



COLLEGIATE ACADEMIES

Sci Academy

Family Handbook
2013-2014

One step.
One classroom.
One school.



 **Sci Academy**
A COLLEGIATE ACADEMIES SCHOOL

Achievement ♦ Respect ♦ Responsibility ♦ Perseverance ♦ Teamwork ♦ Enthusiasm

Updated Summer 2013

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A Letter from our Principal

Dear Scholars and Families,

Welcome to the 2013-2014 school year at Sci Academy! This year we will continue our mission to ensure that scholars gain the tools necessary to change the world and succeed in ways they may have never imagined. Our goal is to prepare our scholars to compete with the nation's most talented scholars in colleges and universities across the country. The faculty and staff here at Sci Academy are dedicated to every child's academic and personal growth; we are here to challenge our scholars to be their very best every day.

This Family Handbook and Scholar Code of Conduct is a guide to our school's rules and policies. We established this handbook to create a consistent set of positive expectations for scholar behavior. This handbook explains the interventions and consequences that will be implemented when scholars engage in inappropriate behavior. The expectations set forth in this handbook apply to actions of scholars during school, on the way to and from school, while on school property, while traveling to and from school-sponsored events, at all school-sponsored events, and on social networking websites and other internet correspondence. Throughout the year, we reserve the authority to change policies reflected in the handbook to better meet the needs of scholars. Updates will be posted on our website. If and when this happens; please do not hesitate to contact the school or me with any concerns.

This handbook shall be administered in accordance with federal laws and state laws and mandates, including but not limited to, RS: 17: 252-Model Master Discipline Plan, House Bill No. 1487/Act No. 756, and Schedule G of the Charter Agreement. This handbook has been written with consideration of House Bill 559 requiring public school governing authorities to publish related information on their websites and Senate Bill 67 relating to school discipline, suspensions and expulsions.

We are partners in our children's education, and we look forward to working closely with you. We want and need you to be a part of our school. We look forward to your attendance at school functions ranging from parents' nights to sporting events. The more you are here, the better we serve our children. I look forward to a powerful and positive year. Please use the information contained within this handbook as a resource throughout the year and feel free to contact me if you have any questions or concerns.

With a continuous commitment to our future,

Rhonda Dale-Hart
Principal

Sci Academy Staff Contacts

Last Name	First Name	Title	Phone Number	Email Address
Aeschliman	Emily	Science Instructor	5042208692	eaeschliman@collegiateacademies.org
Bogard	Jonathan	Instructional Coach, Dean of Junior Class	5042208908	jbogard@collegiateacademies.org
Bubalo	Katheryn	English Instructor	5042209397	kbubalo@collegiateacademies.org
Cota	Kate	Interventionist	5042209815	kcota@collegiateacademies.org
Dale-Hart	Rhonda	Principal	5049750652	rdalehart@collegiateacademies.org
Dekle	Leigh	Social Studies Instructor	5042202199	ldekle@collegiateacademies.org
Dreher	Hilary	Operations Manager	5042201436	hdreher@collegiateacademies.org
Erwin	Jim	Director of Performing Arts		jerwin@collegiateacademies.org
Fisher	Claire	Mathematics Instructor	5042201187	cfisher@collegiateacademies.org
Foran	Megan	Social Studies Instructor	5042200209	mforan@collegiateacademies.org
Gaddis	Alexie	Mathematics Instructor	5042241953	agaddis@collegiateacademies.org
Gold	Megan	Para-Educator	5042241664	mgold@collegiateacademies.org
Guth	Jacob	Behavior Interventionist, Para-Educator	5042240850	jguth@collegiateacademies.org
Guth	Pablo	Spanish Instructor	5042282782	pguth@collegiateacademies.org
Hubbell	Kelley	Director of Mental Health Services	5042282949	khubbell@collegiateacademies.org
Ifshin	Benjamin	Science Instructor	5042283910	bifshin@collegiateacademies.org
Jackson	Keshanta	Behavior Interventionist, Safety Officer, Para-Educator	5044305490	kjackson@collegiateacademies.org
Kelly	Aidan	Director of Curriculum and Instruction	5042284877	akelly@collegiateacademies.org
Kennedy	John	Para-Educator	5042285828	jkennedy@collegiateacademies.org
Kline	James	Social Studies Instructor, Dean of Social Studies and Foreign Language	6099803752	jkline@collegiateacademies.org
Lambrecht	Kelsey	Director of Intervention	5042288290	klambrecht@collegiateacademies.org
Levy	Samara	Mathematics Instructor	5042288396	slevy@collegiateacademies.org
Mackin	Catherine	Spanish Instructor	5042288425	kmackin@collegiateacademies.org
Mahoney	Michael	Interventionist, Director of Garden Programming	5042288471	mmahoney@collegiateacademies.org
May	Andrea	Interventionist	5042288473	amay@collegiateacademies.org
McElligott	Anthony	Science Instructor, Dean of Sophomore Class	5043315920	amcelligott@collegiateacademies.org
Meinzen	Laura	English Instructor, Dean of Literacy	5042288494	lmeinzen@collegiateacademies.org
Mich	Sarah	Mathematics Instructor	5042288529	smich@collegiateacademies.org
Miller	Sydney	English Instructor	9176932429	smiller@collegiateacademies.org
Mills	Lynsay	English Instructor	5042288611	lmills@collegiateacademies.org
O'Connor	Kathryn	Interventionist, Director of SpEd Compliance	5042288635	koconner@collegiateacademies.org
Pickel	Justin	Director of Finance and Operations	5043526438	jpickel@collegiateacademies.org
Ravin	Victoria	Mathematics Instructor, Dean of Math	5042288661	vravin@collegiateacademies.org
Reed	Sheena	Director of College Counseling	5042288699	sreed@collegiateacademies.org

Reichman	Alice	Social Studies Instructor	5042288709	areichman@collegiateacademies.org
Rose	Kim	Office Manager	5042288735	kröse@collegiateacademies.org
Rubin-Budick	Adina	Interventionist	5042288743	arubinbudick@collegiateacademies.org
Sherman	Spencer	Science Instructor, Dean of Senior Class	5042288783	ssherman@collegiateacademies.org
Shiu	Jane	Computer Literacy Instructor, Director of Technology and Test Coordination	5042288811	jshiu@collegiateacademies.org
Sorger	Jon	Mathematics Instructor	5042288819	jsorger@collegiateacademies.org
Stoudt	Evan	Mathematics Instructor, Dean of Freshmen Class	5042288846	estoudt@collegiateacademies.org
Truong	Kelly	Interventionist	5042288865	ktruong@collegiateacademies.org

2013-2014 School Calendar

August 12th: First day of school/summer orientation for freshmen
August 19th: First day of school/summer orientation for sophomores
August 20th: First day of school/summer orientation for juniors and seniors
August 30st-Sept. 2nd: Labor Day Break, No School
September 27th: Teacher Data Day, No School for Scholars
October 10th-11th: Fall Break; No School
October 18th: Last day of Quarter 1
November 8th: Teacher Data Day, No School for Scholars
November 11th: Veteran's Day; No School
November 25st-25th: Thanksgiving Break
December 23rd-Jan 3rd: Winter Break
January 10th: Teacher Data Day, No School for Scholars
January 10th: Last day of Quarter 2
January 20th: Martin Luther King Jr. Day; No School
February 21st: Teacher Data Day, No School for Scholars
March 3rd-7th: Mardi Gras Break
March 28th: Last day of Quarter 3
April 11th: Teacher Data Day, No School for Scholars
April 14th-21st: Spring Break, No School
May 5th-May 16th: End of Course (EOC) testing for 9th-11th grades
May 20th-24th: Senior Finals
May 26th: Memorial Day, No School
June 13th: End of Year Celebration; Last day of school

Please note that we do not follow the Recovery School District or Orleans Parish Public School calendar. Sci Academy will only close school in cases of extreme weather conditions. In such situations, we will follow the Recovery School District school closings. Please listen to local radio and television stations. If the Recovery School District announces a delayed opening or a closing, Sci Academy will also be delayed or closed. At the discretion of the Principal, any classroom days lost to closure due to inclement weather or other reasons may be made up by adding an equal number of days during or at the end of the school year.

There will be other scheduled events throughout the year. Invitations, closing, or early dismissals in association with these events will be communicated in advance!

Visitors to Campus

We welcome parents and community members to our campus to observe classroom teaching and other activities. We are excited to showcase the hard work of our scholars and teachers. To provide safe and orderly learning environments, ALL visitors to campus must sign in upon entering campus and report to the front office immediately upon entering the school to request authorization from an appropriate school official.

Parents/guardians who would like to visit should attempt to notify a school administrator, teacher or scholar advisor one day in advance. Visitors may not talk to a child or a teacher during class, although they may call the teacher after school to discuss what they observed and they are welcome to drop notes off in the office.

If a visitor is coming to school to drop something off for a scholar or to leave a message, we still require that the visitor come first to the main office to sign in. All parents that want to deliver items to scholars (food, gifts, etc.) may only do so during the scholar's lunch or advisory if approved by the advisor and grade level culture dean. Scholars may not receive deliveries during class time.

Section I: Vision and Values

Sci Academy's Vision

Sci Academy will prepare all scholars for college success, equipped with the passion and tools to begin innovative and world-changing pursuits.

Our Core Values

Sci Academy was founded on the belief that all scholars can develop the skills, motivation and perseverance required to complete college and pursue the careers and lives of their choosing. Excellent teaching, challenging course material, and a positive school culture allow all scholars to become college-ready. Above all else, we value:

Achievement

We focus on results and do whatever it takes to accomplish our goals.

Respect

We treat every person and every thing as we want to be treated.

Responsibility

We look to ourselves to do what needs to be done.

Perseverance

We never give up.

Teamwork

Helping a member of our team is helping ourselves. When one succeeds, we all succeed.

Enthusiasm

We remain positive. We show our positivity. The positivity we show gives us strength.

Section II: Our Families and Community

Family Communication with Sci Academy

We need your support. As you know, Sci Academy is a very demanding school, with high expectations for academics and behavior. All of us – parents/guardians/families, teachers, and administrators – are working hard to help your child climb the mountain to college. We are all part of your child's team: if you and your child work with us, we can all succeed. There are several ways that we will communicate with you throughout the year:

- **Regular Updates:** Sci Academy will communicate regularly with families regarding school events, trips, and important information about the schedule/calendar. Letters will be assigned as homework to scholars and we ask that you read and sign all notes sent home from school. We need to ensure that you are receiving all updated information regarding school events.
- **Report Card Conferences:** At the end of every quarter, parents/guardians will be required to come to the school to pick up the Report Card and attend Report Card conferences with their children's teachers.
- **Phone Calls:** Throughout the year, you will receive phone calls and/or notes from your child's advisor, teachers, and school administrators. If the message requires a response, please contact the school either by phone or in writing within 24 hours. Freshmen and sophomore advisors are required to contact their advisees' families with a general update on their progress at least once every two weeks and junior and senior advisors will contact families once per month.
- **Meetings:** If the school requests a meeting with you and your child, we need to discuss something important with you. If you would like to schedule a meeting with teachers or administrators, please contact them directly.
- **Visits** – To arrange a visit to the school, please see contact the front office at 504-373-6264 or call your son or daughter's advisor.
- **Messages / Phone Use / Voicemail:** Scholars and teachers may not receive incoming phone calls or messages during the school day unless it is an emergency that requires immediate attention. Such calls should be very rare. Scholars are allowed to use the telephone in the office in the case of emergencies or unexpected events.
- **Parent/Family Concerns:** If you have a concern about a school policy, academic grade, discipline decision, or anything else, we ask that you take some time to reflect on it and then contact the school. We welcome the conversation. We understand that, as parents/guardians/families, you have very strong feelings about issues concerning your children. We promise to treat you and your concern with respect. If a parent/guardian/family member is unable to have a respectful conversation with a Sci Academy teacher or administrators, we will reschedule the meeting for another time so that we can act in the best interest of our community and the scholars.

If you need to get a message to your child's teacher please leave a message on his or her cell phone. Our teachers check their messages after school. They will return your call within 24 hours. If they do not, please call the school at 504-373-6264 and request to schedule a meeting with your child's Grade Level Culture Dean or Principal to ensure that your issue is addressed. Scholars and families can call advisors and staff members until 9:30 pm.

Please refer to the beginning of this handbook for a list of staff members' contact information.

My Academy

Sci Academy is a partnership between the school leadership, teachers, scholars, and families. Although the job of making decisions about school policy belongs to the Board of Trustees, CEO of Collegiate Academies and the Principal, family involvement is not only welcome, but also absolutely necessary for the success of the school. All families are encouraged to participate in “My Academy,” which meets every other month.

