



Stonehill
CHRISTIAN ACADEMY

**STUDENT HANDBOOK
2023 - 2024**

About Us

Stonehill Christian Academy (SCA) is a Seventh-day Adventist Christian school. Our educational environment reflects an active partnership of students, staff, parents, and community. We are open to evaluating new ideas and using them to foster an atmosphere conducive to developing responsible Christian students.

Our institution is accredited by the Texas Private School Accreditation Commission and the North American Division office of Education. SCA provides a high-quality education for multi-ethnic students from across Central Texas communities.

Mission Statement

SCA provides Christ-centered education that fosters students developing a closer relationship with Jesus. Biblical teaching, academic excellence, civic duty, and service are all emphasized in a safe environment.

Philosophy

The purpose of SCA is to maintain a Christ-centered school of excellence in harmony with the teachings of Jesus Christ, as set forth in the Scriptures. Supporting principles of Christian education include those set forth in the writings of Ellen G. White, one of the founders of the Seventh-day Adventist denomination, and policies recommended by the Seventh-day Adventist General Conference, Southwestern Union, and Texas Conference.

The aim of Christian education is to restore human beings into the image of God, as revealed by the life of Jesus Christ, and to accomplish this through the guidance of the Holy Spirit. An education of this kind

imparts far more than academic knowledge. It fosters a balanced development of the whole person — spiritual, physical, intellectual, and social — in a process that spans a lifetime. By working together, homes, schools, and churches cooperate with divine agencies to prepare students to be good citizens in this world and for eternity.

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ADMISSIONS PROCEDURE

Stonehill Christian Academy (SCA) admits students of any race, color, and national or ethnic origin, to all the rights, privileges, programs, and activities available to students at the school. SCA does not discriminate based on race, color, ethnic background, country of origin, or gender in administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

Parents are encouraged to direct their children to act in harmony with the standards, requirements, and philosophies of the school, and support the school's principles, programs, and teachers. The Admissions Committee reserves the right to refuse admittance to any students who do not exhibit behavior in harmony with the school's principles. Although a low student-to-teacher ratio allows for a great deal of individual attention, our school is not designed to provide special education for students with learning disabilities or behavioral challenges.

NEW AND TRANSFER STUDENTS

In considering a student, the Admissions Committee looks at chronological age, emotional, physical, and social development, academic achievement, test scores, student behavior, attitude, attendance record, and special needs. Before a student is placed in a classroom, he/she will:

- Complete and submit the Registration Packet.
- Provide verification of grade level and achievement from the school last attended. (The parent will be notified of the transfer of the student's permanent record, their right to receive a copy of the record, and their right to a hearing to challenge the content of the record.) This may be a report card, cumulative folder, letter from the principal of the former school, or a telephone discussion between principals.
- Make an appointment to take a proficiency exam before entering SCA. In lieu of this exam, parents may present results from an alternate approved national exam taken within the previous school year.

Students entering Pre-Kindergarten must be three (3) by the start of the school year. Students entering Kindergarten must be five (5) by September 30. Kindergarten students may need to be tested, if recommended by the teacher. Students must submit proper health records within two (2) weeks of first day of attendance, after which time they will not be allowed to attend classes until health records are received.

APPLYING AFTER THE SCHOOL YEAR BEGINS

- Students who apply after the school year begins will follow the process, as outlined above, for *New and Transfer Students*.
- In addition, an interview with the teacher is required before a decision is made by the Admissions Committee.

MEDICAL EXAMINATIONS

Physical examinations are required of all students in the Texas Conference as follows:

- Upon entering school for the first time
- At grade 7 (this shall include the scoliosis examination)

A physical examination will be considered current, except scoliosis examination, if taken not more than twelve (12) months prior to any of the above dates. A doctor's report must be submitted to the school.

When a student transfers, it is the parent's responsibility to bring the health record file to the office within two (2) weeks of acceptance. If this is not done, they will not be allowed to attend classes until health records are received.

IMMUNIZATIONS

All students entering SCA must present evidence of immunization compliance with the [Texas immunization requirements](#), which require yearly updates. HIPAA guidelines require parents to deliver health records from the previous school.

A student may be exempt from receiving the required immunizations by submitting:

- A written statement from a physician stating that the student

is medically exempt because the vaccine required is medically contraindicated or poses a significant health risk. Unless the statement says that a lifelong condition exists, the exemption statement is valid for only one (1) year from the date signed by the physician.

- A notarized affidavit from the parent stating that the student is exempt because of personal beliefs. This personal exemption shall be recorded on the immunization record. The affidavit will be valid for two (2) years. A child who has not received the required immunizations for reasons of conscience may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

Source: [Texas Administrative Code, Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education](#)

AIDS AND AIDS-RELATED CONDITIONS

Students with acquired Immune Deficiency Syndrome (AIDS) and HIV-positive results pose significant concern for others. The following guidelines will be followed.

- The conference and school are committed to maintaining a safe and healthy school environment for all students.
- Based on overwhelming medical and scientific opinion, the AIDS virus is not casually transmitted in ordinary school settings. Therefore, students with AIDS, or any of its related conditions, may continue to attend if they are able, subject to changes in medical knowledge. Reasonable accommodation will be provided to students to allow them to continue to attend and participate in school activities. Other students who refuse to work with, harass, or otherwise discriminate against any student with AIDS may be subject to discipline. Courts have only upheld school exclusion of students with AIDS in young students where the students bit others and/or have open sores, thereby exposing other students to blood.
- Employees are to be trained in and use universal precautions

for preventing transmission of blood-borne pathogens, as set by the Centers for Disease Control and Prevention (CDC). Students will be given age-appropriate instruction regarding precautions. Physical education teachers will instruct their classes regarding specific precautions surrounding blood-borne pathogens.

- Instruction regarding AIDS is part of the curriculum and will be taught in accordance with the curriculum plan. The administration may include additional instruction on AIDS, its transmission, and safety precautions, when deemed necessary.
- Students or parents of students who have AIDS, or are HIV positive, and who wish to disclose this fact to the school should discuss it only with the principal.
- Information about a student who has AIDS or is HIV positive is confidential. It will not be disclosed to any other individual without the written consent of the parent or the guardian of the student.
- The Christian response to a person who is HIV positive must be personal, compassionate, helpful, and redemptive.

VOLUNTEERS

We encourage all our parents to volunteer at the school a minimum of 18 hours per semester. The list below includes some ways we could use your help.

- Drive for field trips
- Help with special days and hot breakfasts/lunches
- Supervise students during lunch/recess
- Help a teacher with grading, copies, or teaching a PE class
- Help with food drive
- Attend Home and School meetings
- Read with students
- Participate in school fundraising events
- Collect and submit Box Tops for Education
- Other tasks as listed on our website:

<https://www.stonehill.school/>

To protect our students, all volunteers must go through the free [Sterling Volunteers Screening and Training Process](#).

