



Family Handbook 2010-2011

the future is now.

Letter from the Principal

Dear Scholars and Families,

Welcome to Sci Academy! This will be an exciting journey for all of us. Over the next four years, your child will gain the tools necessary to change the world and succeed in ways she or he may have never imagined before. She or he will be prepared 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 our scholars' academic and personal growth; we are here to challenge them to be their very best. We are happy you are members of our community!

This **Family Handbook** is a short guide to our school rules and policies. At distinct points throughout the year, our policies may change. We commit to notifying you immediately if and when this happens. Please do not hesitate to contact the school or me with any concerns.

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. Please feel free to contact me if you have any questions or concerns.

With a continuous commitment to our future,

Benjamin Marcovitz
Founder and Principal
(504) 287-5400

The Future is Now!

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The Sci Academy Vision

Our School Vision

New Orleans Charter Science and Math Academy (Sci Academy) will prepare all interested 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
<i>We focus on results and do whatever it takes to accomplish our goals.</i>
Respect
<i>We treat every person and every thing as we want to be treated.</i>
Responsibility
<i>We look to ourselves to do what needs to be done.</i>
Perseverance
<i>We never give up.</i>
Teamwork
<i>Helping a member of our team is helping ourselves. When one succeeds, we all succeed.</i>
Enthusiasm
<i>We remain positive. We show our positivity. The positivity we show gives us strength.</i>

Attendance – Absences

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 students to keep pace. At Sci Academy, excessive absences will not be tolerated. If a student is absent without excuse for more than twelve (12) days of the school year, that student will be required to repeat his/her current grade.

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. Students who miss an excessive number of days may not be promoted to the next grade.

Questions regarding the Attendance Policy should be directed to the Office Director at 504-241-0037. Please do not allow your child to miss a day of school except for serious illnesses.

Procedures for Necessary Absence

1. Parents and guardians should **call** the school as early as possible, if their child will not be attending school due to illness, religious observance, or a family emergency.
 - a. If you are unable to speak to someone at the front desk, please leave a message stating
 - i. The scholar's name
 - ii. The reason for missing school
 - iii. A phone number where you can be reached
 - iv. A convenient time to call you.
 - b. Failure to do this will lead to an unexcused absence for your child, resulting in six hours of detention.**
2. Parents and Guardians should call your child's advisor in unable to reach someone at the office.
3. Scholars must also bring in a **note** after they are absent. The note must include:
 - i. The date of the absence
 - ii. The reason for the absence
 - iii. A phone number where a parent or guardian can be reached
 - iv. The parent/guardian signature
 - a. The note must be brought to the office immediately upon the scholar's return to school.
 - b. A medical absence requires a note from a doctor.**
4. Absent scholars are responsible for obtaining any assignments for the classes they miss. Teachers will have homework and class-work posted and easily accessible in their classrooms. There is **no excuse** for missed work.
5. On the day of their return, scholars should be prepared to hand in any work previously announced or to take any quiz or test previously announced.

Consequences for Absences

Number of Absences	Sci Academy's Response
<i>No Absences in a Quarter</i>	The student and family are congratulated and recognized for exceptional attendance and commitment to their education.
<i>Absent from school without prior notice</i>	The Office Director will phone the scholar's parent/guardian by 10:00 AM to determine the reason the scholar is absent.
<i>Three Unexcused Absences in a Quarter</i>	This is considered a serious issue. The school will send a certified letter to the family, indicating that attendance is an issue and that an additional absence will result in an attendance plan.
<i>Four Unexcused Absences in a Quarter</i>	The scholar's attendance is a serious concern. The family will be referred to the school social worker and an attendance plan will be developed with the family.
<i>Eight Unexcused Absences in a semester</i>	At this point, the parent/guardian will be called to the school. The family and school will review the previous attendance plan, make revisions, and sign an attendance contract.
<i>Ten Unexcused Absences in a semester</i>	The student is marked truant and considered for possible retention in her/his current grade. At this point, the advisor or office will contact the parent/guardian to notify them of the potential retention. A certified letter will also be sent to the family's home regarding the retention. The Principal reserves the right to consider nine days missed a significant time lost from school that can potentially not be made up. In addition, a report may be filed with the Louisiana Department of Social Services.
<i>12 Unexcused Absences in a Year</i>	The student will be considered a habitual truant and will repeat her/his current grade. The parent/guardian will again be called to the school to meet with the Principal. A report may be filed with the Louisiana Department of Social Services. The Sci Academy Board or Board designee will submit an annual report to the State Department of Education that reports the number of habitual truants.

Please note that the school will remain in contact with the family regarding attendance once an attendance plan has been put in place to ensure that all parties are in compliance.

One unexcused absence equals 6 hours of detention.

Excused and Unexcused Absences

To be considered for an excused medical absence, **the scholar must bring a written note from a parent or doctor.** Any parent note may need to be authenticated by the Principal or Grade Dean through a note or phone call from the doctor, or it will become an **unexcused** absence.

Non-Medical Excused Absences Include:

1. A death in the immediate family (parent, sibling, grandparent, aunt, uncle, cousin)
2. Court appearance (requires documentation from court officials)
3. Medical or psychological tests with note from test provider. (All tests should be made after school hours if possible.)
4. Religious holy days as defined by a religious calendar
5. Other extraordinary situations approved by the Principal or Grade Dean

Unexcused Absences Include:

1. Questionable chronic medical absence
2. Baby sitting
3. Family vacation
4. Trips to homeland

Important Notes about Absences

- ***All absences must be announced:*** Parents/Guardians are required to call the school as early as possible but **no later than 8:30 AM** if their child will not be attending school for any reason. Earlier, written permission is both welcome and appreciated. Calls should be made as far in advance as possible and can be left on the school's main voice mail if necessary. **If a scholar is not in morning advisory and the school has not been notified that he or she will be absent, his/her parent or guardian will be phoned at home and/or work.**
- ***All absences require excuse notes:*** If prior notification had not already been provided, upon the student's return to school from an absence, the student is required to bring a signed note from his or her parent or guardian explaining in detail the reason for the absence. If a student made a medical visit, a note from his/her doctor is required in lieu of the parent note.
- ***Never Miss School for Appointments:*** Parents/guardians/families are responsible for scheduling medical appointments outside of school time. The best times are Friday afternoons (after 1:30 PM) or days when school is not in session. In the rare case when a student has a medical appointment during school, he or she should not be absent for the entire school day.
- ***Suspensions Are Considered Absences:*** If students are absent from school due to suspension, these days will be treated the same as absences.

Attendance – 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. Students 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 students to succeed in school, college, and in the workplace.

The only choice for a scholar at Sci Academy is to attend class. If a scholar is in the office without a scheduled appointment with a teacher or a pass, they will be immediately sent to class and considered tardy.

Definition of Tardiness

Our doors open to scholars at 8:10 A.M. each morning. Students must arrive between 8:10 A.M. and 8:30 A.M. Students arriving after 8:30 A.M. are considered tardy, unless excused by doctor’s note or a parent/guardian note. In cases when a school bus arrives late, those students riding the bus are not considered tardy.

Tardies are only excused with a doctor or parent/guardian note.

Consequences for Tardiness

Arrival Time	Sci Academy’s Response
8:31-8:40 AM, unexcused	The scholar is considered late, will be escorted to his or her class, and <ul style="list-style-type: none"> • Will receive two demerits
After 8:40 AM, unexcused	The scholar will receive the following consequence: <ul style="list-style-type: none"> • 9:01-or later – one hours of detention • Cannot participate in any school extracurricular activities or sports that day • Must take responsibility to find out exactly what work was missed

Scholars who do not report to the office to sign in will be marked “absent,” receiving the six hours of detention and an unexcused absence on their record.

Scholars with more than one tardy are accumulating absences. Three tardies are equivalent to one absence. The scholar’s family will be phoned. Additional consequences for these absences are described in the previous section.

Arrival and Dismissal Policy

Arrival

- The school officially opens to students at 8:10 AM each day.
- Families who would like to speak with staff members are encouraged to make an appointment or wait until the official school day begins.