“My Academy”

- Provides families with concrete support and concrete ideas for ways to help their children achieve
- Allows families to connect with and support each other
- Supports the school in reaching its goals
- Connects families to volunteer opportunities at the school
- Develops and implements special programs for families
- Sponsors events for the entire school community
- Helps raise money for the school
- Works with the Sci Academy teachers and administrators to examine scholars’ academic and social progress and discuss initiatives to improve scholar outcomes

Family Involvement Opportunities

Sci Academy asks parents/guardians/families to be partners in the education of their children. The important task of educating a child calls for the school, the scholar, and the family to all work together to ensure success: we simply cannot do this without supporting each other. We reflect that commitment by choosing to sign the Sci Academy Teacher – Family – Scholar Commitment (see Appendix A at the end of this handbook). We encourage families to participate actively in their children’s education. We strive to cultivate positive and productive relationships with all of our families.

Sci Academy family-school relationships are maintained through:

- Conferences between scholars, families, and teachers (including at least three report card nights per year and one back to school orientation per year)
- Community-wide events, celebrations, and performances, including an open invitation to every Friday Celebration
- Regular advisor-family check-in calls
- Homework, independent reading, and behavior logs

Sci Academy is committed to providing families with the best information to help their scholars prepare for college and beyond. As a result, we provide numerous in house trainings that address issues impacting the school community and our scholars. Please look forward to invitations to such events.

Collegiate Academies Board

Collegiate Academies’ Board of Directors is the governing body of our organization. The Board sets all policy for the school. The Board meets monthly while the school is in session. Dates of Board Meetings will be posted on the Sci Academy website at www.sciacademy.org. Meetings are open to family members and other members of the public. We encourage you to attend and meet our board!

Our Partners

Relationships with community partners are central to our school’s success. Sci Academy benefits from many different types of relationships with community-based organizations, businesses and postsecondary institutions. We ask our partners to engage in a manner befitting of their level of interest and ability. Additionally, Sci

Academy seeks to be an equal contributor in all of our partnerships. We have a strong interest in giving back to our community and neighborhood and actively seek out methods to provide support for community partners.

Below is a list of some of our valued partners in education:

- AdvanceNOLA
- Catholic Charities
- Children’s Bureau
- Circle of Courage
- College Track (Urban League)
- Communities in Schools
- Friends of Joe Brown Park
- Gay Straight Alliance
- Greater St. Stephen Baptist Church
- kid smart
- Louisiana High School Athletic Association
- Louisiana Public Health Initiative
- LSU Behavioral Health Program
- LSU Medical School Reproductive Health Program
- New Orleans Kid Partnership
- Rethink New Orleans Schools
- Scott C. Cowen Institute, Tulane University
- Tulane Emergency Medicine Program
- Tulane School of Psychology
- Urban League
- Youth Rebuilding New Orleans
- Youth Run New Orleans

Section III:

Unique Programs and Services at Sci Academy

Academic Assessments

Sci Academy uses multiple assessments to monitor scholar progress, inform instruction, and ensure that all scholars succeed. Staff work to ensure that assessments are not stressful times for scholars; rather they are presented as opportunities to show off all that scholars have learned. The assessments, which include the diagnostic exams in reading and mathematics, preparation exams for the ACT, internally developed

assessments, and state required End of Course Exams are administered throughout the year. Teachers analyze the results to plan their instruction, identify scholars in need of extra help, and to assess the overall effectiveness of the school's curriculum. Results are shared with families through the report cards that are distributed four times each year.

Advisory System

All scholars are placed with an advisory during the first week of school. Advisories are created by randomly assigning new enrollees to small single-gender groups of 10-15 scholars. The group is identified by the staff member's alma mater. Scholars remain in one advisory for the four years of their high school career. Advisory helps ensure that scholars are academically, socially, and behaviorally prepared for college success.

Advisory will meet Monday through Friday for breakfast, Monday through Thursday for afternoon classes and on Fridays for celebrations or team building. Morning advisory will usually be spent with a "buddy advisory".

The role of an advisor is multifaceted: what a specific scholar needs to meet college readiness competencies varies and will evolve over his or her high school career. One of the key functions of an advisor is that they can gather all the information about a scholar's life into one place and then make personalized decisions on how to best help him or her become successful.

Advisors at Sci Academy:

- act as the primary point of contact between families and school
- teach Sci Academy core values and college readiness skills
- resolve discipline issues
- provide academic counseling
- help scholars hone the habits needed for college success
- build a team of scholar peers that make meaningful connections and help each other feel heard, understood and accepted

Through advisory scholars learn how to demonstrate the six core value and three College Readiness Competencies outlined in Appendix B.

Awards and Traditions

At Sci Academy, we love to celebrate the success of our scholars. The following festivities are traditions at our school. Families of Sci Academy scholars are always welcome to attend these events!

Weekly Celebrations: Each Friday, Sci Academy has created Celebrations for each grade to get together and share their academic and grade-wide victories. During this time, awards are given for various achievements. At Sci Academy, because we believe that attitude or character is at least as important as grades, we have awards for exhibiting our core values and many other things. These awards are generally given according to a teacher's discretion and for those scholars who are not in the limelight very often, teachers are constantly on the lookout for ways to praise and encourage.

Academic Pep Rallies: At the end of each quarter, when report cards are being distributed, the Celebration that follows in the next week is when academic awards are presented. There are strict criteria for various awards and they are uniform throughout all grades. In order to receive an award for honor roll, a scholar must have A's and B's. In order to gain induction into the Principal's List a scholar must have a 3.5 GPA. No absences or tardies garners you the Perfect Attendance Award.

Homecoming Week: Scholars will participate in culture and spirit building activities during Homecoming week in the fall of each year. The week will involve fun competitions between advisories and grades, dress

down days, scholar performances, a homecoming dance, a pep-rally, a basketball and/or volleyball game and the crowning of Homecoming Kind and Queen.

End of Year Ceremonies: At the end of the year we have a ceremony to celebrate scholars in grades 9-11. At the ceremony we honor scholars for the following achievements: Co-Curricular Participation, Perfect Attendance, Highest in Achievement, Highest in Respect, Highest in Responsibility, Highest in Perseverance, Highest in Teamwork, Highest in Enthusiasm, Honor Roll, Scholars of the Year. These scholars will have consistently demonstrated the celebrated value throughout the year. Scholars earning the coveted Scholar of the Year award will have demonstrated all of the school's values of Achievement, Perseverance, Respect, Enthusiasm, Teamwork, and Responsibility throughout the year. An award is also given for the Highest in Growth in each grade level.

The Advisory Cup: Each year one advisory is selected as the highest performing advisory in the grade. They are recognized at the end of year ceremonies and receive an "Advisory Cup" that is passed down each year and their names are added to honor their success. This award is the highest honor an advisory can receive in a given year. The winner of the Advisory Cup is determined by the following criteria: highest attendance, highest GPA, highest Sci Buck Average, Least number of demerits and fewest out of school suspensions. Advisories are provided with opportunities to earn "bonus points" through out the year for showing off the core values and school pride during homecoming, spirit week and other activities.

Advisory Skip Day: On one special day each year, classes are canceled and advisories spend the entire day together at a surprise off campus location. During this "Advisory Skip Day" scholar bond with their advisors and fellow advisees and celebrate their team. Skip day activities vary but have included the following: scavenger hunts, laser tag, horse back-riding, bowling, weight-lifting, shopping at the mall, lunch at Hard Rock Café, visiting the zoo or the aquarium, a river boat excursion, a swamp tour, baking cookies, dressing up or a picnic at the park.

Advisory Pride Day: Each year during spirit week, one day is dedicated as "Advisory Pride Day". On this day advisories compete with each other to see who can show the most pride in their advisory. They wear clothing to represent their advisory, create and perform chants and sometimes even have "dance offs".

Senior Awards Banquet: In the days leading up to Sci Academy's graduation a banquet is held to honor seniors with awards for demonstrating core values and academic achievements.

Senior Transition Ceremony: In the winter before graduation, seniors have a "transition ceremony" where they are presented with their mortarboard and tassel for graduation. The ceremony showcases scholar talent and is a symbolic rite of passage from high school to college. During this event seniors "become their own advisor" and accept full responsibility for their future success.

Senior Signing Day: Each spring seniors will participate in a signing day where they "reveal" the college that they will be attending to the rest of the school. Scholars will announce on stage the school they are signing on to attend college at. This event is the culminating event for "Senior Week" and Mr. and Mrs. Sci Academy for the graduation class will be declared during the ceremony.

College Prep World Skills

Sci Academy scholars will practice the skills explained below on a daily basis.

S.P.A.R.K. Professional scholar behaviors are summarized in "SPARK", which all teachers will expect scholars to do every day in class.

Sit or stand up straight: Scholars are expected to demonstrate proper posture at all times. Scholars are not permitted to write while lying on their desks. Scholars put their heads down on their desks unless they have been given permission to do so due to temporary illness. When sitting, scholars must have their backs against their chairs and both feet on the floor. When standing, scholars must have equal weight on both feet and must not be leaning on chairs, desks, or walls. College-prep posture will help scholars to perform as scholars at their highest levels of focus.

Place hands folded in front of you OR Pencil to paper: The above posture expectations extend also to occupation of the hands, which all too frequently gets teenagers in trouble. Most of the class period will be spent moving a pencil on paper, but if not, scholars are expected to avoid distracting themselves and each other by resting their hands, either palms flat on the desk or folded on the desk. This helps scholars stay on task and concentrated on instruction.

Ask and answer questions AND Always be on task: Sci Academy scholars are expected to have their hands up for the majority of the interactive portions of class time. Think of it this way: if a scholar has a response to a question, she should have her hand up to give it; if a scholar does not have a response to a question, she should have her hand up to ask a clarifying question. To display their enthusiasm, scholars are also required to raise their hands with lightning quickness and an arm reaching high (no elbow bend). Scholars are also expected to be on task 100% of instructional time with very few reminders by teachers, scholars are more likely to be on task if their routines are set up properly, predictably, and consistently from class to class, and know exactly what is expected of them at all times. All scholars benefit from seeing the agenda on the board. Some scholars may require more frequent verbal or nonverbal signals from teachers in order to stay on task.

Respect at all times: There are no excuses for disrespectful behavior at Sci Academy. A scholar who has a disagreement with another scholar is expected to follow a three-step procedure in order to address the problem: 1) ignore the offending scholars; 2) tell the offending scholar directly to stop; 3) tell a teacher about the problem. Also, scholars who have been corrected by a teacher may not respond to that correction in any way other than immediate compliance. If a scholar feels that a consequence has been unfairly applied, the scholar must keep in mind TIME and PLACE. Scholars may not address their concerns with teachers during instructional time. A scholar may, however ask to have a *time and place conversation* with an adult where he or she has the right to respectfully disagree. Teachers will model professional behavior at all times and will require scholars to do the same. For example, when scholars move about the room they will say, "Excuse me," "I'm sorry," and "Thank you," rather than, "Get out of my way," "My bad," and "No problem." Also, scholars should say, "Bless you," or "Gesundheit" when a peer sneezes. These simple elements of politeness will help to create a classroom atmosphere that is safe, serious, and urgently pursuing goals.

Keep tracking the speaker with your eyes. Scholars are expected to track the speaker at all times. Often, the speaker will be an adult authority, but it is equally important to track scholar speakers. Scholars should also know that body language, such as twisting in a chair to better track, is also expected. We also ask that scholars track quickly, to display their enthusiasm for others' words. Tracking the speaker will help all scholars to stay on task and concentrate on instruction. It is also the polite thing to do.

Firm, Track, Smile (FTS). In the professional adult world, adults shake hands to greet each other. A good handshake leaves others with a positive impression of us, whereas a bad handshake leaves others with a negative impression. We teach all scholars that there are three important parts of a college prep handshake that we need to remember:

F – The handshake should be firm.

T – The scholar tracks the person with whom they are shaking hands.

S – The scholar shows enthusiasm for greeting that person with a warm smile.

Saying thank you. Always say “Thank you” when you are given something or take something. Whether you get a surprising gift or the same worksheet you get every day, there is no excuse for not showing appreciation.

Return questions. If you are asked a question in conversation, you should ask a question in return. If someone asks, “Did you have a nice weekend?” you should answer the question and then ask a question in return.

