



## **7-12th Grade Student Handbook**

**2017-2018**

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## **School Information**

### **Mission & Vision**

To honor God by preparing students for academic success and a lifetime of service.

Our vision is that Sacramento Adventist Academy be recognized for its excellence and renowned for its Christ-centered learning environment where every student and faculty member:

- Develops a personal relationship with Christ,
- Embraces an enthusiasm for lifelong learning,
- Creates an energizing academic faith community,
- Maintains positive emotional, physical, intellectual and spiritual priorities,
- Involves themselves in a life of service,
- Supports a financially responsible educational program, and
- Promotes an emotionally healthy and physically safe school environment.

While pursuing our vision, we will live by our values and develop an emotionally and physically safe environment in which people are filled with a passion for learning and healthy relationships.

### **Accreditation**

Sacramento Adventist Academy is accredited by the Western Association of Secondary Schools and Colleges and the Accrediting Association of the Seventh-day Adventist Schools, Colleges, and Universities.

### **The North American Division and Pacific Union**

Sacramento Adventist Academy is an entity of the Seventh-day Adventist Church and the Adventist education system. The North American Division and Pacific Union serve in the roles of policy-making and upholding Adventist education philosophy. Teacher-certification credentials are issued and monitored by the Northern California Conference Office of Education.

### **Northern California Conference & K-12 Board of Education**

The Northern California Conference is the legal owner of Sacramento Adventist Academy—including the property and buildings. The conference employs the faculty and staff and maintains the official denominational-employment records. The conference also provides an annual education subsidy for the school and may provide professional development for educators. The Northern California Conference K-12 Board of Education provides consent on items such as financial plans, the school calendar, student-dismissal appeals, and employment issues relative to hiring and termination.

## **Superintendent of Education**

Bill Keresoma, superintendent of education, and Albert Miller, associate superintendent of education, are the liaisons between the Northern California Conference Executive Committee and the Sacramento Adventist Academy school board. He manages teacher training and professional-education initiatives of the conference, and monitors educational policy.

## **School Board**

The Sacramento Adventist Academy board determines the long-term vision and the goals of the school—developing policy, fostering relationships with each of the school’s stakeholders, and establishing resources to support the school mission. The board is the governing body that contracts management of the school.

# Admissions

## Lifestyle Commitment

Parents/guardians and students of Sacramento Adventist Academy, agree to support the efforts of the administration, faculty and staff to provide a positive, safe, and orderly environment. They agree to read, become familiar with, and follow the policies outlined in the student handbook.

Students are expected to be responsible for their conduct on and off campus and to:

- Seek to develop physical, mental, and spiritual energies to serve and honor God
- Respect and protect the rights of all people including photos and recordings
- Practice principles of honesty, integrity, and morality
- Refuse to use or support the use of tobacco, alcohol, or any harmful drugs
- Endeavor to positively influence and assist fellow students in supporting these ideals

The success of Sacramento Adventist Academy depends in large measure, on the fullest cooperation between parents/guardians, students, faculty, staff, and administration. Parents/guardians and students are encouraged to call and/or email faculty, staff, and administration whenever clarification or an explanation of activities or policies is needed.

## Non-Discrimination

In respect to policies, scholarships, or other school-administered programs, Sacramento Adventist Academy does not discriminate on the basis of race, religion, gender, or social standing. Sacramento Adventist Academy admits single students of any race, nationality, ethnicity, or religion to all activities generally accorded or made available to students. Students of a religious persuasion other than Seventh-day Adventist Christians are welcome to apply, as long as they agree to uphold the ideals, standards, and principles as set forth in this handbook.

## Application & Acceptance Process

The following steps must be completed before an application can be reviewed by the Admissions Committee. All application forms should be submitted to the school's front office.

1. Complete the online application.
  - a. Can be accessed on the school website ([www.sacaa.org](http://www.sacaa.org), click 'Apply', then click 'Apply Now')
  - b. Requires a \$50/non-refundable electronic payment
  - c. Requires a \$300/non-refundable electronic payment for International Students (see below)
2. Submit three recommendation forms.
  - a. Applies to grades 3-12
  - b. Recommendation forms should not be completed by family members and/or friends
3. Submit a copy of the child's birth certificate.
  - a. Applies to grades K-2

4. Submit a copy of the child's most recent academic report.
  - a. Report card for grades 1-9
  - b. High school transcript for grades 10-12
5. Schedule and complete an academic assessment (reading comprehension and math computation).
  - a. Assessments are required for all students entering 3rd-8th grade
  - b. Assessments can be scheduled with the principal by email - [mjakobsons@sacaa.org](mailto:mjakobsons@sacaa.org)
  - c. In order to be accepted, students must score within one grade level of the grade to which they are applying on both the reading and math tests
6. Complete an interview with the principal and/or vice principal.

When the steps listed above are completed, the principal will make a recommendation to the Admissions Committee and an email notification will be made to the student and parent indicating the committee's decision.

All new students are accepted on a probationary status for the first quarter grading period. All students entering Kindergarten must be five years of age by September 1 of the current calendar year. First grade students must be six on or before September 1 of the current calendar year. K-1st grade students will be evaluated for proper placement during the first two weeks of school.

## **Enrollment**

After a student has been accepted, the following steps must be completed before that student can be enrolled in classes. All enrollment forms should be submitted to the front office.

Complete & Submit:

1. The Emergency Release Form
2. The Off Campus Activity Form
3. Up-to-date immunization records (see Immunizations for a complete list of required immunizations)
4. Student Physical Exam (all new students and those entering 7th and 10th grade)
5. California State Law (AB4848)
  - a. Must include a scoliosis exam
6. Sports Physical Exam (applies to 6th-12th grade students that wish to participate in athletics)

## **International Students**

International students should apply early for admission in order to meet visa, passport, and customs processing deadlines. I-20 documents take between 4-5 weeks to process. International students are expected to be proficient in English and must demonstrate proficiency in an interview with the principal and/or vice principal during the application process. Additionally, all international students must have a local guardian/sponsor in the United States.

In order for a student's online application to be processed, the following information must also be submitted:

1. Personal reference forms (may not be completed by a family member)



2. An official report card/transcript, translated into English, from previous schools
  - a. All courses will be accepted on a pass/fail basis and only those courses deemed necessary for graduation will be accepted
3. Bank statement or certification letter indicating necessary funds are available
  - a. International students are required to pay all tuition fees before an I-20 is issued
4. Completed NAIS form (issued by the Northern California Conference)
5. A current medical and immunization record.(see Immunizations for a complete list of required immunizations)
6. International Student Sponsor Host Information form
  - a. The name, address and telephone number of the United States guardian/sponsor must be listed on the form
7. Current physical exam (completed by a physician)
  - a. Must be completed within 3 months of application

## **Immunizations**

Sacramento Adventist Academy is required to verify immunization records for all new student admissions in Kindergarten through 12th grade and all students advancing to 7th grade before entry. Parents must show their child's Immunization Record as proof of immunization.

Students admitted at ages 4-6 years are required to have the following immunizations:

- Diphtheria, Tetanus, and Pertussis (DTaP, DTP, or DT) —5 doses
  - (4 doses OK if one was given on or after 4th birthday)
- Polio (OPV or IPV)—4 doses
  - (3 doses OK if one was given on or after 4th birthday)
- Hepatitis B—3 doses
- Measles, Mumps, and Rubella (MMR)—2 doses
  - (Both given on or after 1st birthday)
- Varicella (Chickenpox)—1 dose

Students admitted at ages 7-17 years are required to have the following immunizations:

- Diphtheria, Tetanus, and Pertussis (DTaP, DTP, DT, Tdap, or Td)—4 doses
  - (3 doses OK if last dose was given on or after 2nd birthday)
- Polio (OPV or IPV)—4 doses
  - (3 doses OK if one was given on or after 2nd birthday)
- Measles, Mumps, and Rubella (MMR)—1 dose
  - (2 doses required at 7th grade)
- Varicella (chickenpox)
  - (Admission at ages 7-12 years need 1 dose; ages 13-17 years need 2 doses)
- Tetanus, Diphtheria, and Pertussis (Tdap) —1 dose at 7th grade or out-of-state transfer admission at 8th–12th grades
  - (1 dose on or after the 7th birthday)

## **Personal Belief Exemption**

In keeping with the State of California's updated school vaccination law (SB 277) all students must be fully vaccinated, regardless of their parents' personal or religious beliefs after January 1, 2016. For students who hold a personal belief exemption to vaccinations, signed and dated prior to January 1, 2016, that exemption will continue to be valid until their next vaccination checkpoint, Kindergarten or 7th grade, even when transferring to or from another school. At their next vaccination checkpoint, Kindergarten or 7th grade, these students will need to receive all mandatory vaccinations unless they can provide a medical exemption to immunization letter, completed by a physician. Students who do not have a personal belief exemption form on file, prior to January 1, 2016, are required to receive all mandatory vaccinations. Students who will be in Kindergarten or 7th grade need to have all mandatory vaccinations unless they can provide a medical exemption to immunization letter, completed by a physician.

## Academic Information & Policies

### Academic Integrity Policy

Sacramento Adventist Academy is committed to encouraging students to experience the joy of accomplishment in school and their personal lives, to discover their full potential, to value an atmosphere of trust and respect, to assume responsibility for their own ethical and moral behavior, and to foster ethical and moral behavior in others.

In the pursuit of this ideal, Sacramento Adventist Academy has developed an honesty policy which reflects this commitment and acknowledges the following:

- Academic honesty is a shared responsibility among students, parents/guardians, and school staff.
- The many students who do not cheat are adversely affected by those who do.
- Students are under more pressure than ever to achieve high grades.
- Teachers must create conditions which encourage ethical and moral behavior.
- There is a need for students to experience rewards for good ethical and moral behavior.
- Students experience lasting growth through the process of individual creation and thinking.

