

SOL AUREUS COLLEGE PREPARATORY

Parent/Student Handbook 2008-09



Prepare for college. Prepare for life.

Dear Parents and Students,

As we start our 6th year, we have promoted 2 classes of 8th graders – the Class of 2011 is starting their sophomore year of high school and the Class of 2012 is starting their freshman year. S.A.C. Prep students are enrolled in a variety of competitive, college preparatory high schools throughout Sacramento. The goal is to prepare our students for post-secondary educational opportunities such as four year colleges and universities, junior colleges, and trade and technical schools.

S.A.C. Prep works hard to foster an environment in which every child can learn and succeed. This handbook has been designed to communicate the basic policies and expectations that must be followed to ensure that each child meets the high expectations set for them. Please go over the policies with your child(ren) and keep this handbook handy so that you may refer to it as necessary.

Let's work together to make this a memorable year!

Sincerely,

Alton B. Nelson, Jr.
Founder and Principal

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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.

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 our selves.

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 community of Oak Park and Sacramento.

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.

The Five Pillars

The school continues to use the KIPP (Knowledge Is Power Program) principles of the Five Pillars¹:

1. **High Expectations**

Clearly defined and measurable high expectations for academic achievement and conduct.

2. **Choice & Commitment**

Students, their parents, and the faculty choose to participate in the program. No one is assigned or forced to attend. Everyone must make and uphold a commitment to the school and to each other to put in the time and effort required to achieve success.

3. **More Time**

By extending the school day, week and year, students have more time in the classroom to acquire the knowledge and skills that will prepare them for competitive high schools and colleges, as well as more opportunities to engage in diverse educational experiences.

4. **Power to Lead**

Great school leaders are effective academic and organizational leaders. They have control over their school budget and personnel, allowing them maximum effectiveness in helping students learn.

5. **Focus on Results**

An unrelenting focus on high student performance on standardized tests and other objective measures.

Students are expected to achieve a level of academic aptitude that will enable them to succeed at the nation's best high schools and colleges.¹

¹ www.kipp.org

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.

Please print name(s) here: _____

Please sign here: X _____

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.

REPONSIBILITY

- 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.

Please print name(s) here: _____

Please sign here: X _____

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".

Please print name(s) here: _____

Please sign here: X _____

II. GENERAL INFORMATION

S.A.C. Prep Calendar

School Start/ End Dates

- New Student Orientation – August 20-22, 2008
- Fall Trimester Starts – August 25, 2008
- Fall Trimester Ends – November 14, 2008
- Winter Trimester Begins – November 17, 2008
- Winter Trimester Ends – February 27, 2009
- Spring Trimester Begins – March 2, 2009
- Year Ends – June 11, 2009

Student Holidays

- **Labor Day** –Monday, September 1, 2008
- **Veteran’s Day** – Friday, November 11, 2008
- **Thanksgiving Break** – Wednesday, November 26 – Sunday, November 30, 2008
- **Winter Holiday Break** – Saturday, December 22, 2007 – Sunday, January 4, 2009
- **Martin Luther King, Jr. Holiday** – Monday, January 12, 2009
- **President’s Day Holiday** – Monday, February 23, 2009
- **Spring Break** – Saturday, April 4 – Sunday, April 12 2009
- **Memorial Day** – Monday, May 25, 2009

Early Release Days – Classes end at Noon

- Friday, September 5, 2008
- Friday, October 17, 2008
- Friday, November 7, 2008
- Friday, December 5, 2008
- Friday, January 23, 2009
- Friday, February 13, 2009
- Friday, March 6, 2009
- Friday, April 24, 2009

Teacher In-Service Days – NO SCHOOL

- September 18, 2008
- December 19, 2008
- March 20, 2009
- May 22, 2009

Daily School Schedule

Students should aim for 7:30 a.m. as the start of the school day every day. If students want breakfast they should arrive by 7:15 a.m. After 7:30 a.m. breakfast is no longer served. Students will begin to enter into their 1st period classrooms starting at 7:30 a.m. Students may arrive as early as 7:00 a.m.

- Mon. through Thu. – 7:30 a.m. to 4:00 p.m.
- Fridays – 7:30 a.m. to 2:30 p.m.
- Saturday School – 8:30 a.m. to 12:00 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 Meadowview 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.

