

# **SAN ANTONIO CHRISTIAN SCHOOL STUDENT HANDBOOK**



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## INTRODUCTION

Welcome to San Antonio Christian School, better known as SACS. We are a TK-8 Seventh-day Adventist School that is accredited by the North American Division of Seventh-day Adventists and is part of the Southeastern California Conference of Seventh-day Adventists.

### MESSAGE TO STUDENTS AND PARENTS

This handbook is developed and revised by the administration and faculty and approved by the School Board. The school administration and faculty reserve the right to make changes in and interpretations of school regulations at any time. Any regulation adopted during the year and announced to students and parents has the same effect as those published in the handbook.

SACS students and parents acknowledge, accept, and agree to abide by the regulations and policies of San Antonio Christian School and to conduct themselves in accordance with the guidelines and standards set forth in this handbook. Students are expected to be responsible for their behavior and prepared to accept the consequences for their decisions.

This handbook will provide critical information for this coming school year. We invite you to read it carefully to ensure a successful school experience here at SACS.

# **ABOUT SAN ANTONIO CHRISTIAN SCHOOL**

## **MISSION STATEMENT**

Within an environment conducive to learning, San Antonio Christian School strives to provide a Christ-centered, multi-faceted education to lead children into a personal relationship with Christ, as well as to guide and motivate students to be successful in all their endeavors.

## **HISTORY**

Since 1899 a Seventh-day Adventist school has been available in the Pomona Valley/Inland Empire to families that want to give their children a Christian education. Pomona Adventist Junior Academy was opened in 1899 and Ontario Seventh-day Adventist Elementary School started 19 years later, in 1918. Pomona Adventist Junior Academy began as a small church school with one teacher, Robert Sanders. In 1901 a new school was built at 7<sup>th</sup> and Cassell Streets in Pomona. The membership of the church grew and made it necessary to add classrooms. A new school building was built in 1921 at East 6<sup>th</sup> and Linden streets and operated at this location for 17 years. In 1939, the school moved to a new location where a new building was constructed on a large plot of land at 850 East Grand Avenue, and eventually a Junior Academy was added. It continued to operate at this location until 1990.

In September of 1918, the Ontario Seventh-day Adventist Elementary School opened its doors for the first time. Class was held in a small room that had been added at the rear of the original church on Vine Avenue. By 1923, an overcrowded classroom and fire brought about the need for a new school. A lot on Monterey Street was donated, and work began immediately on a new building which was ready by September. The new school operated as a two-classroom, ten-grade institution with domestic science and woodworking rooms. During the summer of 1962, a new school facility was built on a nine and one-half acre site in the northeastern part of Ontario at 1722 East Eighth Street. The school has operated at this location since that time.

On May 20, 1990, a joint constituency meeting of Pomona Adventist Junior Academy and Ontario Seventh-day Adventist Elementary School voted to approve creating a new joint school in the Pomona Valley/Inland Empire. The two schools merged on the Ontario school campus. This newly merged school started operations in September 1990 as San Antonio Junior Academy (SAJA). With the start of the 2005-2006 school year, SAJA became San Antonio Christian School (SACS) upon joining the Southeastern California Conference of Seventh-day Adventists.

## **PHILOSOPHY**

The purpose of Adventist education at San Antonio Christian School is to make our education Christ-centered and to nurture students in the development of the whole person: spiritually, physically, mentally, socially, and emotionally. We desire to provide quality academics in a safe and positive environment, develop a personal sense of mission and service in the community, and ultimately produce citizens who will successfully impact their families and society. Students flourish in an atmosphere of love, acceptance, and encouragement. Our teachers and staff strive to create this kind of school culture while instilling in each student the qualities of respect, responsibility, courtesy, and grace in all situations.

and towards all people. Our goal is to foster personal relationships with Jesus while leading each student on a learning journey of discovery.

## **OBJECTIVES**

San Antonio Christian School holds its students to a high standard of academic and Christian values that we find essential for success. Staff, parents, and students are expected to work together in a spirit of cooperation to foster a Christ-centered environment where students and staff are challenged to

- love and serve their Creator.
- value themselves and others.
- respect diversity.
- think critically.
- take responsibility for their actions.

