutes per night per class working on various homework assignments. High school students in regular classes should expect to spend an average of 20-30 minutes per night. Students electing to enroll in 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. (3) In relation to late daily work or long-term projects, see the Late and Incomplete Work Policy.

Teachers may give no more than half credit for late daily work. If a student turns in a long-term project after it is due, they lose 10% or (letter grade reduction) for each day that it is past the due date. Long-term projects turned in after five days late will receive a maximum grade of 50%. Long-term projects are defined as projects that require more than one night to complete. Incomplete work may not be accepted for points, though the teacher may still require it to be turned in for successful completion of the course.

## CONFERENCES

In order for parents to know firsthand their child's progress, parent teacher conferences are held during the year giving ample opportunity for parents and teachers to have sufficient time to discuss each child's progress. We want teachers to conduct effective conferences and parents to ask good questions so that parents are satisfied following the conference. Students in upper grades may also conduct Student-Led Conferences.

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## 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's 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 FACTS SIS at any point of the school year.

## HELP SESSIONS

Academic help sessions are provided by each teacher every Monday and Thursday after-school from 2:45-3:25 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 and academic advisors 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. Athletes should notify their coaches in advance.

## MAINTAINING SATISFACTORY GRADES

Middle and high school 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, until the grade(s) are brought up. 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 their academic advisor and 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

A 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 academic advising 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 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 Disciplinary Review Committee. **All required high school classes failed for a semester must be completed during the summer from an approved academic institution through the Advising department. Failure to complete required class(es), may result in non-reenrollment to SCA.**

## STUDENT SUCCESS MEETINGS

When it is in the best interest of the student, the principal or advisement 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.

## FACTS SIS

FACTS SIS 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 FACTS. At the beginning of the year each family is given information on how to activate its account on FACTS. 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 FACTS often to see grades, homework assignments, and attendance. Frequent monitoring of FACTS 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. Though we are happy to provide the FACTS service to assist parents with holding their children accountable, its purpose is a backup and does not replace the student's responsibility.

## 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 (i.e., retreat, mission's, senior class trip, fine arts trips, and all other school-sponsored trips). Specific dress code guidelines will 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.

## 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 students to serve others and, thus, honor Christ. Each SCA student is required to participate in three hours of community service for each semester they are enrolled. Failure to complete the community service requirement will result in a deduction of the student's grade in Bible class. A wide variety of service projects and opportunities are available each year to assist students in reaching their community service goals. Up to five hours of community service 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. See the Spiritual Life Director with specific questions.

## 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 textbook or a solutions manual; having a cellular device out during a quiz or exam; 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 additional 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](http://www.turnitin.com).

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## ARTIFICIAL INTELLIGENCE (AI) RESPONSIBLE USE POLICY

### 1. Core purpose

The core purpose of this policy is to equip SCA educators and students to use AI as a tool for innovation in teaching, learning, and spiritual growth while maintaining integrity and Christ-centered approaches to education. This purpose is in alignment with **SCA's Philosophy of AI in Education** and aims to uphold the following:

- 1) Affirm the goodness of technological advancements
- 2) Cautiously consider the effects of AI on the learning environment
- 3) Provide clear boundaries, wisdom, and warning for students
- 4) Seek the redemptive value and utilization of AI in order to impact the world for Christ

\* [Formed with assistance from International Society of Technology in Education \(ISTE\): A.I. Standards in Education](#)

### 2. Definition of Artificial Intelligence

Artificial Intelligence is commonly defined as, “the ability of a digital computer or computer-controlled robot to perform tasks commonly associated with intelligent beings.” But, there is no single, simple definition of artificial intelligence because AI tools are capable of a wide range of tasks and outputs. SCA follows the definition of AI found within [EO 13960](#), which references Section 238(g) of the National Defense Authorization Act of 2019.

- Any artificial system that performs tasks under varying and unpredictable circumstances without significant human oversight, or that can learn from experience and improve performance when exposed to data sets.
- An artificial system developed in computer software, physical hardware, or other context that solves tasks requiring human-like perception, cognition, planning, learning, communication, or physical action.
- An artificial system designed to think or act like a human, including cognitive architecture and neural networks. A set of techniques, including machine learning that is designed to approximate a cognitive task.
- An artificial system designed to act rationally, including an intelligent software agent or embodied robot that achieves goals using perception, planning, reasoning, learning, communicating, decision-making, and acting.

### 3. Responsible student use

The default student use policy of any AI tool for school-related work at SCA is zero (no usage). AI may only be used as authorized by individual class teacher(s). Teachers will establish the usage level as outlined in the SCA AI Integrity Levels Policy that pertains to their class (at bottom of policy).

#### Classes K-5:

- Unless explicitly approved by a homeroom teacher for a specific assignment, the use of AI for any writing, research, image/video creation, note-taking, or any other purpose is not allowed.

- If a teacher allows AI use, students must give credit following the SCA AI Citing Policy (below) and/or teacher's specific instructions.
- **Approved tools (SCA login only):** Magic Student, Khan Academy, Canva  
***Can only be used if instructed by teacher, teachers may request use of additional tools with IT approval***

**Classes 6-11:**

- Unless explicitly approved by a class teacher for a specific assignment, the use of AI for any writing, research, image/video creation, note-taking, or any other purpose is not allowed.
- If a teacher allows AI use, students must give credit following the SCA AI Citing Policy (below) and/or teacher's specific instructions.
- **Approved tools (SCA login only):** Microsoft Copilot, Google Gemini, Magic Student, Khan Academy, Canva, Turnitin (9-10 only)  
***Can only be used if instructed by teacher, teachers may request use of additional tools with IT approval***

**Classes 12:**

- Unless explicitly approved by a class teacher for a specific assignment, the use of AI for any writing, research, image/video creation, note-taking, or any other purpose is not allowed.
- If a teacher allows AI use, students must give credit following the SCA AI Citing Policy (below) and/or teachers specific instructions.
- **Approved tools (SCA login only):** ChatGPT, Microsoft Copilot, Google Gemini, Google NotebookLM, Magic Student, Khan Academy, Canva, Turnitin  
***Can only be used if instructed by teacher, teachers may request use of additional tools with IT approval***

**3.1 Recognizing Inaccuracies and Biases**

If the use of AI is permitted, students are to:

- Be proactive in recognizing the biases and inaccuracies in AI results and critically correct any false information.
- Never assume AI results are 100% correct.

**3.2 Citing Use of AI**

The SCA standard citation and reference to an AI source format is below. Each class teacher might have specific citing practices; student is responsible for citing per teacher instructions.

**APA**

- Format: Author. (Year). Title (version) [Description]. URL of chat conversation(s) used.
- Example: OpenAI. (2023). ChatGPT. <https://chatgpt.com/share/e/6944672b-7764-8000-906a-2c5af7e67ef9>.

**MLA**

- Format: Author. *Title of the Tool or Conversation*. Version, Publisher, Date, URL.

- Example: OpenAI. *ChatGPT*. OpenAI, 2023, <https://chatgpt.com/share/e/6944672b-7764-8000-906a-2c5af7e67ef9>.

### 3.3 Use of Deepfake Technology

Deepfake Technology (digitally altering or fabricating images, videos, or audio recordings that manipulate the likeness, voice, or actions of any individual within or outside the school community to misrepresent reality) is strictly prohibited. This prohibition includes, but is not limited to, fabrications of deception, harassment, bullying, defamation, or any other inappropriate behavior. Students who violate this policy will be subject to disciplinary action.

## 4. Compliance with AI tool terms and conditions

All faculty, staff, and students are required to adhere to all terms and conditions set forth by AI tools when permitted to be used. This includes but is not limited to:

- Complying with any licensing agreements or usage restrictions
- Abiding by age requirements determined by each individual tool
- Using the tools for educational purposes only
- **Refraining from sharing any type of PII (Personally identifiable information - this includes names, school names, birthdates, addresses, etc.) of yourself or others in compliance with Family Educational Rights and Privacy Act (FERPA).** Academic records such as examinations and course assignments are considered student records and protected by FERPA. (i.e. a student prompting, “I’m Emily Rodriguez, a student at Scottsdale Christian Academy. I was born on March 12, 2007. Here is my math final exam with my teacher’s comments and grade (78%). Can you explain why I lost points and help me write an appeal to my teacher?”

## 5. AI detection tools and determining infractions

SCA teachers are advised to become familiar with each student’s “voice” (through in class, written work) to best evaluate whether AI was used. Below is a sampling of tools that may be used to help determine AI detection and use.

- Teachers must follow “Proper Use of AI: Verifying Creative Voice” step-by-step to verify proper use.
- Student work may be subject to teacher use of AI detection tools to evaluate the likelihood of AI tool usage. This would be used by faculty/staff only as a *guide* and not final determination of AI use.
- Students may be subject to teacher inquiry and discussion over suspected use of AI.

If AI is used inappropriately or without teacher approval and notification at time of submission, the incident will be documented and the Discipline Policy in the handbook will go into effect.

