



INTRODUCTION

Welcome to the Middle School division of Scottsdale Christian Academy! It is an honor that SCA students and parents have made SCA their school of choice for the 2010-2011 school year. All indicators point to an outstanding school year.

As you well know, the foundational statement by which SCA was organized and on which our entire educational philosophy/system operates is the Mission Statement. It reads as follows:

Scottsdale Christian Academy, a Christ-centered college-preparatory school committed to excellence, partners with Christian families in training young people to love the Lord with all of their hearts, minds, and souls, and to love their neighbors as themselves.

(Matthew 22:37-39)

For more than four decades, SCA has had programs in place designed to accomplish the goals enumerated in this Mission Statement. This Student-Parent Handbook is an important "tool" used to maximize our successes. This handbook is a clear presentation of areas of school life that demand specific clarification. It is the sincere desire of SCA personnel that you find this handbook helpful during your middle school experience.

You will probably note, when perusing this publication, there are many changes from previous SCA handbooks. These changes are in the form of style, format, organization, and, hopefully, increased readability. There are other changes, however, that are more important than these presentation changes. These other changes are in content and substance. Since there are several important changes in these areas, it is extremely important this year that this handbook be read carefully with a keen eye for new material.

In order to improve communication and remove as much ambiguity as possible regarding the established philosophy, principles, policies, and procedures of SCA's Middle School, this publication is provided electronically to every middle school student and every SCA family. Therefore, it is extremely important that students/parents carefully read and understand its contents. Furthermore, it is equally important that students and parents alike commit to live by the information contained herein, both operating within the spirit and letter of the established policies. Accordingly, SCA's commitment to our students/parents is that all SCA personnel will operate according to the handbook's contents and do so in a fair and

consistent manner. The net result should be a school that honors God by operating in a manner pleasing to Him!

As you will notice when reading this handbook, it is divided into seven major divisions, the first of these simply being this statement of introduction. The other six sections are as follows:

I. Vision Statement and Desired Outcomes

II. General Information

III. Attendance Requirements

IV. Academic Information

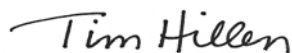
V. Dress Code

VI. Student Code of Conduct

Like any school handbook, this publication attempts to anticipate most potential issues of school life, including issues regarding academic success and student behavior. It does not, nor can it, address all possible school issues. Thus, please consider this as a "living document," one that will require future additions, deletions, and/or modifications. SCA reserves the right to initiate any/all of these processes whenever necessary. When this is done, the newly-adopted handbook inclusions will be in effect when adopted and communicated immediately to students and parents. That communication will come in the form of a handbook addendum, monthly newsletter announcement, a posting on the SCA website, or in a special communication effort.

May God bless our middle school students and their families as we work together as a team in an attempt to make the 2010-2011 school year one of the greatest year's in SCA's existence.

In Christian Service,



Tim Hillen
Superintendent

Scottsdale Christian Academy Non-Discrimination Policy

Scottsdale Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school-administered programs.

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I. VISION STATEMENT & DESIRED STUDENT OUTCOMES

Vision Statement

Scottsdale Christian Academy is a member in good standing of the Association of Christian Schools International (ACSI). The vision statement of that organization is a great written statement of the vision of Scottsdale Christian Academy. That vision statement is as follows:

Christian school students worldwide will acquire wisdom, knowledge, and a biblical worldview as evidenced by a lifestyle of character, leadership, service, stewardship, and ownership. Specifically, young men and women, products of Christian schooling, will mature to loving God with all their hearts, minds, and souls (Matthew 22:37); growing in wisdom and stature (Luke 2:52); being willing to stand apart from the world as salt and light (Matthew 5:13-14); and give sacrificially of themselves and their resources reflecting the essence and love of the Christ who lives and dwells within them (Romans 12:1).

Desired Student Outcomes

Christian schools that are successful in fulfilling this vision undoubtedly produce students who can maximize their opportunities to impact culture. Indeed, since a major goal at SCA is to assist students in their development as "lifelong learners who walk with Jesus," it is extremely important that very specific and measurable student outcomes be established. These outcomes should detail the experiences, opportunities, and educational goals characteristic of the educational experience for each and every student who spends all or most of his/her time in a high-quality, college-preparatory Christian school. SCA, modeling its statement of outcomes after those adopted by ACSI, commits to producing graduates with a Christian worldview who

- are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking.
- are proficient in mathematics and science.
- have a knowledge and understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places.
- appreciate literature and the arts and understand how they express and shape their beliefs and values.
- have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality for the "alien" or "stranger."
- personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner.
- know how to utilize resources, including technology, to find, analyze, and evaluate information.
- are committed to lifelong learning.
- have the skills to question, solve problems, and make wise decisions.
- understand the worth of every human being as created in the image of God.

- can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
- understand and commit to a personal relationship with Jesus Christ.
- know, understand, and apply God's Word in daily life.
- possess apologetic skills to defend their faith.
- are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
- treat their bodies as the temple of the Holy Spirit.
- are actively involved in a church community, serving God and others.
- understand, value, and engage in appropriate social (community) and civic (political) activities.
- embrace and practice justice, mercy, and peacemaking in family and society.
- value intellectual inquiry and are engaged in the marketplace of ideas (open, honest exchange of ideas).
- respect and relate appropriately with integrity to the people with whom they work, play and live.
- demonstrate an appreciation for the natural environment and practice responsible stewardship of God's creation.
- are prepared to practice the principles of healthy, moral family living.
- are good stewards of their finances, time (including discretionary time), and all other resources.
- understand that work has dignity as an expression of the nature of God.

Purpose

The purpose of Scottsdale Christian Academy is to glorify God by providing a Christ-centered, highly-academic program and a spiritually nurturing environment in which our students continue their preparation to become "lifelong learners who walk with Jesus." Patterned after the model Jesus provided in Luke 2:52, we desire to assist our students in their academic, physical, spiritual, and social growth. Specific goals related to each of these areas are as follows:

Academic

- To enhance each student's ability to think rationally, study effectively, reach valid conclusions, and develop sound values
- To foster an understanding/application of mathematics, reading skills, oral and written communication, and problem-solving
- To assist in the appreciation for/understanding of the natural sciences, social sciences, humanities, and the arts

Physical

- To promote an understanding of good mental and physical health
- To provide for and encourage participation in a wide variety of physically-beneficial activities, including physical education classes, inter-scholastic athletics, and other activities with positive health benefits
- To provide and promote wise dietary options requiring knowledge and wisdom in making decisions affecting one's body
- To encourage participation in non-athletic areas of school life (e.g., drama) that prove to be beneficial for one's physical health
- To constantly reinforce/model the biblical concept of the body being the "temple of the Holy Spirit"

Spiritual

- To encourage every student to develop a personal relationship with Jesus Christ as his/her Lord and Savior
- To promote and model Christian growth through the ministry of the Holy Spirit
- To encourage students to be concerned about the spiritual welfare and general well-being of fellow students
- To teach and model characteristics of living a disciplined Christian life
- To promote an understanding of what it means to seek the will of God and, then, live accordingly
- To prioritize the importance of discernment by reinforcing the biblical sense of right and wrong thinking and behavior
- To identify and appreciate the process of a student maturing in his/her daily walk with Christ

Social

- To develop and demonstrate a respect for authority, beginning with God, parents, and then to all other authority figures
- To provide a wide variety of opportunities for students to interact with other students (younger and older) and adults
- To reinforce the values taught at home, especially as they apply in a larger school setting
- To emphasize manners, courtesy, interaction skills, and a commitment to treat others as oneself
- To provide instruction in modeling regarding acquiring social skills important to be successful in the post-high school experience.

II. GENERAL INFORMATION

Accreditations and Memberships

Scottsdale Christian Academy holds membership in and is accredited by North Central Association (NCA) and the Association of Christian School International (ACSI). In terms of athletic membership, SCA is a member of the Arizona Interscholastic Association (AIA).

