



SCOTTSDALE COUNTRY  
DAY SCHOOL

Scottsdale Country Day School's Mission Statement:

*“Scottsdale Country Day School will educate and empower its students every single day through engaging and rigorous programs to become excellent scholars and citizens who are proficient critical thinkers.”*

# ***KG-8<sup>TH</sup> PARENT HANDBOOK***

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## ***2023-2024 Scholastic Year***

### **KG - 8th Grade**

Monday – Friday 8:30 am – 3:30 pm

Last Friday of each month. Conference Days, Day before Fall Break & Spring Break  
8:30 am – 12:30 pm – *Early Dismissal*

**10460 N. 56th St.,  
Scottsdale, AZ 85253**

**Phone: 480-452-5777**

**Fax: 480-404-9777**

**[www.scdsaz.com](http://www.scdsaz.com)**

**[info@scdsaz.com](mailto:info@scdsaz.com)**

## ATTENDANCE

School attendance is ultimately the responsibility of the student and his/her family. Students should be absent from school only when absolutely necessary. Much of the classroom activity cannot be made up; the benefit of lectures, discussion, and participation is lost forever to those who are absent. It must be emphasized that regular attendance is the key to much of the success a student may gain from his/her educational program. Excessive absences may require a doctor's note for readmission to class and lead to a recommendation of grade retention.

Arizona State Law highlights that it is unlawful for any child between the ages of six and sixteen to fail to attend school during the hours school is in session, unless there is a valid excuse. The child will be considered truant when there is not a valid reason for an absence. Vacations and out of town visitors are not valid reasons for absenteeism. Determination of what constitutes "good or valid reason" shall be at the discretion of the SCDS administration. If a parent fails to ensure that the child attends school, the law states that they are guilty of a Class III (3) Misdemeanor. When a parent does not provide a valid excuse for the child's absence, a law enforcement officer may cite the student, parent, or custodian directly into court for violating the state truancy law (Re: A.R.S s15-802, 15-803, and 15-804).

## CLASS SIZES

SCDS makes every attempt to limit the class sizes to a maximum of 22 students. There are times however when this number may fluctuate up to 23 students.

## ATTENDANCE – ABSENCES - LATE ARRIVALS

It is the obligation of the parent to telephone 480-452-5777 or email the school office at office@scdsaz.com prior to or on the actual day of each absence. All absences, including excused and unexcused, must be reported to the school.

When a parent wishes to have a student excused before the close of the day, the main office must be informed prior to the student's departure and the student needs to be signed out. After 3:00pm students should not be called from class, unless for a doctor's appointment, as this is very disruptive.

If a student is late, past 8:30am, the responsible party or your student's driver must come in to the school office.

## STUDENT DROP-OFF

Students should be dropped off between 8:00am and 8:25am.

## PARENTS IN THE SCHOOL BUILDING

Parents are not permitted inside the classroom after 8:25am, in the lunchroom, or at the school recess field without an appointment.

## STUDENT PICK-UP (3:30PM or 12:30PM on an Early Dismissal Day)

PM Club is available as needed or on a monthly plan. Plan cannot be pro-rated or credits given for absent days. Plans automatically revolve monthly unless cancelation notice is given in writing. Drop in use will be billed from dismissal to 4:30pm and 4:31-5:30pm. Rates are not prorated. **Students picked up after 5:30pm will incur a charge of \$25 for each 15-minute increment. This is not a prorated rate.** Services may be canceled if a student is repeatedly picked up past 5:30pm or if the student is not following academic or behavior policies while at school. **Students who are not picked up by 3:40PM or 12:40PM on early dismissal days, and who are not enrolled in the PM Club, will be automatically signed into the PM club and must be signed out by a parent or responsible party. If this happens, parent will be billed at the end of the month. PM club is a service and not part of the normal school program.**

If you wish your child to be picked up by anyone other than an authorized person (names listed on your Emergency Contact Form), you must provide **written or verbal permission** to the school prior to pick-up. For the safety of all children, ***we will not release a child to anyone not authorized.***

## DROP-OFF & PICK-UP OF STUDENTS

*Please drive slowly and carefully on school grounds.*

### Drop-Off (KG-8th Grade)

If you are dropping your child off curbside, please use the drive-through lane, allow your child to exit on the right side of the car, and then **leave the school grounds on to Shea Blvd. If you need to exit your car to assist your child or access the trunk, please park to avoid holding up the car line.** If you intend to walk your child into school, please park your car in the spaces available to the south of the building.

### **Pick-Up (KG-8th Grade)**

If you are using the drive-through lane to pick up your child, please form two lines of cars, starting in front of the SCDS marquee. Please have your DECAL sign visible. Your child will be called and you will be instructed to drive up to the numbered cone 1-5 where your child(ren) will enter your vehicle. **PLEASE EXIT ON SHEA or park in south parking lot to exit on to 58th St.**

If you intend to park your car and walk to pick up your child, please park to the south of the building and walk up to the dismissal line waiting area. Do not get to your student's line, he/she will be called to come to you. Please hold your DECAL so that it is visible to the dismissal supervisor. **Do not park by the gardens or north of the student waiting area as this causes dangers to the line of traffic.**

To ensure your child's safety, he/she may not leave the campus unaccompanied by an authorized person or walk off campus without a parental permission slip. An emergency contact sheet must be completed with authorized individuals listed. Written notification must be provided of any changes to the emergency contact sheet. You may be asked to complete a new form. Please understand that if we do not recognize an authorized person or if the person does not have an SCDS issued decal, we may ask for identification and/or call home for verification. It is the responsibility of the parent to ensure that SCDS has said form and is updated as needed.