Dismissal

- The school day officially ends at 5:00 PM, except for Friday, when it ends at 1:00pm.
- Unless students depart on school buses, families are responsible for picking up students at 5:00 PM, Monday through Thursday, and at 1:00 PM on Friday.

- **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 detention after school each day, including Friday.**

Staff responsibility for student transportation:

It is not Sci Academy's policy, or an advisor's responsibility, to provide rides for scholars either to or from school.

If a scholar misses the bus for any reason, it is her/his responsibility to find a way to school.

Late arrival or early departure

Scholars are expected to stay in school until the very end of the day (5:00 P.M. for regular dismissal; 1:00 P.M. on Fridays). Early pickups are disruptive to the learning environment and are strongly discouraged. Families must notify the school before they arrive to dismiss their child early from school.

Please note that departures that occur before 12:00 P.M. on regular days and before 10:00 AM on Fridays and other early release days will result in the student being marked absent for that entire day.

- In order for a scholar to be dismissed early, a parent/guardian must sign that scholar out in the office in order for him or her to leave campus.
- 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**. It will be at the discretion of Sci Academy staff to determine if a scholar is allowed to leave early. (NOTE: Please see the Handbook section on Cell Phones).

Homework

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

- ***Homework is given each and every night including Fridays at Sci Academy.***
- ***Scholars*** are expected to have every assignment completed prior to the beginning of the next school day.
- ***Parents/guardians*** are required to sign off on homework nightly. Scholars are ultimately responsible for completing their homework every night.
- ***Homework must be checked for completion by each scholar's advisor by 8:30 AM .***
- ***If a scholar is absent***, the scholar or his/her parent/guardian may pick up make-up assignments from his/her teachers. Scholars' homework and classwork will be available accessible in folders in each teacher's classroom.

- ***If a scholar does not hand in a piece of homework or has done some of the homework but has not finished it***, he or she receives one demerit.
- ***If a scholar does not follow the directions on homework*** (such as underlining when the directions say circle) ***he or she*** receives one demerit.
- ***Students whose homework is regularly incomplete*** may also be assigned to do homework alone at lunch and/or be asked to stay after school.
- ***Parents/guardians are encouraged to inquire about homework completion*** during bi-weekly phone calls and will receive a phone call from the advisor regarding incomplete homework.

Independent Reading

For the 2009-2010 school year and our first year of operation, Sci Academy received the highest literacy scores of open enrollment schools in the entire district. In addition, scholars who participated in at least 30 minutes of independent reading a day and an additional 30 at night improved their reading by an average of three grade levels.

- ***Research shows that the #1 way to improve a student's reading skills is to have them READ, READ, READ.*** The students who read a lot outside of school are the students who are the best readers and who score highest on reading tests.
- ***Supporting your child's independent reading at home is the #1 way to help him or her improve the speed, accuracy, vocabulary, and comprehension of his or her reading and to handle easily the large amount of reading assigned in college.***
- ***Although Sci Academy students have high-quality reading time during school, they must READ, READ, READ at home every night and weekend and during any vacations from school.*** Parents/guardians should make sure their child is reading at least 30 minutes every night as well as on the weekends.
- ***It would be especially helpful to ask your child about her/his reading*** and occasionally to have the child summarize what he or she has just read (ex. "What's it about? Do you recommend it? Why or why not? How do you predict it will end?").
- ***Please monitor your scholar's independent reading habits.*** Students may be tempted to cut corners; skipping this important reading requirement will only hurt your child in the long run. READ, READ, READ. There are no short cuts.

SMAc Bucks

The “SMAc” in SMAc Bucks stands for **S**cience and **M**ath **A**cademy. The SMAc Bucks program reflects our desire always to reward students for excellent behavior. At Sci Academy, “being good” is not just something that keeps you from punishment—it earns you rewards.

Each Sci Academy student can earn **10 SMAc Bucks for each day** in which s/he upholds our core values without any receiving disciplinary notes. The average number of SMAc Bucks a student receives in a week or a day will also determine her or his eligibility for school trips, prizes, and weekly awards.

Scholars may also use SMAc Bucks to purchase items in the school store, earn privileges, and participate in weekly auctions.

There will be opportunities throughout the year for students to earn bonus SMAc Bucks for behavior that exemplifies our core values of achievement, respect, responsibility, perseverance, teamwork, and enthusiasm (for example – shout-outs at Value Village, awards at Friday Celebrations, receiving the fewest demerits each quarter, random acts of kindness).

However, students can lose SMAc Bucks each week by acquiring demerits and other disciplinary notes (see next section, “Discipline” for how scholars acquire these).

For each week:

- * 0 demerits = Lose 0 SMAc Bucks
- * 1 demerit = Lose 2 SMAc Buck
- * 2 demerits = Lose 4 SMAc Bucks
- * 3 demerits = Lose 6 SMAc Bucks
- * 4 demerits = Lose 8 SMAc Bucks
- * 5 demerits or more = Lose all SMAc Bucks

Discipline

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. We have tremendously high expectations for student behavior, and we “sweat the small stuff” to create and preserve a focused learning environment.

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 students doing the RIGHT thing.” We recognize and celebrate student

successes in between classes in brief hallway shout-out meetings and weekly at our Friday Celebrations. Students are honored for positive behavior and good character at every opportunity and families will always be made aware of these triumphs.

We also use consequences and a problem-solving approach to help students fix behavior problems. If students misbehave, they will lose certain privileges (i.e. socializing at lunch, or participation in school trips or extracurricular activities). Students may also receive specific consequences, including:

1. Demerits
2. Detention
3. Suspensions
4. Safety Violations (for major behavior incidents that threaten student or staff safety or well-being)
5. Recommendation for Expulsion (*Students may be expelled EITHER for accruing **ten** days of Suspension in a school year, **repeated** Cheating Violations, or for committing **one** Safety Violation; see "Procedures for Expulsion" at the back of this handbook*)

A more detailed description of unacceptable behaviors and consequences is as follows:

CODE OF CONDUCT

The Sci Academy Code of Conduct contains seven parts. They are:

- I. Behavioral Standards
- II. Non-Negotiables
- III. Demerits
- IV. Suspensions
- V. Cheating Violations
- VI. Safety Violations
- VII. Detentions
- VIII. Additional Consequences from Faculty and Staff

I. Behavioral Standards

In order to maintain our high standards and foster an effective learning environment, Sci Academy scholars must:

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. Be focused on learning and take active notes throughout every class.
5. Arrive on time to each class and be seated and silently working on your "Do-Now".
6. Follow the Sci Academy School dress code.
7. Be prepared for every class by arriving with the necessary tools to effectively participate.
8. Respect the building and all community property.
9. Turn off and put away all electronic devices before entering school.
10. Complete all assignments with academic honesty and integrity.

II. Non-Negotiables

Sci Academy has high expectations in all of our scholars in and out of the classroom. In order to have an effective and safe learning environment, we will not negotiate with certain behaviors. The following is a list of core non-negotiables for each grade level. If a scholar violates one of these expectations, he or she will immediately receive a consequence, no questions asked:

Chamber 9	Chamber 10	Chamber 11
1. In uniform 2. Correct transition 3. No gum 4. Head up, eyes open 5. On time for class	1. In uniform 2. On time for class 3. Head up, eyes open 4. No gum	1. In uniform 2. On time for class 3. Head up, eyes open. 4. No gum

II. Demerits

In order to ensure a high level of consistency the following consequences will apply when the behavioral standards are not upheld. Keep in mind that we reward good behavior through the SMAc Buck system (as described in the Sci Academy school handbook) and penalize poor choices through demerits described below. (Please note that these are examples and that staff and faculty discretion will be used as needed.)

Demerits are given 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 effects would reduce the overall quality of education at Sci Academy.

Note: These are observable behaviors that will result in immediate consequences. Scholars are not allowed to negotiate these infractions.

