

SCENIC HILLS CHRISTIAN ACADEMY
A Seventh-day Adventist Educational Institution



STUDENT HANDBOOK
AND BULLETIN

Revised June 2023 for SY 2023-2024

Accredited by the Adventist Accrediting Association of the General Conference
of the Seventh-day Adventist Church,
and recognized as accredited by the Texas Education Agency through
recommendation of the Texas Private School Accrediting Commission.

CONSTITUENT
SEVENTH-DAY ADVENTIST CHURCH

Scenic Hills Seventh-day Adventist Church

11223 Bandera Rd, San Antonio, TX 78250 | 210-523-2312

TABLE OF CONTENTS

STAFF AND FACULTY

Administrative Staff	6
Office Staff	6
School Faculty	6

SCHOOL CALENDAR

Semester 1	7
Semester 2	7

SECTION I

GENERAL INFORMATION

Mission Statement	8
Educational Philosophy	8
Statement of Spiritual Growth	9
Student Pledge	9
Accreditation	9
School Board	9

ADMISSION/REGISTRATION

Age Requirements	10
Special Needs Children	10
Application to School	11
Re-enrollment	11
Enrollment Waitlist	12
Academic Acceleration	12
Retention of Students	12
Publications	12
Non-Discrimination Policy	12
Child Abuse Policy	13

MEDICAL INFORMATION

Communicable Diseases	13
Infestations	14
Health Screening	14
Medication for Students	14
Immunization Requirements	14

Accident or Illness During School	15
Student Accident Insurance	16

FINANCIAL INFORMATION

Constituent Rate Eligibility	16
Registration Fees	16
Late Registration Fees	16
Tuition	16
Available Discounts	17
Scholarships	17
Financial Aid	17
Part-time Students	17
Payment Due Dates	17
Delinquent Accounts	18
Early Withdrawals	18
Hot Lunch Program	18
Bus Transportation	18
Private Music Lessons	18
Tutoring	18
Counseling	18
Textbooks	19
Graduation Fees	19
Upper School Music	19

DAILY OPERATION

School Hours	19
Before School & After School Procedures	19
Minimum Days	19
Before School Care	19
After School Care	20
Off Campus & Early Dismissal Policy	20
Visitation	20
Chapel/Assembly	20
Campus Security	21
Visitors on Campus	21
Disaster Drills	21

Severe Weather Closing	21
Outdoor Cold Weather Policy	21

PARENT INVOLVEMENT

Volunteer Program	22
Home and School Association	22
Field Trips	22
Pets	22
Athletics	22
Grievances	23

SECTION II

ACADEMIC STANDARDS

Curriculum	23
Grading Scale	23
Grade Reports	24
Report Cards	24
MAP Testing	24
Reading Test	24
Literacy Program	24
Elementary Classes	24
High School Classes	25
Elective Classes	25
Parent Conferences	26
Academic All-Stars	26

STUDENT CONDUCT

SHCA Code of Conduct	26
Academic Honesty Policy	26
Bullying Policy	27
Anti-Hazing Policy	28
Computer Use Policy	30
Electronic Device Usage & Phone Policy	30
Food & Drink Policy	31
Locker Policy	31
Sexual Harassment Policy	31
Uniform Policy	31

Vandalism Policy	33
Prohibited Items	34

ATTENDANCE POLICY

Importance of Attendance	34
Tardies	34
Absences	35
Partial Absences	35
Attendance at Semester Exams	35

HOMEWORK POLICY

The Purpose of Homework	35
Target Amount of Homework	35
Grades 9-12 Missing & Late Work Policy	36
Tutoring Policy	36

DISCIPLINARY POLICY

Detention Policy	36
School Suspension or Expulsion	37
Academic Failure Intervention	38

SECTION III

HIGH SCHOOL ACADEMIC REGULATIONS

Required Courses - Basic	38
Required Courses - Advanced	38
Community Service	39
Athletic Program	39
Student Association	40

GRADUATION REQUIREMENTS

Graduation Eligibility	40
Graduation Honors	41
High School Graduation Requirements	41

COURSE DESCRIPTIONS

Computer Technology	42
English	42
Fine Arts	43
Foreign Language	43
Health & Physical Education	43
Mathematics	44
Religion	44
Science	45
Social Studies	46

STAFF & FACULTY

ADMINISTRATIVE STAFF

Chris Perez, B.A. Principal

OFFICE STAFF

Bobby Vardeman, B.A. Business Manager

SCHOOL FACULTY

Stephanie Perez Pre-K

Kristina Cruz, B.A. Kindergarten

Sabrina Samuel, B.A. Grades 1-2

Jennifer Castillo, M.S. Grades 3-4

Nadia Garmon M.Ed. Grades 5-6

Andrew Nelson, B.S. Grades 7-12

Sonia Sifuentes, M.S. Grades 7-12

Sarah Allen, M.A. Grades 7-12

Stefanie Cruz, B.A. Grades 7-12

Lyana Osborn Grades K-12

2023-2024 Academic Calendar

Titles and Non-School days are BOLDED.

1st Quarter: August 16 to October 13 (42 days)

Meet & Greet/Open House	Mon, Aug 14
Quarter Begins	Wed, Aug 16
MAP Assessment 1	Mon-Fri, Aug 28-Sep 1
Labor Day (no school)	Mon, Sep 4
MAP Make-up Week	Tue-Fri, Sep 5-8
Leadership Camp	Thu-Sun, Sep 14-17
Fall Individual Pictures	Wed, Sep 20
Vision/Hearing Screening	Wed-Fri, Sep 27-29
Hispanic Heritage Month	Sun, Oct 1
Bike Rodeo	Wed, Oct 11
Quarter Ends	Fri, Oct 13

2nd Quarter: October 16 to December 15 (41 days)

Quarter Begins	Mon, Oct 16
Scholastic Book Fair	Mon-Fri, Oct 16-20
1 st Quarter Grades Due	Wed, Oct 18
PSAT/SAT Test Day	Wed, Oct 18
Parent Conferences (no school)	Thu, Oct 19
Freshman Bible Conference	Thu-Sun, Oct 19-22
Hispanic Heritage-Fall Fest	Sun, Oct 15*
Senior University Days	Thu-Sat, Oct 19-21
Report Cards Sent	Fri, Oct 27
Week of Prayer	Mon-Fri, Oct 23-27
College & Career Week	Mon-Fri, Oct 23-27
Vision/Hearing Retakes	Tue-Wed, Oct 31-Nov 1
9/10 Science Trip (BBNP)	Mon-Fri, Oct 30-Nov 3
11/12 History Trip	Mon-Fri, Oct 30-Nov 3
Veterans Day	Fri, Nov 10
Pic Retakes/Class Pics	Thu, Nov 16
Noon Dismissal, Thanksgiving	Fri, Nov 17
Thanksgiving (no school)	Mon-Fri, Nov 20-24
School Resumes	Mon, Nov 27
School Christmas Program	Sat, Dec 9
Semester 1 Finals	Mon-Fri, Dec 11-15
Noon Dismissal-Christmas	Fri, Dec 15
Quarter Ends	Fri, Dec 15
2 nd Quarter Grades Due	Fri, Dec 22
Christmas Vacation	Mon-Mon, Dec 18-Jan 1

3rd Quarter: January 3 to March 8 (47 days)

Teacher In-service	Tue, Jan 2
Classes Resume	Wed, Jan 3
MLK Day (no school)	Mon, Jan 15
MAP Assessment 2	Tue-Fri, Jan 16-19
SWAU Hoops Classic	Wed-Sat, Jan 24-27
100 th Day of School	Fri, Jan 26
Parent/Teacher Conference/ Local In-service	TBD

Black History Month	Thu, Feb 1
Jr High Music Fest	Thu-Sun, Feb 1-4
Parent, Student, Staff Surveys	Mon-Thu, Feb 12-15
Staff Development (no school)	Fri, Feb 16
Presidents Day (no school)	Mon, Feb 19
STEAM Fair	Sun, Feb 25*
Spinal Screenings	Tue-Wed, Feb 27-28
Quarter Ends	Fri, Mar 8

4th Quarter: March 11 to May 24 (50 days)

Spring Break	Mon-Fri, Mar 11-15
11/12 Mission Trip	Sun-Sun, Mar 10-17
Robotics FLL (4 th -8 th)	Sun, Mar 17
Quarter Begins	Mon, Mar 18
School Resumes	Mon, Mar 18
3 rd Quarter Grades Due	Wed, Mar 20
Conference Teacher In-service	TBD
Parent/Teacher Conference	Thu, Mar 28
Good Friday (no school)	Fri, Mar 29
High School Music Fest	TBD
Education Sabbath	Sat, Apr 6
Spring Individual Pictures	Thu, Apr 11
Robotics FTC (9 th -12 th)	Sun, Apr 14
Outdoor School	Mon-Fri, Apr 15-19
Spinal Screenings/Retakes	Wed, Apr 17
MAP Assessment 3	Mon-Fri, Apr 22-26
Field Day	Wed, Apr 24
Fiesta (no school)	Fri, Apr 26
Cultural Fair	Sun, Apr 28*
Asian Heritage Month	Wed, May 1
MAP Make-up Week	Mon-Fri, Apr 29-May 3
Teacher Appreciation Week	Mon-Fri, Apr 29-May 3
Kindergarten Graduation	Fri, May 17
Semester 2 Finals	TBD
Senior Trip	TBD
4 th Quarter Grades due	Wed, May 22
End of School 2024	Fri, May 24
8 th Grade Commencement	Thu, May 23
Senior Graduation	Sun, May 26

* School Day

Note: All event dates are subject to change.

