



SACRAMENTO ADVENTIST ACADEMY

2024-2025 **Student & Family Handbook**

Phone: 916-481-2300 | Fax: 916-481-7426 | info@sacaa.org | 5601 Winding Way, Carmichael, CA 95608

Table of Contents

School Information	5
Mission, Vision & Schoolwide Learner Outcomes (SLOs)	5
Accreditation	5
The North American Division and Pacific Union	5
Northern California Conference & K-12 Board of Education	5
Superintendent of Education	5
School Board	6
Admissions	7
Lifestyle Commitment	7
Non-Discrimination	7
Application & Acceptance Process	8
Enrollment	8
International Students	9
Health Policies	10
Immunizations	10
Medical Exemption to Immunizations	10
Medications	11
Physical Exams (Includes Sports Physicals)	11
Counseling Department	11
Academic Information & Policies	12
Academic Integrity	12
Academic Misconduct	12
Acceleration (3-11 students)	14
Classes Offered (K-8 students)	14
Correspondence, Local & Online Courses (9-12 students)	15
Dual Credit, Proficiency Exams, Independent Study (9-12 students)	15
Grade Placement	15
Grade Scales (K-8 students)	15
Graduation Requirements (8th Grade)	16
High School Grade Scale and Grade Point Averages (GPA)	16
Graduation Requirements (12th Grade)	17

Report Cards (K-8 students)	19
Academic Progress – Review & Probation (6-12 Students)	19
Resource Program	19
Records Release and Retention	20
Schedules (Add/Drop Forms)	20
Standardized Testing	21
Transcripts (9-12 students)	21
Transfer Credits (9-12 students)	21
Withdrawal or Severance	22
Attendance	23
Attendance Rationale	23
Excused Absences and Tardies	23
Attendance Grades & Scale (6-12 students)	24
Attendance – Probation & Review (6-12 students)	24
Unexcused Absences and Tardies	25
Prearranged Absences (Family Days)	25
Truancy	25
Citizenship, Behavior Reporting, & Discipline	26
Citizenship	26
Citizenship Grades	27
Citizenship Committee	27
Citizenship – Probation & Review (6-12 students)	28
Bullying, Harassment, and Sexual Harassment	28
Cell Phones and Personal Media Devices	29
Misuse of Cell Phones, Personal Media Devices, and Personal Computers	30
Dress Code	30
Grievance & Problem-Solving Procedure	31
Major Discipline – Suspension	32
Major Discipline – Expulsion or Recommendation for Withdrawal	32
Appealing Major Discipline	33
Law Enforcement Involvement	33
Network and Internet Use	34

Prohibited Substances (Alcohol and Drug-Free School)	35
Financial Information & Policies	37
Acceptance of Financial Responsibility	37
Supporting Churches and Organizations	37
Past Due Accounts	37
Kindergarten-12th Grade - Annual Tuition Rates (Listed rates apply only to the current school year)	38
Kindergarten-12th Grade Discounts (Annual) *Rates Subject to Change	38
After School Care Rates	38
Tuition (Payments)	38
Textbooks (includes school issued technology)	39
Tuition Assistance	39
School Sponsored Clubs, Organizations, and Teams	40
Athletics	40
Philosophy of Athletics and Competition	40
Athletic Program Objectives	40
Athletics Eligibility (5-12 students)	40
Student Leadership (Student Association and Class Office)	41
Student Leadership Eligibility (6-12 students)	42
Student Senate (9-12 students)	43
Unelected Student Leadership (5-12 students)	43
General Information	44
School Hours	44
After School Care	44
Child Abuse Reporting	44
Class Trip Eligibility (8th & 12th Grade)	45
Communication & Yearbooks	45
College Days Trip (12 th Grade)	45
Compliance - Asbestos	45
Contacting Students	45
Custody Disputes	46
Field Trips and/or School Sponsored Off Campus Activities	46

Force Majeure	46
Home and School Association	46
Leaving School Grounds	47
Lockers	47
Lunch	47
Media Release	47
Parent-Teacher Conferences	48
Playground Rules (K-8 students)	48
Privacy	49
Property (School and Student)	49
Public Displays of Affection	50
Search	50
Transportation (includes Student Drivers)	50
Visitors	51
Volunteers	51

School Information

Mission, Vision & Schoolwide Learner Outcomes (SLOs)

Our mission is to honor God by preparing students for academic success and a lifetime of service.

Our vision is that Sacramento Adventist Academy be recognized for its excellence and renowned for its Christ-centered approach to all aspects of the student experience.

Our Schoolwide Learner Outcomes (SLOs) speak to our goals for every graduate, we support and empower them to:

- Know Jesus,
- Embrace integrity,
- Live a balanced life, and
- Think critically.

Accreditation

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

The North American Division and Pacific Union

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

Northern California Conference & K-12 Board of Education

The Northern California Conference is the legal owner of Sacramento Adventist Academy—including the property and buildings. The conference employs the faculty and staff. The conference also provides a substantial, annual education subsidy for the school and may provide professional development for educators. The Northern California Conference K-12 Board of Education provides oversight on items such as financial plans, the school calendar, and employment issues.

Superintendent of Education

Albert Miller, Superintendent of Education for the Northern California Conference of SDAs, is the liaison between the Northern California Conference Executive Committee and the Sacramento Adventist Academy School Board. He manages teacher training, professional-education initiatives

for the conference, and monitors educational policy.

School Board

The Sacramento Adventist Academy Board of Directors determines the long-term vision and the goals of the school—developing policy, fostering relationships with each of the school’s stakeholders, and establishing resources to support the school’s mission. The current chair of the school board is Jaymes Cheney and the vice chair is John Lucero.

Admissions

Lifestyle Commitment

The success of Sacramento Adventist Academy depends in large measure, on the fullest cooperation between students, parents/guardians, faculty, staff, and administration. Students and parents/guardians agree to read, become familiar with, and follow the policies outlined in this student and family handbook. Students and parents/guardians are encouraged to call and/or email the principal whenever clarification, or an explanation, of policies is needed.

Students are expected to be responsible for their conduct on and off campus and to adhere to the following tenets of the Lifestyle Commitment:

- Develop physical, mental, and spiritual energies in order to honor God.
- Develop and maintain healthy and supportive relationships with others.
- Respect and protect the rights of all people at all times.
 - This includes: photos, online postings, audio, and video recordings.
- Respect and protect the property of the school and others.
- Practice principles of healthy living, honesty, integrity, and morality.
 - This includes refraining from using and supporting the use of tobacco, alcohol, or other harmful drugs.
- Endeavor to positively influence and assist others in supporting these ideals.

In addition, parents/guardians are expected to:

- Encourage their child(ren) to abide by the above Lifestyle Commitment and all school policies.
- Support the efforts of the school staff to provide a positive, safe, and orderly school environment.
- Avoid disruptive behaviors that negatively impact students, other families, teachers, staff members, and/or the school environment.

Non-Discrimination

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

Application & Acceptance Process

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

1. Complete the online application.
 - a. Can be accessed on the school website (www.sacaa.org, click 'Apply', then click 'Apply Now').
 - b. Requires a \$150/non-refundable electronic payment.
 - c. Requires a \$400/non-refundable electronic payment for International Students (see below).
2. Submit three recommendation forms.
 - a. Applies to grades 3-12.
 - b. Recommendation forms should not be completed by family members and/or friends.
3. Submit a copy of the child's birth certificate.
 - a. Applies to grades K-2.
4. Submit a copy of the child's most recent academic report.
 - a. Report card for grades 1-8; Transcript for grades 9-11.
5. In select cases, an academic assessment may be conducted to ensure proper grade placement.
 - a. Assessment focus will be reading and math.
6. Complete an interview with an administrator.

When the steps listed above are completed, the principal will make a recommendation for enrollment and an email notification will be made to the student and parent/guardian. All new students are accepted on a probationary status for the first semester grading period.

Students entering Kindergarten must be five years of age by September 1 of the current calendar year. First grade students must be six on or before September 1 of the current calendar year.

