

SACRAMENTO CHARTER HIGH SCHOOL

2315 34th Street • Sacramento, CA 95817

Student-Parent Handbook 2017-2018

Sacramento Charter High School Campus

Telephone: (916) 277-6200

Fax: (916) 277-6370

Website: www.sachigh.org

St. HOPE Public Schools

Telephone: (916) 649-7900

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Website: www.sthopepublicschools.org

This handbook belongs to:

Student Name: _____

Please immediately put your name on this handbook when you receive it.

The administration of Sacramento Charter High School reserves the right to amend this handbook at any time. Notification of amendments will be PROVIDED IN WRITING TO STUDENTS AND FAMILIES.

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Dear Students, Parents and Families:

Welcome to the 2017-2018 school year! We are incredibly excited for the year ahead.

Each member of the Sac High community (students, parents, and school staff) has made an informed Choice to be an integral part of our school, Sacramento Charter High School. Each member has also made a Commitment to do whatever it takes to help ALL Sac High students to prepare for success in college and beyond by developing their academic, character and leadership skills.

We stand at a very special point in time. Educational research clearly states that ALL students, regardless of socio-economic status or ethnicity, can learn when provided with High Expectations, a rigorous academic framework, and exceptional teaching. There are NO EXCUSES for students, parents, teachers and school administrators! There are also No Shortcuts on the road to prepare for college. Sac High students are repeatedly confirming this research.

To meet this challenge, students, parents, educators and community members must work collaboratively. We must be able to rely on one another. Our relationships will grow stronger as we build trust and learn to value one another's unique skills and contributions. Ultimately, our relationships and efforts will yield outstanding results in college preparedness as demonstrated by the success of Sac High's graduates with 4-year College acceptance, enrollment and degree attainment rates.

Sac High has experienced a great deal of success in our first 14 years of operation. The relentless efforts of dedicated students, teachers, staff, and parents have led Sac High to where it is today, and there is even greater excitement as we open the 2017-2018 school year this fall.

Students, please read through this handbook carefully and keep it with you every day so you may have it available for future reference. This handbook has been designed to communicate the basic policies we all must follow to ensure preparing to earn a four-year college degree remains the focus of each minute of every day.

We look forward to working together to prepare every Sac High to become a lifelong learner and lead.

For our Students,

The Sac High Team

HISTORY

Established in 1856, Sacramento High School is the second-oldest high school west of the Mississippi. First located at 8th and M streets, the school opened in a rented, one-room building with 39 students. Sacramento High School moved several times before settling at its current location at 34th and Y streets in 1923. This site originally housed a set of two-story brick buildings anchored by a clock tower. In 1976 the modern, earthquake-safe campus used today was completed and retrofitted from 2006-2009.

For years Sacramento High School was the only public high school in Sacramento and it grew to be quite large. At its peak, the school accommodated 4,000 students. With the opening of C.K. McClatchy High School in 1937, Sacramento High School's student body was split in half, an action that initiated the friendly rivalry the two schools enjoy to this day. The annual Thanksgiving Day football game between the two schools was, for a long time, one of the best-attended events in Sacramento. The coveted "victory bell" continues to be the trophy held by the school winning the annual Sac High-McClatchy football game, now known as the Bell Game.

Over the last 161 years, Sacramento High School has graduated many prominent Sacramentans, including former governor and state senator Hiram Johnson; Sacramento's first woman mayor, Belle Coolidge; and Sacramento's former mayor, Kevin Johnson. On September 2, 2003, Sacramento Charter High School (Sac High) opened as an independent public charter school managed by St. HOPE Public Schools following the closure of Sacramento High School in June of the same year. Building on a century and a half of rich tradition and heritage, the mighty Dragons continue to proudly display the purple and white school colors and their unrivaled school spirit. At Sac High, the motto is "Service for Others." Through community service, students develop a strong sense of civic responsibility while giving back to the community in which they live.

VISION

To create one of the finest urban high schools in America

MOTTO

Service for others

MISSION

To graduate self-motivated, industrious and critically thinking leaders who are committed to serving others, passionate about lifelong learning and prepared to earn a degree from a four-year college.

SCHOOL PRIDE

SCHOOL MASCOT:

Dragon

OFFICIAL SCHOOL COLORS:

Purple and White

FIGHT SONG:

Fight Dragons fight
For the purple and the white
Sturdy and true
Today means victory for you
Our banners unfurled
For we're here to tell the world
We'll fight for Sacramento
So fight, mighty Dragons fight!

SCHOOL HYMN:

In the sunshine of the valley,
Glorious to view,
Stands so proudly Sacramento
Alma mater true.
In the darkness of the battle, ever shining b
Hail to thee O' Sacramento, purple
and the white.

SAC HIGH'S BIG GOALS FOR STUDENT ACHIEVEMENT

1. Every senior earns acceptance to a four-year college or university
2. Every student achieves above 95% Attendance
3. Every student earns a minimum grade of a B- in all classes
4. Every student is on track to fulfill the A-G requirements upon graduation
5. Every student earns advisory credit every term, including completing the requirements for community service and pride points
6. Every student participates in at least one meaningful experience beyond the classroom per term (e.g. sport, club, job, internship program or another extended extracurricular activity)
7. Every student scores at college ready or improves one performance level on grade level exams

SAC HIGH'S EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLRs)

1. Students will be industrious, critical thinkers demonstrated by their academic success in all content areas.
2. Students will be lifelong learners who are prepared to attend and be successful at a 4-year college.
3. Students will be knowledgeable and effective citizens who demonstrate leadership and interpersonal skills in diverse settings and are committed to serving others.

St. HOPE'S AND SAC HIGH'S 5 PILLARS

High Expectations. Sac High holds all students, families and staff to high standards for academic achievement and character development. There are no excuses for not meeting the expectations.

Choice and Commitment. Students, families and staff who choose to be a part of Sac High take responsibility for their learning and commit to putting in the time and effort required to achieve success.

More Time. There are no shortcuts. Sac High offers more time and support directed toward student learning.

Focus on Results. Sac High focuses relentlessly on high academic performance that enables students to succeed in college and the world beyond.

Power to Lead. The measure of a person's success is in what s/he gives to others. Through community service, students are empowered to become leaders and benefit the community in which they live.

COMMITMENT TO EXCELLENCE CONTRACT

STUDENT COMMITMENT

I want to climb the mountain to college because I know that college will give me more choices in life. I understand the teachers and staff at Sac High are here to help me prepare for college; but preparing for college is ultimately my responsibility as a student. Therefore, **I fully commit to college preparation as my number-one priority in the following ways:**

1. I will be in my class prepared to learn at Sac High every day by the assigned start time, stay until my assigned dismissal, as well as attend all classes in their entirety, and, if necessary, I will dedicate time beyond the school day to learning, including after school, Saturdays, and summer school.
2. I will give my best effort to be the best learner I can be. This means I will not take shortcuts. I will come to school every day prepared to learn and will work, think, and behave in the best way I know how.
3. I am responsible for my own behavior. If I make a mistake, this means I will tell the truth to my teachers, accept responsibility for my actions and find a positive solution for myself and others.
4. I will always behave so as to protect the safety, interests, and rights of all individuals in the classroom.
5. I will put forth my best effort toward my fellow students and my learning. I will take charge of my own learning by making sure I get help, asking questions during or after class, and completing my homework.
6. I will take pride in our school by respecting the facility, helping keep it clean and striving to leave every place better than I found it.
7. I will treat my classmates, the staff, and visitors with kindness, courtesy, and respect.
8. I will always make myself available to parents, teachers, and staff and will address any concerns they might have, and I will facilitate at least one student led conference with my parent and advisor.
9. I will follow the school's policies, including the discipline code, electronics policy and uniform and dress code policy
10. I will abide by the policies and regulations as explained in this student-parent handbook and I will be subject to disciplinary action should I not meet the expectations outlined therein.

I understand that failure to adhere to these commitments can cause me to lose various Sac High privileges and may lead to me returning to my home school.

Student Signature: _____

COMMITMENT TO EXCELLENCE CONTRACT

PARENT(S)/GUARDIAN(S) COMMITMENT

We fully commit to our child's college preparation as our number-one priority in the following ways:

1. I will make sure my child is ready to learn in class at Sac High every school day by their assigned start time and stay until their assigned dismissal time, as well as attend all classes in their entirety, and I will make any necessary arrangements so that my child can dedicate time beyond the school day to learning, including after school, Saturdays and summer school.
2. I will help my child in the best way I know how to take no shortcuts in preparing for college and life. I will do whatever it takes to help him or her to learn.
3. I will partner with the teachers and staff to help my child excel in school, both academically and behaviorally.
4. I will make myself available to my child and the school as needed and I will attend at least one student led conference with my child and their advisor.
5. If my child is going to miss school, I will notify the school as soon as possible.
6. I will read carefully and sign (if necessary) all the papers the school sends home to me and attend any mandatory events.
7. I will support school initiatives, activities, the staff and other parents.
8. I will support the school's policies, including the discipline code, electronics policy, uniform and dress code, and help my child understand their significance.
9. I will assume responsibility for my child's behavior and actions and the associated consequences.
10. I will help create a safe space for all Sac High families, students, and staff by respecting the school and the community.

I understand that failure to adhere to these commitments can cause my child to lose various Sac High privilege and that I am ultimately responsible for ensuring my child adheres to his/her commitment to excellence.

Parent(s)/Guardian(s) Signature: _____

COMMITMENT TO EXCELLENCE CONTRACT

TEACHER/STAFF COMMITMENT

I fully commit to our students' college preparation as our number-one priority in the following ways:

1. I will arrive at Sac High and be prepared to start by my assigned start time and remain at Sac High every school day until the appropriate release time for my position, and, if necessary, I will dedicate time beyond the school day to supporting my students' learning.
2. I will hold consistent, high expectations for all students, parents, and my colleagues, and foster a sense of pride, respect, and teamwork in my words, deeds, and actions.
3. I will make every effort to "be the constant, not the variable" in my students' lives and I will model the expectations Sac High strives for our students to meet or exceed.
4. I will embrace diversity and protect the safety, interests, and rights of all individuals at all times, on and off campus.
5. I will help students, staff, faculty, parents, community members, and visitors feel welcome by focusing on excellent customer service and treating others with kindness, courtesy, and respect.
6. I will meet, call, and communicate regularly with parents, providing them with updates on the progress of their child(ren) and make myself available to students and parents to address any concerns they might have.
7. I will support the school's policies, including the discipline code, the electronics policy, uniform and dress code, and help my students understand their significance. I will implement the school's policies, including the discipline code, the electronics policy, and dress code daily.
8. I will plan and execute rigorous lessons and I will do whatever it takes to prepare every one of our students to excel in college and in life.
9. I will plan and collaborate with colleagues to design and implement a fair, consistent, and rigorous learning experience for all students.
10. I commit to ongoing professional development and constant learning to ensure I continue to refine my craft and learn the best practices that will ensure all of my students learn at high levels.

Failure to adhere to these commitments may cause me to lose the privilege to serve the students and families at Sac High.

Teacher/staff member Signature: _____

GOVERNANCE

St. HOPE Public Schools Committed to Student Achievement

St. HOPE, founded by Sacramento's former mayor, Kevin Johnson, began as an after school program in a portable classroom at Sac High in 1989. St. HOPE Public Schools, founded in 2001, is a non-profit public benefit 501c(3) corporation that provides students in urban communities with a quality public education. St. HOPE Public Schools includes PS7, serving grades TK-8, Oak Park Prep a seventh and eighth grade middle school, and Sacramento Charter High School, a ninth through twelfth grade comprehensive, college prep high school.

St. HOPE Public Schools' BOARD OF DIRECTORS

Michelle Johnson, Chair
Tracy Stigler, Vice Chair
Clint Williams, Second Vice Chair, Secretary
Gladys Mitchell, Parent Representative
Kevin Nagle
John Taylor
John Finegan
Dennis O'Reilly
Dr. Ron Tom
Rayonna Thompson, Student Board Member

St. HOPE Public Schools' CEO

Jake Mossawir

Each school operated by St. HOPE Public Schools will be autonomous and led by a principal, who will be held accountable by the SHPS CEO and Board of Directors for complying with the policies and procedures established by both the SHPS Board of Directors and the school. The Principal has the authority and autonomy to manage the day-to-day operations, program of study, curriculum and instruction in a manner s/he chooses. Each school will be accountable for student learning and mastery of the California K- 12 academic content standards which now include the Common Core State Standards (CCSS) and Next Generation Science Standards (NGSS), ACT College and Career Ready Standards. Principals will be responsible for working closely with their staff to ensure the well-being and achievement of their respective schools, their staffs, and students.

SCHOOL SITE COUNCIL

Sac High encourages all groups to participate in and share responsibility for the educational process and educational results of the school. In order to achieve this important end, the school convenes a School Site Council comprised of teachers, staff, administrators, parents, students, and community representatives. The California Education Code and the Every Student Succeeds Act of 2015 require the School Site Council's participation in certain school wide planning activities including the LEA's consolidated application and the Single Plan for Student Achievement. Bylaws have been developed to govern the School Site Council's composition and its policies and procedures. With the exception of the school's principal, all members of the School Site Council are voted onto the Council by a vote of their peers. Meeting dates, times, and agendas are regularly posted to the Sac High website and in public locations on campus in accordance with open meeting laws in the state of California.