GENERAL INFORMATION

MISSION STATEMENT

The Scenic Hills Christian Academy mission is to provide a Christian education in a safe and spiritual atmosphere that promotes academic excellence and personal growth, by equipping each student spiritually, academically, physically, and socially to fulfill God's purpose for their lives.

EDUCATIONAL PHILOSOPHY

The Seventh-day Adventist Church educational system began in 1872 as an effort to promote both spiritual teaching as well as academic achievement. This includes providing opportunities for students to accept Jesus Christ as their Savior and to allow the Holy Spirit to transform their lives personally. While Biblical teaching is infused throughout the curriculum as well as in Bible classes, we encourage students who would like to affirm their commitment to Christ through baptism and to join a Bible study class on campus led by one of our pastors.

- We believe each student deserves an education which stresses the development of the whole person through a balance of academic, social, and physical activities that complement spiritual growth.
- We believe every course and every activity should be Christ-centered and that students should be directed toward service rather than selfish ambition.
- We believe students learn best in a non-threatening, nurturing environment.
- We believe students should be taught to think and not merely reflect the thoughts of others, and to develop a solid basis for their beliefs.
- We believe students should develop an appreciation for Seventh-day Adventist beliefs while welcoming students from diverse religious backgrounds.
- We believe that students should learn to become responsible for themselves and achieve their potential.

The Seventh-day Adventist Church believes the most important education that can be gained is a knowledge of Jesus Christ and the development of a saving relationship with Him. Seventh-day Adventists believe in salvation by grace through faith in Jesus Christ alone and in the imminent return of Jesus. Our most distinctive doctrine, as our name implies, is the understanding that God sanctified the seventh day of the week at Creation and that Christians today deeply benefit following the example of Christ in worshiping our Creator on the seventh day. As a result, we do not schedule any activities on Friday evening or Saturday that are not in harmony with the worship of our Creator.

STATEMENT OF SPIRITUAL GROWTH

“I have come so that in Me you will have life, and that you may have it abundantly.”-John 10:10

One of the main focuses of our education program is to provide a holistic approach in meeting the needs of our students by incorporating Christian values into our curriculum. Many avenues are taken to help our students develop a personal relationship with Christ and maintain a Christ-like attitude through: daily engagement with Christian educators and spiritual mentors, daily worship, Bible classes, weekly chapels, and fall and spring weeks of prayer. Families and students wishing to enroll in our school agree to support the principles, standards, and values that our school offers.

STUDENT PLEDGE

As a student at Scenic Hills Christian Academy, I pledge to support the school’s efforts in providing a safe and positive atmosphere to nurture my academic and spiritual growth to reach my full potential. I will read and adhere to all of the policies outlined in the Student Handbook in order to:

- Respect others in word and in action
- Develop my abilities to serve and honor God
- Encourage, support, and honor others
- Be a positive role model for the student body

ACCREDITATION

Scenic Hills Christian Academy is accredited by the Adventist Accrediting Association of the General Conference of the Seventh-day Adventist Church and recognized by the Texas Education Agency through recommendation of the Texas Private School Accrediting Commission.

SCHOOL BOARD

School board meetings are open to all constituents except for executive sessions. School board meetings are normally scheduled for the first Thursday of the month at 6:30 PM.

ADMISSION/REGISTRATION

ADMISSION AGE REQUIREMENTS

Students may not enroll in the following grades unless they have attained the corresponding age on or before September 1:

- Pre-Kindergarten 3 age 3
- Pre-Kindergarten 4 age 4
- Kindergarten age 5
- 1st grade age 6

All students are accepted on a 30-day probationary basis.

For prospective students entering Pre-Kindergarten 3 and 4:

Screening for readiness may be requested for children who do not meet the age requirements for kindergarten, but whose parents would like for them to begin school. In order to qualify for early admission, the child must meet several conditions, including, but not limited to:

- The child must be 3 or 4 years old respectively on or before September 1st
- Must be fully potty trained
- Must be fully independent (can eat on their own, clean themselves up, etc)
- The child must be emotionally, socially, and behaviorally ready for a full day of learning
- All students are subject to a trial basis only – as determined by the Preschool Director
- Students who are close to the birthday deadline may appeal and be evaluated if they meet the additional guidelines stated in the ECE handbook.

SPECIAL NEEDS CHILDREN

Scenic Hills Christian Academy strives to meet the needs of all its students; however, the school is not equipped to accommodate students with extreme needs. Parents with children having special needs, IEPs, or learning disabilities must disclose such information prior to the student being considered for acceptance to the school. While the school will make every effort to accommodate, we reserve the right to reject students for admissions that are 1+ grade levels behind. Exceptions may be made by executive staff exception agreement only.

APPLICATION & ENROLLMENT TO SHCA

Any new or transfer student for grades K-12 wishing to attend Scenic Hills Christian Academy must formally apply online at www.scenichillsschool.org/admissions. Please review the steps in the enrollment process. Exceptions to these steps may be made by executive staff exception agreement only.

1. Complete the application online.
2. Schedule a visit and complete a Family Interview
 - a. When you visit or zoom you should have:
 - A copy of current immunization record
 - Provide a recent report card, complete records, or complete transcripts if the student is a high schooler.
 - A copy of the student(s) Birth Certificate.
 - A copy of the student(s) Social Security Card
3. Schedule an academic assessment test 1st - 12th grade. One of these options must be completed.
 - a. Take a written assessment test on site.
 - b. Take an online assessment test via zoom.
4. Within the first 30 days of enrollment you must also provide
 - A current physical from a licensed medical caregiver
 - Financial clearance from previous school, if within network

*Reason your student may not be able to start school:

- a. Unable to provide a copy of current immunization record
- b. Unable to complete an academic assessment
- c. Unable to provide recent records or transcripts.
- d. Unable to provide a valid birth certificate
- e. Unable to provide a current physical from a licensed medical caregiver
- f. Unable to provide financial clearance from previous school

Please note: Due to legal constraints, custody papers of students from divorced families are to be turned into the front office and kept for legal filing purposes within 30 days of enrollment.

RE-ENROLLMENT

Any student needing to re-enroll for next school year may do so by logging into the ParentsWeb portal and clicking on Apply/Re-enroll.

ENROLLMENT WAITLIST

All classes are capped at 25 students. Pre-Kindergarten 3 through Kindergarten will have a teacher's aide when there are more than 12 students in a classroom. If the number of applicants for enrollment exceeds 25 students, they will be subject to waitlist numbers and be determined by lottery. Returning students will get priority until the date of registration in the Fall.

ACADEMIC ACCELERATION

Seldom does a child benefit by advancing more than one grade per year. When acceleration occurs, the student may miss valuable steps in his or her development and may not have the maturity and experience to adjust satisfactorily to the new environment. Therefore, it is recommended that a teacher provide enrichment rather than acceleration. However, if acceleration is considered, the following factors must be met:

- The student must score at the 90th percentile or above in each area of the MAP testing on the grade level preceding the one to which the student wishes to advance.
- The student must demonstrate satisfactory evidence of emotional and social readiness for acceleration.
- A written request for advancement must be submitted to the conference office of education.
- The content areas for every grade must be covered.

RETENTION OF STUDENTS

Consideration to retain a student at a given grade level involves counseling with the student, teacher, and parents early in the third quarter. A formal request must be made to the conference superintendent. No student will be retained more than two years during elementary school.

PUBLICATIONS

Scenic Hills Christian Academy reserves the right to use photographs of students in school publications, promotional materials, and the school website provided the parent has signed such permission on the student application form. All students' pictures and names are used in the school yearbook regardless.

NON-DISCRIMINATION POLICY

Scenic Hills Christian Academy does not discriminate on the basis of race, color, gender, or national/ethnic origin in the administration of its educational or admission policies, school programs, or other school-sponsored activities.

CHILD ABUSE POLICY

All school personnel are mandated to report suspected child abuse and neglect according to Texas law. If a teacher has cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, a report will be made to the appropriate authorities.