Cheating includes, but is not limited to, the following:

- Claiming credit for work which is not one's own (copying homework/tests/quizzes/etc. from others, allowing others to copy homework/tests/quizzes/etc., using other's projects, etc.)
- Allowing others to claim credit for the work (allowing others to view another student's homework or assignments, etc.).
- Using notes or other unauthorized material, or being involved in unauthorized communication during a test or exam.
- Copying published works without proper source attribution (including the downloading of computer files) either directly or with only minor editing.
- Deceptive submission of work for one class that has already been accepted for credit, in its present form, in another class.

Students who cheat at Sacramento Adventist Academy will be subject to the following three-step consequences:

1. First Offense:
  - a. Student receives a zero grade for that assignment
  - b. If involved in student leadership, student is placed on two week administrative leave from position and remains on probation through the following quarter (9 weeks)
  - c. If involved in athletics, student receives a one game suspension
  - d. Student writes essay explaining decision to cheat
  - e. Incident is recorded in student's discipline record
  - f. Teacher contacts parent/guardian and notifies administration
2. Second Offense:

- a. Student receives a zero grade for that assignment
  - b. If involved in student leadership, student forfeits position for remainder of the school year
  - c. If involved in athletics, student receives a one week suspension
  - d. Incident is recorded in student's discipline record
  - e. Teacher contacts parent/guardian.
  - f. Administration schedules meeting with parents/guardians, student and teacher
    - i. Student submits written appeal to administration prior to meeting
    - ii. Student subject to additional disciplinary action (*See Major Discipline*)
3. Third Offense:
- a. Student receives a zero grade for that assignment
  - b. If involved in student leadership, student forfeits position for remainder of the school year
  - c. If involved in athletics, student receives a one week suspension
  - d. Incident is recorded in student's discipline record
  - e. Teacher contacts parent/guardian.
  - f. Administration schedules meeting with parents/guardians, student and teacher
    - i. Student submits written appeal to administration prior to meeting
    - ii. Student subject to additional disciplinary action (*See Major Discipline*)

In cases of additional or more serious cheating (cheating on a culminating semester project, final exam, or standardized test) the student will immediately fail the course and no credit will be earned.

Each year in attendance at SAA should be considered a new start for students but academic integrity is incredibly important. If a student is cited for academic dishonesty one year and returns to SAA the following year, they will begin the year at Step 2 if are cited for academic dishonesty again. (Example: A student might be cited for academic dishonesty in Geometry. When they return the following year and are again cited for academic dishonesty, this time in English III, the student would begin at Step 2 even though the citation was the first of that school year.)

### **Acceleration (7th Grade)**

It is possible for students to apply for an accelerated program. Interested students should contact the vice principal of academics for further details and instructions as soon as possible, and at least one year prior to the planned acceleration.

To accelerate, a student must:

- Have an Iowa Assessment average, composite placing them at or above the 90<sup>th</sup> percentile
- Demonstrate to school faculty, administration, and their parents satisfactory evidence of academic, emotional, and social readiness for acceleration

If these two requirements are met, the school will submit a written request for acceleration to the Northern California Conference (NCC) Office of Education. Written approval from the NCC Office of Education must be on file at SAA in order for a student to bypass one grade and accelerate to the next.

If a student is accepted to accelerate, they must maintain average or above level of achievement to stay in the acceleration program.

### **Accommodations (504s, IEPs & MAPs)**

Sacramento Adventist Academy recognizes the specific and changing needs of students with learning challenges and whenever possible, will implement an existing 504 or IEP. In cases where a student is struggling academically and a 504 or IEP has not been implemented, a Student Study Team (SST) will seek to determine their individual needs and develop a structured plan to meet those needs (through the creation of a Modified Action Plan). The SST consists of parents/guardians, teachers, students (when appropriate) and administration.

SSTs will review 504s, IEPs and MAPs on a monthly basis and should be considered a source for the following: ideas for interventions, suggestions for accommodations, recommendations for evaluations\*, and to facilitate discussion as to how to best provide access to the curriculum. The SST may provide individual students and parents/legal guardians with specific instruction that addresses the student's academic needs.

The initial SST meeting may be called/scheduled by a teacher, parent, administrator or, in some instances, a student. Subsequent SST meetings will be scheduled on a monthly basis in order to monitor continued student achievement. Parents/legal guardians and students are encouraged to advocate for the consistent and complete implementation of a 504, IEP and MAP and should communicate directly with their child's teacher and/or the administration if implementation is not consistent and/or complete.

\*A student's local school district and/or an approved educational psychologist or interventionist is an acceptable evaluation source.

### **Probation (Academic)**

If a student receives two Ds or one F during a quarter grading period (9 weeks), they may be placed on Academic Probation and their progress will be closely monitored in the upcoming quarter grading period. At the conclusion of the next quarter grading period, the student's academic progress will be reviewed. At that time, a student may continue on probation, be granted regular status, or be asked to withdraw from SAA.

Students placed on academic probation may: go through the SST process (See *Accommodations*), have their course load adjusted, forfeit their leadership office, or be suspended from an athletic team.

## **Classes Offered (7th & 8th Grade)**

All students enrolled in 7th and 8th grade will receive instruction in certain core classes. All course curriculum is based on the North American Division Education Curriculum Standards and Guides and can be accessed at the web addresses listed below:

<http://adventisteducation.org/curriculum/elementary/standards> (Elementary standards)

[http://adventisteducation.org/curriculum/elementary/curriculum\\_guides](http://adventisteducation.org/curriculum/elementary/curriculum_guides) (Curriculum guides)

## **Correspondence, Local & Online Courses (Typically during the Summer Break)**

Students are encouraged to continue their academic/learning experience throughout the school year and during the summer months (June/July). Students and parents/guardians are encouraged to speak with the vice principal of academics when considering correspondence, local, and online courses. All off-campus courses taken to satisfy graduation requirements must have prior approval of the administration and must be taken from educational institutions which are accredited and approved by the Pacific Union Conference Office of Education.

When prior approval for an off-site course has not been obtained, Sacramento Adventist Academy has the option of withholding credit and also reserves the right to ask a student to take an appropriate achievement test to ascertain the level of skill achieved. With prior, written administrative approval a student may be granted permission to enroll in an off-campus course(s) at a local secondary school, college/university, and/or correspondence/online school.

The criteria for granting a request include:

1. The course is not offered at Sacramento Adventist Academy.
2. The student is not able to take the course because of schedule conflicts.
3. The student needs to retake a course.
4. The student qualifies for early graduation and this will create an overload.
  - a. See Ed Code C27-116

Off-campus (includes correspondence and online courses) courses should be taken only from accredited schools as approved by the Pacific Union Conference Office of Education.

## **Dual Credit, Proficiency Exams, Independent Study**

For information on dual credit, proficiency exams, and independent study courses, students should speak to the vice principal of academics and review the Pacific Union Conference Education Code.

## **Grade Placement**

Sacramento Adventist Academy reserves the right to place students in the appropriate grade level. Appropriate grade placement is a fundamental principle of education. Grade placement for all students is determined by chronological age, emotional/physical and social readiness, and scholastic

achievement. Students must have 60 credits to be considered a sophomore, 120 credits to be a junior, and 180 credits to be a senior.

### Grade Scale and Grade Point Averages

The following grade scale is used for all subjects in 7th-12th grade. Additionally, a system of honor points is used to determine a student’s grade point average in 9th-12th grade.

\*A letter grade of D will be recorded on a student’s transcript but no GPA advantage is awarded.

\*\*Students that have not completed coursework due to extenuating circumstances may receive an “I” grade - Incomplete. Deadlines for the completion of work will be established by the vice principal of academics and the teacher. For the benefit of the student, deadlines will not extend beyond two-weeks after the conclusion of a grading period.

<b>Grade</b>	<b>Percent</b>	<b>Honor Points (9-12 grades)</b>	<b>AP Honor Points (11-12)</b>
<b>A</b>	93-100%	4.00	5.00
<b>A-</b>	90-92%	3.70	4.70
<b>B+</b>	87-89%	3.30	4.30
<b>B</b>	83-86%	3.00	4.00
<b>B-</b>	80-82%	2.70	3.70
<b>C+</b>	77-79%	2.30	3.30
<b>C</b>	73-76%	2.00	3.00
<b>C-</b>	70-72%	1.70	2.70
<b>*D+</b>	67-69%	1.30	*
<b>*D</b>	63-66%	1.00	*
<b>*D-</b>	60-62%	0.70	*
<b>F</b>	0-59%	0	-
<b>**I</b>	Incompletes - See Below		

## Graduation Requirements (8th Grade)

Sacramento Adventist Academy requires all 8th grade students to successfully complete all eighth grade subjects. Students must maintain a cumulative grade average of a C or higher with no failing grades.

## Required & Elective Courses (7th & 8th Grade)

Required			*Music Electives
Art	Bible	English	Band
Math	Physical Ed.	Reading	Choir
Spanish	Science	Social Studies	Handbells
Robotics		Music*	String Ensemble

## Graduation Requirements (9th-12th Grade)

Sacramento Adventist Academy offers two diplomas, a general diploma and an advanced diploma. Earning a diploma from Sacramento Adventist Academy is contingent upon a student successfully completing all required and elective courses necessary to earning the minimum number of credits for a general or advanced diploma from accredited secondary schools, being enrolled during the final semester of the school year immediately prior to graduation, and having satisfactory conduct and attendance.

A one-semester core class equals five credits. Five credits equal .5 Carnegie units. A one-year core class equals ten credits. Ten credits equal 1 Carnegie unit.

\* 5 credits of Religion for every semester in a Seventh-day Adventist secondary school

\*\* Algebra I is required for a General Diploma and Algebra I and Geometry are required for an Advanced Diploma

\*\*\*Physical Science and Biology are minimum requirements for the General Diploma. Two laboratory classes are required for the Advanced Diploma.