PARENTAL INVOLVEMENT

Sac High recognizes schools cannot work in isolation from parents and families in educating youth. By working together, parents and Sac High educators can create an educational experience for each student that allows learning to continue at home and beyond the classroom walls. Research shows:

- When parents are involved, students tend to achieve at higher levels in school, regardless of socioeconomic status, ethnic/racial background, or parents' education level.
- The more extensive the parent involvement, the higher the student achievement.
- When parents are involved in students' education, those students generally have higher grades and test scores, better attendance, and complete homework more consistently.
- Students whose parents are involved in their lives have higher graduation rates and greater enrollment rates in postsecondary education.

Parent involvement is identified as one of the most important determinants of student success. Sacramento Charter High School builds on its demonstrated success in working with parents and involving them with the school in a meaningful way. Communication with Sacramento Charter High School parents will be regularly accomplished through mail, e-mail, telephone, and parent meetings. Parents are encouraged to actively participate in their child's education through visiting classrooms, helping students develop personalized learning plans, attending meetings, and volunteering at school events, such as dances and sporting contests. In addition, it is expected that parents or guardians participate in at least one student led conference each year with their child and their child's advisory teacher. With this in mind, Sac High and St. HOPE Public Schools have developed a written Parental Involvement Policy that is available to all parents. The policy outlines the importance of parental involvement at all levels of education, how information is disseminated to parents regarding the school's and their child's performance, and how parents can become involved in their children's education. The policy is available in the Sac High front office and on the Sac High website.

PARENT'S RIGHT TO KNOW

Release of Information to Institutions of Higher Education and Military Recruiters: Military recruiters and institutions of higher education may request student information, commonly referred to as "directory information," including such items as names, addresses, and telephone numbers and this information is generally not considered harmful or an invasion of privacy if disclosed. Parents have the right to request that the information not be disclosed without prior written consent. Parents not wanting information released can opt out by signing the form available at the school (per Family Educational Rights and Privacy Act, FERPA, and Elementary and Secondary Education Act, ESEA, 9528).

Teacher and paraprofessional qualifications: Parents have the right to request and receive certain information on the professional qualifications of their child's classroom teachers and paraprofessionals providing service to their child. The qualifications that may be disclosed are: if the teacher has met state qualifying and licensing criteria, state commission on teacher credentialing status, degree major(s) held by the teacher, and the qualifications of any paraprofessional servicing the child (per the Elementary and Secondary Education Act, ESEA).

ALUMNI ORGANIZATIONS

Alumni Association: Sacramento Charter High School wants to build on its 160-plus years of rich heritage and traditions. Alumni participation is essential to this goal. The Alumni Association consists of all Sac High (Sacramento High for 1856-2003 and Sacramento Charter High School for 2004-2015) graduates and provides a base of support for the school through fundraising and the sharing of individual resources. Funds donated by alumni go directly to support Sac High, not to any other entity.

SACRAMENTO CHARTER HIGH SCHOOL **2017-18 KEY DATES**

| | |
|-------------------------|--|
| August 9 | First day of school, Term 1 Begins |
| September 1 | No school for students |
| September 4 | Labor Day |
| September 8 | 1st Quarter Ends for Term 1, official grade checks |
| October 3-4 | 1st Term, 1st Semester Midterms (early release days) |
| October 4 | 1st Semester Ends for Term 1, official grade checks |
| October 5-16 | Fall Break for students |
| November 9 | 3rd Quarter Ends for Term 1, official grade checks |
| November 10 | Veteran's Day |
| November 20 – 24 | Thanksgiving Holidays |
| December 19-20 | Term 1 Finals |
| December 20 | 2nd Semester Ends for Term 1, official grade checks and final grades for transcripts |
| Dec 21-Jan 9 | Winter Break for students |
| January 10 | Term 2 Begins |
| January 15 | Dr. Martin Luther King, Jr. Day |
| February 9 | 1st Quarter Ends for Term 2, official grade checks |
| February 19 | President's Day |
| March 20-21 | Midterms |
| March 21 | 1st Semester Ends for Term 2, official grade checks |
| March 22-April 2 | Spring Break for students |
| April 27 | No school for students |
| May 4 | 3rd Quarter Ends for Term 2, official grade checks |
| May 28 | Memorial Day |
| June 6-7 | Term 2 Finals |
| June 7 | 2nd Semester Ends for Term 2, final grades for transcript |
| June 9 | Class of 2018 Graduation at Memorial Auditorium |



Sacramento Charter High School
2017-18 Academic Calendar

Sacramento Charter High School Main Office
2315 34th Street, Sacramento, CA 95817

Phone: (916) 277-6200

Fax: (916) 277-6370

Website: www.sachigh.org

Holidays

- August 28th First Day of School
- September 4th Labor Day
- October 5th to 16th Fall Break
- November 10th Veterans Day
- November 20th to 24th Thanksgiving Break
- Dec 21st to Jan 8th Winter Break
- January 15th Martin Luther King Jr. Day
- February 19th Presidents Day
- March 22nd to April 2nd Spring Break
- May 28th Memorial Day
- June 7th Last Day of Classes

*Note: Graduation will take place on 6/8 or 6/9 depending on the Memorial Auditorium availability

Legend

- SHPS Holiday
- Minimum Release Day for Students
- Early Release Day for Students
- Non-Absence Day for Students



2017

July

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September

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November

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2018

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March

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April

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May

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June

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SACRAMENTO HIGH SCHOOL
2017-2018 BELL SCHEDULE

"Service for Others"

2315 34th Street, Sacramento, CA 95817
(916) 277-6200

ACADEMIC PROGRAM

GRADUATION REQUIREMENTS

St. HOPE Public Schools and Sac High expect all graduates of Sacramento Charter High School will complete the coursework required to attend a school within the University of California (UC) or California State University (CSU) system upon their high school graduation. Sac High is determined to ensure all of its students are on track to being eligible for UC or CSU admission. As such, Sac High has aligned the school's graduation requirements to meet or exceed the A-G requirements necessary for students to be eligible for UC and/or CSU admission.

Course / Credit Requirements:

| SACRAMENTO CHARTER HIGH SCHOOL GRADUATION REQUIREMENTS | | |
|---|---|--|
| UC/CSU A-G REQUIREMENT, (for reference only) | COURSES NEEDED TO MEET THE GRADUATION REQUIREMENTS AT SAC HIGH | SAC HIGH CREDITS REQUIRED (Terms) |
| A. History / Social Science (2 years, 3 recommended) | World History/ U.S. History / American Government and Economics | 30 (3) |
| B. English (4 years) | English 9 / 10 / 11 / 12 (Advanced ELD may satisfy <u>one</u> English course requirement) | 40 (4) |
| C. Mathematics (3 years required / 4 years recommended) | Algebra 1 / Geometry / Algebra 2 (Pre-Calculus would be required as a third year of math if a student takes Algebra 1 or an equivalent or higher math class in in 9 th grade) | 30 (3) Note that Sac High students will all have 4 full years of math |
| D. Laboratory Science (2 years required / 3 years recommended) | 1 Life Science (Biology or Anatomy) and 1 Physical Science (Chemistry or Physics) | 20 (2) (10 Life Science; 10 Physical Science) |
| E. Language Other Than English (2 years same language required; 3 years recommended) | Two courses from the following: Spanish 1, Spanish 2, Spanish 3, Native Speakers 1, AP Spanish, or a passing score of 520 or above on SAT II in addition to one of the above courses | 20 (2) (Same language) |
| F. Visual and Performing Arts (1 year) | Art class meeting the A-G requirements | 10 (1) |
| G. College Preparatory Electives (1 year) | 1 advanced course in the following college-preparatory elective areas: Social Science, English, Mathematics, Laboratory Science, Language other than English, Art | 10 (1) |
| Additional Required Courses | Physical Education | 20 (2) |
| | Additional Elective Courses | 60 (6) |
| | Advisory | 20 (8) Each advisory term is 2.5 credits |
| Total Credits Required: | | 260 |

As a college prep high school, Sac High believes in order for students to be prepared to graduate from a 4-year college, it is necessary for students to maintain a rigorous and comprehensive schedule through all four years of high school. By following our third pillar of "More Time," all students will take four full years of Mathematics and four full years of English. Exceptions from this requirement can only be made by the principal or their designee.

EXAMINATIONS

Scholastic Assessment Test (SAT) / American College Testing Program (ACT): The University of California and California State University systems require that all students take the SAT and/or ACT in order to be eligible for admission. Sac High expects that all students take the SAT and/or ACT at least once prior to graduation.

SAT Subject Test (SAT II): These are content-based tests that allow you to showcase your achievement in specific subject areas where you excel. Some colleges also use Subject Tests to place students into the appropriate courses. Based on your performance on these test(s), you could potentially fulfill basic requirements or receive credit for introductory-level courses. All Sac High students are encouraged to complete these exams.

Advanced Placement Tests (AP): All students enrolled in Advanced Placement courses are expected to take the AP test associated with the course at the end of the year. Unless approved in advance of the exam by the principal or their designee, students who do not take the AP exam for a given course will forfeit the AP designation on their transcript and will not receive the additional grade point associated with AP course completion. Furthermore, college credit will only be awarded for students pass the AP exam. All colleges currently accept a score of 4 or 5 and some accept a score of 3. A score of 3, 4 or 5 is considered passing for AP exams.

ACADEMIC POLICIES

Sacramento Charter High School is a school of choice, of excellence and of high expectations. Sac High expects all students will graduate from high school having completed an A-G college-preparatory curriculum necessary for admission to the University of California (“UC”) and/or California State University (“CSU”) systems. Recognizing that UC/CSU systems only accept credit for courses where students earn a 70% or better, and in keeping with our first pillar of high expectations, Sac High requires students to achieve at least 70% in order to earn course credit.

Only a student’s overall term grades (final grade in December and at the end of the school year) shall become a part of his or her permanent record. Point values are assigned to each letter grade; these point values are used in the determination of the grade point average (GPA).

Weighting of Grades: Grades for students enrolled in Advanced Placement (“AP”) and UC approved honors classes are weighted to reflect the greater challenges involved in these courses. In these classes, 1.0 is added to the point value of the letter grade received (e.g., a “B” in an AP class has a point value of 4.0 rather than a 3.0.). AP classes are only weighted for the Spring term and students must take the AP exam to earn the extra GPA point. Approved honors classes will receive the extra GPA point for the term the class is taken as will be reflected on a student’s transcript. Please consult Sac High’s 2017-18 course catalogue for a listing of the offered AP and Approved Honors courses. Both GPAs (weighted and unweighted) will be listed on the student’s transcript and class rankings are determined by weighted GPAs.

Grades and Grade Point Value: Grades shall be awarded as follows and shall have the following point value (final grades are rounded to the nearest percent):

| College Prep Classes | | |
|----------------------|------------|---------------------|
| Letter Grade | Percentage | Point Value for GPA |
| A | 94 – 100% | 4.0 |
| A- | 90 – 93% | 3.7 |
| B+ | 87 – 89% | 3.3 |
| B | 84 – 86% | 3.0 |
| B- | 80 – 83% | 2.7 |
| C+ | 77 – 79% | 2.3 |
| C | 70 – 76% | 2.0 |
| No Credit Received | 0 – 69% | 0.0 |

| AP and Approved Honors Classes* | | |
|---------------------------------|------------|---------------------|
| Letter Grade | Percentage | Point Value for GPA |
| A | 94 – 100% | 5.0 |
| A- | 90 – 93% | 4.7 |
| B+ | 87 – 89% | 4.3 |
| B | 84 – 86% | 4.0 |
| B- | 80 – 83% | 3.7 |
| C+ | 77 – 79% | 3.3 |
| C | 70 – 76% | 3.0 |
| No Credit Received | 0 – 69% | 0.0 |

PLEASE NOTE: Most colleges and universities recalculate GPAs and many do not weight grades for the purposes of GPAs. However, colleges and universities may weigh the value of the more challenging AP and Honors course work when determining the rigor of a student's course of study when considering their application for admission.

Gradebook Categories:

| <u>Category</u> | <u>Some Examples (teachers have discretion on assignments within categories)</u> |
|-------------------------|--|
| Major Assessments | Tests, Papers, Projects, Performance Tasks, PE mile time |
| Minor Assessments | Quizzes, Papers, Projects, Performance Tasks, Number of Laps |
| Classwork | Notes, graphic organizers, outlines, review documents, daily dress and participation for PE, etc. |
| Homework | Any assignment given to help students master content and prepare for Major Assessments, Minor Assessments, Papers, Projects, and Performance Tasks |
| Extra Credit (Optional) | |

Weighting of Course Gradebooks:

All major and minor assessments will collectively have a greater weight than classwork, homework, or extra credit. Weighting percentages will be consistent across departments and grade levels.

Timely Homework:

Students are expected to complete all assignments in a timely manner. Completing homework on time every day allows homework to be assessed for full credit. If a student fails to complete homework on time your teacher may give you a zero or modify your score based on the grading policy for that course. It is up to the individual teacher to determine when and how they will accept homework. Please consult your teacher at the beginning of the school year for clarification and refer to the syllabus for the specific class.

Extension Policy:

Because we are committed to helping all of our students become responsible citizens prepared for success in college, communication is an integral part of our school. We recognize that under certain circumstances (i.e. sudden illness, family emergencies, natural disasters, etc.) there may be a few times when your homework cannot be completed. In such rare cases, you may call to ask for an extension on an assignment as early as you know one may be needed. Please remember to call your teacher as early as possible and leave a message if needed. Extensions are not automatic; each teacher may use his/her discretion to grant or not to grant an extension. When you call for an extension, you are communicating with the teacher to prevent "surprises"; either way, there may be consequences for missing or late work regardless of the reason and your communication steps. Also, extensions are not designed to excuse poor self-management (leaving books at school, poor planning or misuse of time management, etc.). Under these conditions, the student should contact the teacher or another teammate to try to find a solution to the situation and submit assignments on time.