STATEMENT OF RESPONSIBILITY

Each student is accepted to SCA with the understanding that the parent or legal guardian of each student is responsible for the legal aspects of his attendance. These include, but are not limited to:

- Account payment
- Damage to property
- Liability through altercation

SPECIAL NEEDS

SCA does not have the staff or resources for special education services. Therefore, we may not be able to accept students who have learning differences, mental or physical handicaps, or social skill deficits that would require the school to provide specialized staff, equipment, or repeated interventions that take up a disproportionate amount of a teacher's time.

Our goal is to provide a quality education to every child at SCA. To do so, we need full and accurate disclosure of your child's needs. If it comes to our attention that parents have intentionally withheld educational or behavioral information, we reserve the right to ask your child to remain at home until their needs are clarified and we determine if we are able to meet those needs.

English language proficiency needs must be established before admission. Prior to admission, the parents, teachers, and principal may meet to discuss specific goals.

TRANSFER OF PERMANENT RECORD

When a student transfers from one school district to another public or to a private school, or transfers from a private school to a school district within the state, the student's permanent record is transferred. This transfer is initiated by the former district or private school upon request from the district or private school where the pupil intends to enroll. Any school district requesting a transfer of record shall notify the parent of his right to receive a copy of the record and the right to a hearing to challenge the content of the record. The State Board of Education is authorized to adopt rules and regulations concerning the transfer of records.

FINANCIAL INFORMATION

INSURANCE

SCA purchases accident insurance coverage for each student. The cost of this insurance is included in the registration fee. The school is responsible for only what is covered by that insurance. Parents are urged to carry additional insurance to supplement that covered by SCA.

FINANCES

SCA endeavors to keep the cost of Christian education as low as possible, so that all young people can attend. The following statements outline general financial practices that are important to students, parents and financial sponsors.

Previous Balances: Any outstanding balances at SCA or other Seventh-day Adventist educational institutions must be settled before the student is permitted to enroll for the current school year. Any delinquent sibling accounts must also be settled before another family member is admitted.

Account Status: The financial sponsor is expected to keep the account current. Students whose accounts are more than 30 days past due are delinquent and the student may not be able to receive After School Care until the account is current. If an account is delinquent for more than 60 days, a student may be asked to withdraw.

In correlation with existing policies, SCA will extend every effort to communicate with a debtor about obligations due the school. After all good faith efforts have been exhausted, SCA may send debt to a collection agency. All costs and fees incurred by this action will be added to the debt owed and payment will be the sole responsibility of the debtor (including, but not limited to, all legal and court fees). SCA will notify the debtor of the intended collection agency action in writing 30 days prior to assigning the debt to a collection agency.

Refunds: When a student withdraws from school, an adjustment will be made to the account so that only actual tuition is charged. This will

be done on a monthly, prorated basis. The Registration Fee is not refundable after five days in attendance.

Eighth Grade Diplomas, Report Cards, and Graduation: Diplomas cannot be issued unless the student's account has been paid in full. Students may not participate in graduation exercises unless their account is current or written arrangements have been made.

Contract Teachers: Approved, contract music teachers may come to our campus weekly to teach elective classes. Parents need to make arrangements directly with the teachers for lesson schedule and payment. Parents deal directly with any other contract teacher activities, e.g. children's choir, after school programs, etc.

FINANCIAL SCHEDULES

TUITION FEES/FINANCIAL PLANS

Registration fees for each student are due before the student begins classes.

Discounts apply per student, if paid on or before the early registration deadline. (Registration fee covers: one uniform shirt, student insurance, library fee, technology, home and school, art, and administrative costs)

Monthly Tuition: Tuition charges for the year can be paid in full, in two equal payments, or in 10 equal payments. If paid monthly, tuition for the first month will begin in September and will continue through June of the following year. All families must have a FACTS account, regardless of payment plan

Statements: If a family does not enroll in FACTS by the end of September, statements will be prepared monthly for the account until a FACTS account is established and a contract finalized. A statement preparation charge of \$50.00 will be assessed against the account for each statement. Statements will be due 10 days after receipt. If statements are not paid in full and on time, a \$25.00 late fee will be assessed. Checks returned for insufficient funds will be charged a

\$25.00 fee. Failure to keep an account current could result in dismissal.

ADVENTIST DISCOUNT: A \$500 tuition discount will be granted to each child enrolled from a family with confirmed membership in a Seventh-day Adventist Church.

FAMILY DISCOUNT: A \$500 tuition discount will be granted to each additional child enrolled from the same family.

FINANCIAL AID AND CHURCH AID: Church aid must be applied for through your local church. Please refer to the **Tuition Assistance Policy** for more information.

TUITION

Tuition, Before/After School Care fees, and miscellaneous charges are assessed as detailed on the tuition page of the SCA registration packet.

CURRICULUM

ACADEMICS

The curriculum, at all levels, reflects the philosophy and objectives of Christian education. It is chosen to be in harmony with the ideas expressed in our mission statement. Textbooks and course material follow the recommendations of the North American Division of Seventh-day Adventists, Office of Education. This is the central coordinating office for all schools operated by the Seventh-day Adventist Church throughout North America.

Programs offered at SCA include instruction in the academic areas of math, language arts, science, and social studies. Other areas of study generally include religion, communication skills, health and safety, physical education, practical applied arts, and fine arts. These are taught with the objective of developing character, witness, service abilities, physical and social skills, and career and work responsibility.

Key Learning with more specific descriptions of the curriculum at each grade level are available on *Back-to-School Night*, from the individual classroom teachers, and upon request from the office.

MUSIC

Pre-Kindergarten through second grade will participate in choir and beginner bells. Students in grades 3 through 8 are taught music fundamentals, hand chimes, and choir.

All SCA music classes have performances outside of school hours. The success of each group depends on all members; therefore, all performances are required and missed performances will affect the student's music grade. If any family plans prevent participation in a scheduled performance – including weekend church performances – advance arrangements must be made. The music teacher will announce the dates as far in advance as possible.

ACHIEVEMENT TESTS

The NWEA MAP Growth assessment is given to all students in grades three through eight three times a year. All students should be in school during this testing time because these tests are used to help assess the strengths and weaknesses of each student. A report of the results will be given to parents at the *Parent-Teacher Conference* in the fall.

ACCELERATION

Appropriate academic placement is a fundamental principle of education. When considering advanced placement for a student, the following policy will be implemented.

