

SOL AUREUS COLLEGE PREPARATORY

Parent/Student Handbook 2018-2019



Prepare for college. Prepare for life.

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I. MISSION & GUIDING PRINCIPLES

Mission

Prepare all of our students with the knowledge, skills, and habits necessary to compete and succeed in college and in life.

The 5 Values:

Preparation

We are prepared. We take responsibility for ourselves to get the help and support required to be exemplary. We realize that success is a result of being prepared when opportunities present themselves. We accept luck, but we also believe that extraordinary people create their own luck by being prepared and preparing for success.

Responsibility

We take responsibility for our school, our community, and ourselves.

Respect

We show respect for our school, our community, for others and most importantly for ourselves.

Community

We look out for one another, treat each other with kindness, and are mindful of how our actions impact the well-being of the community. We cultivate and nurture our school community through positive and constructive action. We take responsibility for ourselves and play an active role in the greater Sacramento community.

Excellence

While we may not be great in everything we do, we will strive to do everything great. We realize that the process of being excellent teaches us many important skills and knowledge about ourselves. Anything worth doing is worth doing well.

COMMITMENT TO EXCELLENCE FORM

Preparation

Respect

Responsibility

Community

Excellence

TEACHERS' COMMITMENT:

I fully commit to **Sol Aureus College Preparatory (S.A.C. Prep)** in the following ways:

PREPARATION

- I will lesson plan, unit plan, and work with colleagues to design and implement the best classroom teaching experiences possible.

RESPECT

- I will hold high expectations for *all* students, parents, and each other; will embrace diversity, creating a safe space for all of our students to learn; and I will help students, staff, faculty, parents, community members, and visitors feel welcome.

RESPONSIBILITY

- I will look for creative solutions to problems, and I will communicate regularly with parents by providing them with updates.

COMMUNITY

- I will foster a sense of pride, respect, and team. in my words, deeds, and actions in the school community.

EXCELLENCE

- I will strive to be the best teacher I can be and take "no shortcuts" in preparing students for college and for life.

STUDENT'S COMMITMENT:

I fully commit to **S.A.C. Prep** in the following ways:

PREPARATION

- I will arrive at *S.A.C. Prep* on time everyday and bring the proper uniform and materials to school.

RESPECT

- I will work, think, and behave in the best way I know how.

RESPONSIBILITY

- I will complete all my homework every night and have one of parents/guardians sign it, and I will ask for help when I do not understand something.

COMMUNITY

- I will keep my school clean and treat my teammates, staff, and visitors with kindness, courtesy, and respect.

EXCELLENCE

- I will give my best effort and take no shortcuts on the road to being the best student and person I can be.

PARENTS'/GUARDIANS' COMMITMENT:

I fully commit to **S.A.C. Prep** in the following ways:

PREPARATION

- I will support my child(ren) by getting them to school on time and making sure they have the proper uniform and materials.

RESPECT

- I will help community members and visitors feel welcome by treating one another with kindness, courtesy, and respect.

RESPONSIBILITY

- I will check my child(ren)'s homework every night and sign it, let him/her call a classmate or the teacher if there is a problem.

COMMUNITY

- I will help create a safe space for all *S.A.C. Prep* families, students, and staff by respecting the diversity found in the school.

EXCELLENCE

- I will help my child(ren) take "no shortcuts" by encouraging them to adhere to their Commitment to Excellence "contract".

II. GENERAL INFORMATION

Daily School Schedule

Student Drop-off begins at 7:30 a.m.

*****STUDENTS MAY NOT BE ON CAMPUS PRIOR TO 7:30A.M.*****

Breakfast Served: from 7:30 a.m. to 7:50 a.m.

Regular School Day: Monday through Friday – 8:00 a.m. to 3:00 p.m.

*****STUDENTS WILL BE TARDY AFTER 8:00 A.M.*****

Afterschool Program (JumpStart): Monday through Friday.

- 3:00 – 4:15 – Tutoring/Homework/Snack time
- 4:15 – 6:00 - Enrichment Activities

Early Release Days: 8:00 a.m. to 12:30 p.m.

School Closing

- If the local public schools close due to bad weather, then *S.A.C. Prep* is closed.
- In the event that weather conditions make travel to school hazardous and unsafe, but Pocket and SCUSD schools do not close, it is recommended that parents use their discretion in bringing their children to school.
- If the weather becomes bad once school has started, we will notify parents if the school will close early for the day. Parents can also pick up their child(ren) early if choose to do so in these situations.

Lunch

- All families must fill out a federal free/reduced lunch form (**Due on the first day of school**).
- Families that qualify will receive a free/reduced pricing for breakfast and lunch.
- Those who wish to buy meals must pay at lunch-time.
- For full-pay breakfast and lunch, the daily meal price is about \$2.50 per day (TBD by the SCUSD).
- Families may also choose to have their children eat breakfast at home and/or bring a packed lunch.
- We do not accommodate students to microwave or refrigerate items they bring from home (exceptions will be made for medical purposes).
- All outstanding lunch balances must be paid by the end of each month. Failure to pay an outstanding lunch balance will result in the loss of participation in student activities.