\*\*\*\*Twenty-five clock hours (minimum) of community service are required for graduation for each year in attendance at SAA. Community service may only be reported during the school year, or summer prior to, in which it was performed. Community service hours cannot be earned when working for a family member or when a student receives compensation. Students are encouraged to balance their community service hours between a variety of places, including but not limited to: their neighborhoods, local business, churches, and SAA. Students may not apply more than 50 service hours at SAA toward the 100 minimum required for graduation.

<b>9-12 Graduation Requirements</b>		
<b>Discipline</b>	<b>General Diploma</b>	<b>Advanced Diploma</b>
<b>Religion</b> Religion I, II, III & IV	40 credits*	40 credits*
<b>English</b> English I, II, American Literature, British Literature, AP English Literature, & AP English Language & Comp.	40 credits	40 credits
<b>Mathematics</b> Algebra I, Geometry, Algebra II, Trigonometry, Pre- Calculus, Statistics, & AP Calculus	20 credits**	30 credits**
<b>Science</b> Physical Science, Biology, Chemistry, Physics, Anatomy/Physiology, AP Biology	20 credits***	30 credits***
<b>Social Studies</b> World History, Geography, United States History & Government/Economics	30 credits	30 credits
<b>Foreign Language</b> Spanish I & II	-	20 credits
<b>Physical Education</b> Physical Education I & II & Independent Study	30 credits	30 credits
<b>Health</b>	5 credits	5 credits
<b>Fine Arts</b> Band, Bel Canto, Bells, Choir, Ceramics, Drawing and Painting, Jazz Band, &	10 credits	20 credits

Strings		
<b>Technology</b> Computer Applications, Microsoft Word, Programming, Website, & AP Computer Science A	10 credits	10 credits
<b>Applied Arts</b> Audio Engineering, Film, Life Skills, Photography Robotics & Yearbook & Yearbook	10 credits	10 credits
<b>Electives</b>	25 credits	15 credits
<b>Total Credits</b>	240 credits	280 credits
<b>Community Service</b>	100 hours****	100 hours****
<b>Grade Point Average</b>	1.75	2.75

## Records Release and Retention

It is also the policy of Sacramento Adventist Academy to:

1. Release directory information upon written request to other Seventh-day Adventist Institutions. Transcript requests are required in writing and must include a signature and date. Each school year requests for the unofficial transcripts of graduating seniors are made by La Sierra University and Pacific Union College. SAA withholds the right to automatically send unofficial transcripts to these institutions of higher learning. If a student, parent/guardian wishes for these records to not be sent they must provide a written request to the administration. All requests will be honored. Sacramento Adventist Academy reserves the right to use directory information as deemed necessary.
2. Retain cumulative folders (grades K-8) indefinitely. As a private, religious school that does not accept federal funding, SAA is not subject to the provisions of the Federal Educational Rights and Privacy Act (FERPA). However, student records will be made available to authorized personnel, the student, and the parent/legal guardian. Records requests should be made to the administration.
3. Retain student transcripts (9th-12th grade) indefinitely. Transcript requests are required in writing and must include a signature and date. The first transcript after senior graduation will be issued free of charge. A \$5 fee is required for each additional transcript.

## Report Cards (7th & 8th Grade)

The school year is divided into four quarters of approximately nine weeks. Grades are recorded each quarter indicating the student's progress and distributed to their parents/legal guardians in the form of a Report Card. A final grade is given at the conclusion of the 4<sup>th</sup> quarter by averaging the grades received at the conclusion of each quarter.

## **Schedules**

The vice principal of academics is responsible for the construction of the 7th-12th Grade Master Schedule as well individual student schedules. Changes to a student's class schedule requires the completion of an Add/Drop Form. This form is obtained from the front office and requires the signature of teacher(s), parents/guardians, and the vice principal of academics.

\*Note the following policies:

- A minimum of one music class per semester (7th & 8th Grade)
- A minimum semester course load is 25 credits (9th-12th Grade)
- A maximum semester course load is 40 credits (9th-12th Grade)
- Students may not add a class after the second week of a semester
- Students may not drop a class, including music lessons, after four and-a-half weeks into the semester without approval from the administration
- Students who withdraw from a class after the drop date will not receive a grade or partial credit for the class
- Students who drop a class after the drop date will receive a W (Withdraw) on their transcript (9th-12th Grade)

\*The administration may consider exceptions to these policies for unusual circumstances.

## **Standardized Testing**

Each Fall Sacramento Adventist Academy administers the Iowa Assessments achievement test to grades 3-9 & 11. The results of this assessment informs instructional decisions and aids the teacher and parent/guardian in assessing student achievement.

In addition, SAA administers the PSAT, SAT and ACT tests. The results of these tests inform instructional and programming decisions each school year. The PSAT is required for all 11th grade students. Although not required, students are encouraged to speak with the vice principal of academics about the SAT and ACT tests.

## **Student Learner Outcomes**

In order to more accurately assess individual students, programs, and the overall success of the school, SAA relies on Schoolwide Learner Outcomes (SLOs). Individual SLOs are highlighted each week, during chapels, in classroom newsletters, and are referenced frequently by teachers in the construction of lesson plans. Student progress in achievement of the SLOs is documented weekly through the use of portfolios.

**A Sacramento Adventist Academy graduate is:**

**An emerging Christ follower who:**

- A1 Studies the Bible with an emerging understanding of scripture.
- A2 Develops a vibrant, life-giving personal relationship with God.
- A3 Demonstrates Christian values including compassion, tolerance, justice, and respect.
- A4 Demonstrates an understanding of the fundamental beliefs of the Seventh-day Adventist Church.

**A life-long learner, and independent thinker who:**

- B1 Welcomes continued educational development and demonstrates an enthusiasm for knowledge.
- B2 Adapts learned knowledge to real life experiences.
- B3 Demonstrates resourcefulness in dealing with challenges.
- B4 Appreciates aesthetic beauty, the fine arts, and various cultures.
- B5 Utilizes logical thinking through technology, engineering, and programming.
- B6 Reasons independently, thinks critically and constructively, and is a problem solver.
- B7 Demonstrates self-direction and initiative.

**A physically and mentally healthy person who:**

- C1 Has a positive sense of self-worth.
- C2 Assesses his/her own need for self-improvement.
- C3 Is able to deal with life experiences rationally and reasonably.
- C4 Recognizes peer pressure and how to deal with it.
- C5 Appreciates and practices the importance of healthy life-style choices like good fitness and nutritional choices.
- C6 Recognizes and appreciates the talents and skills of him/herself and others.
- C7 Understands that a healthy body is necessary in developing an alert and active mind.

**An effective communicator who:**

- D1 Interprets and communicates written information.
- D2 Expresses written thoughts clearly, using correct grammar, syntax, and mechanics.
- D3 Speaks competently in public.
- D4 Employs critical listening skills.
- D5 Understands and uses technology responsibly.
- D6 Uses communication as a means of conflict resolution and expresses emotions in a constructive manner.
- D7 Recognizes and understands non-verbal communication.

**A moral and ethical individual who:**

- E1 Speaks out to defend what is right.
- E2 Participates in community service.
- E3 Develops self-control and a sense of responsibility for one's actions.
- E4 Shows accountability, independence, and courage in making moral decisions.

## **Transcripts (9th-12th Grade)**

The school year is divided into two semesters of approximately, eighteen weeks. Final grades are recorded on transcripts at the conclusion of each semester. Final grades for 1st Semester and 2nd Semester stand independent of one another.

## **Transfer Credits**

Students transferring from a home school, a non-accredited school, or a correspondence school not approved by the Pacific Union Conference may receive credit towards graduation for those courses on a pass/fail basis with no honor points computed.

## **Withdrawal or Severance**

Students who withdraw from school must fill out all required withdrawal forms, which are distributed by the principal at the request of parent/legal guardian. Withdrawal or severance of a student is not complete without clearance from the principal. All withdrawal forms require a parent/legal guardian signature.

Following the withdrawal or severance of a student who is required by state law to be enrolled in school (all students ages 6-18 years are required to attend school in the State of California), the principal will ascertain that the student has entered another school as stipulated by state law. If the student fails to do this within the required time period, the principal will notify the attendance officer of the local public school district. Following the withdrawal or severance of any nonresident student enrolled on a student visa, the principal will notify the appropriate immigration officials.

Students that are asked to withdraw, or willfully sever ties, are not allowed on campus without prior approval by the principal. Students wishing to re-enroll must complete at least one successful semester elsewhere before being considered for readmission.

# Attendance

## Rationale

All Sacramento Adventist Academy (SAA) students should attend class to establish a pattern of responsibility to meet day-to-day appointments, share ideas by way of participation and self-expression, and keep up with daily assignments, and lectures. Each day, teachers provide activities, labs, tests, quizzes, and discussions that enhance and measure the learning experience of their students. For a student to miss even one day will impact their educational experience. Students that demonstrate consistency and reliability in attendance are successful academically.

Parents/guardians and students are expected to demonstrate honor and integrity in all attendance matters. The following attendance policy has been constructed to enhance a student's ability to succeed.

## Excused Absences and Tardies:

1. **Death in the Immediate Family**
2. **Court Appearances**
  - a. Applies primarily to mandatory appearances but non-mandatory may also be excused.
3. **Illness**
  - a. Students must be fever free for 24 hours before returning to school.
  - b. Students that miss more than 10 days due to illness must petition to have the additional absences excused.
4. **Medical/Dental Appointments**
  - a. Should be scheduled outside of class time whenever possible.
5. **School Sponsored Activities**
  - a. Athletics, field trips, music performances, etc.
6. **Family Days**
  - a. Students are awarded 4 each year.
7. **College Visits**
  - a. 11th and 12th grade students are awarded 2 college visits each year.

