



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.”

Student and Parent Handbook

Office Hours

Monday – Friday
8:00 am – 4:00 pm

KG - 6th Grade

Monday – Friday 8:30 am – 3:30 pm (KG 3PM)

Last Friday of each month 8:30 am – 12:30 pm – *Early Dismissal* (KG 12PM)

Before Care 7:30 a.m. to 8:05 a.m. daily

After Care 3:40 p.m. to 5:30 p.m. daily

Scottsdale Country Day School
10460 N. 56th St.,
Scottsdale, AZ 85253

T: 480-452-5777 F: 480-404-9777
W: scdsaz.com E: 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).

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. Advising the teacher of absences does not complete this obligation. You must contact the office directly. All absences, including excused and unexcused, must be reported to the school office daily by 8:30 a.m.

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 3:00 p.m. students should not be called from class, unless for a doctors appointment, as this is very disruptive.

If a student is late, passed 8:30 a.m., the responsible party or your student's driver must come into the school office and sign the student in. **Parents will not be admitted to school after 8:25 a.m. and the student must go to class by themselves.**

STUDENT DROP-OFF

Students may be dropped off between 8:05 a.m. and 8:30 a.m. Parents need to be out of the school building by 8:25 a.m. so teachers and students may get ready for the school day starting at 8:30 a.m.. If dropped off prior to 8:05 a.m., students will automatically be signed into the am club program and a daily fee will be assessed. You can also pay the monthly or yearly fee which is prepaid and much cheaper. Plan cannot be pro-rated or credits given for absent days. Plans automatically revolve monthly unless cancellation notice is given in writing. Services may be canceled if a student is not following academic or behavior policies while at school.

STUDENT PICK-UP (3PM for KG, 3:30PM for 1st – 6th grade)

Students remaining after the school day will be automatically signed into pm club and must be signed out by a parent or responsible party. Please remember your 4 digit pin located on your car decal or you may be asked to show your ID. PM club charge is \$7 per hour, starting after dismissal time, regardless of the timeframe used and cannot be prorated. You can also pay the monthly or yearly fee which is prepaid and much cheaper. Plan cannot be pro-rated or credits given for absent days. Plans automatically revolve monthly unless cancellation notice is given in writing. **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.

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 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-6th 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 door, 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. Parents are not permitted in the school building, except in the main office, past 8:25pm.

Pick-Up (1st-6th Grade + KG students with siblings)

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 56th 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 lines. **Do not park by the gardens or north of the student waiting area as this causes dangers to the line of traffic.**

Pick-Up (KG students without siblings)

Pick up is inside your child's classroom at 3:00pm (12noon on half days). Students not picked up by 3:10pm will be signed into PM club and charges will apply. Parents picking up between 3:00pm-3:10pm and after 3:45pm may park by the main entrance. Parents picking up between 3:10pm-3:45pm should park to the south of the building. 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, s/he may not leave the campus unaccompanied by an authorized person. 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.

AM & PM CARE CLUB AND ENRICHMENT CLUBS

Morning and afterschool care club are 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 may be asked to withdraw from 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.

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.

To ensure your child's safety, s/he may not leave the campus unaccompanied by an authorized person. 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.

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, including Arizona's Common Core Standards.

HOMEWORK

Study Hall is a dedicated daily classroom time for students to work on IXL and/or worksheet assignments to showcase proficiency & progress. Study Hall is a real time tool for teachers to assess, intervene, and differentiate for students. Periodic project-based homework may also be assigned. Students are expected to reach a Smartscore of 80 in at least 90% of the IXL standards and/or worksheets assigned. 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. The AIMS test or AZmerit is administered each year to students in grades 3 through 6 in April. Report cards are given at the end of each trimester and a teacher/parent conference is provided at the end of the 1st and 2nd trimester. Scottsdale Country Day School does not offer early
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entrance testing into Kindergarten. Students must turn 5 years of age by August 31st of the school year attending to enter the Kindergarten program. Scottsdale Country Day School reserves the right to recommend grade retention based on benchmark testing, Galileo testing, report card, state testing, assignments, excessive absences, or previous school academic reports.

GRADES

Students in KG through 6th 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 of SCDS staff are kept in the main office and are available to the public for viewing. All teachers are Arizona certified or Highly Qualified. 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.

DISCIPLINE

Children succeed in school when the environment is positive and expectations are clearly understood by students and their families. At the beginning of each school year, the students and teacher together develop a set of classroom rules designed to ensure every student's right to an education. The rules are kept to a minimum and are posted in each classroom.

Elementary age children are old enough to understand cause and effect. If a child behaves contrary to the rules established by the group, a predictable sequence of consequences will result.

1. The student will be reminded of the rule and may be clipped down to yellow (K-3rd) or spoken to by the teacher (4th-6th).
2. If misbehavior continues or occurs a second time, the student may be clipped down again to orange (K-3rd) or spoken to by the teacher (4th-6th) with a final warning.
3. If misbehavior occurs a 3rd time, the teacher will write a report to accompany the student to the office to meet with the Principal and work on behavior management. Upon acknowledgement of the behavior reported and forming a plan to resolve the misbehavior, the student will be returned to his/her classroom activities. The student disciplinary form will become a part of that student's records. The parents will be emailed.
4. 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. The parents will be required to have a conference with the Principal before the child may return to class.
5. Spitting, swearing, bullying, and physical aggression will not be tolerated. The student may be sent home for the day with possible consequences including suspension and expulsion.
6. 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.
7. 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 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 report 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.