## **PM CARE CLUB AND EXTRA-CURRICULAR CLUBS**

Afterschool care club is available for enrolled students at SCDS. Each semester enrichment clubs are also available for sign up for enrolled students. These programs are available as a convenience for SCDS families and are not part of the SCDS normal school day program. SCDS reserves the right to modify or cancel the program(s) based on what it deems best for the school. For the safety and enjoyment of all students in the program(s), appropriate behavior is required. Appropriate behavior is that consistent with proper behavior expected in any classroom at SCDS.

At the discretion of the club supervisor, school administrator, or teacher, a child displaying disruptive or inappropriate behavior during the school day or the club program will lose the privilege of attending that club. Club privileges are based upon good behavior and academic work at school. SCDS reserves the right to refuse am/pm care club and enrichment club privileges should a student not follow school rules or is not meeting academic standards before, during, or after school. Privileges may be revoked if the parent has a delinquent account, does not follow school policies, or is repeatedly late picking up. Fees of \$25 per child per 15 minutes apply for students that have lost AM/PM privileges who are not dropped off/picked up during school hours. In addition, all siblings will lose AM/PM Care if a parent does not abide by these policies.

These programs are available as a convenience for SCDS families and are not part of the SCDS normal school day program. There is no financial aid available for the programs. Parents are responsible for the program(s) you are registered, whether or not your student attends (for instance due to sick day). Financial obligation is not waived for any outstanding invoices. No refunds will be given if a student is withdrawn from a club program, either by the parent or school, after the start of the club. Payment is due at signup or date of invoicing.

### **AM/PM Club & Extra-curricular services can be terminated for:**

- (a) non-payments.**
- (b) if a student(s) is repeatedly picked up past 5:30pm.**
- (c) if the student(s) is not following academic or behavior policies while at school.**
- (d) if the parent does not abide by the above policies.**

## **CURRICULUM POLICY**

The curriculum content is based on the Arizona Educational Standards. Textbook based instruction, technology methods, and hands-on learning are combined throughout the curriculum. Scottsdale Country Day School adopts a curriculum and instructional practices that are aligned with the Arizona Academic Standards.

### **HOMEWORK**

Students identified as not meeting academic goals may be placed on an Academic Plan and may be assigned homework to be completed at home and/or during fall/winter/spring break. Students with deficiencies or excessive absences will receive an incomplete and may be subject to grade retention.

### **TESTING**

Formative and summative assessments occur throughout the school year to monitor the learning of our students. Benchmark testing will be administered to each student. Galileo Testing will occur 2-4 times a year depending on grade. AASA is administered each year to students in grades 3 through 8 in April for state, standardized testing. K-3 students are also tested 3 times per year with the online MOWR program, STEEP. Report cards are given at the end of each trimester and a teacher/parent conference is provided at the end of the 1<sup>st</sup> and 2<sup>nd</sup> trimester. Scottsdale Country Day School reserves the right to recommend grade retention based on

benchmark testing, Galileo testing, report card grades, state testing, assignments, excessive absences, or previous school academic reports.

## **KINDERGARTEN ADMITTANCE & READINESS TESTING**

Students must turn 5 years of age by August 31<sup>st</sup> of the school year attending to enter the Kindergarten program. Scottsdale Country Day School does however offer early entrance testing into Kindergarten for students who turn 5 before December 31<sup>st</sup>, upon request.

The SCDS governing board may admit children who have not reached the required age as prescribed by this subsection if it is determined to be in the best interest of the child. Such children must reach the required age of five for kindergarten and six for first grade by December 31 of the current school year. If a student tests in early, but then exhibits behavior (falling asleep, not following directions, not completing work, aggressive behavior towards others etc.) which does not allow him/her to be successful in kindergarten, the SCDS administration may revoke its decision on the student being ready for kindergarten.

### **What is the entry age for kindergarten?**

Arizona Revised Statute 15-821 states that a child enrolling in kindergarten must be five (5) years of age on or before August 31 of the current school year.

### **Are there any exceptions?**

The SCDS Governing Board policy allows children who turn five (5) by December 31 of the current school year to be tested.

### **My child's birthday falls after December 31st, can I apply for an exemption and screening?**

No. There are no exceptions to the school board policy. Only children turning 5 by December 31, will be considered for possible early entrance into kindergarten.

### **What is the expectation for children who enter kindergarten early?**

Children who enter kindergarten early are expected to be ready for first grade the following year. Children admitted for early entrance to kindergarten should exhibit exceptional social and emotional maturity and advanced academic skills. They should be capable of working with children who are up to 15 months older.

### **What is involved in the screening?**

The screening lasts 20-30 minutes depending on the child. The child will work one-on-one with a certified teacher or administrator in a variety of short assessments. The screener will observe for attention span, academic skills, listening skills and willingness to follow directions. All screening takes place at Scottsdale Country Day School.

### **Can I prepare my child for the screening?**

No. The screeners look for readiness skills that develop naturally as children mature. You can't prepare for this as you might for a traditional test.

### **Can I stay with my child during the screening?**

Yes, the parent/guardian may be in the same room, however, the parent/guardian may not sit at the screening table or communicate with the child during the screening process. Only one parent/guardian is permitted in the room during the screening process. Part of kindergarten readiness is the ability to separate from the parent.

