



7th-12th Grade
Student Handbook

2018-2019

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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. They manage teacher training and professional-education initiatives of the conference, and monitor 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, click 'Apply', then click 'Apply Now')
 - b. Requires a \$75/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 most recent academic report.

- a. Report card for grades 7-9
- b. High school transcript for grades 10-12
4. 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 is removed from the team for the remainder of the season
 - 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 90th 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 & Student Plans)

Sacramento Adventist Academy recognizes the specific and changing needs of students with learning challenges. In cases where a student is struggling academically, the classroom teacher will make accommodations to provide the student with access to the standards based curriculum and successful assessment of grade level standards. If the accommodations do not support the student's academic success, the Student Study Team (SST), consisting of the Principal, 7-12 Vice Principal, resource teacher, and classroom teacher, will write an individualized Student Progress Assessment plan, with parent and student assistance. This plan will be monitored monthly, re-evaluated each quarter, and updated as needed by the SST. Further educational evaluation and testing may be required through a student's local school district, an approved educational psychologist, or the student's pediatrician. The SST will write a Student Progress Assessment plan for students who have a current 504 or IEP and will implement the recommendations and accommodations listed on these plans. SAA offers resource programs for students who are not meeting grade level standards.

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 (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.

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

*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.

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			Electives	
Art	Bible	Language Arts	Band	Choir
Math	One Music (See Electives)	Physical Education	Handbells	String Ensemble
Science	Social Studies	Spanish or Technology	-	-

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 will send unofficial transcripts to these institutions of higher learning. If a student or 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 4th 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 Registrar.

*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 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)
- Students may not withdraw from a class in the last four weeks of the semester (9th-12th Grade)

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

Standardized Testing

Each Fall SAA administers the Iowa Test of Basic Skills 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 8/9, PSAT, and SAT tests. The results of these tests inform instructional and programming decisions each school year. The PSAT is required for all 11th grade students. The SAT is required for all 12th grade students.

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.

9-12 Graduation Requirements		
Discipline	General Diploma	Advanced Diploma
Religion Religion I, II, III & IV	40 credits*	40 credits*
English English I, II, American Literature, British Literature, AP English Literature, & AP English Language & Comp.	40 credits	40 credits
Mathematics Algebra I, Geometry, Algebra II, Trigonometry, Pre- Calculus, Statistics, & AP Calculus	20 credits**	30 credits**
Science Physical Science, Biology, Chemistry, Physics, Anatomy/Physiology	20 credits***	30 credits***
Social Studies World History, Geography, United States History & Government/Economics	30 credits	30 credits
Foreign Language Spanish I & II	-	20 credits
Physical Education Physical Education I, II, & III	30 credits	30 credits
Health	5 credits	5 credits
Fine Arts Band, Bel Canto, Bells, Choir, Jazz Band, Stings, Ceramics, & Drawing and Painting	10 credits	20 credits
Technology	10 credits	10 credits
Applied Arts	10 credits	10 credits
Electives	25 credits	15 credits
Total Credits	240 credits	280 credits
Community Service	100 hours****	100 hours****
Grade Point Average	1.75	2.75

* 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. September 1 is the deadline for a student to submit his/her previous academic year and/or summer hours. 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.

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.

Schoolwide 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.

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.

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 of a class due to illness must petition to have the additional absences excused.
 - c. Students who are diagnosed with a medical condition which may affect regular school attendance should provide the office with medical documentation noting the diagnosis and treatment.
- 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 3 college visits each year.

In the case of unexpected illness, parents should call the front office, (916) 481-2300, or send an email to attendance@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. A student with 10 absences in a class due to illness must petition the Academic Standards

Committee to have absences excused. Students who miss class must contact their teacher within one day of returning to determine what was covered in class during their absence.

Students in the 9th-12th grade 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 20% of a class, for any reason – with the exception of school-sponsored absences and tardies which are administratively excused – must petition the Academic Standards Committee to receive credit for the class.

Students diagnosed with a medical condition, which may affect regular school attendance, should provide the office with medical documentation noting the diagnosis and treatment.