In the case of unexpected illness, parents should call the front office, (916) 481-2300, or send an email to [office@sacaa.org](mailto:office@sacaa.org) by 9:00 a.m. on the day of the absence or tardy. Following a tardy or absence due to medical, dental, or court appointments, the student is required to bring a written excuse from the doctor, dentist, or court verifying the tardy or absence along with the parent/guardian's signature. Written excuses must be submitted to the front office within 5 days of the absence or tardy. Any unexcused tardies or absences not excused within 5 days will remain unexcused. Excuses for illness lasting longer than five consecutive days must be physician-certified. Students who miss class must contact their teacher within one day of returning to determine what was covered in class during their absence.

Students that repeatedly miss class will be subject to review by the administration and may forfeit class credit for lack of attendance. More specifically, students that miss more than 10% of a class, for any reason, must petition the administration to receive credit for the class.

### **Grade Scale (Attendance)**

Students will be assigned an attendance grade at the conclusion of each quarter grading period (9 weeks). Attendance grades will start of each quarter grading period. Although included on the report card, attendance grades do not impact a student's Grade Point Average.

The quarterly attendance point breakdown is as follows:

- Each unexcused tardy equals 1 point
- Each unexcused absence equals 3 points.

Grades will be assigned using the following scale:

<b>A</b>	<b>1-9 points</b>
<b>B</b>	<b>10-18 points</b>
<b>C</b>	<b>19-27 points</b>
<b>D</b>	<b>28-36 points</b>
<b>F</b>	<b>37 or more points</b>

### **Missed Assignments**

In the case of an unexcused absence or tardy - homework, quizzes, tests, and/or participation points can be made up only at the discretion of the teacher. Be sure to communicate with your student's teacher for their policy on late work due to unexcused absences or tardies. It is the responsibility of the student to contact the teacher for missing work. This should be done prior to a pre-arranged absence and within one day of returning from an unplanned absence.

### **Prearranged Absences (Family Days)**

Generally, these are absences for family activities that cannot be scheduled outside of class time. In the event that an absence from class needs to be prearranged, parents/guardians should follow these steps:

#### **Steps:**

1. Pick up a Pre-arranged Absence Form from the front office.
2. Sign the Pre-arranged Absence Form as verification of the absence(s).
3. Submit the form to the front office for approval two weeks in advance of the absence(s).
4. The parent/guardian or student requests missed assignments from teacher(s).

## **Tardiness**

When tardy to class, it is the responsibility of both the parent/legal guardian and the student to bring a note of excuse to the front office. When held late by a teacher, staff member or administrator, the student should communicate as much to their teacher and submit a written note to the front office for the tardy to be excused. A student who misses more than ten minutes of any class is counted absent for that class period.

## **Truancy**

An absence from school without the knowledge and consent of parents/guardians and school officials is considered truancy. Under state law, a student who, without a valid excuse, is absent from school for three full days in one school year, or is tardy or absent for more than 30 minutes during the school day on three occasions in one school year, is considered truant.

Once a student is designated as truant, state law requires that Sacramento Adventist Academy intervene to ensure that parents and students receive certain services to assist them in complying with attendance laws. In the event that interventions fail - meaning parents/guardians still do not send a child to school or a student misses an unlawful amount of school - the matter will be referred to the Sacramento County Court.

All missed assignments and quizzes/tests as a result of truancy will be given a zero grade.



## **Conduct & Discipline**

### **Grievance/Problem Solving Procedure**

Sacramento Adventist Academy recognizes that parents and other school patrons have a right to discuss grievances against the school. However, the school also recognizes that an orderly procedure for resolution of a grievance is essential. In all aspects of grievance procedures, the student is the prime concern.

The following steps, based on the Biblical model found in Matthew 18:15-17, will be used for resolving any differences.

- Schedule a conference with the teacher/staff member.
- If not resolved, schedule a conference with the teacher and the Principal.
- If not resolved, request another conference, which shall include one or more of the following: school board chairperson, pastor, or NCC Office of Education representative.

If not resolved, request a school board review. The issue to be reviewed must be submitted in writing at least one week prior to the next Board meeting. Should the problem involve a school employee, it shall be reviewed in executive session. A final resolution will be made at this level. All parties will be officially notified in writing of the Board's decision. Should the grievance be lodged against the spouse or family member of a faculty/staff member, they must remove herself/himself from the decision-making process relative to the issue at hand.

### **Bullying and Harassment (Includes Sexual Harassment)**

Sacramento Adventist Academy is committed to creating a school environment of respect, kindness, and love - an environment free from all forms of bullying and harassment. Faculty, staff, and administration are to set the tone by modeling an atmosphere of inclusion and acceptance. They will also provide protection for any student experiencing victimization of any kind.

A zero-tolerance policy prohibits behaviors including:

- Harassment or isolation of individuals or groups, even in jest
- Verbal, \*sexual, psychological, or physical aggression toward an individual or group
- Non-contact bullying or harassment via cell phones or other mobile devices, email, and websites

\*Sexual harassment of any student by another student or any employee, or other person under the supervision of the school is unlawful and is prohibited. Teachers are encouraged to discuss this topic with students in an age appropriate manner. Any student that engages in sexual harassment shall be subject to disciplinary action, up to and including dismissal. Any employee who permits or engages in sexual harassment may be subject to disciplinary action, up to and including termination.

Sexual harassment is defined as unwelcome sexual advances or requests, and other conduct of a sexual nature that is offensive. It can be spoken, written, electronic, or physical behavior. It includes offensive pictures, graffiti, jokes, and gestures.

Sexual harassment occurs when the offensive behavior or material creates a hostile environment. If subjection to offensive sexual conduct is made a condition of academic status, progress, benefits, honors, or activities, it is sexual harassment.

Individuals who feel that they have been bullied/harassed should do one of the following:

1. Report the incident to a faculty or staff member (If the bullying/harassment is between students)
2. Report the incident to the principal or vice principal (If the bullying/harassment comes from an adult)

The administration will promptly investigate all reports of bullying/harassment. Upon completion of the investigation, the administration will make written findings and conclusions as to each allegation of bullying/harassment and report the findings and conclusions to those involved and the appropriate school board representative.

The following principles will guide the response to all reports of bullying/harassment:

1. Reports are taken seriously.
2. Reports will be investigated promptly and include documentation.
3. Findings uncovered in the investigation are confidential.
4. All investigations will be age appropriate.
5. Discipline will fit the behavior and age of the offender.
6. Retaliation against individuals involved in the investigation process will not be tolerated.

## **Cell Phones and Personal Media Devices**

The guiding principle governing cell phones and personal media devices during the school day is that they improve a student's ability to communicate and learn. Non-verbal, oral or written communication, on and off campus, including video, pictures and graphics on classroom computers, personal computers, smartphones or other media devices, must demonstrate a positive purpose and basic Christian principles of decency. Should the school become aware that a student has been communicating inappropriate content on or off campus or misrepresenting the Christian values of the school in communication, the student will be subject to disciplinary action. (See *Lifestyle Commitment*)

Cell phones and media devices should be secured in purses, pockets, backpacks, or student lockers throughout the school day unless permission is given by a faculty, staff or administrator for the student to use the phone or device.

Students are permitted to reasonably and appropriately use cell phones and personal media devices outside of classes, work, assemblies, chapels and other school events so long as the use of the cell

phones and devices does not create a disturbance or distract the student from being productive.

- Students are not to stream or view television shows or movies while on campus during the school day
- When using a cell phone or personal device to listen to music or view a video clip, students must use earbuds/headphones
- Groups of students should not congregate around a cell phone or personal media device
- Social media apps and sites are not to be accessed while classes are in session

The school day is defined as 8:00 am to 3:30 pm Monday-Thursday and 8:00 am to 12:30 pm on Friday, and extends to the time that a student is enrolled in After School Care. Cell phones and devices are not permitted in After School Care unless permission is given by the director.

*No cell phones, cameras, video recorders, or other devices that can be used to record or transfer images may be used in the locker rooms or bathrooms at any time. Faculty and staff are to confiscate cell phones and media devices used in violation of these guidelines. (For violations See Major Discipline)*

### **Misuse of Cell Phones and Personal Media Devices**

The following three step process will be followed for minor misuse of cell phones or personal media devices. A third offense may result in additional disciplinary action.

<b>Step 1 - First Offense</b>	<ul style="list-style-type: none"> <li>● The phone/device is confiscated and the incident is recorded in the student’s discipline record.</li> <li>● The phone/device is held in the office for the duration of the school day.</li> </ul>
<b>Step 2 - Second Offense</b>	<ul style="list-style-type: none"> <li>● The phone/device is confiscated and the incident is recorded in the student’s discipline record.</li> <li>● The phone/device is held in the office until parents/guardians communicate with school administration.</li> </ul>
<b>Step 3 - Third Offense</b>	<ul style="list-style-type: none"> <li>● The phone/device is confiscated and the incident is recorded in the student’s discipline record.</li> <li>● The phone/device is held in the office until parents/guardians meet with the school administration.</li> </ul>

### **Dress Code**

Sacramento Adventist Academy has a dress code policy that provides guidelines for student dress to be clean, neat, appropriate, and modest. External appearance and conduct are not to be interpreted as the essence of Christianity, but a dress and conduct code is important to school decorum. If the following guidelines are kept in mind, the clothing selection process will be easier. All students should dress appropriately for a safe campus environment and an atmosphere conducive to learning and personal appearance should not detract from the teaching/learning process. The support of parents/guardians is both appreciated and expected.

All faculty and staff members have the right to declare student attire inappropriate for school. Dress standards apply to all those participating in school-sponsored activities, which includes banquets\*, athletics events, and other weekend and evening programs.