MEDICAL INFORMATION

COMMUNICABLE DISEASES

Students with any of the following communicable diseases and symptoms must remain home until all symptoms are absent, there is no longer any danger of transmitting the disease, or a doctor has written a note stating that the student may return to school:

Disease/Infestations	Procedural Notes
Bed Bugs	Students will be excluded until 24 hours after all pests are removed.
Common Cold	At the administration's discretion or state or national governmental policy.
COVID-19	At the administration's discretion or state or national governmental policy. (see addendum)
Chicken Pox	Students will be excluded for at least six days after the first vesicles appear or until all vesicles are dry (whichever occurs last) or until they have a note from their doctor.
Fever	Students with fever should not return to class until the fever has been gone for 24 hours.
Fifth's Disease	At the administration's discretion or state or national governmental policy.
Fleas	Students will be excluded until 24 hours after all pests are removed.
Flu	At the administration's discretion or state or national governmental policy.
Lice	Students will be excluded until 24 hours after all pests are removed.
Measles (Rubeola)	At the administration's discretion or state or national governmental policy.
Mumps	At the administration's discretion or state or national governmental policy.
Pink Eye (Conjunctivitis)	Students will be excluded until they have received treatment for 24 hours.
Rubella	At the administration's discretion or state or national governmental policy.
Vomiting	Students with vomiting should not return to class for 24 hours after vomiting has stopped and the student has eaten a meal.

INFESTATIONS

Each parent and student is required to comply with our policy as it relates to infestation of fleas, lice, and bedbugs. In the case of all infestation students may not return to school until 24 hrs after all lice, nits, fleas, or bed bugs have been removed from their person, belonging, or for 24 hours.

HEALTH SCREENING

Each year the state of Texas mandates certain children receive these three tests at school. All new transfer students must be screened according to state law. Students in grades 6 and 9 will be screened for scoliosis as well as any other student in grades 7-12 who we have not screened in the past. You may request a religious exemption to scoliosis screening. All students in grades PK, K, 1, 3, 5, 7, and 9 will be screened for hearing and vision. Screening dates are as follows:

- Vision Wednesday - Friday, Sep 27 - 29
- Hearing Wednesday - Friday, Sep 27 - 29
- Scoliosis Tuesday - Wednesday, Feb 27-28

MEDICATION FOR STUDENTS

State regulations require that no prescription or over-the-counter medications can be given to students without the written permission of the parent or guardian. Medications must be brought by a parent from home with the student's name on it and turned into the student's homeroom teacher. Additionally, the parent must complete a Medical Permission and Administration Form. Students are prohibited from giving prescription medication or over-the-counter medication to other students. Prescription medicines (excluding inhalers) and over-the-counter medicines are to be administered by the staff only. Students should not be in possession of any medications while at school.

IMMUNIZATION REQUIREMENTS

All students must have an immunization waiver or a current copy of their immunization records.

Vaccine	PreK	K-4th	5th-6th	7th	8th-12th
DTap/DTP/Tdap	4 doses	5 doses		3 doses, 1 booster*	
Polio	3 doses	4 doses (or 3)*			
MMR	1 dose	2 doses			
HepB	3 doses				

Vaccine	PreK	K-4th	5th-6th	7th	8th-12th
Varicella	1 dose	2 doses	1 dose	2 doses	
Meningococcal				1 dose	
HepA	2 doses				
Hib	3 doses				
PCV	4 doses				

More Information	
DTap/DTP/Tdap	Only 4 doses are required if the 4th dose was received after the 4th birthday. For ages 7 years or older, 3 doses is sufficient if the 3rd dose was received after the 4th birthday. For 7th graders, 1 dose of Tdap is required if 5 years have passed since the last dose of tetanus vaccine. For 8th and 9th graders, one dose of Tdap is required if 10 years have passed since the last tetanus vaccine. Td is acceptable in place of Tdap if a contraindication to pertussis exists.
Polio	Only 3 doses are required if the 3rd dose was received after the 4th birthday.
MMR	For MMR, the 1st dose must be received after the 1st birthday. For K - 4th grades, 2 doses of MMR are required. For 5th - 9th grade students, 2 doses of a measles vaccine is required, but only 1 dose each of rubella and mumps is needed.
HepB	For ages 11-15 years, 2 doses is sufficient if 2 doses of adult hepatitis B vaccine (recombivax) was received.
Varicella	The first dose of varicella and hepatitis A vaccines must be received after the 1st birthday.
Meningococcal	
HepA	The first dose of varicella and hepatitis A vaccines must be received after the 1st birthday.
Hib	A complete Hib series is 2 doses + a booster dose after 12 months of age (3 doses total). If a child receives the 1st dose of Hib vaccine at 12-14 months old, only 1 additional dose is required (2 doses total). Any child who has received 1 dose of Hib vaccine after 15 months old is in compliance with the requirements.
PCV	

ACCIDENT OR ILLNESS DURING SCHOOL

If an illness or serious accident occurs during school hours and does not require immediate emergency treatment, the parent will be notified to pick the student up from school. In the event of a medical emergency, immediate care will be given. Parents sign an Authorization to Treat on the student application form which authorizes school personnel to acquire emergency medical services when parents cannot be reached in time. Parents will be notified as quickly as possible. If no parent can be reached, emergency contacts will be notified.

STUDENT ACCIDENT INSURANCE

All students are covered by Christian Educators Insurance Trust. This insurance provides secondary coverage to the parents' own insurance. Students who have accidents or injuries while at school or on school-related off-campus activities must report the incident to the school as soon as possible to insure coverage.

FINANCIAL INFORMATION

CONSTITUENT RATE ELIGIBILITY

Members of the Scenic Hills Seventh-day Adventist Church are eligible for constituent discounts. For more information, contact the church office. Tuition is billed monthly from August through May.

REGISTRATION FEES

Registration fees cover expenses that are calculated annually as per-pupil costs, such as textbooks, student insurance, library books, PE equipment, testing costs, science materials, etc.

The registration fee of \$650 is non-refundable and must be paid before the student can begin school. Registration fees will not be applied until any outstanding balance has been paid. A \$250 discount will be applied to any registration fee paid by June 5 of each school year.

LATE REGISTRATION FEES

Students registering during the school year must pay full registration fees if registering before January 1, and 50% of registration thereafter. Tuition will be prorated by month according to enrollment date, at the discretion of the finance committee.

TUITION

Grade	Yearly	Monthly (based on 10 months)
● Pre-K 3 & 4	\$6,500	\$650
● Kindergarten - 6 th grade	\$5,450	\$545
● 7 th - 8 th grade	\$5,750	\$575
● 9 th - 12 th grade	\$6,300	\$630

AVAILABLE DISCOUNTS

- Full year paid in advance 10%
- 2nd child 10%
- 3rd child 20%
- 4th child 30%
- 5th and subsequent children 40%

Multiple child discounts are applied in birth sequence & discounts do not apply to registration fees

SCHOLARSHIPS

While Scenic Hills Christian Academy does not provide scholarships toward tuition, local churches usually provide a tuition subsidy. Contact your local church for more information.

FINANCIAL AID

Financial aid is provided through local churches. Applications can be made through FACTS online at a cost of \$40 through <https://online.factsmgt.com/signin/45GWB>. FACTS provides an objective analysis of financial needs. That information can be sent to the appropriate church for review. Financial aid will be provided until the budgeted amount is given at the discretion of the finance committee.

A teacher may receive a family discount of 35% in addition to the other qualifying discounts. However, Family Discounts will only be given to teachers' immediate families. All other family members will be subject to standard financial aid procedures.

PART-TIME STUDENTS

All students who qualify, based on board and administrative discretion, who do not attend full-time, will be charged standard tuition. Tuition agreement modifications are the sole responsibility of the finance committee and administration therein, and must be done with the permission of the parents. Registration fees are not discounted.

PAYMENT DUE DATES

Tuition payments are due by the 5th of each month and may be made by credit card online, automatic withdrawal, or payment in person.

- Tuition is billed monthly from August through May.
- A late fee of \$25 will be charged for all payments made after the 5th.
- A \$25 fee will be charged for each returned check.

DELINQUENT ACCOUNTS

If an account is 30 days past due, the responsible party must contact the school treasurer and make arrangements to bring the account up to date. If the account is 60 days past due and no financial arrangements have been made, the student will not be allowed to return to school until the account is current. The school reserves the right to retain records as allowed by law until the account has been paid in full.

EARLY WITHDRAWALS

Students withdrawing during the school year must settle all finances before records are released. Tuition charges will be prorated according to the withdrawal date and refunds will be made if applicable. Registration fees are not refundable.

HOT LUNCH PROGRAM

A hot lunch is provided every day for families wishing to participate. Menus are sent home at the beginning of the month. Meals must be prepaid in order to assure availability. Students may also buy a la carte items. Parents wishing to purchase meals for their children must coordinate with the Director of Food Services and make payments directly to them. Students who forget their lunches will be provided a basic lunch and charged accordingly.

BUS TRANSPORTATION

We don't provide bus transportation at this time.