Health

- State law requires that all children attending public schools must be immunized. Parents should be able to provide evidence of their child(ren)'s up-to-date immunization record.

Absence Due to Illness

- If a child is sick in the morning, the school expects him/her to stay home for the day.
- **Please call the school in the morning to inform the school of the child's absence** and to arrange a way to pick up the child's homework.
- Absences must be called in within 48 hours.
- Students will need to bring a doctor's re-admittance form to school on their first day back to school after an illness to receive an excused absence for missed days.
- All re-admittance notes will be verified.
- Re-admittance notes must be submitted within 5-days.
- The student will be responsible for all missed assignments.
- ***Please see procedures for make-up work under academic policies.***

Illness During School Hours

- If a child becomes ill or injured during the school day and is not well enough to stay in class, the parent/guardian will be called to pick up the child.
- We do not have the capacity to watch over and care for ill children. It is necessary to have updated emergency contact numbers on file in the school office in case no one can be contacted at home. ***It is the parents' responsibility to provide the school with updated contact numbers if necessary.***

Medication at school

- Over the counter medicine is not allowed on campus without a prescription.
- Teachers, and staff are not allowed to administer any medication without a prescription.
- If your child requires medication during school hours the following must be completed:
 - A prescription **MUST** be provided by a physician.
 - A prescription health form must be completed by a physician.
- All medications must remain in the office unless required by a physician.

Fire Drills/ Natural Disasters

- Posted in every room is a map detailing the evacuation protocol required.
- Students are to follow their teacher outside in the event of a fire drill, fire, or natural disaster and to stay with their class.
- Students must not stop at the restrooms or lockers. They must proceed directly to the designated area and wait for instructions.
- Any student violating this procedure is jeopardizing the safety of our school and will face consequences including possible suspension.
- *There is to be no talking during a fire drill.*

Parent Involvement

Parent Participation is greatly appreciated parents can participate in their children's learning in the following ways:

Parent/Guardian, Student, Teacher Conferences

- At least one parent/guardian and child must attend conferences to meet with teachers to go over student's work or progress.
- We take our partnership with parents seriously. It will take the information that the teachers and parents both have to help our students achieve at the high levels we know they are capable of.

Parent Meetings

- All parents/guardians are encouraged to attend the scheduled "Parent Meetings".
- During these meetings, parents have the opportunity to see student presentations, learn more about school procedures and policies, and become actively involved in further developing the school's mission.

Parent Hours / Donations

- Parents are asked to make monetary donations when possible during the school year.
- Donations can be made in-kind (i.e. reams of paper, pencils, classroom supplies, on prior approval).
- All donations are tax deductible

Procedure for Parent/Guardian Concerns

- If a parent has a concern or disagreement, they should First discuss the matter with the teacher and attempt to resolve the disagreement through informal discussion.
- If there is no resolution to the problem, the parent/guardian should then contact the Principal.
- The Principal will mediate the problem with all parties involved.
- All S.A.C. Prep staff should respond within 24 hours of receiving a message or a request to meet, if only to at least acknowledge the receipt of the message or request.

III. ACADEMIC POLICIES

Curriculum Overview

The curriculum is driven by clear performance standards for what students should know and be able to do at each grade level to be successful in top quality high schools and colleges.

For each grade level, standards are based on national and state curriculum frameworks.

Teachers will use interim assessments to measure how well students are mastering the standards.

We use knowledge about student skills to shape whole class instruction, small group work, and one-on-one tutoring. Using individual student data, instruction can be targeted to better meet individual student needs.

Teachers will give students and parents/guardians ongoing feedback about student performance.

Teachers will often send work home for parents/guardians to sign, and teachers will contact parents/guardians if they see a significant slip in academic performance or a special skill that needs extra practice at school and home.

Parents/guardians will also regularly receive progress reports and report cards.

Parents should feel free to contact any of your child's teachers regarding his/her progress at any time.

Parents can check their student's progress online at www.sacprep.powerschool.com/public

Attendance

S.A.C. Prep students may arrive between 7:30 a.m. to 7:55 a.m. every day (Mon. – Fri.); remain at school until 3:00 p.m., Monday through Friday. Instruction begins at 8:00 a.m.

Attendance Policy

Absences are disruptive to students' ability to learn and create problems with the implementation of School's school culture. Accordingly, all absences, whether excused or unexcused, have the logical consequence that the student will have to make up all missing class work. Multiple unexcused absences may result in additional consequences such as parent conferences and the student's loss of preference in admission to the School for the following school year.