### **How do I request an early entry screening?**

Screenings are scheduled by calling 480-452-5777.

### **Who will evaluate the results of the screening and determine if my child can enter kindergarten?**

Your child will work with an SCDS team member who will score the evaluation and make a decision regarding each child's readiness.

### **Can I appeal the decision if my child is not accepted for early entrance?**

No. The team makes every effort to be sure the process is fair and equitable. We ask that you honor that decision. Decisions are made with the best interests of the child in mind.

### **Can I enroll my child for kindergarten before the screening takes place?**

No. An application may be submitted online, however, enrollment may not be confirmed until the results of the screening are available.

### **My child passed an early entry screener in another district. Will you accept that?**

No. Only children who pass the SCDS early entry screening will be admitted into kindergarten.

### **Can my child attend before and after school programs if they are accepted as an early entrant?**

Yes. Your child may enroll in before and after school care programs.

## **GRADES**

Students in KG through 8th grade will receive letter grades with validating comments. Letter grades are based on points and points are converted to percent.

### **Core Subject Areas:**

**A**=90%-100%    **B**=80%-89%    **C**=70%-79%    **D**=60%-69%    **F**=Below 60%    **N/A**=Not Applicable

Qualifying comments will accompany.

**Specials and Behavior:**

**E**=Excellent    **S**=Satisfactory    **N**=Needs Improving    **U**=Unsatisfactory

Students with deficiencies or excessive absences will receive an incomplete and may be subject to grade retention.

## **SCDS TEACHERS & STAFF**

All resumes, including education and experience, of SCDS staff are kept in the main office and are available to the public for viewing. In compliance with ARS § 15-183-F parent(s)/guardian(s) are hereby notified that resume information for all teachers is located in the front office and is available to the parent(s)guardian(s) of any currently enrolled student.

## **PARENT TEACHER MEETINGS**

Meetings between parents and students should take place after school has ended at 3:45PM. Meetings between parents and teachers should not take place before or during the school day. Parents should email the teacher or SCDS administration to facilitate a meeting and to outline the agenda.

## **DISCIPLINE**

Children succeed in school when the environment is positive and expectations are clearly understood by students and their families.

Elementary age children are old enough to understand cause and effect. If a child behaves contrary to the rules established by the group and school, a predictable sequence of consequences will result. Clip charts are typically used for K-2 classes with students able to clip up for good behavior or down for inappropriate behavior. Specials teachers communicate with classroom teachers to inform them if a child needs to clip up or down.

If the student continues to exhibit inappropriate behaviors, he/she will be sent to the Principal's office and may be kept in the office or sent home for the remainder of the day. Teachers can ask for students to be withdrawn from the class at any time due to behavioral issues and SCDS Administration may remove students if their behavior is inappropriate. Students may be seated in a space in the classroom away from other students until their behavior improves.

Spitting, swearing, bullying (physical, verbal, written), and physical aggression will not be tolerated. The student may be sent home for the day, depending on the severity, with possible consequences including suspension and expulsion.

Theft is the taking of or being in the possession of the school's or other's property without the owner's permission. This includes theft of school property, the property of a fellow student or staff, or goods from an agency employed by the school. The consequences of such actions will reflect the seriousness and number of offenses which come to light. Law enforcement may be contacted for theft of significant monetary value, items that may be used for identity theft, or repeated numbers of thefts (even if all come to light at once). Payment in full of items that are not returned or are damaged may be required. The student may be sent home for the day with possible consequences including suspension and expulsion. The parents will be required to have a conference with the Principal before the child may return to class.

Vandalism is the intentional destruction or defacing of school or personal property in any way. The consequences of such actions will reflect the seriousness and number of offenses which come to light. Law enforcement may be contacted for vandalism of significant monetary value. The student may be sent home for the day with possible consequences including suspension and expulsion. The parents will be required to have a conference with the Principal before the child may return to class. Sanction and payment in full of all damages caused by vandalism and/or cleanup of such acts may be imposed.

Scottsdale Country Day School's administration reserves the right to suspend or expel a student for a situation independent of the ones listed. A parent will be called and the student goes home for the day.

If a student demonstrates consistent behavioral problems, the Principal, will talk with the parents and encourage them to participate in the discipline process. We need to share insights and present children with a consistent view of behavior and the consequences which logically accompany it. A behavior tracking sheet may be used to help the student follow the rules. A failure to correct a child's behavior may result in the SCDS Governing Board voting to remove the student from school permanently.

Consequences for inappropriate behaviors by students includes but is not limited to loss of recess, field trips, school dances, egg hunt, fun run, chess tournament, egg drop, mini-mall, spelling bee, ABC Countdown, lunch program, AM/PM Care, after-school clubs, dress-down days & talent show.