PRIVATE MUSIC LESSONS

Private lessons are offered by multi musical instrument instructor, Pablo Aguilar. Lesson scheduling and payments are made directly with and to the music teacher. The student is not to be pulled out of class, but special arrangements can be made to accommodate in some cases based on discretion. For more information, you may email Mr. Aguilar at pablo@musictimestudio.com.

TUTORING

Extra tutoring on core content material is available for lower and upper grade students. Please contact the front office for more information on tutoring sessions and prices.

COUNSELING

If your family needs counseling services, contact the administration and they will provide a list of available resources.

TEXTBOOKS

All textbooks given to students at the beginning of the school year are from an approved list from the North American Division. Textbooks are supplied at no charge to students.

GRADUATION FEES

A graduation fee of \$25 will be charged to each Kindergarten and 8th grade student, and \$50 for each senior student set to graduate at the end of the school year to cover the cost of graduation expenses (diploma, cap, gown, etc.).

UPPER SCHOOL MUSIC

All students enrolled in Choir or Handbells will be charged a flat fee to purchase specific performance attire.

DAILY OPERATION

SCHOOL HOURS

School doors open at 7:45 AM for early drop. Students will be allowed in the classrooms at 8:00 AM. Formal classes begin at 8:00 AM. Students not present in their homeroom classes at 8:00 AM will be considered tardy.

Grades Pre-Kindergarten to 12th	8:00 AM - 3:00 PM	Monday - Thursday
	8:00 AM - 1:30 PM	Friday

BEFORE SCHOOL & AFTER SCHOOL PROCEDURES

All students have arrival and dismissal procedures. Parents or guardians who wish to walk their children to their classes in the morning must park their vehicles in a parking spot to avoid traffic. Parents, guardians, and students must follow dismissal procedures for pick up. Any student remaining on campus after 3:15 PM will be sent to after school care.

MINIMUM DAYS

On the days preceding Thanksgiving Break, Christmas Break, Spring Break, and Summer Break dismissal is at 12 noon.

BEFORE SCHOOL CARE

Before school care is not offered at this time.

AFTER SCHOOL CARE

Supervision is provided after school on campus by Erica Covarrubias. After-school care is an independent service provided for the convenience of our families. There is a charge of \$25/day for a full day. Service will be provided Monday through Thursday until 5:30PM and on Friday until 5:00PM. All financial arrangements for after-school care must be made through Erica Covarrubias. For additional information and all questions or costs, you may contact Erica at 262-613-2145.

OFF-CAMPUS & EARLY DISMISSAL POLICY

High School students who maintain the following criteria may be allowed to leave campus to eat, after signing out with the office with an approved person or on foot.

1. A signed parent's consent form
2. A 2.5 total GPA or better.
3. A valid DL if applicable
4. Student signs a consent not to drive other students without approval from their parents and the school.
5. Good Citizenship

Good Citizenship per quarter is as follows:

- No more than 5 tardies
- No more than 3 unexcused absences
- No more than 5 type B detentions
- No suspensions

VISITATION

All visitors must call ahead to make an appointment with teachers or other members of staff. Parents cannot visit students during instructional time. Parents may, however, volunteer in their students' classrooms at an agreed upon time with the teacher. All volunteers or visitors on campus must sign in and wear visitor badges upon entry.

CHAPEL/ASSEMBLY

Scenic Hills Christian Academy's education program includes worship services and assemblies. Weekly chapels allow spiritual growth of students and the building of a Christian school spirit and is conducted by pastors, teachers, or special guests. All students in K-12 are to attend regular chapel periods and Weeks of Prayer.

Occasionally, special chapels or assemblies are announced. Students are to show reverence to the sanctuary and respect to the speakers by:

1. Leaving books, backpacks, school supplies, or any electronic device in their classroom or locker
2. Not bringing food or drink into the sanctuary
3. Not sleeping or studying during the program

CAMPUS SECURITY

Scenic Hills maintains a locked campus for security. Visitors during the school day, including late-arriving students, are required to ring the doorbell for entrance and sign in at the front office. Children not enrolled at Scenic Hills should not be present on campus without making prior arrangements with the administration.

VISITORS ON CAMPUS

Visitors can be a distraction to the learning environment of a classroom. Consequently, students not enrolled at Scenic Hills are not permitted to visit classrooms. Parents are requested to limit their visits to pre-arranged lunch times only. Prospective students may visit with a parent for up to one day. All visitors must sign in and out at the front office during the duration of their visit. All visitors must also obtain a temporary visitors badge at the front office. Any visitor without a visible visitor badge will be escorted to the front office to obtain a badge. Visitation is suspended during COVID-19 without appointment.

DISASTER DRILLS

Regular monthly drills are conducted to train students to leave the building to a place of safety in the event of a fire or other situation which requires immediate evacuation of the facility. In addition, lockdown drills are conducted at least twice each year to train students how to protect themselves in the event of an emergency requiring them to be safe within the building.

SEVERE WEATHER CLOSING

In the event of an unforeseen emergency or inclement weather forcing school to be canceled or delayed, Scenic Hills will endeavor to send an email and/or an SMS text alert to each parent notifying them of the situation. In general, if Northside Independent School District is closed, Scenic Hills will also close, although sometimes, in order to respect the distances our parents must drive, we may delay school even if the local school district does not.

OUTDOOR COLD WEATHER POLICY

Our school follows standard NISD policy as it pertains to cold weather. A “feels like” temperature of less than 40 degrees will result in indoor PE and recess.

PARENT INVOLVEMENT

VOLUNTEER PROGRAM

Scenic Hills relies on enthusiastic volunteers to make our educational program a success. There are a variety of areas of need such as helping at lunchtime, grading papers, working with Home and School, being a room mother, tutoring, field trip chaperones, setting up events, etc. Parents are not assigned to help during class time in the same room as their child is in because it causes unintentional distraction for the student. All members looking to volunteer in the school facility or on field trips must pass a background check through Sterling Volunteers.

HOME AND SCHOOL ASSOCIATION

Statistics show that a child receives the best education when home and school can work in collective impact. At Scenic Hills Christian Academy, the faculty and staff strive to create a supportive environment that benefits the school body at large. One of the ways we do that is through our Home and School Association, a formally organized group of volunteers that works to strengthen the school program by bringing school families and church members together in a variety of ways throughout the school year.

FIELD TRIPS

Field trips are an important part of the educational program that enrich the learning of students. Only authorized adults may drive on field trips. Drivers must submit a copy of their current driver's license and a copy of their current insurance policy. They must also have completed a background check through Sterling Volunteers. Signed permission forms must be returned to the teacher no later than three days prior to the field trip for the student to attend.

PETS

Occasionally students wish to bring pets to school for Show and Tell and other activities. Service dogs or pets may be brought onto school grounds only with authorization from the principal. Pets must be in a carrier or on a leash and should remain on campus only for the duration of the presentation.

ATHLETICS

Parents are expected to support the coaches and players and refrain from any behavior that would be inappropriate, including publicly questioning coaches or officials, being on the court or in the players' bench area during games, or making disparaging comments to opposing teams.

GRIEVANCES

If a parent has an issue concerning his or her child and a teacher, it is required that the parent first speak with the teacher involved to see if that will settle the matter. If not, concerns can then be brought to the principal. If the issue remains unresolved at that point, the school board chair should be contacted and a meeting arranged with the Campus Life Committee. If all of the above steps do not resolve the issue, contact the Texas Conference Office of Education.

ACADEMIC STANDARDS

CURRICULUM

Scenic Hills Christian Academy utilizes curriculum which has been approved by the Office of Education of the North American Division of Seventh-day Adventists, the Southwestern Union Conference of Seventh-day Adventists, and the Texas Conference of Seventh-day Adventists. Specific information on curriculum philosophy, curriculum standards, and textbook lists can be obtained by going online to www.adventisteducation.org and clicking on the curriculum tab.

GRADING SCALE

In grades Pre-K and Kindergarten, grades are given by skill as follows:

- I achieves objectives and performs skills independently
- P progressing toward achieving objectives and skills
- NT needs more time to develop

In grades 1-2, grades are given as:

- E excellent
- S satisfactory
- N needs improvement

For grades 3-12, grades are recorded as follows:

- A 93 - 100.0 A- 90 - 92.9
- B+ 87 - 89.9 B 83 - 86.9 B- 80 - 82.9
- C+ 77 - 79.9 C 73 - 76.9 C- 70 - 72.9
- D+ 67 - 69.9 D 60 - 66.9 F 59.9 or below

GRADE REPORTS

Grade reports are always available online through FACTS. Parents and students are given login names and passwords to access their records. Parents are encouraged to check their child's grades daily. If a parent has a concern about his or her child's grades, they are encouraged to contact the child's teacher as soon as possible. At the end of each three-week period, teachers will contact parents of any student who has an overall grade below 70% in a class.