Behavior that will Result in One Demerit (and loss of Two SMAc bucks):

- **Dress Code Violations (fixable)**– Please note that scholars must be in proper dress code in order to enter Sci Academy any day, any time and for any reason. *(Please see section on Dress Code for additional consequences.)*
- **Bags** – Wearing bags in class or laying them on the table. This is a fire code violation. Bags must be on the back of chairs or underneath the chair.
- **Cell phone or other electronic device audible or visible**
*(Additional consequences – staff will confiscate the item for seven days for the 1st offense, 30 days for the 2nd offense and until the end of the school year for the 3rd offense. Parents or guardians will **not** be able to retrieve confiscated phones or other devices before the required number of days has passed.)*
- **Unprepared; Incomplete homework** – Not having a pencil, paper, notebook, textbook, novel or other materials required by teachers and not returning forms on time or not having report card/progress reports/assessments signed.

- **Not using pass correctly** – In the hallway without a pass, wandering or taking too long with pass; not filling out pass correctly or completely.
- **Not transitioning properly in the hallway** – Failing to follow guidelines pertaining to class transitions, transitions to lunch, and/or arrival and dismissal transitions.
- **Talking during a silent time (level zero) or disregarding teacher request for level volume**– talking out loud during direct instruction or independent practice when the class or environment requires silence for learning.
- **Poor SPARK-ing** – Not sitting up straight and attentive in class, lack of eye contact with speakers, individual instances of head down or leaning back in chair, distracting gestures, non-responsive participation.

Behavior that will Result in 2 demerits (and loss of Four SMAC bucks):

- **Tardy** (to school, to class, etc.) – This includes not seated doing “Do Now” when the bell rings (*additional consequences as outlined in Code*)
- **Unwanted playful or physical touching** – this includes all horseplay, playful slapping, hair pulling, etc.
- **Inattentive or Wasting time** - Not working on class work or taking notes, uncooperative or disengaged in groups; not following directions, not paying attention to assignment or teacher/tutor, etc.
- **Food, Drinks, Gum Chewing, or Candy** – Eating/drinking anywhere except during lunch. Clear water in bottles is allowed.
- **Head down on desk.**
- **Not Cleaning; Littering** – Not cleaning tables (applies to in the classroom or after any off or on campus lunch)
- **Disrespecting Property** – This may include, but is not limited to, unauthorized touching or use of computers or other school equipment, touching thermostats, lights, or light switches, writing on tables in pencil, writing non-academic words on white boards, misusing paper or writing implements, and general inattentiveness to others’ property or one’s own school supplies.
- **Use of Inappropriate Language** that is not intended to insult or degrade others.

Behavior that will Result in 4 demerits, automatic detention (and loss of Eight SMAC bucks):

- **Use of Inappropriate language**, including but not limited racial, gender, or intelligence slurs.
- **Potentially Dangerous Behavior** – This may include horsing around, yelling or running in the halls, throwing paper, play fighting, pushing, etc. (Please see notes on Safety Violations.)
- **Visible or Audible Display of Negative Attitude for Staff or Students** – This may include, but is not limited to, eye-rolling, teeth-sucking, laughing at inappropriate times, groaning, etc. **More severe instances of disrespect will lead to a Suspension** (see below).

- **Refusing to participate** in classroom or whole school activities.
- **Refusing to follow teachers directions**, including, but not limited to, walking away from a direct command and refusing to participate in classroom activities.
- **Sleeping in class**
- **Inappropriate or unsafe behavior when entering or leaving school** – Unsafe or inappropriate behavior in parking lot or on the street, on or off school grounds, putting pedestrians/vehicles at risk
- **Disrespectful actions toward ANY member or members of the school community.** “Talking back to,” ignoring, or walking away from staff or faculty members. Rude comments, profane language, calling another member of the community by an inappropriate name, disrespectful comments to others, or speaking negatively about community members behind their backs.
- **Lying to or intentionally deceiving** a staff or faculty member.
- **Disrupting the Learning Environment** – Any disruptive behavior that does not result in an office referral and any insubordinate or disrespectful behavior.

Families will be notified by teachers and advisors when behavior has become disruptive to the learning environment and may potentially lead to a suspension.

III. Suspensions from Sci Academy

Sci Academy is a college prep high school. We believe that every scholar has the right to learn in a safe and respectful environment. As a result, continuous disruptions to the learning environment will not be tolerated. Therefore, **following the interventions of demerits, detention, and parent/guardian contact and conferences, a student may be suspended when their actions impact the education of others.**

Suspensions should serve as a *permanent and severe* reminder that the scholar’s behavior is in direct conflict with the values and goals of the school, and that continued misbehavior may indicate that the scholar does not belong at Sci Academy.

How Suspension Can Become Expulsions/Retention

Tier One

Three accumulated days of suspension will result in:

- A parent call from, and/or parent conference with advisor and faculty members.
- Scholar will be referred to the social worker for a Behavior Intervention Plan.
- Exclusion from school events for the days suspended, trips and activities away from school for the remainder of the quarter.

Reaching Level One is a serious offense, the parent/guardian will be contacted by the advisor and/or social worker and will receive a letter notifying the family that the scholar has reached level one in the expulsion process.

Tier Two

Five accumulated days of suspension will result in:

- A mandatory parent meeting or phone conference with the advisor, Grade Dean, and any interested faculty members of the discipline committee, during which a **CONTRACT** will be reviewed and signed by scholar, parent, administrator, and/or advisor, thereby placing the scholar on **probation**.
 - The contract will affirm that the parents and scholar acknowledge that the scholar has reached **level two** in the expulsion process.
 - After signing the contract, the parents and scholar will receive a copy of the contract, which states that five (5) additional days of suspension, the scholar will be recommended for expulsion from Sci Academy.
 - Scholar will not be able to attend school trips (including but not limited to overnight trips).

Tier Three

Seven accumulated days of suspension will result in:

- A parent call from, and/or parent conference with advisor and scholar.
- Scholar will have an updated Behavior Intervention Plan and be referred to the Scholar Assistance Team to address all interventions.
- A plan will be put in place to help the scholars find ways to discontinue suspensions.
- Parents will be notified that if the scholar receives three more days of suspension, the scholar will be recommended for expulsion.

Tier Four

When a scholar receives ten (10) accumulated days of suspension, it is evident that the scholar has not positively responded to the meetings, contract, and repeated efforts to keep her/him in the Sci Academy community.

Consequently, there will be a meeting to initiate the Principal's recommendation for **expulsion** from school/retention of grade level. (The expulsion procedure is outlined under "Procedures for Expulsion.") **A scholar who has accumulated 10 days of suspension will be automatically retained to their grade level.**

In some situations the Principal or Grade Dean may decide that a scholar cannot return to school/classes because of their behavior/actions. Suspension is a very serious consequence because it removes a scholar from classes. It is instituted in cases where a scholar's future at Sci Academy is in jeopardy and a parent/guardian meeting is required in order to determine the conditions under which a scholar will be allowed to return.

In School Suspensions

In-School Suspensions may be implemented at the discretion of the Principal, Grade Deans. All in school suspensions take place on the week in which the infraction occurred.

- When scholars arrive to school, they report directly to the Office.
- Scholars who are on ISS cannot participate in cultural activities, including

lunch, advisory, and celebrations.

- Scholars will take all assessments separately from their classmates, while under direct supervision of an adult.
- Scholars are not allowed to participate in celebrations and will participate in an hour of detention during that time.
- Scholars will eat lunch in a designated place away from the community and their advisory.
- Scholars will receive credit for work completed during an in-school suspension.

Out-of-School Suspension

Out-of-School Suspension is a penalty for extraordinary misbehavior, used specifically in situations where it is deemed that a scholar's behavior poses a threat to the community and/or the culture of Sci Academy, and that it is worth that child's missing school to protect this community and culture.

Procedures for Incessant Behavioral Infractions that lead to Suspension:

- Teachers will contact parents/guardians concerning the issues and risk of suspension.
- If the scholar is suspended, a letter will be sent home on the date the scholar is suspended.

Procedures for Suspensions due to Extreme Circumstances and Safety Violations

- The scholar will be immediately removed from class and sent to the Office.
- The parent or guardian will be notified immediately, and if we cannot contact a family member, the scholar will be sent to the security office. The scholar may be sent home via public transportation with a letter describing their dismissal from school property.
- The Office and/or advisor will set a meeting date with the parent/guardian and scholar as soon as possible. The scholar and his/her parent or guardian will be notified over the phone of the date, time, and place of the meeting.
- At the family conference, the discipline committee will consult with the scholar's teachers, the scholar, and his or her family to determine the appropriate course of action, including consequences and a written contract of necessary conditions for the scholar's return to school.