- On a standardized achievement test battery, a student is expected to have a composite score that places him/her at the 90th percentile or above.
- The student must demonstrate, to the school staff and to the parents, satisfactory evidence of academic, emotional, and social readiness for advanced placement.
- Prior written request for student advancement in elementary education (i.e. two years in one, or three years in two) must be submitted to and approved by the Texas Conference, Office

of Education, *before* a student is permitted to begin work on advanced placement. The application must include the written consent of the parent or guardian.

- A copy of the NWEA MAP Growth assessment must also accompany the application.
- The end of the second week of November is the deadline for submitting acceleration requests to the Texas Conference, Office of Education.

GRADE RETENTION

Consideration to retain a student at a grade level must involve counseling with the student and the parents so that a decision regarding placement is reached cooperatively. A decision to retain the student must have:

- written approval by the parents no later than April 1.
- completion of the Light's Retention Scale – to be submitted along with the request form;
- written approval from the Texas Conference, Office of Education; and
- a retention request submitted no later than April 1 to the Texas Conference, Office of Education.

No student will repeat a grade for more than one year during the elementary school years.

EIGHTH GRADE COMPLETION REQUIREMENTS

The required subject areas for completion of the eighth grade are:

- Bible/Religion
- Mathematics
- Language Arts (English, Handwriting, Spelling, Composition)
- Reading
- Physical Education
- Science/Health
- Social Studies
- Fine Arts (Music, Art)
- Computer Literacy/Keyboarding

In addition to the subjects listed above, students must meet the

practical arts/technology requirements as specified by the Texas Conference, Office of Education. A minimum of “D-” is the required academic grade for each of the subjects listed above. Students who do not meet the academic requirements to graduate will be notified of their deficiencies at the end of the third (3rd) quarter (or as soon as noted by the teacher). To participate in graduation, these students must make arrangements to complete the work in the summer. A diploma cannot be given until all work and financial obligations are completed.

SCHOOL HOURS

REGULAR SCHOOL DAY

The regular school days are:

8:00 a.m. to 3:30 p.m., Monday through Thursday

8:00 a.m. to 1:00 p.m., Friday

AFTER SCHOOL GUIDELINES

All students may be picked up at class dismissal time or stay on campus (playground or classroom) under staff supervision until 3:45 p.m. All students, Pre-K - 8th grade, who are not picked up by 3:45 p.m. will be charged for extended care. See *Extended Care* for details.

MINIMUM DAYS

A minimum day begins at the regular time of 8:00 a.m. for all grades. Dismissal time is 12:00 p.m. After school care will not be available on minimum days. Parents must make the necessary arrangements to have their child picked up by 12:15 p.m. on these days.

The SCA School Board and the Texas Conference, Office of Education has scheduled the following minimum days:

- Fridays prior to: Labor Day, Christmas Break, Spring Break
- Last day of school

Additional minimum days may be scheduled when approved by the SCA School Board and the Texas Conference, Office of Education. Please [check the school calendar](#).

ATTENDANCE

At SCA, we strive to teach our students the positive habit of being responsible with their time. We ask that parents help us with this area, through their example, by having their children on campus prior to 8:00 a.m. Habitual timeliness contributes positively to their school achievement and the lifetime responsibility of being on time for work and other responsibilities. We also want to honor God during our worship time, which is one of the first class activities after 8:00 a.m. Students entering the classroom late are a disruption.

DAILY ATTENDANCE

Students who are not in their classroom by 8:00 a.m. will be marked tardy. Students need to be in the classroom, seated, and ready for school to begin no later than 8:05 am. The total days of attendance for a SCA student will be the number of days school was taught (not less than the minimum school days during the academic year), less the sum of his/her absences.

EXCUSED ABSENCE

Teachers will mark a tardy or absence as excused if the school receives a call, note, or email from the parent indicating one of the following reasons: illness, quarantine, health appointment, religious observance, or death in the immediate family.

EXCESSIVE ATTENDANCE PROBLEMS

Class attendance and punctuality are very important and are valued highly. The staff wishes to encourage habits of responsible attendance. Excessive unexcused tardies and absences are unacceptable. We expect you to make appropriate arrangements to have your child in regular, punctual attendance. If unacceptable attendance problems do not improve, the student will be reported truant to the county truancy officer.

UNEXCUSED ABSENCE

Absences beyond five (5) consecutive days due to medical reasons will be considered unexcused, unless the office receives a signed, written

physician's statement. Tardies and absences due to family inconvenience or vacations are not considered excused.

ILLNESS AND ATTENDANCE

Elementary school classrooms are the perfect breeding grounds for all sorts of communicable illnesses. It is important that sick children (including those with common colds) stay at home -- not only to allow their bodies to heal, but also to keep the rest of us from getting sick.

Follow these general guidelines:

- Don't send your child to school if they are contagious, have a fever of 99.5°F or more, are vomiting, or have inadequate energy to participate in school activities.
- Keep your child home for **24 hours** after vomiting has ceased, his/her temperature has been normal without use of fever-reducing medicine, or after antibiotics have been started for contagious conditions.
- If your child arrives at school unwell and unable to participate, they will be asked to wait in the office until someone can pick them up.
- If your child becomes ill at school, they will be sent to the office for further evaluation. SCA staff follow these guidelines:
 - If a child has a temperature above 99.5°F or is experiencing continued discomfort or pain, the family will be notified. It is essential for us to have emergency information and phone numbers on file so we may contact you as needed. Please keep this information updated as changes occur.
 - Ill children are kept in the school office until parents, or an approved person, arrive. This helps limit exposing the rest of the class to the illness.

If your child has sustained an injury but is able to participate in scholastic activities, they may attend school as soon as their pain is manageable. Please send a doctor's note that outlines their restrictions, so they can be properly supervised during recess and PE activities.

PRE-ARRANGED ABSENCE

At times, a family may need to travel on dates other than regular vacation times. If you know that your child will miss classes one or more days, a *Pre-Arranged Absence Form* should be completed so that you and your child know what work needs to be completed and turned in. This form needs to be completed at least one (1) week before the requested absence so that there is time for the teacher to prepare alternate assignments for the student.

SCHOOL ATTIRE

ALL STUDENTS

All clothing is to project a positive and respectful image. Shabby, torn, or ill-fitting clothing (too tight, baggy, long, or short) is not to be worn. Faddish hairstyles and clothing and tattoos are inappropriate. Sprayed-in hair color is only permitted during Spirit Week on the appropriate day(s).

Proper shoes must be worn at all times. Beach shoes or flip flops are not appropriate to wear at school. A student must have shoes at school that will allow them to participate in all activities.

Any jewelry, including but not limited to bracelets, friendship bracelets, rings, earrings, and necklaces are not permitted. Although SCA wishes to respect the religious beliefs of all its students, we ask that religious jewelry be worn at home.

Makeup should be modest. Nail polish should be well maintained, clean, and neat. Acceptable nail color and design will be at the discretion of the administration and staff.