REPORT CARDS

Report cards are issued at the close of each nine-week grading period. However, for high school, the semester grade, rather than the quarter grade, is the final grade which is recorded on the transcript.

MAP TESTING

Students in grades K-12 will take part in tri-annual MAP testing in the fall, winter, and spring in order to monitor academic growth and progress. This is a nationally-normed online test that scores them amongst their national peers. The results are shared with parents and the teachers use the results to help identify strengths and weaknesses in their students' learning to assist the students' educational growth. The tests do not affect the students' grades, but they do become a part of their permanent record.

ELEMENTARY CLASSES

Elementary classes are taught as combination classes of Pre-K and Kindergarten, 1st and 2nd grades, 3rd and 4th grades, 5th and 6th grades, and 7th and 8th grades. The curriculum alternates years except in Math and Reading which are leveled to the student's ability. The elementary curriculum includes:

- Bible
- Language Arts (English, Spelling, Handwriting, Reading, Writing)
- Math
- Science
- Social Studies
- Physical Education
- Music
- Art

HIGH SCHOOL CLASSES

High school classes are taught as combination classes for the 9th and 10th grades and the 11th and 12th grades. Courses are offered on an alternate year basis except for math courses, which are offered each year.

The ninth/tenth grade curriculum for 2023-2024 includes:

- Religion 2
- English 2 and Composition
- Algebra 1 and Geometry
- Chemistry
- Physical Education
- World History
- Speech and Health

The eleventh/twelfth grade curriculum for 2023-2024 includes:

- Religion 4
- English 4
- Algebra 2 and Precalculus
- Anatomy & Physiology
- Spanish 2
- US Government & Economics

ELECTIVE CLASSES

Elective classes are open to students in grades 7-12. Elective classes include:

- Art
- Choir
- Drama
- Handbells
- Robotics

Participation in choir and handbells is subject to auditions. These are performance classes and the grades are largely derived from attendance at all practices and performances. Performances are scheduled on various weekends throughout the school year. Any student who misses a performance is subject to being dropped from the ensemble. Students will be given a grade check form to fill out prior to attending performances. Any student who has a grade lower than a C- will not be allowed to attend performances and will be given an alternative assignment.

PARENT CONFERENCES

Parent conferences are scheduled shortly after the end of the first and third grading period. All parents are expected to schedule an appointment on the fall and spring parent conference days. No regular school is held on either days so adequate time can be given for conferencing. Students are encouraged to attend the

conferences with their parents. Parents are always welcome to schedule additional conferences with teachers by appointment. Teachers are not available to meet at unscheduled times.

ACADEMIC ALL-STARS

Students who receive all A's and B's for the quarter will be given recognition at a weekly chapel program.

Students in all grades will be given recognition for perfect attendance in a quarter.

STUDENT CONDUCT

CODE OF CONDUCT

The school's expectation is that students practice and maintain a Christ-like attitude. They are expected to:

- Obey all school and classroom rules and procedures
- Respect the rights and property of others
- Resolve differences in an appropriate manner
- Treat others with respect and kindness
- Maintain a positive attitude toward the school
- Strive to do their personal best

ACADEMIC HONESTY

As Proverbs 21:3 states: "To do what is right and just is more acceptable to the LORD than sacrifice." Scenic Hills Christian Academy expects students to maintain academic ethics as they align with Christian values.

Plagiarism of any form is not allowed and is a direct violation to our school code of conduct and policies. It involves:

- Talking, looking, or using hand signals to cheat during a quiz, test, or exam
- Copying a teacher's answer key or someone else's assignment
- Having someone else complete your assignment; claiming someone else's work as yours
- Sharing answers with another student
- Not appropriately citing sources (Internet, journal articles, another person's words, etc.)

All students caught plagiarizing will receive a zero on that assignment or test.

BULLYING

The School Board of Scenic Hills Christian Academy is committed to protecting its students and employees from bullying and harassment for any reason and of any type. The School Board believes that all students and employees are entitled to a safe, equitable, and harassment free school experience. Bullying and harassment will not be tolerated and shall be just cause for disciplinary action.

Definitions:

Bullying means systematically and intentionally inflicting physical hurt or psychological distress on one or more students or school employees. It can be further defined as an unwanted, purposeful, written, or dehumanizing gesture by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage, cause discomfort or humiliation or unreasonably interfere with school performance or participation. Bullying is often characterized by an imbalance of power. For the purposes of this policy, bullying shall include Cyberbullying, Cyberstalking or Harassment.

Bullying may involve, but is not limited to:

- Unwanted teasing
- Threatening
- Intimidating
- Stalking
- Cyberstalking
- Physical violence
- Cyberbullying
- Theft
- Public humiliation
- Destruction of school or personal property
- Social exclusion, including incitement or coercion
- Spreading of false rumors

Harassment means any threatening, insulting or dehumanizing gesture, use of technology, computer software or written, verbal or physical conduct directed against a student or school employee that places a student or school employee in a reasonable fear of harm to his person or damage to his property; has the effect of substantially interfering with a student's educational performance, or employee's work performance, or either's opportunities or benefits; has the effect of disrupting the orderly operation of the school.

Cyberstalking means to engage in a course of conduct to communicate, or to cause to be communicated words, images or language through the use of electronic mail or electronic communication, directed at or about a specific person, causing emotional distress to that person and serving no legitimate purpose.

Cyberbullying is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including but not limited to email, blogs, and texting by, social media, instant messaging or video voyeurism. NOTE: Voyeurism which may be utilized in cyberbullying, in and of itself, is a criminal offense.

Bullying, Cyberbullying and/or Harassment also encompass:

- Retaliation against a student or school employee by another student or school employee for an act of bullying or harassment.
- Retaliation also includes reporting a baseless act of bullying or harassment that is not made in good faith.
- Perpetuation of conduct listed above with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by incitement or coercion.

Bullying shall be prohibited on school grounds, property immediately adjacent to school grounds, at a school sponsored or school related activity, function or program whether on or off campus, at a school bus pick up or drop off site, on a school bus or other vehicle owned, leased or used by the school and at a location, activity, function or program that is not school related, or through the use of technology or any electronic device that is not owned, leased or used by the school. Any activity that creates a hostile environment at school for the student or school employee, infringes on the rights of the student or school employee will not be permitted. No behavior that disrupts the education process or the orderly operation of the school will be tolerated.

Nothing contained herein shall require the school to staff any non-school related activities, functions, or programs.

ANTI-HAZING

Scenic Hills Christian Academy is a ministry of the Seventh-day Adventist church, and it has accepted the responsibility of educating the young people entrusted to it in a Christ-centered environment. Hazing is prohibited according to Texas State Penal Code Section 4.52 and the Texas Education Code Section 37.151 - 154.

Hazing includes, but is not limited to:

“any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or

discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection.”

No student may engage in hazing or otherwise solicit, encourage, direct, aid, or attempt to aid another in engaging in hazing activities, whether or not the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Violation of this policy is considered a very serious offense, and groups or individuals found responsible for hazing will be subject to discipline up to and including suspension and/or expulsion at the discretion of the administration.

First Offense:

Parent notification

Loss of any school office or leadership position

Report to law enforcement (depending on severity of the situation)

One or more of the following consequences may be given at the discretion of the Discipline Committee for a first offense:

1. ISS and /or suspension 3-10 days. School work may be completed at home independently until consequences are determined
2. Enroll in counseling with a licensed counselor, meet a minimum of once a week for six weeks
3. Meet with the Campus Pastor for regularly scheduled visits
4. Suspension from sports teams for the season unless successfully completed counseling program mentioned in # 2
5. Suspended from any school sponsored extracurricular activities(could be class trips)
6. Expulsion

COMPUTER USE POLICY

Scenic Hills Christian Academy provides computers for students to use in enhancing their educational experience, including internet access. Scenic Hills has filtering software to prevent most inappropriate material from being accessed, but Scenic Hills cannot be responsible for all content that students might view. Students are not allowed to use computers without adult supervision.

- Students are not to use the internet for personal communication without authorization (e.g., shopping, email, Facebook, video files, etc.)

- Students may not copy any software or files in violation of copyright laws.
- Students are not to download or upload any programs or files onto or off the school computers without authorization.
- Students are not to change any computer settings (e.g., colors, backgrounds, program options, preferences, etc.) or delete, move, or modify any programs in any way without authorization.
- Students are not to engage in computer games or other non-educational computer activities without authorization. All computer activities must be appropriate to the Christian standards of the school.

High school students are privileged with the use of Macbooks that are to be used for educational purposes only. Students are held responsible for any damages to their assigned Macbooks per signed Macbook contract.

ELECTRONIC DEVICE USAGE & PHONE POLICY

Students will not be called to the phone during any class period except for a parental emergency. Messages may be left with the front office. Students may return important calls during class breaks.