Make Up Work:

If a student is absent, it is up to him or her to get any missed assignment from each of their missed classes. You must complete and submit the assignments by the date and time specified by your teacher. In addition, absences occur for a variety of reasons. Consult with your teachers and the course syllabus to determine policies regarding make-up work based on the type of absence. Per the attendance section of this handbook, any work assigned during an excused absence will be excused one day for every excused absence day. It is the responsibility of the student to coordinate all missed assignments and make-up work within this time frame.

Extra Credit:

Extra credit can only be made available to the whole class and not to individuals. It is up to the individual teacher to determine the extra credit policy for his or her class.

Advisory as a Credit / No Credit Courses:

The advisory class is mandatory for all students for all four years (eight total terms) and is graded based on credit or no credit. A student must receive a grade of "CR" (Credit) in advisory to accumulate credits towards graduation*. A "NC" (No Credit) grade in advisory class will result in the student earning 0 credits towards graduation for that specific term of advisory. The student is then required to complete an additional 25 community service hours for every term in which a grade of NC was received in order to earn credits retroactively for a term of advisory. Additional information on advisory is included in the student support section of this handbook.

*Please note that in Sac High's student information system, Illuminate, the advisory grade will be listed as "CR" to indicate a student is receiving credit or as "NC" to indicate a student is receiving no credit. However, on a student's official transcript the advisory grade will be listed as a "C" to indicate credit earned. "NC" will still be used to indicate no credit.

Academic Recognition:

Sacramento Charter High School believes in recognizing and rewarding those who meet and exceed expectations. These acknowledgements are made on an informal basis daily and weekly for both academic achievement and for upholding the school's values. Formal acknowledgements are made at the end of each semester with the following honor roll announcements and awards:

| Summa Cum Laude | Magna Cum Laude | Cum Laude |
|-----------------------------------|---------------------------------|---------------------------------|
| Un-weighted GPA of 3.80 or higher | Un-weighted GPA of 3.40 to 3.79 | GPA of Un-weighted 3.00 to 3.39 |

In addition to the honor roll recognitions listed above, Sacramento Charter High School acknowledges students who exemplify the school's expectations, values and spirit through various opportunities spread throughout the year. Sac High aims to recognize and celebrate students who embody what it means to be a Dragon, through academic achievement, excellent attendance and upstanding citizenship. Acknowledgement will occur quarterly.

Grading Period & Progress Report Calendar:

| | | |
|----------------------------------|---|--------------|
| Term 1, Quarter 1 | Begins | August 9 |
| 5 Weeks | Ends | September 8 |
| Term 1, Quarter 2 | Begins | September 11 |
| 4 Weeks | Ends (end of Term 1, Semester 1) | October 4 |
| Term 1, Quarter 3 | Begins | October 17 |
| 4 Weeks | Ends | November 9 |
| Term 1, Quarter 4 | Begins | November 13 |
| 5 Weeks | Ends (end of Term 1, Semester 2) | December 20 |
| Term 1 Transcripts posted | | January 10 |
| Term 2, Quarter 1 | Begins | January 10 |
| 5 Weeks | Ends | February 9 |
| Term 2, Quarter 2 | Begins | February 12 |
| 5 Weeks | Ends (end of Term 2, Semester 1) | March 21 |
| Term 2, Quarter 3 | Begins | April 3 |
| 5 Weeks | Ends | May 4 |
| Term 2, Quarter 4 | Begins | May 7 |
| 5 Weeks | Ends (end of Term 2, Semester 2) | June 7 |
| Transcripts posted | | June 8 |

Eligibility requirements for Athletics & Activities:

Please note that all final grades are rounded to the nearest percent. At the official grade check deadlines and dates listed above, a student must meet the following criteria to be eligible for athletics (pg. 24) and/or specified activities (pg. 23):

- Earn a 2.3 overall GPA
- Earn a score of "CR" for credit in advisory (will be listed as a "C" for credit on student's transcript)
- No more than one NCR (no credit) in their current classes. NCRs result from an overall grade below 70%.

Academic Ethics:

The highest level of respect must characterize the relationship between the teacher and the student. When a teacher gives any assignment - homework, paper, project, lab, etc. - or when a quiz or exam is given, that teacher is building the framework for the student's learning. When the student returns the assignment or takes the quiz or exam, his or her name at the top of the paper indicates that s/he has followed the teacher's directions and has not taken credit for any work that is not his or her own. When a student uses the work of another it is called cheating. Please note the following guidelines and follow them carefully in your work at Sacramento Charter High School.

To be in compliance with the academic ethics guidelines students must adhere to the following:

1. Students will not use or give to other students any notes, materials, or other sources of information on any assignment including homework, quizzes, tests, or semester examinations that have not been approved by the teacher.
2. Students' homework and in-class work fulfill the intention of the instructor and assignment in a specific class.
 - a) Individual assignments are representative of individual work.
 - b) Group assignments are representative of group work.
 - c) In no case is direct copying of another's work allowed.
3. Students will not plagiarize in any form. Plagiarism presents the work or ideas of another as one's own. This includes:
 - a) Direct copying of another person's (living or dead) work.
 - b) Using any amount of another person's material or ideas without proper documentation.
 - c) Paraphrasing another person's original material without proper documentation.
4. Students will not publish information regarding exams or falsify information regarding assigned grades.

Academic Dishonesty:

Students who do not meet the standards of academic ethics outlined above will be reported by the teacher or appropriate staff to the principal or their designee. The student will receive a grade of zero on the test, quiz, or assignment. On the first occasion, appropriate disciplinary action will be taken and the school will contact the parents. A student caught violating academic ethics for a second time may be suspended and is subject to the school's suspension and expulsion policy. Any act of academic dishonesty may impact the student's participation in student athletics and activities up to and including commencement (graduation).

STUDENT SERVICES

COUNSELING AND GUIDANCE

One of the most critical components of Sac High's educational model is the personalization of the schooling experience for our students. Excellent schools serve as positive learning environments and also as a place where young people can build meaningful relationships with adult role models. At Sac High we've completely re-envisioned and re-engineered an approach to counseling.

While a traditional model of counseling has students seeing their counselors 2-3 times a year at most, Sac High's model essentially means our students have a much lower student to counselor ratio, and they are spending approximately 2 hours per week with their counselors (advisors) within this small group setting. We believe that our model provides students with an intensive counseling experience and ensures that all students are "known" in the school and have an advocate on campus.

Advisory:

The advisory period serves as the primary counseling vehicle for students as well as sees the advisor take on the role of chief advocate on campus for their advisees (students in their advisories). Sac High sets advisor to student ratio as low as possible across the campus to ensure students and their families can build close relationships with advisors while also maintaining the priority of every child having a high quality advisor. Sac High takes advisory seriously and, therefore, provides credit for advisory – credits that must be earned for students to graduate. In order to pass advisory students are responsible for fulfilling the below requirements.

- Complete, track, and verify the required number of hours of community service and pride points per term
- Earn a “CR” for credit for advisory every term (two terms in a school year, eight terms over four years). Note that a “C” will be used on official student transcripts to indicate that credit has been earned.

Failure to complete any of the above requirements in a term results in an overall grade of “NC” for no credit and can only be changed with the submission of 25 additional hours of approved community service. (For example, if a student received no credit in advisory for the Fall Term, regardless of the reason, to earn credit for the Fall Term they would need to submit 25 additional hours of community service. If they submitted the 25 makeup hours during the Spring Term, those would be *in addition to* the 20 hours needed to earn credit for the Spring Term of advisory.) Students must earn credit for advisory for every term they are enrolled at Sac High in order to graduate. In addition, annually with their advisor, students must complete a student led conference (SLC) with their advisor and an adult involved outside of school – typically a parent or guardian.

Advisors are responsible for:

- Executing effective advisory lessons including building the college knowledge of each student.
- Participating in grade level and whole school meetings to discuss and plan for advisory.
- Ensuring that students have completed Individualized Learning Plans with input from appropriate staff.
- Consulting with the appropriate counselors, administrators and support staff to ensure students have a rigorous and relevant course schedule set for each term and school year.
- Meeting with parents at a minimum of once a year per student to participate in Student Lead Conferences (SLCs) where the student and parent(s)/guardian(s) will discuss the student’s progress.
- Communicating regularly with advisees’ (students’) teachers to understand the strengths, challenges and needs of their students.
- Handing out grade reports weekly for advisees, to be returned after being signed by parents.
- Contacting home regularly to praise students for work well done, follow up on any issues and concerns around attendance, behavior and/or school work and ensure alignment between home and school.
- Helping their advisees track community service hours and pride points

Academic Intervention Conferences:

Student led conferences are held formally during the school year for all students. In addition, for any student earning two or more NCRs a separate academic intervention conference (AIC) will be held. Sac High staff will, at minimum, check for AIC eligible students at the grade checks listed on pg. 17 of this handbook. The AIC will be facilitated by the student’s advisor or a designee and parents/guardians will meet with their child’s teachers to discuss progress for the current year and, if needed, possible courses of action to improve performance. All parties are encouraged to contact any teacher or advisor at any time during the course of the year to discuss any and all information pertinent to a student and that staff member’s working relationship with them.

Counseling:

In addition to our advisors who serve students in small group dynamics while also teaching or having another full time role on campus, we also have full time counselors whose main responsibilities are to:

- Work with students, families and advisors to develop appropriate course schedules for every student
- Collaborate with classroom teachers to assign and support academic interventions when necessary
- Create templates for Individualized Learning Plans (ILPs) and ensure every student has a completed plan
- Provide mental health counseling, in individual and group settings, and appropriate outside referrals
- Facilitate partnerships with outside agencies to increase access to student support services
- Work with the registrar to ensure accurate student transcripts

- Ensure that English Learner, Special Education and 504 students are appropriately assigned to services and work with coordinators to communicate with teachers and staff about these students' needs
- Provide general information to students and advisors about course selection, A-G, graduation requirements, student support services and college opportunities
- Manage interns from local colleges and universities to help with guidance and counseling responsibilities.

College Counseling:

Sac High provides our students with strong guidance in regard to the college application process. Our goal is to have all seniors apply and be accepted into and prepared to succeed and earn a degree from a four-year college. The support provided to students primarily sits with their senior advisor. There is an in-depth curriculum which walks students through the college admissions process and a senior portfolio to house a student's resume, collection of references and recommendations, as well as other key information that demonstrates the student's successful completion of high school and readiness for college. The portfolio also provides a convenient format for the storage and presentation of this documentation. During senior advisory students are exposed to and complete:

- College research
- College applications and essays
- All financial aid documentation and scholarship applications for institutions of higher education

In addition to the comprehensive services provided by students' advisors, we also have a college counselor who is responsible for:

- Owning the relationships with all of the colleges and universities
- Distributing materials about college, entrance exams (ACT, SAT, etc...) and the college application process
- Arranging for college admissions officers to visit the Sac High campus
- Ensuring our students are exposed to colleges and universities across the country
- Working closely with the senior advisors on the development and implementation of the 12th grade advisory curriculum

We strongly believe this network of resources, which includes advisory, AICs, counseling and college counseling, provides our students with the one on one attention and support they need to successfully navigate high school and build a strong foundation for college and career success, and leadership in their community.

ACADEMIC SUPPORT

Sacramento Charter High School holds all students to high standards and is committed to providing assistance to all students who are not meeting our high academic expectations. Additional learning opportunities are available for students in need; these include conferences and tutoring during teacher's scheduled office hours, after school, accelerated and support classes, and summer sessions. Services for students with special needs and English Learners are also available.

In order to ensure all students are successful, Sac High has implemented an Academic Intervention Conference (AIC) process, also discussed on page 19 of this handbook. The AIC is a collaborative team which includes the student and all pertinent staff, parents, and service providers of the student who meet to develop a systematic approach to ensuring success for the student. The focus is on the whole child, including behavior, academic, health, attendance and social issues. The purpose is to find success for the student.

Special Education: Students with existing Individualized Education Programs (IEPs) are identified upon enrollment. Students without an IEP may also be assessed for Special Education services after enrolling at Sac High. The IEP team works to ensure that each student receives special education services specified in their IEP.

English Language Development Program (ELD): St. HOPE Public Schools is committed to effective educational program options for English Learners (ELs) that meet State and Federal standards for the prompt development of English language proficiency, and to give ELs an equal opportunity for mastery of a challenging core curriculum as efficiently as possible. St. HOPE's program for ELs is designed to enable them to acquire English and learn grade-level academic content. Students are expected to master the ELD standards and develop

skills so they can also master state standards in their core classes.

Free & Reduced Meal Program: Free and reduced applications are available online and located in the Main Office. Students need to return the fully completed form with their Parent/Guardian's signature or complete the process online if that service is available. The application may take several days to process. Please return signed paper applications to the Main Office. Once eligibility is established, students will receive the adjusted lunch price (Free or Reduced) when they get their meal.

STUDENT RECORDS AND RIGHTS

The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law affords parents and students 18 years of age and over certain rights with respect to student records. Due to the strict guideline of FERPA, once the student reaches the age of 18 years old, rights transfer to the student. For students age 18 or older, the school cannot disclose or release non-directory information such as the following listed below, to anyone, including parents of the student, without the prior written consent of the student except to the extent that FERPA authorizes disclosures without consent.