No accessories are allowed, including; vests, ties, and suspenders. Belts must be plain style; black or brown colors are acceptable. All belt buckles must be plain (not themed, large, or colored). No skulls or other questionable emblems are allowed, including on shoes.

Hats/caps, etc. are for outside wear only. Hair should be clean, natural color, well-managed, and non-distracting. Extreme hairstyles are not permitted. The guidelines and principles of the student dress policy apply to all school activities, whether on or off campus.

SCHOOL UNIFORM

- **Shirts and Blouses**

Style: Polo with school logo

Length: Shirts must be longer than the belt line and tucked in

Fit: Loose and proper fit

Fabric: No denim or stretchy material

Color: Navy Blue

Messages/Pictures on clothing: None, this includes small embroidered logos.

Exceptions: Clothes designated by the staff for special functions.

- **Slacks and Shorts**

Style: Boys and girls may wear walking shorts and Docker-style slacks, with up to four (4) traditional pockets. Girls may also wear capris.

Length: Pant cuffs must not touch the floor. Shorts are to be no higher than the top of kneecap.

Fit: Proper waist size. Pants must fit snug at the waist.

Fabric: Cotton, cotton blend twill. No denim or stretchy material

Colors: Solid in khaki

Exceptions: Clothes designated by the staff for special functions.

CONSEQUENCES

When a student is in violation of the dress code or out of uniform, the parents will be notified and given the option of bringing appropriate clothing. If parents/guardians are unable to bring the appropriate clothing, the school will provide the proper uniform shirt and parents will be charged for the cost of the shirt. Subsequent violations may

result in a *Student Discipline Report* or a *Referral* that could affect their admission standing at the school.

BEHAVIOR EXPECTATIONS

For our school to be a safe place where respect for God, self, and one another is evident, students must accept responsibility for their own actions. It is our goal, as staff, to teach students the skills they need to be responsible citizens at school, at home, and in our community. We want to meet students' needs. We also want students to be honest with themselves about their own behavior in getting needs met, aware of the choices that are available, and willing to make restitution when necessary.

We expect students to demonstrate a sense of worth in themselves and the school by:

- showing respect for adults and each other;
- showing respect for school property and rules;
- being in their assigned places and equipped with the proper tools at the proper times; and
- following the directions of the person in charge.

We expect students to develop the following Life Skills:

- Responsibility: being accountable for your actions
- Cooperation: working together toward a goal
- Caring: showing concern for others
- Perseverance: sticking with it
- Integrity: being true to yourself, knowing what is right
- Effort: doing your personal best
- Friendship: making and keeping friends
- Initiative: doing what needs to be done without being told
- Flexibility: being able to alter plans cheerfully
- Organization: planning, arranging, and implementing in an orderly way
- Sense of Humor: laughing and being playful without harming others
- Common Sense: using good judgment

- Problem Solving: finding creative solutions in difficult situations and with everyday problems
- Curiosity: possessing a desire to investigate and seek understanding of one's world
- Courage: being willing to act according to one's beliefs

Even in a Christian school, problems happen. There are choices you can make to avoid problems, or to resolve them.

STUDENT-TO-STUDENT PROBLEMS

Most student-to-student problems happen on the playground or in the bathrooms and halls where there is less structure than in the classroom. Students will be able to solve many of these problems by choosing from the following list of ideas.

- Tell the person to stop the problem behavior.
- Ignore the problem behavior.
- Walk away from the problem.
- Go to another game or activity.
- Respectfully talk it over and listen to each other.
- Share and take turns.
- Wait and cool off.
- Compromise.
- Apologize.

If students have tried at least two of the above ideas and still need help, please go to an adult supervisor. They will be happy to help resolve the problem.

CONFLICT RESOLUTION

Communication sometimes breaks down, which can result in misunderstandings. We hope that the following steps, based on Matthew 18, will help resolve any problems between students, their families, and the staff at the school. As we work together, we hope that everyone involved will approach the conflict resolution process with Christian courtesy and a focus on resolving the problem.

Level One: The student and the teacher should discuss the issues that appear to be causing a conflict. The parent or

teacher should encourage discussion at this level.

Level Two: The parent and teacher should schedule a time to talk about the concern. The student may or may not be present at the conference. **Parents should not approach teachers during the school day unless prior arrangements have been made.**

Level Three: If the concern remains unresolved, a conference should be scheduled with the parent, teacher, and principal. The student may or may not be present, depending on the situation. In certain extreme situations, Levels One and Two may be bypassed.

Level Four: When there is evidence that the problem still has not been resolved, another conference will be held with the parent, teacher, and principal. The problem area will be stated in writing. Only first-hand information that affects the current year and the individuals involved will be considered. The student may or may not be present at this level.

Level Five: If the problem still has not been resolved to the satisfaction of all parties, a meeting with a Conflict Resolution Committee may be requested through the principal. This committee will consist of both teacher and school board members. The request to meet with this committee needs to be in writing, and it should outline the problem, previous steps taken, and desired outcome of the process. (If needed, the principal will arrange for someone to assist with writing the request.)

The intent of this policy is to assist parents, teachers, and students to discuss problems and concerns early enough to avoid the negative consequences of poor communication. We believe that the student will ultimately benefit most from his or her education if the guidelines above are followed.

DISCIPLINE

DISCIPLINE POLICY

SCA students are expected to comply with regulations and otherwise be models of Christian behavior, both in the school and otherwise. Failure of a student to comply with this standard of behavior will result in appropriate discipline. The goal of SCA, in this regard, is to work with parents to address unacceptable behavior and assist students in correcting problems so they can achieve success in life with the minimum discipline necessary. Some misconduct is so serious that it may lead to immediate suspension or expulsion. SCA has a Discipline Committee made up of the School Board Chair, principal, and selected teachers, along with the classroom teacher of the student involved. Examples of serious misconduct include, but are not necessarily limited to:

- willfully causing, attempting to cause, or threatening to cause physical injury to another person;
- possessing, selling, offering, arranging, negotiating, or otherwise furnishing any firearm, knife, explosive or other dangerous object, or attempting to do so;
- possessing, selling, offering, arranging, negotiating or otherwise furnishing, or being under the influence of alcohol, tobacco or other nicotine containing product, or a controlled substance, without a doctor's prescription, or possessing; selling, arranging, negotiating, or otherwise furnishing drug paraphernalia, or attempting to do any of the above;
- committing or attempting to commit robbery, burglary, extortion, or theft, or receiving or attempting to receive any stolen property;
- willfully causing or attempting to cause damage to real or personal property of others;
- committing an obscene act or engaging in habitual profanity or vulgarity;
- willfully disrupting school activities or otherwise defying the valid authority of administrators, teachers, supervisors,

school officials, or other personnel engaged in the performance of their duties;

- engaging in or conspiring to engage in bullying or any act that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any person;
- serious or continued sexual or other harassment, as defined in this school's harassment policies;
- willfully engaging in the disruption of the school's religious environment through negative comments or by negative attitudes.