Arizona Interscholastic Association (AIA) Regulations

As referenced above, Scottsdale Christian Academy is a member of the AIA. As a member in good standing, SCA adheres to all rules and regulations of that organization. For additional information, please consult Athletic Department personnel.

Athletic Information

Eligibility

Each student participating in athletics will receive an Athletic Handbook that outlines SCA and AIA eligibility requirements. This handbook also includes guidelines and procedures necessary for student participation. SCA eligibility requirements are found in the Athletic Handbook as well as at appropriate places in this Student-Parent Handbook.

Equipment and Fees

A record of all athletic equipment issued to athletes is kept by the coach of that sport. It is the responsibility of each student who has been issued equipment to return the equipment at the end of 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. A student will be charged for all damaged or lost athletic equipment.

Participation Requirements

A student is not permitted to practice or participate in competitions until the following items are on file in the Athletic Office:

- Emergency Information Sheet
- Parent Permission Sheet
- Annual Pre-participation Physical Evaluation Sheet – filled out by parent and athlete
- Physical Examination Summary – filled out by physician ANNUALLY
- Copy of Birth Certificate – one time throughout secondary school years
- Parents view the “Sports Risks Video” on the SCA website – one time throughout secondary school years.

Practices and Games

1. Team practice is scheduled in accordance to the dictates of the coach. Participants are expected to be punctual in reporting for practice.
2. Any athletes, including cheerleaders, serving a suspension will not be permitted to take part in his/her sports program that day, including practice.
3. Any athletes, including cheerleaders, serving a detention after school will complete that detention before reporting to practice or a game.
4. Whenever a schedule conflict arises involving a member of two teams, participation in competition will take priority over participation in practice. Dress rehearsals and performances for plays/musicals are considered competitions.
5. The student is required to attend class for at least four (4) periods in order to practice or play on that day. The only exception to this policy is to seek approval from the Athletic Director or Principal or the High School Leadership Team (or HSLT).
6. **Quitting** – This 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, subject to the approval of the Athletic Director and Principal (or HSLT).
7. When any student fails to complete the sport season, the student will not be eligible to begin a new sport until the sport in which he was participating is completed.
8. If a student needs to attend help sessions, it should take priority over participating in athletic practices. (See athletic handbook for details.)

Backpacks

Students using backpacks should keep them with them at all times unless secured in a locker or classroom. No backpacks are allowed to be left unattended in corridors, restrooms, the gym, cafeteria, or any other place on the SCA campus. Any other rules or regulations regarding backpack usage and storage will be developed when the need arises.

Campus Access

As a "closed school," SCA is only accessible to students during normal hours of operation, including for extra-curricular activities. Access to the campus at any other time is strictly prohibited unless special permission is granted from a member of the administrative staff. Access also includes activities in the parking areas, such as skateboarding, rollerblading, bicycling, etc. If you or any other member of the SCA community witnesses or hears rumor of unauthorized activities in violation of this policy taking place anywhere on the SCA campus, please inform any employee of SCA.

Chapels

Weekly chapel sessions are held each Thursday at 10:57 am. These sessions, like most spiritual activities for middle school students, are under the direct supervision and jurisdiction of our Ministries Director. He or she is responsible for organizing and conducting all chapel programs. A priority at SCA is to involve student volunteers, chaplains, and worship team members in most or all of our chapel services. Please contact the Ministries Director for any information and/or suggestions you would like to make regarding chapel programs.

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 middle school students to serve others and, therefore, honor Christ.

Each SCA student is required to participate in nine (9) hours of community service for each semester of the middle school experience. The community service program is under the jurisdiction of the Bible Department. All of the requirements and rules set forth by that department will apply to community service. A wide variety of service projects and opportunities are available each year to assist students in reaching their community service goals.

Custody Issues

Without question, many families have been affected by marital separation, divorce, and even premature death of one or both parents. In virtually all of these situations, custody issues result that are, first and foremost, legal matters. Regardless of the facts and opinions SCA personnel may know or express in these cases, SCA is strictly bound to comply fully with all court orders regarding custody issues. Please understand and appreciate the legal position into which the school is put and cooperate in every possible way.

Debts and Fines

Students will be assessed fines for damage to, or loss of, school property and/or violations of library regulations, athletic equipment care, etc. Like unpaid tuition/fee amounts, no semester exams will be administered or records/transcripts released until all debts and fines are paid.

Eagle Shoppe

The Eagle Shoppe, SCA's school store, is located in Room 1003, just outside the east doors of the cafeteria. The items available for purchase in the Eagle Shoppe include, but are not limited to, gently worn school uniforms, a variety of SCA sports wear selections, physical education uniforms, and an assortment of school supplies and school-related items. Additionally, spirit shirts for all athletic teams are purchased utilizing the services of Eagle Shoppe personnel.

The Eagle Shoppe is open one week prior to the beginning of each school year and closes the last day of school. Eagle Shoppe hours are from 7:15 - 4:00 Monday through Friday.

Emergency School Closings

Occasionally, certain weather-related, mechanical, safety, or other situations develop that necessitate that SCA close, either for the full day or part of a day. In either case, SCA administrative personnel will do everything possible to notify students/parents of a school closure situation. Such notification will usually take one or more of the following forms:

- Verbal announcement (face to face or via the intercom)
- Posted on the SCA website
- Flyers posted or distributed
- Television announcements
- Radio announcements
- By any other means necessary to communicate the situation

Field Trips

Field trips are a normal part of a student's educational experience and are a required part of normal classroom and school plans. Students and parents/guardians will be notified in advance of all field trips. All rules of conduct and student dress are in effect on all field trips, unless exceptions to either are made by the teacher/supervisor and have the support of school administrative personnel.

Guests/Visitors on Campus

Scottsdale Christian Academy is a CLOSED campus. Visitors, including SCA alumni on good standing, are welcome on campus at all public events. Special visitors (e.g., those shadowing current SCA students for enrollment reasons) may secure permission from SCA's administration to visit during the normal school day. Parents are welcome any time as long as their presence does not interrupt/interfere with normal classroom activities. All visitors must first register in the high school office before they proceed to any campus areas. It should be carefully noted that all campus visitors are required to adhere to all SCA guidelines and policies (e.g., dress code).

Prospective SCA students may visit for a day and shadow with an assigned student. Such arrangements must be made with the Administrator of Admissions and the Middle School Principal. Like all other guests/visitors, these students must adhere to all SCA policies and procedures.

As a general rule, we do not allow students from other schools who are not shadowing on the campus during the school day, including lunch hour.

Guidance/Counseling Services

Professionally-trained counselors are available to all middle school students and parents. The counseling staff offers a wide variety of academic services and biblically-based guidance. The overall vision of the Guidance Counseling Department is to 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 four major areas of school life:

1. Personal counseling and student growth and development
2. Parent - teacher education and communication
3. Career and college guidance
4. Academic guidance and testing

Students may avail themselves to counseling services by scheduling an appointment with a counselor. In cases of emergencies, students may ask their teachers if they may leave class to talk with a counselor. Additionally, counselors will request appointments with students and/or their parents. Parents may access counseling services by calling, e-mailing, or stopping by the guidance office. Parents and students may also access the college and career lab located in the library.

Confidentiality Policy

In almost all cases regarding information that a student shares with his/her counselor, confidentiality will be maintained. However, there are certain situations when maintaining such confidentiality is inappropriate and/or simply illegal. For example, there should be no expectation of confidentiality regarding information related to child abuse, potential danger to self or others, illegality, immorality, and other unethical situations or when legal authorities (e.g., a court of law) request specific information. The same general level of confidentiality will be observed when parents consult with members of the Guidance Department.

As the guidance staff works together to provide these counseling services to students and parents, a free exchange of information may take place within the Guidance Department when deemed necessary to provide exemplary services in the student's best interest. Information will only be released to outside persons or agencies with the written permission of the parent or legal-age student.