Per the ARIZONA STATE STATUTE (ARS) 15-341(40), the following procedures are in place at SCDS:

## BULLYING

### 15-341. General powers and duties; immunity; delegation

A. The governing board shall:

40. Prescribe and enforce policies and procedures to prohibit pupils from harassing, intimidating and bullying other pupils on school grounds, on school property, on school buses, at school bus stops and at school-sponsored events and activities that include the following components:
  - (a) A procedure for pupils to confidentially report to school officials incidents of harassment, intimidation or bullying. Students are informed by SCDS staff that they are able to report any of these incidents in a confidential manner should they choose. *If desired, students may write notes to faculty or inform SCDS via their parents to maintain confidentiality.*
  - (b) A procedure for parents and guardians of pupils to submit written reports to school officials of suspected incidents of harassment, intimidation or bullying. *Parents are welcomed and encouraged to submit a written report to the Principal to report these incidents. Parents are also informed that they may schedule a meeting with the Principal and to discuss the situation further.*
  - (c) A requirement that SCDS employees report suspected incidents of harassment, intimidation or bullying to the Principal. *SCDS staff members are trained during in-service that incidents of this nature be reported to the Principal as soon after the incident occurs as possible. A verbal and written report is required from the reporting teacher.*
  - (d) A formal process for the documentation of reported incidents of harassment, intimidation or bullying, except that no documentation shall be maintained unless the harassment, intimidation or bullying has been proven. *Each time an incident of this nature occurs, an incident report is completed by the supervising staff member. This report is sent to the office where the student then meets with the Principal to discuss the situation, outcome, and possible consequences. If the allegations are found to be true, the incident report is filed in the student's file and disciplinary action will ensue.*
  - (e) A formal process for the investigation by the appropriate school officials of suspected incidents of harassment, intimidation or bullying. *The process for investigating this type of incident is the responsibility of the Principal. Information is gathered by the Principal from staff and students to determine the validity of the accusations. A decision is then made on how to proceed.*
  - (f) Disciplinary procedures for pupils who have admitted or been found to have committed incidents of harassment, intimidation or bullying. *Depending on the severity of the incident, and the decision of the Principal or SCDS Board of Directors, the disciplinary procedure for students could be loss of privileges, loss of recess, parental meetings, in-school suspension, out-of-school suspension, out-of-school temporary placement, or ultimately, expulsion from school.*
  - (g) A procedure that sets forth consequences for submitting false reports of incidents of harassment, intimidation or bullying. *Consequences for submitting false reports of incidents of harassment, intimidation, or bullying will range from loss of privileges, loss of recess, parental meetings, or in-school suspension.*

*Parents will be notified when their child has bullied or has been subject to bullying.*

## EXPULSION

The Governing Board may permanently expel any student whose conduct endangers persons or property, is seriously disruptive of the educational process, or violates a policy of the Governing Board.

1. Grounds for expulsion if occurring on school property, school transportation vehicles, or at any school-sponsored activity shall include, but not be limited to:
  - Willfully striking or assaulting a student, volunteer, or any member of the school staff.
  - Possession of any kind of weapon, dangerous instrument, or destructive device, such as but not limited to a pistol, knife, etc.
  - Possession, distribution, selling or consumption of dangerous drugs, narcotics, or alcoholic beverages.
  - Any type of smoking nicotine or use of vape pens.
  - Any serious, repeated violations of school policies or rules.
  - Any behavior that is deemed threatening such as violent behavior, drawings depicting weapons, blood, or aggression, or any verbal actions causing or threatening to cause harm to a person, group of persons, animal, or facility.
2. Grounds for expulsion, if occurring off school property or outside school activities, shall include but not be limited to:

- Conduct leading to a felony arrest, if that conduct is determined to pose a danger to the student himself/herself, other students, school employees, or school property.
  - Adjudication as a delinquent or a youthful offender as the result of a felony, if the conduct leading to the adjudication is determined to pose a danger to the student himself/herself, other students, school employees, or school property.
3. A special education student's conditions shall be assessed before making a decision to on suspension/expulsion.
  4. A student may be expelled before the formal hearing provided that an emergency exists, but in this case, the hearing shall be held as soon after the expulsion as possible.
  5. The notice of formal hearing shall be given to the parents/guardians of the student.

## **CHILD PROTECTIVE SERVICES**

If Child Protective Services arrive at SCDS with documentation to speak with an SCDS student, SCDS will provide a private area for the CPS representative and the child to meet. SCDS cannot prevent CPS personnel from speaking to a student, nor can SCDS be present during the questioning. SCDS cannot inform the parents that CPS are interviewing their child. If a child tells an SCDS staff member of a situation which is deemed harmful or potentially harmful to the child by the teacher, the teacher may file a report with the Principal and/or CPS.

## **SCDS & IEP/504 STUDENTS**

Scottsdale Country Day School (SCDS) does provide services for students with an IEP or a 504 Plan. Students with IEP's at SCDS are mainstreamed in to the grade appropriate class, with pull-out services provided. In the best interest of the student's education, SCDS will accommodate a student's needs based on their IEP or 504 Plan to provide the best possible education at the school.

The IEP or 504 Plan must be accurately recorded on the student's file. There is an opt out answer option on the application form. Answer selection to the IEP or 504 Plan questions, on the application form, does not affect the status of the enrollment application. It is the responsibility of the parent to provide SCDS with a copy of the IEP or 504 Plan.

Any infraction of school rules, repeated disruption of the orderly process of learning, and/or indication of potential harm to an existing student, faculty, or staff based on behavior directly or indirectly related to an IEP/504 will result in the student being removed from the classroom and/or a parent/guardian being called to pick up the student. A meeting with the Principal may be scheduled to discuss the decision after the child has been removed from the classroom. SCDS reserves the right to deny continued admission to the classroom based on a student's infraction of the rules and policies outlined in the student/parent handbook. If you have any questions regarding this notice, please contact the Principal. By enrolling your child at SCDS, you accept the policies set forth on IEP/504 students by SCDS.