The following bulleted list, offers a quick guide to the dress code and should not be considered complete:

- Footwear must be worn on all occasions on campus, as well as at all school-sponsored activities.
  - Flip flops may be worn, but for safety reasons, students wearing flip flops may be restricted from participating in certain activities.
- Clothing must be modest in style with appropriate necklines (front and back) and arm openings.
  - Sleeveless shirts are allowed when the straps are at least 3 inches or larger.
  - Undergarments or clothing with the appearance of underclothing are inappropriate as outerwear; any underwear showing is inappropriate.
  - Midriffs should be covered at all times. Midriffs should not be seen when sitting or standing or when the arms are raised above the head.
  - Tight fitting garments are not acceptable - leggings are appropriate only if a shirt/dress worn with them hangs knee level or below.
  - Acceptable shorts, skirts, and dresses are at knee level or below.
- Rings, earrings, toe rings, bellybutton rings, bracelets, anklets, necklaces, pocket chains, and tattoos (permanent or temporary) are unacceptable.
- Sunglasses and hats are unacceptable for indoor wear.
- Athletic clothing is permitted during the school day so long as it meets the above/below requirements.
  - Physical Education uniforms and pajamas are inappropriate general campus wear.
  - Sport specific athletic clothing (bicycle and swimming gear, yoga pants, leggings, and tights) is only permitted during athletic practices and competitions. Modesty should be considered when selecting sport specific clothing.
  - All swimwear should be modest (Speedos and two-piece bathing suits are not allowed).
- Hair is to be neat and clean and should be kept a natural color.

\*Banquet dress code allows for skirt and dress lengths to be within three inches of the knee and for straps on shirts/dresses to be no less than one inch in width.

## **Dress Code Violation**

A notice of a dress code violation may be given if a student is not properly dressed according to the above guidelines. Dress code violations will be entered in a student's discipline record. Student's receiving three dress code violations during a quarter grading period (9 weeks) will be subject to major disciplinary action (See *Major Discipline*).

## **Discipline**

Discipline is designed to be redemptive, remedial, and corrective rather than punitive. The attitude of providing what is best for the student and what impacts the learning process the least, should be evident in every act of discipline.

All members of the school faculty and staff share in the responsibility for the supervision of student conduct. Individual faculty and staff members handle minor discipline issues. Repeated offenses or major infractions of school rules are to be handled by the administration and may involve the school board.

## **Discipline Record Keeping**

Faculty and staff members will record violations of the school's student-conduct policy in the student's discipline record. All incidents will be communicated to the student, parents/guardians, and the principal on the same day as the event.

Serious infractions that require major discipline will be reported to the principal immediately. If a student's behavior results in repeated offenses or has a detrimental influence on other students, they may be asked to withdraw from school. (See *Major Discipline* for additional information.)

## **Major Discipline - Suspension or Expulsion**

**Suspension** - A student may be suspended for repeated offenses when other procedures have not been effective. Written evidence of prior corrective measures and parental notification will be maintained in the student's discipline record. In the case of a serious act or violation of school regulations, the principal may suspend a student from school, even though there has been no prior serious misbehavior. Written notification of the length of the suspension will be provided to parents/guardians.

**Expulsion** - The following actions presume the student shall be expelled:

1. Intentionally causing serious injury to another (verbally, physically, emotionally) not in self-defense.
2. Possession of a firearm at school or school activities.
3. Possession of a bomb.
4. Sale or distribution of a controlled substance.
5. Theft (through the use of force and/or fear).
6. Assault or battery upon any school employee.
7. Sexual assault or battery.
8. Brandishing a knife at another person.
9. Using a cell phone, camera or media device to transfer images from restrooms/locker rooms.

Continuing a student who has violated the provisions of this section shall only be done when considering the totality of circumstances including the student's history and amenability to change,

the principal or Community Relations and Student Life Committee (CRSLC) determines that expulsion is inappropriate and does not recommend it.

The following actions may form the basis for expulsion when the principal or CRSLC, considering the totality of circumstances including the history of the student, determines the student is not amenable to improving their behavior and the student's continued presence constitutes a threat to the safety and/or welfare of the students or a substantial disruption of the school environment.

1. Major or repeated theft at school.
2. Possession and/or use of controlled substances including alcohol and tobacco, especially continued use after attempt to assist the student has failed.
3. Severe or repeated sexual harassment, sexual or otherwise, of other students. Harassment can be spoken, written, physical, and/or distributed through electronic means.
4. Persistently advocating atheism and/or ideas that are destructive of Christian principles or the moral teachings of the Seventh-day Adventist Church.
5. Academic non-performance.
6. Intentionally causing serious damage to school property or other personal property.
7. Committing an obscene act or engaging in habitual profanity or vulgarity.
8. Willfully defying the valid authority of school personnel or students.
9. Intentionally threatening or intimidating school personnel or students.
  - a. The threats or intimidation cause reasonable fear of life or well-being or materially disrupts the school environment.
10. Acts disrupting the learning environment and school activities.
11. Sexual misconduct or the encouragement or advocacy of any form of sexual misbehavior that would undermine the Christian identity or faith mission of the Seventh-day Adventist Church.

The principal or administrative council will make a recommendation for expulsion to the Community Relations and Student Life Committee (CRSLC). The students and parents/guardians will be notified of the recommendation and of the right of a hearing. All requests for a hearing must be made in writing and, if made in writing, will be granted. The student will be suspended from school during the process leading up to the hearing.

A hearing notice will be delivered to the student and parent/guardian and will include the following:

- The fact that expulsion is being recommended.
- The factual basis of the expulsion.
- Any written documents that shall be used by the CRSLC in deciding the issue.
- A copy of the school's expulsion policy.
- The time and place of the hearing and the body conducting the hearing - CRSLC.
- Deadline for receipt of written request for a hearing.

The hearing will be closed - only members of the CRSLC may attend. The parents/guardians and student may be present until the conclusion of the evidence. Students may have persons with relevant information speak to the CRSLC - those persons shall be excluded except during their own

testimony. The principal or their designee shall present the recommendation for expulsion and the evidence supporting the recommendation.

The student and parents/guardians may:

- Hear the evidence.
- Ask questions of any witnesses or the school representative.
- Present relevant evidence.
- Make a summary statement.

After the evidence has been presented, the student and parents/guardians will be dismissed. No further evidence will be presented. The CRSLC will then deliberate and reach a conclusion. Their decision is final and should be communicated, in writing, to the student and parents/guardian.

## **Law Enforcement Involvement**

In the case of suspicion of possession of weapons, controlled substances, and/or refusal to comply by the student, law enforcement may be called to mediate or investigate the incident. The student may be immediately suspended pending further investigation. Parents/guardians will be notified when it has been necessary to involve law enforcement.

## **Network and Internet Use**

SAA is pleased to offer students access to the school network for electronic mail and internet. Access to the Internet will enable students to explore thousands of libraries and databases while exchanging messages with Internet users around the world. While the intent is to make Internet access available to further educational goals and objectives, students may, on their own, find ways to access other material as well. SAA believes that the benefits to students from access to the Internet exceed any disadvantages.

Students are responsible for good behavior on school computer networks just as they are in the classroom or school campus. Communications on the network are often public in nature. General school rules for behavior and communication apply.

The network is provided for students to conduct research and communicate with others. Access to the network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right, and responsible behavior is expected. SAA has the right and duty to monitor and restrict both the amount of time online and the sites visited. This responsibility extends to any communication to or from sites.

It is not possible to list all activity that is not permitted, but the following are examples of unacceptable behavior that extends to all technology:

- Sending or displaying offensive messages or pictures
- Distributing personal information about yourself or any other student on sites using chats, blogs, social networking, or email
- Arranging a meeting with an online contact without school or parental approval

- Using obscene language
- Harassing, insulting or stalking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another person's password or sharing your password with others
- Browsing in another person's folders, work or files
- Using profiles or any other technology to bypass the school's filtering, including using wireless networks such as mobile hotspots, etc.
- Intentionally wasting resources
- Using the network for commercial purposes

## **Substance Abuse Policy**

In compliance with California State Law (Health and Safety Code Sections 11357 and 11360) and the Pacific Union Conference Education Code 1554, SAA is firmly committed to being a drug-free school.

Sacramento Adventist Academy prohibits the possession, sale, distribution, or use of any alcoholic or drug-like substances. These substances include, but are not limited to the following: alcoholic beverages; marijuana; vaping substances; hallucinogenic substances; cocaine and cocaine-related substances; methamphetamines; narcotic drugs; and anabolic steroids. Drug paraphernalia used to administer such drugs is also prohibited. The use of any tobacco product, the abuse of household substances, including inhalants, or the misuse of prescription or nonprescription medications will also be treated as violations of the school's substance abuse policy.

By enrolling a student in SAA, parents are giving permission and consent to school personnel to search for illegal/legal drugs. This may include searches of lockers, desks, backpacks, vehicles, and any other personal possessions owned or used by the student, including clothing.

Students suspected of violating the school's substance abuse policy may be required to submit to drug testing at a clinic approved by the school's administration and will be accompanied by a school representative within 24 hours of the drug testing request - parents will be notified of the request. Parent(s) may meet student(s) and the school representative at the drug-testing site. Positive or inconclusive test results will be an expense to the parent. In case of negative test results, school personnel will assist the student in continuing a successful scholastic program. Every attempt will be made by school personnel to ensure confidentiality within the process.

A student requested to submit to drug testing may choose to withdraw from school rather than proceed.

Searches may:

- Be conducted at any time
- Be carried out without prior notification to students or parents
- Involve use of specially trained dogs and law enforcement officers



Suspicion leading to drug testing will be determined through any or all of the following:

- Firsthand or corroborated reports of substance use from students, parents, staff or individuals from the community
- Discovery of illegal substances or drug paraphernalia in the possession of the student
- Observation of erratic behavior suggesting a student is under the influence of a controlled substance
- Observation of any symptoms that may be caused by controlled substances, such as sensitivity to light, the smell of alcoholic beverages, etc.

Any student who freely approaches a counselor, administrator, teacher, coach or other staff member for help regarding a substance abuse problem will be assisted in the spirit of counseling. The same will be true for students referred to any staff member by friends for intervention. These cases will not be considered as disciplinary matters, and will be referred to a counselor and the parent/guardian.