Enrollment

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

Complete & Submit:

1. Enrollment Packet.
2. Up-to-date immunization records (see Immunizations for a complete list of required immunizations).
3. Student Physical Exam (all new students and those entering 7th and 10th grade).
 - a. California State Law (AB4848).
 - b. Must include a scoliosis exam.

4. Sports Physical Exam (applies to 5th-12th grade students that wish to participate in athletics).

International Students

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

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

1. Personal reference forms (may not be completed by a family member).
2. An official report card/transcript, translated into English, from previous schools.
 - a. All courses will be accepted on a pass/fail basis and only those courses deemed necessary for graduation will be accepted.
3. Bank statement or certification letter indicating necessary funds are available.
 - a. International students are required to pay all tuition fees before an I-20 is issued.
4. Completed NAIS form (issued by the Northern California Conference).
5. A current medical and immunization record (see Immunizations for a complete list of required immunizations).
6. International Student Sponsor Host Information form.
 - a. The name, address and telephone number of the United States guardian/sponsor must be listed on the form.
7. Current physical exam (completed by a physician).
 - a. Must be completed within 3 months of application.

Health Policies

Immunizations

Sacramento Adventist Academy is required to verify immunization records for all new K-12 student admissions. Parents must show their child's immunization record as proof of immunization.

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

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

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

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

Medical Exemption to Immunizations

In keeping with the State of California's updated school vaccination law, all students must be fully vaccinated after January 1, 2016, regardless of their personal or religious beliefs. For students who hold a personal beliefs exemption to vaccinations, signed and dated prior to January 1, 2016, that exemption will continue to be valid until their next vaccination checkpoint, even when transferring to or from another school. At their next vaccination checkpoint - Kindergarten or 7th grade - those students will need to receive all mandatory vaccinations unless their physician completes the requirements to provide a medical exemption as defined by the State of California.

Medications

Any student who is required to take medication during the regular school day as prescribed by a physician may be assisted by a school staff member if the school has on file an Authorization to Dispense Medication form.

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

All medication must be stored safely and securely. A strict system of logging administered medications must be maintained. All medications should be returned to the parent/guardian at the end of the school year. Authorized students may need to carry emergency medication such as asthma inhalers, insulin, severe allergic reaction kits, or anticonvulsants. Documentation required for students who are allowed to carry and self-administer medication must include the signed consent of the physician, parent/guardian, and student. The school office shall maintain a list of all students on medication.

Teachers are not to diagnose a health condition or give any internal medications.

Physical Exams (Includes Sports Physicals)

Physical examinations are required of all students as follows:

- Upon entering school for the first time
- Prior to the start of an athletic season
- For students entering 7th & 10th grade each year

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

Counseling Department

Sacramento Adventist Academy is pleased to provide counseling services to students experiencing difficulties that interfere with learning and development. The counseling department provides individual and group support for students struggling with social/emotional issues in Kindergarten through 12th grade. Members of the counseling department will work cooperatively with parents and outside agencies to help facilitate appropriate resolutions to student difficulties.

Academic Information & Policies

Academic Integrity

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

In the pursuit of this ideal, Sacramento Adventist Academy has developed policies which reflect this commitment and acknowledge the following:

- Academic honesty is a shared responsibility among students, parents/guardians, teachers, and school administration.
- Students that act with honesty are adversely affected by those who do not.
- Students are under intense pressure to achieve at a high level.
- Teachers must create conditions which encourage ethical and moral behavior.
- Students experience lasting growth through the process of individual creation and thinking.

Academic Misconduct

Academic misconduct is any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of SAA's academic community. This includes a wide variety of behaviors such as cheating, plagiarism, altering academic documents or transcripts, gaining access to materials before they are intended to be available, and helping a friend to gain an unfair academic advantage.

Below are types of academic misconduct with examples of each. Please note that this list is not exhaustive.

Cheating

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question, such as:

1. Copying or attempting to copy from others on an assignment or during an exam.
2. Communicating answers with another person during an exam.
3. Preprogramming a calculator to contain answers or other unauthorized information for exams.
4. Using unauthorized materials, including Artificial Intelligence (AI) software, prepared answers, written notes, or concealed information during an exam.
5. Allowing others to do an assignment or portion of an assignment for you, including the use of a commercial essay/paper service.

6. Submission of the same assignment for more than one course without prior approval of all the teachers involved.
7. Collaborating on an assignment or exam with any other person without prior approval from the teacher.
8. Taking an exam for another person or having someone take an exam for you.

Plagiarism

Plagiarism is defined as the use of intellectual material produced by another person without acknowledging its source and/or the use of AI software to generate information without proper citation, for example:

1. Wholesale copying of passages from works of others into your homework, essay/paper or presentation without acknowledgment.
2. Use of the views, opinions, or insights of another without acknowledgment.
3. Paraphrasing of another person's characteristic or original phraseology, metaphor, or other literary device without acknowledgment.
4. Using AI software, such as but not limited to ChatGPT, to generate information without proper citation.

Misusing Course Materials

1. Removing, defacing, or deliberately keeping learning materials from other students.
2. Disrupting or disturbing the work of another student during a practical exam.
3. Selling, distributing, website posting, or publishing course lecture notes, handouts, readers, recordings, or other information provided by an teacher, or using them for any commercial purpose without the express permission of the teacher.

Providing False Information

1. Furnishing false information in the context of an academic assignment.
2. Failing to identify yourself honestly in the context of an academic obligation.
3. Fabricating or altering information or data and presenting it as legitimate.
4. Providing false or misleading information to a teacher or any other school representative.

Theft or Damage of Intellectual Property

1. Sabotaging or stealing another person's assignment, book, essay/paper, notes, experiment, project, electronic hardware, or software.
2. Improper access to, or electronically interfering with, the property of another person or the school via computer or other means.
3. Obtaining a copy of an exam or assignment prior to its approved release by the teacher.

Alteration of School Documents

1. Forgery of a teacher's signature on a letter of recommendation or any other document.
2. Submitting an altered transcript to or from another institution or employer.
3. Putting your name on another person's exam or assignment.

4. Altering a previously graded exam or assignment for purposes of a grade appeal or of gaining points in a re-grading process.

Students who participate in any of the above types of academic misconduct at Sacramento Adventist Academy will be subject to disciplinary action (See *Citizenship, Behavior Reporting & Discipline*).

Acceleration (3-11 students)

It is possible for students to apply for an accelerated program. Interested students and parents/guardians should first speak with their classroom/subject teacher. Following the initial inquiry, the teacher will meet with an administrator to discuss the inquiry and then follow up with parents/guardians. All requests to accelerate should be made one year prior to the planned acceleration.

To accelerate, a student must:

1. Have a MAP assessment average, composite placing them at or above the 90th percentile.
2. Demonstrate to administration, teachers, staff members, and their parents/guardians satisfactory evidence of academic, emotional, and social readiness for acceleration.

Classes Offered (K-8 students)

Bible	English Language Arts (ELA)	Math	*Music (see notes below)
Physical Education (PE)	Science	Social Studies	Technology

*Music is a valuable part of the academic experience for all students at SAA. K-8 students are required to take at least one music course each year. The complete music course sequence is as follows:

- Kindergarten-3rd Grade – Choir
- 4th Grade – Choir and/or Elementary Band
- 5th-6th Grade – Choir, Elementary Band, and/or Hand bells
- 7th-8th Grade – Choir, Middle School Band, and/or Hand bells

Correspondence, Local & Online Courses (9-12 students)

Students are encouraged to continue learning throughout the school year and during the summer months (June or July). Students and parents/guardians are encouraged to speak with the registrar when considering correspondence, local, and/or online courses. All off-campus courses taken to satisfy graduation requirements must have prior approval of the school administration and must be taken from accredited educational institutions.

When prior approval for an off-campus course has not been obtained, Sacramento Adventist Academy reserves the right to withhold credit and/or request a student to take an appropriate achievement test to determine the learning level that was achieved. With prior, written administrative approval a student may be granted permission to enroll in an off-campus course(s) at a local secondary school, college/university, and/or correspondence/online school.