Health Services

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

DISPENSING MEDICATION: All prescription medications must be in the original pharmacy container labeled with the child's name, prescription number, name of medication, dosage, and number of times a day to be administered. Non-prescription medications must also be in the original container with information as to the date(s), time(s), and amount(s) to be given completed on an appropriate medication administration request form. All medications must be supplied by the parent(s)/guardian(s) and will be kept in the school health office. The nurse will issue a pass for the student to be released from class at the time designated. Students are not allowed to carry medication on their person. Nursing personnel, or other school-designated personnel, have the authority to administer medications, both prescription and non-prescription, to minor students only with written permission from the parent(s) or legal guardian(s).

Students who are ill should report to the nurse and, if necessary, depart from campus only from the nurse's office. Students must have a pass in order to receive services from the nurse unless there is an

emergency situation (determined by the nurse or a member of the administrative staff). A student who has been absent from school with an infectious or contagious disease may be required to have a doctor's release and be readmitted to school through the nurse's office upon return to school.

Institutional Identification

Scottsdale Christian Academy has adopted and utilizes very specific graphic/image identification standards. These standards are as follows:

Logos - The business and general advertising logo of the school consists of a cross and interlocking "S" and "C". The athletic logo of the school is a very specific eagle incorporated in the middle of an "S" and "C" (see both logos below).



School Colors Navy blue (PMS color 282 C)
Red (PMS color 187 C)
White

Font For school name: OptimusPrincepsSemiBold
For most official publications: Arial, Bell Mt, Century Gothic,
Franklin Gothic, and Optima

All of these identification standards, or approved derivations of these standards, must be utilized on SCA property and publications, including uniforms, paint selection, vehicle graphics, etc.

Library Usage

The Shirley Leyboldt Resource Center (aka the Library) is a facility for study, reading, and research. It is not a place for talking and socializing. In other words, it is a facility characterized by a very quiet learning environment. Any student whose behavior in the Library is not in keeping with the academic purpose of this facility will be dealt with immediately and in accordance with very specific policy (see Student Code of Conduct).

Lockers

A locker will be assigned to each middle school student. The following regulations apply to locker usage:

- The student must use the locker assigned to him/her
- Decorations, decals, tape, etc., that will/could deface the locker (interior and exterior) are prohibited
- Each student will be provided one (1) lock at no cost
- Each student will take steps to safeguard his/her lock combination. In the event a student believes one or more students may have gained access to his/her combination, the lock may be exchanged in the high school office for a new one.

- Valuables or large amounts of cash should not be brought to school and left in lockers
- All textbooks, other books, lunches, PE uniforms, and other personal items should be kept in the locker and/or backpack
- Student lockers do not technically or operationally belong to the students. There should be no expectation of privacy by a student regarding locker usage. The student's right to use locker space is limited, strictly 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 or stolen from lockers

Lost and Found

There is a designated area in the high school courtyard where various items lost or misplaced, such as books, lunches, clothing, etc., will be kept for a period of time not to exceed 30 days. Unclaimed lost and found items will be donated once per month to a charity or charities of our choosing.

Matthew 18 Principle

All SCA constituencies, including middle school students, are expected to resolve inter-personal conflicts by applying this important biblical principle (see Matthew 18:15). An explanation of Matthew 18, written by the SCA Superintendent, is available on the SCA website or in the High School office. Please take the time to become thoroughly familiar with how this policy should/will work in our school.

Parent Teacher Fellowship (PTF)

The Parent Teacher Fellowship (PTF) is the official parent organization of the school and enjoys the full support of the Superintendent and Board of Directors. All parent initiated or supervised activities must fall under the leadership umbrella of the PTF. All parents are encouraged to be active members of the PTF and, when appropriate, consider serving in a leadership position (see PTF By-Laws on SCA's website).

Photographing Students

According to the "Parental Support and Commitment Form," all SCA parents agree for certain visual representations of their students to be used by the school. Specifically, item #13 on that form states the following:

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

Student Accident Insurance

Student Accident Insurance is available for all parents to purchase each school year. Information regarding cost and types of coverage is available in the Athletic Office.

Student Government

SCA's Student Government (StuGo) is the official student representative organization at the school. This organization provides leadership in all activities involving students and is the communication link between SCA students and the Administration. As a body, StuGo addresses spiritual concerns, school activities, school spirit, student conduct, etc.

An SCA faculty member serves as the advisor to StuGo. Like athletes, StuGo members must meet and maintain established eligibility requirements.

Middle School Ministry Days

SCA is strongly committed to the biblical call for missions as specified in Matthew 16:15. Providing opportunities for our students to develop, express, and share their faith with others is an essential component of our spiritual training program. As such, participation in our annual Ministry Days activities each November is mandatory. A wide variety of mission opportunities will be provided.

Telephones, Cell Phones, and other Electronic Devices

Telephones

Students may use the telephone in the high school office before school, during lunch, or after school. In terms of any other times, the student must secure special permission to use a school telephone. Parents who need to contact their student during the school day should leave a message in the high school office.

Cell Phones

Individual student cell phones may only be used before school or after school. Any student cell phone seen or heard at any time during the school day will be confiscated and held in the high school office. The first time a cell phone is confiscated, it will be held three (3) days by SCA personnel. For the second confiscation from the same student, the cell phone will be held for five (5) days. Only the parent/guardian of the student using the phone during unauthorized times may pick up the student's cell phone in the high school office. Should a third confiscation occur, the cell phone will only be released to the student and the parents by the Superintendent. An appointment for this release will need to be made through his assistant. Additionally, all penalties related to minor offenses and possibly major offenses (see Student Code of Conduct) will come into play.

Electronic Devices

Electronic devices are not to be used or be visible during the school day. Any electronic device used contrary to this rule will be confiscated and must be picked up by a parent in the high school office.

SCA assumes no liability for any damaged or stolen cell phones or electronic devices.

Textbook Purchasing

All middle school textbooks must be purchased by the students from MBS. Purchases may be made either on line or by phone any time after July 1.

III. ATTENDANCE REQUIREMENTS

Introduction

It is extremely important that SCA students attend school regularly and come prepared to learn. Attendance is especially critical in a state/nation requiring only minimal student attendance (i.e., approximately 180 school days). Therefore, SCA students are required to be here when school is in session and, furthermore, be on time and ready to engage in the learning process. Some specific attendance requirements are found in this section.

Attendance Procedures

Daily Schedule

Regular Schedule

1st Hour.....	7:45–8:39
2nd Hour.....	8:43–9:33
3rd Hour.....	9:37–10:27
4th Hour.....	10:31–11:22
LUNCH.....	11:22–11:57
5th Hour.....	12:01–12:51
6th Hour.....	12:55–1:46
7th Hour.....	1:50–2:41

Chapel Schedule

1st Hour.....	7:45–8:32
2nd Hour.....	8:36–9:19
3rd Hour.....	9:23–10:06
4th Hour.....	10:10–10:53
CHAPEL.....	10:57–11:40
LUNCH.....	11:40–12:20
5th Hour.....	12:24–1:07
6th Hour.....	1:11–1:54
7th Hour.....	1:58–2:41

Absenteeism

The SCA school calendar allows for ample vacation time for students and their families. Therefore, please review the school calendar (copies available in the school offices or on the SCA website) and plan accordingly. Occasionally, parents may choose to vacation during the school year, thus requiring the student(s) to be absent. While such vacations are permissible and will be regarded as excused absences for students, they should occur as infrequently as possible.

Attendance Requirements

1. All students are expected to attend all classes at all times when school is in session. Any student absence from school must have approval from a parent/guardian and such approval must be considered valid by school administrative personnel. If such approval is not secured, the student will be considered truant and in violation of attendance policies and the laws of the State of Arizona. It is the responsibility of the parent/guardian to make sure the student attend school. The parent/guardian is required to notify the school office by telephone (602-992-5100 ext. 1160) by 10:00 am the morning the student is absent (either full day or part of the day). If a student needs to leave school early for a medical appointment, dental appointment, or another acceptable reason, the parent/guardian should also provide a written statement of permission (signed and dated) to do so.
2. *Truancy:* Any student who is absent from an individual class, a partial school day, or the full school day without parent/guardian approval will be considered truant. When absences are not reported by phone from a parent/guardian on the day of the absence, that absence will be considered unexcused/truant. Students who are truant will be referred to the Principal for disciplinary measures (see Code of Conduct). No credit will be granted for work due or missed on the day/days a student is truant.
3. *Preplanned Absences:* Preplanned absences need to be approved by the Principal (or HSLT) **at least three (3) days prior to the absence taking place.** The "Request for Planned

Absence" form is available in the high school office or on RenWeb. Students should also notify their teachers when an extended absence is planned for any reason (medical, family-related, etc.) in order to obtain assignments or other work to be done prior to leaving or to turn in upon return. If a student does not fill out the form ahead of time, make-up work will not be accepted.