Upper grade student devices are to be placed in student vehicles or turned into the homeroom teacher at the beginning of the school day. Phones will be returned upon dismissal. Additionally, students are not to have personal electronic devices in their possession during the school day unless they are being used for education purposes per teaching discretion.

Students who are found to have devices in their possession during the school day will have the device taken to the principal's office and will be returned only to the parent/guardian. After three repeated offenses, the student will be required to pay a \$50 dollar fine for return of the device in question.

*Accommodations may be given for IEP & 504 students per administrative discretion.

FOOD & DRINK POLICY

High school and middle school students will be allowed to eat breakfast during the first period from 8:05 - 8:35 AM as long as it does not interfere with their ability to learn and during lunch from 12:30 - 1:10 PM.

Elementary food policies are per teacher discretion.

Scenic Hills Christian Academy promotes a holistic lifestyle with a healthy diet in conjunction with spiritual growth. Caffeine or sugary drink consumption are not allowed and can cause severe health concerns such as diabetes and heart disease.

LOCKER POLICY

Lockers are the property of Scenic Hills Christian Academy and are provided for the use of students. The student is responsible for keeping the locker clean and all valuable items within the locker. Failure to clean the locker at the end of the school year will result in a \$25 fee.

SEXUAL HARASSMENT POLICY

It is the policy of Scenic Hills Christian Academy that no member of the school community—students, faculty, administrators, staff, or volunteers—may sexually harass any other member of the community.

Sexual harassment is defined as:

- Unwelcome or inappropriate sexual advances or requests and other conduct of a sexual nature which is offensive in spoken, written, or physical form
- Inappropriate touching, inappropriate referencing to body parts, offensive pictures or graffiti, sexual innuendo or humor, sexual slurs
- Put-downs or belittling remarks about a person's gender or sexual orientation, obscene gestures
- Internet and communication use that violates this policy.

Incidents of sexual harassment should be reported to the teacher or appropriate supervisor who will take appropriate reporting steps. The administration will fully investigate issues of sexual harassment while maintaining as much confidentiality as possible.

UNIFORM POLICY

The dress code is designed to promote an acceptable image for students and to create an appropriate environment for learning. The principles which guide the dress code are standards of modesty, wholesomeness, cleanliness, safety, and health. Students are required to wear school uniforms at all school events unless exceptions are made by the administration. On Fridays, students are allowed to wear blue jeans with no rips, holes, fraying, or patches. They may also, on Fridays, wear Scenic Hills Christian Academy t-shirts.

The school uniform consists of:

- Navy blue polo shirts with the school logo
- Khaki pants, shorts, skorts, culottes, skirts, or jumpers (Dickies™ brand or similar, not jeans). Navy blue pants may be worn as an alternative but must conform to the same style (Dickies™ brand or similar). Joggers, cargo pants, and khaki colored jeans will not be accepted as uniform pants.
- Clothing bought locally must be from the uniform department of the store. (modest pants encouraged).

- Students in grades 7-12 **must** wear PE uniforms consisting of a short-sleeve gray t-shirt of solid color with the school logo or no writing or drawings on it and a pair of navy blue gym/basketball shorts.
- Uniforms may be purchased at Urban Uniforms. Additionally, some uniforms are available for swap at registration.

Uniform Restrictions

- Blue jeans may be worn on Fridays only. They must have no rips, holes, fraying or patches.
- T-shirts may be worn on Fridays only. They must be the official Scenic Hills Christian Academy t-shirts.
- Students in grades 7-12 **must** change into appropriate PE wear (defined above) for that period only.
- Students in grades PK-6 should wear shorts or leggings under their skirts for PE classes and outside playground times.
- Skirts, skorts, culottes, or jumpers must be no more than two inches above the knee. Jumpers should be worn with a white short- sleeve t-shirt underneath.
- Pants must not be skin tight. Leggings, if worn, must be single color and worn under skirts and not as pants solely. Leggings/jeggings may only be in black, gray, or navy blue and must be worn under a skirt, skort, culottes, or jumper.
- Single-color, long-sleeve undershirts may be worn underneath the polo.
- Jackets, hoodies, sweatshirts, or coats must conform to school colors in order to be worn on campus: black, gray, white, or blue. The only logo authorized on these items is the school logo. All outerwear items, otherwise, must have no logo or may not be worn at school. (Hoodies may not be worn indoors except when authorized by the Administration).
- Hair
 - Hair, in style, color, or length is not to be worn in a way that is distracting or extreme in nature. Hair is to be of a natural color. Designs may not be cut in the hair or the eyebrows. Boys' hair must remain neat, and well-groomed at all times. The administration reserves the right to make final decisions on hairstyles.
- Headgear
 - Hats or any head garments including sweatshirt hoods and bandanas are **not allowed in the school building**. Unauthorized items will be confiscated and taken to the principal's office.
- Accessories
 - Jewelry will not be worn during the school day, Before Care, After Care, and other school events. New piercings are not an acceptable reason to wear studs.
- Make up / Nail Polish
 - Make-up must appear natural. Eye-shadow, colored lipstick or lip-wear, glitter cosmetics, fake fingernails as well as colored or glit-ter nail polish are not acceptable. Only clear colorless nail polish is allowed.

- Tattoos
 - In accordance with the Texas Conference of Seventh-day Adventist policy, all tattoos, temporary (including henna) or permanent, must be covered during all school activities, whether on or off campus.
- Group Event T Shirts
 - Any t-shirt or other garment using the name or logo of Scenic Hills Christian Academy must be pre-approved by the Administration. All group event t-shirts or other garments must include the SHCA name and/or logo.

VANDALISM POLICY

Respect for all school property is expected. Students vandalizing school property may face major discipline, police notification, and fines, in addition to restoration or replacement charges. Security vandalism to security systems (cameras) will result in repair or replacement charges and a \$500.00 fine. Further discipline may be given by administration.

PROHIBITED ITEMS

- | | |
|---|--|
| ● Fireworks | ● Skateboards |
| ● Drugs, alcohol, tobacco, or vape pens | ● Weapons including slingshots, air soft guns and pepper spray |
| ● Obscene pictures or literature | ● Knives (other than tableware) |
| ● Occultic literature or items | ● Matches or lighters |
| ● Gambling for money | ● Electronic games, iPods, and similar entertainment devices |

ATTENDANCE POLICY

IMPORTANCE OF ATTENDANCE

According to the guidelines of the Texas Education Code, students must attend 90% of class days or lose credit. Regular attendance in class is a vital part of academic success. Much of what a student learns is from interaction in the classroom. Simply getting one's assignments to do at home is not quality learning. Some activities in the classroom are group work, class discussion, or hands-on experiences that cannot be readily

made up or duplicated at home. Furthermore, students who miss class fall behind, become discouraged, and perform poorly on tests.

TARDIES

Attendance will be taken at or before 8:00 AM. Students on campus but not in their homeroom classes by 8:00 AM are considered tardy. Anyone arriving at the school campus after 8:00 AM will be considered tardy and must check in with the front office.

Any tardy outside of this list is considered unexcused:

- Doctor's appointments
- Traffic incidents
- Severe weather
- Family emergencies
- Unusual circumstances beyond the control of the parents or students

Please let the teacher know when these situations arise so they can record the tardy as excused. Students who have unexcused tardies for 20% of the nine-week grading period are in violation of state attendance laws and a parent conference must be scheduled to resolve the issue before the student may continue at Scenic Hills Christian Academy.

ABSENCES

Texas attendance laws mandate that students may not accumulate more than 10 unexcused absences in a school year or 18 total absences in a school year and qualify to pass the grade. Students must be in attendance for at least 162 school days out of a total of 180 school days. In exceptional situations, parents may petition the school board for a waiver. Attendance-based failure is in accordance with the Texas Education Code.

Absences are unexcused except for illness or medical appointments or family emergencies such as death in the family. It is the student's responsibility to get any missing work and to turn it in.

Students needing to leave before a vacation break begins must notify the office two weeks in advance and return to school at the end of the vacation break. If students do not return on the day that school resumes, they will not be allowed to make up any class work or tests that they miss.

PARTIAL ABSENCES

Partial absences are when students miss more than one hour of school. Early release is only admitted and excused if specified by a doctor's note or by the front office.

ATTENDANCE AT SEMESTER EXAMS

Grades 9-12 are expected to take semester exams when scheduled. The days of semester exams are made known well in advance. A fee of \$25 per exam that is rescheduled will be charged. Under extreme situations, a student may be given permission to take semester exams at a later time.

HOMEWORK POLICY

THE PURPOSE OF HOMEWORK

Homework is intended to be meaningful and serves the purpose of enriching concepts learned during the school day. It is used as extended practice and review of new skills learned in class, preparation time for projects, required readings, and to develop student work ethic habits.

TARGET AMOUNT OF HOMEWORK

The target amount of homework changes as students move through their different grade levels. The standard amount of homework moves up 10 minutes per grade level and is given per teacher discretion in grades K-8.