Important Notes on Suspension

1. Scholars who are suspended will have the right to appeal the school's decision in writing to the school's Principal within seven days of that decision, and will have the right to counsel at that appeal. The Principal may be joined by two advisors to hear the appeal. A binding decision will be provided orally and in writing shortly thereafter. Suspension will stand until appeal. Every effort will be made to hear the appeal within 48 hours. If scholar's appeal is granted, the scholar's record will be expunged of any

reference to suspension.

2. **Scholars, who participate in conflict resolution/mediation following suspension, may have the suspension removed from their permanent record (based on the discretion of the Principal, Grade Deans, and school social worker).**

Note on Discipline Committee: The discipline committee meets weekly. It is the responsibility of parents/guardian and the advisor to ensure the attendance at each meeting for discipline and behavioral issues. In the case of a Safety Violation, a discipline committee meeting will be scheduled within the time frame of the suspension.

IV. Cheating Violations

Violations in this category threaten our ability to successfully fulfill our vision of college success. Cheating violations represent actions in which scholars receive *or give* unauthorized help on any assignment. Committing a cheating violation represents an act of academic dishonesty – essentially scholars are lying about the work that they or others are completing. Without academic honesty, we cannot be sure if scholars are making actual academic progress towards our learning goals.

Any cheating violation will merit a letter in the scholar's permanent school file.

Examples of cheating include:

- a. **Any indication of copying another person's work during an exam, during any other assessment, or while completing an assignment including homework;**
- b. **Allowing someone to copy work on an exam, quiz, assessment or assignment;**
- c. Using any unauthorized materials not specifically approved by the instructor during any exam or for any academic assignment; including but not limited to the use of spark notes, cliff notes, grade saver and classic notes;
- d. Collaborating on any group or individual assignment without the direct permission of the instructor;
- e. Altering a graded work after it has been returned, then submitting the work for re-grading;
- f. Stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor;
- g. Intentionally continuing work on an exam or assignment after the allocated time has elapsed;
- h. Citing a source that does not exist, attributing to source ideas and information that are not included in the source, or citing a source in a bibliography when the source was neither consulted nor cited in the body of the paper;
- i. Inventing data or statistical results to support conclusions.

Examples of plagiarism include:

- a. Copying another scholar's work and submitting it as one's own work;

- b. Using any other person or organization to prepare work and then submitting it as one's own;
- c. Quoting or paraphrasing the thoughts of another writer without acknowledgement;
- d. Copying and using information from websites or other sources without properly citing the source;
- e. Copying and using significant amounts of information from websites or other sources with the intent it be considered one's on own work;

Procedure for cheating violations:

- a. The staff member will initially meet with scholar regarding the potential cheating violation.
- b. If the staff member deems necessary, the Principal will meet with the scholar(s) and the staff member to discuss the circumstances.
- c. Parents will be contacted as soon as possible about the violation to let them know the process and to allow them an opportunity to come in to meet and discuss the situation.
- d. The consequence and violation will be recorded and scholar's advisor, teachers and family will be informed.
- e. Scholars who have 2 or more cheating violations will be immediately referred to the Sci Academy Student Assistance team. Parents/guardians will be invited to participate in that meeting.

Consequences for cheating or plagiarizing: Final consequences are at the discretion of the principal. The history of a scholar's cheating violations, the circumstances surrounding the cheating violation and whether the scholar was forthright and honest about the violation will be taken into consideration. Each offense remains with the scholar until graduation. *When a scholar reaches two cheating violations, scholars may be recommended for retention.*

Note: Cheating violations accrue school wide.

Any offense will result in all of the following consequences:

- Zero for the assignment
- Letter in permanent school file
- Three hours of detention
- Parent phone call made by classroom instructor

A second offense will result in the following additional consequences:

- Scholar will be immediately recommended to the Student 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 for the quarter (only if grade earned is above a 59)
- Suspension

A fourth offense will result in the following additional consequences:

- **Failure for the year**
- Recommendation for retention.

V. Safety Violations

Sci Academy is a place of learning; therefore, acts of violence are **not tolerated**. Acts of violence include, but are not limited to:

- Fighting or unwanted physical contact: hitting, tripping, “play fighting”
- Using or possessing a weapon (automatic expulsion)
- Arson (automatic expulsion)
- Setting off false fire alarms or safety shower (automatic expulsion)
- Threats
- Sexual/racial harassment
- Verbal harassment, including but not limited to bullying and defamation of character.
- Theft
- Graffiti, defacement, or damage to the building or community or its contents
- Smoking or possession of tobacco
- Possessing, using, selling or transferring drugs/alcohol (automatic expulsion)
- Verbally or physically inciting violence

Violations in this category threaten the safety of anyone in the Sci Academy community and the community environment, making it impossible for anyone’s learning to proceed as successfully as it did before the violation occurred.

Safety violations result in immediate severe consequences and they are the only type of violations that may lead immediately to a recommendation for expulsion. Police may also be notified when the situation warrants it.

Important Notes on Violence

- **Sci Academy does *not* distinguish between play fighting and actual fighting, *nor* is it ever concerned with who *started* a fight. We believe that the only choices are to: 1) walk away, or 2) seek adult assistance.**
- **Ignoring attempts at violence and/or seeking an adult’s help are our *only* options at Sci Academy and are encouraged and rewarded; “fighting back” is *not* an option and will carry the same penalties as any other individual involved in the violence.**
- **Sci Academy does not tolerate the actions of those who stand by to watch a fight or “egg it on” with words or gestures. Such actions are labeled “inciting violence.” The only acceptable actions in the vicinity of a fight are 1) telling the participants to stop and/or 2) getting an adult to intervene.**

Possible Consequences of Safety Violations: (not limited to one and may include a combination of most)

- Expulsion
- Suspension
- Loss of SMAc Bucks
- Community Service
- Letter of apology
- Parent Meeting
- Conflict Resolution/Mediation
- Contract

Important Note on External Issues:

One of the main goals of Sci Academy is to model and teach respect and appropriate behavior at all times. For this reason, Sci Academy is not concerned with the source of an issue between scholars. 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 a negative fashion.

For example, if a scholar is disrespectful to another scholar through the use of a social networking site 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.

Internet bullying:

Any negative or dispiriting writing about members of the Sci Academy community found on the internet (including any and all social networking sites) will result in standard penalties for bullying and disrespect, *plus* at least one additional day of suspension. We emphasize excellent behavior on search-able databases not only because public forums increase the impact of negative behavior, but also because it is now common for potential employers, internships, and college representatives to use the internet to research applicants. It is unacceptable for Sci Academy scholars to jeopardize future opportunities in this fashion.

Additional On campus expectations

Scholars are expected to have efficient and respectful transitions between classes during the school day. All freshmen are required to walk to the right and within the black lines while going from one class to another. We believe that we have no time to waste between classes and hallways should be a safe place where scholars are preparing for their next class.

- **Public Displays of Affection:** Scholars are not to display public affection while at school, on school grounds. (Inappropriate touching with hands or other parts of the body is not permitted including, but not limited to, hugging and sitting on each other's lap). A brief hug with a friend is permitted.

• **Gang Affiliation:** in recognition of the fact that gang activities at school impose a threat to the welfare and safety of scholars and others in the school community. Any gestures, signals, or graffiti, which denote gang membership or activities, is prohibited in the school building and on school grounds, at school-sanctioned activities and events. Consequences will be applied according to the circumstances of the infraction and may include suspension. **Please see section on safety violations.**

Important Notes on Cell Phones

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. Parents must recognize that Sci Academy strives to build an environment that is free of distraction. Cell phones must be powered off and placed out of site and out of use during the school day. At no time during the school day may scholars use their phones and **they may not even be visible or audible anywhere on campus unless permitted and supervised by a staff member.** Parents wishing to communicate with their child during the school day may leave a message with the Office Director 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. Scholars not in compliance with this policy will have their phones confiscated:

- *Staff confiscating the item for 7 days for the 1st offense*
- *30 days for the 2nd offense*
- *Until the end of the school year for the 3rd offense*

Phones will be returned to family and 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.