4. *Suspension Days:* When a student is suspended from school, the number of days of suspension required by the school will be counted in the student's total absences. Daily assignments, as well as any tests/quizzes missed, will receive a maximum of fifty (50) % credit, including any test missed.
5. *Parental Monitoring:* Parents are responsible for monitoring attendance of their student(s) through RenWeb.
6. *Test Make-Up:* Any student missing a test/quiz due to an absence will make up the missed test/quiz at the teacher's discretion. The student may coordinate the make-up with the teacher or complete the test/quiz at the test make-up session.
7. *Homework Make-Up:* Students who have been absent due to illness will have one school day for each day missed (up to a maximum of five days) to complete make-up work. Students missing school for various school activities (choir, athletics, etc.) are responsible for completing their class assignments and turning them in when due. Students may check with their teacher, website, or fellow students prior to the due date(s).
8. *Leaving Campus During the School Day:* A student may leave campus for lunch only when accompanied by his/her own parent/guardian. A student desiring to go off campus for lunch with his/her youth pastor, an older sibling, or a teacher may do so with prior, written permission from his/her parent/guardian. If a student needs to leave campus for any reason during the day, parents shall check the student out through the high school office. A student who leaves campus without signing out or without permission is considered truant.

Tardiness

Since SCA is a rather small campus in terms of distance from one classroom to another, student tardiness is almost always inexcusable and a disruption to normal classroom activities. Therefore, tardiness will be addressed just like any other violation of the Student Code of Conduct. A student arriving to class after the bell has rung is considered to be tardy, unless he/she has a pass from another teacher, from the middle school Principal, any member of the HSLT, or the Superintendent. A student arriving to class more than 10 minutes after the bell has rung is considered truant from that class and will be sent to the office for disciplinary action and/or an Admit Slip.

Penalties for tardies will be as follows:

- 1 Tardy - Teacher warning
- 2 Tardies - Classroom discipline
- 3 Tardies - Office Referral – detention assigned
- 4 Tardies - After-school detention
- 5 Tardies - Saturday detention
- 6 Tardies - Suspension (when necessary)
- 7 Tardies - Expulsion (when necessary)

IV. ACADEMIC INFORMATION

Introduction

Scottsdale Christian Academy seeks to serve the Christian community by providing a Christ-centered, college preparatory education of the highest quality with an emphasis on excellence in academics, character, service, athletics, performing and visual arts, social skills, cultural awareness, and computer technology. The entire academic program at SCA is designed to prepare our students for college. A high-quality academic program demands a rigorous preparation experience. Thus, a wide variety of academic challenges and learning experiences are at the core of the middle school program. A successful academic experience at Scottsdale Christian Academy requires all students to be totally familiar with academic policies and procedures, most of which are outlined in the sections that follow.

Academic Honesty

As stated in the Student Code of Conduct section of this handbook, SCA students should not lie, cheat, or tolerate those who do. Honesty is, of course, at the very core of a Christian educational organization. SCA students are expected to work independently on tests, projects, homework, and all other assignments unless directions provided by faculty members dictate otherwise. Any cheating ("borrowing" answers or material, sharing answers or material, or declaring another's work to be your own) will not be tolerated.

Whenever there is a verified cheating incident, a grade of "zero" will result and the student will be subject to suspension. The same penalty will be invoked for the one providing the information and the one receiving it. This policy also applies to the purchase/use of a Teacher's Edition of a textbook and/or a Solutions Manual.

Academic Probation

Probation is defined as a specific length of time during which a student is expected to demonstrate his/her ability to perform satisfactorily. A student will be placed on academic probation if he/she receives a semester grade of F and/or two D's. Other circumstances may warrant academic probation at the discretion of the administration. A letter will be sent to the student's parents, informing them of the probation and asking them to set up a meeting with the guidance counselor. The guidance counselor will meet with the student and/or parents to establish a contract regarding improvements necessary in order for a student to be removed from probationary status. If this contract is not fulfilled, the student may be requested to withdraw from SCA.

It is also important to read and understand the application of the word "probation" in the Student Code of Conduct section. Specifically, it states, "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."

Academic Requirements for Participation in all Extra-Curricular Activities

Scottsdale Christian Academy personnel believe that a well-rounded middle school experience is important for each student. Participation in extra-curricular activities, of course, is an important way to achieve this goal. However, since SCA is first and foremost an educational institution, participation in extra-curricular activities is a privilege to be earned, not a right to be enjoyed. With these thoughts in mind, the following rules and procedures are in effect:

- Each student needs to be receiving a passing grade in each course in which he/she is enrolled. Grades will be checked at the end of each three-week period. Additionally, a grade check to determine eligibility will be conducted at the end of each quarterly grading period.
- Each grade check can render a student ineligible, or it can be used to restore eligibility.
- A cumulative (i.e., all classes) grade check will be conducted at the end of each quarter. For these quarterly checks, each student must maintain a minimum 2.0 GPA in order to maintain eligibility or restore eligibility. Please note that the quarterly cumulative 2.0 rule supersedes the end-of-the quarter "must pass all classes" rule.
- SCA fully complies with the AIA "no-pass/no-play" requirements.
- A student who is declared ineligible for extra-curricular activities may, at the discretion of the coach, sponsor, or Principal, be required to fulfill additional requirements to remain in the organization on an ineligible basis. These requirements may include, but are not limited to, attending study hall outside normal school hours, utilizing assignment sheets, weekly progress reports, etc. These extra requirements are intended to provide additional academic supervision, promote accountability, and improve motivation for the student to succeed.
- If an academic conflict arises between Scottsdale Christian Academy's requirements and the AIA, the AIA requirement will take priority if it is more restrictive in nature.
- A student who has been declared ineligible at the end of the fourth quarter of the school year may regain his/her eligibility for the first quarter of the following year by meeting all requirements of the AIA and SCA (see both handbooks for specific information).
- A student new to Scottsdale Christian Academy will be exempt from SCA's academic standards for his/her first nine (9) weeks of school as long as he/she meets AIA eligibility requirements. At the end of this nine-week period, new students will fall strictly under SCA and AIA guidelines.

Curriculum

Since SCA is a college-preparatory Christian school, a curriculum is in place that addresses the needs of our students as they prepare for their college experiences. That curriculum is currently under review in order to accurately reflect and, in some cases, emulate curriculum offerings of the finest middle schools in America. When the review is complete, a "model SCA curriculum" will be developed and publicized. The "model SCA curriculum" will provide the framework and future curriculum additions, deletions, and modifications.

Dropping or Adding a Class

Once a student's schedule has been finalized, then changes will only be made in extenuating circumstances and at the discretion of the guidance counselor, teacher(s), and/or the Principal. A student wishing to request a schedule change should obtain a drop/add form from his/her guidance counselor. The counselor and student will fill out the top portion of the form, including the counselor's recommendation. The student will then obtain signatures from the teachers involved in the change, as well as his parents. The completed form should be submitted to the guidance counselor 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. **ONLY SCHEDULE CHANGES FINALIZED BY THE GUIDANCE COUNSELOR WILL BE CONSIDERED LEGITIMATE.**

In terms of dropping a class, please note the following:

1. A class may be dropped without penalty during the first two weeks of the semester.
2. If a student drops a class during the third and fourth weeks of a semester, the student will receive either a WP (withdrawal while passing) or a WF (withdrawal while failing). The designation of WP or WF will appear on a student's transcript. However, such designations will not affect the student's grade point average (GPA).
3. If a student drops a class after the fifth week of the quarter (or semester) begins, the student will receive a WF for dropping the class.
4. After a class has been in session for nine (9) weeks, a student will not be allowed to drop that class until the semester ends.