## 6. Threats and limitations of improper use

All AI tools used for educational purposes must be vetted and approved by IT. Any information put into tools outside of approved SCA tools (below) may become available to public use and pose significant risk to personal and institutional data.

- AI tool vetting process will include review of relevancy, data privacy, ease of use, and educational application

SCA-approved safe AI tools with SCA e-mail login through IT approval and/or Single Sign On (SSO - no personal email logins for school-related work):

- Microsoft CoPilot
- Google Gemini
- Google NotebookLM
- ChatGPT
- Magic Student
- Khan Academy
- Canva

*Teachers may use additional tools for work purposes.*

*If tools above are accessed with non-SCA email profile or as guest, information is subject to exposure to public access.*

## **7. Instruction and Professional Development**

SCA is committed to the ongoing education of all students, faculty, and staff regarding the use of artificial intelligence to enhance learning in purposeful and innovative ways. Professional Development training will keep teachers/staff informed about advancements in AI and best practices for determining the role AI might play within their professional responsibilities both in and out of the classroom.

Artificial intelligence curriculum for students grades 3-12 builds year upon year to ensure students are receiving foundational understanding and practice of this technology.

## **8. Ongoing review**

SCA acknowledges the rapidly changing landscape of AI and is committed to periodically reviewing and updating this document based on advancements in technology, educational practices, and faculty/student wellness. Feedback from administrators, teachers, students, and parents will be sought out to ensure the policy remains relevant, effective, and alignment with SCA's mission and vision.

## **TEXTBOOKS**

SCA purchases all digital and hardback textbooks for middle and high school students. Students will be responsible for returning their textbooks in good condition at the end of each course. Lost or damaged textbooks will result in a replacement fee paid to SCA.

## **ACADEMIC HONORS – HIGH SCHOOL**

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 consistent Christ-like character involving academics, attitude, and behavior and have demonstrated exceptional leadership among their peers. This award is 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 unweighted GPA of 3.5 or higher, has successfully passed a minimum of three honors classes with a minimum grade of B for 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 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, 4-5 math, 3-4 science, 3 history, and 3 world languages (the Honors Diploma requirements state that to earn an Honors Diploma the students must have four years of science 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. Students who have received a pass/fail grade on a core class will not be eligible for Valedictorian/Salutatorian. Only SCA students who, as a minimum, have spent their entire junior and senior years as SCA full-time 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 75<sup>th</sup> 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 a minimum of their senior year and attended an accredited school prior to joining SCA.

### 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:

- **Scholarship** - Student must maintain a 3.60 GPA (based on a 4.0 scale) for grades 9-12.
- **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.
- **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.

- **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 and the principal. An induction ceremony may be held each year for new NHS inductees. A student may be removed from NHS per administration and the ADRC for school code of conduct infractions.

Sociedad Honoraria Hispanica (National Spanish Honor Society)

El Camino a Cristo (The Way to Christ) is our National Spanish Honor Society. It is a nationally recognized organization. The purpose of the society is to recognize high achievement in Spanish and Portuguese by the students at secondary schools to promote continuity of interest in Hispanic and Luso-Brazilian studies. See the NSHS advisor for more details on program requirements.

### **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).

## **ACADEMIC HONORS – MIDDLE SCHOOL**

### **National Junior Honor Society**

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

Scholarship - Student must maintain a 3.60 grade point average (based on a 4.0 scale) for grades 6-8.

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.

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.

Service – Student is an active and willing participant in a wide array of service activities, both within the school and the world community.

### **Student Achievement**

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

SCA Honor Roll

- Must be a full-time student at SCA.
- Must receive no quarter grade lower than a B-.
- Must receive quarter grades of either 3 or more A's and two or less B's in all classes.
- Must have 4 or less absences per quarter.

#### SCA Principal's List

- Must be a full-time student at SCA.
- Must receive no quarter grade lower than an A-.
- Must receive quarter grades of A's in all classes.
- Must have 2 or less absences per quarter.

#### Middle School Soar Program

The Middle School Soar program offers students who demonstrate previous high achievement in specific areas of strength, the opportunity to experience the extended program of studies at greater levels of depth and complexity. The Middle School Soar elective is enrichment in nature. It may also offer students an opportunity to develop relationships and collaborate with other high achieving students across grades. Attendance, teacher recommendations, grades, and standardized test scores are considered for placement in the application process for this course; seating may be limited. For additional information, see the guidance department.

#### High School Courses Taken in Middle School

Middle school students who are approved to enroll in and then successfully complete high school classes will receive high school credit. Other high schools may or may not accept this credit at their institutions. A high school class is one that is being taught to and for high school students, into which a select few middle school students, if eligible, may be allowed to enroll. Please keep in mind that these courses will be taught at a faster pace and with higher levels of expectation regarding both classwork and homework. **The credit and grade earned will appear in the student's high school transcript and be averaged into their high school GPA and cannot be removed.** Please note, however, that taking such classes does not negate the specific graduation requirements (e.g., taking four years of high school math and three years of science). High school students have first priority during the registration process for these courses. Please consult with the Advising department for additional information.

#### PATHWAYS PROGRAM

As a private school, SCA is not covered by the Individuals with Disabilities in Education Act (IDEA). Therefore, SCA is not required to provide an Individualized Education Program (IEP) for any student and is not required to service any IEP a student may have received from a public school. While not subject to the IDEA, SCA has a commitment to provide academic support for students to succeed. 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 Pathways personnel, the advisement department 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 Handbook or Director of Exceptional Student Services.**

#### ADVANCE PLACEMENT (AP) COURSES FOR HIGH SCHOOL STUDENTS

A number of Advanced Placement courses are offered at SCA. AP courses are college-level classes that are challenging academically and require significantly more effort and homework than a non-AP level course. In order for a student to enroll in any AP class they must receive permission via a procedure determined by the academic advising office, principal, and faculty. 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 will 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.

### **EXTRA CREDIT**

On occasion, there may be the possibility for a student to earn extra credit in a specific course to improve their overall grade. However, the opportunity must be available for all students in the class and should not be at the end of the semester as a desperate measure to bring up the semester grade.

### **DUAL-ENROLLMENT COURSES FOR HIGH SCHOOL STUDENTS**

Dual-Enrollment is an arrangement between SCA and Grand Canyon University, Colorado Christian University and 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.

### **INSTRUCTIONAL MATERIALS ALTERNATIVE ASSIGNMENT POLICY**

The purpose of this policy is to provide a clear and respectful process for addressing parent or guardian concerns regarding instructional materials, including reading selections, books, and other classroom resources.

Our school places great care and intentionality into the selection of all instructional materials. Resources are chosen based on their educational value, age appropriateness, and alignment with our curriculum and mission. All materials chosen, whether secular or faith-based, are taught through a Christian worldview. This means that content is not only used for academic learning, but also as an opportunity to develop discernment, critical thinking, and biblical understanding.

We value strong partnerships with families and recognize that perspectives may differ. Parents/guardians are encouraged to communicate questions or concerns directly with the classroom teacher to better understand the purpose and context of the material

Process for Addressing Concerns

1. Initial Discussion

Parents/guardians should first contact the classroom teacher to discuss the concern and receive additional context.

2. Administrative Review

If concerns remain, the matter may be brought to the principal or assistant principal for further review.

Administration will consider:

- The educational purpose of the material
- Alignment with school curriculum and mission
- The context in which the material is being taught

In some cases, an alternative assignment may be considered. The decision to provide an alternative is made at the discretion of school administration and is not guaranteed. While we strive to work collaboratively with families, repeated or extensive objections to instructional materials may indicate a misalignment between the school's curriculum and a family's preferences. In such cases, school leadership may recommend that families consider whether the school's educational philosophy is the best fit for their family. Due to the importance of maintaining instructional consistency and integrity, ongoing or repeated requests for alternative assignments are not feasible. Frequent requests may limit a student's access to core instruction and indicate a broader misalignment with the school's curriculum and approach.

## DROPPING AND/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 advisor and student will fill out the top portion of the form, including the advisor'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 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, if available.
- Week 5-8: If a student drops a class after the fifth week of the semester, 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, if available.
- 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.

## 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 may be administered the Preliminary Scholastic Aptitude Test.

ACT: Juniors will take the American College Testing in the spring.

Students in grades 6<sup>th</sup>-12<sup>th</sup> will participate in the MAP Growth standardized tests in the fall and spring semesters. MAP Growth tests are linked to national norms with skills assessed based on a set group of students (norm group), with scores reflecting a wide range of skill levels, often using a percentile of 1-99 to reflect individual academic achievement. The MAP Growth is predominantly used to determine individual academic growth. The tests will cover content skill sets in reading, language arts, mathematics, social studies, and science.

Please keep in close contact with the Academic Advising 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 Advising department personnel.