GRADES 9-12 MISSING & LATE WORK POLICY

All homework is due on the date given by the class teacher. Any assignment not turned in on time will result in late penalties as written below:

- 30% off penalty for one school day late
- 50% off penalty for two school days late
- No late work will be accepted after two school days of being due.

TUTORING POLICY

This policy has been designed to ensure SHCA Middle & High School students are succeeding academically. A designated teacher will offer tutoring during the lunch hour to help students with missing work, specific objectives that have gone unmet, and even work on improving student skills.

- To whom does this apply?
 - Students who have an F in a class will be required to attend tutoring until that F has been raised to passing (D).
 - Students with passing grades (A-D) may be assigned to extra tutoring at a teacher's discretion as long as they share the reason with the tutor.

- When is this scheduled?
 - Monday-Thursday
 - Tutoring will take place in Mrs. Sifuentes' room.
 - Friday
 - No tutoring
 - How will this be tracked?
 - Teachers will place the student's name and reason for mandatory tutoring on the "evolving tutoring sheet"
-

DISCIPLINARY POLICY

Specific policies are published in the Student Handbook and any new policies will be explained to students at the beginning of each year. All major disciplinary incidents are recorded as a matter of record by the school.

DETENTION POLICY

There are two types of detention at our school.

1. Type A: Student study detention
 - a. Primarily for the purpose of completing work uncompleted at home.
2. Type B: Failure to follow school and classroom rules, procedures, and policies
 - a. In this instance, five (5) or more repeated detentions will result in further punishment.

SCHOOL SUSPENSION OR EXPULSION

Students at Scenic Hills are expected to maintain high standards of conduct as outlined in this manual. Wrongful conduct, or habits unbecoming to school standards, may be subject to review by school administration.

Every student is subject to the rules of our school and will be automatically under review for expulsion by the disciplinary board for the following violations:

- Use or possession of drugs or alcohol
- Weapons on campus
- Threats of violence
- Inappropriate displays of affection on school premises
- Physical Altercations
- Failure to pass classes

Students may also be under for ssuspension or further action for the following:

- Sexual, verbal, or physical harassment – Scenic Hills is committed to providing a school environment free from harassment of any kind. Students and employees who violate policy are subject to prompt corrective action in accordance with applicable school policy and state law.
- Inappropriate use of the Lord’s name, use of profane or indecent language, engaging in lewd conduct or suggestiveness, or possession of obscene literature or photos.
- Picking or breaking locks, doors, or windows.
- Willfully causing damage to school property – Any person willfully marring, misusing, carelessly damaging, or destroying school property must pay for restoring the property to its original condition, or pay for its replacement, whether on campus or school sponsored field trip.
- Constant and obstinate violation of any school regulation and repeated failure to follow specific instructions of faculty or staff constitutes insubordination.
- Undermining fundamental principles of the school, antagonism toward the spirit or methods, or continuous criticism and faultfinding.
- Unauthorized entry into lockers.
- Repeated and habitual failure to meet basic academic standards.

ACADEMIC FAILURE INTERVENTION IN HIGH SCHOOL

As a core part of our curriculum, students in our school are expected to meet basic academic standards and uphold academic integrity to the best of their abilities. As a result Scenic Hills Christian Academy has a 4 step failure intervention plan for all students. It is as follows:

- Step 1: Soft Call, students and parent contact for possible academic issues.
 - Step 2: Hard Call, student and parent conference for continued academic issues.
 - Step 3: Final quarter/semester possible failure email notification letter from administration.
 - Step 4: Academic non-progress meeting.
-

HIGH SCHOOL ACADEMIC REGULATIONS

REQUIRED COURSES – BASIC

Freshman	Religion I, English I, Algebra I, Physical Science, World Geography (or World History), Health/P.E. (1 semester each), Fine Arts, Electives
Sophomore	Religion II, English II, Geometry, Biology, P.E. (1 semester), Computer Technology, Electives
Junior	Religion III, English III, Algebra II, Chemistry, American History, Spanish I, Electives
Senior	Religion IV, English IV, Government/Economics (1 semester each), Spanish II, Electives

REQUIRED COURSES – ADVANCED

Freshman	Religion I, English I, Algebra I, Physical Science, World Geography, Health/P.E. (1 semester each), Fine Arts, Electives
Sophomore	Religion II, English II, Geometry, Biology, World History, P.E. (1 semester), Computer Technology, Electives
Junior	Religion III, English III, Algebra II, Chemistry, American History, Spanish I, Electives
Senior	Religion IV, English IV, Government/Economics (1 semester each), Spanish II, Pre-Calculus, and Physics or Anatomy & Physiology, Electives

COMMUNITY SERVICE

Scenic Hills Christian Academy students and faculty are encouraged to be active in community service, recognizing that as we have “freely received,” we must also “freely give” (Matthew 10:8). Community service provides students with opportunities to serve their local and global communities as Christ did. All high school

students are required to complete 25 hours of community service each year of attendance. Community service must be conducted through credible non-profit organizations (churches, food banks, shelters, nursing homes, Red Cross, etc.) Any other volunteer activities must be pre-approved by administration.

Each student will be given a community service form that they are to keep and return to their academic advisor 2 weeks before the last day of school. Students are responsible for recording their hours and obtaining a signature from the supervisor of the community service event or activity.

ATHLETIC PROGRAM

Scenic Hills Christian Academy believes students should become well-rounded individuals, which includes developing a love of physical activity for life through athletics. Athletics can also be a valuable tool in teaching the leadership, teamwork, and the strategic thinking skills needed for success in any collaborative environment. Team sports also allow practical application of character building traits that colleges and employers look for in promising students. In addition to promoting quality academics, athletics builds a foundation of integrity within our students while fostering honesty and respect. Together, the character building principles of a strong sports program help develop a Christ-like character.

A student wishing to join the athletic program must be academically eligible in order to participate in any athletic activity. A student is ineligible to participate when he or she has a D or a grade below 70 at any three-week checkpoint. Once ineligibility has been established, the student is ineligible to participate in game play or practice for three weeks.

STUDENT ASSOCIATION

Scenic Hills Christian Academy is a campus that offers upper grades opportunities to excel in leadership abilities to prepare for college through the Student Association. The SA organization is involved in various activities that meet the needs of the student body. It is comprised of elected student officers for the following positions:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Pastor

Any candidate wishing to run for office must be registered students, attended Scenic Hills Christian Academy for at least 1 semester, have a minimum of a 2.75 GPA or above, demonstrate a Christian lifestyle in harmony with the philosophy and goals of the school, have good citizenship, and must be in good standing with the policies and Code of Conduct outlined in the Student Handbook.

Officer positions may be revoked from students if they acquire poor citizenship, grades, attendance, or academic records, and a new officer will be elected as a replacement for the remaining school year.

GRADUATION REQUIREMENTS

GRADUATION ELIGIBILITY

All senior high school students that meet the following requirements are eligible to participate in graduation services:

1. Complete all graduation requirements.
2. Ensure all transcripts from previous schools are submitted and that they meet the requirements for Scenic Hills Christian Academy.
3. Finish all independent study coursework two weeks prior to the last school day and obtain a final completion grade.
4. Be financially cleared (including any late fees accrued throughout the school year).
5. (For high school students) Turn in community service volunteer form to academic advisor two weeks prior to the last school day.

GRADUATION HONORS

High school seniors are eligible for an awarded recognition if they meet the criteria of the GPA scale below:

Graduation with Honor	3.50-3.74
Graduation with High Honor	3.75-3.89
Graduation with Highest Honor	3.90 or higher

Junior high 8th graders are eligible for an awarded recognition if they meet the criteria below:

90% average in all core classes;	President's Award for Educational Excellence
90% average in all core classes	President's Award for Educational Achievement

HIGH SCHOOL GRADUATION REQUIREMENTS

Subject Area	Basic Program	Advanced Program
RELIGION	4 credits 1 unit required per year	4 credits 1 unit required per year
ENGLISH	4 credits English I, II, III, & VI	4 credits English I, II, III, & VI
MATH	3 credits Algebra I, Algebra II, Geometry	4 credits Algebra I, Algebra II, Geometry, Pre-Calculus
SCIENCE	3 credits Physical Science, Biology, Chemistry	4 credits Physical Science, Biology, Chemistry, Human Anatomy & Physiology or Physics
FINE ARTS	1 credit Art, Music, Fitness for Life	1 credit Art, Music, Fitness for Life
SPEECH	0.5 credit	0.5 credit
SOCIAL STUDIES	3 credits World Geography (or World History), American History, US Government, US Economics	4 credits World Geography, World History, American History, US Government/US Economics
HEALTH	0.5 credit	0.5 credit
COMPUTER TECHNOLOGY	1 credit	1 credit
FOREIGN LANGUAGE	2 credits Spanish I, Spanish II	2 credits Spanish I, Spanish II
PHYSICAL EDUCATION	1 credit	1 credit
ELECTIVES	4 credits	4.5 credits
TOTAL	26.5 credits	30 credits

NOTE: In some cases, arrangements can be made for students to graduate early. Additionally, Some Texas schools may not accept transfer grades that are lower than a C-.