Types of Absences Defined:

1. **Excused absences** occur when a parent knows the child is not at school and the reason(s) is/are excused by the School. The following absences are considered excused:
 - a. ***Doctor's Note***: When a medical note from a physician, dentist or other medical doctor indicates that the child must stay home from school. Parent must provide doctor's note within five (5) school days of the first day of absence. Only the office manager is authorized to accept a doctor's note;
 - b. ***Illness***: When the child has an infection as indicated by a fever greater than 99.5° F or other illness that may be deemed contagious to the other students. A parent must provide a doctor's note for all illness-related absences lasting more than one consecutive school day. Similarly, parent must provide a doctor's note for all illness-related absences of two days or more occurring in any ten consecutive school-day period. If a doctor's note is not provided, the School's principal may consider each missed day after the first day an unexcused absence;
 - c. ***Bereavement***: When an immediate family member of a student has died, up to five days per school year. Each day over five school days shall constitute an unexcused absence unless otherwise determined by the School's principal. For this purpose, "immediate family" means parents, siblings, and grandparents, including step relations (e.g., stepfather, stepsister, etc.) Parent is expected to provide some reasonable form of documentation supporting the absence. Bereavement for other close family relations may be considered on a case by case basis by the School's principal, and determined in his or her sole discretion.
2. **Unexcused absences** occur when a parent knows that the child is not at school but the reason(s) is/are not those excused by the school. Unexcused absences include a student being absent for any reason other than what is explicitly listed above. Examples of unexcused absences include missing class or other mandatory School activity due to family trip or vacation, or lack of transportation to the School. Moreover, each late arrival to school or early pick up from school may also be considered an unexcused absence as determined by the School's principal.

Consequences for Multiple Unexcused Absences

School allows six unexcused absences each year before admission or enrollment consequences are imposed, other than the requirement to make up class work. Upon the third unexcused absence, the School will take preventative action and contact the family by telephone to determine the reasons and causes for the unexcused absences or other attendance problems. The School will try to help the family resolve the problems. Upon the fourth unexcused absence, the School will call the family to schedule an in-person meeting with a parent to discuss the unexcused absences and notify the parents that if two more unexcused absences occur the student will lose his or her admissions preference as a continuing student for the School for the following school year. Upon the fifth unexcused absence, a second in-person parent conference will be scheduled and the parent will be notified that one more unexcused absence will result in the student no longer receiving preferential admission as a continuing student to the School for the next school year. Upon the sixth unexcused absence, the student will be voluntarily disenrolled from the School.

Make Up Work

Regardless of the type of absence, the student will be required to make up any work he or she missed.

- *Students are expected to make up all missed assignments as required by the instructor.*
- **It is the student's responsibility to consult with each of his/her teachers to make sure she/he is aware of all assignments.**
- **Students are required to complete all make-up work within 5-days of their return to school. The number of days to complete make-up work can be extended at the discretion of the teacher. All arrangements should be communicated in writing.**

Truancy

- All unexcused absences are considered *truancies*.

More than 3 unexcused truancies will result in a letter being sent home and the proper authorities being notified.

Tardiness

- *Students are expected to arrive on time to school and to every class everyday.*
- Students are considered tardy if they arrive at school after 8:00 a.m.
- **More than 3 unexcused tardies in a year is considered "truant". After three tardies a letter will be sent home detailing state law as it relates to unexcused absences and tardies.**
- Multiple tardies in a trimester can result in detention, possible suspensions (in school/out of school), and expulsion from the school.
- If you anticipate having problems getting your child to school by 8:00 a.m. due to additional morning obligations, please discuss this with the Principal in advance.

Homework

- Students are expected to complete their homework every night as assigned.
- Students in Grades 4 - 8 must bring their school provided agendas daily. Consequences will be applied for students who fail to bring their agenda
- Parents must sign the school provided agenda daily.
- S.A.C. Prep students have homework every night. Preparation is an important part of the curriculum, and no student is excused from any assignment without the permission of his or her teacher prior to the due date.
- Parents/Guardians are required to review and sign daily homework. Homework that is not signed by a parent or guardian will not be given full credit. If a parent was not able to review or sign the homework they must either call the teacher or send along a note explaining the circumstances.
- Students in Grades 4 - 8 must write their homework in their school provided agenda daily.

Cheating/Plagiarism

Cheating is a serious offense. If a student copies another student's work or if a student gives another student his/her work, it is considered cheating.

Plagiarism involves the stealing of someone else's ideas or words as one's own or the imitation of the language, ideas, and thoughts of another author (or person) and representation of them as one's original work.

Cheating will result in a suspension of 1-3 days depending on the severity of the incident.

Repeated cheating will result in an expulsion from the school.

Promotion to the Next Grade

- Students will be promoted to the next grade if they have a cumulative GPA (Grade Point Average) of 2.0 (C)
- If they have earned a final year-end grade of “C” or better in each of their classes.
- Some exceptions will be discussed if a student is close to passing in 1-2 subjects and has shown significant improvement. We will also explore doing extra work to help the student master the skills or content to a satisfactory degree before the start of the Regular Session the following school year.
- All balances due to S.A.C. Prep or SCUSD must be cleared (includes lunches, books, etc.)