## SUMMER SCHOOL, RETAKING CLASSES, AND ONLINE SCHOOLS – HIGH SCHOOL

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 academic advisor and should not miss the SCA academic day to do so.

Scottsdale Christian Academy may offer a limited number of classes in summer school.

**All classes required for graduation failed for a semester must be completed during the summer.** The Academic Advising department will provide information and direction on procedures for making up failed classes. The student will be placed on academic probation moving into the following school year.

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 Academic Advising department prior to taking the class, and will be reflected on the transcript as a non-SCA class.

SCA may accept up to three 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 academic advisor and principal.

### **SUMMER SCHOOL, RETAKING CLASSES, AND ONLINE SCHOOLS – MIDDLE SCHOOL**

Courses required for SCA middle school 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 academic advisor and should not miss the SCA academic day to do so.

Scottsdale Christian Academy may offer a limited number of classes in summer school.

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 Academic Advising department prior to taking the class, and will be reflected on the transcript as a non-SCA class.

Students who wish to enroll in any non-SCA program must receive prior written approval from their academic advisor and principal.

### **SUMMER READING REQUIREMENT**

It is the desire of the English department that students will complete the reading of the summer book selections that are assigned. We believe that reading is a great skill and habit and that reading grade level literary selections throughout middle and high school is essential for continued development of the language and writing skills that are paramount to future success at the high school and collegiate level.

### **ONLINE WORLD LANGUAGE COURSES**

If a student chooses to take a world language not offered at Scottsdale Christian Academy the student must receive prior permission from their academic advisor and principal and the cost of the course will be assumed by the family.

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## SEMESTER EXAMS – HIGH SCHOOL

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 semester. All seniors must have paid their accounts in full before graduating and in order to receive their diplomas and transcripts.

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 2<sup>nd</sup> semester in that class. **College visits, school functions, and medically related absences with proper documentation from medical personnel are the ONLY absences that are not counted against the absence total. For information regarding college visits, please see your academic advisor and complete the college visit form prior to your college visit.**
3. The student has no significant discipline problems (e.g., suspensions, multiple detentions, or tardies etc.).

## SEMESTER EXAMS – MIDDLE SCHOOL

Semester exams for middle 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 semester.

In middle school, semester exams are cumulative in content and may count up to 15% of the overall 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.

### III. COMMUNITY EXPECTATIONS

#### DRESS STANDARDS

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 that is not consistent with the biblical teachings or is unwholesome will not be allowed.

Students are expected to purchase one navy and one red logo shirt from Anton Uniforms (<https://antonuniforms.com/collections/scottsdale-christian-academy>) to be worn on field trips, Chapel days, and other special events.

Additional solid color polos that meet the school color expectations can be purchased from other retail stores. Examples of other vendors to purchase solid-colored uniform items other than Anton Uniforms would be Target, Costco, Amazon, Gap Inc., etc.

SCA students (K-12) must wear the prescribed standard attire clothing in accordance with the Dress Code.

**See Appendices E.1 and E.2**  
for the  
**Middle School Dress Code**  
and  
**High School Dress Code**  
respectively.

## 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) 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.

Scottsdale Christian Academy operates as a Christ-centered 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 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 always expected 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.
- Value the diversity of all students.

### **Guiding Principles**

Discipline addresses the areas of prevention, correction, and restoration. Discipline decisions must consider 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 **Appendix**). 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.

### **Student, Teacher, and Administration Meetings**

Teachers, counselors, the Dean of Discipline, and/or the administrators may meet with a student or students without prior parental approval at SCA's discretion. It is not reasonable for parents to assume they will be called in advance when an SCA employee needs to meet with a student.

### **Off-Campus Misconduct**

The Student Disciplinary Code and all SCA penalties may apply to conduct on or 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 or 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:

- Possession, use, sale or distribution of alcohol or drugs (including marijuana or any unsubscribed prescriptions) or acting as an accessory. Abuse or misuse of prescription or over-the-counter medications.
- Possession or use of explosives, firearms, or any other dangerous weapons on or off school grounds in an illegal manner.
- Immoral or illicit sexual behavior including but not limited to a student becoming pregnant.
- Any manner of gang affiliation or racial hate groups.
- Serious threats or intimidation.
- Racial discrimination.

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-PDA) 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:

- submission to such conduct is made explicitly or implicitly a term or condition of an individual's classroom evaluation;
- submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the status of the individual;
- such conduct has the purpose or effect of interfering with an individual's classroom performance or creating an intimidating, hostile, or offensive academic environment.
- 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, parents, or the school.
- Do not post anything confidential, including date of birth, address, phone number, social security number, etc.
- Parents should create 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.

### **What happens when there is relational conflict among SCA students?**

At Scottsdale Christian Academy, we know that students are still learning how to interact with one another in healthy, Christ-like ways. Relational conflict is a normal part of growing up, and our role as a school is to partner with parents to help students learn, grow, and be restored when conflict arises.

## Defining the Difference Between Inappropriate Behavior and Bullying

It is important to distinguish between unkind or inappropriate behavior and bullying. This section is to assist in defining the difference of behaviors. In a later discussion we will discuss how they are handled.

- Inappropriate behaviors include hurtful comments, poor choices of words, or unkind, mean, or thoughtless words or actions.
- Bullying can be physical, verbal, or psychological and include all three of the following:
  1. **Intentionally Harmful Behavior:** Unwanted, deliberate, and aggressive behaviors that cause fear, distress, or harm; and
  2. **A Power Imbalance:** More power or status than their target (such as physical strength, access to embarrassing information, popularity) used to control or harm others. Power imbalances can change over time and in different situations; and
  3. **Repetition over Time:** Repeated actions or threats of action directed toward a person by one or more people.
- All bullying is inappropriate behavior. Not all inappropriate behavior is bullying.

## How We Handle General Inappropriate Behavior

At SCA, we believe both love and consequence are essential. Conflict is never handled with one and not the other.

Love reflects Christ's call to extend grace, seek restoration, and remember that each child is created in God's image. Grace is not synonymous with no consequence, and in fact, providing a consequence can be an example of love and grace.

Consequence teaches accountability, corrects behavior, and protects the community. Certain behaviors may result in immediate and serious consequences consistent with the handbook.

## How We Handle Bullying

### In addition to the above

- Bullying is addressed seriously at SCA. Our approach blends prevention, education, and intervention. We help students learn how to use their bodies and voices appropriately, while differentiating between teachable moments, zero-tolerance behaviors, and everything in between. Certain behaviors may result in immediate and serious consequences consistent with the handbook.

### Reporting and Responding

When suspected bullying is reported, SCA follows a clear process:

**Reporting/Incident Report:**

When suspected bullying is reported to an SCA employee, they should notify a supervising Principal, counselor, Dean of Discipline, or another trusted adult. To be acted upon, a complete report needs to include specific details including names and incidences to be effectively investigated.

- A student incident report should be filled out by the reporting party, and an inquiry begins.

**Inquiry process:**

Through the inquiry process, interviews of other parties may take place, and details are documented.

**Involve any appropriate support staff:**

A social/emotional counselor may join to help assess and support those involved.

**Determine outcomes:**

The appropriate disciplinary actions and/or restorative steps are taken relative to whether the three tenets of bullying may appear to exist (see above). See our levels of disciplinary consequences in the handbook.

It is important to acknowledge that each situation is unique. It is important parents support SCA in making decisions based on the collective experience of the school and the information obtained, acknowledging they may not be aware or privy to all the details.

Having all the information is important. We welcome all reports of concerning behavior, including anonymous reports, however, families should understand that anonymity may limit the school's ability to investigate or respond fully.

The school's ability to appropriately address concerns may be limited if one or a combination of the below exists:

1. The report is made anonymously without the ability to validate the information.
2. Sufficient details are not provided (for example who is being accused or other details behind the accusation are withheld).
3. A report is made with details, but the reporter requests specifically we not address it with the accused, or other requests are made to limit the investigation.

Once reported, the school will follow appropriate protocols to begin investigating. While confidentiality cannot be guaranteed, we will inquire on the report with appropriate discretion.

Timely reporting is critical. Bringing up incidents weeks, months, or years later makes resolution difficult at best. Please notify the school as soon as concerns arise to enable the school to appropriately follow the steps necessary to investigate and respond.

**Approaches to Courage**

God calls us to courage, not fear. It is important for students to be equipped with practical tools to act with courage:

- Teach simple responses: "Stop it" or "Leave him/her alone."
- Provide safe opportunities for apologies and reconciliation.
- Encourage the 'power of two'. Standing together builds courage.
- Explain the difference between tattling (trying to get someone *in* trouble) and reporting (trying to get someone *out of* trouble).
- See something, say something to a trusted adult on campus.

### Roles Students Play and Not Labeling Students

Students may experience conflict in different ways:

- Mistreating others
- Being mistreated
- Witnessing mistreatment

Roles are fluid. A student may be mistreated in one situation and mistreat someone else in another. Witnesses may assist, reinforce, remain passive, or step in to defend. Understanding these roles helps prevent and address mistreatment effectively.