Scholar Talk. To ramp up classroom skills quickly, scholars’ speaking in class will follow specific guidelines:

- Scholars do not speak in class unless
 - 1) Called on by the teacher or cued by snap or call and response
 - 2) Assigned a group discussion or pair-share
 - 3) Directly engaged by the teacher
- Scholars always speak in complete sentences. If a scholar makes a mistake in this, the teacher may warmly acknowledge the comment (nodding perhaps) then warmly remind “In a college sentence?”
- Scholars should be encouraged to use correct grammar and standard usage/vocabulary. A teacher should warmly but clearly correct non-standard phrases simply by repeating them corrected and expect to hear the scholar repeat them corrected. Discretion can be used if a scholar would be embarrassed in front of a large group, but always followed up on later in private.
- Whenever called on by a teacher, after the child hears her name, she should immediately say, “Thank you.” Adding the name of the teacher is encouraged but not mandatory.
- Following the “Thank you,” a scholar must begin her sentence with one of the following stems:
 - 1) “I believe that ___ because ___”
 - 2) “I agree with ___ and would like to add ___”
 - 3) “I agree with ___ but also think ___”
 - 4) “I disagree with ___ because ___”
 - 5) “I’m struggling with ___. Could you help me by ___?”
 - 6) “Could you repeat that, please?”
 - 7) “Could you give an/other example, please?”
 - 8) RTQ: Rephrase the question (e.g. responding to “What do we do when we don’t understand a word?” with “When we don’t understand a word, we can use context clues.”

Stay focused. We can greet people in between class, but DURING class we are focused on the lesson all the time.

Act like a college Scholar when discussing college. When you are talking to adults about college, behave as if you already are the college scholar you will be.

Scholar Greetings. Scholars are accountable for politely greeting adults and peers throughout the day.

- 1) If a scholar is passing an adult in the hallway, she should make eye contact with the adult and smile. This shows our enthusiasm for the work we do together, as well as our teamwork: positivity from one raises the spirits of the many. Though not required, words of greeting (e.g. Good morning! Hi, Jonell!) are highly encouraged, and the teacher or scholar should strive to initiate them.

- 2) If a guest of Sci Academy passes a scholar in the hallway, the scholar is expected to smile and say "Good morning/afternoon/evening, welcome to Sci Academy."

Snaps and Magic. At Sci Academy, we find ways to help support our team. The first way is by snapping when we agree with an answer, like the topic of discussion, or want to nonverbally participate in class. Snaps are a way to let your teacher know that you had the right answer as well. For example, if someone is talking about the Sci Academy vision of preparing all interested scholars for college success, scholars and teachers snap because they agree with it and/or are excited about it. Snapping also indicates excitement and approval, often when someone says or does something correct, true, and/or inspiring. Magic is expressed when a scholar wants to give a teammate help or support in a silent and respectful way. Magic is demonstrated by waving your fingers in the direction of the teammate. If a scholar is answering a difficult question in class, other scholars can throw them a little magic to help them out.

Snaps and magic are very special, they are never mean or sarcastic. At Sci Academy, we are nice or neutral and nothing else. So any negative use of snaps and magic is not accepted.

Hallway Transitions. Effective transitions are part of what makes our school efficient and safe.

1. Scholars will walk to the right and within the lines when walking the hallway and inside the building.
2. Horseplay, touching, and/or rough housing are not permitted.
3. Transitions should take no longer than three minutes. Scholars will immediately proceed to the front of their next room. They have no assigned spots to stand in, but must be lined along the walls waiting to enter their next class.
4. The freshman begin the year at a Level zero in the hallway, and, the freshman teachers and advisors determine as a team when scholars can reach a level two. As the year progresses, teachers will use discretion regarding scholar volume level during transition. For example, if a class has demonstrated the ability to walk respectfully to each class at a level zero, teachers may decide that these scholars can walk to their next class at a level 2.

Volume Levels. Concerning scholar talk in school, we consider levels of volume:

Level 0 = Silence (ex. Independent work)

Level 1 = Whispering (ex. Asking clarifying questions to teacher during independent work)

Level 2 = Quiet talking (ex. Pair-share, small group work, where no one hears you except for those next to you)

Level 3 = Scholarly voice (ex. Class discussion, reviewing as a class, where voice projects with purpose, never to distract)

Given moments and spaces will have clear expectations for scholars concerning of the above.

Call to Attention

- 1) An adult raises her/his hand and is followed immediately by all in the room, who then are silent and SPARKing.
- 2) An adult performs the shave-and-a-haircut clap, which is completed by the rest of the room, which then silently SPARKs.

Hand Signals. At Sci Academy, it is never appropriate to interrupt class for a personal issue or request. The following hand signals are a method for scholars to inform their instructor of a need without disrupting the flow of the lesson.

1. Bathroom signal: Scholars will hold their hand in the air, as if they were asking a question, but instead show the “hang ten” signal. (Hang ten is when only the thumb and pinky fingers are showing while the scholar’s hand is in the air). It is not appropriate for a scholar to show the bathroom signal repeatedly during class. Teachers will release scholars to use the restroom during independent practice.
2. Question signal: When scholars want to indicate that they have a question rather than an answer to a question that has been posed by the teacher, they raise their hand with one pointer finger in the air.

Commitment Forms

At Sci Academy, the staff, the scholars, and our parents are all working to ensure our scholars are ready for college. Sci Academy holds an orientation meeting with each new scholar and their families to prepare them for school and to review the commitment form so that everyone has a clear understanding of what the school is and how we are working toward our vision. We take the following commitment forms extremely seriously and expect that everyone in our community be familiar with their outlined expectations. Failure to adhere to expectations outlined in the commitment forms may lead to loss of privileges, community separation and will ultimately slow progress toward our goals of college readiness. To view all three of our commitment forms in full length, see Appendix A.

Nursing Services and Medications

Being physically healthy helps children learn more effectively. For this reason, it is important to have your doctor or health center look into any problem that your child may have. ***Scholars may not carry their own medication.*** All medication must be handed into and administered by the appropriate school staff member or school nurse. ***If your child requires medication during school hours, we will assist by administering medication.*** However, medication may not be given without the completion of the “Administration of Medication” form, which must be completed by a healthcare provider. Families can get a copy of this form by calling or stopping by the school. This policy and the requirement to have a form on file applies to all medicine, including aspirin, Tylenol, and other over-the-counter medicines. The school will keep a detailed log of all medicines that are administered.

School Lunch Program

We are excited to offer scholars healthy breakfast, lunch and snack options. In order to improve the food options scholars have during the school day, we have contracted with *Revolution Foods* to bring scholars balanced meals that are made from real natural ingredients (nothing artificial).

Scholars may receive breakfast and lunch at no charge when families complete and return a Free and Reduced Lunch Application. Applications can be picked up at the school office or downloaded from our website. Parents complete one Free and Reduced Price School Meals Application for each sibling who is enrolled in a Collegiate Academies school and include all people living in the household, whether related or not (such as spouses/partners, children, grandparents, other relatives, or friends). Breakfasts, lunches and snacks meet USDA Scholar Nutrition Guidelines.

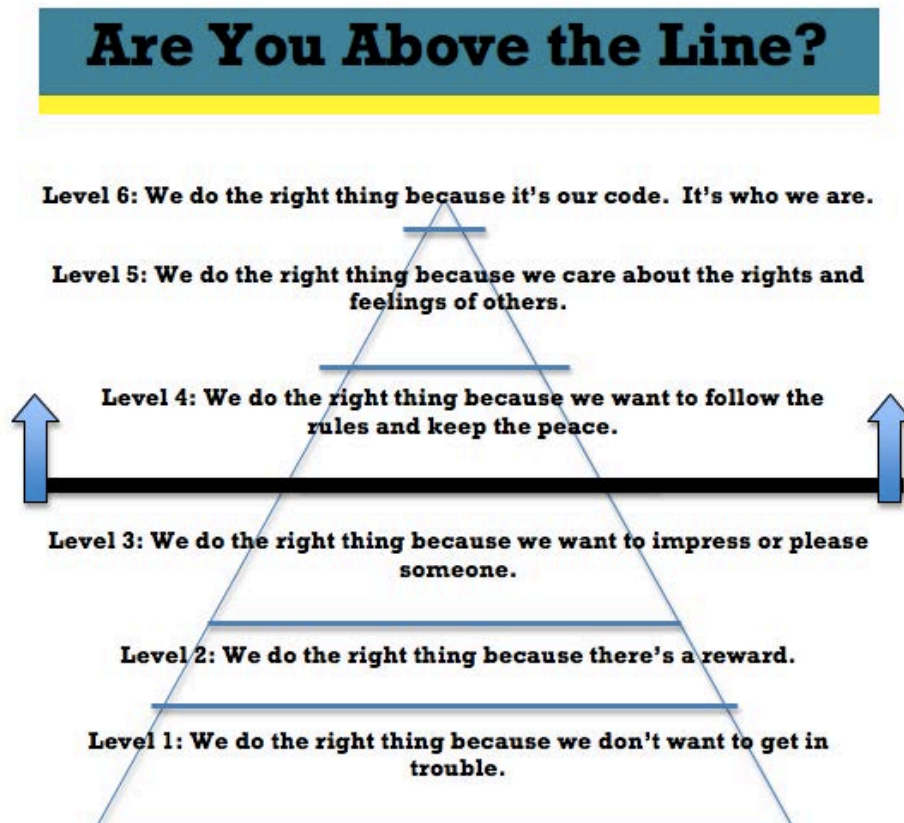
School Supplies

Sci Academy will provide the **initial** set of school supplies needed for freshmen scholars. Upper classmen will receive a school supply list during summer orientation. Additional supplies that scholar will need include: 1) pencils, glue, scissors, and markers and 2) a book bag to carry their homework in that is big enough to fit a three-inch binder and books.

The Outer Chamber (Grades 11 and 12)

We take time to teach scholars the why behind expectations and norms. We link choices to consequences and model the thinking needed to make responsible decisions. We begin with linking current actions to future selves (2-0) and as scholars advance to the Outer Chamber, we explicitly teach empathy, self-motivation, self-advocacy, and self-expression.

While demerits, detentions, suspensions, awards and incentives are integral parts of our discipline system; we are ultimately working to advance scholars beyond having these as primary motivators for action and through Lawrence Kohlberg's six stages of moral development (see diagram below). Stages four and five of Kohlberg's theory mark the shift from defining what is right in terms of external rewards and punishments to doing what is right because one is a member of a greater community and wants to keep the peace or cares about the feelings and rights of others. For this reason, there is less emphasis on demerits and Sci Bucks for our upper grades. OC scholars are assigned traditional school consequences but there are more dire conversations to be had when they are making the same mistakes as freshmen and sophomores. When OC Scholars break rules, the stakes are higher for them as the window between high school and college closes and the reality of how this behavior will affect their future success becomes urgently real.



Do juniors and seniors have to follow the same rules? Yes.

Chamber 11 and Chamber 12 scholars don't need more freedoms. They need more responsibility. For this reason, in the Outer Chamber, we focus on the *Reverse Spider-Man theory: Freedom should only increase in the service of increased responsibility*. Learning to be more independent does not mean that you no longer participate in the wonderful routines of our community. Fostering college behaviors does not require removing

rules (uniform, respect for property, tardiness, etc), simple consequences (loss of privileges, etc), or regular traditions (handshakes, praise routines, mottos, etc). You are part of a unique community. We want you to remember school and our traditions fondly and to gain strength from it.

Chamber 11 and Chamber 12 scholars are accountable to the same non-negotiable behaviors as other scholars at school (transitions, head up in class, no gum, tardy, uniform) and all teachers are responsible for enforcing these rules with OC scholars. All anti-college behaviors are addressed in the Outer Chamber. The two most common responses when OC scholars act in ways that would be disconcerting or unacceptable in a college classroom are:

1. Demerits: for silliness and immature impulsivity.
2. Incident reports, contact with advisor and/or parent.

Teachers in Outer Chamber classrooms (like all other classrooms) are the authority. If scholars display behaviors that may be allowed in college but the teacher recognizes the behavior as bad for the scholar or other's learning, OC teachers will clearly state expectations and if scholars do not meet those expectations they will earn demerits and other consequences.

Section IV: Behavior at Sci Academy

The Importance of Discipline at Sci Academy

Discipline is a platform for learning. Orderly and structured classrooms are necessary in order to create a learning environment in which time is used efficiently. Our mission to prepare all scholars for college success is ambitious, so every minute of our school day and year are needed to teach necessary knowledge and skills. An important component of discipline is structure. All children need it in order to thrive. Structure provides a framework for learning to take place. During summer orientation we teach scholars classroom and school procedures, we establish routines, we demonstrate appropriate behavior, and we clearly communicate high expectations. The behaviors and high expectations that we teach during orientation will continue throughout the school year. If scholars perform a procedure incorrectly, the first reaction will be to correct them and ask that they practice the appropriate behavior. Consequences (demerits, Sci Bucks deductions) will be assigned as well, but the corrective response is necessary.