Grade Scale (Attendance)

Students will be assigned an attendance grade at the conclusion of each quarter grading period (9 weeks). Attendance grades will reset at the beginning 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:

A	1-6 points
B	7-15 points
C	16-24 points
D	25-33 points
F	34 or more points

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) Request a “Pre-arranged Absence Form” two weeks in advance of the absence.
 - a) Requests can be made to the registrar via email or call. Forms will be available for pick up 24 hours after requests are submitted.
- 2) Parent/Guardian completes/signs the “Pre-arranged Absence Form” as verification of absence.
- 3) Obtain teacher signature for each class that will be missed.
 - a) Parent/Guardian or student should request missed assignments from the teacher.
- 4) Submit the “Pre-arranged Absence Form” to the registrar one week in advance of the absence.

*Family Days must be arranged at least one week in advance and cannot be applied retroactively. If the absence coincides with a musical performance/event, arrangements must be made with the music teacher at least on month in advance of the musical event in order for the absence to be excused. The purpose of the “Pre-arranged Absence Form” is to excuse attendance and notify teachers of the planned absence. Completion of the form does not excuse assignments, quizzes, or exams. The student is responsible for completing any missed assignments within the same number of days as were missed.

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. Students who are truant will also be required to complete community service equivalent to the class time missed.

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, he/she 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*)

For those students in 7th and 8th grade, cell phones should not be out during the regular school day. They 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 in 9th-12th grade 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 use cell phones, cameras, video recorders, or other devices to record or transfer images of others (pictures) without the consent of those being recorded/videoed.
- 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 7:30 am to 4:00 pm Monday-Thursday and 8:00 am to 1:30 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 without the consent from those involved. 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.

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

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. 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 at thigh level or below.
 - Acceptable shorts, skirts, and dresses are at knee level or below.
 - Pants must be free from rips and tears above the knee level.
- Rings, earrings, toe rings, belly button 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. After being warned and receiving the dress code violation the student must make the needed change in attire to be allowed back in the classroom. The dress code violation will be entered in a student's discipline record. After receiving a second dress code violation (and each subsequent violation after that) the student will be required to participate in an on-campus service activity determined by administration. Students receiving more than 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 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 12, End of 2nd Quarter – December 20, End of 3rd Quarter - March 15, End of 4th Quarter – May 30.

Families are encouraged to keep in regular contact with the Business Manager 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	www.adventisthealth.org
All Nations Seventh-day Adventist Church	http://elkgrovelaguna22.adventistchurchconnect.org
Carmichael Seventh-day Adventist Church	www.carmsda.org
Orangevale Seventh-day Adventist Church	www.ovsda.org
Roseville Seventh-day Adventist Church	www.rosevillesdachurch.org
Sacramento Fijian Seventh-day Adventist Company	Being Developed
Sacramento Tongan Seventh-day Adventist Company	Being Developed
Woodside Seventh-day Adventist Church	www.woodsidesda.org

Kindergarten-12th Grade - Annual Tuition Rates (2018-2019)

	K-6	7-8	9-12
*Subsidized	\$4,950	\$5,380	\$8,890
Non-Subsidized	\$6,750	\$7,250	\$11,680
International	\$8,620	\$9,060	\$14,280

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
	\$225 per student	\$250 per student	\$350 per student

Preschool - Monthly Rates (2018-2019)

Program	Times/Days	Rate
Full Day Program	7:00 am-6:00 pm (M-F)	\$775
Half Day Program	Morning or Afternoon	\$600
3 Full Day Program		\$625
3 Half Day Program		\$475
2 Full Day Program		\$500
2 Half Day Program		\$400
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.

Textbooks (Includes Chromebooks for 7th & 8th Grade)

Sacramento Adventist Academy provides students with textbooks at the beginning of each school year. These textbooks are considered school property and must be returned by the last day of the school year. Students who return textbooks which are damaged, beyond normal wear and tear, will be charged a fee at the end of the school year. Students who lose their textbook will be provided with another textbook and their student account will be charged the replacement cost of the textbook.