COURSE DESCRIPTIONS

COMPUTER TECHNOLOGY

COMPUTER TECHNOLOGY: This course covers the basics of informational processing within Microsoft Word, Powerpoint, and Excel. (1 credit)

ENGLISH

ENGLISH I: This course covers the mechanics of sentence and paragraph structure within different modes of essay writing and critical analysis through a close reading of poetry, drama, non-fiction, and classic novels. Students will learn the elements of figurative language and literary devices and deepen their understanding of a work's structure, a writer's style, arguments, and thematic elements. In addition to enhancing writing and reading skills, students will progress in the development of vocabulary. (1 credit)

ENGLISH II: This course continues skills in essay composition and reading, with the addition of oral communication and logical argument through critical research. A variety of literary genres are included to challenge students to engage in literary analysis, with an emphasis on style, structure, rhetorical strategies, diction, syntax, and figurative language. In addition to the mastery of new concepts and literary terms, students will progress in enhancing their vocabulary. (1 credit)

ENGLISH III: This course covers essay composition, reading, writing, and research on a more advanced level. Students will read and analyze literature from a variety of time periods and within their historical and rhetorical contexts. Additionally, students will read and analyze technical writing in non-fiction news-related form. This course covers the effectiveness of language and challenges students to translate skills learned into term assessments. Students will also progress in vocabulary development. (1 credit)

ENGLISH IV: This course emphasizes college preparatory challenges, workload, and real life skills. Essay composition, analysis, oral communication, and research skills are enhanced through the study of various writers, poets and speakers. Students will also apply for scholarships, research colleges, and be engaged in culminating assessments. Application of study within this course will be through generating term papers, research projects, and oral presentations. Students will continue to progress in the development of vocabulary. (1 credit)

FINE ARTS

ART: This course covers a variety of artistic techniques within various mediums that are related to historical and cultural time periods. Students engage in a unique experience to not only study the nuances of art but to also generate their own artistic expressions by applying the knowledge and skills learned. (1 credit)

CHOIR: This course covers the following skills: reading music, sight reading, musicality, and correct vocal production. As a performance oriented class, students attend various churches and musical events or programs throughout the school year. *All students must audition to take this elective.

(1 credit)

HANDBELLS: This course covers music reading skills and handbell ringing techniques. As a performance oriented class, students attend various churches and musical events or programs throughout the school year.

*All students must audition to take this elective. (1 credit)

FOREIGN LANGUAGE

SPANISH I: This course covers an introduction to the Spanish language that includes listening and speaking exercises to learn the basics of grammar and vocabulary. (1 credit)

SPANISH II: Spanish I is a required prerequisite before taking this course. Students engage in higher level grammar and vocabulary exercises and skills and writing, while also learning the history of Spanish culture. (1 credit)

HEALTH & PHYSICAL EDUCATION

HEALTH: This course covers the necessity of good health. Students engage in learning activities to help attain and maintain their own health, with the addition of studying Adventist health principles. (½ credit)

PHYSICAL EDUCATION I & II: These courses covers the fundamental skills of various sports and engages students in developing healthy exercise routines. (1 credit)

FITNESS FOR LIFE: This class serves as an alternative for a P.E. credit that requires an extra fee. Students will not learn the fundamentals of a balanced and healthy lifestyle as an independent study at a recreational center or gym. This course also counts as an elective credit. (1 credit)

MATHEMATICS

ALGEBRA I: This course covers the development of reasoning and problem-solving abilities by manipulating complex formulas and equations to solve practical situations. Students will be able to understand concepts involving real numbers and be able to analyze graphs, charts, and numerical data to draw appropriate conclusions. Students follow an Algebra textbook. (1 credit)

GEOMETRY: Algebra I is a prerequisite for this course. Students study and analyze geometric shapes, designs, spatial relationships, and theorems. Application of geometric methods to solve real-life problems are included in class activities. (1 credit)

ALGEBRA II: Algebra I is a prerequisite for this course. Students will identify numbers and relationships among numbers, simplify expressions using the order of operations, and solve problems using algebraic techniques. Data analysis will also be implemented to interpret appropriate conclusions. (1 credit)

PRECALCULUS: Algebra II is a prerequisite for this course. This course covers various expressions and functions such as: polynomial, inverse, trigonometric, logarithmic, exponential, as well as vectors, complex numbers, and sequences. Students will apply appropriate techniques, tools, and formulas to interpret and solve mathematical problems. (1 credit)

RELIGION

RELIGION I: This course includes an extensive Scriptural study of the Bible and is correlated with the writings of Ellen White and other Christian authors. Students will develop techniques for studying the Bible, be able to understand God through an intensive study of Genesis, and study the narratives of the Gospels through the investigation of His character, nature, teaching, and ministry. Additionally, students will engage in outreach service to put Christ's character into practice. (1 credit)

RELIGION II: This course covers the history and development of the early Christian church and the formation of the Seventh-day Adventist church. An in-depth study of Old Testament history is examined, tracing the plan of salvation by studying the sanctuary, covenant, and commandments. Themes such as love, forgiveness, and justice are investigated. Students will apply lessons learned through the engagement of outreach service. (1 credit)

RELIGION III: This course covers a more intensive Scriptural study in correlation to theological doctrines. Students will study the gospel of Christ, with an emphasis on the relevance of God as a Savior for people past and present. Emphasis is placed on investigating the book of Daniel, Revelation, and Romans to identify prophetic themes as well as salvation themes. Christian service through the study of the Gospel Commission is applied through participation in outreach service to emulate Christ's example. (1 credit)

RELIGION IV: This course covers spiritual principles to develop, foster, and apply to life and relational skills within communication, friendship, dating, careers, finances, moral and ethical behavior, etc. Students will also read, investigate, and evaluate the Gospel of John, Book of Hebrews, and other world religions. Practice of Biblical principles learned through the study of principles will be applied. (1 credit)

SCIENCE

PHYSICAL SCIENCE: The course covers a general and broad introduction of the fundamentals of chemistry and physics. Students will learn the relationships between matter and energy and how they interact and apply the fundamentals of physical science to life. (1 credit)

BIOLOGY I: This course covers the fundamentals of biology. Students will study cell structure and processes, genetics, taxonomy, and ecology. Exploration of biological concepts will be emphasized using the scientific method and analysis of biological data. Principles of biology will be applied to health, life, and earth's environment. (1 credit)

CHEMISTRY: This course focuses on the properties of all elements, compounds, and their interactions. Students will explore the periodic table and structure of molecules and learn how to solve stoichiometric problems with the use of chemical and mathematical skills. (1 credit)

PHYSICS: This course covers Newtonian mechanics, thermodynamics, sound and light, electricity and magnetism, quantum theory, and nuclear physics. Students will test the properties and laws of mechanics and analyze physics data. They will utilize the concepts learned to improve lifestyle choices and apply it to issues regarding nuclear energy. (1 credit)

ANATOMY & PHYSIOLOGY: This course covers an extensive study of the structure and function of the human body. Content such as anatomical orientation, cells and tissues, organs and systems are studied. Students will be able to apply principles of anatomy and physiology to improve lifestyle choices. (1 credit)

SOCIAL STUDIES

WORLD GEOGRAPHY: This course covers the elements of physical and cultural geography. Students will study the dynamics of human-environment interaction within their geographic location and the impact that it has on culture. (1 credit)

WORLD HISTORY: This course covers a wide span of cultures from past to present. Students will understand the influence of geography on cultural development and evaluate the influence of global trends on world cultures. By studying historical patterns of the past, students will also make connections to God's involvement, the great controversy, and Biblical prophecy. (1 credit)

AMERICAN HISTORY: This course covers the historical development of the United States, with an emphasis on the correlation of past and present events in light of Biblical prophecy. Study of the origins of social, political, philosophical, and religious ideas are included to develop an appreciation of the unique

formation of American culture. Students will also interpret maps, charts, graphs and synthesize the influence of historical documents that serve as a framework of the U.S. nation. (1 credit)

U.S. GOVERNMENT: This course covers the historical structure of our national, state, and local governments of the United States and how they operate. Students will understand individual civic responsibilities and gain an appreciation of their rights within a diverse society. The impact of media and technology on public opinion will be analyzed, as well as the influence of past and current issues. (½ credit)

ECONOMICS: This course covers the basic economic theories to understand basic economic concepts and systems such as free market, competition, inflation and recession, supply and demand, etc. Students will recognize the rights and responsibilities of individuals and businesses and acquire literacy skills for interpreting economic data. Students will engage in learning activities to apply to their lives and the economic system of which they live. (½ credit)