CONSEQUENCES

When a student does not follow the above stated behavior expectations, a *Student Discipline Report* will be completed and mailed home. The teacher will also notify the parents that same day by phone.

Level 1 The teacher will give a verbal warning and talk with the student after class. An internal school report may also be completed.

Level 2 A *Student Discipline Report* will be sent home to the student's parents. The teacher will also notify the parents that same day by phone.

Level 3 A conference will be arranged with the student, parent, teacher, and principal. During this meeting, a behavior contract will be set up.

CORPORAL PUNISHMENT

Corporal punishment is not used as a disciplinary measure at SCA.

DETENTION

Students may be detained in school for disciplinary or other reasons for not more than one hour after the close of the regular school day. Parents will be notified of this action prior to the detention period.

SUSPENSION

A teacher may suspend a student from class temporarily. Suspension

from school is only done by the principal. A student may be suspended for repeated offenses when other procedures have not been effective. Written evidence of prior corrective measures and parental notification will be maintained. In the case of serious misconduct or violation of school regulations, the principal or the Discipline Committee may suspend a student from school, even though there has been no prior serious misbehavior. The suspension period will not exceed two weeks. Written notification of the length of the suspension will be provided to parents.

EXPULSION

SCA follows the Texas Conference, Office of Education, guidelines regarding student expulsion. You may request a copy of these guidelines from the principal.

DISMISSAL

The school board is the ultimate authority in dismissal or expulsion of a student, upon the recommendation of the administration. As a rule, dismissal or expulsion is used only when other means of correction fail to affect a change in conduct or the parent does not, or will not, voluntarily withdraw the student.

WITHDRAWAL

Following the withdrawal of any student who is required by state law to be enrolled in school, the school principal will ascertain that the student has entered another school, as stipulated by state law. If the student fails to do this within the required time period, the principal has the responsibility to notify the attendance officer of the local public-school district.

SEVERANCE

SCA reports to the public-school superintendent of schools, where required by state or county regulation, the severance of all students between the ages of eight (8) and 18. Severance includes: expulsion, exclusion, exemption, transfer, suspension beyond 10 days, or other reason for terminating attendance.

PROBATION

Students on probation will be subject to the following behavior guidelines:

- First and second *Student Discipline Reports* in one quarter, for any offense, will warrant a preventative conference with the classroom teachers and principal
- Third referral, for any offense, warrants:
 - a student conference with parents, teachers, and principal; and
 - possible suspension, with the number of days to be determined by the Discipline Committee.

If a student is suspended for a second time while on probation, the student and his/her parents must meet for a review with the Discipline Committee.

BULLYING

No staff member, student, or any other person employed by, or in attendance at, a Seventh-day Adventist school will concur with, cooperate, permit, or participate in any act that injures, degrades or tends to injure, degrade, or disgrace any student attending the school.

Bullying includes any method of initiation into the school, a student organization, or any pastime or amusement in connection with an activity or organization which causes, or is likely to cause, bodily danger or physical harm.

SEXUAL HARASSMENT

SCA is committed to providing a school environment free from sexual harassment. Incidents of harassment should be reported, so school authorities can take appropriate action. Students who sexually harass others are subject to discipline, up to and including dismissal. Employees who engage in sexual harassment are subject to discipline, up to and including termination.

Definition: Sexual harassment is unwelcome sexual advances or requests and other offensive conduct of a sexual nature. The behavior can be spoken, written, or physical. Offensive pictures, graffiti, jokes,

and gestures are included.

Sexual harassment can also include making someone submit to offensive sexual conduct as a condition of academic status, progress, benefits, honors, or activities. Sexual harassment occurs when the offensive behavior or material creates a hostile school environment.

Reporting Procedures: Students who have experienced sexual harassment should report the incident to school authorities as soon as possible. If the incident is between students, the student should report the incident to a teacher. The student may also report to the principal or other staff members. If the harassment comes from an adult, the student should report directly to the principal, or another responsible adult.

Resolving Sexual Harassment Complaints: Any employee of the school, upon receiving a complaint or otherwise learning of alleged sexual harassment, will notify the principal. If the principal is allegedly involved in the harassment, report to the Texas Conference Superintendent of Schools. The school will investigate the matter promptly, thoroughly, and confidentially. If harassment is confirmed, appropriate corrective action will be taken as reasonably necessary to end the harassment. After the investigation and response, the alleged victim will be informed that appropriate action has been taken. The school will also make appropriate follow-up inquiries to ensure that harassment has not resumed and that the alleged victim has not suffered retaliation.

DEFACING OR DAMAGING PROPERTY

Any student who defaces, damages, or destroys school property will be liable to suspension or expulsion, according to the nature of the offense. Parents, guardians and/or students will be responsible for replacement costs and may be asked to help clean up the damaged area. The school, after affording the student their due process rights, may withhold the grades, diploma, and transcripts of the student responsible for the damage until damages have been paid for by the student, parent, or guardian.

EXTENDED CARE

BEFORE AND AFTER SCHOOL CARE AVAILABILITY

Before and after school care is only offered when enough families register to use the service. Please check with the school to find out if this service is available.

BEFORE SCHOOL CARE

When Before School Care is offered, personnel are on campus from 7:00 a.m. through 7:50 a.m. for parents who must leave their child(ren) at that time. There is a daily charge, per child, for this care. Parents are not to leave their children on our campus any earlier than 7:00 a.m. Students are not permitted to wait in the parking lot without parental supervision. At 7:45, general supervision begins for all students arriving for the school day.

AFTER SCHOOL CARE

When After School Care is offered, this is a special service for parents who are unable to pick up their child(ren) immediately after school due to their work schedules. It should not be used as a socializing or play time for students who could be picked up earlier.

After School Care Guidelines have been established for your child's safety. After School Care supervisors must devote their attention to supervising all students in the program, and time may not allow them to specifically address behavior or homework concerns. Because of this, supervisors cannot provide tutoring or counseling for students.

Students must be supervised when they are on campus. A student who is on campus with a parent must remain with that parent during the After School Care time. If they are not with the parent, then they must be checked into After School Care. When a parent is on campus for a scheduled meeting with a teacher and the student is not attending the meeting, the student will be checked into After School Care. (The fee for After School Care can be waived when the parent and teacher let the After School Care supervisor know that they were in a scheduled meeting.)