Textbooks which are left on campus (outside of lockers), after the school day has ended, are considered lost and will be picked up by staff and returned to the office. Students will be charged a \$5 Lost Book Fee for any textbook picked up after school hours. Students who fail to pay the \$5 fee to pick up their textbook before the end of the school year will be charged the replacement cost of the textbook.

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 or 4th 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 pain medication, 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
- Every 12 months for anyone participating on an athletic team

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, student-athletes must have a minimum of a 2.0 GPA in the previous grading period (semester). If the GPA is below the required standard students are allowed to make an appeal for a probation period one time within their high school career. Appeals must be made to the Athletic Director (AD).
- Once a student-athlete is granted academic eligibility and placed on the roster of a sports team they are required to maintain a C- or higher grade in each of their classes.
 1. Grades are updated by 8:00 am every Monday on Canvas. Athletes are expected to check their grades and make efforts to correct deficiencies as soon as possible.
 2. Monday at 9 am the AD will receive a grade print out for all 6th – 12th-grade student-athletes. He/she will then contact teachers and communicate with athletes and parents of any student-athlete who has a grade below a C-.
 3. Opportunity will be given to correct errors and dialogue with teachers about what kind of support students might need.
 4. Students with Education Plans will be given accommodations based on documented need with the Vice Principal
- Athletes that are deemed to be below the minimum standard for athletic participation will be suspended for one-week, beginning and ending at 8 am on Wednesday mornings.
 - Weekend tournament participation will be evaluated on a case by case basis.
- 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. If attendance grade is below a C- students will be suspended from participation for a period of time until satisfactory attendance has been demonstrated.
- Medical Clearance - Each athlete must have a CIF approved sports physical on file in the school office from within the last 12 months to be able to participate. 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 each year..
- Citizenship and Behavior Expectations - In order to be eligible to participate in athletics, parents and students must sign a Code of Conduct form. 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 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 comprised 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. Its 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
*Preschool	7:00 am (Monday-Friday)	6:00 pm (Monday-Friday)
Kindergarten-1st Grade	8:15 am (Monday-Friday)	2:30 – K, 3:00 – 1st (Monday-Thursday) 1:30 pm (Friday)
2nd-6th Grade	8:15 am (Monday-Friday)	3:15 pm (Monday-Thursday) 1:30 pm (Friday)
**7th-8th Grade	7:45 am (Monday-Friday)	3:30 pm (Monday-Thursday) 1:30 pm (Friday)
**9th-12th Grade	7:30 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

After School Care

After school care is available for Kindergarten-6th grade students Monday-Friday. All students remaining on campus after 3:30 pm must check-in with the after school care director. To avoid the additional charges of after school care, parents/guardians are encouraged to pick their children up before they are checked in.

Parents/guardians should note the following:

- Only authorized individuals may sign students out of after school care
 - If parents/guardians wish to expand their list of authorized individuals, they may do so by updating the Transportation Forms through their ParentsWeb account
 - High school siblings may only sign students out of after school care if they are leaving campus
- The single, walking gate near the picnic tables will close promptly at 3:45 pm Monday-Thursday and at 2:00 pm on Friday.
 - Those arriving after 3:45 pm (Monday-Thursday) or 2:00 pm (Friday) should enter campus through the double, walking gate nearest the office

After School Care Rates

Day(s)	Regular Times & Rates	Late Times & Rates
Monday-Thursday	3:45 pm - 6:00 pm (\$4.25/hour)	After 6:00 pm (\$10/15 minutes)
Friday	2:00 pm - 5:00 pm (\$4.25/hour)	After 5:00 pm (\$10/15 minutes)

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 for graduation and have satisfactory citizenship and attendance (C average). Those students in 12th grade must also have their required community service hours completed and any online or correspondence classes completed.

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.

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 (12th 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*).

Students in 7th and 8th grade must remain on campus until picked up by a parent/guardian.

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 1:30 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.

Hot lunch fundraisers, benefiting the athletic and music departments, are available throughout the school year. Ts and pizza. Two portion sizes are available: Small - \$4.00 and Large - \$6.00.

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 to be climbed from the outside
- Fenced areas, hills, wood-chipped, and planters are not play areas and should be avoided
- Tag is only permitted on the upper playground playset
- Personal 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.