The criteria for granting a request include:

1. The course is not offered at Sacramento Adventist Academy.
2. The student is not able to take the course due to schedule conflicts.
3. The student needs to retake a course.
4. The student qualifies for early graduation, and this will create an overload.

Dual Credit, Proficiency Exams, Independent Study (9-12 students)

For information on dual credit, proficiency exams, and independent study courses, students should speak to the registrar and/or review the Pacific Union Conference Education Code.

Grade Placement

Sacramento Adventist Academy reserves the right to place students in the appropriate grade level. Grade placement for all students will be determined by considering the following: chronological age, social/emotional readiness, academic records, and standardized assessment data.

Grade placement within high school will be determined using the following minimum credit totals:

- 10th grade/Sophomore – a minimum of 60 credits at the start of the school year.
- 11th grade/Junior – a minimum of 120 credits at the start of the school year.
- 12th grade/Senior – a minimum of 180 credits at the start of the school year.

Grade Scales (K-8 students)

The following grade scales are used for all subjects in Kindergarten-8th grade.

<p>Kindergarten:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I - Independent (90-100%) <input type="checkbox"/> P - Progressing (70-89%) <input type="checkbox"/> N - Needs time to develop (0-69%) 	<p>3rd-8th Grade:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A 93-100% <input type="checkbox"/> A- 90-92% <input type="checkbox"/> B+ 87-89% <input type="checkbox"/> B 83-86% <input type="checkbox"/> B- 80-82% <input type="checkbox"/> C+ 77-79% <input type="checkbox"/> C 73-76% <input type="checkbox"/> C- 70-72% <input type="checkbox"/> D+ 67-69% <input type="checkbox"/> D 63-66% <input type="checkbox"/> D- 60-62% <input type="checkbox"/> F 0-59%
<p>1st & 2nd Grade:</p> <ul style="list-style-type: none"> <input type="checkbox"/> E - Excellent (90-100%) <input type="checkbox"/> S - Satisfactory (70-89%) <input type="checkbox"/> N - Needs improvement (0-69%) 	

Graduation Requirements (8th Grade)

To graduate from 8th grade, Sacramento Adventist Academy requires all 8th grade students to successfully complete each course in which they are enrolled with a minimum overall grade of a C with no failing grades.

High School Grade Scale and Grade Point Averages (GPA)

The following grade scale is used for all high school subjects. The following honor point system is used to determine a student's Grade Point Average (GPA).

Grade	Percent	Honor Points	Advanced Placement Honor Points
A	93-100%	4.00	5.00
A-	90-92%	3.70	4.70
B+	87-89%	3.30	4.30
B	83-86%	3.00	4.00
B-	80-82%	2.70	3.70
C+	77-79%	2.30	3.30
C	73-76%	2.00	3.00

C-	70-72%	1.70	2.70
D+	67-69%	1.30	*
D	63-66%	1.00	*
D-	60-62%	0.70	*
F	0-59%	0	-
**I	Incompletes - See Below		
*A letter grade of D will be recorded on a student's transcript, but no GPA advantage is awarded.			
**Students that have not completed coursework due to extenuating circumstances may receive an "I" grade - Incomplete. Deadlines for the completion of work will be established by the school administration, often in consultation with the teacher. For the benefit of the student, deadlines will not extend beyond two-weeks after the conclusion of a grading period.			

Graduation Requirements (12th Grade)

Sacramento Adventist Academy offers two diplomas, a general diploma and an advanced diploma. Earning a diploma is contingent upon a student successfully completing all required courses from SAA and/or other accredited schools, being enrolled during the final semester of the school year immediately prior to graduation and maintaining satisfactory attendance and citizenship.

Discipline/Content Area	General Diploma	Advanced Diploma
Religion Religion I, II, III, IV	40 credits*	40 credits*
English English I, II, American Literature, British Literature, AP English Literature & Composition, AP English Language & Composition	40 credits	40 credits
Mathematics Algebra I, Geometry, Algebra II, Trigonometry, Pre- Calculus, AP Pre-Calculus, AP Calculus	20 credits**	30 credits**
Science	20 credits***	30 credits***

Physical Science, Biology, AP Biology, Chemistry, Physics, Anatomy/Physiology, AP Environmental Science		
Social Studies World History, AP World History, United States History, AP United States History, Government, AP Government, Economics	30 credits	30 credits
Foreign Language Spanish I, II, III, IV	-	20 credits
Physical Education Physical Education I, II, III, Athletic Leadership & Training, Weight Training	30 credits	30 credits
Health	5 credits	5 credits
Fine Arts Band, Bel Canto, Bells, Choir, Jazz Band, Orchestra, Ceramics, Drawing & Painting	10 credits	20 credits
Technology Computer Applications, Computer Programming, Photography, Robotics, Videography	10 credits	10 credits
Applied Arts Life Skills, Personal Finance, Woodshop, Yearbook	10 credits	10 credits
Electives	25 credits	15 credits
Total Credits	240 credits	280 credits
Community Service	100 hours****	100 hours****
Grade Point Average	1.75	2.75
Conversion note: A one-semester class, which meets 200 or 240 minutes per week, equals five credits. Five credits equal .5 Carnegie units. A one-year core class equals ten credits. Ten credits equal 1 Carnegie unit.		
* 5 credits of Religion are required for every semester in a Seventh-day Adventist secondary school.		
** Algebra I is required for a General Diploma and Algebra I and Geometry are required for an Advanced Diploma.		

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

****Twenty-five clock hours (minimum) of community service are required for graduation for each year in attendance at SAA. September 1 is the deadline for a student to submit his/her previous academic year and/or summer hours. Community service hours cannot be earned when working for a family member or when a student receives compensation. Students are encouraged to balance their community service hours between a variety of places, including but not limited to their neighborhoods, local business, churches, and SAA.

Report Cards (K-8 students)

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

Academic Progress – Review & Probation (6-12 Students)

Student academic progress will be monitored regularly. Any student with a GPA below 1.7, two or more D's, or any F's will be placed on *academic review*, meet with an administrator or counselor, and may be required to attend extra study halls (or be subject to more stringent protocols in their existing study halls).

Students on *academic review* for more than one successive 3-week period or at the end of a quarter/semester will be placed on *academic probation*. Parents will be notified by email and will meet with an administrator to develop an action plan, which could include adjustments to class schedule, time with SAA's resource teacher, and tutoring options. While on probation, students may not be allowed to participate in any extracurricular activities.

If a student finishes two consecutive semesters on academic probation, while showing no amenability to change, they may be asked to withdraw from school.

Resource Program

Sacramento Adventist Academy recognizes the specific and changing needs of all students, and specifically those students with learning challenges. The resource program is designed to provide additional academic and social/emotional support for students struggling to work at grade level and/or within certain situations.

The resource program has five primary goals:

1. The student has access to a positive classroom and school experience.

2. The student and parents/guardians set learning goals and are supported by resource, classroom, and subject teachers to achieve them.
3. The student demonstrates growth, toward goals, within the year.
4. The student advocates for themselves.
5. The student works independently.

In situations in which students are struggling within the general classroom setting, parents/guardians should first contact their child's teacher and inquire about receiving additional support through the resource program. After the initial inquiry the steps below will be followed:

1. Teacher meets with parents/guardians to discuss the issue(s) and potential classroom accommodations and/or adjustments that may address the issue(s).
2. Teacher meets with resource teacher.
3. Resource teacher schedules Student Study Team (SST) meeting with parents/guardians and teacher(s).
4. Resource teacher conducts baseline assessment to determine next steps.

Records Release and Retention

It is the policy of Sacramento Adventist Academy to:

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

Schedules (Add/Drop Forms)

The administration is responsible for overseeing the elementary (K-5) classroom schedules and the construction of the middle school (6-8) and high school (9-12) master schedules. Changes to an individual class schedule require the completion of an "Add/Drop Form." This form is obtained

from the front office and requires the signature of the teacher(s), parents/guardians, and the registrar.