Lunch

All families must fill out a federal free/reduced lunch form by August 25, 2008 (or within one week of enrolling if they enroll after the school year has started. Families that qualify will receive a free/reduced pricing for breakfast and lunch. Those who wish to buy meals must pay the full price on a daily, weekly, or monthly basis. Those prices will be available in the fall. For full-pay breakfast and lunch, the daily meal price is about \$4.50 per day (subject to change in the fall. 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 items from the meals they bring from home.

Snacks

All students are provided daily afternoon snacks between 2:00 p.m. and 2:30 p.m. Snacks are free for all of the students.

Health

State law requires that all children entering elementary school be immunized. Parents should be able to provide evidence of their child(ren)'s up-to-date immunization record. These requirements can be waived only if a properly signed health or religious exemption is filed with the school.

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. 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. 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.

If a child needs to have medicine administered to them during the school day a note needs to be provided including instructions.

Please be sure that the school has up to date contact and health information. If your child has needs we do not know about, we cannot provide for those needs. If your child has an emergency, we must be able to reach you.

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.*

Family Involvement

In addition to the duties listed in the signed contract, parents are expected to 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. Failure to attend these meetings can jeopardize your child(ren)'s good standing at the school. 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.

All Parent Meetings

All parents/guardians are required to attend the scheduled "All 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.

Procedure for Parent/Guardian Concerns

If a parent has a concern or disagreement, they should 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 regular 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 and 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. You should feel free to contact any of your child's teachers regarding his/her progress at any time.

Attendance

Students are expected to attend classes every day except for illness or family emergency.

S.A.C. Prep students arrive between 7:00 A.M. to 7:30 A.M. every day (Mon. – Fri.); remain at school until 4:00 p.m. Monday through Thursday and until 2:30 P.M. on Friday. S.A.C. Prep students arrive at school at 8:30 A.M. on Saturday and remain until 12:00P.M.

If a student is going to be absent, the parent/guardian should call the main school number and talk with the Office Manager, Principal, or leave a message. If a student is not in homeroom and the school has not been notified that he or she will be absent, his or her parent or guardian will be called that morning.

Upon the student's return to school, whether it is the next day or on some day after, the student is expected to bring a signed note from his or her parent or guardian including the date or time and a legitimate reason for the absence. Approval of excused absences is made by the administration.

Since missing class affects academic achievement, repeated absences may be reflected in the student's grades. If a student is repeatedly absent the teacher, Principal, and the parent or guardian will meet to address the issue.

More than 15 unexcused absences by a student in one school year will result in repeating the grade over again.

Truancy

All unexcused absences are considered *truancies*.

Tardiness

Students are expected to arrive on time to school and to every class everyday.

Arriving at school more than 30 minutes past the start of school (7:30 AM) results in a Tardy. 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. If you anticipate having problems getting your child to school by 7:30 a.m. due to additional morning obligations, please discuss this with the Principal in advance to work out a plan.

Homework

Students are expected to complete their homework every night and/or call a teacher to ask for help.

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. If a student discovers that s/he will be unable to complete an assignment, s/he must contact the teacher by phone no later than 8:00 p.m.

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.

Make-Up Work

Students are expected to make up all missed assignments.

It is the student's responsibility to consult with each of his/her teachers to make sure s/he is aware of all assignments. The time generally allowed to complete this work will be the number of days the student was absent. For example, if a student was absent for one day, then he or she will have one day to make up any missed work.

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 an in-school suspension of 1-3 days depending on the severity of the incident. Repeated cheating could result in an expulsion.

Home Visits

S.A.C. Prep teachers and the school counselor make home visits during the school year. Teachers will be looking to make a connection with the families in a less formal way and gather more information that might help the student learn better such as creating a space in the home for the student to do their homework.

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), and 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.

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 come to attend parent teacher conferences. If these meetings take place throughout the quarter 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 quarter (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. If a student receives a yearly grade lower than 72, he or she fails that course for the year. Beginning in the sixth grade, all students will take a final exam. In the 6th grade, students will take a Reading Comprehension/Writing 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 by May 29, 2009.