School should be a safe, secure place where scholars know how everything works, what is allowed and what is not, and what will happen if they break one of the rules. Our teachers will uphold high standards for everything from how scholars sit in class to their tone of voice and eye contact. This handbook begins an introduction of some of the behaviors we teach and expect from our scholar.

For detailed information regarding Discipline Policy and Procedures for Scholars with Disabilities, see Appendix D.

Scholar Code of Conduct

Our approach to discipline is rooted in a belief that the learning environment is sacred. At Sci Academy, we will do whatever it takes to make sure that every child is safe (physically, emotionally, mentally, and intellectually) and to make sure that every child has the chance to learn without needless disruptions. Our faculty uses a variety of strategies to promote positive behavior and to correct problem behaviors. We use positive reinforcement whenever possible, doing our best to "catch scholars doing the RIGHT thing." We recognize and celebrate scholar successes in between classes in brief hallway shout-out meetings and weekly at our Friday Celebrations. Scholars are honored for positive behavior and good character at every opportunity and families will be made aware of

these triumphs during regular check-ins with advisors. The expectations for behavior at Sci Academy are rooted in our core values. The standards detailed in this code of conduct exist to help teach our scholars how to make positive college-prep choices.

Successful scholars:

1. Attend school daily. Arrive on time and remain at school for the entire day.
2. Respect all members of the Sci Academy community.
3. Take responsibility for the safety and well being of yourself, your peers, and your teachers.
4. Are focused on learning, completing all assignments and taking active notes throughout every class.
5. Arrive on time to each class and be seated and silently working immediately.
6. Follow the Sci Academy school dress code.
7. Do not bring electronic devices to school
8. Are prepared for every class by arriving with the necessary tools to effectively participate.
9. Respect the building and all community property.
10. Complete all assignments with academic honesty and integrity.

Incentives

The Sci Buck program reflects our desire to always reward scholars for excellent behavior. At Sci Academy, “being good” is not just something that keeps you from punishment—it earns you rewards. Each Sci Academy scholar can earn **\$10 in Sci Bucks** per day in which he or she upholds our core values without receiving any disciplinary notes. A scholar’s Sci Buck average will also determine his or her eligibility for school trips, prizes, and weekly awards. Scholars may also use Sci Bucks to purchase items in the school store, earn privileges, and participate in weekly auctions.

There will be opportunities throughout each day for scholars to earn extra Sci Bucks by demonstrating behavior that show outstanding academic commitment, is aligned to our mission of college success and/or exemplifies our core values of achievement, respect, responsibility, perseverance, teamwork, and enthusiasm.

The following is a list of some of the many ways scholars can earn Sci Bucks:

- | | |
|---|--|
| <ul style="list-style-type: none">• Going out of your way to leave a space cleaner than you found it- cleaning up not just your own mess, but other’s as well• Tracking the speaker in class with your eyes and body- turning fully when someone else in the room is speaking and giving your full respectful attention• Using Sci Academy common language• Exceeding expectations of countdowns and getting to work as quickly as possible• Finishing tasks and assigning yourself to appropriate academic work• Having mature academic discussions during lunch and in hallways transitions when volume level permit quiet talking• Asking for help• Using scholar talk in class• Turning in meticulous homework assignments• Helping to make sure others are prepared for class• Keeping detailed organized notes, binders and | <ul style="list-style-type: none">• Offering respectful enthusiastic greetings to guests• Sustained focus on academic work in class• Helping teachers in class or in the cafeteria• Perfect attendance• Referencing college and your 2-0 in conversations with friends• Providing college level answers in class• Raising a quick sharp hand in class when a teacher asks a question• Making connections between academic content in one class and what you are learning in another class• Sticking with a problem until it is solved• Going to an adult when someone’s safety is at risk• Reporting graffiti and offering to clean it up• Sharing positive stories about how peers are exemplifying the core values• Looking for solutions when another scholar complains• Being polite (saying “thank you”, “excuse me”, “bless |
|---|--|

- | | |
|--|--|
| <ul style="list-style-type: none"> folders • Having time and place conversations • Turning forms in on time • Sharing positive thoughts about school, assignments, and peers • Encouraging peers who are having personal issues to do the right thing • Studying for exams | <ul style="list-style-type: none"> you") • Saying the credo loudly with enthusiasm! • Smiling at appropriate times • Always following directions promptly the first time • Outstanding FTS • Managing time effectively |
|--|--|

Consequences

We use consequences and a problem-solving approach to help scholars learn successful college prep behaviors. We work to teach scholars the appropriate behavior through interventions, consequences and positive behavior support. We recognize that academic success is directly correlated with instructional time received by the scholar and we seek to reduce the loss of instructional time when possible. The following is a list of some of the corrective actions that will be implemented when scholars misbehave. This list is not exhaustive and the school may add additional responses as necessary.

- | | |
|---|---|
| <ul style="list-style-type: none"> · Contact and/or conference with parent/guardian. · Behavioral contracts · Loss of Sci Bucks · Demerits · Growth Plans · Community Separation or sidelining · Daily Trackers (check-in/check-out) · Reflective activity · Loss of Privilege (field trips, extracurricular activities, sports, celebrations, dances, participation in graduation ceremonies, end of year ceremonies, or any other school sponsored functioned decided by the principal or grade dean) · Reparation/Letter of apology/public apologies | <ul style="list-style-type: none"> · Schedule Adjustment · Referral to Mental Health Services for interventions such as individual or group counseling · Referral to the Scholar Assistant Team (SAT/RTI) · Restorative Justice · After-school detention · Lunch detention · Bus Suspension (see School Bus Conduct) · Supervised work assignment or service project · Positive Alternative to School Suspension · Conflict mediation (peer mediation) · Community repair projects |
|---|---|

Corrective strategies also include referral to and collaboration with outside agencies and with court appointed workers for scholars involved with the juvenile justice system. The Principal and Culture Deans work closely with the Director of Mental Health Services, the Director of Psychological Services and the Director of Intervention to identify school-wide behavior concerns and design and implement thematic strands of counseling and social and emotional learning goals.

Demerits. A Demerit is given to a scholar for misbehaviors that diminish the culture and community of Sci Academy. While some of these behaviors may seem minor, we must prevent them because their combined effect would reduce the overall quality of education. Demerits lead to Sci Buck deductions, as well as detention. Accumulation of demerits may also lead to recommendations for suspension or further disciplinary action.

Detention. Scholars will receive a notice of detention in the morning on their status slip. Scholars are responsible for serving detention during the next available time or they will receive a suspension for not serving assigned consequences. A scholar that arrives late to school will be informed that he or she has detention when they check-in to the front office and receive a pass to class. If the scholar has questions about the detention, it is his/her responsibility to find his/her advisor or breakfast monitor to request a copy of the scholar slip. We will not accept excuses from scholars who report that "they didn't know" they had detention.

Family members will be notified if their child has detention after school through an automated phone call that is delivered the evening before the assigned detention. It is the responsibility of parents to provide the school with updated contact information and the primary phone number to use for contacting them so that they receive this

phone call. This automated call is a courtesy to families; scholars will be held responsible for serving detention the day that they receive a scholar slip notifying them that they have detention. Failure to do so will result in suspension the following day, even if parents did not receive an automated call. Scholars can request to call home and notify parents that they need to stay after school for detention.

To know whether or not your son or daughter will be required to stay after school, parents should require that their son or daughter bring their daily scholar slip home from school so families are aware of the scholar's behavior and are not surprised when the scholar has detention or suspension consequences assigned. Our current high school scholars (and future college graduates) must learn to be responsible for their actions and consequences that accompany them. **The job of informing family of behavior infractions and consequences assigned is the scholar's own responsibility.**

Important notes concerning detention:

Lunch detention: Scholars will be suspended from school the following day if they fail to meet detention expectations and disrupt the room in any way involving another scholar or if they earn a DLV. Scholars that cause minor disruptions and fail to meet detention expectations in the room or refuse stay on task during detention will not be suspended, but their time will not count. Detention monitors must notify scholars that their time did not count before they leave detention. This is especially important for scholars that only had one unit of detention to serve on a Friday because they will need to stay after school that day or face suspension the following day for not serving detention during the next available time. The detention monitor will notify the scholar on Fridays if the scholar's time did not count and they need to stay after school. The detention monitor notify the scholar as he or she exits the room.

After school detention: Scholars will be suspended if they are not following directions during detention. If a scholar receives a warning and remains off task, the scholar will be asked to leave detention and will be suspended the following day.

- It is the scholar and family's responsibility to ensure transportation to and from after school detention. Sci Academy will provide RTA fare for scholars to take public transportation home from detention.
- If there is a family obligation, emergency or religious obligation, a parent must call the Principal of the school to ask permission to reschedule their child's detention. This call must be made prior to when the scholar is scheduled to serve detention.

During a regular school week, detention may be served at the following times:

Monday	Tuesday	Wednesday	Thursday	Friday
Lunch: 1 Unit	Lunch: 1 Unit	Lunch: 1 Unit	Lunch: 1 Unit	Lunch: 1 Unit After school 1:15-1:45: 1 Unit 1:45-2:15: 1 Unit 2:15-2:45: 1 Unit 2:45-3:15: 1 Unit

Juniors and seniors will serve after school detention on Fridays in the team room of Collegiate Hall. Freshmen and sophomores will serve after school detention on Fridays in the cafeteria.

Expectations for Detention:

- A scholar must arrive to after school detention by 1:30 on Fridays or he or she will not receive credit for serving the detention. The scholar will still be admitted to serve so they are not suspended.

- All rules outlined in the Scholar Code of Conduct apply during detention and if a scholar misbehaves he/she will be given one warning and then the scholar's time served may not count and the scholar will be suspended from school for failure to serve assigned consequence.
- Scholars serve detention in silence unless otherwise specified.
- Scholars are expected to read, do schoolwork and/or do approved community service around the school (such as cleaning or other chores).
- Scholars must refrain from any communication, including passing notes.
- Scholars may not sleep.
- Scholars must bring all necessary work materials to detention.
- Laptops or any electric devices may not be used in detention.
- Failure to observe any of the detention rules during after school detention may result in time not counting and/or suspension from school the following day.

Consequences for scholars who do not serve detention. Scholars may not select which detention to attend. If a scholar does not serve detention at the next available time (after notified that he/she owes detention) the scholar will be suspended from school the following day. This includes lunch and after school detention.

Here is an example: Scholar receives scholar slip Friday morning that states he/she has 3 units of detention. Scholar must serve detention at lunch and then after school. If the scholar does not report to lunch detention he/she will be suspended from school. If the scholar reports to after school detention but leaves early or is dismissed for misbehavior, he or she will be suspended from school.

If a scholar finishes the week having served all possible hours but with hours of detention owed, it is the responsibility of the advisor to create a growth plan for the scholar that will help him or her burn off excessive units of owed detention and change behavior so he or she is earning fewer units of detention through out the week. The scholar will not be suspended from school.

Reflection. Culture Deans may place scholars on Reflection when a scholar does meet the consequences for their behavior. Reflection is a tool that allows scholars to come to school the next day under stricter rules that will allow them to focus only their academics and will remove them from other community members. The scholars will be allowed to attend all classes, but will earn points on a tracking sheet for: Remaining silent (except in academic conversation with a teacher), transitioning early, remaining in perfect uniform, sitting by themselves, participating in class, following directions, attending detention, and writing a reflective essay. If the scholar accumulates enough points they will no longer be on Reflection and will be allowed to join the community again. If the scholar does not earn enough points or is disruptive while on Reflection, additional consequences, including suspension, will be used.

Growth Plans. Advisors may place scholars on Growth Plans when misbehavior persists and is not being sufficiently deterred by the demerit/Sci Bucks/detention system. This may happen if a scholar is serving detention but is still demonstrating the same behavior that needs to be changed or if the scholar is continually receiving demerits and suspensions for the same behaviors. A "Growth Plan" is an opportunity for advisors to help scholars "burn off" detention and suspensions and find a path to success. The Advisor will meet with the scholar to discuss the situations that have lead to the scholar's behavior challenges. The Advisor will listen and learn more about what may be causing the scholar to get in trouble, then the Advisor will draw up a short personalized success contract for the scholar to follow. The following are two examples of growth plans advisors could use.

Example 1:

Jennifer Myers has been placed on a growth plan for having excessive detention. As a result this scholar will have three perfect days

of school where he or she does not earn any demerits and Mr. Jones will subtract 3 units of detention. Jennifer is responsible for tracking her perfect days and submitting copies of her morning status sheets along with this note to her advisor in order to have the units of detention removed.