## **iPad and/or CHROMEBOOK USE AGREEMENT at SCDS**

At the beginning of school, each student will be assigned a specific iPad number. This number will allow teachers to monitor the use and care of each electronic device. The iPad and/or Chromebook is for educational purposes only based on specific apps that are downloaded by SCDS. Each student will be educated on the policies and safety procedures in handling the electronic device. SCDS has taken precautions to minimize student access to any controversial material. It is impossible to eliminate all access to online materials for purposes of building on the technology curriculum. Should the school technology policies be violated, including searching unauthorized websites, the student's access privileges may be revoked and/or school disciplinary action may be taken.

If an iPad or Chromebook is damaged on purpose by a student, the cost to replace the device must be paid to the school in the amount of \$300 by the parent.

## **PARENT/GUARDIAN VISITATION POLICY**

In accordance with Arizona law H.B. 2025, parents of enrolled or parents wishing to enroll their student may request to visit, tour, or observe SCDS classrooms, subject to the following parameters:

- All campus visit requests must be received via email to [office@scdsaz.com](mailto:office@scdsaz.com) at least 72 business hours in advance of proposed visit.
- Campus visit requests will be reviewed and approved by the administrative staff unless they threaten to interfere with the physical, intellectual, social, or emotional health and/or safety of students and staff.
- During any approved campus visit, parents will be subject to all SCDS health and safety policies.
- Classroom visits are limited to one person with a maximum of 30 minutes per teacher, per visit.
- Enrolled parents may only observe classrooms while their child is in attendance in that class.
- Parents wishing to enroll their student must have an application on file with SCDS.
- All visitors will be required to be accompanied at all times by a current staff member and seated in a designated area of the classroom.

- SCDS reserves the right to decline the request during state testing, other testing periods, or at other times that would clearly interfere with educational instruction or disrupt the educational environment.
- SCDS reserves the right to decline the request to visitors who have demonstrated a failure to abide by SCDS school policies including any parental behavior that constitutes harassment, bullying, verbal, written, or physical abuse of staff or students.
- Parents may not interfere with instruction, interrupt the teacher, or distract from the instructional environment, nor may parents help their child with schoolwork unless specifically allowed by the administrative staff.
- Parents who disregard SCDS policy while on school grounds will be asked to leave the campus and may be prohibited from future campus visits.
- A follow-up email or meeting should be requested to answer any questions or concerns during the visit. Questions/comments during the visit will take the teacher's focus off of the students.
- For security reasons, visitors are required to check-in at the school office.
- Out of respect for the teaching environment, siblings or children are not permitted in the classrooms during visits.
- Use of electronic devices and recording are prohibited while in the class

## RECESS

Parents are not allowed to go to recess with SCDS students.

## PHOTOGRAPH CONSENT

Scottsdale Country Day School, the press, and media personnel may wish to photograph our students. We need parental consent to have your child's picture released to the media. By enrolling at SCDS, you give your permission for your child to be photographed and used for any media/advertising. To deny this, please contact the office. SCDS may use photographs taken during school for school publications, school/class webpage(s), and for the school Facebook page(s).

## UNIFORMS

Scottsdale Country Day School's uniform policy is intended to project a positive image and learning environment for our students. Students are expected to keep themselves well-groomed and neatly dressed, including shoes and socks. KG-6 grade students are required to wear the Scottsdale Country Day School uniform, unless there is a designated non-uniform day. Students are required to arrive on campus in uniform and remain in uniform all day until they leave campus. **8th grade students are not required to wear an SCDS uniform but must follow the attire policy outlined in this handbook.**

All students must wear clothing that is clean, neat, reasonably pressed, and in properly fitting condition. If a child is deemed to be wearing inappropriate attire, non SCDS approved uniform attire, or if a student's uniform/clothing becomes noticeably dirty, the parent will be notified and a change of clothing may be required for attendance that day. If a parent is unable to bring a change of clothing, the student will be provided with an SCDS uniform to change into and the parent will be invoiced for the uniform. Uniform pricing will be invoiced at the uniform order form rate.

### A. All Students General Policy

1. Hair must be clean and well groomed. Bright hair coloring, shaved heads, or Mohawks are not permitted. Hair should not cover the eyes. Boy haircuts should be cut above the shoulders.
2. Ripped or stained clothing should not be worn to school.
3. Good hygiene practices should be maintained.
4. Jewelry: No nose-rings or other body-piercing jewelry will be permitted. No chokers or large chain-link necklaces. Boys are permitted to wear stud earrings. Girl earrings should not hang more than ½ inch below the ear lobe. Jewelry must be tasteful and should not be distracting or dangerous.
5. No temporary tattoos may be visible. This prohibition includes pen and ink drawings on the skin.
6. Makeup/Nails: Should be limited and should not be garish. Fingernails should be clean and trimmed and may not be excessively long.
7. Hats: Only SCDS caps may be worn at recess.
8. No caps, visors, sweat headbands, sunglasses, hoodies or hats may be worn inside the building.
9. Shoes: Closed-toe shoes, tennis shoes, or sneakers. Boots may not be above the ankle. No heels, thong sandals, heelies/wheels on shoes, boots, or flip-flops are allowed. Shoes must tie or fasten with Velcro. Shoes must be flat and in good repair and tied at all times.
10. Socks: Tennis shoes and sneakers should be worn with socks. Prints and colors are permitted on socks. Knee high sock are permitted. Fishnet, skull graphics, or pop icon graphics are prohibited.