Labeling students as 'bullies' or 'victims' can do harm:

- It may imply a child cannot change.
- It may ignore the multiple roles a child plays over time.
- It may overlook contributing factors like peer influence.

We address behavior, not identities, and always hold out the hope of change, growth, and redemption.

### Training and Support

SCA invests in training and resources to respond to relational conflict:

- Faculty and staff are trained in the definitions of inappropriate behavior versus bullying, disciplinary procedures, and reporting responsibilities.
- Students are educated about roles in conflict and biblical approaches to kindness.
- Resources include two full-time social and emotional counselors, two full-time Student Support Officers (SSO), a Dean of Discipline, and multiple administrators who support both prevention and intervention.

### Restoration and Redemption

As a Christian school, we seek a student growth mindset that balances justice and mercy. We work toward outcomes that may include important consequences, and are aligned with Christ's call to forgive, reconcile, and grow stronger in community.

Forgiveness, grace, redemption, and restoration are *not* mutually exclusive with disciplinary consequences to actions.

## POLICIES AND PROCEDURES

### **Advising and Guidance Services**

Counselors are available to all middle and high school 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:

- Mentoring and student social and emotional growth/development
- Career and college guidance
- Academic guidance and testing

Students may receive counseling services by scheduling an appointment or during designated drop-in times.

In regards to students visiting with our social and emotional counselors on campus: If at any time a student indicates a specific desire or alludes to a plan to self-harm with any reference of suicidal ideation, the counseling department will move forward on a plan to remove the student from the general population at school to be housed in either the counselor's office or the health office until a legal guardian is notified and can pick them up for additional support. Parents/guardians at this point are recommended to seek out emergency care first as well as professional help. Choosing this form of assistance is the parents' responsibility, and the counseling department maintains a list of possible options in this regard. SCA can also provide the contact information for crisis help if the parent (guardian) requests such information. SCA may offer the family potential professional referrals and may provide specific criteria for the student to return to campus including the licensed counselor's diagnostic impression and recommendations for the student's emotional support when returning to campus. The counseling department will also reach out to attendance and so that the student is accounted for and the required absence(s) are excused. The Counseling department will also notify teachers (without providing confidential information) to help direct missing work, large assignments, and grades.

If at any time a student indicates a specific desire or alludes to a plan to self-harm without reference of suicidal ideation, a phone call to the parent/guardian is also made with recommendation for a counseling referral and a conversation with administration to determine any potential criteria for the student to return to campus. This varies as self-harm comments can cover a broad range of comments.

### **Attendance**

Students are expected to attend all assigned classes, Advisory periods, 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 for 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](mailto:mshsattendance@scamail.org) by 8:00 a.m. of that morning. Absences should only be reported through the Attendance Hotline or email address. 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 are 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. It is imperative that the school is notified of all absences for the safety and accountability of the students. Legally, an unverified absence 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 will include disciplinary consequences, and credit will not be granted for work due or missed on the day(s) or class(es) a student is unexcused/truant.**

### **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 or before 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).

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**Verified absences count against a student's allowed fifteen absences per semester before loss of credit occurs (see Maximum Absences Allowed). Absences not verified with the Attendance office within seven days of the absence will be considered unverified permanently.**

#### **Maximum Absences Allowed**

**The student who misses more than fifteen days of a course in one semester will not receive credit for the course affected. Each Student who surpasses the 15 allowed absences per semester will meet with an Administrator to discuss a credit recovery plan.** The Academic Disciplinary Review Committee (ADRC) will review each situation after fifteen verified/unverified/medical absences and independently determine necessary procedures.

**If a student is absent for more than nine consecutive school days without notifying the Academy, it will be assumed that said student's family has voluntarily withdrawn their enrollment in the Academy.**

**Medical, Dental, and Legal Related Absences:** Absences that result from medical, dental, or legal reasons require proper documentation submitted to the MS/HS office (copies of documents are acceptable). However, every effort should be made not to miss classes for such absences. Chronic health documentation must be updated annually with the school nurse and the attendance coordinator. **Medical, Dental, and Legal related absences count towards the fifteen maximum absences per semester.**

**School-Related Absences:** Absences related to school-sponsored or school-related activities, including but not limited to athletic events, college visits (max of two per year approved by Academic Advising department), fine arts performances, school field trips, will not be counted toward the student's fifteen maximum absences per semester, if all applicable policies were followed correctly.

#### **Planned Absences**

**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 turn in a completed Planned Absence Request to the MS/HS office 48 hours in advance of any planned absence. This can be obtained from the MS/HS office and must be approved by the Upper School administration for absences exceeding four school days. Students should make every effort to complete work in advance. **Absences for family events will count against the fifteen maximum absences per semester.**

**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 make every effort to 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, with 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 may receive up to a max of half credit for work due during the suspension, excluding exams. The teacher still may require missed schoolwork to be completed, but no credit may be awarded. For long-term suspensions (over one school week), administration may determine the protocol for missed schoolwork 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. It is the student's responsibility to meet with the teacher to schedule a time to make up quizzes and exams at the teacher's discretion.

### **Tardiness to School**

All students are expected to arrive at school on time. Students 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/dental visit will not be excused and will count toward the eight allowed tardies per quarter regardless of whether the tardy is the result of the student or the parent. After a student exceeds eight tardies in a quarter, a disciplinary consequence will be assigned for each tardy thereafter. All normal procedures and consequences will be in effect for the class absences accrued because of the tardy. **All undocumented tardies of ten minutes or more will be marked as an unverified absence and will count against the semester's absence total.**

### **Tardiness to class**

In order for the tardy to be excused within a school day, the student arriving late to class must have an authorized pass admitting them to class. This includes the date, time, and a signature from any SCA employee who has been with the student.

<u>Tardies per quarter</u>	<u>Tardy Consequences</u>
5	Email to notify parent(s)
8-10	After school detention assigned
11+	Triggers attendance contract completed and a meeting with the parent, student, and administration and potential Academic Disciplinary Review Committee Meeting to determine consequences and next steps.

### **Leaving School Early**

If a student needs to leave school early for a medical/dental/legal appointment, 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 MS/HS office. Documentation must be provided upon the students' return to school.

A student may leave campus during the school day only with an authorized adult on their emergency card. A student may only leave campus for lunch when signed out by an authorized adult on their emergency card; the school's absence protocols are still held in these occurrences.

### **Extended Absences for Health/Injury**

Occasionally, a student may be unable to attend classes for an extended period 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, advisement 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 schoolwork. 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 advisement department 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.

### 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 advisement department to discuss what steps need to take place to best support the health of the student. 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 schoolwork.

### Attendance and Excessive Absences Policy (High School Courses)

Regular attendance is essential to student learning and academic success. This is especially critical in advanced coursework, including Advanced Placement (AP) and Dual Enrollment classes, where the pace, rigor, and external requirements demand consistent engagement.

#### Maximum Absences Allowed

A student who accumulates more than fifteen total absences (verified or unverified) in a semester-long course may be subject to academic consequences.

Upon reaching fifteen absences, the student will lose credit for the affected course and a credit recovery plan will be made with an administrator. record will be reviewed by the Academic Disciplinary Review Committee (ADRC). The ADRC will evaluate each case individually and determine appropriate action, which may include, but is not limited to:

- Loss of credit
- Reduction of one letter grade in the affected course
- Required remediation, which may include additional assignments, instructional time, or credit recovery measures
- Notation on the student's report card and/or transcript indicating excessive absences

#### Advanced Coursework (AP and Dual Enrollment) Expectations

Due to the rigorous and cumulative nature of AP and Dual Enrollment courses, attendance expectations are higher:

- Students who exceed **fifteen absences** in one semester of an AP or Dual Enrollment course may be required to complete mandatory remediation as assigned by the teacher and/or administration.
- Students who exceed fifteen **absences** in these courses may:
  - Be subject to loss of credit
  - Be required to withdraw from the course (when permissible within program guidelines)
  - For Dual Enrollment courses, may also be subject to policies and consequences set by the partnering college or university

**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 are inconsistent with SCA's community standards or Code of Conduct.

**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.

**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).

**Computers/Tablets in the Classroom – High School**

High school students are allowed to use school-issued computers **only** in the classroom. Using the computer 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 privileges. Students may only use the school authorized Wi-Fi network and should not use personal cellular data or personal hotspot networks during the school day. Students may lose their school-issued device privilege for repeated offenses of going around the school's wireless network.

**Computers/Tablets in the Classroom – Middle School**

**Middle school students enrolled in high school classes are allowed to use SCA issued devices in the classroom to take class notes and do assignments for *that class* only if requested per teachers' instructions.** Using the device 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 device privileges. Students may only use the school authorized Wi-Fi network and should not use personal cellular data or personal hotspot networks during the school day. Students may lose their school issued device privilege for repeated offenses of going around the school's wireless network.