To partner successfully in this cooperative endeavor, all must be acquainted with some important objectives.

### ***SPIRITUAL OBJECTIVES***

One unique aspect of SACS is our emphasis on spiritual objectives that include the following:

- Help develop a Christian world view based on the understanding and appreciation of the Bible as the written word of God
- Provide an environment conducive to the development of Christian character
- Develop qualities for service in the community and church
- Recognize God's grace is always present in His plan for their lives
- Introduce the unique beliefs and contributions of the Seventh-day Adventist Church to the realm of Christianity

### ***ACADEMIC OBJECTIVES***

A schools success requires a thorough understanding of the following academic objectives:

- Provide an educational program which challenges students to strive for excellence within the parameters of their interests, needs, and abilities while following the curriculum standards as required by the Education Code
- Provide opportunities for students to demonstrate thinking skills, study skills, communication skills, and life skills necessary to succeed in continued education in high school
- Instill values of honesty (truth) and integrity in all academic endeavors for the purpose of creating trust and respect
- Encourage students to invest the time and effort necessary to perform to the best of their abilities

## **SOCIAL OBJECTIVES**

Because we believe in whole-person education, social objectives are also important to us and include the following:

- Develop self-control and recognize self-worth
- Develop a sense of respect for all and honor the intrinsic value of every individual
- Develop manners and Christian social graces
- Develop an interest in how to serve the local community
- Develop an appreciation for diversity

# **ADMISSION POLICY AND PROCEDURE**

## **GENERAL INFORMATION**

San Antonio Christian School welcomes applications from young people of all backgrounds whose principles and interests are in harmony with the ideals and standards of a Seventh-day Adventist school. Such students will have the opportunity to enjoy the advantages of their own spiritual, intellectual, social, and physical development. Membership in the Seventh-day Adventist church is not required, but it is understood that all who present themselves for admission should accept the purpose and objectives of the school and agree with its principles.

## **STATEMENT OF NONDISCRIMINATION**

The faculty and staff devoted and caring Christian teachers who take an interest in each individual and encourage all students to do their best. SACS does not discriminate on the basis of race, ethnicity, national origin, religion, sex, or disability in administering its educational and admissions policies. However, *SACS may not be equipped to meet the needs of all applicants.*

## **REGISTRATION**

Registration packets can be picked up at the office, completed, and returned to the school by the specified date. **Returning students with outstanding financial balances must clear their accounts before they can register for the new school year.**

## **ADMISSION PROCEDURE**

New student applications will be considered complete when the following have been signed, submitted and/or cleared:

- Application, Consent to Treatment, and emergency forms
- Application fee
- Student immunization record (California state law requires that no student be admitted to school even for the first day of class without written evidence of immunizations, signed by a physician)

- Physical examination form
  - a. Completed by a physician within 12 months prior to the first day of school
  - b. Required for all new students
  - c. Required for those entering Kindergarten and seventh grade
- Copy of last report card
- Copy of latest standardized test scores
- Copy of birth certificate
- Financial clearance, first month's tuition, and comprehensive fees

In certain circumstances a meeting with the principal or testing may be required before acceptance.

## **UNPAID ACCOUNTS**

Students having an unpaid account with SACS or another school can apply but are not permitted to attend any classes until clearance has been obtained.

## **STUDENT INFORMATION CHANGES**

Each parent and student is responsible to keep the school office informed of all changes concerning the student's name, address, phone number, transportation details, financial status, emergency information, and any other pertinent information.

## **FINANCIAL INFORMATION**

San Antonio Christian School is committed to providing the highest quality Christian education within the financial resources available. We recognize there is nothing more precious to parents than their children. Consequently, when we accept the responsibility of providing a Christian education for these children, we consider it both a privilege and a sacred trust. In many ways, we enter into a partnership with parents when we take on the awesome responsibility of molding the character and future of each child.

