



SCOTTSDALE COUNTRY  
DAY SCHOOL

# Student and Parent Handbook

## **Office Hours**

Monday – Friday  
8:00 am – 4:00 pm

## **KG - 6<sup>th</sup> Grade**

Monday – Friday 8:30 am – 3:30 pm

Last Friday of each month 8:30 am – 12:30 pm – *Early Dismissal for Students*

Before Care 7:30 a.m. to 8:10 a.m. daily

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

**Scottsdale Country Day School**

**10460 N. 56<sup>th</sup> St.,  
Scottsdale, AZ 85253**

**T: 480-452-5777**

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

**E: [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).

Students that are tardy or are picked up early may be counted as half or full day absences based on the amount of instructional minutes missed. The office maintains a copy of the class instructional schedule and is available to view. Excessive absences may be grounds for retention review.

## ATTENDANCE – ABSENCES - LATE ARRIVALS

It is the obligation of the parent to telephone the school office prior to or on the actual day of each absence. Advising the teacher of absences does not complete this obligation. You must speak directly with the office personnel. All absences, including excused and unexcused, must be telephoned into the school office daily by 8:30 a.m. Students are requested to be in the classroom by 8:20am so that they may settle in and be prepared to start the academic day at 8:30am.

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.

If a student is late, the responsible party or your student's driver must come into the school office and sign the student in.

## STUDENT DROP-OFF TIME

Students may be dropped off between 8:10 a.m. and 8:30 a.m. If dropped off prior to this time, students will be signed in to the AM Care program and a daily fee will be assessed of \$5 per day. Students should plan to be in the classroom for 8:20am in order to settle in and prepare to begin academic lessons at 8:30am.

## STUDENT PICK-UP

Students remaining after the school day will be signed in to aftercare 10 minutes after dismissal and must be signed out by a parent or responsible party. Please bring your car decal or you may be asked to show your ID. The charge for this is \$5 per hour, regardless of the timeframe used and cannot be prorated. You can also pay the monthly fee which is prepaid and much cheaper.

If you wish your child to be picked up by anyone other than an authorized person (names listed on your Enrollment 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-6<sup>th</sup> Grade)

If you are dropping your child off curbside, please use the drive-through lane, allow your child to exit, and then leave the school grounds on to Shea Blvd. If you intend to walk your child into school, please park your car in the spaces available. Parents that walk his or her child into school should leave as soon as their child is in class. Only students should be in the classroom after 8:20am. This is to ensure that students are prepared to start lessons promptly at 8:30am. Parent/teacher communication should be brief. Please contact your teacher to schedule a meeting if you have questions that can not be answered quickly.

### Pick-Up (KG-6<sup>th</sup> Grade)

If you are using the drive-through lane to pick up your child, please form one line of cars, starting in front of the SCDS marquee. Please have your DECAL sign visible. If you do not have your decal you may be asked to park and show your identification in the office. Any additional authorized persons allowed to pick up your child must be on your child's emergency contact form. Add ons

must be emailed to the office. It is your responsibility to ensure that all authorized/not authorized persons are listed. Your child will be called and you will be instructed to drive up to the class line where your child will enter your vehicle. If you are picking up more than one child, please drive to the oldest grade level line where siblings and carpool students will all be waiting together. PLEASE EXIT ON SHEA. Vehicles are not permitted to make a U-Turn in the parking lot during drop off and pick up times.

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.

## **AM & PM CARE AND AFTERSCHOOL CLUBS**

Morning and afternoon care club is available for enrolled students at SCDS. Each semester afterschool 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 children 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 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 and afterschool club privileges should a student not follow school rules or is not meeting academic standards before, during, or after school. No refunds will be given if a student is withdrawn from a club program.

To ensure your child's safety, s/he may not leave the building unaccompanied by an authorized person. An updated emergency contact sheet should be completed with authorized individuals listed. 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 in person as needed.

Club rules and policies are available in the office. These programs are organized as a convenience for SCDS families. There is no financial aid available for the programs. Parents are responsible for program you are registered, whether or not your student attends (for instance due to sick day).

## **CURRICULUM POLICY**

The curriculum content is based on the Common Core Standards and Arizona Educational Standards. Textbook based instruction, computer methods, and hands-on learning is combined throughout the curriculum.

### **GRADES**

Students in Kindergarten will receive learning benchmarks, including participation in specials:

**E**=Excelling    **V**=Very Good    **S**=Satisfactory    **N**=Need Improvement    **N/A**=Not Yet.  
Qualifying comments will accompany.

Students in 1st through 6th grade will receive letter grades with validating comments. Letter grades are based on points and points are converted to percent. Participation in specials will be indicated but not calculated in the letter grade.