### B. KG-5th Grades Student Attire



### **All Student Uniform Attire**

1. Polo Top: Maroon or purple polo with the SCDS logo embroidered. Depending on polo shirt color, solid purple or maroon long sleeve shirts are permitted under the polo shirt.
2. Outerwear: Maroon hooded sweater with the SCDS logo embroidered may be worn in class. Sweaters (without the school logo), jackets, cardigans, etc. may be worn to school for warmth but needs to be removed during school hours. The SCDS logo must be visible at all times during school hours and school sponsored events.

### **Girl Uniform Attire**

3. Plaid Skort: Only SCDS purchased plaid skort may be worn. Solid colored tights or leggings may be worn underneath. Fishnet, skull graphics, or pop icon graphics are prohibited.
4. Dress: Only SCDS purchased dresses, with the SCDS logo embroidered, may be worn. Dress length must be fingertip length. Place your arm against your side, the bottom of your dress must not be any shorter than the tips of your fingers. Solid colored tights or leggings may be worn underneath. Fishnet, skull graphics, or pop icon graphics are prohibited.
5. Shorts are not part of the SCDS girl uniform attire.

### **Boy Uniform Attire**

6. Short: Only SCDS purchased khaki shorts may be worn.
7. Pant: Only Khaki pants may be purchased from a store but must closely resemble the khaki approved short color and uniform style. Baggy pants, cargo pants, corduroy, jersey, or sweat pant material are not permitted. Full length pants should be tailored and not drag on the ground or sag below the waist.

### **Physical Education Day Uniform Attire**

8. Student must wear the current school years approved P.E. Shirt on P.E. designated days.
9. Bottoms must be black athletic shorts, pants, or leggings and must reach at minimum the wrist area, as the arms are straight at the side, when standing upright.
10. Gymnastic bottoms, sweat pants, or tights are not permitted.

School uniforms may be purchased online at [scdsaz.com](http://scdsaz.com) during the school year. Items purchased will be placed in the student's backpack the following school day. Only unworn/unwashed, with tags on, uniforms may be returned for credit.

## **C. Dress Down and 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> Grade Dress Policy**

### **Boy Top**

1. Hemmed rounded T-shirt or collared shirt are permitted.
2. No V-neck T-shirts.
3. No sheer/transparent tops.
4. Must naturally overlap the waistband of pants or shorts.
5. Sleeves must cover the shoulders.
6. Clothing should be free of inappropriate slogans or sayings (either direct or indirect).

### **Boy Bottom**

1. Shorts or pants are permitted.
2. Must reach at minimum the wrist area, as the arms are straight at the side, when standing upright.
3. Should be hemmed, clean, in good repair, with no holes or rips, and loose enough to be modest.
4. Pajama or sweatpants are prohibited.
5. Athletic shorts and pants are permitted.

### **Girl Top**

1. Hemmed T-shirt or collared shirt are permitted.
2. No sheer/transparent tops.
3. Must naturally overlap the waistband of pants or shorts.
4. Sleeves/straps must be at least 2 fingers wide.
5. Clothing should be free of inappropriate slogans or sayings (either direct or indirect).

### **Girl Bottom**

1. Shorts, skirt, dress or pants are permitted
2. Must reach at minimum the wrist area, as the arms are straight at the side, when standing upright
3. Should be hemmed, clean, in good repair, with no holes or rips, and loose enough to be modest.
4. Pajama or sweatpants are prohibited.
5. Athletic shorts and pants are permitted.
6. Leggings are permitted. Tights - somewhat sheer, must be worn under another garment.

7. Gymnastic shorts are prohibited.

## **LOCKERS FOR 7<sup>th</sup>/8<sup>th</sup> GRADE**

- A locker will be assigned to your child
- Students may decorate the inside and outside of his/her locker
- Only decals and removable items can be used - no stickers that are not labeled removable
- Explicit or suggested decor is not permitted
- Food items must be removed from lockers on a daily basis

## **LOCKERS, DESKS, AND BACKPACKS**

Student lockers as well as desks, are considered property of the school and thereby can be searched at any time if reasonable suspicion is present of a safety issue. This can include suspicion of self-harm, bullying, safety issues, or other reasons SCDS deems appropriate. Student backpacks can also be searched under the same scenarios.

## **PORTABLE DEVICES**

Scottsdale Country Day School is not responsible for lost, damaged, or stolen cell phones, smart watches, OR other portable devices including but not limited to iPads, game watches, laptops, and game consoles. All devices brought to school by a student, must be turned off and be placed in the student's backpack during school hours. Games, texts, calls etc. are not permitted during school hours. Usage during am/pm care club is at the discretion of the administration and supervisors. A student/parent needing to reach a parent/student during school hours must facilitate the call through the office. If in violation, a student's cell phone may be confiscated and a parent called to collect it.

## **LUNCHES**

SCDS lunch program offers parents the option to order lunch from participating vendors and have it delivered to SCDS for their student(s). Sign up for this program is on the SCDS website [scdsaz.com](http://scdsaz.com). The lunch program runs each quarter. Parents are responsible for signing up and paying before the start of the next quarter to continue the program. Autorenewal is not an option. The lunch program is available as a convenience for SCDS families and is not part of the SCDS normal school day program. Though the lunch options provide variety and healthy options, they are not required to meet the Dietary Guidelines for Americans. There is no financial aid available for the lunch program. Parents are responsible for the lunches ordered. Credit is not provided if your student does not attend that day (for instance due to sick day). Financial obligation is not waived for any outstanding invoices. Payment is due at signup or date of invoicing.