- Social security numbers;
- Student identification number;
- Race, ethnicity, and/or nationality;
- Gender
- Transcripts; grade reports

FERPA, however, allows schools to disclose those records, without consent, and SHPS may do so, to the following parties or under the following conditions:

- School and education officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for, or on behalf of, the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Educational Records:

FERPA gives parents/students the following rights regarding educational records:

1. These rights include access/inspection/review of records,
2. The right to request the amendment of student records believed to be inaccurate,
3. The right to consent to disclosure of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosures without consent and
4. The right to file complaints against the school for disclosing educational records in violation of FERPA.

Access to Student Record and Transcripts for current students:

All request for student records such as, but not limited to, transcripts, attendance, and discipline records, must be in writing. Students or the parent/guardian must complete a request for transcripts/student records form before request is processed and released. All requests will be processed within 2 business days.

Records will be forwarded to another school in which the child enrolls when requests are received by a student's new school of attendance. Request for student information by individuals or organizations listed below will be forwarded without written consent from student or parent where FERPA authorizes disclosures without consent:

1. School district personnel with legitimate educational interests
2. Specified federal and state educational administrators
3. Law enforcement or other public safety agencies with lawful access only upon the written consent of a parent or guardian, a court order or lawful subpoena, or in the case of a health emergency.

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures of the school or school district to comply with the Family Education Rights and Privacy Act. Send inquiries to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue
NW, Washington, D.C. 20202-5901

WITHDRAWAL POLICIES AND PROCEDURES

1. Parents/Guardians are requested to notify the school at least 24 hours in advance before withdrawing their student from school by taking the steps below:
 - a. Call the Sac High Registrar at 916-649-7928 or the main office at 916-277-6200 to initially inform the school of any concern or possible withdrawal.
 - b. Parent/Guardian must come to the school in person with a valid photo ID to officially inform the school of the intended withdrawal.
 - c. Student will not be issued full credit for their courses should they withdraw before the end of the semester (see page 11 for semester start and end dates).
2. Parent/Guardian must sign withdrawal paperwork at Sacramento Charter High School.
3. Prior to the withdrawal:
 - a. Students must return books that were checked out in his/her name or pay for any lost or damaged books
 - b. If the student played sports they must return all equipment, or pay for lost or damaged equipment.
 - c. Clear any outstanding fines/debts.
4. Once the student is cleared per the above list, the school will release official transcripts.

STUDENT LIFE

STUDENT ACTIVITIES

Sac High is a vibrant, active campus teeming with students who are striving to always be “on the go” and walking with a sense of purpose and pride. There is no wasted time, no idle bodies as we work to prepare our students for college and life beyond. Our students understand they must utilize every moment of their days productively engaged in academics or worthy extra-curricular activities. Sac High aims for all students to be well-rounded, excellent candidates for the most competitive colleges and universities across the country. Therefore, the school has specific requirements for students to meet to earn the privilege of engaging in a variety of extra-curricular activities throughout their four years at Sac High.

Community Service:

The Sac High school motto is “Service for Others” because the school strongly believes in the need for students, and all of us, to be actively engaged in serving our community. Today’s youth are often disengaged and unaware of the world around them. Specifically, many lack knowledge of the social circumstances that lead to a dynamic of the “haves” and the “have not’s”. We seek to educate a cadre of young leaders who not only strongly understand these relationships, but who are actively and aggressively seeking social change. Our students will develop a strong understanding of the issues of social justice that pervade society today and are oriented toward doing something about them. They care about and deeply understand the inequities that exist and how they can be changed by activism.

Armed with this orientation, we believe our students can be powerful change agents in the community and we require them to engage in service that will improve their community and the lives of others, in addition to enriching their own experience. We aim to teach students that they have an obligation to make things better for those who come after them. To that end, all Sac High students are required to complete community service hours each term over their four years at Sac High. Students who transfer to Sac High after the fall term of 9th grade will be required to complete community service for every term of attendance at Sac High. Completed community service hours are submitted by students and tracked by a student’s advisor.

It is the responsibility of each student to complete the required community service and turn in the appropriate documentation to their advisor before the assigned deadline at the end of each term. If the required number of hours of service is not completed before the end of the term a student will automatically fail advisory and receive a grade of NC for no credit. If a student is in need of ideas or resources for how to complete community service, they should contact their advisor or the Sac High front office.

Pride Points:

Sac High encourages our students to be active participants in building our Sac High Community. We aim to offer extracurricular opportunities for all students; students are encouraged to join a team, participate in a club, or to attend school-sponsored events throughout the year. By participating in school activities, students earn pride points and as part of their Advisory grade. Students must earn the required number of pride points per term in order to pass advisory. If the required pride points are not earned before the end of the term, a student will automatically fail advisory and receive a grade of NC for no credit. Completed pride points are submitted by students to and tracked by a student's advisor.

School activities:

Throughout the year Sac High will host various activities for students sponsored by Student Senate, Clubs and other groups. Some of these activities require students to meet the eligibility requirements first listed at the top of page 18 of this handbook by the official grade check prior to the activity. Some, but not all, of the activities requiring students to meet the academic eligibility requirements are listed below:

- School dances
- Participating in rallies (students who are ineligible may attend the rally, but will not be a participant)
- Powder Puff Football
- Additional events and activities may be included in this category as they arise throughout the year

Here again are the eligibility requirements from page 18:

Have a minimum 2.3 GPA by the most recent official quarter grade check, have earned a grade of "CR" for credit in advisory and have no more than one NCR.

School Dances:

Periodically throughout the year, school dances are held on either Sacramento Charter High School's campus or at another announced location. To attend a school-sponsored dance students will:

- Present his or her current Sacramento Charter High School student ID card upon request.
- Arrive no later than the stated time at which the doors will close for the dance.
- Abide by the appropriate, stated dress attire for the dance.
- Be picked up from the dance no later than 15 minutes after the dance has ended. If faculty members must remain with a student to wait for his or her transportation beyond this length of time, the student may not be able to attend the next school activity.
- Tickets may only be paid through Cash or Money Order. No Personal Checks.
- Money will not be refunded if a student is removed from the dance.
- Outside guests, when permitted, must bring proper identification and have prior approval to attend.
- Guests must abide by Sacramento Charter High School dress and conduct codes for the specific event. Sac High reserves the right to refuse access to dances to any guest at any time.
- For most dances, tickets are available for purchase ahead of time in the Student Store and this may be required for some events. Buying your ticket in advance is advised if it is available.
- Please note that students requesting permission from Sac High administration to attend another school's dance will be subject to the eligibility requirements to attend Sac High dances and activities.

Clubs:

Clubs and activities after school provide students with the opportunity to develop and foster specific interests and to interact with their peers in more relaxed social settings. Sac High also believes they can cultivate interests and passion of something specific that can enhance a student's overall academic and school experience. Therefore, Sac High expects all students will participate in at least one club or extracurricular activity per term over the course of their 4 years at Sac High. Some of Sac High's current and past clubs are listed here:

34th Street Dance Co.

Key Club

MEChA Club
Health Ambassadors
Ambassadors Club
Media Club
Body Fit
Choir
Drama
Drum Line
Lesbian, Gay, Straight Alliance

Band Dancers
Spoken Word
Student Government
Black Student Union
M.I.S.S.E.S Step Team
Fashion Club
Garden Club
Cooking Club

Afterschool Program:

In past years Sac High partnered with the Sacramento City Unified School District to offer a free afterschool program for all scholars called Dragon Academy. This program was based on funding from the state of California. As of the writing of this handbook, the funding from the state had not been approved for the 2017-18 school year. As such, the exact nature of Sac High's afterschool program for 2017-18 will be shared with all families and students as soon as it becomes finalized.

ATHLETICS

The purpose of the athletic department is to develop and maintain athletic programs that promote student-athletes and support a well-rounded educational experience, as well as to provide guidance, instill purpose, promote discipline, and build confidence to ensure opportunities for future success in society.

Eligibility:

To be academically eligible for California Interscholastic Federation (CIF) participation in interscholastic athletics, Sac High students in grades nine through twelve must have a minimum GPA of 2.3 at the most current official grade check and be enrolled in a minimum of 20 or more units during the present and previous grading period. Grades earned in summer school or equivalent courses may be used to determine eligibility for fall sports of the subsequent school year. Check pages 17-18 for official grade check dates and eligibility requirements.

Age:

Student-athletes who turn 19 prior to June 15, 2017 will be ineligible for athletic participation in the 2017-18 school year. To be eligible to play varsity football and participate in any interscholastic contest or scrimmage against the varsity team of another school, students must be at least 15 years of age.

Parent/Guardian Signed Forms:

To participate in school athletics, students must provide certain information and obtain proper signatures on:

- 1) Emergency/Participation Information
- 2) Athletics Physical Evaluation Form
- 3) Concussion Info Sheet.

All forms and information can be obtained and returned to the office of the Athletic Director or their designee.

Physical Exam:

CIF rules require that all student-athletes provide proof of a current physical exam by a licensed California physician. Physicals are valid for one year only. No student-athlete will be issued a uniform or allowed to participate in athletic practice until evidence of a physical has been provided. Proof of physical and medical release forms will be kept on file in the Athletic Director's office. Physicals must be dated after June 1, 2017, and be valid through May 31, 2018.

Insurance:

All Sacramento Charter High School students who wish to participate in athletics are required to have adequate medical and hospitalization insurance before practicing for any of the Dragons' athletic teams. Student-athletes

must also have their parent/guardian sign proper medical release/consent-to-treat forms.

Awards, Letters, Pictures:

To receive awards and letters, student-athletes must complete the season in good standing as determined by the head coach and return or account for all equipment checked out to him/her. If the equipment is not returned or accounted for, letters, awards, and pictures may be held by the head coach or Athletic Director until the student's account is cleared by the head coach.

Student-Athlete Expectations:

Student-athletes at Sacramento Charter High School are held to high academic and behavior standards including:

- Dragon student-athletes will always place a greater emphasis on academics than athletics.
- Athletic participation is a privilege and considered an extracurricular activity. The privilege to participate can be revoked according to the coach's, athletic director's, principal's or principal's designee's discretion at any time.
- Student-athletes will always exhibit good sportsmanship and participate in the spirit of fair play.
- Equipment and facilities must be respected and treated as though they are a student's own and returned in the same condition in which they were issued outside of normal wear and tear.
- Student-athletes, as required by the school and/or coaching staff, may be required to participate in study halls, tutoring sessions, and grade checks to ensure academic success.
- Student-athletes are leaders on the Sacramento Charter High School campus. It is imperative to remember that student-athletes represent their sport, their team and Sacramento Charter High School at all times, including on and off campus, during and out of season.
- By choosing to participate in athletics, students make a commitment to their coaches, teammates, and school. Attendance at all practices and games is mandatory. Any reason for missing a scheduled practice or contest must be conveyed to the coach prior to the absence. Consequences given by the school (i.e. JAG, ISS, Friday Night Blues, etc...) supersede any extra-curricular obligations. Student-athletes who miss school based consequences and still participate in athletics during the same time frame will receive additional appropriate consequences.

If a student-athlete fails to abide by these guidelines, s/he will face disciplinary action ranging from nonparticipation in practice and/or part of or an entire contest up to dismissal from the team for the season.

Seasons and sports:

| Fall Sports | First month of season | Winter Sports | First month of season | Spring Sports | First month of season |
|----------------------|-----------------------|----------------------|-----------------------|--------------------|-----------------------|
| Cross Country | August | Basketball (Men's) | November | Baseball | February |
| Football | August | Basketball (Women's) | November | Softball | February |
| Golf (Women's) | August | Wrestling | November | Track & Field | February |
| Volleyball (Women's) | August | Soccer (Men's) | November | Volleyball (Men's) | February |
| Cheerleading | August | Soccer (Women's) | November | | |
| | | Cheerleading | November | | |

ATTENDANCE

Consistent student attendance is a pre-requisite for academic success. If students are not in school, they will not be able to gain the critical academic and social skills they need. Sac High has the specific goal of better than 95% attendance for all students for the following reasons:

- Students and their families make a significant commitment when they choose to attend Sacramento Charter High School. Part of this commitment is doing whatever it takes to be successful and reach academic success. It is crucial students are instilled with a strong work ethic. Part of this is ensuring they come to school each and every day on time to each and every class, and enter prepared to learn.
- When there are students who come to school after having been absent, they have missed important information. Teachers often must spend time catching those students up, thereby taking valuable time from the class. Our students must understand their individual attendance is also part of their collective

- responsibility to their classmates and teachers.
- When students are absent and have to spend time catching up, they often are less confident, potentially negatively impacting their attitude toward school and learning.
- Last, and most importantly, when students are not in class they lose out on crucial instructional time. In order to quickly accelerate the learning of all students and move them to proficiency and readiness for college, we must take advantage of every learning opportunity. Being absent from class diminishes our ability to ensure that students are gaining the academic skills they need to be successful.
- **Any student who is absent for four or more periods of an individual class (or more classes) in one term will be referred to a student attendance review team. Five tardies to a class period will count as one unexcused absence to that class in this context. The Student Attendance Review Team will review the student's circumstances and may determine the student needs to be placed on an attendance contract or repeat the class missed.**
- **Seniors who do not attend 90% of a class in term 2 may not participate in commencement (graduation).**

It is Sac High's responsibility, in conjunction with students and parents, to ensure that we are doing everything possible to encourage the highest levels of attendance. This includes having a clear process in place for students who are not meeting attendance expectations. Specifically, our policies concerning attendance are:

Tardiness:

Any student who is not in class and ready to learn after the bell has rung will be considered unprepared for class and will be marked "NPR" for attendance. Any student who is not in the classroom when the bell concludes is tardy. The student will follow the process for tardy students and will be marked appropriately for the period in attendance with a "T" for tardy. The Attendance Coordinator or designee will determine whether the student is in need of a re-admit or a tardy slip. **Excessive tardies will be addressed through discussions with the student, contacting parents/guardians, consequences such as JAG, Wednesday and/or Friday Night Blues or Saturday School and possibly an attendance contract which may subject a student to the SHPS suspension and expulsion policy.**

Excused tardies must be handled by the attendance coordinator and must fall into one of the categories that coincide with an excused absence as contained in the St. HOPE Public Schools Attendance Policy, and defined by Education Code 48205 (described below).