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

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 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.

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 enrollment application form. It is the responsibility of the parent to provide SCDS with a copy of the IEP or 504 Plan within 1 week of enrollment.

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.

Scottsdale Country Day School's Special Education Policies and Procedures can be found in the main office or on the scdsaz.com website.

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 \$200 by the parent.

CLASSROOM OBSERVATIONS

Classroom observations, by parents or any non-SCDS staff member, are not permitted as this is disruptive to staff and students.

RECESS

Parents are not allowed to go to recess with SCDS students. Parents may eat lunch with their child, but not every day to encourage student independence and time to socialize with fellow classmates.

VISITORS & PARENTS ON CAMPUS

Due to our CLOSED CAMPUS POLICY & safety of students, **it is mandatory for all visitors and parents to go directly to the school main office upon arrival to show proper identification and sign-in.** A visitor's sticker will be issued and should be worn during the entire stay on campus and discarded afterwards. Re-use of the sticker is NOT permitted.

SAFETY TO AND FROM SCHOOL

Drop-off time is as early as 25 minutes prior to class starting.

Pick-up time will be 3:30PM (KG – 3PM) Monday through Friday and 12:30PM (KG - 12PM) on the last Friday of each month and scheduled early release dates. **Children picked up after 3:40 pm should be collected from the PM care club program in the after care room and pay the appropriate fee once billed.** Please refer to the drop-off/pick-up and ampm/enrichment club policies in the handbook for further details.

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. All 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.

All clothing must be 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 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 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 Student 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.
3. Shoes: Closed-toe shoes, tennis shoes, or sneakers. Boots may not be above the ankle. No heels, thong sandals, heeled boots, or flip-flops are allowed. Shoes must tie or fasten with Velcro.
4. Socks: Tennis shoes and sneakers should be worn with socks. Prints and colors are permitted on socks. Knee high socks are permitted. Fishnet, skull graphics, or pop icon graphics are prohibited.

B. Girl Uniform Attire

1. 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.
2. Dress: Only SCDS purchased dresses, with the SCDS logo embroidered, may be worn. Dress length must be finger tip 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.

C. Boy Uniform Attire

1. Short and Pant: Only SCDS purchased khaki shorts may be worn. Khaki pants may be purchased from a store but must closely resemble the khaki approved short color and uniform style. Baggy pants, corduroy, jersey, or sweat

pant material is not permitted. Full length pants should be tailored and not drag on the ground or sag below the waist.

D. Dress Down and Spirit Day Policy

1. Bottoms and Dresses
 - Must reach the ends of the fingertips, as the arms are straight at the side, when standing upright
 - Should be hemmed, clean, in good repair, with no holes or rips, and loose enough to be modest. No pajama or sweatpants.
 - Leggings/tights may NOT be worn alone
2. Shirts
 - No sheer/transparent blouses.
 - Must naturally overlap the waistband of pants, shorts, or skirts.
 - Must have a collar, sleeve, or straps must be at least 2 fingers wide.
 - Clothing should be free of inappropriate slogans or sayings (either direct or indirect).
3. Shoes must be flat and in good repair and tied at all times.
4. No caps, visors, sweat headbands, sunglasses, or hats may be worn inside the building.
5. Spirit Day
 - Attire must follow SCDS dress down policy
 - Student must be wearing the current school years approved Spirit Shirt in order to dress down.
6. Students may wear their red PTO Spirit shirt on Thursdays for PE. Bottoms – athletic black or navy shorts.

E. General Grooming Policy

1. Hair must be clean and well groomed. Hair coloring, long hair (other than for girls), or Mohawks are not permitted. Hair should not cover the eyes. Boy haircuts should be cut above the shirt collar.
2. Ripped or stained clothing should not be worn to school.
3. Good hygiene practices should be maintained.
4. Jewelry: No nose-rings, earrings (other than for girls), or other body-piercing jewelry will be permitted. No chokers or large chain-link necklaces. 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: Should be limited to lip gloss or chapstick. Fingernails should be clean and trimmed and may not be excessively long. Makeup and/or nails should not be garish.
7. Hats: Only SCDS caps may be worn at recess. No caps, visors, sweat headbands, sunglasses, or hats may be worn inside the building.

School uniforms may be purchased online at 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.

CELL PHONES

Scottsdale Country Day School is not responsible for lost, damaged, or stolen cell phones. If a cell phone is brought to school by a student, it 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. 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.

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 approval from the administration. Request to have a service animal on campus, an animal in the classroom for educational purposes, or a pet, must be pre-approved by the administration. Parents should submit their request, for each occurrence, directly with the office either verbally or in writing.

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

There will be limited fundraising events during the school year such as the back to school Family Night and end of year Fun Run. 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. 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 community investment is voluntary and you are able to pay in installments. 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.

❖ *Will I receive a receipt?*

Yes, we will give you a receipt.

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 before the student may begin classes. Contact the office for other forms of reliable proof of student's identity and age if a birth certificate is not available.

VERIFIED & UPDATED IMMUNIZATION RECORDS

Arizona students enrolled for the 2011-2012 school year 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.

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.

The office must be notified if your child has a contagious virus/illness/disease. A notification may be sent to the class(s) notifying
[Revised August, 2018](#)

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 any medicine, prescribed or over the counter, 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.

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.