Promotion Ceremony / End of Year activities for 8th Grade Students

In order for 8th grade students to be eligible for End of year activities and the promotion ceremony the following criteria must be met:

- Students must maintain receive a pass all classes with a C, or better, for all trimesters.
- Students must complete 10 hours of community service (must be pre-approved).
- Students must not have more than 3 unexcused absences for the school year.
- Students cannot have more that 10 unexcused tardies for the school year.
- Students cannot be suspended during the school year.
- Students cannot receive more than 5 referrals for the school year.
- All balances due to S.A.C. Prep or SCUSD must be cleared (includes lunches, books, etc.)
- Signed parent/student contract

Grading / Report Cards

The school year is broken into three grading periods. The marking periods are long enough to allow students several opportunities to demonstrate mastery of specific skills. In addition, multiple means are used to determine students' grades and assess their skill levels. At the end of each marking period, students will receive grades in all classes. The grading scale is as follows:

Numeric Grade	Letter Grade	Explanation
96-100	A+	Students receiving an A show deep mastery of the knowledge and skills that have been taught; they demonstrate an ability to go beyond the basic requirements of assignments to produce creative, thorough work.
92-95	A	
88-91	A-	
85-87	B+	Although students receiving a B may still have some areas to work on, they demonstrate a solid mastery of the knowledge and skills that have been taught.
82-84	B	
78-81	B-	
75-77	C+	Students receiving a C have skill deficits. The quality of their work shows some knowledge and skill, but meets just the minimum requirements.
72-74	C	
68-71	C-	
62-67	D	Students receiving a D produced work that show multiple skill deficits. The quality of their work shows some knowledge but remediation and support are needed to catch up.
61 & Below	F	Students receiving an F produced work of unacceptable quality. They have major skill deficits that require additional instructional resources and student effort.

If a student's skills are below grade level, we will assess them where they are at while maintaining an unwavering focus on improved performance and results for that student. This may require extra time, extra work, and extra help for the student but will do whatever it takes to increase their mastery, knowledge and skill level in all subjects. Where appropriate we will note improvement as well as a grade.

Parent Conferences

Parents/guardians are required to attend parent teacher conferences. If these meetings take place throughout the trimester there should be no surprises regarding a student's performance in their report card. We see the report card as evidence of what we have been seeing throughout the quarter. Opportunities throughout the school year will be provided for parents/guardians to discuss the progress of his or her child with all the child's teachers. These meetings are designed for Parents/guardians to problem-solve with the help of teachers to determine strategies to maximize the performance of his or her child.

Progress Reports

All students will receive progress reports in the middle of the trimester (more often if they are not doing well). The progress report is *not* part of the student's formal academic record. Rather, it is an opportunity to communicate with parents/guardians about how students are doing at the halfway point in the marking period. Progress reports will include both a letter grade indicating the student's grade and individual teacher comments discussing the content covered in class and the student's performance. Teachers can also request conferences with parents/guardians, and parents/guardians may call or request a conference with any teacher at any point in the year.

Final Grades

The final, year-end grade for a course is the average of the three marking periods. Grades are rounded to the nearest whole number. Beginning in the sixth grade, all students will take a final exam. In the 6th grade, students will take a English Language Arts final and a math final. In the 7th grade, students will take a final in all four, core subjects – English Language Arts, Math, Science, and Social Studies. In the 8th grade, students will take as many as five finals that could include a final project. 8th Grade Finals will be completed prior to attending the End-of-Year Field trip.

Standardized Testing

The school uses the standardized test and other instruments periodically to assess student needs and performance. Once a year, the school will publish the school-wide results of these tests. Parents/ guardians will be informed about the performance of their individual students.

Benchmark Assessments

Students take ***six scheduled*** benchmark assessments throughout the year. This data is used to get a sense of how much students have learned. This data will be shared with students and parents. We measure progress by the amount of improvement is made over the course of the year in addition to overall achievement and demonstrated mastery.

Field Lessons (Field Trips)

The Field Lessons component of S.A.C. Prep's school program is one of the most exciting. In addition to taking one to two field trips during the school year, students will plan for and take an end of the year field trip that they all "earn." End of the year Field Lessons are designed to expose students to things they might not have experienced before while also connecting it to something they have learned during the year and might include camping trips and trips to visit local colleges.

It should be noted that **field trips are not compulsory and must be earned**. Students will not be allowed to attend if they fail to meet the S.A.C. Prep standards for attending field trips.. Both local and End-of-Year field trips must be "earned" throughout the year for turning in their homework on time (and signed by their parent(s)/guardian(s)), displaying the values of S.A.C. Prep, and showing effort and results in their school work and citizenship.

In order for students to attend field trips the following criteria is required:

- **Effort**
 - Having an average of **more than 70%** of Homework and classwork turned in throughout the school year for all classes.
 - Passing every class/subject with a C or better
 - No excessive unexcused absences or tardies

- **Behavior**
 - Having an average **of less than 1** timeout a week throughout the school year.
 - **No in-school or out-of school suspensions** throughout the school year.