VI. Detentions

All Demerits lead to detention: Scholars who accumulate 4 or more demerits will have to serve detention.

Note: In order to promote and reward good behavior and achievement, we believe it is important to acknowledge scholars who demonstrate a willingness to make the right choices.

Therefore, when a scholar serves an hour of detention, his or her demerits that earned the detention will be erased. One hour of served detention will erase 4 demerits from the scholars record. Scholars who skip detention or are asked to leave detention will not have their demerits or hours of detention removed.

Detention is served Monday through Thursday from 5:00pm to 7:00 pm and Friday from 1:00 pm to 4:00 pm.

Number of demerits: Consequence:

4 demerits	1 hour of detention
8 demerits	2 hours of detention
12 demerits	3 hours of detention
16 demerits	4 hours of detention

Scholars may not select which detention to attend. It is unacceptable to skip detention and those detention hours cannot be erased by perfect days. If a scholar skips detention, they will receive an in school suspension on their permanent record.

In school suspensions linked to skipping detention will accumulate towards expulsion. Five suspensions will lead to a scholar being placed on probation and excluded from school activities. An excess of 10 days suspended will result in a scholar to be recommended for expulsion from Sci Academy. (Please see section on Procedures for Expulsion.)

Daily Detention:

- Runs from 5:00 pm to 7:00 pm Monday through Thursday and 1:00 to 4:00 pm on Friday depending on how many hours a scholar must serve.
- Scholars must arrive in **Sci Academy School dress code**.
- The Code of Conduct applies during detention and if a scholar misbehaves he/she will be given one warning and then asked to leave detention.
- **All** scholars who have detention on Monday through Thursday should arrive after afternoon credo and shaking their advisor's hand. Scholars with detention on Friday **should** arrive by 1:00 p.m.; they **must** be seated with something to read or do as homework in the Detention Room by 5:05 pm (1:05 pm on Fridays)
- If scholar is later than 10 minutes, there are no exceptions or excuses, **the scholar will not be admitted to detention**, will be sent home and his/her hours will not be erased.
- Scholars who are asked to leave detention or miss detention **must serve detention the following day**.

Expectations for Detention: All scholars must serve their assigned hours of detention.

- Scholars serve detention in silence unless otherwise specified.
- Scholars are expected to read and/or do schoolwork and/or do 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.
- Tutoring cannot replace detention.

- Failure to observe any of the detention rules will result in a scholar to be asked to leave detention and suspended as a result.

Consequences for scholars who do not serve detention:

- Scholars may not select which detention to attend. Scholars who do not serve or “skip” detention will receive an in school suspension on their permanent record.
- If scholars begin to accumulate more hours of detention than can be served in the corresponding weekend, future hours will be tallied and scholars will be expected to complete all hours before being promoted to the next grade.

How scholars know if they have detention:

1. Scholars will receive a notice of detention every morning on the daily conduct report.
2. Family members will be notified if their child has detention through a phone call made by the office or advisor.

Please note: If a scholar is asked to leave detention for not following expectations and rules, s/he must leave campus immediately upon dismissal.

It is the scholar and family’s responsibility to ensure transportation to and from detention.

If a scholar has a religious obligation, the administration must be notified by the second week of school. If there is a family obligation or emergency, a parent must call the Principal or the Grade Dean, to ask permission to reschedule their child’s detention, prior to when the scholar is scheduled to serve detention.

VII. Additional Consequences from Faculty and Staff

At Sci Academy, faculty and staff actions determine the climate of the classroom and hence of the school. As good educators have different disciplinary styles, the exact nature of an educator’s consequence may vary, but will always be in compliance with the discipline code you see above. Possible consequences include time-outs in the hall, moving scholars’ location within the classroom, one-on-one conferences with scholars, and phone calls home to scholars and their parents/ guardians.

The Principal and Grade Deans are the point persons on discipline issues, working closely with teachers, families, and students to help them learn and grow. The Principal has the authority to decide on the appropriate consequence for student behavior. The Principal may solicit parent/guardian input in certain situations but retains all decision-making authority.

A summary of the more common disciplinary actions follows on the next page.

Sci Academy Code of Conduct Summary

NON-NEGOTIABLES

Chamber 9	Chamber 10	Chamber 11
1. In uniform 2. Correct transition 3. No food or gum 4. Head up, eyes open 5. On time for class	1. In uniform 2. No food or gum 3. On time for class 4. Head up, eyes open	1. In proper uniform 2. On time for class 3. Head up, eyes open.

One Demerit Misbehaviors (Automatic demerits – non-negotiable)	Immediate Staff Response	School Consequence
<ul style="list-style-type: none"> • <i>Uniform (fixable)</i> • <i>Bags (must be on back of chair or under chair.)</i> • <i>Cell phone and electronics (plus confiscation)</i> • <i>Not prepared for class (no supplies)</i> • <i>Homework</i> • <i>Not transitioning properly in the hallway</i> • <i>Talking at a level zero.</i> • <i>Not SPARK-ing.</i> • <i>In bathroom or hallway without a pass.</i> 	<ul style="list-style-type: none"> • One demerit • Two SMAc Bucks deduction • Corrective response 	<ul style="list-style-type: none"> • For every four demerits, scholar has one hour of detention within 24 hours of the offense.

Two Demerit Misbehaviors	Immediate Staff Response	School Consequence
<ul style="list-style-type: none"> • <i>Tardy (in the morning, in between classes, moving between buildings)</i> • <i>Unwanted playful, physical touching</i> • <i>Inattentive or Wasting time</i> • <i>Gum, food, drinks, candy</i> • <i>Head down on desk</i> • <i>Littering</i> • <i>Disrespecting Property (if severe, see Academic Violations below)</i> 	<ul style="list-style-type: none"> • Two demerits • Four SMAc Bucks deduction • Corrective response 	<p>For every four demerits, scholar has one hour of detention within 24 hours of the offense.</p> <p><i>Specific to each tardy includes:</i></p> <ul style="list-style-type: none"> • 8:41-9:00 AM – one hour of detention • 9:01-or later – two hours of detention

Four or more demerit Misbehaviors	Immediate Staff Response	School Consequence
<ul style="list-style-type: none"> • <i>Use of Inappropriate Language: cursing (any four letter word, racial/gender/intelligence slurs, any form of “shut up, stupid or idiot.”</i> • <i>Any Potentially Dangerous Behavior (please see notes on Safety Violations)</i> • <i>Touching with disrespectful intent (shoving, pushing, play fighting).</i> • <i>Visible or Audible display of disrespect to staff or peers (teeth sucking, eye rolling, talking back)</i> • <i>Walking away from a direct command.</i> • <i>Refusal to participate</i> • <i>Refusal to follow teacher directions.</i> • <i>Sleeping in class.</i> 	<ul style="list-style-type: none"> • Four or more demerits • Eight SMAc Bucks deduction • Corrective response 	<p>Any four demerits offense earns a scholar one hour of detention.</p> <p>Policies for suspensions may be implemented for scholars who demonstrate four demerit offenses repeatedly in class.</p> <p><i>Note: The severity of an offense may cause a scholar to receive an excess of four demerits.</i></p>

Sci Academy Code of Conduct Summary (Continued)

Cheating Violations	Immediate Staff Response	School Consequence
<p>a. Any indication of copying another person's work</p> <p>b. Allowing someone to copy your work</p> <p>c. Using any unauthorized materials</p> <p>d. Collaborating without the direct permission of the instructor;</p> <p>e. Altering a graded work after it has been returned, then submitting the work for re-grading;</p> <p>f. Stealing, reproducing, circulating, examination materials</p> <p>g. Citing a source that does not exist Inventing data or statistical results to support conclusions.</p> <p>Examples of plagiarism include: (Please see code for Cheating Violations.)</p>	<p>1. The staff member will initially meet with scholar regarding the potential cheating violation.</p> <p>2. Staff member will make determination based on the situation and follow school consequences accordingly.</p>	<p>Any offense will result in all of the following consequences: Zero for the assignment Letter in permanent school file Saturday detention Parent phone call</p> <p>A second offense will result in the following additional consequences: Scholar will be immediately recommended to the Student Assistance Team with a parent invitation.</p> <p>A third or subsequent offense will result in the following additional consequences: F (Grade of 59) for the course <u>for the quarter</u> (only if grade earned is above a 59) Suspension Recommendation for retention</p> <p>A fourth offense will result in the following additional consequences: Failure for the year Retention</p>