Help Sessions

Help sessions are provided each afternoon on Monday and Thursday from 3:00 - 3:45 p.m. Teachers will be available during these times to provide interested students with additional help or tutoring. Some teachers may offer help sessions at alternative times because of their additional responsibilities after school. It is best for students to make appointments with the specific teachers before the help sessions so that the teachers can better prepare adequately.

High School Courses Taken In Middle School

Middle school students who are approved to enroll and then successfully complete high school classes will receive high school credit. Please note, however, that taking such classes does not negate the specific graduation requirements. Please consult the high school guidance counselor for additional information.

Middle School Grading System

<u>Percentages</u>	<u>Grades</u>	<u>GPA Equivalent</u> s
93 – 100	A	4.0
90 – 92	A–	3.7
87 – 89	B+	3.3
83 – 86	B	3.0
80 – 82	B–	2.7
77 – 79	C+	2.3
73 – 76	C	2.0
70 – 72	C–	1.7
67 – 69	D+	1.3
63 – 66	D	1.0
60 – 62	D–	.7
59 – Below	F	0

Homework

Homework assignments reinforce classroom instruction, help develop initiative and responsibility, and promote acquiring independent learning skills. The following regulations apply to homework assignments:

- The time spent on homework varies from student to student and assignment to assignment. Generally speaking, however, middle school students should expect to spend an average of 5-20 minutes per night per class working on various homework assignments.
 - 6th Grade 5 minutes per night per class
 - 7th Grade 10 minutes per night per class
 - 8th Grade 15 minutes per night per class
 - 8th Grade Honors 20 minutes per night per class
- Homework assignments must be completed and turned in on time in order to receive full credit.
- Homework assignments turned in one (1) day after the due date will be eligible for only fifty (50) percent of the grade earned.
- Homework assignments turned in later than one (1) day after the due date will receive NO credit.
- At the discretion of the teacher, the completion of an overdue assignment may be required without granting credit.
- In cases of planned extended student absences, students are required to provide prior notification at least five (5) days before the absenteeism begins. In all such cases, all homework assignments are due the day the student returns.
- Homework assignments are available from individual teachers and will be posted on SCA's website.

Honor Rolls

There are two specific Honor Roll designations at SCA---the Middle School Honor Roll and the Principal's List. Honor Rolls are posted quarterly at SCA. The criteria for earning these academic distinctions are as follows:

Middle School Honor Roll

1. Must receive no grade lower than a C (2.0)
2. Must receive a grade point average (GPA) of at least 3.33 (based on a 4.0 scale).
3. Must have no major behavior violations

Principal's List

1. Must be a full-time student at SCA
2. Must receive all "A" grades (for purposes of the Principal's List, "A-" and "A" grades meet these guidelines).

Parent-Teacher-Student Conferences

In accordance with our philosophy of education and priority to keep all SCA constituencies informed of student progress, parent-teacher-student conferences are conducted twice a year (October 13, 14 and March 10). School will be closed during these conferences. Students in grades 6 - 12 are encouraged to attend these conferences with their parents.

Since each student is required to take seven (7) academic classes there are several teachers a parent may need to see during each conference session. When students attend these conferences, they must conform to the school's standard attire policies.

Report Cards

Report cards are provided at the end of each nine-week grading period. These report cards are an evaluation of the student's work for the grading period. Report cards are provided at Parent-Teacher-Student Conferences after the first quarter and the third quarter have ended. Second quarter grades and fourth quarter grades (both reflecting semester grades) are mailed to parents within ten (10) days after the end of the semester.

All semester grades are recorded on the student's permanent record/transcript. Academic credits and class rank are determined by semester grades. Mid-term and quarter grades can be accessed through the school's RenWeb system.

Semester Exams

At the end of the first and second semester, middle school students will follow the same testing schedule as our high school students (extended periods). Exams administered on those days will be comprehensive in nature. These final exams will not comprise more than 20% of the semester grade. Examination schedules are announced sufficiently in advance of the end of each semester in order to allow students adequate preparation time. Semester exams may not be taken prior to exam days. If a student misses his/her final exams due to illness, he/she must make up the exam(s) within one week of the final exam dates. Other than documented illnesses, there are no make-up exams.

Standardized Testing

Middle school students at SCA will experience the traditional standardized ability and aptitude tests during their middle school experience. Specifically, please note the following:

- The Stanford 10 Achievement test will be taken by 6th, 7th, and 8th graders.
- The OLSAT portion of the Stanford 10 will be taken by 7th graders.
- The Hannah-Orleans test will be taken by 6th graders for the purpose of math placement
- The EXPLORE test will be taken by 8th graders for achievement and ACT prep.

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

Student Staffing

The Principal, guidance counselors, faculty members, or parents may call a staffing. A staffing is a meeting of the student, his/her parent(s)/guardians(s), and the appropriate faculty members. Staffings are most often called to address academic issues, behavioral matters, or social adaptation concerns.

Summer School

Various summer school options are available for remediation of a required class in which the student has not earned a passing grade. The four (4) current options for summer school classes are as follows:

1. Taking a class on line from SCA On-Line
2. Taking a class at an approved public school or private school
3. Taking a class via an approved on-line source
4. Receiving credit for a special summer academic experience

In terms of remediation, any student receiving an "F" grade shall re-take that class utilizing one or more of the above methods. Summer school classes must be equivalent in both time and rigor to the class(es) for which the student received the unacceptable grade. The following regulations apply to any summer school class.

1. All classes must be pre-approved by the Principal and the guidance counselor
2. A maximum of two (2) classes may be taken during a summer session
3. The original grade and the summer session grade will appear on the student's transcript. The GPA will reflect the grade/numerical average of both grades

Weekly Progress Reports

Weekly progress reports for all students will be available online. Parents are encouraged to visit the SCA website to view the progress of their student(s). Please note that progress reports will not be available via U.S. mail.

V. DRESS CODE

The following SCA dress code standards have been developed with prayerful consideration and input from several school constituencies, including student leaders. The standards, reflecting SCA's goals of neatness, modesty, and a high degree of uniformity, are reasonable and will be enforced as written. Any possible dress code option other than those specifically detailed in this code may only be approved by prior approval of the Principal. Remember—ask before you assume!

Shirts

- Polo shirt colors are limited to red, white, navy blue, light blue, hunter green, or black. Un-tucked shirts must be neat, straight across the bottom, and must not reveal midribs or undergarments.
- Any garment worn under the outer polo must be tucked in at all times.
- Shirts may have a logo on the front, but it must not be larger than a 2-inch square.
- Collegiate wear, Mission shirts, SCA spirit shirts or Fine Arts shirts may be worn on Fridays.
- Custom polo shirts (e.g., SCA basketball team shirts) that contain markings other than the approved logos require permission from the Principal.

Pants/Shorts

- Pants/shorts are to be worn at the level that meets the SCA standard of neatness and modesty (e.g., at hip level). A belt may be needed to accomplish this.
- Approved colors of pants/shorts are black, khaki, navy or gray and may be purchased from any vendor if the colors and styles match the SCA standard and Dennis style.
- Girls' shorts must be no more than 4 inches above the top of the knee.

Skorts

- Approved skort colors are black, khaki, or navy and must be purchased from the Dennis Uniform Store and be no more than 4 inches above the top of the knee.

Skirts

- Approved skirt colors are black, khaki or navy.
- Plaid skirts for grades 6-12 must only be **Liberty plaid**.
- All skirts must be purchased from the Dennis Uniform Store and must be no more than 4 inches above the top of the knee. All skirts/skorts purchased will have an SCA logo at the bottom. Beginning with the fall of 2010, only skirts/skorts with logos will be allowed.

Shoes

- Shoes must be worn at all times.
- No slippers or similar type shoes are allowed. Feet must be protected by a hard rubber sole. If in doubt as to whether the shoes are appropriate, **please ask**.