**Custody Agreements**

SCA chooses not to get involved in custody disputes, other than honoring the custodial orders that are in place. SCA families should not place SCA in the middle of these disputes or ask for references for court disputes. SCA will only get involved under orders of subpoena as required. If SCA families bring their personal disputes onto campus, SCA may require the family to leave in order to maintain appropriate a lack of disruption on our campus. 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. If a family needs

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to be contacted for any reason, SCA may only communicate with one parent with the understanding that custodial parents will communicate the information with the other parent.

### **Debts and Fines**

Students may be assessed fines for damage to, or loss of, school property including textbooks and school issued computers and/or violations of library regulations, athletic and fine arts 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.

### **Driving Courtesies**

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

- When using Acoma Drive, drivers should always approach the campus from the west (in other words, by driving toward Tatum).
- 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.
- Never park on Acoma Drive, or in the cul-de-sacs near the school.
- Do not turn left from Acoma to enter the campus during the hours posted on the street signs.
- 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.
- Do not arrive for pick-up more than 5 minutes early.
- Follow all of SCA's arrival and dismissal procedures provided at the start of the school year.

### **Drones**

No drones, unmanned aerial vehicles (UAVs), or other similar remotely piloted or autonomous aerial devices may be flown on or over school property without the *advanced and direct approval* of the Superintendent. This approval process is mandatory to allow for coordination with and notification of all relevant security personnel and stakeholders. This policy applies to all individuals, including students, staff, contractors, vendors, and visitors, operating any aerial device on district-owned, leased, or controlled properties.

Drone/UAS/UAV: Any powered, aerial vehicle that does not carry a human operator and is operated remotely or autonomously.

Similar Aerial Devices: Includes, but is not limited to, quadcopters, fixed-wing model aircraft, and other remote-controlled flying machines, regardless of size or purpose.

All requests to operate a drone or similar device must be submitted in writing to the Superintendent at least 3 days in advance. The request must include: date and time of the proposed flight, specific location of the flight, purpose of the flight, description of the device, and operator credentials and proof of any required certifications or licenses.

The Superintendent or their designee will evaluate the request in coordination with campus security. If approved, the Superintendent will notify all relevant security personnel and provide any conditions or restrictions associated with the flight. Unauthorized drone activity will be subject to disciplinary action and/or legal enforcement.

### **Earbuds and Headphones**

The use of earbuds/headphones during the academic day is prohibited for both middle school and high school students. Earbuds should not be used at any time during the academic school day. Earbuds that are used after

the start of the school day will be sent to the MS/HS office to the end of the school day and additional disciplinary consequences may be added for repeated offenses.

#### **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) course in order to complete their degree or (c) are taking an approved college-level course. 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 MS/HS office. The request may include an agreement regarding the method by which the necessary 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.

#### **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 other 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.

Students may eat food purchased from outside food services only in the front office during their designated lunch period. Food deliveries or drop-offs from outside vendors are not permitted for students.

#### **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 administration.

No buying/selling goods on campus to students (by students or parents) is allowed without expressed written permission by an administrator.

#### **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). Assess whether the issue necessitates bringing it forth, or is it a minor issue that is not of a magnitude that requires sharing the problem. “Fools give full vent to their rage, but the wise bring calm in the end.” (Proverbs 29:11).
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.”

### Concerns:

#### Step 1

Student concerns 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.” (Matthew 18:15)

**Step 2**

If the two parties have met, but the disagreement is unresolved, the concern 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 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." (Matthew 18:16)

**Step 3**

If the concern 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." (Matthew 18:17)

In summary, the Matthew 18 principle requires that parents speak to the responsible party (teacher, coach, or 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.

**Parental communication is important in the SCA community. Group text threads and social media threads are often not the best forms of communication and are an inappropriate place to air grievances.** The *Guidelines for Community Life* document helps express our expectations at SCA. Please take any concerns directly to the teacher or person for which you have the concern. We also recommend not using group text threads as a homeroom class or grade level communication system or adding anyone to these threads without their specific permission to do so. We recommend instead using an app such as *Band*.

**Parents may not approach children not their own to address discipline concerns.**

**Health Services****Student Medical Records**

SCA's student medical/athletic information is on a web-based management system called Magnus Health SMR (Student Medical Record). Parents will have continuous access to their child's health record as well as the ability to make updates when needed on this web-based system.

Parents will have access to their Magnus Health SMR account through the RenWeb (FACTS SIS) website, under the medical tab. You will access the account via the button titled "Magnus Health Portal". Each SCA student's required health information must be entered by a parent in their Magnus Health SMR account. Timely submission of health information and other forms is vital so that preparations can be made prior to the first day of school. The data is securely stored, so going forward you will simply provide updates to the record as needed.

Magnus system will also be able to handle field trip permission forms and other school-related forms.

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If you have difficulty navigating the Magnus system, entering data online, or downloading the hardcopy coversheets and forms, please contact customer support at Magnus Health SMR by phone at 877.461.6831 or by email at [service@magnushealthportal.com](mailto:service@magnushealthportal.com).

### **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, ibuprofen, cough drops or Tums 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, including cough drops, except authorized pulmonary inhalers or an EpiPen with a physician request. Any medications not picked up from the nurse's office will be discarded at the end of each school year.

### **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 each school year. 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 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 shall provide nurse with medication orders and an action plan from the licensed provider. Notification is invalid without an 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 afterschool 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 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 facilities, including the student's classroom, will be free of life-threatening food allergy triggers, such as peanut products. SCA will ensure 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.

#### **Unauthorized Individuals on Campus**

SCA as a private business has the authority to not allow certain individuals on campus at SCA's sole discretion. Registered sex offenders are not permitted on campus at any time during or after school hours.

#### **Laser Pointers, Pepper Spray, and Other Weapons**

Laser Pointers, pepper spray and other weapons of any kind, are not permitted on campus at any time. If these items are required to be brought on campus the front office and security personnel must be notified.

#### **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.

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 may leave campus with someone other than their parent only with written permission from a parent or guardian. Student drivers must also have written parental permission to transport any non-relative student passenger when leaving campus early.

#### **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 middle and 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 can 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:

- Failing to show a signed pass.
- Failing to get the pass signed by the librarian when returning to a class.
- Disruption or vandalism in the library.
- Misuse of the computers or printers.
- Students are generally not permitted in the library during the lunch period unless prior permission is granted by both the teacher and the librarian.

#### **Lockers**

A locker is assigned to each student. The assignment of a locker is a privilege to the student, not a right. The following regulations apply to locker usage:

- The student may only use their assigned locker.

- Decorations, of any kind must be deemed school appropriate, stickers and adhesives other than blue painters' tape are not allowed at any time.
- Each student should keep their combination confidential. In the event a student believes their combination has been compromised the school principal or designee will determine appropriate action.
- 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.
- 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.
- Lockers are for securing textbooks, other books, lunches, PE uniforms, and personal items. Only items required for the school day should be kept in the locker.
- 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.
- SCA assumes no liability or responsibility for any personal items damaged, lost, or stolen from lockers. Do not leave valuables in a locker.
- 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.
- Any alteration of the lock mechanism is prohibited. Any individual doing so, will be referred to school administration for appropriate consequences.
- Lockers must remain properly closed and locked when not in use. Placing objects that prevent a locker from closing or locking may result in disciplinary consequences.

#### **Lost And Found**

The school maintains a Lost & Found area, where various lost or misplaced items, such as books, lunch boxes, clothing, etc. may be kept until the end of each quarter. Unclaimed items will 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.**

#### **Missions Trips - High School**

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 may be required to participate in high school missions as a part of this program. Any student who misses any portion of missions may be required to make-up the time missed. The Spiritual Life Director will work with the student on the make-up requirements. Please see the Spiritual Life Director for more information on mission trip locations and expectations.

#### **Parent Association (PA)**

The Parent Association is the official parent organization of the school whose primary mission is to support and encourage the faculty and staff of SCA, and in this capacity they enjoy the full support of the Administration. Unless otherwise specified, approved 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.

The Parent Association focuses on this singular mission and is not involved in the administration or operations of the school which is left to the qualified and experienced personnel hired for such a purpose.

### **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. However, such items must be left at the MS/HS office and the student will 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 including online delivery systems such as UberEATS, Postmates etc.** 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 from school principal or administrative office.**

### **Parking Privileges**

Students are allowed to park in the North Campus (formerly known as Temple Chai) south parking lot (seniors only) or in the north parking lot (juniors only) 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 on the North Campus (south lot) is given to seniors only, for a fee of \$55 and \$70 for a painted spot. Student carpool spots are available for \$35. **Failure to comply with SCA driving and parking regulations may result in the revocation of parking privileges.**

- Student parking on campus is strictly limited to assigned parking areas.
- The speed limit on the SCA campus and at North Campus is five (5) miles per hour.
- Student and parent drivers must obey all posted signs governing driving and parking on campus, and on nearby streets.
- Vehicles should be locked at all times.
- No student loitering in the SCA parking lot or the North Campus parking lots are permitted. **All cars must be moved from the North Campus parking lot prior to 3:30p.m.**
- Students who carpool will have designated carpool parking and a discounted fee.
- All damage caused by a student or parent drivers must be reported immediately to the MS/HS office.
- SCA uses camera surveillance in designated areas on its campus and parking lots. (Note: this surveillance is for internal use only.)
- Cars are subject to search per legal guidelines for a private school.