Signature of Advisor

Date

Signature of Scholar

Date

ers has been placed on a growth plan for repeatedly skipping and leaving class without permission. As a result this scholar to attending all classes and following school rules. Larry can earn three points per class period for reporting on time, staying being respectful. If Larry earns 76 points this week (Monday through Thursday), he will have all of his detention units is Larry's responsibility to have this tracking sheet signed by each teacher and to submit the completed document to his Friday in order to have the units of detention removed.

Be where you're supposed to be at all times! Treat everyone with the kindness you would your grandmother!

Schedule	Reports to class on time	Stays in class the entire period	Nice or neutral response- ALWAYS!	Total points	Teacher Signature
1 st Writing	1	1	1		
2 nd Spanish	1	1	1		
3 rd Alg 2	1	1	1		
4 th Chemistry	1	1	1		
5 th English II	1	1	1		
6 th World History	1	1	1		
7 th Geometry	1	1	1		

Advisor

Date

Signature of Scholar

Date

If a scholar is unable to fulfill the requirements of his/her growth plan and continues to get into trouble, additional steps will be taken that may include: a required parent meeting, a referral to the mental health team, a referral to Scholar Assistance Team (SAT), and/or an out-of-school suspension hearing.

Sidelining. Scholars may be separated from the general community of Sci Academy while remaining on campus for two reasons:

1. Unfixable uniform violations
2. As part of a Return to Community Contract

The goal with sidelining a scholar is to teach him or her the correct behavior and to get them back to class without adding a suspension to his or her record as soon as possible. While sidelined, scholars are not allowed to communicate with other scholars, participate in enrichment activities, transition on campus with other scholars, or sit with other scholars during lunch or grade-wide meetings. Scholars will be placed in a seat in the back of his or her advisors classroom and will be provided with a behavior reflection assignment and academic assignments to complete during the day.

Non-Negotiable Behaviors

At Sci Academy we know that if we are vigilant about small misbehaviors, larger ones tend not to occur. We remain very aware of what every scholar is doing throughout classes, the halls and everywhere else on campus and are quick to address misbehaviors with a correction. The following behaviors are non-negotiable. We have a short school-wide list of clear observable misbehaviors that we demerit scholars for breaking without fail.

1. Gum: Chewing gum, straws, plastic, paper or any other items.
2. Tardy: Being late to any scheduled class or activity during the day.
3. Uniform violation: Un-tucked shirt, sagging pants, incorrect accessories, wrong colored undershirt, wrong socks or any other fixable uniform violation (see uniform section).
4. Transitions: Not following guidelines for transitioning between classes or upon arrival or dismissal to school (failing to walk to the right in lines, etc.)

Beyond non-negotiable behaviors, we categorize misbehavior in four levels:

Level 1: Behavior in this category slows down one’s own learning or is an unintentional distraction to others.

Level 2: Behavior in this category slows down one’s own learning AND disrupts the learning of others.

Level 3: Behavior in this category stops learning and is more serious than level 1 and level 2 infractions. These behaviors may be unsafe.

Level 4: Most serious and highest priority to correct. This behavior may cause another person or persons physical or mental harm and/or be illegal.

Demerits are assigned for infractions that fall under levels 1, 2, and 3. Behaviors in level 4 require an incident report and, if warranted, scholars will be suspended and/or expelled from school for level 4 infractions. Scholars will be assigned one unit of detention for every twelve demerits accrued.

Number of Demerits	Loss of SCI BUCKS	Consequence
12 demerits	-\$12 in SCI BUCKS	1 unit of detention
24 demerits	-\$24 in SCI BUCKS	2 units of detention
36 demerits	-\$36 in SCI BUCKS	3 units of detention
48 demerits	-\$48 in SCI BUCKS	4 units of detention

For detailed explanations of behaviors that fall into each category and outline the consequences that will be assigned, see Appendix C.

Suspension and Expulsion

Suspension. Sci Academy is a college prep high school. We believe that every scholar has the right to learn in a safe and respectful environment. Suspensions serve as a permanent reminder that the scholar’s behavior is in direct conflict with the values and goals of the school. We want to avoid suspensions whenever possible because scholars need to be present at school and learning, however, we will implement suspensions to preserve the culture of the school and prevent safety risks. A suspension, in which the scholar is not allowed to attend school for a designated period of time, is a serious and formal corrective strategy taken when a scholar commits an infraction that presents a danger to other members of the community or makes it difficult for learning to proceed.

When a scholar is suspended from school a parent or guardian will be contacted within 24 hours about the offense. In cases where the scholar presents a danger to others on campus or is preventing others from learning, parents will be called immediately and asked to pick the scholar up from school. The scholar may be sent home via public transportation with a letter describing his or her dismissal from school property.

A scholar will be suspended from school for the following reasons:

1. Level Four Infractions (see appendix for a complete list of Level Four Infractions and corresponding days of suspensions).

2. Suspension Flow Chart: If a teacher calls home on two separate occasions about the same misbehavior for a given scholar (and properly logs all calls in School Runner) on the third occasion the scholar will be suspended from school.

Call 1: Notify parent of behavior and consequence

Call 2: Notify parent of repeat behavior, the consequence assigned and explain that if it happens again the scholar will be suspended from school

Call 3: Notify parent of suspension

3. Three or more “Disrupting Learning” violations in a single day. If a scholar is assigned 3 or more L2 or L3 infractions in a single class he or she will receive a “Disrupting Learning Violation” and the teacher will make notes as to why and contact home that evening. A scholar may also receive a “Disrupting Learning Violation” from a teacher for repeated level 2 or 3 consequences assigned in common spaces. If a “Disrupting Learning Violation” is logged for a single scholar three or more times in a given day, the scholar will be suspended for one school day. This suspension will occur as soon as the three violations are logged. This means a parent and scholar may receive notice via phone the night before or a scholar may be sent home during the school day.

4. Refusing to turn in electronic devices or cell phones.

5. Failure to serve assigned consequences. If a scholar fails to serve detention or comply with restrictions outlined in his or her Return to Community Contract, he or she will be suspended from school.

Important Notes on Suspension

- Suspension may be assigned by any Sci Academy staff member.
- Suspensions accumulate as days absent from school and may be considered in a promotional hearing for attendance purposes.
- Scholars, who successfully participate in Restorative Justice or conflict resolution following suspension, *may* have the suspension removed from their permanent record.

For information about what occurs when a scholar accumulates multiple days of suspension, please see Appendix E.

Suspension Appeal Process. Parents of scholars who are suspended will have the right to appeal the school’s decision by submitting a written request to the principal of the school or dean of the class (handwritten or electronic submissions will be accepted). Parents must submit requests within seven days of the assigned consequence. Every effort will be made to hear the appeal within two school days of receiving the appeal. Parents have the right to counsel at the appeal. A binding decision will be provided orally and in writing shortly thereafter. Suspension will stand until the appeal. The decision of the principal or dean shall be final. If the scholar’s appeal is granted, the scholar’s record will be expunged of any reference to suspension.

During an appeal hearing, the principal and/or dean has the authority to:

- uphold the original decision
- uphold the original decision but change the sanction (more or less severe)
- change the original decision

The appeal process is not a rehearing of the original case. The appeal hearing is to consider if one or more of the following is present in the case:

1. New facts: Discovery of substantial new facts unavailable or unheard at the time of the punishment was assigned.
2. Inappropriate sanctioning: If the assigned suspension is either excessive or too lenient and is not consistent with the sanctions presented in the family handbook. The request for an appeal must include specific information indicating why the sanction is deemed inappropriate.

Expulsion. We will do whatever it takes to create a learning environment where every child is safe (physically, emotionally, mentally, and intellectually). We must balance our desire to serve all scholars with our need to preserve a safe and productive environment for all scholars. In order to ensure the safety of others and to prepare scholars for a world where there are harsh consequences for mistakes, we will recommend scholars who commit the follow infractions for expulsion from school:

1. Drugs: Possessing, distributing, selling, giving, or loaning any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law.
2. Weapons: Possessing a firearm, knife, or other dangerous weapon
3. Violence against another person: Sexual assault, battery that causes injury, use of a weapon to harm another person.
4. Theft: Burglary of property with forced entry or theft of goods valued at \$500 or more dollars.
5. Well-documented and/or on-going commission of acts that threaten the safety or well-being of oneself or others.
6. Conviction of a felony or conviction of an offense which, had it been committed by an adult, would have constituted a felony.

In all incidents listed above, the scholar will be interviewed concerning the circumstances and an investigation will be conducted at school within three school days. Parents will be notified of the circumstances. The evidence will be reviewed and a decision to *recommend* that a scholar returns to the school community or is expelled will be made. A parent will be notified of the decision via phone.

If there is reasonable evidence that the scholar has committed the offense the principal will recommend a scholar for expulsion to the Recovery School District. When a principal recommends a student for expulsion the student will be suspended pending a student hearing. The student will have an expulsion hearing, in which the RSD Student Hearing Officer will determine if the recommendation for expulsion is upheld, modified, or reversed.

For information regarding the Expulsion Due Process Procedures, see Appendix F.

Return to Community

If a scholar commits a safety violation and is not recommended for expulsion or is recommended for expulsion and the RSD does not approve the recommendation (Or, if the scholar is expelled from school and then returns after serving his/her expulsion), the scholar is required to participate in a Return to Community Conference (RTCC). The following individuals will be present at an RTCC: Principal (*or designee*), Culture Dean, Advisor, Scholar and Parent. In the RTCC all information gathered concerning the incident will be reviewed and the RTCC Committee (Principal/Designee, Culture Dean, Advisor) will determine next steps for the scholar's successful return to school. Next steps will be written up in a contract for the scholar and parent/guardian to sign. The contract may include but will not be limited to specific rules for interaction on campus, an agreement for special transitions on campus, a period of separation from the community, a required written or verbal apology to members of the community, a plan for how the scholar can repair harm, a requirement to participate in peer mediation or Restorative Justice.

Section V: School Policies

Arrival and Dismissal Procedures

School officially opens to scholars at 7:50am each day and the school day officially ends at 3:45pm Monday-Thursday and at 1:20pm on Friday. Unless scholars depart on school buses or walk home, families are

responsible for picking up scholars at the end of the day. All scholars that are not staying after school for detention or a Sci Academy approved function will be asked to leave campus promptly.

Attendance and Tardiness

Scholars can only be successful if they are present and prepared in school every day. Our curriculum is an ambitious one; every day is essential for scholars to keep pace. At Sci Academy, excessive absences will not be tolerated. If a scholar is absent without excuse for more than 10 days of the semester, that scholar may be required to repeat his/her current grade.

Attendance. While each scholar is ultimately responsible for her/his own attendance, families are expected to ensure that their children are in school. Excessive absences will be considered a violation of the parent/guardian commitment. Attendance helps to foster an attitude of responsibility and is essential to the instructional program at Sci Academy. Attendance is the first step in ensuring academic achievement. Every day is essential for our scholars to keep pace; every instructional minute counts. A scholar is considered to be in attendance when he/she is physically present at school or is participating in an authorized school activity and is under the supervision of authorized school personnel.

Compulsory Attendance Law

Scholars who have attained the age of seven years shall attend a public or private day school or participate in a home study program until they reach the age of 18 years. A scholar is considered habitually absent or tardy (truant) when either condition continues to exist after the fifth unexcused absence.

All absences whether "excused" or "unexcused" are still considered absences. Any day a scholar does not attend school is considered an absence. The types of absences are as follows:

Non-exempted, excused- absences incurred due to a personal illness or serious illness in the family, this absence is considered when determining whether or not a scholar is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed. This does not exempt the scholar from truancy.

Exempted, Excused absences - absences which are not considered for purposes of truancy and which are not considered when determining whether or not a scholar is eligible to make up work and tests, receive credit for work completed, and receive credit for a course and/or school year completed.¹

Unexcused absences - any absence not meeting the requirements set forth in the excused absence and extenuating circumstances, scholars shall be given a failing grade and shall *not* be given the opportunity to make up work. Excessive unexcused absences will be considered as TRUANCY.

Suspensions - this is a non-exempted absence in which a scholar is allowed to make up missed work and is eligible for consideration to receive credit provided it is completed satisfactorily and in a timely manner. This absence is considered when determining whether or not a scholar may or may not be promoted, but is not considered for the purposes of truancy. Scholars absent from school as a result of any suspension shall be counted as absent.