Safety Violations	School Consequence
<p><i>Including, but not limited to:</i></p> <ul style="list-style-type: none"> • <i>Fighting or unwanted physical contact</i> • <i>Using or possessing a weapon (automatic expulsion)</i> • <i>Arson (automatic expulsion)</i> • <i>Setting off false fire alarms or safety shower (automatic expulsion)</i> • <i>Threats</i> • <i>Sexual/racial harassment</i> • <i>Verbal/physical harassment, including but not limited to bullying and</i> 	<p>Possible in combination or isolation</p> <ul style="list-style-type: none"> • Expulsion • Suspension • Loss of SMAc Bucks • Community Service • Letter of apology to community to be read at community assembly • Conflict Resolution/Mediation

<p><i>repeated teasing of teammates.</i></p> <ul style="list-style-type: none">• <i>Theft</i>• <i>Graffiti, defacement, or damage to the building or community or its contents</i>• <i>Smoking or possession of tobacco</i>• <i>Possessing, using, selling or transferring drugs/alcohol (automatic expulsion)</i>	<ul style="list-style-type: none">• Parent Meeting• Contract
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School Uniforms

All students must come to school in the Sci Academy uniform every day. **If a student arrives to school out of uniform, parents/guardians will be called and asked to bring in a uniform before the student is sent to class.** If a parent is unwilling or unable to do so, the scholar will be placed on in-school suspension until he or she is in proper uniform. Even an item as small as a missing belt 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 students in the Sci Academy uniform, it is a powerful visual statement of our community. Students 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.** Students 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.** Students look neat when they arrive to school with shirts tucked into their pants. The students come mentally prepared for school and "dressed for work."

Students may not change out of the Sci Academy uniform at any point during the school day. Students must wear the Sci Academy uniform at all school events, including trips and activities outside of school hours.

Uniform Requirements for Ninth Grade:

Required Clothing

- Black, Sci Academy-issued Polo-shirt
 - ***Shirts must be tucked in at all times. Collars must be turned down at all times.***
 - *Scholars on honor roll can wear the red Sci Academy honor roll shirt if they have received one.*
 - *Scholars wearing the sweatshirt must wear it over the Sci Academy Polo-shirt.*
 - *The only acceptable garment to wear underneath the Sci Academy Polo-shirt is a plain, **white or black**, crew-neck undershirt with sleeves no longer than the sleeves of the Sci Academy Polo-shirt (designs, logos, and/or patterns are not permitted).*
- Full length, dark khaki pants.
 - *Pants must be worn, without exception, at the waist or hip level. Pants may have no frays, tears, or holes.*

- *If original issue pants do not fit properly, parents/guardians will be required to purchase pants in a more appropriate size.*
- *No Dickies or Designer pants are permitted.*
- *Pants must have belt loops.*
- *Pants may not be tucked into footwear.*
- **Sci Academy reserves the right to determine if a scholar's pants are too tight or too loose.**
- Solid-colored black or white socks
 - *Designs, logos, and/or patterns are not permitted.*
- Black or white closed-toed, closed-back shoes
 - *Shoes may be solid black, solid white, or a mixture of white and black. No other color may appear on shoes; this includes laces, patterns, designs, soles or logos.*
- Solid-colored black or brown belt
 - *Belts must be worn through belt loops and must be without patterns or designs.*
 - *Buckles must be either black, brown, gold, or silver. No logos or designs are permitted. Buckles cannot exceed the width of the pants.*

Optional Clothing

- **Sci Academy issued sweatshirt.** Sweatshirt must be worn over the Sci Academy polo. Scholars without a Sci Academy polo shirt on underneath the sweatshirt will be considered out of uniform.
- The only outerwear permitted in the building is a Sci Academy sweatshirt. All jackets and other sweatshirts must remain in advisory in the morning.

Uniform requirements for Tenth Grade

Required Clothing

- Black or Blue, Sci Academy-issued Polo-shirt
 - **Shirts must be tucked in at all times.** Collars must be turned down at all times.
 - Scholars on honor roll can wear the red Sci Academy honor roll shirt if they have received one.
 - Scholars wearing the sweatshirt must wear it over the Sci Academy Polo-shirt.
 - The only acceptable garment to wear underneath the Sci Academy Polo-shirt is a plain, **white, black, or blue**, crew-neck undershirt with sleeves no longer than the sleeves of the Sci Academy Polo-shirt (designs, logos, and/or patterns are not permitted).
- Full length, Dark, Khaki Pants
 - Pants must be worn, without exception, at the waist or hip level. Pants may have no frays, tears, or holes.
 - If original issue pants do not fit properly, parents/guardians will be required to purchase pants in a more appropriate size.
 - No Dickies or Designer pants are permitted.
 - Pants must have belt loops.
 - Pants may not be tucked into footwear.
 - **Sci Academy reserves the right to determine if a scholar's pants are too tight or too loose.**
- Solid colored black or white socks

- Black, white, or a combination of black and white shoes.
 - *No other color may appear on shoes; this includes laces, patterns, designs, soles or logos.*
- Solid black or brown belt
 - *Belts must be worn through belt loops and must be without patterns or designs.*
 - *Buckles must be either black, brown, gold, or silver. No logos or designs are permitted. Buckles cannot exceed the width of the pants.*

Sci Academy sweatshirt

- Tenth grade scholars can only wear outerwear with a Sci Academy logo represented. This includes sweaters and sweatshirts. All other outerwear is not permitted in classrooms.

Outer Chamber Uniform Requirements

Shirts

- White Sci Academy Polo with black Sci Academy embroidered logo.
- White oxford button down shirt (long or short sleeve), no logos.
- *Button down shirts must be worn with a navy v-neck sweater vest or navy cardigan – all sweaters must have embroidered white Sci Academy logo. Two buttons max may be undone from the top of button down shirts (no more!).*
- Upperclassmen may also wear the black, blue Sci Academy polos. Honor roll scholars have the option to wear a red Sci Academy polo if he or she ever received one.
- *Undershirts are optional and must be short-sleeved **solid** white.*

Pants

- Dark khaki uniform pants with two pockets in front and back.
- No Dickies, corduroy, jean, flared-fitting, or cargo pants allowed.

Belts

- Belts are required. Smooth or braided leather -- black or brown only.
- NO PRINTS, SPARKLES or rivets on belts allowed.

Socks

- Solid black or white socks. NO PRINTS OR COLORS.

Shoes

- Black or white closed-toed, closed-back shoes
- *Shoes may be solid black, solid white, or a mixture of white and black. No other color may appear on shoes; this includes laces, patterns, designs, soles or logos.*

ADDITIONAL RULES for Outer Chamber:

- Scholars are allowed to wear the Sci Academy T-Shirts or College T-Shirts on Fridays.
- Clothing **MAY NOT** be altered, torn or ripped (this includes Sci Academy T-Shirts).
- Shirts **MUST** be tucked in at all times and pants must be worn around the waste.

Uniform requirements for all Grade Levels

Important notes

- Outerwear other than the Sci Academy sweatshirt is not permitted in school. Jackets, sweaters, other sweatshirts, hoodies, etc. are not allowed, and must be left in advisory.
- Any offensive expressions in a student's attire will be punished as disrespect under the discipline code.
- Any exceptions to school dress code based on religious observances must be presented to the Principal or Grade Dean by a parent/guardian.
- Scholars must adhere to policies outlined for dress down occasions as mandated by the occasion.