Excused Absence: Excused absences are defined in Education Code 48205:

(a) Notwithstanding Section 48200 [California's compulsory education requirement], a pupil shall be excused from school when the absence is:

- (1) Due to his or her illness.

 - a) Note that excessive absences (more than 3 days) for medical reasons will require a doctor's note to be excused**
- (2) Due to quarantine under the direction of a county or city health officer.*
- (3) For the purpose of having medical, dental, optometry, counseling, ETC or chiropractic services rendered.*
- (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.*
- (5) For the purpose of jury duty in the manner provided for by law.*
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.*
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.*
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.*

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit thereof. The teacher of any class from which a pupil is absent shall determine the tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil." [Members of the immediate family, as used in this section, means the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister of the employee, or any relative living in the immediate household of the employee.

Pre-approved Absences:

For any upcoming absence from school, whether one class or up to multiple days, students are encouraged to submit a note signed by their parent/guardian to the Attendance Office prior to their absence or have a parent/guardian phone the Attendance Office prior to the absence. Failure to submit appropriate documentation or parent/guardian phone verification to the Attendance Office will result in an unexcused absence for the day(s)/class(es) missed, unless appropriate communication is received upon the return of the student.

Early Dismissals:

If a student needs to leave school prior to the conclusion of his/her last class, s/he must first obtain an early dismissal from the Attendance Office prior to being dismissed from campus. Early dismissals will be granted in the event of an emergency only or one of the reasons outlined above in Education Code 48205. Each parent or guardian must sign the student out of campus from the attendance office. If your student rides the bus or walks home, please call in advance notice for early release preparation. All early dismissal slips are issued by the Attendance Office or their designee in case of closure of the Attendance Office. A student who is 18 years of age or older, and who has obtained prior consent from the school's attendance office, may sign themselves out for an early dismissal from the attendance office in the event of an emergency, or for one of the reasons outlined above.

Re-admits:

Upon his or her return to school, it is the student's responsibility to (a) obtain a note/call from his or her parent/guardian or (b), have his or her parent/guardian call the Attendance Office to verify the **specific days and reasons** for the absence. The student must deliver this note/call to receive a re-admit form. The note/call provides proof of absence and verifies the reason for the absence. For excused absences, the student will be allowed to complete the assigned homework within the same amount of days of the excused absence. Failure to provide appropriate documentation may result in disciplinary action, and will be considered an unexcused absence.

Truancy:

(a) Any pupil subject to compulsory full-time education or compulsory continuation education who is absent from school without a valid excuse three full days or tardy or absent more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor or the superintendent of the school district.

- **Truancy 1:** The first stage of truancy intervention "Truancy 1" is triggered after a student is absent from school without a valid excuse for any 30-minute period during the school day on three occasions. At this time, the parent/guardian shall be notified of "Truancy 1" status through a letter. This notice is to make both the student and parent aware of the number of absences and that the student may be subject to arrest and/or suspension if found away from home and absent from school without a valid excuse. When a student enters the "Truancy 1" phase, s/he may be assigned appropriate consequences by an administrator.

- **Truancy 2:** On the next instance of truancy (i.e., any subsequent absence or tardiness without a valid excuse), the student enters “Truancy 2” and may be assigned appropriate consequences to make up for missed class time. The student may also be referred to the School Attendance Review Team (SART). If the student fails to attend the SART meeting or fails to complete the program outlined by the school, s/he shall be subject to the process described for the third stage of truancy intervention.
- **Truancy 3:** In the third phase of intervention, “Truancy 3”, the student will be classified as a habitual truant and may be referred to and required to attend another SART meeting or a School Attendance Review Board (SARB) hearing, a truancy mediation program, or comparable program deemed acceptable by the principal or their designee. A student enters the third phase on the next instance of truancy (i.e., any subsequent absence or tardiness without a valid excuse) following their placement in “Truancy 2” or by failing to attend the SART meeting or completing the program outlined by the school. If the student fails to successfully complete the truancy mediation program or other similar program, the matter may be referred to the District Attorney for prosecution and other appropriate action may be taken by the school.

Attendance at Extracurricular Activities:

A student who has been absent from school on a given day may not attend or participate in any extracurricular activities, including athletics, on that day, without the prior permission of the principal or the principal’s designee. In any event, a student must attend at least half of his/her classes on a given day to participate in school activities or athletics. A student who is absent for more than half of his/her classes without an approved excuse on a Friday may not participate in Saturday athletics or activities.

Make-up Work for Absences:

Students are expected to make up any work missed due to an absence or tardy. Work assigned during preapproved “excused” absences will be due on the day of the student’s return. Lab work, class work and tests assigned during an excused absence will be excused one day for every excused absence day. It is the responsibility of the student to coordinate all missed assignments and make-up work within this time frame.

Absences which are not excused due to illness or school-related activities are considered “unexcused.” This includes student absences for vacations, or other non-emergency absences, which extend beyond designated school holidays and vacation periods. It is the responsibility of the student to immediately coordinate all missed assignments and make-up work on the day of their return. Any delay by the student to coordinate and complete missed assignments may result in the missed work being given a grade of zero. In addition, students will need to consult the syllabus for each class to verify the process for make-up work due to unexcused absences. If students are suspended from school, their absences are deemed “unexcused” and subject to the above language. Sac High will work to assist students with not falling behind in their academics during a suspension.

Classroom and homework assignments are the sole responsibility of the student. All students should obtain the telephone numbers of their teachers and other reliable students in each of their classes whom they can contact for missed assignments due to absences. Parents and/or students may request the Attendance Office’s assistance to gather information regarding missed work. A minimum of 24-hour notice is needed to ensure collection of all the missed assignments.

Falsification of Notes and/or Misrepresentation by Phone:

Forging a parent’s/guardian’s signature on a note or other communication, altering a note or communication in any way, or making or having someone else make a phone call to the school in which the caller falsely claims to be a parent/guardian is inappropriate and dishonest. Students may be subject to the school’s suspension and expulsion policy for appropriate consequences for such offenses. Please note this applies to any issue related to school including and beyond attendance issues.

School Dismissal/Student Illness/Emergency School Closure:

If a student becomes ill during the school day, he/she should report to the Attendance Office. Sac High will contact the student’s parent/guardian or emergency contacts before the student is allowed to leave campus. For up-to-date and timely information regarding school closure due to natural calamity or emergency situations, please call the main office at (916) 277-6200. Sac High reserves the right to dismiss students early when necessary and in the best interest of the school and student(s). Every effort will be made to contact families if this type of situation arises.

STUDENT CONDUCT AND BEHAVIOR

Sacramento Charter High School has high standards for academic achievement and student conduct that are clearly defined, measurable, and do not allow for excuses. Clear and consistent expectations, incentives and consequences are strictly applied and enforced to student and all members of the Sac High community. Sac High uses Commitment to Excellence contracts, included earlier in this handbook, to provide a broad outline for students, families and staff of the expectations.

School administrators will ensure that every student who wants to learn will be able to do so in a clean, safe, and productive environment. In return, Sac High students are expected to arrive to school and class on time, work hard, have a good attitude (be nice), and treat classmates, staff, and visitors with kindness, courtesy, and respect, and embody the Sac High motto of service to others.

A Sacramento Charter High School student is considered a member of the student body at all times and in all places; whether on campus or off campus. As such, Dragons are encouraged to always be conscious of his or her actions and show courtesy and respect. Crude language and other expressions of inappropriate conduct are unacceptable. Sacramento Charter High School may, in certain circumstances, review and take action in cases involving student conduct and actions if they are (1) in conflict with the values for which Sacramento Charter High School stands; (2) of a nature to bring discredit upon the school; (3) have the potential to cause a safety risk or disrupt school activities; and/or (4) are in violation of criminal or civil law or the reasonable rights of others.

STUDENT UNIFORM AND DRESS CODE POLICY

Sacramento Charter High School believes that a student's appearance has an impact on his or her attitude, behavior, and readiness to learn. Respect for the school community and for the students themselves is evidenced by dressing appropriately. Sacramento Charter High School students will adhere to a dress code that enhances the educational environment at all times. Our school store has stocked a significant inventory of apparel meeting specifications. If a student cannot afford the school uniform, the student may, with proper documentation, be provided uniform clothes for free or at a reduced cost. The student may be required to perform work study in exchange for the resources; however, no student will be denied a uniform due to an inability to purchase.

The uniform and dress code policy will be enforced before and during the school day, and after school where/when appropriate and for formal events. The uniform and dress code policy is required while a student is on campus before and during the school day. After school students must be in appropriate attire, which may be the school uniform, depending on their chosen activity. All staff and teachers will be expected to monitor student compliance to the uniform and dress code policy, address students as needed, and report violations to the appropriate administrator. As with all handbook policies, any changes or updates to the dress code will be communicated to students, families and staff in writing.

Benefits of School Uniforms:

- Establishes a friendly and professional atmosphere that promotes pride, respect & safety
- Instills a sense of community to which students belong
- Creates a level playing field among students and decreases violence and theft
- Helps school officials recognize those who do and who do not belong on campus
- Helps the community identify Sacramento Charter High School students

Consequences of Non-compliance:

If a student is out of compliance with the uniform and dress code policy, and is not able to get in compliance on their own, appropriate attire may be loaned to the student, depending on availability, or parents will be contacted to bring proper uniform items for their child. Students will be required to return any loaned items and serve the appropriate consequences as assigned. Students who fail to return loaned items will be subject to disciplinary action. Students may be removed from class until they are fully compliant with the Sac High uniform and dress code policy.

Repeated violations of the uniform and dress code policy may result in a student being sent home at the discretion of the administration. This will be considered a suspension and an “unexcused absences” (see attendance policies starting on pg. 25), and will affect credit received for the day.

Students who are in violation of the uniform and dress code policy but can make the correction will be sent to class once they are fully compliant with the uniform and dress code policy. However, students may be assigned consequences, up to and including suspension and a uniform contract, as deemed appropriate by the administration. In addition, articles of clothing that violate the uniform and dress code policy may be confiscated by administration and returned to students at the end of the day, or to parents if deemed appropriate by administration. Students who repeatedly bring prohibited items may have such articles returned only to parents.

Any form of appearance that violates basic norms of neatness and cleanliness, or that may be construed as cultic, gang-related, or causes disunity within the Sacramento Charter High School community, even though conforming to the specific guidelines, is subject to correction by the student at the direction of staff.

Standard Sac High Uniform and Dress Code Policy:

1. All students must have on a black, white or purple Sac High polo shirt from the Sac High student store, unless they are in their PE class. Shirts must be completely tucked in at all times outside of approved exceptions (i.e. Physical Education classes)
2. All students must have on khaki pants at the natural waist, and that fit appropriately, with a belt if needed. All pants must be hemmed (cannot be cut off) and must be free of elastic only waistbands.
3. All students must have on shoes composed of only the following colors: black, white or gray. Shoes must have a back strap around the heel and shall not have a heel more than two inches high.
4. If students choose to wear outerwear over their Sac High polo shirt from the waist up, they must wear items sold from the Student Store, including:
 - a. Sac High letterman jacket
 - b. Sac High all-weather jacket
 - c. Sac High V-neck sweater
 - d. During cold and/or inclement weather, students may wear an all black jacket over their Sac High polo and outerwear.
5. Any undershirt worn underneath Sac High polo must be solid black, white or purple. Students may not wear short or long sleeve shirts over their polo.
6. **Accessories:** Accessories are to be modest, non-distracting, and adhere to the following guidelines:
 - a. Jewelry should be minimal
 - b. Any items worn on a student’s head or in a student’s hair must be black, white or purple and shall not cover any parts of a student’s face.
 - c. Clothing accessories (i.e. belts, scarves) must be non-distracting and be black, white, brown or purple.
 - i. Belts may be required for students consistently unable to keep pants at the natural waist.
7. **Hair:** Hair must be a natural color, and done in a non-distracting style. Dying, bleaching, adding to (extensions), or tinting hair to a natural color is allowed.
 - a. Unnatural colors or having severely contrasting colors is not permitted.
8. Hoods and head coverings must remain off indoors at all times, including non-school hours.

Examples of Inappropriate Dress and/or Appearance

1. Altered uniform items (polo shirts, pants, approved outerwear)
2. Clothing other than what has been previously messaged in the uniform and dress code policy.
3. Jean or denim material of any kind.
4. Clothing with derogatory, gang references, offensive and/or lewd messages either in words or pictures.
5. Men and Women’s pants that show underwear (sagging). Students for whom this is a repeated challenge may be required to wear a belt.
6. Any overly tight pants
7. Rips, tears, holes, or fraying of clothing including cutoff pants.