Exceptions to the attendance policy are considered Extenuating Circumstances. These are absences that can be considered for excusal. Documentation must be submitted upon the scholar's return to school:

- Extended personal physical or emotional illness as verified by a physician or nurse practitioner (original doctor's note).
 - This means that if you are sick and stay home, but do not go to the doctor, that it an unexcused absence.

¹ A note on the use of the terms "exempted" or "non-exempted": This is language used for compulsory attendance laws. Absences that are "exempt" are considered differently when a scholar appears in court for truancy hearings.

- Extended hospital stay as verified by physician or dentist (original doctor's note)
- Extended recuperation from an accident as verified by a physician or dentist
- Observation of special, recognized holidays of the scholar's own faith
- Visitation with a parent who is a member of the United States Armed forces or the National Guard of a state and such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting. Excused absences in this situation shall not exceed five (5) school days per year.
- Absences verified and approved by the school principal such as approved travel for education, death in the immediate family or natural disaster. For any other circumstances (i.e. legal matters, legal issues) parents must make a formal appeal in writing to the principal.

The following reasons for absenteeism are **NOT EXCUSABLE**:

- Missing the school bus
- Trips not approved by the principal
- Vacations during the school year
- Birthdays or other celebrations
- Shopping
- Caring for a young child or elderly adult
- To work on a job
- Skipping or cutting class
- Other personal appointments

Parents/guardians are responsible for scheduling medical appointments outside of school time. In the rare case when a scholar has a medical appointment during school, he or she should not be absent for the entire school day. Parents/ Guardians should call the school as early as possible if the scholar will not be attending school for any reason. Upon return to school, the scholar must bring a written excuse to the office. All excuses shall be written by a parent/guardian or physician and submitted to the school upon return.

For information regarding Attendance Interventions, see Appendix G.

Tardiness. Getting to school on time is a key to your child's success. At Sci Academy, the learning begins from the moment a scholar walks in the door. Scholars who are late miss essential instruction, disrupt the learning of other children, and risk falling behind on our ambitious curriculum. **Tardiness in general is a bad habit.** One of the most common reasons that people lose their jobs is persistent tardiness to work. We want our scholars to succeed in school, college, and in the workplace. The only choice for a scholar at Sci Academy is to attend class on time.

Our doors open to scholars at 7:50 A.M. each morning. Scholars must arrive between 7:50 A.M. and 8:15 A.M. Scholars arriving after 8:15 A.M. are considered tardy and receive two demerits (in addition, scholars will receive two demerits per class that they arrive late). When scholars arrive to school late, they must report to the office before heading to class in order to check in and get a pass. In cases in which a school bus arrives late, those scholars riding the school bus are not considered tardy. Late arrival is only excused with a note from a parent/guardian or a medical professional.

Cell Phones and Electronic Devices

Sci Academy recognizes that we live in a time period in which our senses are raised to safety and security, especially in travel situations. Some parents may desire to send their children to school accompanied with a cell phone to facilitate communication between home and school and during transit; however, **phones and other electronic devices will not be allowed on campus during school hours.**

Parents wishing to communicate with their child during the school day may leave a message with the Office and Operations Manager who will in turn pass it on to the scholar. If a scholar wishes to go home, he or she must have permission to use a school phone and is not allowed to use a personal cell phone to call home. Scholars not in compliance with this policy will have their phones or other electronics confiscated. At no time during the school day may scholars use their phone.

As soon as a staff member is aware of a scholar phone or other electronic device (when it becomes visible or audible phone on campus) it will be confiscated. Sci Academy will confiscate the phone for the following lengths of time:

- 7 days for the 2nd offense
- 30 days for the 3rd offense
- Until the end of the school year for the 4th offense

Phones and other electronics will be returned to the scholar only after the confiscation period is over. It is extremely important that we have parents' support on this issue and therefore we encourage parents to voice as many concerns about the issue as possible upfront. Scholars refusing to turn in a cell phone or other devices will be suspended from school, the suspension will be for a minimum of one day and a maximum of five days or until the phone is turned in and a parent conference is held.

Scholars in the Outer Chamber may be permitted to use MP3 players, notebooks and laptops during designated parts of the school day in specified areas of campus. Juniors and seniors will be required to have a signed electronics usage agreement on file. Parents will have to sign an agreement that clearly states an understanding that cell phones are not allowed and that, if a scholar's personal electronic device is missing or stolen from campus the school is not responsible. Juniors and seniors may also have electronics confiscated if they are not using them in the appropriate area at the designated times. In all cases, Sci Academy is not responsible for missing or stolen electronics.

Once the school bus door opens and a school official greets scholars in the morning, electronic devices are no longer allowed. Phones and electronics must be put away before exiting the bus. Any phones or MP3 players seen as a scholar is exiting the bus will be confiscated. Scholars arriving to school via family transportation may not use electronic devices once they step out of the car on school grounds. When a scholar is walking to school, he/she must put all electronics away as soon as he/she arrives at school. This means that scholars cannot stand in front of school with devices. This also means that scholars may not take their phones or other devices out at the end of the day unless they have boarded the school bus, exited campus gates on Read Boulevard OR if staying after school the scholar may not use a cell phone until all school buses have departed.

Closed Campus

Scholars are required to remain in the gated area of campus unless dismissed by a school official through out the entirety of the school day. Scholars are expected to stay out of any office or unsupervised space without permission while on campus. If a scholar leaves campus without permission, the family and truancy office will be notified and the scholar will not be allowed to return to campus that day unless accompanied by a parent or guardian. The scholar will also be subject to a search by the school safety officer to ensure safety of all scholars. This rule applies from the time that the busses arrive on campus in the morning until the time school is dismissed at the end of the day. A scholar may not exit a school bus and leave campus. He or she must report directly to his/her designated advisory/breakfast space upon arrival to school.

Early Checkouts

Early pickups are disruptive to the learning environment and are strongly discouraged. Families should notify the school by calling 504-373-6264 before they arrive to dismiss their child early from school. Please note that

departures that occur before 12:00pm Monday-Thursday and before 10:00 am on Fridays (and other early release days) will result in the scholar being marked absent for that entire day and three late arrivals or early dismissals from school are equivalent to one absence. In order for a scholar to be dismissed early, a parent/guardian must sign or provide verbal approval. The office reserves the right to check identification of any person checking a scholar out of school as well as contact parents/guardians to confirm the dismissal. A scholar who would like to leave because he or she is not feeling well must get the approval of a Sci Academy Staff member before calling home.

Scholars that are eighteen years of age are not allowed to sign themselves out of school unless they have provided a copy of legal paperwork to the school designating them independent from parents.

Grade Promotion

Sci Academy has tough standards for promotion. It is not automatically assumed that scholars will pass from one grade to the next: the scholar must earn promotion by demonstrating mastery of the essential knowledge, skills, and behavior of each grade level. **Scholars may not be promoted if they are performing below grade-level or do not meet attendance requirements. Promotion decisions will be based on** a scholar's grades, standardized test scores and attendance. We will look thoughtfully at scholar test scores, examples of scholar work, teacher observations, and other measures to make these decisions.

- ***By law, a scholar will be retained*** if she or he misses **more than 18 days** in a school year. Because of the strict academic standards of Sci Academy, a scholar who misses instructional time because of significant behavior problems or a scholar who has persistent trouble completing homework assignments may also be required to attend summer school or face retention.
- ***Scholars who have IEPs*** will be promoted to the next grade based on successful completion of the goals of the IEP. However, scholars with IEPs, who have significant attendance or behavioral problems unrelated to their IEPs, may be retained for these reasons.
- Efforts will be made by Sci Academy staff members and advisors to assist scholars in meeting our increased academic and behavioral standards; however, it is the responsibility of families and scholars to meet and commit to the standards put forth by the school.

Field Trips

Field trips may be scheduled by school personnel in order to provide extensions of the curriculum into community activities. Sci Academy staff reserves the right to determine participation in field trips based on academic and discipline standing. The following procedures are used in scheduling trips in order to secure the safety and participation of all scholars:

1. Parental permission must be received for each scholar prior to the trip. A legal guardian or parent must sign or provide verbal permission to enable the scholar to participate in the field trip. Scholars that are eighteen years of age may not sign their own permission slips unless they have provided a copy of legal paperwork the school to indicate they are independent from parents.
2. Transportation for trips will be arranged by the school.
3. Scholars are subject to the control and regulations of the school and the chaperones. The teacher will review expectations of the chaperones and of the scholars.
4. The school uniform will be worn on all trips unless a special dress code is provided by the school prior to the trip.

5. Scholars are expected to follow the code of conduct through out the trip and may be sent home from a trip immediately if they violate the code of conduct and/or they may receive all of the consequences outlined in the scholar code of conduct.
6. Parents are expected to pick scholars up promptly at the designated time when field trips return to campus.

Fire Drills

During an emergency it may be necessary for teachers to give important, immediate, and specific instructions to groups of scholars. For this reason, fire drills must be conducted in an orderly fashion and scholars may be asked to exit in silence. Scholars must stay with the class they are currently in and must be called to silence immediately when announcements are made.

A map for exiting the buildings will be posted at the door to each classroom. Scholars must line up and report to their designated area where teachers will take attendance of all scholars that are present. Scholars may not mingle around the parking lot or speak with scholars from a different class during an evacuation. Scholars must be present with their assigned class and teacher at all times.

Harassment and Bullying

Sci Academy prohibits the harassment, intimidation and bullying of a scholar by another scholar in accordance with Louisiana's RS 17-416.13. It is expected that no forms of mental, physical, sexual and/or verbal abuse and harassment toward another person will take place. If a scholar observes an incident involving harassment, it is his/her responsibility to report the incident to a staff member. Anyone reporting an incident has the right to have his/her identity remain anonymous. Scholars may also report an incident of harassment by writing an anonymous letter to the staff.

Internet/ cyber-bullying: Any negative or dispiriting expressions about members of the Sci Academy community, or that negatively impacts the community, found on the Internet (including any and all social networking sites) will result in standard penalties for bullying and disrespect. We emphasize excellent behavior on searchable databases not only because public forums increase the impact of negative behavior, but also because it is now common for potential employers, scholarship committees, and college representatives to use the Internet to research applicants. It is unacceptable for Sci Academy scholars to jeopardize future opportunities in this fashion.

Bullying, disrespect, violence, or inappropriate behavior is unacceptable at all times. An issue between scholars that originated outside of the school will be treated as an internal situation if the issue manifests itself in anyway at school. For example, if a scholar is disrespectful to another scholar through the use of a Twitter account and the issue arises at school, Sci Academy reserves the right to treat this issue with concern, assign consequences for issues at school, and address all occurrences of disrespect or inappropriate behavior according to Sci Academy regulations. This means that inappropriate language (threats and any other material considered inappropriate for school) will be assigned consequences.

Homework

Not completing homework is the number one reason why scholars fail in high school. Typically, scholars who do not complete homework will also not do well on tests and quizzes.

- Scholars may earn demerits for not completing or submitting all homework assignments and may be required to attend tutoring in lieu of participation in co-curricular and elective activities.
- Parents/guardians may be required to sign off on homework nightly. Scholars are ultimately responsible for completing their homework every night.
- Homework may be checked for completion by freshmen and sophomore advisors by 8:45 AM.
- Parents/guardians are encouraged to inquire about homework completion during bi-weekly phone calls and will receive a phone call from the advisor regarding a pattern of incomplete homework.

Lost and Found

The school will keep a small lost and found box near the main office. Parents/guardians/families may come in any day between 7:50 A.M. and 5:30 P.M. to search the Lost and Found. At the end of every Quarter, items left in the box may be donated to a local charity.

Making up Missed Work

Scholars are expected to make up all missed assignments when they are absent from school within the timeframe allotted by their grade-level team and announced by their teacher. Teachers may assign failing grades to scholars who have not made up missing work on time. A teacher may deduct points for work that is submitted late or may not accept late work for unexcused absences. It is the responsibility of the scholar to make arrangements with his/her instructor concerning submission of missing assignments.

Original Work

Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. Academic dishonesty (plagiarism and cheating) threatens our ability to successfully fulfill our vision of college success. Scholars are expected to complete all work to the best of their ability. Without academic honesty, we cannot be sure if scholars are making actual academic progress towards our learning goals. Cheating violations accrue school-wide. This means that a scholar that is caught cheating in Math class and then cheats a gain in English class, accrues two violations. If this scholar fails to learn his or her lesson and cheats again, he or she will earn his/her third violation.

Any offense will result in all of the following consequences:

- Zero for the assignment
- 8 demerits
- Parent phone call made by classroom instructor

A second offense will result in the following additional consequences:

- The consequences will be the same as above.
 - In addition, to help prevent further cheating or plagiarism, the scholar will be recommended to the Scholar Assistance Team, with a parent invitation.