### **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. Visits to other locations (i.e., nurse's office, counselor, library, etc.) also require permission and a pass from the adult in charge. Students arriving late to a class period must have a pass from the office or teacher. (See also **Tardiness**)

### **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.

To protect the property and to ensure the safety of all students/parents and the Academy, the Academy reserves the right to conduct searches consistent with state law, and to inspect any backpacks, packages, parcels, purses, handbags, lunch boxes or any other possessions or articles carried to and from the Academy's property. In

addition, the Academy reserves the right to search any student's desk, classroom areas, lockers, or any other area or article on our premises. Searches may be conducted at any time at the discretion of the Academy with or without notice.

### **Personal Technology Policy – Middle and High School Students**

*Personal* Technology and Smart devices are not necessary for students in a school setting and disrupts the learning environment. The policy is simple and clear:

Middle School and High School: All smart devices must be kept powered down and in a locked Yondr® Pouch (school provided) from the time entering campus until the last bell. Pouches may be easily unlocked at dismissal time using the multiple release devices in the offices and at various exits.

Elementary School: Elementary students will not use Yondr® pouches. We highly recommend families do not send personal devices with their elementary students, and elementary students are not permitted to have a personal device on their person during the school day. If a student brings a personal device, they are required to turn their device in to the Elementary phone basket upon arriving at school and may pick it up at dismissal by the assigned Elementary staff person in the office.

#### Personal Technology Defined:

Personal Technology includes, but is not limited to, the following:

- Cell Phones of any kind
- Smartwatches
- Headphones or Earbuds
- Personal (not school-issued) laptops
- Any non-school issued personal technology

#### Communication:

If parents need to communicate with their student:

High School: Parents of high school students may send their student an email or Microsoft Teams chat to their SCA issued device or contact the school office to get a message to their child. Likewise, students may contact their parents from the office as well.

Middle School and Elementary School: As is still the case, parents of middle school and elementary school students may contact the school office to get a message to your child.

Please use your discretion to avoid unnecessary interruptions.

#### Activities Outside of the School Day:

Personal device use at activities outside of school hours for middle/high, or during school sponsored transportation outside of school hours, is permitted if granted by the trip/activity supervisor.

#### Medical Exceptions:

Some students may be granted permission to use specific personal devices to monitor special and important health related scenarios (i.e. diabetes blood sugar monitoring). We want what is best for our students with significant special health conditions. Should a student need to use his/her personal device as a doctor recommended medical device, he/she will need to communicate this with the principal and provide a doctor's note so permission can be considered, and a plan may be established for this unique scenario. Specific scenarios involving medically driven motivations will be considered on a case-by-case basis with a doctor's recommendation necessary.

#### Violations of the Personal Device Policy:

This is a learning community and an academic policy, but may develop into a disciplinary concern if there is disrespect with repeated violations. Any disrespect of the rules or of the adults involved with continued violations will become a disciplinary issue.

Our response to personal device use is "*see it, hear it, take it*" with no exceptions.

First offense: The grace rule - Once a staff person takes a device (even if an alarm accidentally goes off in a student's backpack), it's turned into the office. The student can get it back at the end of the school day. We will attempt to speak briefly with every student who has a phone taken their first time and the incident will be logged.

Second offense: Level one infraction. A meeting with the Dean of Discipline or Principal is required to receive phone back.

Third offense: Level one infraction and the student is required to turn his/her phone in before school starts each day for the remainder of the school year regardless of the time of year the offense occurs, and he/she gets it back after school is out upon exiting the campus. Elementary students may no longer bring a device to school upon their third offense.

Beyond third offense: This becomes classified as disrespect of rules and a disciplinary situation with appropriate and significant consequences.

#### **Photographing Students**

According to the "Parental Support and Commitment Form" in the enrollment materials, all SCA parents agree to the use of visual representations of their middle or high school students. Specifically noting that students are occasionally photographed or videotaped by news channels and other legitimate outside organizations during school activities. **If you do not want your child photographed and/or their image used on school social media sites, the school website, or other school promotional material, please notify the school administration at the beginning of each school year.**

*"We understand that our child's likeness may be photographed or videotaped by school personnel 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."*

#### **Politics and Other Public Statements**

As a 501(c)(3), SCA does not endorse any specific political candidate. SCA does not allow activities, posters, stickers, clothing, signs, or other actions or materials at school, on school-owned property, or at SCA sponsored events that are specific to a political candidate or are in contrary to biblical principles or overtly political in the view of the administration.

Teachers will, in the appropriate classes, e.g., Bible and history, engage students in respectful political discussions as we seek to prepare our students to impact the world for Jesus Christ.

As a general rule, official statements from Scottsdale Christian Academy (SCA) will be limited to issues or situations that directly involve the School, its mission, or its community. The Superintendent, Assistant Superintendent, administrators, faculty, staff, and other representatives of the School will decline to issue official statements on political, legal, or social matters that do not directly involve the Academy to ensure that all communication reflects and protects the School's mission, biblical worldview, institutional integrity, and compliance with applicable laws governing nonprofit organizations.

### **Property Damage**

If a student damages the property of SCA or another student, the student and/or family will be responsible to replace or pay for the damage incurred.

### **Recordings**

Students or families are not permitted to video or audio record any activities, meetings, conversations, or classes without expressed written permission of the administration.

### **Security Cameras**

SCA has security cameras for internal safety and security reasons to help keep our campus safe. However, camera footage is for internal personnel use only and will not be released for public viewing.

### **Senior Pranks**

SCA is committed to fostering a school environment grounded in respect, responsibility, and Christ-like character. In alignment with these values, SCA does not permit senior pranks of any kind. While we recognize the excitement and celebration that come with the conclusion of a student's high school journey, any activity that involves deception, property damage, disruption to the school day, or potential safety concerns is not in keeping with our school's standards.

Any student who participates in or organizes a senior prank will be subject to disciplinary action, which may include exclusion from senior activities or graduation ceremonies. SCA encourages students to celebrate their achievements in positive, respectful, and community-building ways that reflect the heart of our mission and the values we uphold.

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

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

### **Student Accident Insurance**

Accident Insurance (the family's or purchased through SCA) is required for all 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.

### **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 Records**

Confidential student records are kept in a safe and secure location in our school office and are accessible only to appropriate personnel.

### **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.

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As students who are preparing for high school, college and beyond, 6<sup>th</sup> – 12<sup>th</sup> grade 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. It is also expected that parents will consistently monitor their student’s communication for all classes that require Teams chats with their classroom instruction. Inappropriate comments should be reported to the teacher.

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 class time. Students and parents should communicate with the school in accordance with the **guidelines for community life** at SCA (Matthew 18 principle). The school also expects all families to use appropriate language and not engage in coarse or foul language or use inappropriate words when communicating with or around members of our community.

For privacy and confidentiality purposes, it is SCA’s policy and practice to only meet with custodial parents in relation to their child’s education at SCA. If a parent intends to bring anyone other than a custodial parent, they must first get permission from SCA, provide 24 hours’ notice of who the guest is and their purpose for being a part of the meeting, and give permission to SCA as they will be privy to personal information. If a parent arrives to a meeting with a non-custodial guest without the notice requested above, the meeting may be rescheduled.

**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 or staff may be required to withdraw from the school.

### **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. The school does not arrange carpools.

### **Visitors On Campus**

All visitors on campus must sign-in at 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 but are still expected to sign in at the office.

All visitors (including parents) must register and sign in at the MS/HS office if they are visiting on campus during school hours. This procedure will help us better protect our children from unwanted visitors and help us know who is on campus in case of an emergency. Exceptions to the sign-in procedure may include all-school chapel programs and events. While SCA welcomes parent volunteers and works to create a community and family experience, the sanctity of an uninterrupted learning experience is important for us to accomplish our goal for our children at SCA. Because of this, pre-arranged appointments need to be made to meet with the teacher or help in the classroom.

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 MS/HS office.

### **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.

While on campus, volunteers and parents visiting campus should not approach students on campus with disciplinary concerns. Any concerns should be addressed with the appropriate faculty member, not directly with a student.