BEFORE/AFTER SCHOOL CARE GUIDELINES

When a student chooses to disregard any of the guidelines, he/she will be warned and possibly referred to the principal. If the behavior persists, the supervisor will fill out a *Student Discipline Report*, which will be sent home. Any further problem will lead to a meeting with the principal, Before/After School Care supervisor, student, and parents. If any of the guidelines continue to be disregarded following this meeting, the student and parents will be asked to make other care arrangements.

Students should never wait unsupervised at the front portion of the school. Any student who is found in an unsupervised area will be subject to discipline.

AFTER SCHOOL CARE HOURS AND CHARGES

When offered, after school care begins 15 minutes after class is dismissed. All students remaining on campus will be checked into the program by the After School Care supervisor, and the per hour charge will begin. All students who are in After School Care must be signed out by their parents, or a designated adult. Parents must also notify the supervisor if a person other than themselves will be picking up their child(ren). Parents must park their cars in the parking lot and come in to sign out and pick up their child(ren).

When offered, After School Care closes promptly at 6:00 p.m., Monday through Thursday, and at 4:30 p.m. on Friday. After these times, parents will be charged per minute. See the tuition page of the SCA registration packet.

AFTER SCHOOL CARE PARENT/STUDENT RESPONSIBILITIES

The parent/guardian must:

- Make sure the student is properly signed out.
- Communicate with the After School Care supervisor that their child has been signed out.

The student must:

- Be in the proper place and checked in.

- Be within eyesight of the After School Care supervisor.
- Make sure the supervisor knows when he/she is working in a teacher's classroom.
 - Direct notification from the teacher must be given to the supervisor.
- Keep all belongings properly stored, including snacks, homework, backpacks and other items on the shelves.

EXPECTATIONS

Students will:

- Treat each other with respect.
- Treat and address the supervisors with respect.
- Use all equipment properly. This includes returning and putting away all equipment, games, or supplies. It may also include helping to put away someone else's item if asked by a supervisor.
- Work properly and silently during reading time.
- Come prepared with homework for homework time. Students who have no homework will bring books or magazines to read.
- Work quietly during homework time and be cooperative with the supervisor's requests and reminders.
- Remain within the eyesight of a supervisor at all times.
- Follow any directions given by any of the supervisors.
- Consult a supervisor, when in doubt about the appropriateness of an activity.
- Respectfully participate in all group activities.

Referrals will be written by the supervisor or principal if any of the above guidelines are violated. These referrals will constitute our attempt at communicating with parents regarding Before/After School Care problems.

Parents may set up appointments with the Before/After School Care supervisor or principal, if desired. Three after school care referrals will result in parents being asked to find another care program.

CLASSROOM POLICIES

ACADEMIC EXPECTATIONS

One of our goals at SCA is to motivate students to develop good study habits. To reinforce this goal, sixth, seventh, and eighth grades will use an assignment booklet to record all assignments daily. Students are expected to complete all assignments and have them turned in on time. Back work will only be accepted for excused absences or family emergencies.

For every day a student has an excused absence, he/she will have the same number of days, multiplied by two, available to turn in late work. For example: if a student is absent for two days, he/she will have four days in which to complete the missing work. These days include weekends and holidays.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

The following will be required of all students participating in extracurricular activities, including class officers, Student Council officers, yearbook staff and after-school sports programs. A student will have to maintain a "C" average or above for all subjects. If a student receives less than a "C" in any subject, it will result in suspension from the activity until the grade is raised to a "C."

BIRTHDAYS

When a food treat is provided in celebration of a birthday, parents should send enough for every child in the student's class. Toys or goodie bags are not acceptable, because they often take away from the learning environment. Individual party invitations should always be mailed -- never passed out or discussed at school.

CLASS FIELD TRIPS

Field trips -- day or overnight -- are considered part of our curriculum. The teachers strive to make the field trips an integral part of their

curriculum. Field trip days are considered regular school days, and all school policies apply. The same attendance rules apply as for an official school day.

If a student does not participate in the scheduled field trip, the student is still expected to report to school. The student will be given class work to complete related to the trip learning objectives.

School policy does not allow siblings or family friends to attend class field trips.

Any activity, on or off campus, that puts you in contact with our students requires volunteers to complete a background clearance. This includes helping anywhere on campus, field trips, overnight trips, etc.

BACKGROUND CLEARANCE POLICY (ADULTS)

Volunteers will only be able to attend field trips (in any capacity) if their background clearance has been received by the school. A valid driver's license and current insurance also need to be on file one week prior to the trip if you are planning to drive. We suggest that you get this done over the summer vacation, so your results can be back in our office by the beginning of the new school year.

CAMPUS POLICIES

ACCESS TO STUDENT RECORDS

Parents of currently enrolled or former students and students 18 years or older have the right to access the cumulative and permanent student records maintained by the school relating to the children in their family or the individual student.

Records must be inspected during regular school hours. Access will be granted no later than five (5) days following the date of the request. A parent or student will be notified if the record is not centrally located and provided qualified certified personnel to interpret records, where appropriate.

BACK-TO-SCHOOL NIGHT

Back-to-School Night is usually held during the first week of school. This is when individual classroom teachers provide additional information regarding their classroom rules, field trips, grading systems, and homework policies. All parents or legal guardians are required to attend. Arrangements for child care need to be made so that parents can pay full attention to the general and classroom presentations.

CAMPUS VISITS

All visitors/volunteers to SCA are required to sign in with the principal and receive a visitor's badge.

CHEATING

Academic integrity is a highly valued and integral part of SCA. We do not permit any form of dishonesty or deception that unfairly, improperly, or illegally enhances the grade of an individual or group assignment or a final grade. The following is a list of forms of cheating, plagiarism, and other types of dishonesty. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask your teacher before you do it.

You are cheating if you:

- copy, fax, or duplicate someone else's assignments that will be turned in as your own;
- submit as your own assignments and work that is exchanged with someone in hard copy or transfer by disk USB, or Internet;
- write key information on your person or objects for use in a test;
- use hidden reference sheets during a test;
- use electronic devices to store or recall information during a test;
- exchange answers with other students. This includes both allowing others to look at your answers and taking the answers from others;
- take someone else's assignment and submit it as your own;

- copy the work from another student;
- submit material without providing the name of the source so the material looks like your own (plagiarizing);
- do not follow any additional guidelines on cheating as given to you by any of your teachers.

Note: Attempted cheating will be treated the same as cheating.

Having items that could be used to cheat will have the same consequences as actually cheating.

Students who are academically dishonest and cheat may receive a failing grade on the assignment and have the course grade dropped one letter grade. Second offenses may result in a failing grade for that class. Additionally, their Personal Development grade will be impacted.