The following policies will be considered when finalizing a student's schedule:

- A minimum of one music class per semester (K-8).
- A minimum semester course load of 25 credits (9-12).
- Students may not add a class after the third week of a semester. (6-12)
- Students who withdraw from a class after the drop date will not receive a grade, or partial credit, for the class. (6-12)
- Students who drop a class after the drop date will receive a W (Withdraw) on their transcript (9-12).
- Students may not withdraw from a class in the last four weeks of the semester (9-12).

The administration may consider exceptions to these policies in unique, unavoidable circumstances.

Standardized Testing

Each fall, winter, and spring Sacramento Adventist Academy administers the MAP (Measures of Academic Progress) Assessment to K-12 students. The results of these assessments inform instructional decisions and aid students, parents/guardians, and teachers in measuring academic growth and establishing academic goals.

In addition, the school administers the PSAT 8/9, PSAT 10/11, and SAT tests. The results of these tests inform instructional and programming decisions each school year. The PSAT is required for all 11th grade students. The SAT is required for all 12th grade students.

Transcripts (9-12 students)

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

Transfer Credits (9-12 students)

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

Withdrawal or Severance

Students who withdraw from school must complete all required withdrawal forms, which are distributed by the registrar at the request of the parent/guardian. Transfer requests will not be processed until all required withdrawal forms and processes have been completed.

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

Following the withdrawal or severance of a student who is required by state law to be enrolled in school, the registrar will ascertain that the student has entered another school. If the student fails to do this within the required period, the registrar will notify the attendance officer of the local public school district. Following the withdrawal or severance of any nonresident student enrolled on a student visa, the registrar will notify the appropriate immigration officials.

Attendance

Attendance Rationale

All students should attend class to establish a pattern of responsibility to meet day-to-day appointments, share ideas by way of participation and self-expression, and keep up with daily assignments, class activities, and lectures. Students that demonstrate consistency and reliability in attendance are successful academically.

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

Excused Absences and Tardies

1. Illness
 - a. Students must be fever/vomiting/diarrhea free without medication for 24 hours before returning to school.
 - b. Students who are diagnosed with a medical condition which may affect regular school attendance should provide the office with medical documentation noting the diagnosis and treatment.
 - c. Students that miss more than 10 days of a class due to illness must petition to have the additional absences excused.
2. Medical/Dental Appointments
 - a. Should be scheduled outside of class time whenever possible.
3. School Sponsored Activities
 - a. Includes athletics, field trips, performances, tours, etc.
4. Family Days
 - a. Students are awarded 4 days each year.
5. College Visits or Job Shadowing
6. Death in the Immediate Family
7. Court/Mediation Appearances

To maintain a healthy classroom/school environment, parents/guardians and students are expected to monitor for *symptoms of illness each day and remain home if symptomatic. In the case of unexpected illness, parents/guardians should call the front office or email the attendance office (by 9:00 am) on the day of the absence or tardy.

Following an absence or tardy due to medical, dental, or court appointments, the student is required submit a written note from the doctor, dentist, or court verifying their attendance. Notes must be submitted to the front office within five days of the absence or tardy.

Any unexcused absences or tardies that are not excused within five days will remain unexcused (see *Attendance Grades & Scale*). Excuses for illness lasting longer than five consecutive days must be physician certified.

Students diagnosed with a medical condition, which may affect regular school attendance, should provide the office with medical documentation noting the diagnosis and treatment. Students, and their parents/guardians, that miss class must contact their teacher within one day of returning to class to determine what was covered in class during their absence.

6-12th grade students that repeatedly miss instructional time, for excused or unexcused reasons, will be subject to review by the administration and may forfeit class credit for lack of attendance.

Attendance Grades & Scale (6-12 students)

Middle and high school students (grades 6-12) will be assigned an attendance grade at the conclusion of each quarter grading period (9 weeks). Attendance grades reset at the beginning of the next quarter grading period. Attendance grades are not recorded on a report card or transcript but are reviewed regularly. Student attendance impacts achievement and opportunity to participate in all types of leadership activities (see *Athletic and Leadership Eligibility*).

Quarterly attendance point breakdown is as follows:

- An unexcused tardy is equal to one attendance point.
- An unexcused absence is equal to three attendance points.

Attendance grades will be assigned using the following scale:

Grade	Point Value
M - Meets expectations	1-5 points
S - Sometimes meets expectations	6-18 points
*F - Fails to meet expectations	19 or more points

Attendance – Probation & Review (6-12 students)

Students with an “F” attendance grade will be required to meet with a class sponsor, an administrator, or the counselor to create an attendance improvement plan.

Students with an “F” attendance grade in the current quarter grading period may not be permitted to attend overnight trips such as, but not limited to, study tours, music tours, and/or college visits.

Unexcused Absences and Tardies

In the case of an unexcused absence or tardy, homework, quizzes, tests, and/or participation points can be made up only at the discretion of the teacher. It is the responsibility of the student and their parent/guardian to contact the teacher for missing work, which should be done prior to a pre-arranged absence and within one day of returning from an unplanned absence.

*Middle and high school students (6-12) that miss more than ten minutes of any class will be counted absent for that class period.

Prearranged Absences (Family Days)

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

- 1) Email the attendance office to request family days.
- 2) The attendance officer will notify teachers of the planned absences and excuse attendance.

*As a rule, the student is responsible for completing any missed assignments within the same number of days as were missed.

**Family Days must be arranged at least one week in advance and cannot be applied retroactively. If the absence coincides with a musical performance/event, arrangements must be made with the music teacher at least one month in advance of the musical event for the absence to be excused.

Truancy

An unexcused absence, even for just one class period or an extended period within a class period, from school without the knowledge and consent of parents/guardians and school officials is considered truancy (see *Citizenship*).

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

Citizenship, Behavior Reporting, & Discipline

Citizenship

Sacramento Adventist Academy values and prioritizes quality citizenship within our students. We believe that many of the behaviors and skills that our students learn and develop are synonymous with spiritual, social/emotional, and academic growth. We believe that citizenship includes collaboration with others, engagement, integrity, investment in more than ourselves, productivity, respect (for others, property, and the environment), and responsibility.

Student citizenship progress is monitored for each of these broad areas because good citizenship is key to the long-term success of our students. Each of the reportable behaviors may be recorded within the behavior section of FACTS and has a corresponding demerit or point value.

Level 1 Behaviors - 1 pts	Level 2 Behaviors – 2-5 pts	Level 3 Behaviors - 10+ pts (see Major Discipline)
<ul style="list-style-type: none"> <input type="checkbox"/> Cell phone misuse <input type="checkbox"/> Chewing gum (K-8) <input type="checkbox"/> Class disruption and misbehavior <input type="checkbox"/> Disobedience <input type="checkbox"/> Dress code violation <input type="checkbox"/> Playground misbehavior <input type="checkbox"/> Profanity <input type="checkbox"/> Vulgarity <input type="checkbox"/> Rough housing 	<ul style="list-style-type: none"> <input type="checkbox"/> Cheating on a daily/homework assignment <input type="checkbox"/> Cruelty to others <input type="checkbox"/> Defiance of school personnel or rules <input type="checkbox"/> Disrespect to school personnel <input type="checkbox"/> Excessive tardiness <input type="checkbox"/> In off-limits area of campus <input type="checkbox"/> Inappropriate behavior <input type="checkbox"/> Inappropriate computer/cell phone/network/social media use <input type="checkbox"/> Inappropriate language <input type="checkbox"/> Lying <input type="checkbox"/> On campus driving violation <input type="checkbox"/> Profanity directed at another person <input type="checkbox"/> Stealing (theft) 	<ul style="list-style-type: none"> <input type="checkbox"/> Bullying <input type="checkbox"/> Possession of alcohol or drugs <input type="checkbox"/> Possession or use of weapon <input type="checkbox"/> Destruction or misuse of school property (vandalism) <input type="checkbox"/> Fighting/Assault <input type="checkbox"/> Misuse of cell phone/camera in locker rooms, restrooms, and/or weight rooms <input type="checkbox"/> Racism (acts and/or words) <input type="checkbox"/> Repeated stealing (theft) <input type="checkbox"/> Sexual harassment <input type="checkbox"/> Cheating on an exam or quiz <input type="checkbox"/> Plagiarism <input type="checkbox"/> Theft or damage of intellectual property <input type="checkbox"/> Truancy <input type="checkbox"/> Altering of school documents <input type="checkbox"/> Misuse of course materials
<p>* Repeated behaviors in any level may be moved to the next level by a teacher, staff member, or administrator.</p> <p>** As a general rule, level one behaviors are most likely to be handled within the classroom by a teacher or staff member and level two and three behaviors are most likely to be handled by an administrator.</p> <p>*** Teachers and staff members are encouraged to award merits to students for positive behaviors.</p>		