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 (**by September 30**) before one is permitted to volunteer. **Volunteers are also expected to purchase and wear the Volunteer t-shirt while on campus.** Volunteers are expected to immediately notify SCA of any change in this information. 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 a week 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!**

## 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 athletics competes in the 2A of the AIA. The various sports are in a few different divisions within the 2A and 3A conferences. 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
Boys Cross Country	Boys Soccer	Boys Tennis
Boys Swim	Girls Basketball	Boys Track and Field
Girls Volleyball	Girls Soccer	Boys Volleyball
Girls Cross Country	Girls Spiritline	Girls Softball
Girls Swim		Girls Tennis
Girls Spiritline		Girls Track & Field
Girls Flag Football		Co-ed Golf
		Girls Beach Volleyball

#### **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, 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, 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 are 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. If a student is found academically ineligible, it is the director's responsibility to ensure they are not at rehearsal so as to focus on their academics until they are made eligible.

**Rehearsals**

1. Rehearsals may begin after 3:00 PM.
2. All rehearsals must end by 9:00 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 school administration before they will be permitted.
5. Sunday rehearsals are never permitted, up to and including week of show.

**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 any failure to do so, including but not limited to code of conduct violations or academic probation, may result in the removal from student government.

**Clubs (Student 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 MS/HS office.

Clubs at SCA must be preapproved by SCA Administration (Principal and Superintendent) prior to being formed.

To ensure that all clubs and after-school activities reflect the mission, values, and educational goals of SCA, this policy outlines the requirements for the formation, supervision, and operation of such programs.

All clubs, extracurricular programs, and after-school activities must be initiated, managed, or directly overseen by employees of SCA or individuals/entities specifically contracted by SCA for such purposes. Parent-run clubs or activities that operate independently of SCA oversight are not permitted.

This policy ensures consistency with the school's mission and provides accountability, safety, and proper alignment with our educational and spiritual values.

This policy applies to all students, parents, employees, and external individuals or organizations proposing or participating in extracurricular activities under the name or on the premises of SCA.

Activities must align with SCA's mission and values. Administration reserves the right to deny or discontinue any club or activity that does not uphold these standards.

## V. APPENDIX 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) will 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, including mission trips, from that point forward. After 12 full months of negative test results, and no sooner, the parents may request the Academic 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. **Any student who tampers with the drug screening process and/or a drug screening test will be held accountable with appropriate consequences deemed necessary by the school principal.**
5. The Superintendent's determination regarding all drug screening issues is binding and final.
6. 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.

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## VI. APPENDIX B: ELECTRONIC ACCEPTABLE USE POLICY

### Electronic Media Violations

As with the Drug Policy, a signature will be required of all 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 may take 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, racial slurs, 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 warning 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 Director of Information Technology, the school principal, 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 from the school.

Please also see the Personal Technology Policy for Students.

## VII. APPENDIX C: ONE-TO-ONE TECHNOLOGY USE AGREEMENT

### Student Responsible Use Policy

Purpose: Scottsdale Christian Academy (SCA) provides and assigns students a device for use both at school and at home, 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 are 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. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
11. 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. Students are not permitted to use personal hot spots on campus to access the internet. All students must use the SCA wireless while on campus.
9. 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 criterion for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center.
10. Modify or remove the SCA asset tag or the manufacturer serial number and model number tag.
11. **School-issued devices are the only type of technology allowed to be used during class time. Personal devices, smart devices/watches, and cell phones are not permitted to be used during class time.**

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.

## VIII.APPENDIX D.1: DISCIPLINE POLICY

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

- Academic dishonesty, defiance, disrespect towards authority, disruption, dress code violation, horseplay, littering, lying, minor aggressive acts, misuse of electronic and telecommunication devices, parking lot/vehicle violation, public display of affection tardiness.

Level 1 Offenses-

- The administration expects that teachers will implement appropriate classroom management and intervention strategies prior to assigning a student with a detention for after school.
- Parents will be notified by the teacher and/or other school designee if a student receives an afterschool detention because of violating a Level 1 offense.
- Teachers or other school designee may assign afterschool detentions for violation of Level 1 offenses.
- All detentions will be documented in FACTS and placed in the discipline file of the student. Discipline files are not released and are kept confidential.
- **After five Level 1 infractions in one academic year, the student will meet with school administration, and additional consequences may be assigned including but not limited to in or out of school suspensions (ISS/OSS), work detail and/or other consequences deemed appropriate by school personnel.**
- **After the seventh Level 1 infraction in one academic year, a student will be placed on a behavior plan with school administration. If behavior does not begin to improve, please be aware that repeated Level 1 or other more severe violations could result in an ADRC meeting with the potential for the removal of a student from SCA.**
- Failure to serve a Level 1 after-school detention may result in additional consequences. Any emergency that should arise that a student is unable to attend detention needs to be prior approved by the high school office staff.

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

- Academic dishonesty (cheating/plagiarism), bullying, bus misconduct, closed campus violation, defiance, disrespect toward authority, disruption, fighting, harassment (non-sexual), intimidation, language (inappropriate), misuse of computer/network, misuse of electronic and telecommunication devices, petty theft, vandalism of school property, truancy

Level 2 Offenses-

- Teacher will contact parent regarding the Level 2 offense; the school administration will follow-up and process the conduct referral.
- The school administration will assign appropriate discipline for Level 2 offenses up to and including detention, work detail, in and out of suspensions (ISS/OSS), and/or expulsion.
- All Level 2 offenses will be documented in FACTS and placed in the discipline file of the student. Discipline files are not released and are kept confidential.
- **After one Level 2 infraction in one semester, a student will be placed on a behavior plan with school administration. If behavior does not begin to improve, please be aware that repeated Level 1 and/or Level 2 violations could result in an ADRC meeting with the potential removal of a student from SCA. A second suspension at any time during the tenure of the student at SCA will initiate an ADRC meeting to determine next steps and discuss enrollment status.**

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

- Academic Dishonesty (Cheating/Plagiarism), alcohol violation, bullying, disorderly conduct, fighting, harassment (sexual/sexual with contact), intimidation, misuse of computer/network, pornography, theft, threat, tobacco violation, weapon possession, vandalism.

Level 3 Offenses-

- Level 3 offenses will be handled by school administration.
- **All Level 3 offenses will result in a minimum of a school suspension; however, may also result in immediate dismissal from the Academy if deemed appropriate by the ADRC. After a student receives a Level 3 violation, they will automatically be placed on a behavior plan by the school's administration. Any further violations of any level could result in the dismissal of the student as deemed by the ADRC.**
- All Level 3 offenses will be documented in FACTS and placed in the discipline file of the student. Discipline files are not released and are kept confidential.
- **Level 3 offenses may also result in an ADRC hearing to determine the student's enrollment status; to decide if the student will return to SCA after the suspension is complete.**

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## IX. APPENDIX D.2: DISCIPLINARY TERMINOLOGY

### ADRC

SCA has an Academic and Disciplinary Review Committee (ADRC) to address more serious issues concerning social, behavioral, or academic fit at SCA.

### 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 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, but not limited to, the academic, behavioral parameters, attendance concerns, 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 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.

### 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 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.

### 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 may 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 may be given. Upon returning to school from suspension the student will be placed on a behavior contract to promote corrective behaviors on campus. 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, athletic captain, on the spiritual life team, Student Government, or the like, may be removed from their position or as member, as determined by the Academic Disciplinary Review Committee.

## X. APPENDIX E.1: MIDDLE SCHOOL DRESS CODE

Middle 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 will 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.
- Underwear for boys and girls must never be visible. Underwear is not permitted to be showing above or below shorts/skirts line (skirts should be no more than 4" above the kneecap).
- 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.
- Students may wear SCA hats (with bill facing forward) at recess or outdoors PE class and sunglasses outside, but these items may be confiscated if worn indoors anywhere on campus. Hoodies, hats, and beanies may not be worn indoors or during class at any time.

**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, and pink. Students may also wear SCA polo shirts purchased from the Eagle Shoppe.
- Students may wear a solid button-down dress shirt, but it must be either: red, white, navy blue, light blue, or pink.

- 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, hoodies, sweatshirts, sweaters, layered shirts) must be solid red, white, navy blue. Any outerwear purchased from the Eagle Shoppe or from SCA athletic teams may be worn during the academic day as well. Students must wear a polo under their outerwear. The only marking on any outerwear other than Eagle Shoppe/SCA athletic apparel should be a small manufacturer logo/text or the SCA logo.

#### **Pants/Shorts/Skirts**

- 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 shorts and pants must be business casual in style with a button and zipper. (i.e., walk shorts or golf shorts.)
- All bottoms must be:
  - Khaki or navy, or the appropriate plaid skirt for middle school purchased from Anton School Uniform store (Liberty 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 **cap**.
  - Female students must wear solid-colored shorts under skirts as long as the hem does not go below the hem of the skirts.
  - 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.
  - When students are given a dress code violation they may not return to class until they have changed.
- **Repeated infractions of dress code violations pertaining to skirt length will cause the student to lose the privilege of wearing a skirt for the remainder of the school year.**

#### **Student Dress Code Policy: Jeans**

In alignment with SCA’s commitment to a Christ-centered, respectful, and professional learning environment, we are updating our student dress code to allow students to wear jeans Monday through Friday. To preserve modesty, excellence, and consistency in student appearance, the following guidelines must be followed. Please note that jean shorts will not be allowed. This policy only refers to jeans that cover the entire length of the legs (pants).