## **Weapons**

Weapons or devices that may cause harm or injury to persons or property will not be permitted on campus or at any school sponsored function. The list includes, but is not limited to the following:

- Firecrackers
- Lighters
- Matches
- Knives
- Firearms (or look-alikes)
- Any other weapons or dangerous objects

Violations will be dealt with immediately by the administration, Fire Marshall and/or Sheriff, as appropriate to the situation, and may subject the student to severe disciplinary action. According to California state law, any explosive devices brought on campus by a student will result in immediate expulsion of that student.

## Financial Policies

### Acceptance of Financial Responsibility

To register for school, the parent/guardian must accept financial responsibility for the student, agreeing that the account will be paid regularly in accordance with the stated policies. A student transferring from another school must have his/her previous account fully paid before enrolling.

### Past Due Accounts

Sacramento Adventist Academy understands the financial commitment required to enroll a student at SAA but also expects parents/legal guardians to keep their accounts current. Past due (unpaid) student/family accounts will not be carried and must be current at the conclusion of each 9-week grading period: End of 1st Quarter - October 21, End of 2nd Quarter - January 13, End of 3rd Quarter - March 17, End of 4th Quarter - June 1.

Families are encouraged to keep in regular contact with the vice principal of finance regarding the status of their accounts and to avoid late fees (\$40).

### Supporting Churches and Organizations

Sacramento Adventist Academy is partially maintained through subsidies from the Northern California Conference of Seventh-day Adventists and the members of supporting churches and sponsoring organizations. Therefore, members of supporting Seventh-day Adventist churches and employees of supporting organizations are eligible for the subsidized rate.

Church/Organization	Website
Adventist Health - Corporate Office	<a href="http://www.adventisthealth.org">www.adventisthealth.org</a>
All Nations Seventh-day Adventist Church	<a href="http://elkgrovelaguna22.adventistchurchconnect.org">http://elkgrovelaguna22.adventistchurchconnect.org</a>
Carmichael Seventh-day Adventist Church	<a href="http://www.carmsda.org">www.carmsda.org</a>
Orangevale Seventh-day Adventist Church	<a href="http://www.ovsda.org">www.ovsda.org</a>
Roseville Seventh-day Adventist Church	<a href="http://www.rosevillesdachurch.org">www.rosevillesdachurch.org</a>
Sacramento Fijian Seventh-day Adventist Company	Being Developed
Sacramento Tongan Seventh-day Adventist Company	Being Developed
Woodside Seventh-day Adventist Church	<a href="http://www.woodsidesda.org">www.woodsidesda.org</a>

### Kindergarten-12th Grade - Annual Tuition Rates (2017-2018)

	K-6	7-8	9-12
<b>*Subsidized</b>	\$4,804	\$5,218	\$8,634
<b>Non-Subsidized</b>	\$6,524	\$7,009	\$11,285
<b>International</b>	\$8,129	\$8,547	\$13,473

### Preschool-12th Grade Discounts (Annual)

Multiple Students (Same family)	2 Students	3 or more Students
	\$150 per student	\$300 per student

Full Year in Advance	K-6	7-8	9-12
	\$175 per student	\$200 per student	\$300 per student

### Preschool (18 months – 36 months) – Monthly Rates (2017-2018)

Program	Times/Days	Rate
<b>Full Day Program</b>	7:00 am-6:00 pm (M-F)	\$950
<b>Morning Program</b>	8:00 am-12:30 pm (M-F)	\$725
<b>Afternoon Program</b>	12:30 pm-5:00 pm (M-F)	\$725
<b>4 Full Day Program</b>		\$825
<b>4 Half Day Program</b>		\$650
<b>3 Full Day Program</b>		\$725
<b>3 Half Day Program</b>		\$550
<b>2 Full Day Program</b>		\$575
<b>2 Half Day Program</b>		\$475
<b>Drop In</b>	Available by Request	\$10/ hour \$60/day

### Preschool (37 months - 5 years) - Monthly Rates (2017-2018)

Program	Times/Days	Rate
Full Day Program	7:00 am-6:00 pm (M-F)	\$725
Morning Program	8:00 am-12:30 pm (M-F)	\$550
Afternoon Program	12:30 pm-5:00 pm (M-F)	\$550
4 Full Day Program		\$650
4 Half Day Program		\$500
3 Full Day Program		\$575
3 Half Day Program		\$425
2 Full Day Program		\$450
2 Half Day Program		\$350
Drop In	Available by Request	\$10/ hour \$60/day

### SMART Tuition (Payments)

Sacramento Adventist Academy is pleased to offer parents/guardians an improved tuition/fees collection experience through the use of the tuition management system, SMART Tuition. Parents/legal guardians are expected to establish a SMART Tuition account prior to the start of each school year. All tuition and fees throughout the year can be accessed through a parent/guardian's personal account.

### Tuition Assistance

Sacramento Adventist Academy is pleased to offer tuition assistance to qualifying families. Tuition Assistance packets are available in the Business Office and must be completed in order for assistance to be awarded. Deadlines for the submission of the packets will be communicated during the 3rd Quarter of each school year. Tuition Assistance is awarded in the Spring/Summer for the upcoming school year.

## **Health Policies**

### **Medications**

Teachers are not to diagnose a health condition or give any internal medications, including aspirin, except as indicated in the following statement. Any student who is required to take medication during the regular school day as prescribed by a physician may be assisted by a school staff member if the school has on file the following:

- \*A written statement from such physician detailing the time schedules, amount, and method by which such medications is to be taken and,
- \*A written statement from the parent/guardian of the student indicating the desire that the school assist the student in matters set forth in the physician's statement.

\*A Self-Medication Administration Consent Form can be accessed at the front desk in the school's administration building.

Such medication must be delivered to the school in the original container bearing the pharmacy label. This label is to contain the name and place of business of the seller, the serial number and the date of such prescription, the name of the person for whom such a drug is prescribed, the name of the member of the medical profession who prescribed the drug, and must bear directions for use as prescribed by the member of the medical profession.

All medication must be stored safely and securely. A strict system of logging administered medications must be maintained. All medications should be returned to the parent at the end of the school year.

Authorized students may need to carry emergency medication, e.g. asthma inhalers, insulin, severe allergic reaction kits, or anticonvulsants. Documentation required for students who are allowed to carry and self-administer medication must include the signed consent of the physician, parent and student. The school office shall maintain a list of all students on medication.

If a student's medical needs change it is imperative that the parents/guardians update Renweb to provide the school with the most accurate information.

### **Physical Exams (Includes Sports Physicals)**

Physical examinations are required of all students as follows:

- Upon entering school for the first time
- At the entry of grade 7 and 10
- At least once in grades 9 and 12
- Prior to the start of an athletic season

Physical examinations shall be considered current, except scoliosis examination, if taken not more than six months prior to the start of the current school year.

# **School Sponsored Clubs, Organizations, and Teams**

## **Athletics**

The sports program at Sacramento Adventist Academy provides students with abundant opportunities for personal growth and development. Coaches, students, parents/guardians and spectators are expected to support the school's commitment to the Adventist Christian faith.

## **Philosophy of Athletics and Competition**

The athletics program is an important part of a school's academic program and helps to fulfill the overall school mission of honoring God by preparing students for academic success and a lifetime of service. Student-athletes are held to a standard of success for continued participation on athletic teams. Additionally, the athletic program seeks to enrich the student-athlete's academic experience by educating the body and mind while providing for important opportunities for character development. Through the platform of sports our teacher-coaches teach and model the following:

- A daily personal relationship with Christ
- Service to those around you and the larger community
- Development of quality relationships with teammates, coaches, and opposing teams
- Strong school pride and unity
- Development of good sportsmanship in balance with a competitive spirit
- Giving one's very best to whatever one sets out to do
- Development of strong character including traits of empathy, integrity, justice, responsibility, self-sacrifice and self-discipline
- Lifelong participation in sports and physical activity for optimal physical and mental well-being

## **Athletic Program Objectives**

1. Make Christ the center of each of our athletic teams
2. Support the overall mission and goals of the school
3. Provide an opportunity for each student-athlete to grow and develop their character
4. Provide an opportunity for each student-athlete to establish and maintain habits of good physical fitness and overall health in their life
5. Grow and encourage school and community spirit for each of our athletic teams
6. Establish a safe and inclusive environment where student-athletes can have fun and be themselves
7. Make safety a priority through clear policies and adequate training for coaches and athletic staff

## **Athletics Eligibility**

The school administration and the athletic director are responsible for maintaining the eligibility of all student athletes.

To participate the following minimum criteria must be met:

- In order to be eligible to participate in athletics, a student must have a cumulative GPA of no less than 2.00, and no failing grades the previous semester. (Students may appeal to the Athletic Director if their GPA falls below 2.00 during the previous grading period). Students are eligible to tryout and participate on a team as long as they maintain a semester grade of C- or higher in every class.
- Within the sports season if, at a two week posting, an athlete has a grade in any class below a C- the following steps will be administered. (Refer to athletic committee notes)
  1. 1st Offense - One game suspension (If the student is not able to return their grades to an acceptable status before the next posting, step two will take effect)
  2. 2nd Offense – One week suspension (In tournament situations this equals a two game suspension)
  3. 3rd Offense - Dismissal from game activities for the remainder of that sport’s season
- Attendance- If an athlete has an unexcused absence from school on a game day they will be ineligible to participate in the game activities that evening.
- Medical Clearance - Each athlete must have a CIF approved sports physical on file in the school office from within the school year that the student will be participating. Athletes must be medically cleared before participating in game activities. Parents and athletes must sign: the Concussion Awareness Form and Sudden Cardiac Arrest Awareness Form.
- Citizenship and Behavior Expectations - In order to be eligible to participate in athletics, parents and students must sign and submit a Conduct Form to the Athletic Director.. Athletes in violation of school or team rules will be evaluated on a case by case basis by the administration, the athletic director, and the head coach. School discipline (suspensions or dismissals) will extend to athletics. Additional team penalties may be enforced in addition to school discipline.