- All balances due to S.A.C. Prep or SCUSD must be cleared (includes lunches, books, etc.)

Your child **must meet the above criteria to have the opportunity to attend** a field lesson with S.A.C. Prep.

Your child is still expected to meet the expectations outlined in our contract as well as wear uniforms while in attendance of any school sponsored event unless otherwise stated.

Parents Chaperones & Volunteers

Parents/volunteers who wish to chaperone/volunteer for field trips are required to complete the following:

- Must complete a Volunteer registration packet.
- Sign a code of conduct form.
- Complete volunteer Sex Offender Check Authorization form.
- Volunteer livescan (fingerprinted) and criminal background check Authorization.
- Volunteer interest form.
- **T.B. Test Results** must be on record before Volunteering on campus or on field trips.

All forms and background checks must be completed two weeks prior to the date of the trip or volunteering in the classroom.

Parents/Volunteers who don't complete required documents/process will not be allowed to attend the field trip, or volunteer in the classroom.

Please note that all school rules/regulations must be followed while volunteering on campus or during a field trip.

All rules/regulations will be strictly enforced.

Parents/Volunteers who fail to follow school rules/regulations, or act in a distracting manner will no longer be allowed to volunteer or visit classrooms during normal school hours.

Tutoring

Students may be able to receive extra help / tutoring during certain times of the day. Students should understand that teachers ask them to come for extra help because they care about their academic performance. Tutoring and extra help is built into the school day: volunteers and Para-educators tutors during the school day, working with teachers afterschool, and the afterschool program. In these cases, and as long as the student is applying themselves in their schoolwork, we will work with students to provide extra help with their work.

Computer / Internet Use

Our Technology curriculum will begin on a small scale and eventually be incorporated in every class in some manner by the time they finish the 8th grade. Computers are used to support learning and enhance instruction. However, all computer privileges depend on students using the technology in a responsible, efficient, ethical, and legal manner. A student may not:

- Use the Internet for any illegal purpose;
- Use profane, obscene, impolite or abusive language;
- Use the computer to bully or threaten another student
- Change computer files that do not belong to the user;
- Violate someone else's privacy;
- Share his/her password with anyone except adults at the school.

Students will not be allowed to access the Internet or use the computers until the student and a parent/guardian have signed an Internet Use agreement. Unacceptable use of the Internet will result in immediate revocation of access privileges.

IV. Code of Conduct

Commitment to the S.A.C. Prep Mission:

- To prepare all students with the knowledge, skills, and habits necessary to compete and be successful in college.

Adherence to the S.A.C. Prep Values

- Preparation
- Responsibility
- Respect
- Community
- Excellence

Adherence to the *Commitment to Excellence Form* including:

- Be on-task at **all** times during class and display your SOL (Sit up straight, On task and track the speaker, and Listen).
- Be organized and prepared for **all** classes. All students should bring at least 4 sharpened pencils with erasers, and paper in their notebooks. Work should always be completed and presented neatly. The S.A.C. Prep Heading should be used on all papers. Finally, all papers should be kept neatly in binders and folders with the proper heading (Assignment title on Left Margin and name, date, & “Be prepared.” on the Right Margin).
- Respond appropriately to all questions.
- Conduct oneself in an orderly manner, demonstrating respect to the educational mission while at S.A.C. Prep or at a S.A.C. Prep function.
- Do the right thing without being told.

The school seeks to remedy misconduct, in appropriate cases, by allowing for a variety of in-house disciplinary actions that could include:

- Additional assignments to be completed at home and/or at school;
- Detention after school;
- Mandatory homework study hall after school;
- Loss of incentives and school trips; and
- Student Plans, where a plan is created to help the student by developing clear goals, clear measures for how their efforts in meeting the goals will be evaluated, and what the consequences will be if the goals are not met as well as the incentives to be received if met. These plans are created with the input from both the student and the parent(s), and in some cases the school counselor. These plans are designed for both academic and behavioral intervention – as “failure” in either area can lead to discipline problems out of student frustration or unclear expectations by teachers or parents/guardians.

By creating the following standards and procedures for suspensions and expulsions, Sol Aureus College Preparatory ensures that no student presents a danger to people or property, disrupts school activities, or threatens campus peace, safety or security.

Personal Belongings

Students **are not allowed** to have the following items at school:

Gum	Candy
Soda	Any illegal substance
Weapons and toy weapons	Stuffed animals or dolls
Gameboys or any other electronic toys	Radio, I-Pods or MP3 Players, Etc.
More than \$20 cash	Jewelry (earrings – studs and small hoops for girls and small studs for boys; necklaces to be worn inside the shirt).
Beepers	Cameras
Cellular phones***	
Portable game systems	

******We know students may need to bring cell phones to school in order to get in contact with parents on their way home afterschool. While on campus phones must be shut off at all times while on campus and stored their backpack. If a cell phone is visible or in use it will be taken away and the student will receive a consequence in accordance with S.A.C. Prep's discipline policy.***

Discipline/Expectations for Conduct

Safety, order, and student discipline are fundamental to learning at Sol Aureus College Preparatory. While students need a challenging curriculum, dedicated teachers and proper materials, they must also have a secure learning environment in which they feel safe. Sol Aureus will adhere to the Commitment to Excellence as a guideline for in-class disciplinary action, suspension or expulsion of students.