A third or subsequent offense will result in the following additional consequences:

- F (Grade of 59) for the course the third offense was committed in for the quarter (only if grade earned is above a 59).

A fourth offense may result in the following additional consequences:

- Recommendation for summer school or a failing grade in the course. Final consequences are at the discretion of the Principal or designee.

Parent Gift Giving Policy

Parents of Sci Academy scholars are not allowed to give gifts to any Sci Academy staff member that exceeds a value of \$25.00.

Safety Violations

The following infractions are considered "safety violations" and will be addressed with urgency. Violations in this category make it difficult for learning to proceed as successfully as it did before the violation occurred. These infractions will result in immediate suspension; recommendation for a return to community or expulsion hearing and the police may be notified.

- Threatening
- Verbal altercation
- Verbally or physically inciting violence
- Hate speech
- Bullying/harassment
- Cyber bullying
- Sexual harassment or assault
- Fighting or unwanted physical contact
- Weapons
- Possessing or being under the influence of Drugs
- Possessing alcohol
- Destruction of property
- Obscene behavior
- Trespassing
- Theft/stealing
- False alarm
- Arson
- Leaving campus during school hours

The Principal and/or Culture Dean may determine additional consequences (beyond assigned suspensions) for scholars involved in safety violations. Scholars may lose their privilege to attend any and all Sci Academy sponsored functions, including but not limited to participation in graduation ceremonies for seniors. Scholars may be required to participate in Restorative Justice circles and/or peer mediation. If a scholar has a penalty waived or deferred in order to participate in Restorative Justice or peer mediation but fails to complete the agreements to repair harm to the community within the time frame agreed, her or she may earn consequences at the end of that period (even if several weeks have passed since the first infraction was reported).

Scholar Belongings

Scholars who disrupt class for any reason are violating school rules. This rule applies to scholars' personal possessions as well. Items including, but not limited to, toys, portable electronic devices, and cell phones are not allowed in school. Scholars who violate this rule will have their item(s) confiscated for a period of time. Repeated violations of this policy may result in indefinite confiscation irrespective of any costs or fees scholars and/or their families may incur as a result. Skateboards, roller blades, skates, or scooters are not to be ridden on school property. If so, they will be confiscated.

Scholar Entrepreneurs

Scholars may not sell any articles on school property without the permission of the grade level dean or principal. They may not make a collection of money or materials for their own purposes or for an organization to which they belong outside of school without prior permission.

Scholar Searches

School officials (anyone the school designates) may perform random searches of scholars when they enter campus. All scholars arriving late to school will be searched. Any item that a Sci Academy staff member determines is unsafe or distracting to the learning environment may be confiscated. A scholar may be searched on campus at any time if there is suspicion the scholar is in possession of an item that is illegal, against school rules or distracting to the learning environment. Scholar vehicles brought on campus (inside outer gates on Read Blvd.), scholar book bags, school desks and other school property are subject to inspection and search by school authorities at any time without prior notice to scholars or parents. Scholars are required to cooperate if asked to open book bags, purses, or any vehicle brought on campus.

Technology

Scholars may not:

1. Use any social networking sites (Instagram, Facebook, Twitter etc.), unless specifically granted permission by a supervising staff member.
2. Have food or drink near computers.
3. Download any music files or photos over the Internet unless specifically granted permission by a staff member for a class assignment or project.

4. Play games online.
5. View web sites not directly related to a classroom assignment unless specially granted permission by a staff member for a class assignment or project.
6. Waste supplies (such as paper or other accessories)
7. Use inappropriate language while transmitting a message of any kind or posting material to a web site.
8. Illegally copy documents, software or other materials.
9. Allow others to use their accounts. School personnel may review any communication or files created using school computers. Scholars should not expect that files or communication on a school computer are private.
10. Send hate or harassing or mass e-mail. Receipt of inappropriate mail should be immediately reported to a teacher or administrator. Encryption is not permitted.
11. Use the Sci Academy network connection for commercial purposes, steal computer hardware components, tamper with a computer or software, pirate software residing on school computers, or attempt to gain unauthorized access to any computer that is a part of the Internet including file and web servers. The act of simply probing another computer to find computer security weaknesses is considered an illegal activity, as is activity such as downloading a virus onto a computer or spreading a virus over a network of computers. Sci Academy scholars must not attempt to disrupt normal computer operation or network operation in any fashion so that users are limited or stopped from accessing other computers on the network (including the Internet).

Transportation

School Bus Conduct. Transportation to Sci Academy will be provided. Any scholar who lives at least one mile from the school is eligible for free transportation. The school bus will pick scholars up Monday through Friday in time to arrive at school on time. The bus will pick up scholars at the close of the school day to take them home. If a scholar misses the bus for any reason, it is her/his responsibility to find a way to or from school.

Scholars must comply with the Scholar Code of Conduct while traveling on a school bus to and from their homes or school-sponsored activities. If a scholar commits an infraction covered in the Scholar Code of Conduct on a school bus or at the school bus stop, the school bus driver/monitor will notify the principal or designee who will require the completion of the "The School Bus Behavior Report". Based on the severity of the consequence, the principal's discretion for consequences include regular school-based consequences, as well as bus suspension or bus expulsion and/or assigned seating. If a child is suspended from the bus, it is then the parent/guardian's responsibility to ensure that the child gets to school on time. Sci Academy will provide RTA fare for scholars who lose bus privileges.

Any scholars who walk from school to home are expected to follow all school expectations during this transition, as they would be on a school bus and may held accountable to the consequences outlined in the Scholar Code of Conduct. Respect for traffic, other pedestrians, and neighborhood homes and businesses en route to and from home is an important expectation of all scholars.

Sci Academy supervises dismissal from classes at the end of the school day and encourages all scholars to go directly home. The school is not responsible for scholars that choose not to board the afternoon school bus and leave campus for an unknown destination or for scholars that ride the bus but do not report straight home once they are dropped off.

Scholars that Drive to School. Any scholars that drive their own vehicles to school may park in the lot that is adjacent to the school. Scholars may not go to their cars during school hours. Scholars are expected to follow all state traffic laws and to drive with caution on campus. Scholar vehicles are subject to search once on campus (see procedures for scholar searches).

Detention or After School Activities. Families are responsible for their child’s transportation if and when that child is required for academic or behavioral reasons to stay late at school and/or not ride the bus. This includes after school detention. See “Detention” section in the code of conduct for information about when scholars can serve detention. It is not Sci Academy’s policy, or an advisor’s responsibility, to provide rides for scholars either to or from school.

School Uniform

All scholars must come to school in the Sci Academy uniform every day. **If a scholar arrives to school out of uniform, parents/guardians will be called and asked to bring in a uniform before the scholar is sent to class.** If a parent is unwilling or unable to do so, the scholar will be sidelined until he or she is in proper uniform. Even items as small as missing belts or colored socks will count as being out of uniform and result in a parent call. We have a required school uniform for several very important reasons:

- 1) **Uniforms unite us as a community.** When you look at a group of scholars in the Sci Academy uniform, it is a powerful visual statement of our community. Scholars make a commitment that when they put on the Sci Academy uniform: they are agreeing to live up to the school’s high expectations.
- 2) **Uniforms reduce distractions and clothing competition.** Scholars often spend more time discussing and evaluating what others are wearing than they spend focusing on learning. Wearing uniforms eliminates this distraction.
- 3) **Uniforms make us all equal.** Whether families have high incomes or low incomes, scholars come to school dressed the same way. No one feels embarrassed or uncomfortable about his or her clothes.
- 4) **Uniforms look professional.** Scholars look neat when they arrive to school with shirts tucked into their pants. The scholars come mentally prepared for school and “dressed for work.”

Uniform Accessories

Accessories Type:	What is allowed:
Earrings	Scholars may wear earrings that are smaller than a nickel and black, white, metallic, diamond, or pearl in color. Scholars will be required to remove large earrings in unapproved colors.
Rings	Scholars may wear rings on their fingers that are smaller than a nickel and are black, white, silver, gold, metallic, diamond or pearl. Scholars may not wear rings that go across more than one or have sharp edges.
Necklaces	Scholars may wear a single chain necklace that is tucked underneath polo shirts. Any necklaces that hang outside shirts or are tight around the neck so that they are visible to others will not be allowed and scholars will receive demerits.
Headbands and Hair ties	Scholars may wear black and white hair accessories. Headbands cannot be more than two inches wide and scholars may not wear headscarves, bandanas or curlers.
Bracelets & Watches	Scholars may wear one bracelet or watch per wrist. The bracelet or watch cannot be more than two inches wide and the band of the watch and the bracelet must be black, white, silver, gold, or metallic.
Undershirts	Scholars may wear solid black or white short or long sleeved shirts under their uniform. Scholars must remove all undershirts that have color or print on them. Hooded sweatshirts may not be worn underneath a Sci Academy shirt.
Neckties/Cross ties	Scholars may wear black, grey, khaki, or white neckties with button down shirts. Scholars on Honor Roll may also wear red neckties with their uniform.

Bags	Bags must be large enough to hold <i>all</i> school materials, including but not limited to books, binders, paper, and supplies. Please bear in mind that our campus has no lockers and books and materials must travel with scholars all day. Also note that bags must be placed on the back of chair or under chairs during class and may be confiscated and searched at any time.
Honor Roll Accessories	Scholars that have been awarded honor role polo shirts may wear red accessories with them. Scholars on Honor Roll may also wear red neckties with their uniform.
Any Accessory	Any accessory not listed above is not allowed.

Sci Academy Uniform Requirements for 2012-2013

	Freshmen	Sophomores	Juniors	Seniors
Shirts	-Black Polo -Grey Sweatshirt -White Button Down Oxford Shirt -Black Cardigan	-Black Polo -Blue Polo -Sci Sweatshirt -White Button Down Oxford Shirt -Black Cardigan	-Black Polo -Blue Polo -White Polo -Sci Sweatshirt -College Sweatshirts -White Button Down Oxford Shirt -Black Cardigan	-Black Polo -Blue Polo -White Polo -Grey Polo -Sci Sweatshirt -Sci Academy approved Sweatshirts -White or Grey Button Down Oxford Shirt -Black Cardigan
<p><i>All polo shirts, button downs, cardigans and sweatshirts must be purchased from official school vendors and have the Sci Academy Logo. Scholars may not purchase red Sci Academy polo shirts. The school issues red polo shirts to scholars that earn honor roll. A scholar that earns honor roll can wear his or her red polo shirt any day of the week. Shirts must be worn tucked in at all times. Collars must be turned down at all times. Shirtsleeves must be rolled down at all times.</i></p>				
Pants	<p>REQUIRED: Properly fitted full length KHAKI PANTS with belt loops and no more than two pockets in the front and two pockets in the back.</p> <p>NOT ALLOWED: Pants that are made of jean, stretch, or corduroy material but are khaki in color. NOT ALLOWED: Pants with "cargo" or "cell phone" pockets on the side. NOT ALLOWED: Pants that have special flair at the bottom or stitching that is defining in a different color on the outside of pockets. NOT ALLOWED: Pants that fit too tightly. NOT ALLOWED: Pants that are too big. NOT ALLOWED: Capri pants or shorts NOT ALLOWED: Rolling pants at the bottom or pants that are torn or cut at the bottom. NOT ALLOWED: Pants that are sagging and not worn at the waist.</p>			
Belt	<p>REQUIRED: Leather belt that is solid black or brown. Buckles must be black, brown, gold or silver.</p> <p>NOT ALLOWED: Cloth or canvas belts. NOT ALLOWED: Belts with patterns, designs, prints, sparkles, metallic eyes, metallic spikes, or extra rivets. NOT ALLOWED: Buckles that are bigger than a credit card or have colors, patterns or letters printed on them.</p>			
Socks	<p>REQUIRED: All socks must be black and white or a combination of black and white. Scholars may choose not to wear socks.</p> <p>NOT ALLOWED: Anything other than black and/or white.</p>			

Shoes	<p><u>BOYS REQUIRED: Black low top or high top shoes.</u> No color other than black can show anywhere on the shoe. The soles, tongue of shoe, inside lining of shoe, labels, tags and every other part must be black.</p> <p><u>GIRLS REQUIRED: Black low top or high top shoes.</u> No color other than black can show anywhere on the shoe. The soles, tongue of shoe, inside lining of shoe, labels, tags and every other part must be black. <i>Girls may also wear Oxford black and white saddleback shoes.</i></p> <p><i>Shoes must be closed toe and closed back! Scholars can wear sneakers or dress shoes as long as they are solid black (zero colors visible anywhere)</i></p>
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Additional Uniform Policies

- Scholars may not change out of the Sci Academy uniform at any point during the school day. Scholars in P.E. or an extra-curricular activity between 4-5pm will be required to wear the clothing assigned by that instructor. All others will remain in dress code.
- Sci Academy issued sweatshirts must be worn over the Sci Academy polo or button down shirts.
- Non-Sci Academy approved outerwear is not permitted in classrooms or the library.
- Scholars may not clip items to their pants. Any items that dangle from the waist (like wallet chains) are not allowed.
- *Clothing may not be altered, torn, ripped or written on in marker.*
- Hats and sunglasses are not allowed.
- Baseball hats will be confiscated; after the first offense, baseball hats will be returned after one week; after the second offense, hats will be returned after a month; after the third offense, hats will be returned at the end of the year.
- Any exceptions to school dress code based on religious observances must be presented to the Principal or Culture Dean by a parent/guardian.
- *Sci Academy reserves the right to alter dress code rules at any time and will provide scholars and families with written notice of changes.*

NON-DISCRIMINATION POLICY:

Sci Academy as a matter of policy provides educational opportunities without regard to race, creed, color, national origin, religion, gender, sexual orientation, gender identity or expression, marital status, disability, or age. In addition, Collegiate Academies does not permit or condone discrimination based on race, creed, color, national origin, religion, marital status, gender, sexual orientation, gender identity or expression, physical disability, or age in employment matters or assignment in programs or services provided.