8. Hats, do-rags, stocking caps, skullcaps and bandanas are prohibited at all times on the campus of Sacramento Charter High School. Hair scarves, wraps, berets, sweatbands, wave caps, hairnets, curlers, combs, and hair picks are also prohibited.
 - a. Students who need to wear head coverings for religious purposes must contact the Attendance Office to ensure that a letter of religious exception is on file.
9. Head coverings and hoods may not be worn in any building.
 - a. Head coverings (hats, beanies, scarves) may be worn outside of school buildings during inclement weather.
10. Headphones, earphones, phones or any other electronic equipment shall not be visible.
11. Sunglasses shall not be worn in any building.
12. Bare feet.
13. Shoes without a back strap around the heel
14. Shoes or sandals with heels over 2"
15. Grills or decorative stickers/Band-Aids
16. Gloves shall not be worn while inside classrooms unless approved by the instructor
17. PE clothing (EXCEPT in PE)
18. Graffiti on clothing, notebooks, or backpacks.

Dress Code at School Events:

Students may be denied admission to various functions if their manner of dress is inappropriate. On this premise, students of Sacramento Charter High School are expected to dress neatly at all times. The following are examples of appropriate dress for various occasions:

1. On campus after school – students are to remain in school uniform (school athletic gear permissible if playing a sport or other appropriate attire depending on the activity)
2. Social/Recreational activities (Games or events) – neat, modest, casual or dressy attire.
3. Formal programs - business or dressy attire.

Professional Dress Attire Days:

Occasionally Sac High students may be asked to wear Professional Dress Attire on designated days. When wearing Professional Dress Attire, all students are required throughout the entire school day to abide by the guidelines stated below. Students who are not able to meet this expectation are required to dress in normal school uniform. All hairstyles must be appropriate for a professional setting.

Women

Pants and skirts:

- Loose fitting
- Knee length for skirts

Blouses and dresses:

- Loose fitting
- Ironed
- Free of graphics or logos
- Modest (must not be sheer, low cut, or show bare midriffs)

Shoes:

- White, black, gray, brown or tan
- Be conservative
- Have less than a 2" heel
- Have a closed back
- (CANNOT wear sandals, flip flops, slippers, military style boots, or athletic shoes)

Sweaters and jackets must:

- Not be denim material

Men

Required - Slacks or khakis with shirt, tie, and dress shoes

Pants must be:

- Loose fitting

Dress shirts must be:

- Loose fitting
- Ironed
- Tucked in
- Free of graphics or logos.

Ties must be:

- Conservative and without inappropriate writing or pictures.

Shoes must:

- White, black, gray, brown or tan
- Be professional, conservative
- Not be sandals, flip flops, slippers, military style boots, or athletic shoes

Sweaters and jackets must:

- Not be denim material

Physical Education Uniforms:

Sacramento Charter High School students are required to wear uniforms in all physical education classes. Uniforms may be purchased from the Student Store. The shirt and shorts may be purchased individually. Students may need their I.D. card to check out a loaner if available. Each student will be assigned a locker. You can bring your own lock or purchase a lock from the Student Store. Big lockers should not be used and all valuables should be locked up in a locker. Clothing beyond the PE uniform (i.e. socks, sweatpants) shall be black, purple, white or gray and shoes for PE must comply with the colors provided earlier in this section for shoes. **Non suits (students not in the proper PE uniform) may result in a JAG.**

STUDENT BEHAVIORAL EXPECTATIONS

Creating and preserving a college prep school environment and school culture that is safe, orderly and exemplifies Sac High's Public Schools' Five Pillars and the school's ROAR traits is a responsibility shared by all adults and students on the Sac High Campus. Consistent implementation of the code of conduct, uniform and dress code and disciplinary procedures detailed in the Student-Parent Handbook requires a collaborative effort from students, families, teachers and staff.

Academic Ethics:

For a description of Academic Ethics please see the Academic Policies section of the handbook on page 14.

Bathroom Usage:

Students will be allowed to use the restroom during class time with the permission of a teacher or appropriate adult at the time specified by the adult writing the pass. Students are expected to obtain a pass signed by an adult, move quickly, quietly and directly to the restroom and back to class. Signed passes will be in the handbook or in the form of a class restroom pass. Teachers may assign consequences to students who repeatedly miss instruction due to excessive restroom usage (such as repeated trips to the restroom or extended time out of class). Students in this category may be required to use a sign-in/sign-out log to record their time out of class and may also be required to attend sessions after school to ensure they get the missed academic material. Students who abuse this system will be subjected to additional consequences. Students may not use the restroom during the first or last 15 minutes of class and may not use it during the standard advisory period.

Electronic Devices:

Portable stereos, mp3 players, cellular phones, video cameras, any image capturing device, their associated accessories such as headphones, and other such devices can impede the learning experience. Without prior written approval from the Sac High principal or their designee, such devices are not permitted to be visible or heard on campus beginning at the start of the first class and throughout school hours. This includes passing periods and lunch. If a student is observed or heard with an unapproved electronic device, the device will be confiscated, regardless of the student's reason or explanation, signed into the front office and returned only to one of the contacts listed on school records. The student will receive JAG as a consequence for having an electronic device confiscated. The confiscated devices may be retrieved from the front office by an administrator. Students who refuse to turn over their electronic devices will be subject to further consequences as outlined in the suspension and expulsion policy.

After a confiscated device has been held by the school for two weeks, staff will attempt to contact the parent/guardian to make arrangements to retrieve the device via phone calls to the parent/guardian, followed by a letter to the student's home. The student's parent/guardian will also be notified that if the device is not retrieved, the confiscated device may be donated to an organization of the school's choosing.

If a student's electronic device is confiscated a second time, the administration has the authority to assess a more severe punishment, including but not limited to, keeping the device for an extended amount of time, multiple JAGs, or suspension.

A phone or recording device may be kept for evidence at any time and for an extended period of time if warranted by administration. Any student who has evidence of acts that are in violation of the school's suspension and expulsion policy subject themselves to consequences per the school's suspension and expulsion policy.

During class time, including advisory, if a student is out of class:

Students who need to be out of class during class periods or advisory (excluding seniors with an open period) will need the permission of an adult and must have a written pass or be with an appropriate adult. If a student is out of class unaccompanied by an appropriate adult they will be returned to class. If a student does not return to class they will be referred to the attendance office or an administrator, per the discretion of the staff member.

Student Arrival and Departure:

Students are **not** to arrive on campus prior to 7:00 a.m. unless they are participating in a supervised activity. The campus closure time will vary depending on the schedule for the day and students on campus afterschool are expected to be participating in a supervised, structured activity. Please consult the bell schedule on page 13 of this handbook for dismissal times. Students who remain on campus after campus is closed are required to be participating in an after school program (athletics, clubs, tutoring, enrichment, college lab, community service) and to be in supervised location for that activity. Students waiting for rides must do so in the front of the school or in another supervised area.

Seniors on campus with an open period:

Seniors with an open period must report to a supervised and structured program on campus. Students who are found loitering on campus will be sent to the appropriate location or administrator. Seniors must follow all school expectations while on campus during an open period.

Where can students be and when?

| Time of Day | Locations | Appropriate Actions |
|---|---|---|
| <p>Before School 7:00 a.m. until school begins</p> <p>IN FULL UNIFORM, ELECTRONICS PERMITTED</p> | <ol style="list-style-type: none"> 1) Main commons 2) Front of School 3) Back patio (by W41-42) 4) Activity supervised by an appropriate adult 5) Walking quickly and quietly to one of the above | <ol style="list-style-type: none"> 1) Eating breakfast 2) Socializing 3) Preparing for school to start |
| <p>During Periods 1, 2, 3, 4 and 5 as well as Advisory</p> <p>IN FULL UNIFORM, ELECTRONICS <u>ARE NOT PERMITTED</u></p> | <ol style="list-style-type: none"> 1) In Class 2) If out of class students must be moving quickly and quietly and meet one of the conditions below: <ol style="list-style-type: none"> a. HAVE PASS b. BE WITH AN ADULT c. ON THE WAY TO THE ATTENDANCE OR DEAN'S OFFICE | <ol style="list-style-type: none"> 1) Learning in class. 2) Quickly and quietly walking to the appropriate location in an attempt to get back to learning in class as quickly as possible. |
| <p>During Passing Periods</p> <p>IN FULL UNIFORM, ELECTRONICS <u>ARE NOT PERMITTED</u></p> | <ol style="list-style-type: none"> 1) Entering/Exiting classrooms 2) Bathroom 3) Walking quickly to one of the above | <ol style="list-style-type: none"> 1) Appropriately interacting with others and the facility 2) Snacking/drinking |
| <p>Lunch Time</p> <p>IN FULL UNIFORM, ELECTRONICS <u>ARE NOT PERMITTED</u></p> | <ol style="list-style-type: none"> 1) Main Commons 2) In an area supervised by adult (i.e. the patio or garden if supervised) 3) In a class or space with a teacher or another adult 4) Walking quickly and quietly to one of the above | <ol style="list-style-type: none"> 1) Getting and eating lunch 2) Appropriately interacting with others and the facility 3) Getting ready for class |
| <p>After School</p> <p>IN UNIFORM OR APPROPRIATE ATTIRE FOR ACTIVITY, ELECTRONICS PERMITTED</p> | <ol style="list-style-type: none"> 1) Front of School – In front of Auditorium if waiting for a ride 2) Athletics with coach 3) Dean's Office for JAG 4) In a class or space with a teacher or another adult 5) Walking quickly and quietly to one of the above | <ol style="list-style-type: none"> 1) Waiting for a ride 2) Appropriately interacting with others and the facility 3) Getting help from teacher 4) Serving a consequence 5) Participation in a supervised sport/activity |

Alcohol: Possession of, use of, consumption of, distribution of, or being under the influence of any alcoholic beverage on campus, on the way to or from school, or at any school function (on or off campus) is strictly prohibited, and makes the student subject to consequences per the school's suspension and expulsion policy. Sacramento Charter High School does not condone student use of any alcoholic beverages at non-school-related functions or gatherings, and reserves the right to address cases involving student conduct and actions, regardless of when or where such actions take place. **There may be times when the school requires a student to undergo drug/alcohol testing and mandates programs or counseling at the parents/guardians' expense.**

Tobacco: Possession of, use of, or distribution of any form of tobacco or tobacco product on campus, or at any school function (on or off campus) is strictly prohibited, and makes the student subject to consequences per the school's suspension and expulsion policy. **There may be times when the school requires a student to undergo drug/alcohol testing and mandates programs or counseling at the parents/guardians' expense.**

Drugs: Possession of, use of, distribution of, manufacturing of, or being under the influence of illegal drugs or unauthorized prescription drugs (e.g., Vicodin, Codeine, etc...) on campus, on the way to or from school, or at any Sacramento Charter High School function is strictly prohibited, and makes the student subject to consequences per the school's suspension and expulsion policy. Sacramento Charter High School does not condone student use of any illegal drugs at non-school-related functions or gatherings, and reserves the right to handle cases involving student conduct and actions, regardless of when or where such actions take place. **There may be times when the school requires a student to undergo drug/alcohol testing and mandates programs or counseling at the parents/guardians' expense.**

Weapons: Weapons of any kind, including paraphernalia such as knives, guns, brass knuckles, chains, lighters, and other such objects that can be used as weapons or in a threatening manner— are not to be brought on campus or to school activities (on or off campus). Any student who brings such items on campus or to school activities is subject to consequences per the school's suspension and expulsion policy.

Gambling: Any form of gambling, whether or not money is visible, is prohibited on campus, on the way to or from campus, or in the surrounding community. Any student who participates in gambling is subject to consequences per the school's suspension and expulsion policy.

Gangs: Any affiliation and/or insignias, colors or signs, that may directly affect the safety or disruption of our student body is prohibited on campus or in the surrounding community. Any student involved with the aforementioned violations is subject to consequences per the school's suspension expulsion policy and the SHPS Gang Activity Policy.

Selling items: Students may not sell items on campus at any time without prior approval from the principal or their designee. Students who are selling items on campus create a distraction from the learning environment and the potential for safety issues to occur. Students found to be in this situation will be subject to the school's suspension and expulsion policy and the items being sold and associated funds will be confiscated and returned to a parent or guardian as listed on the student's profile in Illuminate.

Cyber bullying, Harassment and Discriminatory Attacks: Cyber bullying or online bullying is a term used to refer to bullying over electronic media. Cyber bullying is willful and involves recurring or repeated harm inflicted through electronic text, images, video or any other means. Cyber bullying can be as simple as continuing to send e-mail to someone who has said they want no further contact with the sender. Cyber bullies may also include threats, "putdowns" or hate-motivated speech. Cyber bullies may publish the personal contact information of their victims. They may attempt to assume the identity of a victim for the purpose of publishing material in their name that defames or ridicules them. Any student who is found to have participated in activities described above, sends provocative material/pictures/images of adults or minors, attempts to be harmful or cruel to another student or individual through offensive electronic distribution using a cell phone, the Internet, or other electronic devices may be subject to serious disciplinary consequences up to and including expulsion as outlined in the school's suspension and expulsion policy and the school's bullying and harassment policy. Serious incidents, including "sexting" or threats, may be turned over to law enforcement authorities.