- **Color:** Jeans must be solid blue in color only—no colored jeans (including black, gray, green, white, etc.). Excessive fading, splotchy patterns, embellishments, or designs are not permitted.
- **Condition:** Jeans must be completely free of rips, holes, tears, frays, or distressing of any kind, including at the knees. This applies to all jeans regardless of fit or wash.
- **Fit and Style:** Jeans must sit at the natural waistline for both male and female students. Low-rise, sagging, excessively tight, or overly baggy jeans are not allowed.
- **Appropriate Pairing:** A school-uniform polo must be worn with jeans on regular school days (unless it is a designated dress-down or themed day).

#### **General Bottoms Policy**

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- Material Restrictions: The following are not permitted:
  - Athletic wear, yoga pants, leggings, sweatpants, or workout/stretchy materials
  - Leather or faux leather pants
  - Fishnet-style stockings

**Important Notes**

- Final discretion regarding dress code compliance lies with the school administration.
- Students who do not meet these guidelines will be asked to change immediately and may receive further consequences for repeated offenses.

**Shoes/Socks**

- Shoes must be tennis shoes and/or closed-toed shoes (no sandals or slippers are allowed).
- Shoe heels must not exceed 2 inches in height.
- Socks may be any color or style that does not violate the SCA Code of Conduct.

**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.
- 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 & Tattoos**

- Visible tattoos are not permitted.
- 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, Spirit Days, and Alternative Attire Days**

- In addition to regularly approved tops, on Fridays students may wear the following additional tops:
  - 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, outerwear, and shoes are same as regular academic days for all students.

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 contain 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.

### **Political Attire**

SCA Students should not wear clothing, hats, pins, or similar items that display support for any specific political party of candidate on campus or SCA events.

### **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, afterschool, 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 be modest and have no major tears or holes.
- Larger images and words on shirts and 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. A student may be asked to change, prior to being allowed to participate in the extracurricular activity, if their outfit is deemed inappropriate by school designee.**

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.

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### **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:

- 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.
- The principal will 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**

#### **Promotion, etc.**

When attending Promotion, required church services, National Junior 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.

#### **School Dances/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.**

## XI. APPENDIX E.2: HIGH SCHOOL DRESS CODE

### DRESS CODE - HIGH SCHOOL

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 will 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 always required, whether explicitly described in the various dress codes that appear later.

- All clothing must be modest, in good repair, and not draw attention to the student.
- Underwear for boys and girls must never be visible. Underwear is not permitted to be showing above or below shorts/skirts line.
- Top and bottom of clothing 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.
- Items are not allowed that are 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 that may contain any questionable text or images.
- Students must not have visible permanent tattoos 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 acceptance 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 to school until the end of the school day)**

##### **Shirts**

- Solid color polo type shirts with a collar may be worn in the following colors: red, navy blue, light blue, pink, white, black and/or an approved SCA polo purchased through the Eagle Shoppe.
- Students may wear a solid button-down dress shirt, and must be tucked in. The shirt must be either: red, white, grey, navy blue, light blue, pink, or black.
- 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, hoodies, sweatshirts, sweaters, layered shirts) must be solid red, white, navy blue, black or approved SCA outerwear purchased from the Eagle Shoppe or approved school group (i.e., SCA athletics, StuGo, fine arts etc.). Students must wear an approved school polo underneath their outerwear of choice. The only marking allowed on any outerwear other than Eagle Shoppe/SCA athletic apparel should be a small manufacturer logo/text or the SCA logo.

#### Pants/Shorts/Skirts

- Shorts and long pants must be navy, black or khaki and may be purchased from any vendor if they conform to SCA dress code regulations.
- All shorts and pants must be business casual in style with a button and zipper (i.e., walk shorts or golf shorts).
- All bottoms must be:
  - Khaki, black or navy, or the appropriate plaid skirt for girls purchased from Anton School Uniform store (HS: Marymount Plaid).
  - Bottoms should be made of nice materials such as twill, polyester, or other fabrics associated with “dress pants” (no denim, jeggings, leggings, sweatpants, yoga pants, athletic shorts, or jeans of any color).
  - Shorts, skirts, and skorts length must be no more than 4” above the kneecap. Pants and shorts must be loose fitting. Pants and shorts may not be excessively tight. At the discretion of SCA, students may be required to change.
  - Female students must wear solid-colored shorts under skirts as long as the hem does not go below the hem of the skirts.
  - 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.
- **Repeated infractions of dress code violations pertaining to skirt length will cause the student to lose the privilege of wearing a skirt for the remainder of the school year.**

#### Student Dress Code Policy Update: Jeans

In alignment with SCA’s commitment to a Christ-centered, respectful, and professional learning environment, we are updating our student dress code to allow students to wear jeans Monday through Friday. To preserve modesty, excellence, and consistency in student appearance, the following guidelines must be followed. Please note that jean shorts will not be allowed. This policy only refers to jeans that cover the entire length of the legs (pants).

- **Color:** Jeans must be solid blue in color only—no colored jeans (including black, gray, green, white, etc.). Excessive fading, splotchy patterns, embellishments, or designs are not permitted.
- **Condition:** Jeans must be completely free of rips, holes, tears, frays, or distressing of any kind, including at the knees. This applies to all jeans regardless of fit or wash.
- **Fit and Style:** Jeans must sit at the natural waistline for both male and female students. Low-rise, sagging, excessively tight, or overly baggy jeans are not allowed.
- **Appropriate Pairing:** A school-uniform polo must be worn with jeans on regular school days (unless it is a designated dress-down or themed day).

**General Bottoms Policy**

- Material Restrictions: The following are not permitted:
  - Athletic wear, yoga pants, leggings, sweatpants, or workout/stretchy materials
  - Leather or faux leather pants
  - Fishnet-style stockings

**Important Notes**

- Final discretion regarding dress code compliance lies with the school administration.
- Students who do not meet these guidelines will be asked to change immediately and may receive further consequences for repeated offenses.

**Shoes/Socks**

- Shoes must be tennis shoes and/or closed-toed shoes (no sandals or slippers are allowed).
- Shoe heels must not exceed 2 inches in height.
- Socks may be any color or style that does not violate SCA's Code of Conduct

**Boys Hair**

- Clean, neatly brushed or combed, natural in its color, not distracting in its style.
- Hair length should be no longer than shoulder length and should not cover the eyes and ears. Hair that is longer in length should be neatly pulled back from the eyes and ears.
- 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.
- All 9-11<sup>th</sup> grade boys' must be clean shaven and have no facial hair. However, Seniors may receive a special "Beard Card" with a scheduled meeting with the HS 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 school 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 school designated representative may not be permitted.

**Jewelry**

- Two piercings per ear permitted for girls.
- No other facial or visible body piercings are allowed for boys or girls.
- Gauges are not allowed.
- No visibly distracting or excessive jewelry permitted.
- No ear piercings allowed for boys during any school sponsored event on or off campus.

**Fridays**

In addition to regularly approved (M-Th) tops, on Fridays students may wear the following additional tops:

- T-Shirts or polos from 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.

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 (boys and girls).
- 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 contain 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, hoodies, and beanies may never be worn indoors.

### Political Attire

SCA Students should not wear clothing, hats, pins, or similar items that display support for any specific political party of candidate on campus or SCA events.

### 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, afterschool, 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.
- A student may be asked to change, prior to being allowed to participate in the extracurricular activity, if their outfit is deemed inappropriate by school designee.

**Specific dress codes and guidelines may be published for field trips, dances, and other school 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:

- 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.
- The principal will 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**

When attending Graduation, Baccalaureate, required church services, National Honors Society induction, Senior awards ceremony 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 with heels 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.**

## **XII. RECEIPT AND AGREEMENT FORM**

### **SCA Handbook and Covenantal Statements Receipt and Agreement Form**

**This form must be signed and submitted to SCA during Walk-Through Registration**

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The names, signatures, and dates affixed below signify that we have received, understand, and agree to abide by the Scottsdale Christian Academy (SCA) Handbook in its entirety.

The Handbook contains our Statement of Faith, Position on Critical Issues, and Statement on Marriage, Gender, and Sexuality (“Covenantal Statements”). All three are affirmed by all custodial parents/guardians, employees/appointees, and volunteers. I agree that I (and my children who are students of the Academy) will live consistently with the Covenantal Statements and will not act or advocate against them.

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

We understand that this Handbook does not contractually bind SCA and is subject to change without notice by SCA. Ignorance or lack of awareness of the policies is not a suitable reason for not following them.

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.

#### **Electronic Signatures**

Students and all custodial parents/guardians are required to complete the e-signature process through the **Magnus Health portal**. Submission through Magnus Health serves as the official record of acknowledgement and replaces all handwritten signatures. No paper signature is required.