Uniform/Dress Code:

All Sol Aureus College Preparatory (S.A.C. Prep) students are required to wear the S.A.C. Prep uniform every day. The uniform consists of a variety of S.A.C. Prep shirts, available for sale at cost from the school. In addition to wearing the S.A.C. Prep shirts, the S.A.C. Prep uniform policy consists of the following regulations:

Shirts:

To be tucked in at all times so that the belt is always visible 360 degrees.

- Solid color** and can only be **White, Navy Blue, or S.A.C. Prep shirts.**
- Long sleeve shirts worn underneath are allowed in colder months.

Pants, Skirts, & Skorts:

Must be Navy Blue and of "uniform" quality- no denim or jeans.

- Skorts must go below their fingertips.
- Skirts must fall below the knees.
- Leggings/Tights/Stockings worn underneath skirts must be solid colors (black, white, or navy blue). **Patterns are not allowed.**

Jackets/Sweatshirts/Hoodies:

What is allowed in the classroom:

- ONLY** S.A.C. Prep hoodies are allowed to be worn inside the classroom.
- Black, White, or Navy Blue** sweaters are allowed inside the classroom.

What is **NOT** allowed in the classroom:

- All jackets, sweaters, or hoodies that are **NOT** S.A.C. Prep are **NOT** allowed to be worn inside the classroom.
- ***All jackets, sweaters, or hoodies can be worn outside of the classroom*****

Shoes:

Tennis shoes or casual shoes are required.

- No open-toed shoes are allowed, sandals/flip-flops, ie.
- No high heels or thick-soled shoes that exceed an inch in height.
- No shoes that extend above the ankle. If shoes are worn pants must be able to fit over and cover the shoes.
- No red or bright blue shoelaces are allowed, No red shoes.
- No winter fashion boots ("furry boots") or boots that extend above the ankle are to be worn to school.
- Rain boots (rubber boots) may be worn on rainy days.
- Socks must match and must be a solid color (black, white, or navy blue). **No brightly colored socks.**

Fridays:

- College Shirts/hoodies/jackets/t-shirts can only be worn on Fridays.

Other accessories:

- *Belt- Must be plain (not too thick or thin) in the colors of black, brown, or navy blue **ONLY** (no other colors are allowed)
- no name plates, big belt buckles, "studs" or spikes or any other designs are allowed on the belts.
- *Jewelry- Hoop earrings cannot be larger than a quarter. Key chains, necklaces, and other jewelry worn around the neck must be worn underneath the shirt.
- *Make-up is not allowed.
- *Hats, caps, do-rags, bandanas, or headbands of any kind are not allowed.
- *Jackets, hoodies, sweatshirts, t-shirts, pants, beanies, etc. with professional sports logos are not allowed.
- *NO PROFESSIONAL SPORTS ATTIRE AT ANYTIME (any items with a professional/amateur sports affiliation: NFL, NBA, NHL, UNIVERSITIES, Etc.).**

If a student arrives at school in violation of uniform policy the student will get a Uniform Violation Notice. Students who receive 3 Uniform Violation Notices will serve lunch detention.

Continued violation of the uniform policy will result in disciplinary actions.

Cell Phone Rules and Consequences

Phones must be shut off at all times while on campus and stored their backpack.

1st Violation

- Parent notified
- Phone taken away for the day
- No extracurricular activities that day (or the next day of the violation occurs at the end of the day)

2nd Violation

- Parent must pick up the phone
- 1 day of in-school suspension
- Loss of extracurricular activities for 5 days

3rd Violation

- Phone confiscated and phone cannot be brought to school. ***[Administration can accommodate a parent request for student to be allowed to continue bring phone to school for safety reasons. If administration approves, student may check phone in upon arrival in the office or with Assistant Principal and can retrieve the phone at dismissal.]***
- 1 day of out-of school suspension.

Clear and constant reinforcement of student standards – as defined by the student Commitment to Excellence “contract” and the Parent/Student Handbook – help to create the kind of safe learning environment needed by many of the students the school serves. By starting each school year early (before Labor Day) students are acculturated to these values and expectations prior to the onset of the traditional academic year. By doing so, Sol Aureus creates a school environment in which inappropriate behavior is recognized by teachers, parents and students as harmful to the interests of all and, therefore, not acceptable. These expectations are presented and reinforced consistently.

Disenrolling/Transfers

Students will be able to withdraw from S.A.C. Prep at any point in time and return to their local zoned public school or any other school to which they can gain admissions.

When disenrolling/transferring, parents must notify the school as soon as possible.

When notifying the school parents should have the following:

- Completed disenrollment form
- Name, address, & phone number of the School/District that the student will be enrolling.