**A**=90%-100%    **B**=80%-89%    **C**=70%-79%    **D**=60%-69%    **F**=Below 60%    Qualifying comments will accompany.

Students with deficiencies or excessive absences will receive an incomplete and may be subject to grade retention. SCDS will conduct a parent/teacher conference each semester. Only one time slot will be permitted per students. Parents are responsible for working out a schedule that permits both to attend if the parents deem it necessary for both to participate. In circumstances where both parents want to participate but one is unable due to scheduling, legal, or other reason, SCDS does permit a parent to Skype or Facetime into the conference.

### **TESTING**

Formative and summative assessments occur throughout the school year to monitor the learning of our students. Galileo testing will occur 5 times a year, in August, October, December, February, and May. The AIMS test or STANFORD 10 is administered each year to students in grades 2 through 6 in April. Report cards are given at the end of each quarter and a teacher/parent conference is provided at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters. A student may be put on an academic plan if he or she is not meeting grade level work. Additional homework will be given to students struggling in an academic area.

## SCDS TEACHERS & STAFF

All resumes of SCDS staff are kept in the main office and are available to parents for viewing. All teachers are Arizona certified and hold Highly Qualified status. Please contact the office to arrange viewing a resume.

### 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.
2. If misbehavior continues or occurs a second time, the student will be removed from the group activity to a "time out re-direction area" within the classroom. After having the opportunity to think about the behavior and the consequences, the student is allowed to rejoin the group when the teacher deems it appropriate. The student may be clipped down.
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 student may be clipped down.
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, 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.
8. SCDS understands that students are human and sometimes make mistakes in speech or behavior. Sometimes, their mistakes can be disruptive to other students and to our teachers. Disciplinary action will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and the effect of the misconduct on the school environment. A parent may be asked to pick up the child if the behavior cannot be effectively managed by the teacher or administration or is persistent. A meeting with the parent and or disciplinary expulsion may be necessary if such behavior persists.

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 teacher and/or 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.*

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.

## **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. SCDS reserves the right to not permit a student that has been expelled from a previous school to enroll.

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 verbal abuse, 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 expel.
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 make reasonable efforts to contact the parent of such child to inform them. 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.

## **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 our 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 signing this handbook, you accept the policies set forth on IEP/504 students by SCDS.

## **iPad 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 iPad. The iPad 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 iPad. 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 is damaged, accidentally or on purpose by a student, the cost to replace the iPad must be paid to the school in the amount of \$400 by the parent.

## **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 badge may be issued and should be returned upon leaving. SCDS reserves the right to not permit a parent into a classroom if the school deems it an interruption or safety issue to others. In such case, the child will be called into the office.

## **SAFETY TO AND FROM SCHOOL**

Drop-off time is as early as 8:10am (20 minutes prior to class starting). **Children dropped off before 8:10am should be signed into the morning care room and pay the appropriate fee (\$8 per day).**

Pick-up time will be 3:30 pm Monday through Friday and 12:30 pm on the last Friday of each month or as otherwise outlined in the school calendar. **Children picked up after 3:40 pm should be collected from the PM care program in the after care room and pay the appropriate fee (\$8 per day).**

SCDS reserves the right to suspend am/pm care program privileges based on student behavioral performance or delinquent invoices. The am/pm care program is not part of SCDS normal school programs and is the sole responsibility of the parent to properly sign in/out their child and pay for the service in a timely basis.

## PHOTOGRAPH CONSENT

Scottsdale Country Day School, the press, and media personnel may wish to photograph our students. Parental consent is given to have your child's picture released to the media on the enrollment form. If approval is denied for photographs, video, and interviews, or portions thereof, written notification must be made to the school upon enrollment. SCDS may use photographs taken during school for school publications and for the school Facebook page at [Facebook.com/scottsdalecountrydayschool](https://www.facebook.com/scottsdalecountrydayschool).

## 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. Girl Uniform Attire

1. Short, Skort, Pant: Only SCDS purchased khaki shorts or navy Skorts 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.
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.
3. Polo Top: Maroon or purple polo with the SCDS logo embroidered. Only black long sleeve shirts are permitted under the polo shirt.
4. Sweaters/Outerwear: Maroon sweater or 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.
5. Shoes: Closed-toe shoes, tennis shoes, or sneakers. Boots may not be above the ankle. No heels, thong sandals, heelies, boots, or flip-flops are allowed. Shoes must tie or fasten with Velcro.
6. Socks: Tennis shoes and sneakers should be worn with socks. Prints and colors are permitted on socks. Fishnet, knee high sock, skull graphics, or pop icon graphics are prohibited.
7. Hat: Only an SCDS hat, with the SCDS logo embroidered, may be worn during recess at school. Hats may not be worn inside the school building.