Standardized Testing

Sol Aureus administers a standardized test in English Language Arts, Math, and Algebra (in 8th grade) through the STAR Test, which included the California Standards Test (CST) and the CAT/6 Test in the 5th and 7th grades. The CST is a state test that assesses how well students have learned content and skills found in the CA Curriculum Standards. 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.

Field Lessons

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. Both local and end of the year field trips must be "earned" by saving the Sol Dollars that they earn 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.

Sol Stamps

Sol Stamps are used to motivate and reward students, not punish them. Paychecks are also used to teach students about delayed gratification, saving, and financial management. *Sol Stamps* can be used to buy:

- School supplies from the student store
- Occasional special privileges
- Field Trips

S.A.C. Prep students earn Sol Stamps positive behavior for the following 5 categories: **homework, attendance, preparation, citizenship, and participation**. Sol Stamps are used as a way to recognize and reward positive choices and positive behavior.

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 day during the 5th grade year. In subsequent years, students may be taking an elective at the end of the day. 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 and 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 are given two forms of passwords for the two different programs we use here at S.A.C. Prep:

Study Island

- Students are given a unique student id and password to log in to the system to complete assignments here at school or outside of school. Their passwords are not to be shared with other students as system tracks individual student data that the teachers use to provide targeted support to students.

Principle Data Systems/Achieve Technologies

- This company has set up a S.A.C. Prep web portal page that students and parents can access student grades from their teachers' online gradebooks, a calendar of events, and school news.
- Students are given unique user id's and log-in passwords to access this information.

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 or Walkman or MP3 Player
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	
Cellular phones (unless used to call parents)	

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.

Uniforms/Dress Code

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

The S.A.C. Prep uniform is to be worn at all times (please see the list below). Long sleeve shirts worn underneath are allowed in colder months if they shirts are in good condition, a solid color, and can only be white, gray, or black. Unless the room temperature inside is too cold, jackets, sweaters, and sweatshirts are not to be worn over the uniform unless it is a S.A.C. Prep sweatshirt or the student is outside.

- Shirts are to be worn tucked in at all times so that the belt is always visible 360 degrees.
- All pants must be worn with a belt that “fits” around the waist (cannot be too small or too large).
- The belts must be in a formal dress or casual belt style (not too thick or thin) in the colors of black, brown, or blue ONLY (no other colors are allowed) – no name plates or big belt buckles.
- All clothes are to be as neat and clean as possible.
- Closed-toed shoes are to be worn at all times - no sandals/flip-flops. Tennis shoes or casual shoes are preferable.
- Key chains, necklaces, and other jewelry worn around the neck must be worn underneath the shirt.
- Hoop earrings cannot larger than a quarter.
- Hats, caps, do-rags, bandanas, or headbands or any kind are not allowed.
- Make-up is not allowed.

Girls

- Pants, skirts, and skorts must be blue and of “uniform” quality – no denim or jeans.
- Shoes – No high heels or thick-soled shoes that exceed an inch in height.
- Girls may also wear skorts that go below their fingertips and skirts as long as the skirt falls below their knees.

Boys

- Pants must be blue and of “uniform” quality – no denim or jeans.
- Shoes – No thick-soled shoes that exceed an inch in height.

Cell Phone Rules and Consequences

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 held for the remainder of the school year
- 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.

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.

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:

- Time Outs – sitting away from the group or being sent to another classroom for 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.

Suspensions

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 the following:

- Attempt to assault any student or staff member.
- Vandalize school property causing minor damage.
- Endanger the physical safety of another by the use or force of 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.
- Fail to complete assignments, carry out directions, or comply with disciplinary sanctions.
- Cheat on quizzes, exams, or commit plagiarism.
- Use forged notes or excuses.
- 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.
- 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

The School Leader may impose a suspension. Before imposing a suspension, the School Leader 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 Leader also shall immediately 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 Leader (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).

Expulsion

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 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
Principal/Founder: (916) 396-9143; sacprep@att.net
Your child's teachers:

Teacher _____ Ph. #

Teacher _____ Ph. #

Teacher _____ Ph. #

Teacher _____ Ph. #

Teacher _____ Ph. #

Teacher _____ Ph. #