Referrals

Students who behave in a manner which may not warrant a suspension, but disrupts the learning environment of the classroom will receive a referral to the office. Once in the office, the administrative staff will issue consequences to the student.

A student may receive a referral for the following (but not limited to) reasons:

- Not working on assignments as instructed
- Making noises
- Rude/Disrespectful language towards another student, and/or teacher
- Arriving unprepared for class (not having notebooks, paper, pencils, etc.)
- Throwing items
- Refusing to follow directions

When a student receives a referral from the office the parent(s)/guardian(s) will be notified via an automated phone call, text message, and email.

A copy of the referral will be sent home with the student that is to be signed by a parent/guardian, and returned to the office.

Students who receive 3 or more referrals in a week may placed on in-school suspension, or suspended from school.

If a student displays continued or repeated disruptive behavior a mandatory parent meeting will be scheduled with the Principal.

Suspensions

S.A.C. Prep adheres to the S.A.C. Prep Commitment To Excellence Form as a guideline for in-class disciplinary action, suspension, or expulsion of students. The explicit guidelines presented in this handbook also provide consequences for in-class disciplinary actions that include, but are not limited to:

- **Take-a-Break** – Students are allowed to stay in the classroom and are sent to a designated area of the classroom to take a “cooling off” or reflection period for up to 5 minutes before returning to their seat in class.
- **Time Outs** – sitting away from the group or being sent to another classroom for a short time.
- **Referrals** – Students are sent to the Assistant Principal or Principal to determine consequences along with a phone call to parents/guardians.
- **In-School Suspension** – Students spending the day in the office to do work or spending the day in the Assistant Principal’s classroom.

In addition, students may be subject to any of the disciplinary actions listed below if it is determined that they committed any of the infractions listed below and/or listed in the S.A.C. Prep Commitment To Excellence Form:

"Suspensions" shall refer to the removal of a student from school for disciplinary reasons for a period of five or fewer days.

"Expulsions" shall refer to the permanent removal of a student from school for disciplinary reasons.

A student who is determined to have broken the S.A.C. Prep Commitment To Excellence Form or has committed any of the infractions listed below shall be subject minimally to a suspension, unless the School Leader determines that an exception should be made based on the individual circumstances of the incident and the student's disciplinary record. Depending upon the severity of the infraction, the student may be subject to expulsion or referral to the appropriate law enforcement agencies.

Disciplinary Infractions include but are not limited to the following:

- Fighting, Fighting in retaliation or instigation/antagonizing of a fight
- Bullying or harassing another students or staff member, including acts committed via the Internet, social media, text messages or email.
- Attempt to assault any student or staff member.
- Assaulting any student or staff member
- Vandalize or destruction of school property, or property of others, causing minor damage.
- Endanger the physical safety of another by the use of force, or threats of force, which reasonably places the victim in fear of imminent bodily injury.
- Engage in conduct, which disrupts school or classroom activity, or endanger or threaten to endanger the health, safety, welfare, or morals of others.
- Engage in insubordination.
- Lying to Teacher or other staff members.
- Failures to complete assignments, carry out directions, or comply with disciplinary sanctions or a. teacher or staff member
- Cheat on assignments, quizzes, exams, or commit plagiarism.
- Use of forged notes, excuses or guardian's signature.
- Steal, or attempt to steal, or possess property known by the student to be stolen.
- Commit extortion.
- Engage in gambling.
- Trespass on school property.
- Abuse school property or equipment.
- Use obscene or abusive language or gestures.
- Engage in acts of verbal or physical sexual harassment.
- Engage in acts of verbal or physical intimidation or harassment.
- Make a false bomb threat or pull a false emergency alarm.
- Possess tobacco or alcohol.
- Possess pagers, beepers, or portable/cellular telephones not being used for Instructional purposes.
- Wear inappropriate, insufficient, or disruptive clothing or attire, or violate the S.A.C. Prep Student Dress Code.
- Refuse to identify himself/herself to school personnel.
- Commit any other act which school officials reasonably conclude disrupts the learning environment of the school.
- Repeatedly commit minor behavioral infractions which, in aggregate, may be considered an infraction' subject to formal disciplinary action.

Procedures for Suspension

- A School Administrator, or a person designated by Administration, may impose a suspension.
- Before imposing a suspension, a School Administrator shall verbally inform the student of the suspension, the reason for it, and whether it will be served in school or out of school.
- The student shall be given an opportunity to deny or explain charges. The School Administrator shall also notify the parent(s) or guardian(s) in writing that the student has been suspended from school. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of the suspension at the last known address.
- Where possible, notification also shall be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident, or incidents, which resulted in the suspension and shall offer the opportunity for an informal conference with the School Administrator (within 24 hours or the next business day if on a weekend or after a holiday).
- At the parents request, notification can be translated into the dominant language spoken by the parent(s) or guardian(s) and arrangements can be made for an interpreter to be present for informal conferences in the dominant language of the parent(s) of guardian(s).