Accessory limits (for both male and female students):

- Hats and sunglasses are not allowed during the school day. Scholars may not clip items to their pants. Any items that dangle from the waste (like wallet chains) are not allowed.
- Earrings must be no bigger than (and no longer than) a nickel and are only permitted in black or white, silver/gold, metallic, or diamond.
- No visible neckwear.
- No more than one bracelet per wrist (includes wristwatches); bracelets are only permitted in black or white, or silver/gold metallic.
- Bags must be large enough to hold *all* 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.
- No hats, scarves, or bandanas.
- Headbands and hair ties are permitted only if white or black in color and no thicker than two inches.
- ***The school reserves the right to disallow any large or otherwise inappropriate jewelry.***

How to Purchase Additional Uniforms:

Please call the school's main office at 504-241-0037 for instructions on how to purchase additional uniform items.

Technology

Scholars may not:

1. Use any Internet Chat program (Instant Messenger, MySpace, Yahoo Messenger, etc.), unless specifically granted permission by a supervising staff member
2. Have food or drink in the Computer Lab
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 or take supplies such as paper, accessories, mice, disks, etc
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 network accounts. Network storage areas should be treated like lockers. Designated school personnel may review files and communications to maintain system integrity and insure that the system is being used responsibly. Users should not expect that files stored on school file servers would always be 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. Post personal information about oneself or another person including residential address, telephone number or certain school information.
12. Use the Sci Academy network and Internet 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 students 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).
- 13. No social networking sites including, but not limited to MySpace, Facebook, Twitter, are allowed on school computers.**

Family Involvement

Sci Academy requires parents/guardians/families to be partners in the education of their children. The important task of educating a child calls for the school, the student, 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 – Student Commitment (see last three pages of the 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.

Family Involvement Opportunities

Sci Academy family-school relationships are maintained through:

- After every quarter, *parents/guardians are required to come into school to pick up their scholar’s report card.*
- Conferences between students, 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

- Bi-Weekly Advisor-Family Calls
- Homework, Independent Reading, and Behavior Logs

Sci Academy families are asked to:

- Reinforce Sci Academy's high academic and behavioral standards at home
- Establish a daily routine for students
- Provide a quiet space for students to study
- Provide positive reinforcement of student progress and success
- Discuss academics and student work among family members
- Help students with homework
- Sign homework logs to ensure that students complete all of their homework every night
- Chaperone field trips
- Assist with student recruitment
- Support other Sci Academy families

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 on a bi-monthly basis.

My Academy

Sci Academy is a partnership between the school leadership, teachers, students, and families. Although the job of making decisions about school policy belongs to the Board of Trustees 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 students' academic and social progress and discuss initiatives to improve student outcomes

Communication with Sci Academy

In order to be effective partners, we must communicate. There are several ways that we can and 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. Advisors are required to contact their advisees' families with a general update on their progress at least once every two weeks.
- **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 the section on *School Visitor Policy*.
- **Messages / Phone Use / Voicemail:** Students 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. Students are allowed to use the telephone in the office only 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 ask only that you try to deal with any issue respectfully. We promise to treat you and your concern with respect. If a parent/guardian/family member is disrespectful to Sci Academy teachers or administrators, we will end the conversation and wait to continue it at another time.

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.

If you need to get a message to your child's teacher, please do not call the main office number. Instead, leave a message on his or her voicemail. **Our teachers check their messages after school. They will return your call within 24 hours. If they do not, please call the Principal or Grade Dean 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.

Promotion to the Next Grade

Sci Academy has tough standards for promotion. It is not automatically assumed that students will pass from one grade to the next: the student must earn promotion by demonstrating mastery of the essential knowledge, skills, and behavior of each grade level. ***Students may not be promoted if they are performing below grade-level academic or behavioral standards.***

- ***Promotion decisions will be based on*** a student's grades, standardized test scores, attendance, homework completion record, behavior and other measures. We will look thoughtfully at student test scores, examples of student work, teacher observations, and other measures to make these decisions.
- ***By law, a student 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, however, the school reserves the right to retain a student who has missed **twelve or more unexcused days** in a school year. A student who misses instructional time because of significant behavior problems or a student who has persistent trouble completing homework assignments may also be retained.
- Because of Sci Academy's high behavioral standards, scholars who have accrued 10 days or more of suspension will also be recommended for expulsion. Please see Procedures for Expulsion/Retention.
- ***Students who have IEPs*** will be promoted to the next grade based on successful completion of the goals of the IEP. However, students 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.

School Bus Transportation

Sci Academy buses are still considered a part of our campus and community. Scholars are expected to conduct themselves as if they were at school. The same rules of Sci Academy apply to Sci Academy busses. Any Safety Violation or extreme behavior will be treated the same as if it occurred on school grounds.

- **Eligibility** – Students are eligible for free transportation to and from school if they a) reside in Orleans Parish, and b) reside more than one mile away from school campus.

Bus Expectations

1. Remain in assigned seat.
2. Talk quietly.
3. Follow all directions given by bus driver.
4. Exhibit respectful language and behavior towards persons in and out of the bus.
5. Keep all body parts in the bus.
6. No rough housing/play fighting.

Failure to follow bus expectations will accrue the following consequences:

First Offense – Week long bus suspension.

Second Offense – Two weeks bus suspension.

Third Offense – Minimum of one month bus suspension.

Fourth Offense – Scholar will not be allowed to ride the bus for the remainder of the school year.

Arrange Transportation Before Your Child Leaves Home – If you need to pick up your child (and your child usually rides the bus) or otherwise change your child's transportation for that day, your options are as follows:

Send in a Note/ Call your Child's Advisor – Send a note to school with your child explaining the situation and telling who will pick your child up. You may also call your child's advisor or the Office Director.

In an Emergency, Call the Office Director Before Noon – You may call the Office Director by 12:00 P.M. to change your child's transportation arrangements for that day. Unfortunately, we will not be able to deliver last minute notes/messages or changes after 12:00pm.

School Lunch Program

Both breakfast and lunch and snack will be available at Sci Academy. All families will need to complete a form that enables the school to participate in the free or reduced-price meal program.

Academic Assessments

Sci Academy uses multiple assessments to monitor student progress, inform instruction, and ensure that all students succeed. Staff work to ensure that assessments are not stressful times for students; rather they are presented as opportunities to show off all that students have learned. The assessments, which include the diagnostic exams in reading and mathematics, preparation exams for the ACT, internally developed assessments, and the iLEAP/GEE assessments, are administered throughout the year. Teachers analyze the results to plan their instruction, identify students 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.

Nursing Services and Medication

- ***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.
- ***Students may not carry their own medication.*** All medication must be handed into and administered by the Office Manager.
- ***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.
- ***All student medicines will be kept in a locked cabinet.*** The school will keep a detailed log of all medicines that are administered.

School Visitor Policy

Visitors, especially parents/guardians/families, are a vital part of the Sci Academy community. We welcome them as volunteers, observers, and partners in the education of our students. If you plan on visiting school, please call the Office Director in advance.

- ***Upon arriving, all visitors must sign in within the Main Office***
- ***Unfortunately, unannounced visits can be disruptive to our educational program.***
- ***Parents/guardians who would like to visit*** should notify the office or advisor one day in advance. If they have made an appointment directly through a teacher or other staff member, that staff member is responsible for notifying the office of the visit.

- **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.
- **If a visitor is coming to school to drop something off for a student or to leave a message**, we still require that the visitor come first to the main office. For the sake of student safety, we cannot have unannounced visitors in the building.

Other Information and Policies

Student Belongings

Students who disrupt class for any reason are violating school rules. This rule applies to students' personal possessions as well. Items including, but not limited to, toys, portable electronic devices, and cell phones are not allowed in school. Students who violate this rule will have their item(s) confiscated for a period of time and will have to be picked by a parent/guardian and will. Repeated violations of this policy may result in indefinite confiscation irrespective of any costs or fees students 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 on the first offense.

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.

School Supplies:

Sci Academy will provide the **initial** set of school supplies needed for the classroom. At the beginning of the year, the only supplies you will need to purchase for your student are those supplies that will be used at home. This includes: 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.

- No separate bags, bags with wheels, are allowed in the classroom.

Classroom Parties, Birthdays, and Other Events

To maintain the structure and consistency of the school day, Sci Academy does not allow classroom parties. The school will develop alternative ways to celebrate special days in the lives of students. Families should not bring in treats or other food items, unless requested by the school. To avoid hurt feelings (and incredibly distracting and hurtful teen drama), private student invitations to parties and other events should be mailed rather than passed out in class, unless the whole class is invited.