CLASSROOM VISITATION

The faculty and staff welcome visits by parents, board members, and interested individuals. Such visits help acquaint persons with teacher practices and strengthen the home-school relationship. To facilitate the visiting process, the following are required:

- notice of at least 24 hours to the teacher and principal prior to the time of the visit;
- explanation of the purpose of the visit, including any specific concerns;
- limitation of visit to one hour in the classroom; a visit of more than one hour requires prior written consent from the classroom teacher;
- communicating visit observations with the teacher, if possible.

CLOSED CAMPUS

SCA is a closed campus, meaning students do not leave the school grounds after they arrive. Written permission stating time and reason must be submitted to the office and teacher for students to leave campus on their own any time during the school day. Students should sign out in the book provided in the office. Parents who come to the

school to take their child off campus must come to the office and sign their child out in the book provided in the school office. The office will contact the teacher to send the child to the office. Prior written notification should be given to the teacher and the office.

DOGS AND OTHER PETS

Because of possible liability issues if there was an incident with a dog or other pet on campus, policy does not allow dogs and other pets on the SCA campus. Exceptions: Service animals or dogs or other pets that are part of an educational, teacher-sponsored activity.

NUT-FREE CAMPUS

To create a safe environment for our students, SCA is a nut-free campus. We have many students with life-threatening allergies. If your child has food allergies, please speak with your child's teacher or the principal so that we can make sure procedures are in place to keep your child safe.

Do not send students to school with snacks or lunches that contain peanuts or tree nuts (including almonds, brazil nuts, cashews, chestnuts, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, and walnuts). This policy includes all foods containing peanuts or tree nuts as ingredients (e.g. peanut butter, Nutella, cookies, crackers, granola bars, sauces, and dressings).

For parties, or any other time food will be shared, please do not send students to school with items that have been processed in facilities where peanuts or tree nuts have also been processed. Students who eat foods with nuts for breakfast must wash their hands and faces before coming to school. This will help to limit reactions caused by food residue.

GUM/SNACKS

Gum is not allowed on campus. Gum chewing presents special problems to the custodian, buildings, litter disposal, and health. Snack foods may be eaten only during lunch or during snack breaks

designated by the teacher or After School Care supervisor. We encourage parents to send snacks that are healthy and low in sugar. Snacks should consist of foods that do not need heating or additional preparation. All food must be consumed in designated areas only.

HOME AND SCHOOL

All parents are members of the Home and School Association. The purpose of this organization is to promote better understanding and cooperation among parents and teachers as they work together to educate their children. Home and School Association dues are collected as part of the school registration fee.

LOST AND FOUND

Found clothing is placed in the Lost and Found box located next to the breezeway. Other items are held in the office. These things should be claimed promptly. Unclaimed items will be given to Community Services at the end of each semester.

PERSONAL PROPERTY

Personal property that has not been specifically requested by a classroom teacher for use in class or for class assignments should not be brought to school. Personal property that is used in a manner that interferes with the educational process or conflicts with school standards will be confiscated. This includes, but is not limited to:

- Electronic games
- Electronic communication devices
- Personal entertainment devices
- Skateboards, roller blades
- Squirt guns and all other toys
- Dangerous items
- Digital cameras
- Video games
- Laptop Computers

Confiscated items will be returned to parents at the end of the school year or when requested by the parent. Dangerous items will not be returned.

TEACHER CONFERENCES

Conferences with a teacher need to be arranged by telephone, email, or through the office. The time just before school or after school is not an appropriate time for a “quick conversation,” because teachers are preparing for class and working with students. Your conversation may also delay the teacher from meeting other scheduled appointments. The time just before and after school is also critical to student safety and education, and teachers are involved in numerous supervisory and educational tasks. Please respect their time and make an appointment so that the teacher will be able to give you their full attention.

TELEPHONES

The phones at SCA are business phones and should be used only occasionally by parents or students for urgent situations. Students are only to use the phone in the office after arrangements are made with the teacher. The office phones cannot be used for transportation arrangements on a daily basis.

CELL PHONES

Cell phones can be a wonderful convenience for communication. They can also be a disruption to class, source of student conflict, and distraction to individual students. The following cell phone policy is currently in effect.

- Cell phones should not be brought to school or be in the possession of a student. This applies to all school student activities.
- For special circumstances, cell phones may be permitted. A written request form must be completed by the parents and approved by the principal and classroom teacher. A meeting between the parents, student, and principal must be held before permission is granted.
- If permission has been granted, the following conditions apply.
 - During the school day, cell phones are to be turned off and kept in the student’s backpack.
 - If parents need to contact the student during the day, they are to call the school office.

- The school is not responsible for phone charges, loss, damage, or misuse.
- If students need to contact their parents during the day, they need to work through their classroom teacher
- Cell phone use on campus may only occur while the student is standing next to the staff member who granted permission for the phone to be used. Cell phones that are not turned off and/or kept in the student's backpack will be held in the office for the parents to pick up. Each subsequent offense will result in a fine that must be paid before the phone will be returned. The fines increase by \$10 for each violation.
- Cell phones on campus without permission will be held in the office for the parents to pick up. Each subsequent offense will result in a fine that must be paid before the phone will be returned. The fines increase by \$20 for each violation.
- Cell phones are not permitted on any school field trip, unless the parent and student have made prior arrangements with the teacher.

TRANSPORTATION

Parents are expected to arrange transportation to and from school for their children. The school does not have a bus transportation system.

STUDENT MEDICATION AND HEALTH

Students who require medication (including aspirin, acetaminophen, and other over-the-counter preparations) during the regular school day will be assisted by the school office personnel, if the school has the following on file:

- a written statement from their physician detailing the schedule, amount, and method by which medication is to be taken; and
- a written statement from the parent or guardian indicating that the school office personnel should assist the student in following the physician's statement.

Prescription medication must be delivered to the school in the original container bearing the pharmacy label. This label must contain the name and place of business of the seller, prescription number, date, name of

the person for whom the drug is prescribed, name of the physician who prescribed the drug, and clear directions for use as prescribed by the physician. Teachers or siblings are not permitted to administer medication.

Over-the-counter medications must be delivered to the school in the original container.

Please do not send medication in a student's lunch or backpack. All medication must be given through the school office.

Parents are encouraged to let the teacher know, during the first week of school, of any special requirements or health issues so we can be prepared to assist them, if necessary.

Health issues may include, but are not limited to:

- Asthma
- Diabetes
- Glasses
- Food allergies
- Bee/wasp allergies

HOMESCHOOL ENRICHMENT GUIDELINES

SCA respects parents who choose to homeschool their children. We wish to provide opportunities to enrich the homeschooler's education through participation in a supplementary class or classes. The homeschool enrichment program is available to students in grades five (5) through eight (8) who are not enrolled in any other private or public school but are actively instructed in a homeschool program. In order to participate in the listed supplementary activities, a student needs to be enrolled in one of the following programs: *Band* and/or *Choir*, *Physical Education*, or an academic class such as *Algebra I*. Once enrolled in one of these programs, students will also be eligible to participate in the following activities. A student would need to be able to attend each class scheduled during the week.