Citizenship Grades

All students will maintain a citizenship grade at the conclusion of semester grading period (18 weeks). Citizenship grades will reset at the beginning of each semester grading period. Citizenship grades are not included on a report card (K-8) or transcript (9-12) but will be communicated to parents/guardians should a student receive a grade below an M.

Citizenship grades will be assigned using the following scale:

Grade	Demerit Value
M - Meets expectations	0-3 demerits
S - Sometimes meets expectations	4-9 demerits
F - Fails to meet expectations	10 or more demerits
*Any student whose citizenship grade falls below an F grade at any time during a semester grading period will have their citizenship reviewed by a citizenship committee (see below).	

Citizenship Committee

All teachers and staff members share in the responsibility for the supervision of student behavior, i.e. citizenship. Teachers and staff members will record violations of school rules in a student's behavior record in the adopted Student Information System (FACTS). All incidents will be communicated to parents/guardians and a school administrator within 24-hours.

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

To maintain a healthy and positive school atmosphere, student behavior will be reviewed by the citizenship committees for their cohort: K-5, 6-8, 9-12. The committees will be composed of an administrator and cohort teachers. The committees will meet as needed to review repeated level one behaviors, all level two and three behaviors, and are authorized to take disciplinary action.

When taking disciplinary action, the committee will consider that discipline is designed to be redemptive, remedial, and corrective rather than punitive. The attitude of providing what is best for the student and what impacts the learning process the least, will be evident in every act of discipline. Major disciplinary decisions will be made by the principal or their designee in consultation with members of the citizenship committees.

Citizenship – Probation & Review (6-12 students)

Students with an “F” citizenship grade will be required to meet with a class sponsor, an administrator, or the counselor to create a citizenship improvement plan.

Students with an “F” citizenship grade in the current semester grading period may not be permitted to attend overnight trips such as, but not limited to, study tours, music tours, and/or college visits.

Bullying, Harassment, and Sexual Harassment

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

This policy addresses the following behaviors:

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

*Bullying is defined as aggressive behavior in which someone, or a group, intentionally and repeatedly causes another person, or persons, injury, or discomfort. Bullying can take the form of physical contact, words, or more subtle actions. The bullied individual(s) typically has trouble defending themselves and does nothing to “cause” the bullying.

*Cyberbullying is defined as threatening or harassing behavior conducted through such electronic technology as cell phones, email, social media, or text messaging.

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

*Sexual harassment is defined as unwelcome sexual advances or requests, and other conduct of a sexual nature that is offensive. It can be spoken, written, electronic, or physical behavior. It includes but is not limited to offensive pictures, graffiti, jokes, and gestures. Sexual harassment occurs when the offensive behavior or material creates a hostile environment. If subjection to offensive sexual conduct is made a condition of academic status, progress, benefits, honors, or activities, it is sexual harassment.

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

1. If the bullying/harassment is between students, report the incident to a faculty or staff member.
2. If the bullying/harassment comes from an adult, report the incident to an administrator.

The student will be allowed to have an advocate accompany them during the reporting process.

The administration will promptly investigate all reports of bullying/harassment. Upon completion of the investigation, the administration will make written findings and conclusions as to each allegation of bullying/harassment and report the findings and conclusions to those involved and, in cases involving a staff member, the NCC Superintendent of Education and the School Board Chairperson.

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

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

Cell Phones and Personal Media Devices

Students are required to turn off and submit their cell phones to a designated teacher, staff member, or administrator at the start of each school day. Keeping a cell phone turned off and within the possession of the student is not sufficient.

Unless permission has been granted by a teacher, staff member, or administrator in advance, students are not permitted to use cell phones or personal media devices during the school day. The school day is defined as 7:45 am until dismissal from the last class period of the day.

- ❑ Students are not to use cell phones, cameras, video recorders, or other devices to record or transfer images of others (pictures and videos) without the consent of those being recorded.
- ❑ Cell phones, cameras, video recorders, or other devices are not permitted for use, to record, or to transfer images in bathrooms or locker rooms at any time.
- ❑ Cell phones and personal media devices are not permitted in after school care for K-8 students.

Non-verbal, oral or written communication, on and off campus, including video, pictures and graphics on classroom computers, personal computers, cell phones or other media devices, should demonstrate a positive purpose and basic Christian principles of decency. Should the school become

aware that a student has been communicating inappropriate content on or off campus or misrepresenting the values of the school in communication, the student will be subject to disciplinary action (See *Lifestyle Commitment*).

Misuse of Cell Phones, Personal Media Devices, and Personal Computers

(See *Citizenship*)

Dress Code

Sacramento Adventist Academy has a dress code policy that provides guidelines for student dress to be clean, neat, appropriate, and modest. External appearance and conduct are not to be interpreted as the essence of Christianity, but a dress code is important to create and maintain a safe campus environment and an atmosphere conducive to learning. As such, personal appearance should not detract from the learning process. The student dress code must be followed for *all* school-sponsored activities.

The support of students and parents/guardians is both appreciated and expected when it comes to following the dress code.

The following bulleted list offers a quick guide to the dress code:

- Shoes (that cover both toes and heels) must be worn on all occasions on campus, as well as at all school-sponsored activities.
 - *Sandals and/or flip flops may be worn by middle and high school students, but for safety reasons, students wearing sandals/flips flops may be restricted from participating in certain activities.
- Clothing should be modest and provide body covering.
 - Permitted shorts and skorts will provide body covering and will not reveal underclothing.
 - Permitted dresses and skirts will approach the knees.
 - Permitted pants will be free from excessive rips and tears.
 - Clothing that promotes unhealthy lifestyle choices (i.e. the use of alcohol, drugs, or other prohibited substances and/or behaviors) is not permitted.
 - Clothing with the appearance of underclothing is not permitted as outerwear.
 - Underclothing should be covered at all times.
 - Strapless tops and dresses are not permitted.
- Jewelry in the form of facial piercings (eyebrows, noses, lips, cheeks, tongue, etc.) and body piercings is not permitted.
- Jewelry of any kind is not permitted during PE or athletic competitions.
- Sunglasses are permitted as outdoor wear only.
- Displayed tattoos (both temporary and permanent) are not permitted.
- Hoods are not permitted as indoor wear.

- With the exception of chapel, hats are permitted so long as they do not obscure the face and/or inhibit learning.
- All swimwear should be modest and provide body covering.
- Athletic clothing is permitted during the school day so long as it meets the above and below requirements.
 - PE uniforms are not permitted as general campus wear.
 - Sport specific clothing (bicycle, running shorts and tops, swimming gear, etc.) is only permitted during athletic practices and competitions.
- Hair is to be clean and should not distract from learning.

All teachers and staff members have the right to declare student attire unsafe or unacceptable for school. If a teacher or staff member concludes that student attire does not comply with the dress code, it is the responsibility of the student and/or their parent/guardian to find acceptable clothing alternatives in a timely manner.