If not enrolled in this program, students must bring a lunch from home. Microwaves cannot be used by students or lunch supervisors to heat up food as it is a safety violation. **Scottsdale Country Day School is NOT a peanut free school.** If a student forgets or does not have a lunch packed, the parent(s) will be contacted to bring in a lunch.

**Lunch services can be terminated for**

**(a) non-payments.**

**(b) if the student(s) is not following academic or behavior policies while at school.**

## **ASTHMA AND ANAPHYLAXIS (LIFE-THREATENING ALLERGIES)**

It is the responsibility of an anaphylactic/potentially anaphylactic student's parents/guardians to inform SCDS of their student's allergy. SCDS will work with parents and students but cannot ensure students with allergies do not come into contact with things they are allergic to.

## **DRINKS**

Students are not permitted to drink coffee, tea, Sports drinks (Gatorade etc.) or soda in school. Any sugary drink is also not recommended.

## **SNACKS**

Healthy morning and afternoon snacks should be sent with your student on a daily basis, even if your student is signed up for the lunch program. A healthy morning snack should be packed for early release days. Please refrain from sending candy and limit treats such as fruit snacks, potato chips/cookies etc., to one a day. **Scottsdale Country Day School is NOT a peanut free school.**

## **ANIMALS IN SCHOOL**

Pets and other animals are not permitted on campus, including in the building, field, or parking lot (outside of vehicle), without prior approval from the administration. Request to have a service animal on campus, an animal in the classroom for educational purposes, or a pet, should pre-approved by the administration.

## TEACHER COMMUNICATION

Email is the best way to communicate with your teacher. Cell phone numbers are not given out. Friend requests on social media are not permitted with any SCDS faculty member. Please check your class websites for information on newsletters/homework. Teachers are encouraged to turn their work emails off when leaving school for the day.

## FUNDRAISING

The main focus for fundraising will be through the Tax Credit Program. SCDS is a 501 (c)(3) non-profit school. Should you have any items to donate or questions about the SCDS tax credit program, please contact the office. Tax liability questions should be directed to an accounting professional.

## VIDEO GAMES AND TV SHOWS

It is the view and strong belief of the SCDS administration that SCDS students should not be allowed to play video games that are rated above their age level. Hence a 9-year-old should not be playing an E+10 game. No student at SCDS should be playing video games with a MATURE rating. Students should not be allowed to watch inappropriate TV shows either. Both inappropriate video games and TV shows can be detrimental to a student's growth and behavior. Students are prohibited to discuss video games, shows, movies, etc. with other students that are not age appropriate. Violation may result in disciplinary censure.

## TAX CREDIT PROGRAM

We ask each of our families to contribute \$1,000 to our school community through the SCDS tax credit program and charitable contributions. The \$1,000 can be reached through multiple tax credits as friends and family members may participate. This helps our school to offer excellent curriculum materials, technology, school programs, and pay for an on-campus police officer throughout the day. **Participation in the tax credit program is voluntary.** SCDS is a non-profit 501(c)3.

### What is the tax credit program?

Scottsdale Country Day School relies on the tax credit program to provide an excellent education to all its students. Arizona law allows you to redirect your educational State tax dollars so that you receive a dollar-for-dollar return against your Arizona state and Federal income tax. A tax credit contribution directly reduces the amount of taxes you owe which you would have to pay anyway. By taking the credit, you are in effect, re-directing your tax dollars to benefit the educational experiences at SCDS. Participation in this program is not necessary or related to enrollment in any way.

### Key Points

- ✓ Redirecting your tax dollars costs you nothing out-of-pocket.
- ✓ Dollar for dollar return can be applied to your State tax returns.
- ✓ Tax credit directly benefits extracurricular activities at SCDS.

### How does it work?

- ✓ Married taxpayers filing a joint return are allowed an annual credit of up to \$400 or \$200 for single or individual taxpayers.
- ✓ Friends, neighbors, family, and colleagues may also participate in this program as long as they pay AZ taxes.
- ✓ Employers may match your contributions.

You control how your tax dollars are spent and SCDS students receive quality private education. A tax credit contribution will directly reduce the amount of tax you owe to the State, dollar-for-dollar. There is NO COST to you.

## FAQ's

### ❖ *Do I have to contribute the full amount?*

You can make a tax credit contribution of ANY amount, up to the maximum \$200 single or \$400 joint filings.

### ❖ *Can I stagger my contribution amounts?*

Yes, if you cannot contribute the full amount at one time, then submit the contributions as often as you like i.e., monthly.

### ❖ *What if I am already receiving a refund?*

Regardless of what you have already paid in taxes, your contribution will qualify you for a dollar-for-dollar tax credit to get back what you contributed.

### ❖ *How do I submit my tax credit?*

Please submit your cash or check, payable to SCDS, to our office or online at [scdsaz.com](http://scdsaz.com).

### ❖ *Will I receive a receipt?*

Revised September 2023

Yes, we will give you a receipt.

❖ ***Must we contribute?***

*No. This is voluntary and not mandatory.*

## REQUIRED DOCUMENTATION

The following documentation must either be sent to our office or delivered to the school office before a student will be allowed to attend classes.