## **Student Leadership (Student Association and Class Office)**

All Sacramento Adventist Academy high school students are members of the Student Association (SA). The cost of SA membership is included in a student’s tuition. SA Officers are provided the opportunity to develop leadership in many areas such as Student Senate and SA Events. Additionally, students may take part in the leadership of their individual classes by speaking with their class sponsor at the beginning of the school year.

## **Student Leadership Eligibility**

The principal’s approval is required before a student seeks election. The principal’s decision will be based on the following criteria: citizenship (includes Christian lifestyle), attendance, and academic performance. Students are not eligible to hold more than one leadership position within a school organization (SA or class) and are not eligible to hold more than one major office in both organizations.

To qualify for a minor office, a candidate must meet the following requirements:

- Demonstrate a Christian lifestyle that is in harmony with the philosophy and goals of Sacramento Adventist Academy.
- Maintain a B or higher grade in attendance (applies to all classes and weekly chapel).
- Maintain a cumulative GPA of at least 2.25, with no more than one D and no F's in the previous 9 week/semester grading period.

To qualify for a major office (president or vice president), a candidate must meet the following requirements:

- Demonstrate a Christian lifestyle that is in harmony with the philosophy and goals of Sacramento Adventist Academy.
- Maintain an A or higher grade in attendance (applies to all classes and weekly chapel).
- Maintain a cumulative GPA of at least 2.75, with no grades below a D in the previous 9 week/semester grading period.

A student who holds an office and fails to maintain these requirements is placed on officer probation for the next quarter grading period. A student who fails to maintain the officer eligibility requirements a second time will forfeit that office for the remainder of the year. The administration and sponsor will make a final decision regarding the position. Major discipline or being placed on academic probation will result in the student forfeiting their office immediately.

### **Student Senate (Student Association)**

The SA Senate is made up of high school class representatives (Senators) and is sponsored by the vice principal of academics and chaired by the vice president of the student association. It's purpose is to serve as a liaison between the faculty, staff, student body and administration and to address student issues as they are able.

### **Robotics**

Sacramento Adventist Academy robotics teams participate in area robotics tournaments. An elementary (grades 4-7) and a high school (grades 8-12) program are available. Students involved in robotics teams must practice "Gracious Professionalism" in areas of their school experience.



## General Information

### School Hours

	Start Time	End Time
<b>*Preschool</b>	7:00 am (Monday-Friday)	6:00 pm (Monday-Friday)
<b>Kindergarten-1st Grade</b>	8:15 am (Monday-Friday)	2:30 pm (Monday-Thursday) 12:30 pm (Friday)
<b>2nd-6th Grade</b>	8:15 am (Monday-Friday)	3:15 pm (Monday-Thursday) 12:30 pm (Friday)
<b>**7th-8th Grade</b>	7:40 am (Monday-Friday)	3:40 pm (Monday-Thursday) 1:30 pm (Friday)
<b>**9th-12th Grade</b>	7:45 am (Monday-Friday)	3:45 pm (Monday-Thursday) 1:30 pm (Friday)

\*See Preschool Tuition Rates for specific program start times

\*\*May vary by individual student schedule

### Child Abuse Reporting

Faculty and staff members, as mandated reporters, are obligated to observe and report signs of child abuse and keep a written record of all the information available. Any reasonable concern must be reported.

School personnel are to disclose to the Principal known or suspected incidents of child abuse, neglect, and bullying, and are mandated to file a formal Suspected Child-Abuse Report. Information is to be shared only with those who have a role in dealing with the issue, and as such is not considered a breach of confidentiality.

### Class Trip Eligibility (8th & 12th Grade)

In order to participate in the class trip at the end of each year, students must - at the time of the trip - be passing all required courses (includes correspondence, local and online courses) for graduation and have satisfactory citizenship and attendance (B average).

### Communication & Publications

Each week Sacramento Adventist Academy publishes an e-newsletter to families entitled, *The Weekend Report*. Families are encouraged to review the newsletter as it contains valuable information about announcements, upcoming events, and changes to schedules. A detailed online calendar can be accessed by visiting the school's website - [www.sacaa.org](http://www.sacaa.org).

Each year, Sacramento Adventist Academy also publishes an annual, or yearbook. All students receive one copy; if individuals are interested in purchasing an additional copy, they should inquire at the front office.

### **College Days Trip (12<sup>th</sup> Grade)**

The trip to Pacific Union College is required. All seniors are to go in school-provided transportation. Students must meet all appointments; record will be taken. Sponsors must give approval for any alternate activities. Students are expected to follow dorm rules and curfew times. SAA social conduct and dress code will apply to SAA students while at the college.

### **Compliance - Asbestos**

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard emergency Response Act (AHER), the school buildings are periodically inspected. The current inspection findings and asbestos management plans are on file in the school administration office. An accredited management planner monitors re-inspections and recommends actions that should be taken to safely manage asbestos materials in our buildings. Asbestos materials in this school are in good condition and will continue to be managed in place, as recommended by the accredited management planner.

### **Contacting Students**

Sacramento Adventist Academy appreciates and understands that parents/guardians must contact their students. The school requests that that contact is minimized to avoid distractions during the school day. In the event that a message must be delivered to a student, parents/guardians may call the front office 916-481-2300.

### **Custody Disputes**

When there is a court document outlining custody arrangements, a copy should be provided to the school. The school will abide by the specifications of such a document. The school will remain as neutral as possible in any custody disputes. In any legal dispute between parents, school personnel will provide information to the courts, attorneys, parents, or their agents only in response to a lawful summons or subpoena.

### **Field Trips (School Sponsored Off Campus Activities)**

Sacramento Adventist Academy is pleased to offer a variety of field trips to students throughout the year. The administration fully supports the educational and recreational nature of these trips and subsidizes them accordingly. Parents/guardians are expected to cover a portion of the field trip costs throughout the school year. The total costs vary between grades and are determined at the start of each school year by the school administration in coordination with the faculty.

Field trips are designed for the benefit and enjoyment of SAA students. Non-students, siblings of students, and parents/guardians should not expect to attend all field trips. Parents/guardians wishing to attend/sponsor field trips should speak directly with their child's classroom teacher.

Field trips are considered official school days; students wishing to opt out of field trips must speak directly with their child's teacher and the administration.

## **Home and School Association**

Parents and interested individuals are encouraged to take part in school activities. This can be done by regular participation in the Home and School (SAA's Parent Teacher Association) activities which are periodically scheduled throughout the year. These activities are beneficial, and all families are encouraged to attend and support this association. In addition, parents are invited to participate in Home and School planning meetings.

## **Leaving School Grounds**

Students enrolling at SAA do so with the understanding that the school operates under a closed campus policy. No student is permitted to leave the school grounds during the school day without permission from the administration or front office staff. Students leaving campus without permission are subject to disciplinary action (See *Discipline*).

When students leave campus during the school day (which is defined as prior to 3:30 pm or after their last scheduled class Monday-Thursday and 12:30 pm or after their last scheduled class on Friday), they must sign out, and if returning, sign back in at the office. During school activities, such as field trips or athletic events, students are only allowed to leave with an approved driver (the Transportation Form can be updated through ParentsWeb).

Students in 7th-12th grade are not to enter lower elementary areas of campus without permission from a faculty, staff or administrator.

## **Library**

Library books and resources are intended for student use for the completion of daily lessons and for recreational reading. Library books will be checked out through the student's teacher. Students will be charged for unreturned books.

## **Lockers**

Lockers are assigned by the school administration and office staff, prior to the first day of school, to students in 7th-12th grades. Each student is expected to keep their locker area and locker both clean and neat. Students are to keep all belongings inside their lockers, which should be locked during the

day. Sacramento Adventist Academy assumes no responsibility for damage to or loss of personal property kept in lockers and reserves the right to inspect student lockers at any time. (See *Search*).

## **Lunch**

Lunches are to be eaten only in designated areas and students are expected to clean up after themselves each day. Microwaves are limited and parent/guardians are encouraged to pack lunches that do not require heating. Additionally, parents/guardians should pack eating utensils for their child each day.

A hot lunch fundraiser, benefitting the music department, is available on Wednesdays throughout the school year. The lunch consists of pizza (1 or 2 slices), salad, and a treat. Two portion sizes are available: 1 slice of pizza for \$3.50 and 2 slices of pizza for \$5.00.

## **Media Release**

By enrolling their child(ren) at SAA, parents give permission to photograph and/or videotape their child(ren) for appropriate use on the school's website, and various publications and printed media. Furthermore, parents understand that all rights, title and interest in the photography for said media outlets belong to the school and that they will receive no financial compensation for the use of pictures and/or videotapes. The school may edit, copy, alter, or revise the photographs and/or videotapes for use in their media outlets and will retain control over the use and distribution of the photographs and/or videotapes.

## **Parent-Teacher Conferences**

Both parents and teachers are encouraged to communicate regularly with one another regarding all aspects of the educational experience, including: attendance, academic achievement, behavior, social interaction, and spiritual development.

Additionally, each school year, SAA hosts two parent-teacher conference dates. The purpose of these conferences is:

1. To report the progress of the student in the various aspects of the school experience.
2. To gain insights from the parents/guardians which may assist the school in furthering the progress of the student.