Grievance & Problem-Solving Procedure

Sacramento Adventist Academy recognizes that parents/guardians and students have a right to discuss grievances against the school. However, the school also recognizes that an orderly procedure for resolution of a grievance is essential. In all aspects of the grievance process, the well-being of the student will be the primary concern. In the case of a student grievance, they will be allowed to have an advocate accompany them through the process.

The following steps, based on the Biblical model found in Matthew 18, will be used for resolving grievances. An issue may be resolved at any level of the process; however, a final resolution to a grievance will be made at the School Board Committee level. All parties will be officially notified in writing of the decision at each level.

1. Schedule a conference with the teacher or staff member.
2. If not resolved, request a conference/review with the teacher/staff member and vice principal(s).
3. If not resolved, request a conference/review with the principal and vice principal(s).
4. If not resolved, request a School Board review, which will be conducted by the appropriate School Board Standing Committee.
 - The issue to be reviewed must be submitted in writing to the School Board Chairperson.
 - Should the problem involve a school employee, it shall be reviewed in executive session.
 - Should the grievance be lodged against the spouse or family member of a school employee, the employee must remove herself/himself from the decision-making process relative to the issue at hand.

- A final resolution to a grievance will be made at this level. All parties will be officially notified in writing of the committee's decision.

Major Discipline – Suspension

In the case of a serious act or violation of school rules, the principal may suspend a student even though there has been no prior serious misbehavior. A student may also be suspended for repeated minor offenses when other procedures have not been effective. Documented incidents of student behavior, parental notification, and corrective measures will be maintained in the student's behavior record.

Written notification of the length of, and rationale for, the suspension will be provided to parents/guardians. In all cases of suspension, the first consideration for students in grades K-5 will be an on-campus suspension.

*Major discipline, suspension or recommendation for withdrawal, involving an elected student leader will result in the student forfeiting the office for the duration of the school year.

Major Discipline – Expulsion or Recommendation for Withdrawal

The following actions presume the student shall be expelled or asked to withdraw:

1. Major or repeated theft at school.
2. Possession and/or use of a weapon at school or school activities.
3. Possession and/or use of controlled substances including alcohol and tobacco.
4. Severe or repeated harassment, sexual or otherwise, of other students and/or staff members.
 1. Harassment can be spoken, written, physical, and/or through electronic means.
5. Severe misuse of cellphones or personal media devices (includes smart watches).
 1. Recording and/or transferring images of others (pictures and videos) without the consent of those being recorded.
 2. Using a cellphone or personal media devices to record and/or transfer images (pictures and videos) in bathrooms, locker rooms, and/or weight rooms.
6. Persistently advocating atheism and/or ideas that are destructive of Christian principles.
7. Academic non-performance.
8. Intentionally damaging school property and/or the personal property of others.
9. Committing an obscene act or engaging in habitual profanity and/or vulgarity.
10. Willfully defying the valid authority of school personnel and/or students.
11. Intentionally threatening or intimidating school personnel and/or students.
 1. The threats or intimidation cause reasonable fear of life or well-being or materially disrupts the school environment.
12. Acts disrupting the learning environment and/or school activities.
13. Assault or battery upon any student and/or school employee.
14. Inappropriate parent/guardian behavior resulting in a disruption of the school environment.

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

Appealing Major Discipline

In the event that the principal and/or Executive Committee recommends suspension and/or expulsion, the student and parents/guardians will be notified of the recommendation in writing and will also be notified of their right to a hearing before representatives of the School Board/Student Life & Curriculum Committee. All requests for a hearing must be made in writing to the principal within one week of the initial notice and, if made in writing, the hearing will be granted within one week. The student will be suspended from school during the process leading up to the hearing.

Following a written request for a hearing to appeal the recommendation, a written hearing notice will be delivered to the student and parent/guardian by the principal and will include the following:

1. The factual basis of the major discipline decision/recommendation.
2. Supporting documents that shall be used in deciding the issue.
3. A copy of the school's discipline policy.
4. The date, time, and place of the hearing.

The student and their parents/guardians will be permitted to present evidence to select members of the school board and school administration. In addition, a student and/or parents/guardians may have persons with relevant information speak to the committee, those persons shall be excluded from the meeting except during their own testimony. The student and parents/guardians may be present until the conclusion of the evidence.

The principal or their designee shall present the recommendation and the evidence supporting the recommendation. In response the student and parents/guardians may:

1. Hear the evidence.
2. Ask questions of any witnesses or school representatives.
3. Make a summary statement to the committee.

After the evidence has been presented, the student and parents/guardians will be dismissed from the meeting, at which point, no further evidence may be presented to the committee. The committee will then deliberate and reach a conclusion. The decision of the committee is final and will be communicated, in writing, to the student and parents/guardian by the school board chairperson.

If an appeal is denied, the initial recommendation will be implemented.

Law Enforcement Involvement

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

- Firecrackers
- Lighters
- Matches
- Knives (includes swords, spears, etc.)
- Firearms (or look-alikes)
- Dangerous objects

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

Network and Internet Use

Sacramento Adventist Academy is pleased to offer students access to the school network for the use of email, internet browsing, academic research, and other forms of communication. Access to the school network and internet will enable students to explore thousands of libraries and databases and communicate with others.

Access to the network and internet services are given to students who agree to act in a considerate and responsible manner. This responsibility extends to all communication and interaction with others, and to personal network/internet use. Access is a privilege, not a right, and responsible behavior is expected. SAA has the right and duty to monitor and restrict both the amount of time online and the sites visited.

While the intent is to provide access to further educational goals and objectives, students may, on their own, find ways to access other materials. Students are expected to display positive behaviors on the school network, the internet, and communication platforms, just as they are expected to display positive behaviors in the classroom, on and off the school campus, and while representing the school. General school rules for behavior and communication apply (see *Lifestyle Commitment*).

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

- Sending or displaying unauthorized images of others
- Sending or displaying offensive messages or pictures
- Distributing personal information about yourself or any other student on sites using chats, blogs, social networking, or email
- Arranging a meeting with an online contact without school or parent/guardian approval
- Using obscene language
- Harassing, insulting or stalking others
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another person's password or sharing your password with others

- Browsing in another person's folders, work or files
- Using profiles or any other technology to bypass the school's filtering, including using wireless networks such as mobile hotspots, etc.
- Intentionally wasting resources
- Using the network for commercial purposes

Prohibited Substances (Alcohol and Drug-Free School)

In compliance with California State Law and the Pacific Union Conference Education Code, Sacramento Adventist Academy is firmly committed to being an alcohol and drug-free school.

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

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

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

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

Searches may:

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

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

- Firsthand or corroborated reports of substance use from students, parents/guardians, staff or individuals from the community.

- Discovery of legal or illegal banned substances or drug paraphernalia in the possession of the student.
- Observation of erratic behavior suggesting a student is under the influence of a controlled substance.
- Observation of any symptoms that may be caused by controlled substances, such as sensitivity to light, the smell of alcoholic beverages, etc.

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

Financial Information & Policies

Acceptance of Financial Responsibility

To register for school, the parents/guardians must accept financial responsibility for the student, agreeing that the account will be paid regularly in accordance with the stated policies.

Supporting Churches and Organizations

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

Supporting Churches & Organization	
Adventist Health, Corporate Office	All Nations Seventh-day Adventist Church
Carmichael Seventh-day Adventist Church	Orangevale Seventh-day Adventist Church
Roseville Seventh-day Adventist Church	Sacramento Fijian Seventh-day Adventist Church
Sacramento Korean Seventh-day Adventist Church	Sacramento Tongan Seventh-day Adventist Company
Woodside Seventh-day Adventist Church	

Additionally, SAA recognizes and supports, per NCC policy, the subsidized tuition rate for members of churches that support other SDA schools. All questions related to church partnerships and tuition rates can be directed to the administration.

Past Due Accounts

Sacramento Adventist Academy understands the financial commitment required to enroll a student at SAA but also expects parents/legal guardians to keep their accounts current. Past due (unpaid) student/family accounts will not be carried through the transitions or conclusions of 9-week grading periods.