Expulsions

A student who is determined to have committed any of the infractions listed below shall be subject to expulsion and/or referral to law enforcement authorities.

Disciplinary infractions include but are not limited to the following:

- Possess, use, attempt to use, or transfer of any firearm, knife, razor blade, explosive, mace, tear gas, or other dangerous object of no reasonable use to the student in school.*
- Commit, or attempt to commit arson on school property.
- Possess, sell, distribute or use any alcoholic beverage, controlled substance, imitation controlled substance, or marijuana on school property or at school-sponsored events.
- Assault any other student or staff member.
- Intentionally causes physical injury to another person, except when student's actions are reasonably necessary to protect him or herself from injury. Vandalize school property causing major damage.
- Commit any act that school officials reasonably conclude warrants an expulsion.

If a child is being considered for expulsion from S.A.C. Prep, the Principal shall provide written notice to the student and his or her parent(s) or guardian(s) that the student is being considered for expulsion. Such notice also shall set a time and place for an informal conference with the Principal and shall inform the parent(s) or guardian(s) of their right to be accompanied by an individual of their choice. Except for those items that, under state and federal law, require immediate expulsion, the Principal may not expel a student unless a prior written and verbal warning for expulsion has been issued to both the student and his/her parent or guardian. In that "final warning", documentation must appear which clearly demonstrates which aspects of the S.A.C. Prep Commitment to Excellence Form have been violated and why these violations warrant expulsion if continued. If, following the informal conference, the Principal maintains that the student should be expelled, the Principal shall issue a recommendation of expulsion to S.A.C. Prep's Board of Directors, which shall include a description of the behavior and/or academic problems indicative of the need for expulsion, a description of the alternatives explored, and prior action taken to resolve the problem. The parents, should they so choose to do so, can also present materials to the Board. The Board will meet to make a determination within 30 school days of the initial submission to the Board and then render a formal decision.

Alternate Instruction

Students who are suspended during the expulsion process will be provided with alternative instruction. Arrangements will be made between the school and each individual family for the delivery of services, pick-up/delivery of work, and the making up of any missed assignments and classroom instructional support.

Due Process Procedures

Students with disabilities have the same rights and responsibilities as other students, and may be disciplined for the same behavioral offenses listed above. A manifest determination meeting will be scheduled for students with an IEP to determine if any of the disciplinary infractions the student is cited for are the result of their identified learning difference – as described in their IEP.

Human Rights Policy

S.A.C. Prep brings together a diverse group of individuals. It is guided by the principle that respect and consideration for all individuals is foremost in all school activities. It is unlawful to discriminate against any individual based on race, color, religion, sex, nationality, and sexual orientation, age or handicap status. S.A.C. Prep is not only obligated to uphold the law concerning equal opportunity but regards the spirit of these laws to be the very core of its values. S.A.C. Prep wishes to stress that it is the responsibility of every member of the S.A.C. Prep community to observe and uphold the principles of equal opportunity as they affect staff, faculty and students in all aspects of school life. It is the responsibility of every member of the S.A.C. Prep community to actively promote appropriate workplace behavior. Any form of coercion or harassment that insults the dignity of others or impedes their freedom to work and learn will not be tolerated. Any such form of coercion or harassment will result in appropriate discipline, up to and including, discharge.

Abuse

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment *immediately* when they have “reasonable cause to believe that a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect – and that a caregiver either committed the harm or should have taken steps to prevent the child from harm.”

No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.

Harassment

S.A.C. Prep is committed to equitable and swift resolution of harassment issues. Any student or employee experiencing harassment should follow any or all of these measures:

1. Let the offender know you want the behavior to stop. Be clear and direct. Do not apologize.
2. If you are not comfortable confronting the offender alone, ask a friend to accompany you, or write a letter to the offender, keeping a copy.
3. Make a record of when, where, and how you were mistreated; include witnesses (if any), direct quotations, and other evidence.
4. Students should notify the Principal, or if they are uncomfortable doing so, they should speak with another adult.
5. If you are an adult, notify the Principal or any member of the Board of Directors.

As soon as possible, the adult notified will report to the Board of Directors and Principal. The Director or Board will notify the authorities, if necessary. The Director of Board will appoint a small group to investigate the matter in a swift and equitable manner. The group will bring a recommendation to the Board. The Principal will communicate the final decision directly to the parties involved.

V. STAFF DIRECTORY

School Contact Information

Main number: (916) 421-0600
Fax number: (916) 421-0601
Website: www.sacprep.org
General Inquires: information@sacprep.org

Director of Operations / Principal: Norman G. Hernandez
nhernandez@sacprep.org

Director of Curriculum & Instruction / Principal: Judy Yang
jyang@sacprep.org

Your child's teacher(s):

Teacher _____ Ph. # _____

Email address _____

Teacher _____ Ph. # _____

Email address _____

Teacher _____ Ph. # _____

Email address _____

Teacher _____ Ph. # _____

Email address _____