Outerwear

- In terms of all outerwear (jackets, sweaters, pullover/cardigan sweatshirts), they must comply with SCA standards related to solid colors - red, white, navy blue or black. Any logos on the front of the outerwear must not be larger than a 2-inch square.
- Pullover sweatshirts and team/club sweatshirts that are approved by administration may be worn over a polo shirt. All team wear and printing must be of SCA school colors.
- SCA letter jackets may be worn.

Grooming (Boys)

- Hair should be neat, clean, above the collar in the back, above the eyebrows, and no longer on the side than the middle of the ear. Any hair style considered inappropriate by the Principal will not be permitted.
- Hair should be of its natural color.
- Hair style, even if it conforms to the above regulations, must not be distracting in its appearance.
- Boys are to be clean shaven (no beards or mustaches) and sideburns are to be kept no longer than the bottom of the ear.

Grooming (Girls)

- Hair should be neat, clean, natural in its color, and not distracting in its style. Any hair style considered inappropriate by the Principal will not be permitted.

Jewelry

- The only piercings allowed are pierced ears for girls.
- No pagan, occult or New Age symbols are allowed (peace signs, ankhs, crystals, yin yangs).
- Excessive ornamentation (e.g., pocket chains, distracting necklaces, etc.) is not allowed.

Accessories

- Students must not wear items with symbols of rock bands, sexual innuendo, inappropriate messages or pictures, rebellious stunts, occult symbols, alcohol, drugs/substance abuse or other questionable pictures.
- Students must not have visible tattoos or drawings on skin.
- Hats may be worn (bill facing forward) before or after school hours.

Extracurricular School Activities

The same basic dress code standards that apply to the normal school day also apply to extra-curricular activities. To be specific, please note the following:

- Pants, skirts, skorts and shorts should meet the level of the SCA standard of neatness and modesty in all aspects of appearance, and must be no more than 4 inches above the top of the knee.
- Low-cut, backless, halter, spaghetti strap, tight fitting, or see-through garments are not acceptable.
- Undergarments and/or midriffs must not be visible.
- Some latitude will be provided relative to the size of athletic/stylistic logos, and the material in athletic shorts, shoes, t-shirts, and, of course, reasonable latitude regarding outerwear.
- Jeans are permissible at any SCA event.
- Boys must wear shirts at all times.

VI. STUDENT CODE OF CONDUCT

Introduction

Scottsdale Christian Academy operates as a Christ-centered college-preparatory school. An essential part of the Academy's mission is to promote strong ethical and moral values in our students. SCA expects its students to behave in a manner that is glorifying to God, hopefully resulting in a safe, secure, and orderly school environment for all of our students.

A reality of school life, however, is that some students will occasionally act in ways that cross the lines between expected behavior and unacceptable behavior. This Student Code of Conduct has been developed to deal with situations when those lines have been crossed. Therefore, all SCA students and parents/guardians are expected to be familiar with the following conduct policies and to willingly abide by them.

Authority

The Board of Directors has delegated the authority for the day-to-day operation of the Academy to the Superintendent. In turn, the Superintendent has assigned responsibility and delegated authority to the Principal to handle most behavioral/disciplinary matters. Thus, behavior that requires disciplinary responses such as detentions, suspensions, etc., is strictly under the domain of the Principal. Issues that result in recommendations of non-renewal, exclusion, or expulsion, however, will be reviewed by the Superintendent. His/her decision in each case will be final.

General Student Expectations

SCA students shall not engage in any immoral, illegal, or unethical activities or any other activities that have a detrimental effect on the offending student, other students, the Academy, the community, or the name of the Lord Jesus Christ. Therefore, this Code of Conduct is designed for the benefit of all and will be enforced as written.

Guiding Principles

SCA personnel are guided by certain principles of operation in the administration of student discipline. Some of the most important of these principles are as follows:

- Attending SCA is a privilege, not a right. Therefore, the Academy has full authority and discretion in all matters, including disciplinary matters.
- All sanctions and consequences related to student misbehavior should be fair, instructive, and redemptive.
- All rules will be clearly communicated, both verbally and in writing.
- Since fairness of application and enforcement is a major concern at SCA, every attempt will be made to make judgments that are fair and consistently enforced.

- The attitude, repentant spirit, and cooperation of the student(s) and parents/guardians may be considered in the imposition of sanctions and consequences for student wrongdoing.
- To achieve a high degree of consistency and fairness when applying/enforcing school rules, the Administration must be sufficiently aggressive in investigating credible leads, exercising due diligence for specific reports, and applying a wide range of appropriate strategies to discover wrongdoing.
- An understanding of, and commitment to, covenantal education is critical in establishing disciplinary responses for student wrongdoing. This philosophy promotes a core belief that students, teachers, administrators, and parents form a partnership committed to doing whatever is necessary to educate and discipline our young adults.
- SCA considers a student an official member of the student body from the day of said student's acceptance until he/she withdraws, is removed, or graduates. Thus, there is a definite "24-7-365" aspect to the SCA Code of Conduct. The Academy reserves the right to discipline for both on-campus and off-campus misbehavior during the time the student possesses official enrollee status.
- SCA is a school, not a private investigation agency. In its role as a school, fully accepting the legal role of *in loco parentis*, the school will employ any reasonable means it chooses to investigate student wrongdoing. School personnel will be sufficiently aggressive in investigating credible leads of possible misbehavior. Whenever the concept of "sufficiently aggressive" is inadequate, SCA will choose to use other sources or simply defer disciplinary decisions until specific proof of wrongdoing is established.
- When deemed necessary/required by law, certain acts of student misbehavior, whether on-campus or off-campus, will be reported to civil authorities.
- One of the most cherished student-friendly aspects of the Code of Conduct is that the concept of student self-reporting will be considered in making many final disciplinary decisions. SCA administrative personnel are more than willing to assist any student who, unbeknownst to school administrators, is violating specific parts of this Code of Conduct. A student who is sincerely seeking help to avoid wrongdoing will be granted a certain degree of confidentiality and forgiveness when seeking that help. Decisions to grant such grace will be made on a case-by-case basis.
- In a closely-knit school community like SCA, all students and parents believe they have a vested interest in knowing about specific acts and details of student misbehavior. Occasionally, such information may be communicated to students and parents. Such communication will hopefully be accomplished with the highest degree of care and concern for the student and his/her family and with the utmost professionalism. There are other times, however, when specific misbehavior cannot be communicated due to a simple application of Matthew 18 or by concluding that, due to legal concerns, divulging such information is simply not in the best interest of the student(s), his/her family, or Scottsdale Christian Academy. Therefore, please do not assume that there is a "right to know" regarding details about any act of wrongdoing. Please be assured that this same principle of operation will be applied to you/your family should it ever become necessary.

Minor Offenses

Generally speaking, appropriate behavior is expected at all times from SCA students. Some minor offenses of this Code of Conduct, however, are inevitable. Such offenses will be addressed by disciplinary responses commensurate with the infractions. The determination of what constitutes a "minor offense" will be made by the appropriate SCA personnel. Since minor offenses take many forms, some anticipated and other quite unique, it is not a priority of this publication to present an exhaustive list of possible offenses. Most dress code violations, tardiness issues, and various acts of misbehavior in the classroom will probably fall under this category. Please understand, however, that the cumulative disciplinary system of this school regards repetitive minor offenses as major offenses. Students, then, are required to simply avoid any misbehavior that, in the judgment of reasonable people, is unacceptable.

There are two "minor" offenses, however, that warrant special mention in that they may soon escalate to major offense status. Please note the following:

- Gum: while discarding gum may seem to be somewhat of a minor issue, it soon presents a major problem on a school campus. Therefore, gum chewing on the SCA campus is prohibited. A first-time offender will be assigned a mandatory gum-cleaning detention. Each subsequent offense will result in the detention period doubled.
- Public Display of Affection: a public display of affection between two middle school students is prohibited. Kissing, hand-holding, or other types of suggestive behavior will not be tolerated. Each such offense will be dealt with on a case-by-case basis.