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

Kindergarten-12th Grade - Annual Tuition Rates (Listed rates apply only to the current school year)

	K-5	6-8	9-12
Subsidized	\$7,600	\$8,000	\$10,700
Non-Subsidized	\$9,300	\$9,800	\$13,100

Kindergarten-12th Grade Discounts (Annual) *Rates Subject to Change

Multiple Students (Same family)	2nd Student	3rd Student (and more)
	\$600	\$900

Semester in Advance	K-5	7-8	9-12
	\$100 per student	\$100 per student	\$135 per student

Full Year in Advance	K-5	7-8	9-12
	\$300 per student	\$300 per student	\$400 per student

After School Care Rates

Day(s)	Regular Times & Rates	Late Times & Rates
Monday-Thursday	3:45 pm – 5:30 pm (\$8/hour)	After 5:30 pm (\$15/15 minutes)
Friday	1:45 pm – 4:00 pm (\$8/hour)	After 4:00 pm (\$15/15 minutes)

Tuition (Payments)

Sacramento Adventist Academy is pleased to offer parents/guardians an online tuition/fees collection experience using our tuition management system, Blackbaud Tuition Management. Parents/guardians are expected to establish and maintain their personal account each school year.

Textbooks (includes school issued technology)

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

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

Tuition Assistance

Sacramento Adventist Academy is pleased to offer tuition assistance to qualifying families. Tuition Assistance packets are available in the Business Office and must be completed for assistance to be awarded. Deadlines for the submission of the packets will be communicated during the 3rd or 4th quarter of each school year. Tuition Assistance is determined by the school administration and communicated to families by business office personnel in the spring/summer for the upcoming school year.

Additionally, the Northern California Conference and Pacific Union Conference offer scholarships to enrolled students to help cover the cost of tuition. Criteria and deadlines for these scholarships will be communicated to parents/guardians during third or fourth quarter of each school year.

School Sponsored Clubs, Organizations, and Teams

Athletics

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

Philosophy of Athletics and Competition

The athletics program is an important part of a school's overall program and helps to fulfill the overall school mission. The athletics program seeks to enrich the student-athlete's academic experience by educating the body and mind while providing for important opportunities for character development. Through the platform of sports our coaches teach/model the following:

- A commitment to mission
- Service to others
- Development of quality relationships
- School pride and unity
- Development of good sportsmanship in balance with a competitive spirit
- A pursuit of excellence in all things
- Development of strong personal character
- Lifelong participation healthy physical activity

Athletic Program Objectives

1. Model Christ as individuals and as a teams
2. Support the mission and goals of the school
3. Provide an opportunity for each student-athlete to grow and develop their character
4. Provide an opportunity for each student-athlete to establish healthy life habits
5. Grow and encourage school and community spirit
6. Establish a safe and inclusive environment for student-athletes
7. Make safety a priority

Athletics Eligibility (5-12 students)

- In order to be eligible to participate in athletics, student-athletes must have a minimum of a 2.00 GPA in the previous grading period (semester). If the GPA is below the required standard students are allowed to make an appeal for a probation period one time within their high school career. Appeals must be made to the athletics director.
 1. Once a student-athlete is granted academic eligibility and placed on a team roster they are required to maintain a minimum C- grade in all classes.
 2. It is the responsibility of student-athletes to check their grades and make efforts to correct deficiencies.

3. Students with individual learning plans will be given accommodations based on documented need.
- Student-athletes that fail to meet the minimum standard for athletic participation will be suspended from games for one week.
 - Weekend and/or tournament participation will be evaluated on a case-by-case basis.
 - Attendance - if a student-athlete has an unexcused absence from school on a game day they will be ineligible to participate in the game activities that evening. If a student's attendance grade falls below an S they will be suspended from games for a period of time until satisfactory attendance has been demonstrated.
 - Medical Clearance - each athlete must have a CIF approved sports physical on file in the school office from within the last 12 months to be able to participate. Athletes must be medically cleared before participating in-game activities. Parents/guardians and student-athletes must sign: the "Concussion Awareness Form" and "Sudden Cardiac Arrest Awareness Form" each year.
 - Citizenship - in order to remain eligible for competition, student must maintain a minimum of an S citizenship grade. Failure to maintain the minimum citizenship grade will result in disciplinary action. *Major discipline, suspension or recommendation for withdrawal, involving a student-athlete may result in the student being dismissed from the team.

Student Leadership (Student Association and Class Office)

All Sacramento Adventist Academy students are members of the Student Association (SA). The cost of SA membership is included in a student's tuition. An important component of the Student Association are the SA Officers. SA Officers are selected by the process of election involving all enrolled high school students.

Additionally, 7th-12th grade students may take part in the leadership of their individual classes by the process of election by enrolled members of a given class. Interested students are encouraged to speak with SA or class sponsors.

The following is a list of offices:

- President (SA and class)
- Executive Vice President (SA and class)
- Religious Vice President (SA and class)
- Public Relations Vice President (SA and class)
- Social Vice President (SA only)
- Treasurer (SA and class)
- Officer-at-Large (SA only)
- Historian (class only)
- Senators (class only)

Student Leadership Eligibility (6-12 students)

Students interested in leadership opportunities should first speak with a sponsor to gain an understanding of the responsibilities and to review the following student leadership eligibility requirements.

To qualify for a minor (historian, senator, treasurer, officer-at-large) office, a candidate must meet the following requirements:

- Demonstrate a Christian lifestyle that is in harmony with the mission, vision, and SLOs of Sacramento Adventist Academy.
- Maintain an S or higher citizenship grade.
- Maintain an S attendance grade.
- Maintain a cumulative GPA of at least 2.25, with no more than one D and no F's in the previous 9 week/semester grading period.

To qualify for a major office (president, vice president, religious vice president, public relations vice president, social vice president), a candidate must meet the following requirements:

- Demonstrate a Christian lifestyle that is in harmony with the mission, vision, and SLOs of Sacramento Adventist Academy.
- Maintain an M citizenship grade.
- Maintain an M attendance grade.
- Maintain a cumulative GPA of at least 2.75, with no grades below a D in the previous 9 week/semester grading period.

In addition to the above requirements, students interested in pursuing leadership must also obtain signatures from classmates (for class elections) and/or enrolled students (for SA elections), approval from a sponsor, approval from the registrar, and final approval from the principal.

The principal's approval is required before a student is authorized to campaign. The principal's decision will be based on the following criteria: modeling healthy and positive citizenship on and off campus (see *Lifestyle Commitment*), maintaining good attendance, and consistently achieving at a high level academically.

*Students are not eligible to hold more than one leadership position within one school organization (SA or class) and are not eligible to hold more than one major office in both organizations simultaneously. Additionally, elected SA officers may not simultaneously serve as class senators.

**A student that holds an office and fails to maintain the above requirements will be placed on officer probation for 9 weeks, which is the equivalent of a quarter grading period. The terms of the probation will be decided upon by the Citizenship Committee. A student that fails to maintain the officer eligibility requirements a second time will forfeit the office for the remainder of the school year. In the event that a student forfeits an office, the principal and sponsor(s) will make a final decision regarding the vacated position.

***Major disciplinary action will result in the student forfeiting their office immediately.

Student Senate (9-12 students)

The student senate is comprised of high school class representatives (elected senators from high school classes) and is sponsored by the assistant principal and chaired by the executive vice president of the SA. Its purpose is to serve as a liaison between the student body and the school staff and administration and to address student issues as they are able.

Unelected Student Leadership (5-12 students)

Sacramento Adventist Academy provides students with a variety of leadership opportunities, many of which do not require students to be elected by their classmates or peers (see *Student Leadership*). Although not an exhaustive list, the following clubs/organizations include unelected leadership positions:

- Campus Ministries
- Chapel Bands
- Spring Musicals
- Student workers (9-12)
- Tour Managers (9-12)

Recognizing the valuable and influential role that leaders play in creating a positive school culture, students within these positions must maintain a minimum of an S or higher attendance grade and citizenship grade. Failure to maintain the minimum citizenship grade may lead to dismissal from a position or disciplinary action.