### BIRTH CERTIFICATE

According to the 1999 Education Code Title XV we require a copy of your child's birth certificate within 30 days of enrollment. A list of other acceptable proof of identity is available at [www.azleg.gov/ars/15/00828.htm](http://www.azleg.gov/ars/15/00828.htm)

### VERIFIED & UPDATED IMMUNIZATION RECORDS

Arizona students enrolled must meet new immunization requirements prior to entry in grades Pre-Kindergarten through 12th grade. These include a second dose of measles, mumps, rubella (MMR), Varicella (CHICKENPOX) and begin a 3-dose series of hepatitis B vaccine. The hepatitis B vaccine series will take a minimum of 4 months to complete.

### PROOF OF AZ RESIDENCY

A.R.S. § 15-802(B) requires charter schools to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school.

### IMPORTANT ENROLLMENT CALRIFICATION

Parents and legal guardians are not required to provide documentation, other than the Home Language Survey form, residency documentation, and basic information (such as name and sate of birth) in order to complete their enrollment (ARS 15-184(A)).

Parents and legal guardians are provided 30 days from the date of enrollment to provide proof of identity and age and are given written notice of such requirement and all documents that may be submitted and accepted may be found on the website listed below. (ARS 15-828(A))  
[www.azleg.gov/ars/15/00828.htm](http://www.azleg.gov/ars/15/00828.htm)

Parents or legal guardians are required to submit documentary proof of immunization, or evidence of a statutory exemption, prior to Attendance but shall not be required to submit such documentation or exemption prior to, or as a condition of, enrollment (ARS-15-872 and 15-873).

### HEALTH

To preserve the health of all children, we ask that you not send a sick child to school. Small children in particular are prone to infection because their immune systems are not fully developed. One sick child in the classroom places all other children and the teacher at risk. In addition, the sick child typically has a miserable day. You may be called to pick up your child if the office staff deems him or her too sick to be at school. It is essential that you provide us with current home, office and emergency telephone numbers for this purpose. We may recommend that you take your child home or that you seek medical care.

**You will be called to pick up your child for any of the reasons listed in this section. Sick student(s) must be picked up within one hour of being notified, regardless if the parent is reached or a message is left.** A child who has a fever, of 100F or higher, may not be sent to school under any circumstances until the student is fever free for 24 hours without any medication. A child who is listless or shows active signs of illness also should be kept at home. A good rule of thumb is to keep your child at home if you observe any of the following symptoms.

- (1) persistent stomach ache, any diarrhea or vomiting
- (2) deep or hacking cough even if fever is not present
- (3) continuous runny nose
- (4) yellowish or greenish mucus
- (5) a rash that has not been diagnosed

A child may return to school when (1) fever is gone and temperature has been normal for at least 24 hours without any medication; (2) energy level has returned to normal for at least 24 hours; (3) active signs of illness are no longer present. Children do not have to remain at home until all secondary symptoms disappear. Some nasal and bronchial congestion may linger for several weeks following cold or flu, but the child generally is no longer contagious. Consult your physician if you are unsure as to whether or not your child should return to school.

### Vomiting and Diarrhea

Vomiting and diarrhea symptoms show that the child is capable of spreading an infection to others. Additionally, episodes of diarrhea or vomiting may make appropriate hygiene difficult, increasing the risk of spreading any infection. A student may return to school 24 hours after the last episode of vomiting and/or diarrhea without taking medication.

**The office must be notified if your child has a contagious virus/illness/disease.** A notification may be sent to the class(s) notifying parents of said condition to help identify symptoms and minimize exposure. Student(s) names will not be identified in notices.

Minor cuts/scrapes and bumps may be treated in the office. A courtesy email notifying the parent may be sent. It is not SCDS policy to call a parent for non-emergency treatment or complaints of illness by a student.

Medications may be administered at school under the following conditions. The parent must supply the medication in its original container and complete a medical instruction form which allows school personnel to administer the medication. This form may be effective for a maximum of one year. The medication must be stored in the school office and administered by a First Aid Certified staff member. Medications can be kept at school for a maximum of one week. SCDS faculty will not administer inhalers or breathing treatments. A student must be able to administer breathing devices without assistance. Medication, cough drops, etc. must be stored in the office. A student is not permitted to have these items in his/her backpack or desk.

SCDS has a “no-nit” policy regarding head lice, which requires that all head lice, viable eggs and nits have been removed from the hair and or scalp of an infested student. The student may return to school once all viable nits are removed. SCDS reserves the right to screen students.

## **CORONAVIRUS**

In the event that SCDS must close due to coronavirus or any other such pandemic, SCDS will continue its teaching through remote learning.

In the event that an SCDS student has coronavirus, SCDS will inform parents. SCDS expects parents to inform SCDS asap should their child have coronavirus symptoms or if their child has been in contact with someone diagnosed as having coronavirus.

SCDS will set policies and procedures for dealing with coronavirus on its website. Parents are expected to follow these procedures. If parents cannot follow these procedures, a special meeting can be scheduled to discuss possible reasons and accommodations per policy.

## **ANNUAL NOTIFICATION**

Parents of students currently enrolled and in attendance as well as of eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA).

- 1) Inspect and review their student’s educational records.
- 2) Request amendments of the student’s education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student’s privacy or other rights.
- 3) Consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that the Act and regulations in this part authorizes disclosure without consent.
- 4) File with the United States Department of Education under Reg. 34 CFR 99.64 concerning alleged failures by the agency or institution to comply with the requirements under this part.
- 5) Obtain a copy of the confidentiality policy, located in the office.