Major Offenses

Introduction

SCA students shall not engage in any immoral, illegal, or unethical activities or any other activities that have a detrimental effect on the student, other students, SCA personnel, the normal operation of the school, the community, the reputation of the school, or the name of the Lord Jesus Christ.

A partial listing of major offenses is important to emphasize that certain actions by students will not be tolerated, resulting in serious disciplinary actions, including immediate expulsion. To stress the importance of major offenses, the following list is offered for your careful review.

Drugs (Illegal and Non-Prescribed Prescription Drugs)

Illicit drug usage is a scourge in American society and literally ruins or significantly impacts the lives of our citizens. Our commitment at SCA is that students live and learn in an environment that is totally drug-free, and that students understand and live according to the teachings of I Cor. 6:19 (i.e., viewing/using their bodies as a "temple of the Holy Spirit"). Therefore, the Board of Directors, Superintendent, and the Administrative team take a proactive position regarding preventing the use of illegal drugs or the abuse of prescription drugs. This school is firmly committed to a "zero tolerance" policy for its students. Simply put—any SCA student who uses, knowingly possesses, sells, or helps facilitate access to illegal drugs or prescription drugs not legally prescribed by a licensed physician, will result in immediate expulsion.

Drug Testing

To assist in implementing this policy and to demonstrate the seriousness of SCA's commitment to aggressively enforce this policy, SCA has adopted a very specific Drug Screening Policy. That policy is included in the Addendum of this Student-Parent Handbook.

Alcohol

While it is true that Christians differ regarding Biblical proclamations relative to consuming alcohol, there should be absolutely no confusion as to SCA's position related to the possession, consumption, or facilitation of consumption of alcohol. The fact that it is illegal for anyone under the age of 21 in Arizona to possess, or consume alcohol (regardless of the amount and from whom permission is secured) settles the issue from a legal point of view. Thus, SCA will comply fully with the law and, when an alcohol related issue occurs, refer the issue to civil authorities for possible prosecution.

Furthermore, SCA's disciplinary response for an alcohol issue is very much like that for drug issues. Specifically, any student guilty of the above alcohol-related prohibitions will face immediate expulsion, regardless of whether the incident occurs on campus or off campus. In the spirit of our "**24-7-365**" policy, SCA reserves the right to handle alcohol-related violations at non-SCA functions or in environments and at times not normally falling under the jurisdiction of SCA administration supervision.

Alcohol Testing

SCA reserves the right to use alcohol testing measures to determine if a student has indeed recently illegally consumed alcohol. The ultimate measure employed by SCA will be to notify civil authorities and let them make an accurate and final determination.

Bullying---Students shall have the right to attend school without fear of harm, threat, intimidation, or harassment. Students shall not bully another student physically, verbally or visually. The use of language or gestures which insult, intimidate, or negatively affect another person's feelings will be regarded as a major offense and shall not be tolerated.

Commission of a Crime---Obviously, any violation of the law will be regarded as a major behavioral offense. As such, the disciplinary response will be swift and in direct proportion to the wrong doing, including suspension or expulsion.

Disrespect to Any SCA Employee---Any student guilty of disrespect, including insubordination, toward an employee of Scottsdale Christian Academy, whether on or off campus, will, at the very least, be suspended. Furthermore, any disrespect that rises to a high level of seriousness and/or involves physical contact will result in expulsion from the school.

Electronic Media Violations---A very specific Electronic Media Policy is in place at SCA (included in the Addendum of this Student-Parent Handbook). Like the Drug Policy, this policy must be carefully read and signed by every SCA middle school student. All such policies requiring signatures must be submitted to proper school personnel during the Walk-Through Registration prior to the official beginning of the school year.

The essence of this policy states that a student will be held totally responsible for inappropriate electronic postings (e.g., words, pictures, signs, etc.) and, when such postings become public, a

disciplinary response by the Academy will be forthcoming. Therefore, SCA students should refrain from all inappropriate electronic media activities and should take extra caution to prevent other students from accessing one's personal cell phone, computer, or social networking sites.

Fighting/Assault---Fighting or any other act of assault will not be tolerated at SCA. Any student who initiates/provokes a physical confrontation (by actions or words) or one who does little to avoid a physical confrontation will be dealt with harshly, including the possibility of expulsion.

Gambling---Any participation in an act or game of chance whereby a student exchanges money and/or things of value for the possibility of more money and greater things of value is strictly prohibited. If there are any questions relative to whether or not an activity is considered "gambling," please ask an administrative staff member before you participate. Also, student visits to any casinos are strictly prohibited.

Immorality---Scottsdale Christian Academy, as a Christ-centered school, upholds a biblical view of sexual morality (I Thessalonians 4:3-5). Therefore, SCA students will not engage in any promiscuous behavior. Any confirmed case of promiscuity is a violation of this Student Code of Conduct. A confirmed violation will result in a request to withdraw or expulsion.

Inciting Student Disorder---SCA students enjoy a very pleasant environment in which to learn and grow. Any attempt by any student to introduce an element of chaos into this environment, including encouraging/facilitating disorderly conduct on the part of others, is forbidden. The one(s) doing the encouraging/facilitating will be treated in the same manner as the one(s) being disorderly.

Lying, Cheating, Stealing---Lying and cheating have already been adequately addressed in the "Academic Honesty" section of this handbook. In terms of stealing, defined simply as taking something that does not belong to you, SCA will not tolerate such actions. Any and all forms of disciplinary responses to such activity will be utilized.

Possession/Distribution of Vulgar Material---Vulgar material (printed or electronic) at SCA will be treated as a major violation of this Student Code of Conduct. For purposes of this policy, "Vulgar" will be defined by administrative personnel and addressed with disciplinary measures in line with serious behavioral offenses.

Possession of a Weapon---Any SCA student having in his/her possession and/or displaying/using or threatening to use any weapon or any instrument that could be classified as a weapon shall be terminated from the school and reported to appropriate law enforcement personnel.

Possession or use of Tobacco Products---The possession or use of tobacco in any form is prohibited while a student is officially enrolled at SCA. The first offense will result in a suspension, and repeat situations may result in expulsion.

Profanity/Obscenity---Profane and/or obscene words, gestures, and actions will not be tolerated at SCA. Any violation related to profanity and obscenity will be dealt with in proportion to the nature and scope of the violation.

Repeat Violations of the Dress Code---It is anticipated that very little time will be spent by faculty and administrative members dealing with dress code issues. Simply put, a college-preparatory school does not have enough available class time to warrant dealing with constant student violations of the established dress code. Therefore, whenever the number of individual student dress code violations becomes excessive (defined by the Principal), subsequent violations will no longer be addressed by assigning detentions. Suspensions and perhaps even exclusions or expulsions will be the responses in the case of repetitive dress code violations.

Repeat Violations of the Attendance Policy (aka Truancy)---Missing school without parental permission or without the school categorizing the absence as excused is defined as truancy. Truancy, in addition to being a violation of law, is not permissible at SCA. In the case of any confirmed truancy situation, the disciplinary response of the school will be, as a minimum, suspension from school. If necessary, other additional steps, including exclusion or expulsion, will be taken to address truancy issues.

Repetition of Minor Offenses---SCA utilizes a cumulative discipline system. A repetition of minor offenses will eventually be regarded as a major offense. Also, repeat major offenses (not necessarily of the same kind), frequently addressed by suspension, will be considered expellable in nature. Therefore, it is extremely important that students carefully adhere to Biblical standards of decent and orderly behavior in all aspects of school life.

Sexting---Sexting is the act of sending, receiving, or forwarding explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

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. This school is prepared to address any situations related to sexual harassment and/or sexual misconduct. Anyone who violates this policy will be subject to discipline, up to and including expulsion. Further information on this subject including definitions and examples may be sought through the Middle School office.

Disciplinary Terminology

Detention---When minor infractions of school and classroom rules occur, the offending student will be detained in a specific location at a specific time as per the decision of the Principal. Normally, detentions will be served on Wednesday afternoons or Saturday mornings. If these times are simply unworkable, detentions may be assigned for any day before or after regular school hours.