Identification Cards: Each Sacramento Charter High School student is provided with an ID card at the beginning of the year. ID cards may be required to be shown upon request by administration and staff at extracurricular events, and other school-sponsored activities or the student may not be admitted. If the card is lost, a replacement may be obtained for a fee.

Visitors: Upon arriving, visitors must report to the main office. Visitors are required to sign in and will be announced for their appointment and escorted to the appropriate location. A visitor's pass must be worn and visible at all times. Former Sacramento Charter High Students and Non-Sac High Students will not be permitted on campus during the school day without a verifiable appointment.

Closed Campus: Students must remain on campus during school hours. The only exceptions are students who have an early dismissal slip from the attendance office. Students leaving campus during the school day without approval will be subject to appropriate disciplinary action.

Lunch: Sacramento Charter High School's campus is closed. Students may not leave campus for lunch, and student passes may not be used to go out to lunch or to leave class to pick up a lunch delivered by a parent. Students may bring lunch from home or purchase food in the cafeteria. Students may not order food from outside vendors for delivery during school. In the event that a student forgets his/her lunch, parents may deliver food to the front office for their children only and students will pick up the food in the front office during their lunch.

Lunchtime: Students may congregate and eat in the Main Commons or other supervised locations. Students may, but not always, have access to the library, computer labs, and to available teachers during lunch.

Outside Deliveries: During school, deliveries of outside food (pizza, drinks, etc.), balloons, flowers, or other "special deliveries" by parents, other people, or businesses are not permitted. Such items, including those brought by students deemed to be a potential distraction to others during classtime (i.e. balloons), will be stored in the main office until dismissal or in another location deemed permissible by appropriate staff.

Flyers/Literature Distribution: No flyers/literature may be distributed on campus or in the parking lots without the approval of a principal or their designee. The location of distribution may be determined by the administration, and the administration is responsible for checking to make sure all hanging literature has been approved. Flyers may only be posted on campus bulletin boards, concrete pillars in the Commons or other approved locations. The parties distributing flyers/literature are also responsible for taking them down. Failure to do so may result in the loss of the posting privilege.

Parking: Student parking at Sacramento Charter High School is considered a privilege. All students who are eligible to park on campus are required to display a valid parking permit. Students who wish to park on campus must complete a parking application to submit to the front office for approval and park only in spaces approved for student use. Once cars are parked, they should not be accessed at any time during school hours. Sac High reserves the right to revoke parking privileges at any time. Cars that are parked without valid documentation displayed or in an unassigned parking space may be towed. Students who do not receive a permit to park on campus can find sufficient on-street parking on the perimeter of the campus. To request a complete copy of the Sac High parking policy, please contact the main office at (916) 277-6200.

Parking and Driving Regulations: Student parking permits are distributed on a first come, first serve basis. Sacramento Charter High School does not guarantee every student driver a parking permit. Students who do not receive permits should park on the street or make other arrangements. Students must abide by the parking rules and regulations to maintain their parking permits. Drivers are subject to all state and city/county traffic laws, including the reporting of traffic accidents and/or damage to other vehicles. Students must follow all normal traffic rules when parking their vehicles in school parking areas. A parking pass may be revoked at any time at the discretion of the administration.

Field Trips: All field trips must be approved by the principal or the principal's designee. Parent-approved field trip permission slips must be returned to the sponsor of the trip prior to the trip. When a field trip has been planned, the sponsor(s) will notify the student of the dress code for the trip in writing. Unless otherwise noted in writing, students are required to wear their Sac High uniform and abide by the uniform and dress code policy. All other expectations of being a Sac High student apply on any school sponsored activity.

Library Books and Textbooks: Students are responsible for all library books they check out and all textbooks issued to them by Sacramento Charter High School. Library books and textbooks must be returned in the condition they were received accounting for reasonable wear and tear. The student and the student's parents/guardians are financially responsible for lost, stolen, damaged or destroyed library books and textbooks. Students will be charged up to the full replacement cost for items lost or damaged books. The student may have privileges revoked until outstanding bills for lost or damaged items are paid. Privileges subject to revocation include, but are not limited to, the student's participation in co-curricular and extracurricular activities (such as athletics, commencement, etc.) All outstanding bills for lost or damaged items must also be cleared before diplomas, transcripts, and school records are released.

Student Activities: On-campus clubs, groups, or teams that are not recognized by the administration are prohibited from operating on campus. In order to be recognized and meet on campus, clubs, groups, and teams must file a club charter with the administration. The club charter must include a club constitution and a club budget. For further discussion of applicable rules, please refer to the Sac High principal or their designee. All activities must be supervised by an appropriate adult while using any school facility.

Lost and Found: The Lost and Found is located on campus in the front office. All personal items such as clothing, books, sports equipment, etc..., should be clearly labeled with the student's name in indelible ink. Sacramento Charter High School cannot be responsible for any of these items. Items turned into the office that are plainly marked will be returned to the owner. Unmarked items will be placed in Lost and Found. Unclaimed items are donated to local charities periodically.

Personal Property: The school is not responsible for lost or stolen items (including cell phones and other electronic items). The student's name should be placed on **all** personal items. When a student goes to the gym to dress, all valuables should be locked in a gym locker. Students should guard their combinations and make sure their P.E. lockers are locked.

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

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

Harassment Policy: Sac High is committed to providing a safe educational environment that is free from harassment and discrimination for all individuals. Furthermore, all students have a right to a safe and healthy school environment and Sac High administration staff and community have an obligation to promote mutual respect, tolerance, and acceptance.

All students, employees and others on campus are forbidden from engaging in any harassing behavior. A student shall not intimidate, harass, or bully another student through words or actions. At the very least, such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The school will investigate allegations of harassment in a prompt, confidential, and thorough manner. Substantiated acts of harassment by staff will result in disciplinary action, up to and including termination of employment. Harassment by students will result in consequences being applied through the school's suspension and expulsion policy. Students found to have filed false and frivolous claims of harassment will be subject to disciplinary action as outlined in the school's suspension and expulsion policy.

Harassment occurs when an individual is subjected to treatment or to a school environment that is hostile or intimidating because of that individual's race, creed, color, religion, national origin, age, veteran status, physical

disability, gender, or sexual orientation. Sac High will afford equal opportunity to all individuals. Harassment, which can occur any time during school or during school-related activities, includes, but is not limited to, the following:

1. **Verbal Harassment:** Derogatory comments and jokes; epithets; threats; etc...
2. **Physical Harassment:** Unwanted physical touching; intimidating interference with normal work, movement, etc...
3. **Visual Harassment:** Derogatory or inflammatory posters, cartoons, written words, drawings, gestures, etc...
4. **Sexual Harassment:** Includes unwelcome sexual advances, requests for sexual advances or favors, and other verbal or physical conduct of a sexual nature, particularly when any or all of the following occurs:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress or is used as a basis of academic decisions concerning the student; or
 - Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or of creating an intimidating, hostile, or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

- Making unsolicited sexual advances and propositions;
 - Using sexually degrading words to describe a student or a student's body;
 - Displaying sexually suggestive objects or pictures;
 - Telling inappropriate or sexually related jokes;
 - Making reprisals, or explicit or implied threats of reprisals following a negative response to sexual advances.
5. **Bullying:** one or more acts by a pupil or group of pupils directed against another pupil that constitutes sexual harassment, hate violence, or severe or pervasive intentional harassment, threats, or intimidation that is disruptive, causes disorder, and invades the rights of others by creating an intimidating or hostile educational environment, and includes acts that are committed personally or by means of an electronic act.

It is the responsibility of every individual to: Conduct himself or herself in a manner that contributes to a positive school environment; avoid any activity that may be considered discriminatory, intimidating, or harassing; cease discriminatory, intimidating, harassing, or unwelcome conduct once s/he has been warned of said conduct.

Sexual Intercourse between students: In the state of California, statutory rape is called unlawful sexual intercourse. It is legally defined as an act of sexual intercourse with any minor who is not the spouse of the perpetrator. (PC 261.5(a)) The law is intended to protect males and females alike. A person who is 14 or older and is not more than three years older than the victim is guilty of a misdemeanor. If the person is more than three years older, however, he or she may be found guilty of a felony and punished as an adult with imprisonment in county jail or state prison. Students committing any sexual acts on campus will be subject to consequences per the school's suspension and expulsion policy.

Uniform Complaint Procedure / Complaint Resolution Policy: Sac High has in place a Uniform Complaint Procedure for addressing complaints alleging claims of unlawful discrimination based on ethnicity, religion, age, sex, sexual orientation, color, ancestry, national origin or physical or mental disability, or failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, childcare and development programs, child nutrition programs and special education programs. Sac High has also implemented a Complaint Resolution Policy for handling all other complaints. Copies of the Uniform Complaint Procedure, Complaint Resolution Policy and complaint forms are available at the front office.

Internet Use Policy: Sac High is pleased to offer Internet access for student use. The Internet is to be used solely as a tool for school-related education and research. Using the Internet is a privilege, not a right. This privilege may be revoked at the discretion of the administration. All students and parents of students enrolled in classes at Sac High must read this Internet Use Policy and agree to abide by its terms.

1. **Acceptable Use Policy:** Use of school computers and Internet access must be for educational research and consistent with the objectives and standards of Sac High. Transmission of materials in violation of any federal or state law is prohibited. These include, but are not limited to: copyrighted material, threatening or obscene material, or materials protected by trade-secret law.
2. **Code of Computer Etiquette and Online Conduct:** Any unauthorized person who electronically adds, alters, damages, deletes, or destroys any data, including grades, attendance and/or discipline history, or who knowingly allows another person to engage in such conduct, is subject to suspension, expulsion, and arrest. (E.C. 48900(f), E.C. 48900(g), and Penal Code 502. The next page contains a list of behaviors that are considered violations of Sac High's expectations for computer etiquette and online conduct:
 - a. Intentionally accessing, downloading, displaying, or sending visual or verbal material that is obscene, pornographic, racist, offensive, or harmful to minors.
 - b. Using obscene or profane language.
 - c. Harassing, insulting, or attacking others.
 - d. Damaging computers, systems, or networks, including, but not limited to:
 - e. Modifying computer control panel settings, spell-checking dictionaries, or other utilities.
 - f. Installing, or attempting to install, software without express permission from appropriate authorities.
 - g. Changing hardware configuration settings for computers or printers.
 - h. Violating copyright laws that include downloading music, videos, etc.
 - i. Using other users' passwords to access network resources.
 - j. Reviewing or modifying information from the files of administrative systems of Sacramento Charter High School, other schools or other organizations.
 - k. Using computer systems for commercial purposes.
 - l. Any other activity that may be deemed inappropriate at the discretion of the Sac High administration.

In addition to the above, St. HOPE Public Schools complies with the Children's Internet Protection Act and has in place an Internet Safety Policy that can be obtained at the Sac High front office.

3. **Electronic Mail (E-mail).** E-mail is defined as a personal electronic message exchanged by the user with another person having Internet access. Users are expected to abide by the Code of Computer Etiquette set forth above. Users are expected to remove old messages in a timely fashion, and system administrators reserve the right to remove such messages if not attended to by the user.
4. **Security.** Users are expected to respect security as a high priority. If a user detects a security problem in any computer, network, or Internet connection, the user must immediately notify a system administrator of the problem without demonstrating said problem to other users. Users may not let others use their account and password. Vandalism will result in cancellation of privileges and/or disciplinary action (up to and including suspension/expulsion). Vandalism is defined as any malicious attempt to harm or destroy data of another user, Sac High, or any agency or network connected to the Internet. It may also include the destruction of, or tampering with, any computer or system network by erasing programs, reconfiguring hard drives, disconnecting from the network, or uploading or creating computer viruses.
5. **Copyright and Public-domain Material.** Copyrighted material must not be placed on any system connected to Sac High without the copyright owner's permission. All users bear sole responsibility for complying with copyright laws.

6. **Technology Disclaimer.** Sac High cannot guarantee smooth operation of its computer systems. It is the student's sole responsibility to complete any required assignments completed by the deadlines set by their teacher(s). Printing problems, loss of data, or other network problems are not considered acceptable excuses for late assignments, absence, or tardiness. It is recommended that students make backup copies of all assignments in print and electronic form.
7. **Enforcement Provisions.** Sac High reserves the right to monitor any and all system activity and to inspect any files, including e-mail, stored on the system. Any and all use of school computers, systems, and networks is not private or protected.
8. **Limitation of Liability.** All policies stated herein are applicable to Sac High's computer facilities. All students and their parent(s)/guardian(s) agree to indemnify and release St. HOPE Public Schools and Sac High, its staff, directors, employees, and all related organizations from any liability, damages, or consequences that may result from the use of the Internet.

Safety in Science Labs: The procedures on the following page are intended to ensure that the Sacramento Charter High School science laboratories are a safe place to learn. It is the student's responsibility to know these procedures and to follow them at all times during lab activities. Any violation of these procedures can put the student and others at risk. Consequences may include immediate removal of the student from the laboratory and zero credit earned for the day's assignments with NO opportunity for make-up, paying for damaged equipment, suspension, and forfeiture of up to and including all lab privileges.