## **Playground Rules (7th & 8th Grade)**

The following rules apply to both the lower and upper playground areas unless otherwise noted:

### **General Rules**

- Play must take place in designated areas in the presence of a teacher
- Wrestling and pulling on clothing is prohibited
- Sticks and rocks are not toys and should be left alone
- Sand and woodchips should not be thrown

- Balls and jump ropes are to be kept out of the playset areas
- All ball games should be played in designated areas
- Playsets are not be climbed from the outside
- Fenced areas, hills, wood-chipped, and planters are not play areas and should be avoided
  - Students must receive permission from a teacher before entering the fenced area under the oak tree on the lower playground
- Tag is only permitted on the upper playground playset
- Personal items (also referred to as “Show and Tell” items) should not be brought on the playground
  - Remote control cars and drones are not permitted on the playground
  - SAA is not responsible for lost, stolen or broken personal toys

#### Swings

- Only one person is permitted on a swing at a time
- Swings should be operated with both hands at all times
- Swings are to go forward and backward, not side to side and should not be twisted
- Jumping off swings is prohibited
- Swinging with knees, feet, or belly on the seat is prohibited

#### Slides

- Slides should be operated feet first in a sitting position
- Only one person is permitted on the slide at a time
- Slides should be exited promptly, at the bottom, to allow others to follow
- Slides should not be climbed
- Slides should not be blocked with arms, ropes, or other things

#### Tire Swing (Applies to the lower playground)

- Only two riders at a time
- Pushers cannot “fly” on chain or lean on tire when pushing
- When riding on the tire, both feet need to be inside the tire
- When riding, both hands must be used

#### Monkey Bars

- Sitting on top of the overhead “monkey bars” is prohibited
- Grabbing, hanging, and pushing another person are prohibited

## Privacy

Student and family privacy is important to Sacramento Adventist Academy, which is why the school seeks to preserve and protect it. However, a student’s right to privacy is not unlimited. As part of the admissions process, and throughout a student’s enrollment, SAA will occasionally

request personally identifiable information from students and parents/guardians. This will likely include, though not be limited to, the student's and parents/guardians' names, addresses, email addresses, phone numbers, and the student's date of birth. The school will also generate personally identifiable information about its students in the form of student records, which may include academic records, health records, and disciplinary records. This information is necessary for the school to provide its services to its students and parents/guardians and will only be utilized by the school or its agents for that purpose.

SAA does not sell, trade, or otherwise transfer to outside parties personally identifiable information. This does not include trusted third parties who assist the school in conducting its business or providing its services, as long as those parties agree to keep this information confidential. The school may also release information when it is believed that release is necessary to comply with the law.

The school may desire to publicize student participation and achievement on its website or in its publications. This may include school utilization of photographs, videos, writings, and voice or performance recordings of a student or parent for education, promotional, and/or athletic purposes in the school's promotional materials, newsletters, press releases, website, videos, media outreach, and other such publications.

## **Property**

### **School Property:**

Each student must respect the property of the school. School property includes, but is not limited to, desks, lockers, school computers and/or devices, classrooms, common areas, athletic equipment, vehicles, and any other property owned or controlled by the school. Students have no privacy rights or expectation of privacy in the utilization of any school property. The school may search school property at any time for any reason pursuant to the school's search and seizure policy. See the search policy for more information.

### **Student Property:**

Student property is generally defined as the student's own body and any item owned by the student or worn by the student. Student property includes, but is not limited to, student-owned backpacks, bags, purses, computers and/or electronic devices, cell phones, clothes, and student or parent/guardian owned vehicles. Student property may be searched under certain circumstances to maintain student safety or to enforce school rules or policies. See the search policy for more information.

Students are required to pay for any damage they cause to school property, and will be subject to school discipline. Students found in unauthorized or unsupervised locations of the school premises at any time will be subject to disciplinary action.

The school assumes no responsibility for damage to, or loss of, personal property left by anyone on the school grounds, in the school buildings, or in student lockers either during or after school hours. Lost items, if found, should be taken to the school office or given to a teacher.

## **Search**

SAA's search policy is effective for all students in attendance and is designed to balance the privacy of the individual student while allowing school officials to maintain a safe environment for all students. The school administration has the right and responsibility to conduct (in the presence of an adult witness, when possible) a search of student property, including the student, a student's automobile, clothes and/or backpack (or similar personal items) when there is reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, or other contraband in violation of a school rule, school policy, or law. A student's personal computer, tablet, smart-phone, or other technology may also be searched when there is reasonable suspicion that the devices contain information relevant to a serious violation of a school rule, school policy, or law. The school will use reasonable efforts to make the search minimally invasive and targeted.

School property may be searched at any time for any reason. School property includes, but is not limited to, desks, lockers, school computers or electronic devices, classrooms, common areas, school athletic equipment, school vehicles, and any other property owned or controlled by the school. Students have no privacy rights or expectation of privacy in the utilization of any school property.

Law enforcement may be contacted, where appropriate, before, during, or after a search. When appropriate, the school may report violations of law to appropriate authorities. Parents will be notified after a search.

## **Transportation (Student Drivers)**

Bicycles - May be used as a means of transportation to and from school. Bicycle operators must use correct hand signals and observe California laws related to bicycle use. All bicycles are to be parked and securely locked in the bike racks. Bikes must remain in the racks until school is dismissed, at which time the student is to walk the bike to the front parking lot and ride directly off campus. During the school day bicycle racks are off limits to students.

Bus - Sacramento Adventist Academy adheres to the Regulations and Laws Concerning Operation of School Buses in California, California Highway Patrol Book 82.7 which states:

“Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. Continued disorderly conduct, or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with the regulation of the governing board of the school. The driver of any school bus shall be held responsible for the orderly conduct of the pupils transported. No bus driver shall require any pupil to leave the bus before such pupil has reached his destination.”

Skateboarding, Skates, Etc. - Due to safety and insurance requirements, skateboards, motorized boards, scooters, and roller/inline skates must not be brought to school or to any school-sponsored activities. If used for transportation to and from school, they must be checked in and out at the office.

Vehicles - Having a vehicle on campus is a privilege. The following regulations will help define the appropriate use of these vehicles:

- All student drivers and vehicles must be registered in the school office by providing a copy of proof of insurance and a copy of their current valid California driver's license.
- Students are not to leave campus during school hours for any reason, unless prior arrangements have been made between parent and principal.
- Vehicles are to be operated in a safe and legal manner by their designated drivers only.
- Vehicles are to be locked and parked in the student's assigned parking space.
- Motorcycles are not to be ridden on lawns or walks and must be parked in designated areas.

Students who violate parking regulations are subject to disciplinary action. Sacramento Adventist Academy is not responsible for any vandalism to vehicles or for items stolen from vehicles while parked on this campus.

## Visitors

All visitors, including parents of current students, must check in at the office and sign in to obtain a visitors pass. In an effort to maintain SAA's academic and learning atmosphere, visitors to classrooms are limited to teacher invited guests. Student visitors must make arrangements with the classroom teacher and administration at least one day prior to the visit. SAA adheres to a strict half-day visitation policy. Visitors wishing to spend a full day must first receive approval from the classroom teacher and administration.

## Volunteers

All volunteers are to represent the standards of the Seventh-day Adventist church in word, dress, conduct and Christian influence. Upon arrival at the school, volunteers are to check in at the front office. If a volunteer forgets to check in, the faculty member should notify the office right away. Volunteers who will be working with students must undergo a background check. Unless acting as an approved volunteer teacher, volunteers should NOT:

- Discipline students
- Diagnose student needs
- Evaluate achievements
- Counsel students
- Discuss student progress and concerns with parents
- Have access to materials in students' permanent record files

Because students are the priority, the right to be a volunteer can be rescinded at any time due to behavior that is in conflict with the school's **Guidelines for Volunteers**. Sacramento Adventist Academy recognizes four types of volunteers:

**1. Basic:** Volunteers who assist with one-time events whose only interaction with the students is in the presence of an administrator or teacher

- Requirements:



- Sign the **Guidelines for Volunteers Form** and return it to the school
- Complete the background check process through **Verified Volunteers**
  - Must complete the “Protect the Child” course

**2. Field Trip:** Volunteers who accompany students while on off-site trips

- Requirements:
  - Complete the background check process through **Verified Volunteers**
    - Must complete the “Protect the Child” course
  - Information you will need:
    - Organization: Seventh-day Adventist
    - Union: Pacific
    - Conference: Northern California
    - School Name - Sacramento Adventist Academy
  - Sign the **Guidelines for Volunteers Form** and return it to the school
  - To transport students, submit the **Transportation Information for Volunteer Cars Form** and return it to the school
    - All drivers must complete a DMV background check

**3. Extended:** Volunteers who have frequent or prolonged contact with students (e.g. coaches or parents who assist with students on a regular basis)

- Requirements:
  - Sign the **Guidelines for Volunteers Form** and return it to the school
  - Complete the background check process through **Verified Volunteers**
    - Must complete the “Protect the Child” course
  - Information you will need:
    - Organization: Seventh-day Adventist
    - Union: Pacific
    - Conference: Northern California
    - School Name - Sacramento Adventist Academy
  - Have on file with the school a certificate showing that within the last four years the volunteer has been examined and has been found to be free of communicable tuberculosis. (California Health and Safety Code 121540)
  - Sign a completed **Educational Volunteer Service Agreement Form** and return it to the school

**4. Overnight:** Volunteers who have contact with students on overnight activities and trips (e.g. coaches or parents who assist with students on a regular basis)

- Requirements:
  - Sign the **Guidelines for Volunteers Form** and return it to the school
  - Complete the background check process through **Verified Volunteers**
    - Must complete the “Protect the Child” course
  - Information you will need:
    - Organization: Seventh-day Adventist
    - Union: Pacific

- Conference: Northern California
- School Name - Sacramento Adventist Academy
- Have on file with the school a certificate showing that within the last four years the volunteer has been examined and has been found to be free of communicable tuberculosis. (California Health and Safety Code 121540)
- Sign a completed **Educational Volunteer Service Agreement Form** and return it to the school
- Complete the **LiveScan Fingerprint Form** and receive clearance from the administration

\*All volunteer paperwork must be completed each year.

\*\*Shield the Vulnerable training/clearance lasts for three years and it is the responsibility of the volunteer to check with the front office on the status of their clearance

\*\*\*LiveScan clearance lasts indefinitely through a volunteer's connection to Sacramento Adventist Academy so long as the volunteer has no criminal convictions.