### B. 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.
2. Polo Top: Maroon or purple polo with the SCDS logo embroidered. Only black long sleeve shirts are permitted under the polo shirt.
3. Sweater: Maroon sweater or 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.

4. Shoes: Closed-toe shoes, tennis shoes, or sneakers. No open toe sandals or flip-flops are allowed. Shoes must tie or fasten with Velcro. Boots may not be above the ankle.
5. Socks: Tennis shoes and sneakers should be worn with socks. Prints and colors are permitted on socks. Skulls, camouflage, or pop icon graphics on socks is prohibited.
6. Hat: Only an SCDS hat, with the SCDS logo embroidered, may be worn during recess at school. Hats may not be worn inside the school building.

### **C. 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 pants.
  - 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).
  - Undergarments must not be visible.
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.

### **D. 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: Is not permitted, other than lip gloss or chap stick. Fingernails should be clean and trimmed and may not be excessively long or painted garishly.
7. No caps, visors, sweat headbands, sunglasses, or hats may be worn inside the building.
8. If a child has a bathroom accident, as SCDS defines it as unusual and infrequent incident, the parent will be notified to pick up the child. The child may return to school once bathed and in new attire. In case of urinary accident, the student may be cleaned and changed at school by the parent as long as the child is wet only in the undergarment area and has not spread to other areas. A child who is soiled must be signed out by a parent to properly clean the child before returning to school.

School uniforms may be purchased from the main office during regular office hours. Last years and used uniforms are available for purchase through the main office for \$5-\$10 per item. Supply is limited.

## **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 or to silent and be placed in the student's backpack. Games, texts, calls etc. are not permitted during school hours. If in violation, a student's cell phone may be confiscated and a parent called to collect it.

## **LUNCHES**

All lunches must be brought from home unless a student is signed up for lunch delivery. A parent will be called to bring in a lunch if a student does not have one packed and is not already on the lunch program. Lunch bags should contain ice packs to maintain appropriate food temperatures. SCDS does not provide a microwave for heating or refrigeration for storing food items for students. Menu selection and payment for the lunch program is at the sole discretion and responsibility of the parent. SCDS reserves the right



to cancel the lunch program based on minimum numbers not being met or to alter the menu selections. Payment must be received in a timely manner from when invoiced. SCDS may suspend lunch program privileges if an invoice is severely delinquent.

## FUNDRAISING

There will be silent auction events for our school where you will have the opportunity to bid on items of interest. The main focus for fundraising will be through the Community Investment Program and the Tax Credit Program. SCDS is a 501 (c)(3) non-profit school and should you have any items to donate, please contact us.

## COMMUNITY INVESTMENTS

We ask each of our families to contribute \$800 per student to our school community. This helps our school use the latest and greatest curriculum materials and iPad technology, along with paying for an on-campus police officer throughout the day. This is voluntary and you are able to pay in installments.

## 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.

## TAX CREDIT PROGRAM

### 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.

### Key Points

- ✓ Redirecting your tax dollars costs you nothing out-of-pocket.
- ✓ Dollar for dollar return can be applied to your State and Federal\* 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.
- ✓ 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. A federal credit may also apply to those contributing by December 31<sup>st</sup>. 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. Your credit can even be rooled over to the next tax year.

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

Please submit your cash or check, payable to SCDS, to our office

### ❖ *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 student may begin classes.

## **VERIFIED & UPDATED IMMUNIZATION RECORDS**

Arizona students must meet immunization requirements prior to entry in grades Kindergarten through 6th 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.

## **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. A student may be sent home if he or she has a fever of 95.5 or higher, or shows any of the below symptoms.

A child who has a fever should not be sent to school under any circumstances. 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; (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.

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.

Please tell us if your child has been exposed to a contagious disease so that the teacher can be alerted for early symptoms. If your child becomes ill while at school, we will notify you. 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.

If a student is reported to have a contagious condition, the school will notify families of symptoms and recommended treatment.

If a student has had a urine accident, the student may be provided with a change of clothes or sent home to bath. Any soiled accidents will require the student to be picked up and bathed before returning to school that same day. The parent will be responsible for any uniform costs should SCDS need to provide a change of clothing. SCDS does not provide undergarments.

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**

Annual notice to all parents of students currently enrolled and in attendance as well as of eligible students shall be disseminated in order to inform them of their rights under the Family Educational Rights and Privacy Act (FERPA). The annual notice for Scottsdale Country Day School shall include a statement that the parent or eligible student has a right to:

- 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 and list of places where copies of the policy are located.