General Information

School Hours

	Start Time	End Time
Kindergarten	8:15 am (M-F)	2:30 – Kindergarten (M-Th) 1:00 pm (F)
1st & 2nd	8:15 am (M-F)	3:00 – 1 st & 2 nd (M-Th) 1:00 pm (F)
3rd-5th Grade	8:15 am (M-F)	3:15 pm (M-Th) 1:30 pm (F)
*6th-8th Grade	8:15 am (M-F)	3:20 pm (M-Th) 1:30 pm (F)
*9th-12th Grade	8:00 am (M-Th)	3:25 pm (M-Th) 1:30 pm (F)
*May vary by individual student schedule		

After School Care

After school care is available for Kindergarten-8th grade students Monday-Friday. All students remaining on campus after 3:45 pm (M-Th) and 1:30 pm (F) will be signed in to after school care by a teacher or staff member. Only authorized individuals may sign students out of after school care. If parents/guardians wish to expand their list of authorized individuals, they may do so by updating the “Transportation Forms” in FACTS. High school siblings may only sign students out of after school care if they are leaving campus.

Child Abuse Reporting

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

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

considered a breach of confidentiality.

Class Trip Eligibility (8th & 12th Grade)

In order to participate in the class trip at the end of each year, students must, at the time of the trip, be passing all required courses for graduation and have satisfactory citizenship and attendance. Those students in 12th grade must also have their required community service hours completed and any online or correspondence classes completed.

Communication & Yearbooks

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

Each year, Sacramento Adventist Academy also publishes an annual, or yearbook. All students receive one copy.

College Days Trip (12th Grade)

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

Compliance - Asbestos

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard emergency Response Act (AHERA), the school buildings are periodically inspected. Inspection records are on file in the school administration office. An authorized representative schedules inspection and recommends actions that should be taken to safely manage asbestos materials in school buildings. Asbestos materials in this school will continue to be managed in place, as recommended by the accredited management planner.

Contacting Students

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

Custody Disputes

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

Field Trips and/or School Sponsored Off Campus Activities

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

Field trips are designed for the benefit and enjoyment of SAA students, and as such, students are expected to participate in scheduled activities. Non-SAA students, siblings of students, and additional family members are not to attend field trips.

Force Majeure

The school shall not be liable to the parents/guardians or students for delays or failures in performance of any teaching or educational obligations resulting from unforeseen causes beyond the reasonable control of the school, including without limitation, acts of God; inclement weather; acts of war or public enemy; riot; fire; explosion; accident; sabotage or terrorist act; governmental or court-ordered laws, regulations, requirements, orders or actions; national defense requirements; injunctions or restraining orders; failures beyond the reasonable control of either party (hereinafter "Force Majeure Event"). Termination or expiration of the Parent's obligations or the payment of tuition for any reason, including by reason of a Force Majeure Event, will not affect or negate any obligations of the Parents which arose prior to the effective date of such termination or inability of the school to provide or complete any educational obligations, including without limitation, Parent's obligation to pay tuition payments.

Home and School Association

Parents/guardians and interested individuals are encouraged to take part in school activities. This can be done by regular participation in the Home and School Association activities which are periodically scheduled throughout the year. These activities are beneficial, and all families are encouraged to attend and support this association.

Leaving School Grounds

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

When students leave campus during the school day (which is defined as prior to 3:15 pm Monday-Thursday and prior to 1:15 pm on Friday), they must sign out. During school activities, such as field trips or athletic events, students are only allowed to leave with an approved driver (the Transportation Form can be updated through FACTS).

Students in 6th-12th grade are not to enter the lower Elementary (K-5) areas of campus without permission from teachers, staff members, or an administrator.

Lockers

Lockers are assigned by the administration/office staff or teachers, prior to the first day of school, to students in 6th-12th grades. Each student is expected to keep their locker/area clean and neat. Students are to keep all belongings inside their lockers. Sacramento Adventist Academy assumes no responsibility for damage to or loss of personal property kept in lockers and reserves the right to inspect student lockers at any time.

Lunch

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

Media Release

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

Parent-Teacher Conferences

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

Playground Rules (K-8 students)

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

General Rules

- Play must take place in designated areas in the presence of a teacher
- Wrestling and pulling on clothing is prohibited
- Sticks and rocks are not toys and should be left alone
- Sand and woodchips should not be thrown
- Balls and jump ropes are to be kept out of the playset areas
- All ball games should be played in designated areas
- Playsets are not to be climbed from the outside
- Fenced areas, hills, wood-chipped, and planters are not play areas and should be avoided
- Tag is only permitted on the upper playground playset
- Personal items should not be brought on the playground
 - Remote control cars and drones are not permitted on the playground
 - SAA is not responsible for lost, stolen, or broken personal toys

Swings

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

Slides

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

Tire Swing (Applies to the lower playground)

- Only two riders at a time
- Pushers cannot “fly” on chain or lean on tire when pushing

- When riding on the tire, both feet need to be inside the tire
- When riding, both hands must be used

Monkey Bars

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

Privacy

Student and family privacy is important to Sacramento Adventist Academy, which is why the school seeks to preserve and protect it. However, a student’s right to privacy is not unlimited. As part of the admissions process, and throughout a student’s enrollment, SAA will occasionally request personally identifiable information from students and parents/guardians. This will likely include, but is not limited to, the students and parents/guardians’ names, addresses, email addresses, phone numbers, and the student’s date of birth.

The school will also generate personally identifiable information about its students in the form of student records, which may include academic records, health records, and disciplinary records. This information is necessary for the school to provide services to students and parents/guardians and will only be utilized by the school or its agents for that purpose.

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

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

Property (School and Student)

Each student must respect the property of the school. School property includes, but is not limited to, desks, lockers, school computers and/or devices, classrooms, common areas, athletic equipment, vehicles, and any other property owned or controlled by the school. Students have no privacy rights or expectation of privacy in the utilization of any school property. The school may search school property at any time for any reason pursuant to the school’s search and seizure policy. Students are required to pay for any damage they cause to school or personal property and will be subject to disciplinary action.

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

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

Public Displays of Affection

Students are expected to abide by a "hands-off policy" and refrain from public displays of affection such as, but not limited to, back rubs, holding hands, hugging, and kissing.

Search

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

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

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

Transportation (includes Student Drivers)

Bicycles - may be used as a means of transportation to and from school. Bicycle operators must use correct hand signals and observe California laws related to bicycle use. All bicycles are to be parked and securely locked in designated bike racks. Bikes must remain in the racks until school is

dismissed, at which time the student is to walk the bike to the front parking lot and ride directly off campus. During the school day bicycle racks are off limits to students.

Bus - pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. Continued disorderly conduct, or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation and face additional disciplinary action.

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

Vehicles (includes motorcycles and scooters) - having a vehicle on campus is a privilege. The following regulations must be followed at all times:

- All student drivers and vehicles must be registered in the school office by providing a copy of proof of insurance and a copy of their current, valid California driver's license.
- Students are not to leave campus without signing out for the day during school hours for any reason, unless prior arrangements have been made between parent/guardian and principal.
- Vehicles are to be operated in a safe and legal manner by their designated drivers only.
- Vehicles are to be locked and parked in the student's assigned parking space.

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

Visitors

All visitors, including parents of current students, must check in at the office and sign in to obtain a visitors pass. To maintain SAA's academic and learning atmosphere, visitors to classrooms are limited to teacher or administrator approved guests. Student visitors must make arrangements with the classroom teacher and an administrator at least 48 hours prior to the visit.

Volunteers

Volunteers must complete all required trainings, submit/complete all required paperwork, and receive administrative clearance prior to volunteering each school year. Volunteer requirements, paperwork, and final clearance is managed by the administration and front office staff.

At all times, volunteers must uphold the standards of Sacramento Adventist Academy and adhere to the school's guidelines for volunteers. The right to be a volunteer can be rescinded at any time due to behavior that is in conflict with the school's guidelines for volunteers.