If you wish to discuss the regulations governing these policies, or wish to discuss a concern or file a grievance, please contact our Director of Operations, Justin Pickel at 504.373.6264.

GRIEVANCE PROCEDURE:

Any student, parent/guardian, employee or employment applicant who feels that he/she has been discriminated against on the basis of race, creed, color, age, national origin, religion, gender, sexual orientation, gender identity or expression, marital status, disability, or marital status may discuss and/or file a grievance with the appropriate compliance. Reporting should take place, in writing, within forty (40) calendar days of the alleged discrimination.

A student or parent/guardian of a student who has a question or concerns may choose to seek the help of the building administrator or another adult with whom they trust, such as a teacher, counselor, nurse, psychologist. If satisfaction cannot be achieved through this discussion, the adult sought by the student should assist the student in reporting the incident, in writing, to the appropriate compliance officer. The goal is to resolve the problem at the lowest possible administrative level with an equitable solution.

The compliance officer will commence an effective, thorough, objective and complete investigation of the complaint within ten (10) working days after receipt of the complaint. The compliance officer will consult with all individuals reasonably believed to have relevant information, including the complainant and the alleged violator, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believes may exist. The investigation shall be free of stereotypical assumptions about either party. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigation process, due process rights will be upheld. No reprisals will be taken or permitted for truthfully asserting a complaint.

The compliance officer shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide copies to the complainant, the alleged violator, and, as appropriate, to all others directly concerned within fifteen (15) working days after receiving the complaint.

If the complainant is not satisfied with the decision of the compliance officer, an appeal in writing may be made to the Collegiate Academies Board of Directors within ten (10) days of receipt of the decision.

The Collegiate Academies Board of Directors, within thirty (30) working days, will investigate the complaint and may conduct a hearing to gather additional information.

Appendix A: Commitment Forms

TEACHER COMMITMENT 2013-2014

As a teacher at Sci Academy, I fully commit to the vision and values of the school and the college preparation of the scholars as my highest priority in the following ways:

ACHIEVEMENT

- I will always work with the end in mind, focusing on college success, knowing exactly where I want the scholars to go, and doing whatever it takes to get them there. I will be aware that many of our scholars come to us with academic deficits and, despite this challenge, will constantly visualize and work tirelessly for their college success.
- I will use data to drive and guide my classroom instruction, constantly pushing our scholars toward college success.
- I will seek out and be receptive to feedback as well as implement it. I will be reflective and always strive to increase the quality of my teaching and my growth as an educator. I will actively seek ways to improve my interactions with all school programs and activities.

RESPECT

- I will respect and support the culture of the school.
- I will respect school property and all things on campus (picking up trash and always leaving places cleaner than I found them) ensuring that we have an environment that is orderly.
- I will respect the confidentiality of scholars.
- I will not shirk from any conversation with a colleague or a scholar that will help improve the school, no matter how difficult, and I will communicate my concerns to others in a respectful, timely manner.

RESPONSIBILITY

- I will model the world that I want to see in both action and speech.
- I will remember that the education of all Sci Academy scholars is my responsibility, and that their future is within the circle of my influence. I will know that I am responsible for scholars' learning, and that there are no excuses for why I cannot teach an objective.
- I will fulfill all of my commitments as an advisor, because my advisees need this from me and look to me as a model.
- I will follow protocol before recommending a scholar for disciplinary action, taking every measure to ensure the least invasive form of intervention is utilized.
- I will read and recommit to the staff accountability checklist on a regular basis. I will meet deadlines; to fail to do so means that I am failing my team. I will be on time to school and all school-related events.
- I will read and commit to the standards set forth in the Family and Staff Handbooks.
- I will complete my grading in a timely and consistent manner; to fail to do so is detrimental to the scholars I am sending to college.

PERSEVERANCE

- I will never, ever give up on a scholar.
- I will exhibit the Stockdale Paradox, understanding the daily challenges we face and still embracing the knowledge that college success for all scholars can and must be achieved.
- I will do whatever it takes to help a scholar learn.
- I will embrace the imperfections and ambiguities of our growing organization and the transforming educational landscape, and will be willing to shift my practices and make adjustments for the good of the school and the vision.

TEAMWORK

- I will always be willing to help a teammate, knowing that when one rises, we all rise.
- I know that no individual interest is more important than the overall success of the school and our scholars. I will remain flexible, even when that flexibility is personally challenging. Furthermore, I know that I will sometimes disagree with a decision, but commit for the good of the team and school.
- I know that every scholar is my scholar at every moment, and every trial is one that is shared.
- I understand the effect of a butterfly's wings, and that everything counts.

ENTHUSIASM

- I will bring a positive attitude to important and difficult tasks.
- I will withhold complaints, which are dispiriting to the team, and be solution-oriented in all conversations. I will remain positive about all scholars and the school environment, even during challenging times.
- I will admit my mistakes and optimistically seek solutions.
- I know that a positive attitude is connected to high performance, and that negativity is potentially harmful to the achievement of those around me.
- I know, work for, and love my scholars without the promise or expectation of reward. My love and giving of my time are unconditional, and I do this work because it and the scholars are important.

I understand that failure to adhere to these commitments can lead to my dismissal from Sci Academy.

Teacher Name (printed) _____

Teacher Signature: _____ Date: _____

SCHOLAR COMMITMENT 2013-2014

As a scholar at Sci Academy, I fully commit to the vision and values of the school and preparation for college success as my highest priority in the following ways:

ACHIEVEMENT

- I will remain focused on COLLEGE as my ultimate goal, and will prioritize my academic achievement over other activities.
- I will be committed to learning for the entire school day; I cannot waste a second, because every moment counts.
- I will treat all assessments and exams with seriousness and focus. I will prepare for all assessments at Sci Academy, knowing that to achieve on these exams shows off my abilities as a scholar and determines my future college success.
- I will call my teachers with questions concerning my academic work, knowing that this will ensure my mastery of the material.

RESPECT

- I will treat school as a place of extraordinary importance. I will know that school is a sacred place that should be treated with the same care as a church or museum.
- I will speak respectfully to my peers, educators, guests, and others at all times. I will be courteous, saying please and thank you, and speaking with appropriate language and tone. I will choose the correct time and place to have a discussion, and choose my words carefully when I am speaking.
- I will respect school property, including what the school has given to me.
- I will always respect the rights of my peers to an education. There are many paths to achievement and I will respect my peers' progress towards college success.

RESPONSIBILITY

- I will take responsibility for all of my actions, which means my misbehavior is always my fault, no matter who 'started it.' I will walk away from situations of disrespect or violence because it is for the good of my future, and to do so takes me one step closer to success.
- I will immediately follow instructions given to me by any member of the Sci Academy staff.
- I will arrive at school by 8:30am and leave no earlier than 5pm Monday through Wednesday, 4pm on Thursday and 1pm on Friday. As a high school scholar, I recognize that this responsibility is my own, not my family's.
- I will serve any detention that I accrue, accepting it as a lesson learned rather than a punishment.
- I will complete my daily classwork, as well as my homework for all classes every night. I will come to school prepared with all of the materials I need to learn, including my homework and school supplies.
- I will read every day, because to do so improves all aspects of my education.
- I will make the right choices for my education, even if it means giving up social events. I will never allow my personal struggles to affect the learning environment; complaining will neither change the situation nor will it improve me as a scholar.

PERSEVERANCE

- I will never say, "I can't." I will not allow failure to be an option.
- I will do things over until they are right, because I know that without struggle, there is no progress.
- I will acknowledge that our school day and year is longer, knowing that this extra time is necessary for me to succeed.
- I will follow the rules of Sci Academy, even when it is hard, including wearing the exact uniform (down to my socks), walking in lines, using the restroom at designated times and speaking at the appropriate volume.
- I know that we "sweat the small stuff" here, and will constantly look for ways to improve my surroundings and myself. I will go beyond the habits of ordinary students because I choose to have an extraordinary commitment to my future, including SPARK-ing and correctly completing homework nightly.

TEAMWORK

- I will demonstrate my commitment to my team, working hard for its success, especially when the situation is challenging. I will celebrate and congratulate my teammates on their success, even when I am struggling.
- I will leave a place cleaner than I found it, knowing that others will come there after me.
- I will look for ways to prevent my own mistakes, and the mistakes of others, because when one rises, we all rise. There are always opportunities to help teammates succeed, and I will actively seek these opportunities out!
- I will trust the decisions of the team leader, whether that person is a peer or an instructor.

ENTHUSIASM

- I will bring an attitude of joy and enthusiasm to class and learning, because I know that positivity gives me and my teammates strength. I will also encourage a positive attitude in others.
- I will show enthusiasm for others' successes as well as my own.
- I will greet members of our team and guests with a smile, and welcome them to our community.
- I will be curious about the world around me, because open-minded curiosity is the first step to knowledge and achievement.

I understand that failure to adhere to these commitments may cause me to lose Sci Academy privileges and can ultimately slow down my own and others' progress toward college success.

Scholar Name (printed) _____

Scholar Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

PARENT COMMITMENT 2013-2014

As a parent or guardian of a Sci Academy scholar, I fully commit to the vision and values of the school and to the college preparation of my scholar as my highest priority in the following ways:

ACHIEVEMENT

- I will stay focused on the goal of college success for my child.
- I will check my child's homework and be inquisitive about their reading progress, because I know that incomplete homework is the largest reason for failure and reading is the greatest factor in determining academic success.
- I will expect high academic achievement from my child, and will not be satisfied with mediocre work.
- I will inquire about my child's improvements and acknowledge their progress.

RESPECT

- I will keep conversations with the school respectful, even in times of disagreement, because I know that we both have the interest of my child in mind.
- I will uphold the rules of the school, knowing that Sci Academy "sweats the small stuff" and focuses on results.
- I will respect the disciplinary decisions of the school, knowing that when children hear that parents and school are at odds, they often work less hard and achieve less.

RESPONSIBILITY

- I will call the school when my child is going to be absent or tardy.
- I realize that I am a valuable asset to the school, and will therefore play an active role in my child's education through volunteering and other opportunities to be a part of the community.
- I will value the education of my child, and will not remove them from school before the end of the school day, or allow them to miss school days.
- I will read and adhere to the Family Handbook, and expect my child to do the same.
- I will supply the materials needed by my child for their academic achievement.
- I will check my child's uniform for correctness, knowing that the uniform is an important, unifying part of the Sci Academy community.
- I will return phone calls from advisors and teachers in a timely manner.
- I will never hesitate to call my child's advisor or teachers with questions concerning the school or its practices, because I know that a conversation can solve most issues effectively.

PERSEVERANCE

- I will understand that our school is different, and goes above and beyond other schools.
- I will never stop working with the Sci Academy team to ensure the success of my child.

TEAMWORK

- I will discuss the academic and behavioral progress of my child with advisors and teachers.
- I will uphold the rules and expectations of Sci Academy.

ENTHUSIASM

- I will be proud that my child attends a school with such rigorous expectations and a consistent record of achievement.

- I will take an active interest in the education my child is receiving.

We understand that failure to adhere to these commitments can cause our child to lose Sci Academy privileges and can ultimately slow down our child's progress toward college success.

Scholar Name (printed) _____

Parent Name (printed) _____

Date: _____

Parent/Guardian Signature: _____

Date: _____