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 experience 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 will be based on the student's academic performance, special needs, behavior/attitude, and family financial obligations.

Exclusion---Exclusion is the removal of a student from the student body for a specified length of time, with or without homebound services. Exclusion, not to be misconstrued as an extended suspension or expulsion, may be utilized if an extended absence from the SCA student body is in the best interest of all parties. This decision will consist of a recommendation from the Principal and the concurrence of the Superintendent. Like Disciplinary Probation, any excluded student is prohibited from serving in all school-related positions to which he/she has been elected or appointed and participating in any extra-curricular activities. The terms and length of the exclusion period will be decided by the Principal and the Superintendent.

Expulsion---Expulsion is the most serious disciplinary response of the school for a single act or multiple acts of behavior. All official school records will reflect this act as a part of the student's record file. Expulsion decisions are only made by the Superintendent after consultation with appropriate middle school administrative personnel. An expelled student will not be permitted to attend any on-campus extra-curricular events or other off-campus school functions.

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.

Removal---Removal is the official act of removing a student from normal classroom activities. Suspension, exclusion, determination not to offer a re-enrollment contract, and expulsion (see definition) are forms of removal.

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.

Restoration/Reinstatement---Whenever a student is withdrawn, excluded, or expelled, there is the possibility of restoration and reinstatement in the future, if, in the sole opinion of the Superintendent, 1) the student has demonstrated sincere repentance and 2) there is a sufficient probability that, after reinstatement, the student will remain in full compliance with this Code of Conduct and all other SCA conduct policies.

Suspension---A suspension may be issued by the Principal when mandated by policy or simply when it is an appropriate response to student misconduct. When a student is suspended, the suspension will not be less than one (1) school day and not more than ten (10) school days. When a student is suspended, he/she will be excluded from all school sponsored extra-curricular activities (practices, games, or performances) for the term of the suspension.

Temporary Self-Withdrawal---The school must be a full partner in any situation that warrants a student temporarily withdrawing from SCA for various physical/mental health treatments. This partnership includes full disclosure of the problem to the Principal, a commitment on the part of all parties (e.g., student, parents, and school), a plan to address needs during the absence (e.g., prayer, counseling, tutorial help, etc.) and a specific plan to initiate the reinstatement process. Failure to comply with these requests will be construed to mean the student has no intention to return as a member of the SCA body.

Voluntary Self-Reporting---Since integrity is at the very core of the SCA educational experience, an honest confession of wrongdoing on the part of a student sincerely seeking help will first be addressed in a non-punitive fashion, unless such wrongdoing should be reported to legal authorities. A sincere confidential confession to administrative personnel (as opposed to being "caught" or believing he/she will soon be "caught") will result in the response of counseling and accountability. Repeated acts of wrongdoing will be addressed per this Student Code of Conduct.

ADDENDUM - DRUG SCREENING POLICY

Who Is Screened

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 will 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** will 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. The Principal or any member of the High School Leadership Team (HSLT)
 - d. Faculty-Coach with a direct supervisory relationship to the student
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, will 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 will be selected using a random number chart and their student ID numbers. Parents of the students selected for screening will be notified by telephone of the deadline for completion of screening. Failure to appear for the screening prior to the deadline will constitute a positive result (unless an extension is obtained from the school administration), and said student(s) will face immediate expulsion.

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 will be suspended from the Academy, pending a conference with the student, parents, and other personnel designated by the Superintendent. The mandatory consequence for a drug violation is expulsion.
3. Refusal to submit to screening as outlined will be treated as though the test had been performed with positive results.
4. The Superintendent's determination regarding all drug screening issues is binding and final.
5. SCA will, when required, report the results of a positive drug test to appropriate law enforcement agencies.

Illegal Drugs Identified

Presently, the drugs for which our students will be screened include barbiturates (downers), benzodiazepines (bennies or uppers), cocaine (coke), methaqualone (quaalude), opiates (codeine, heroin, morphine, methadone), phencyclidane (PCP, angel dust), stimulants (speed), cannabinoids (marijuana) and may include steroids. 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

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. These forms will be available at the Walk-Through Registration.

Tests will be conducted on urine samples collected by trained drug screening professionals. Samples may be collected at the screening lab or another location designated by SCA.

Procedures for collection will be in accordance with industry standards---Whether the sample is collected at the lab or at some other location, these procedures will be in effect:

1. The sample will be collected by a lab technician.
2. Water in the toilet bowl will be colored during collection and sink faucet deactivated.
3. The temperature of the sample will be recorded.
4. The sample will be placed in a sealed container. Both the student and technician/nurse will initial the sample container.
5. The sample will be delivered to the 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

SCA will generally follow the lab’s recommendation for handling, transporting, testing, and safeguarding all urine samples. Presently, all positive urine samples will remain under refrigeration at the lab for a minimum of six months.

If the screened sample shows evidence of adulteration, the student will be subject to immediate suspension. The student will 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 will arrange for the additional confirmation analysis at the same lab. If the parent objects to the second confirmation being conducted at the same

lab, then arrangements will be made to ship or courier the sample to another lab whose standards and procedures meet the testing requirements of SCA. SCA will 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 will 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 will 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 will 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-analysis drug procedure may fail to yield a comprehensive report regarding a potential violation of the drug policy. Furthermore, it may also be wise to receive an expanded report of drug policy violations. Therefore, whenever the SCA administration deems it advisable to utilize a second, yet quite different, illegal drug detection procedure (e.g., hair follicle testing), it reserves the right to do so without prior student or parental notice.

ADDENDUM - ELECTRONIC ACCEPTABLE USE POLICY

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.

Internet safety education will be integrated into the content areas in Kindergarten through Grade 12. Students will also be taught how to discern the validity of internet sources, understand copyright laws, and explore legal issues related to internet use. The school's internet security filters restrict most access to social networking sites and inappropriate material. However, a user may inadvertently come across material of adult content. The school takes a **"no-tolerance"** approach to purposefully accessing such material. Students are expected to honor the Electronic Acceptable Use Policy (EAUP), or they may lose the privilege of internet access.

Within reason, freedom of speech and access to information will be honored. The following are not permitted on any Scottsdale Christian Academy computer, district-network, or the Internet:

- Sending, receiving, or displaying offensive messages, images, or materials
- Using obscene language
- Harassing, insulting, or attacking others (cyber-bullying)
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another person's folder, work, or files
- Intentionally wasting limited resources
- Using school resources and accounts to access services requiring payment
- Employing the network for commercial purposes
- Damaging/misusing hardware or software
- Downloading programs using school computers
- No children or students are permitted to use staff accounts to access the internet

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

You are 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.

Public social networking sites via the Internet (i.e., MySpace or Facebook) are not permitted to be accessed on campus. Furthermore, faculty members are prohibited from having current and former students who have not graduated from High School or are under the age of 19 as "friends" on those sites. Any disparaging remarks about Scottsdale Christian Academy and/or any of the current or former faculty and staff will not be tolerated, and will be subject to disciplinary actions.

While there is nothing inherently wrong with these sites, Scottsdale Christian Academy does not feel this is the best method to communicate with our families, students, and staff. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify the Administrator of Information Technology. Do not demonstrate any problems to other users.

Do not use another individual's account without written permission from that individual. Attempts to access the Internet as a system administrator will 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 will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

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 Administrator of Information Technology. Students who reproduce, acquire, or use unauthorized copies of computer software will be subject to discipline, up to and including dismissal.

I have read, understand, and agree to abide by the Acceptable Use Policy for Scottsdale Christian Academy. Please sign and return to school.

Student

Date

RECEIPT AND AGREEMENT FORM

The names, signatures, and dates affixed below signify that we have received, carefully read, and fully understand the contents of this handbook, including the Addendums. Furthermore, we recognize that this handbook is a collective statement of current information, philosophies, policies, and procedures that directly impact the lives of SCA middle school students. As members of the SCA school community, we will respectfully submit to and agree to be bound by all handbook inclusions.

Student Name

Student Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date