- Read and follow all instructions carefully before beginning a lab. Also, be sure to listen to the teacher and only perform experiments authorized by the teacher.
- You are responsible for your safety and the safety of those around you. Know where all safety equipment is and how to use it properly. Report any accidents, spills or injuries to the teacher immediately.
- Never eat or drink while conducting a lab.
- Conduct yourself in a responsible manner at all times.
- Dress appropriately in the lab. Wear safety equipment (i.e. goggles), closed-toed shoes and tie back long hair when working in the lab. Remove loose jewelry.
- Use care when working with chemicals, open flames, heating devices, sharp instruments, glassware, computers and all other lab equipment. If you are unsure how to use such items, ask for help before beginning to work.
- You are responsible for the materials and equipment that you use. Report any problems before beginning the lab. Use only materials and equipment authorized by your teacher, and don't remove equipment or materials from the lab area.
- Cleanup is your responsibility. Be sure to clean your lab area, dispose of materials appropriately, and return CLEAN equipment to its proper place. Students will only be dismissed once the lab is clean and organized.
- If you miss a lab, it is your responsibility to schedule a make-up lab time or assignment, with your teacher, upon your return to school. If you fail to do so, you will earn a zero for that lab assignment.

DISCIPLINARY PROCEDURES

Creating and preserving a college prep school environment and school culture that is safe, orderly and exemplifies Sac High's Public Schools' Five Pillars and the school's ROAR traits is a responsibility shared by all adults and students on the Sac High Campus. Consistent implementation of the code of conduct, uniform and dress code policy and disciplinary procedures detailed in the Student-Parent Handbook requires a collaborative effort from teachers, staff, students and families.

Disciplinary Sanctions:

The following criteria and processes have been identified for addressing student behavior that does not meet the standards and expectations articulated in this handbook. Expectations outlined in the handbook are strictly enforced at school, at school events, and on a student's way to and from school or school events. Additionally, the school expects all students to meet the standards and expectations articulated in the Student Conduct and Behavior section of this handbook at all times while interacting within the community.

Referrals:

Students receive referrals if their behavior disrupts the positive learning environment. Any teacher or staff member may issue a referral. A referral is sent, via Illuminate – our student information system, to a dean or appropriate administrator along with the student who is being referred. The dean will review the referral, the student's behavior record, their reflection about the referral, and then determine the appropriate action.

Level 1 Infractions: Level 1 infractions are characterized as minor violations of behavior expectations that disrupt the learning environment. Level 1 infractions include but are not limited to the following:

- Attendance issues such as excessive or deliberate tardiness
- Dress code violation(s)
- Minor Class disturbance(s)
- Use of prohibited electronic devices
- Profanity

Most Level 1 infractions will be handled by the teacher in class, provided a correction is made by the student. Sac High has zero tolerance for behavior that prevents students from learning and teachers from teaching.

Level 2 Infractions: Level 2 infractions are serious violations of behavior expectations that include but are not limited to the following:

- Repeated or ongoing Level 1 infractions
- Insubordination
- Disrespect
- Excessive profanity
- Disrupting school activities
- Gambling
- Selling items not endorsed by the school. (i.e. Candy)
- Physical disrespect (i.e. play fighting)

Students who commit Level 2 infractions may be referred to a dean or appropriate administrator for disciplinary action via a referral. Students may also be referred by any teacher or staff member, which will also include a written referral. A completed referral form, usually completed online, must accompany the student as close to the incident as possible. After the dean investigates the incident, the appropriate consequence will be determined. Consequences include but are not limited to JAG, Friday Night Blues, in-house suspension or other consequences outlined in the school's suspension and expulsion policy. The principal or their designee is the final authority in determining the level of consequence.

Level 3 Infractions: Level 3 violations are major violations of behavior expectations and almost always result in in-house suspension or suspension, and may result in expulsion. Level 3 violations include, but are not limited to the following (**see the *St. HOPE Public Schools Suspension and Expulsion Policy* for more detail**):

- Fighting and/or causing physical injury
- Possessing, selling, or furnishing of weapons, drugs, tobacco or alcohol
- Property damage or vandalism
- Robbery or extortion
- Harassment/Bullying
- Threatening a student or staff member
- Threatening another person through a text message, email, or social media/Cyber-Bullying
- Videoing a fight
- Instigating a fight
- Verbal Altercation
- Intention to fight
- Gang affiliation, repeated use of symbols, writing, or paraphernalia

Students who commit Level 3 violations will almost always be taken to a dean or appropriate administrator for disciplinary action, which will include a referral. Student may be referred by an administrator, teacher, or staff member. A completed referral form, usually completed online, must accompany the student as close to the

incident as possible. After an investigation into the incident, the appropriate consequence will be determined. The principal or their designee is the final authority in determining the level of consequence.

LEVELS OF CONSEQUENCES

Administration may assign up to any of the consequences listed below. Consequences can be assigned by a teacher or staff member, although a teacher may assign a maximum consequence of a one day suspension from their class. JAG (“Justice and Guidance”) is the term Sac High uses to refer to detention and is a system for holding students accountable.

- **Tier 1**
 - o Non-participation in school activities
 - o Teacher JAG
 - o Lunch JAG
 - o Restorative conversation
 - o JAG
- **Tier 2**
 - o Extended JAG
 - o Friday Night Blues
 - o Saturday School
- **Tier 3**
 - o In School Suspension (ISS)
 - o Off Site Suspension (OSS) remainder of the day
 - o OSS remainder of the day and the next day
 - o OSS 3-5 days
 - o Extended suspension due to a recommended expulsion and pending a disciplinary panel hearing

Non-Participation in School Activities: Sac High strives to create an environment that is not only focused and disciplined, but fun as well. We believe that our students’ high school experiences should be enjoyable and memorable. To that end, we support a number of student activities throughout the school year to create a positive environment on campus.

However, participation in these activities (and others) is a privilege, not a right. Therefore, students who are not meeting expectations in the following ways may not be allowed to participate in school-wide activities:

- Lower than a 2.3 GPA
- Unexcused absence from an assigned consequence
- Poor attendance (please reference the attendance section of this handbook which starts on page 25)
- Excessive discipline issues as determined by the appropriate administrator
- Students who have been suspended during that Term or school year

Lunch JAG: may be assigned for any number of reasons and is designed to give a measured consequence for student behavior. Ultimately students need to realize that they have control over their behavior. As a result of the student’s behavior, the student will be required to perform some on campus clean-up (trash duty after lunch, scraping gum, cleaning the grounds, etc.). Failure to report for lunch JAG will result in additional consequences.

Teacher JAG: may be assigned for any number of reasons and is designed to give a measured consequence for student behavior in the classroom. Ultimately students need to realize that they have control over their behavior in a learning environment. As a result of the student’s behavior, the consequence of a Teacher JAG is that the student will be required to participate in a restorative conversation with the teacher afterschool and complete the assignment per the teacher. Students are responsible for communicating with teachers to ensure the Teacher JAG consequence is served prior to the next class period for the specific teacher who assigned the consequence. Failure to report for Teacher JAG the day it is assigned will result in additional consequences.

JAG: If a student’s actions fall short of the behavior expectations set forth in the Student-Parent Handbook, s/he may be assigned JAG. Any conflicts with attendance in JAG need to be approved by a dean or an appropriate administrator prior to the student leaving for the day and be verified in writing or verbally with all adult parties.

Typically, JAG is held after school. Students who are not in the JAG room seated and prepared work at the start time will face additional consequences. During JAG, students may participate in work projects, writing assignments and/or character development activities as assigned.

Extended JAG: When students fail to serve JAG students will be assigned extended JAG which runs as often as needed. Extended JAG is longer than a traditional JAG and is housed in the Deans office.

Friday Night Blues: On occasion, students may be assigned to Friday Night Blues, which typically runs on Friday evenings from 4:00 – 6:00 p.m. Friday Night Blues can be the consequence for any level 2 infraction or for repeated smaller infractions. During Friday Night Blues, students may be assigned in work projects, including campus beautification efforts, physical training, writing assignments and/or character development activities.

Saturday School: On occasion, students may be assigned to Saturday School, which starts on Saturday mornings at an assigned time. Saturday school can be a consequence for any infraction or for repeated smaller infractions. During Saturday School, students may participate in work projects, including campus beautification efforts, physical training, writing assignments and/or character development activities as assigned.

Suspension: A student may receive an in school suspension (ISS) or off site suspension (OSS) when s/he demonstrates an extreme disregard for school rules and policies, chronically violates policies spelled out in the Student Handbook, repeatedly receives lower level consequences with no improvement or repeatedly fails to complete lower level consequences. Suspension will be for one (1) or less to five (5) school days. A suspension may only be extended past five days if a student is waiting for an expulsion hearing to occur. The principal or their designee determines the length of the suspension and the type of suspension the student receives. **Please see the *St. HOPE Public Schools' Suspension and Expulsion Policy and Procedure* for reference.**

Regardless of the length, suspensions do not alter the sequence of disciplinary procedures. For example, if a student is suspended for an offense a second time and s/he then commits the same offense again, the disciplinary action will be considered as the third time. Suspension does not eliminate any previous disciplinary consequences that have not been satisfied (i.e. JAG incurred prior to the beginning of the suspension).

If suspended, the student's parent/guardian will be informed of the suspension. A conference with the dean or appropriate administrator may be requested before the student returns to school. A suspended student may not be on campus, attend regular classes, any school function or athletic event, or other school activity while suspended. Suspension may be imposed for any of the following, among others:

- Failing to report to the dean or principal when sent from class for a disciplinary reason
- Acting in a way that could cause personal injury, property damage, or endanger other students, or staff
- Using or possessing any form of alcohol, drug or tobacco on campus or off campus
- Excessive use of profanity
- Failure to complete ISS
- Fighting on campus or at any school-sponsored affair
- Bullying and/or Cyber Bullying
- Failing to report for JAG or Saturday School
- Failure of past disciplinary action to effectively improve conduct
- Symbols, writing or paraphernalia associated with a gang
- Demonstrating disregard through attitude or actions for teachers, staff, other students, or the Sac High community and/or disrupting the orderly process of learning
- Falsifying notes or phone calls from parents/guardians
- Violating academic ethics such as cheating or plagiarism
- Any other actions deemed serious at the discretion of the principal or the Sac High administration, or as described in the ***St. HOPE Public Schools Suspension and Expulsion Policy***.

There are two types of suspension: In-School Suspension and Off Site Suspension. Generally, In-School suspension will be given as an alternative to Off Site Suspension if the offense is lesser and the student will not be a disruption while on campus; however it is the Dean's recommendation and the Principal's or designee's final decision as to which consequence the student in violation will receive.

In-School Suspension (ISS): ISS lasts from the moment the student arrives on campus until at least the end of the regular school day and is made up of work detail, academics, and physical activities. Whatever infractions occurred to merit a suspension detracted from the Sac High community and had a negative impact on the school. Therefore, the appropriate consequence is to ensure that students are serving a consequence that is “giving back” to the community in a positive manner. Additionally, students will be responsible for making up all class work and homework for the day. Students will complete all of the academic work they missed during the day.

Off-Site Suspension (OSS): Off-site suspension requires that a student remain completely off campus for the entirety of days assigned, or for the remainder of the day that the suspension is initially assigned. If a student leaves campus prior to the end of a school day for an off-site suspension a parent or guardian will be contacted prior to the student’s release. Suspended students are not allowed to attend athletic practices, after school activities, or school events, including off site events, on suspension days. Off-site suspensions are considered unexcused absences and the practices and policies outlined in the attendance section of the Student Handbook, which starts on page 25, apply to suspended students. It is the responsibility of the student to obtain work missed while they are suspended.

Expulsion: A student becomes eligible for expulsion when s/he demonstrates an extreme disregard for school rules and policies. **See the *SHPS Suspension and Expulsion Policy and Procedure for reference.*** A principal, dean, administrator, teacher, or staff member may suggest a student be recommended for expulsion; however the principal has the authority to make the final recommendation. An expulsion is when a student is removed from school and all educational programs. A student may be expelled for the following, among others:

- Possessing, using, distributing, or being under the influence of alcoholic beverages, tobacco, illegal drugs, or unauthorized prescription drugs on campus, within view of campus, or at any school function.
- Stealing or committing robbery.
- Fighting or causing physical injury or harm to another person.
- Flagrant insubordination, disobedience, or disregard for legitimate school authority.
- Violating academic ethics such as cheating or plagiarism.
- Possessing, handling, distributing, or selling any object that reasonably can be considered a weapon of any kind: (1) on the school grounds; (2) off the school grounds at any school event; or (3) while in route between home and school or any school event.
- Harassing, discriminating, or prejudiced behavior of any kind.
- Threatening or bullying (including cyber bullying)
- Further serious misconduct after being placed on suspension.
- Vandalism, bomb threats, false fire alarms, arson, and/or any other serious disruption to the educational process.
- Falsifying notes or phone calls from parents/guardians or school records.
- Demonstrating disregard for teachers, administrators, other students, the school community and/or disrupting the orderly process of learning or any other infractions as described in the ***St. HOPE Public Schools Suspension/Expulsion Policy.***
- Unlawful possession of school property.
- Gang affiliation or repeated use of gang symbols writing or paraphernalia

Expulsion Process and Disciplinary Administrative Panel: When a student’s conduct makes him/her subject to possible expulsion from school, the principal or appropriate member of the administration may make a recommendation to the Disciplinary Administrative Panel for expulsion. Following a hearing and deliberations, the panel will send its recommendation to the Executive Committee of the St. HOPE Public Schools’ Board of Directors. The final decision regarding the expulsion of a student is determined by a vote taken by the Executive Committee of the SHPS Board of Directors. Following the Executive Committee’s decision the SHPS Superintendent or designee shall send written notice of the decision to expel, including the panel’s findings of facts, to the student’s or parent/guardian. **See the *SHPS Suspension and Expulsion Policy and Procedure for reference.***