- Fall achievement testing in October
- Field trips as appropriate*
- Receive monthly newsletter/calendar of events
- Music lessons*
- Week of Prayer
- Intramurals*
- School pictures*
- Field Day
- Assemblies
- Other activities may be arranged with the classroom instructor of the enrolled class.

***There will be additional charges for each of the starred activities.**

Homeschool students may be on campus only for the activities listed above. Each homeschool student is required to sign in and out at the office for each activity.

Our current Homeschool Enrichment program is not available to students in grades K-4; however, students in grades 3 or 4 may participate in the standardized fall achievement testing. Since these tests will need to be administered outside of the classroom (due to the unpredictable timing nature of testing in these grades), there will be a \$120 fee. Special needs accommodation testing is also available at an increased fee.

Special classroom events (such as parties and reward activities) are not available to homeschool students. Parents will be notified of upcoming events through the monthly newsletter and calendar sent with the monthly billing.

This is a Seventh-day Adventist Christian School, so high moral principles and respect for God and others are expected from all students who associate themselves with our school. All homeschool students who take advantage of these opportunities should willingly pledge to observe the regulations and uphold the Christian principles upon which the school is founded.

Students who are not a part of the homeschool program will not be allowed to participate in SCA, unless the activity is open to the public.

NETWORK RESPONSIBLE USE POLICY

COMPUTER NETWORK/INTERNET

SCA offers students access to a computer network. To gain access to the computers and the Internet, both parent and student must sign and return the *SCA Network Responsible Use Policy*.

The Internet is a powerful resource for expanding the educational experience of each student. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards. Unfortunately, some material accessible via the Internet is illegal, defamatory, inaccurate, or offensive. SCA utilizes a content filter that prevents almost all offensive materials from reaching student workstations. If something offensive does manage to penetrate our filter, it is the responsibility of the student to immediately notify the teacher in charge of the class.

The Texas Conference believes the benefits to students using the Internet as an information resource and opportunity for collaboration exceed any disadvantages and, therefore, support making the Internet available to students. Ultimately, parents and guardians are responsible for setting and conveying standards that their children should follow when using media and information sources. Therefore, we respect each family's right to decide whether or not to approve their child's use of the SCA network and the Internet.

The computer network is provided for students to conduct research and communicate. With parental and school permission, access is given to students who agree to the guidelines outlined in the *SCA Network Responsible Use Policy*. Access is a privilege, not a right; therefore, access entails responsibility.

Students are responsible for Christian behavior and communication on

the school computer network, just as they are anywhere on the school campus. Users will comply with school standards and will honor the agreement they have signed. We take very seriously the responsibility for appropriate use of the computer network. School staff will guide students toward resources that are acceptable within the framework of the general school standards. If a student accesses inappropriate material, the school will not be liable and the student will forfeit computer network privileges.

Computer files will be treated like school lockers. School staff may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

Students will adhere to Christian principles and will:

- Be responsible and courteous in all communication
- Be responsible with all computer hardware and software
- Keep their passwords to themselves
- Respect the confidentiality of folders, work, and files of others
- Learn about and observe copyright laws
- Use the computer only when supervised by a teacher

Any activity not in accordance with the general rules of the *SCA Network Responsible Use Policy* may result in a loss of access and other disciplinary or legal action.

USE OF THE SCA NETWORK SHOULD BE VIEWED AS A PRIVILEGE. STUDENTS WHO USE THE NETWORK MUST AGREE TO THE FOLLOWING:

CARE OF NETWORK

- Food and drinks should not be used in computer areas.
- Hands should be clean and not touch the screen.
- Items in computer areas should directly pertain to the activity, i.e. reference materials. Other items, such as magnets, scissors, paints, etc., should stay in the classrooms.
- Equipment should be properly maintained; it should be covered and uncovered properly, turned on and shut down properly, etc.
- Deliberate damage to hardware, software, or the network will not be tolerated.

- Disks, including: DVDs and CD-ROMs, should be handled properly.
- All borrowed media should be returned promptly.

PRIVACY

- Under no circumstances should passwords be shared or used by anyone else.
- Students should only access their own files, unless they receive permission from the supervising adult.
- Although privacy between individuals must be strictly maintained, it should be understood that the teacher, principal, or system administrator may access student files at any time.

RESPONSIBILITY/RESPECT

- Respect the assigned computer time that has been given to others.
Respect others' work and make sure it has been saved before closing or quitting applications, even if it is your assigned time to use the computer.
- Use of the network to send or display offensive messages or pictures and/or harass, insult, or attack others will not be permitted.
- Use of obscene, profane, or vulgar language will not be permitted.
Any unusual incidents regarding hardware, software, an individual's files, or the network should be reported **immediately** to the teacher or system administrator.
- Students may not use computer equipment unless under close adult supervision.
- Users may not use the network for commercial purposes.

COPYRIGHT/PLAGIARISM

- Only software licensed to the school and/or the individual teacher should be used on SCA equipment.
- Students may not bring software programs from home.

- Borrowing/copying/pasting the ideas of others (including art, photos, music, or audio clips) without giving credit will be considered plagiarism.
Resources and items inserted into multi-media presentations must be properly cited and fall within the “Fair Use” guidelines governing student work.

STAFF RESPONSIBILITIES

- Staff members have the right and responsibility to access students’ files.
- Specific infractions of the *SCA Responsible Use Policy* and their consequences will be reviewed by the classroom teacher involved, principal, technology coordinator, and system administrator.
- Signing the agreement form means you will abide by their decisions.

CONSEQUENCES

- Innocent or unintentional mishandling – Student must participate in an activity that will re-educate him/her regarding the proper use of the SCA network
- Irresponsibility, disrespect, or privacy violations – Student may lose access to the network, its equipment, and its resources
- Flagrant, deliberate, or repeated abuse – Student may face immediate suspension and possible expulsion

REQUIREMENTS FOR USE OF THE SCA NETWORK

- Students in grades K - 2 must have a signed *Responsible Use Policy* on file and checklist signed by their teacher indicating they have been educated regarding the SCA network rules.
- Students in grades 3 - 8 must have a signed *Responsible Use Policy* on file and must pass a brief test on the use of the SCA network.

POLICY CHANGES

Deletions, modifications, or additions to the policies in this handbook may occur at any time, by majority vote of the SCA School Board. All voted changes will be effective immediately and have the same authority as policies published in the Student Handbook. Notice of changes will be sent out via Remind. Student Handbook updates will be uploaded to the SCA website as soon as possible.