Student Entrepreneurs

Scholars may not sell any articles on school property without the permission of the grade level dean. 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.

Parent Gift-Giving Policy

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

New Orleans Charter Science and Math Academy Board of Directors

The Board of Trustees 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.

Procedures for Expulsion

Expulsion is defined as “a removal from all regular school settings for a period of not less than one school semester.”

Any scholar, after being suspended for committing an expellable offense, may be expelled by the school. The school shall immediately suspend and recommend for expulsion a scholar who is found carrying or possessing:

- A firearm
- A knife the blade
- Another dangerous instrument
- Any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law (including all illegal drugs), in any form (including any scholar who distributes, sells, gives, or loans one of these substances).

Any scholar who has been suspended on three occasions for committing any of the offenses set forth in R.S. 17:416, during the same school year **may**, on committing the fourth such offense be expelled from all public schools within the Recovery School District until the beginning of the next regular school year. The scholar’s reinstatement shall be subject to the review and approval of the RSD Superintendent.

Any scholar who has been suspended for an accumulation of more than 10 days will be recommended for expulsion and or/ retention by the Principal.

The RSD Superintendent or his/her designee shall hear any appeal of the school’s expulsion.

Any scholar who has been expelled will be not be readmitted to a public school within the Recovery School District without the express approval of the RSD Superintendent.

Note: No scholar who has been expelled shall be admitted to any public school in any other parish or city school system in the state except upon the review and approval of the governing authority of the school system to which he seeks admittance.

Due Process Procedures for Expulsions

The due process procedures for recommendations for expulsion and expulsion hearings are as follows:

1. The school must conduct a scholar conference and initiate school-level investigation within a 24-hour period.
2. The school must hold a school-level conference conducted with the Principal, parent/guardian, and social worker within reasonable time.
3. The Principal shall conduct an investigation to determine whether an expulsion hearing should take place. Statements taken from students who may have witnessed any event for which disciplinary action is being considered should be in the student's handwriting and signed and dated by the student. If a student is willing only to give an anonymous handwritten statement, the principal should certify at the end of the student's statement that it was given under the condition of anonymity. If a student will only give an oral anonymous statement or if the student is not capable of writing, a brief summary of the statement should be included with the individual taking the statement certifying that the version of the statement given is accurate and the student would only give the statement if s/he could remain anonymous or that the student cannot write. Recorded statements may be taken with the student identifying him/her self on the recording. If a student will only give a recorded statement by remaining anonymous, the principal or designee will so state at the beginning of the recording. A brief written report should be prepared which would include the following:
 - a) The principal's or designee's conclusions as to how/when/where/why the incident occurred, who was involved, who was at fault, in whole or in part, and the penalty imposed or recommended; and,
 - b) The evidence on which the conclusions were based, e.g., signed statements taken, unsigned statements taken, verbal only statements taken, recorded statements taken, and physical or circumstantial evidence. Copies of all written materials must be attached to the report with identification of the names of any student witnesses removed before release to parents or used at any hearing.
4. After a principal or a designee has made every reasonable effort to investigate all aspects of the discipline problem and is satisfied that the nature and seriousness of the offense could result in a recommended expulsion, the principal must then decide whether or not to recommend expulsion to the School Discipline Committee. The principal shall make a reasonable effort to reach a fair determination of the incident before making any disposition.

5. Prior to any suspension or recommendation for expulsion, the school must inform the scholar of the “particular misconduct of which he/she is accused” and the basis for the accusation.
6. If the Principal makes a recommendation for expulsion, the scholar will be suspended pending expulsion hearing. Procedures for suspensions will be followed. The principal shall mail a copy of the Recommendation for Expulsion Form, including specific reasons for the expulsion to the student’s parent, or guardian when student is suspended with a recommendation of expulsion. The recommendation will be sent by certified mail, return receipt requested, or hand delivered to the parent, or guardian on the day of the student’s removal from school, if possible, but no later than the following school day. If hand delivered, the principal will document the date of delivery and to whom the letter was delivered. The letter shall contain the specific reasons for the suspension and recommended expulsion, shall set forth the time, date and place of the Expulsion Hearing, and shall contain a notification of the right to view and to request, in writing, a copy of any information to be presented by the school at the Expulsion Hearing. For a student with disabilities, a Parent Notice of Discipline meeting date and information on the rights of exceptional children should also be included with the Recommendation for Expulsion Form. The principal or designee shall document any referral to Child Welfare and Attendance, Families in Need of Services, Parent Liaison and/or the District Attorney’s Office.

School Calendar and Closings

August 9- First day of Orientation for Freshmen

August 16- First day of Orientation for Sophomores and Juniors

September 6- Labor Day, No School

October 7- Teacher Development, No School

October 8-11- Fall Break

November 10- Veteran's Day, No School

November 19- Teacher Development, No School

November 20-28- Thanksgiving Break

December 18-Jan 2- Winter Break

January 17- Martin Luther King, Jr Day- No School

January 21- Teacher Development, No School

March 4- Teacher Development, No School

March 7-11- Mardi Gras Break

April 22-May 1- Spring Break

May 30-Memorial Day, No School

May 31- June 3- Final Exams

June 10- Last Day of School for Students and Staff

Number of Instructional Days: 188

Note Teacher Professional Development days are subject to change.

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.

Teacher - Scholar - Parent/Guardian Commitment

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 towards 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 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 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 young school, 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 be willing to admit, and to laugh at, my mistakes.
- 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: _____

Sci Academy Scholar Commitment

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 extracurricular activities.
- I will be committed to learning for the entire school day; we 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 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' process towards college success.

RESPONSIBILITY

- I will take responsibility for all of my actions, which means no misbehavior is anyone's fault but mine, 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 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 never allow failure to be an option.
- I will be willing to 'do it again' until it's 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 tower above the rest. I will follow the rules of Sci Academy, even when it is hard, including keeping to the lines in transitions 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 go beyond the habits of ordinary students because I choose to have an extraordinary commitment to my future, including SPARK-ing, and wearing a correct uniform.

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 receive strength from the enthusiasm of 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 lead to my dismissal from Sci Academy.

Scholar Name (printed) _____

Scholar Signature: _____

Date: _____ Parent/Guardian Signature: _____

Sci Academy Parent/Guardian Commitment

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 scholar. I will expect high academic achievement from my scholar, and will not be satisfied with mediocre work.
- I will check my scholar's homework and ask my scholar questions about her/his 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 inquire about my scholar's improvements and celebrate her/his progress.

RESPECT

- I will keep conversations with the school respectful, even in times of disagreement, because I know that members of the Sci Academy team choose to be here and are only here to serve the best interests of my scholar.
- I will uphold the rules of the school, knowing that Sci Academy "sweats the small stuff" and focuses on results. I understand that, like many private or parochial, Sci Academy has demanding rules about uniform, cell-phones, and behavior in class and hallways.
- I will respect the school's disciplinary decisions. I understand that, like the colleges and careers for which my scholar is headed, Sci Academy treats every scholar's choice as her/his own responsibility, no matter the actions of other scholars.

RESPONSIBILITY

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

PERSEVERANCE

- I will understand that our school is different, performs higher than other schools, and therefore places more demands on scholars and families, but that the payoff in success is worth the struggle.
- I will never stop working with the Sci Academy team to ensure the success of my scholar.

TEAMWORK

- I will discuss and act upon the academic and behavioral progress of my scholar with advisors and teachers.
- I will uphold the rules and expectations of Sci Academy. I know that consistent messages from home and school are important and will have a stronger impact on my scholar's academics and behavior.

ENTHUSIASM

- I will be proud that my scholar attends a school with rigorous expectations and a consistent record of achievement. I will remind my scholar of this when school becomes challenging.
- I will support my scholar by remaining positive during challenging moments at school.
- I will take an active interest in the education my scholar is receiving.

I understand that failure to adhere to these commitments can cause our scholar to lose Sci Academy privileges and can ultimately lead to my scholar's dismissal from school.

Parent/Guardian Name (printed) _____

Parent/Guardian Signature: _____

Date: _____