A basic requirement for operating a quality program is having sufficient financial reserves. These resources come substantially from three areas: the Southeastern California Conference of Seventh-day Adventists, constituents of Seventh-day Adventist churches, and parents. It requires the faithful support of all three areas for the school program to continue to exist. We count on parents, as our partners, to faithfully meet the monthly tuition obligations of their child/children. In return for the school's service, we ask parents to pledge the prompt payment of their accounts by signing the Financial Agreement form. The signature indicates willingness to withdraw their children should it become impossible for them to meet their financial obligations to the school.

## TUITION RATES 2022-2023

Grade	Application Fee	Comprehensive Fee	Tuition Monthly	Tuition Annual
TK-6	* \$150	** \$500	\$500	\$5,000
7-8	* \$150	** \$500	\$534	\$5,340
International student (I-20)	* \$150	** \$500	Not available for I-20 students	\$7,350

**\*Application Fee Explained**

- The application fee is a one-time non-refundable fee due at the time of application submission for registration.
- If the application is turned in by August 1, applicant will receive a 50% early bird discount and will only have to submit an application fee of \$75.***
- After August 1, the full \$150 application fee will apply.

**\*\*Comprehensive Fee Explained**

- The comprehensive fee is a one-time fee that covers the cost of student insurance, yearbook, computer, library, science and music fees, and textbook rental.
- If paid by August 30 the comprehensive fee is \$500. Under certain circumstances a request may be submitted to the school administration to pay the comprehensive fee on a monthly basis which may be approved at a monthly rate of \$50 for ten months.

*Amount totals may vary depending on the date of application or sibling discounts. Tuition and fees listed above **do NOT include** uniforms, personal school supplies, after school day care, or field trips. The day care rate is \$5/hour.*

## FAMILY DISCOUNTS

2<sup>nd</sup> Child – 5% Discount = TK-6 minus \$25.00/month or \$250.00/year

7-8 minus \$26.70/month      or      \$267/year

3<sup>rd</sup> Child – 10% Discount = TK-6 minus \$50.00/month or \$500.00/year

7-8 minus \$53.40/month or \$534.00/year

4 or more – 15% Discount = TK-6 minus \$75.00/month or \$750.00/year

7-8 minus \$80.10/month or \$801.00/year

## ACCOUNTS RECEIVABLE POLICY

The following policies have been voted by SACS Board:

- The monthly student tuition and other related student charges are due by the 20<sup>th</sup> of the current month.
- Student accounts that are paid in full by the 10<sup>th</sup> of the billing month will receive a \$10 early payment discount.
- A late fee of \$30 will be charged if the account is not paid on time.
- Students with a remaining balance from the previous school year will have to clear their accounts to a zero balance before being allowed to register for the new school year. If this is not done, they will not be allowed to begin the new school year.
- Any person requesting a deviation from this policy will need to bring his/her case to the San Antonio Christian School Board for review. The Board will take situations under consideration on a case-by-case basis and then make a recommendation to the principal.

If a student's account is overdue, the following will take place:

- For 30 days overdue, office personnel will call to try to make suitable financial arrangements.
- For 60 days overdue, the principal will call the parents to make financial arrangements in writing.
- At 70 days overdue, the student will be suspended until arrangements are made in writing.
- For 80 days overdue, if no attempt has been made for financial arrangements, the student will be asked to withdraw from school.

## BEFORE & AFTER SCHOOL SUPERVISION

Free supervision is provided for all students 30 minutes before school begins (7:30-8:00 a.m.) and 15 minutes after school ends. After this free supervision concludes, ALL remaining students will be taken to our After School Care classroom. The rate is \$5 per hour for after school care. Discounts can be given for additional children. See the school office for details. ***Only parents or guardians can sign their children out.***

## ATTENDANCE POLICY

San Antonio Christian School recognizes the importance of students assuming responsibility for their own behavior. In our society, consistent attendance, whether at school or at work, is a behavioral trait held in high esteem. Consistent attendance is required of all students and will assist in ensuring academic success.

School begins promptly at 8:00 a.m. for all students. Dismissal times for each grade are as follows:

- Grades TK-2: 2:45 p.m. M-TH and 12:00 p.m. on Friday
- Grades 3-8: 3:15 p.m. M-TH and 12:00 p.m. on Friday



## EXCUSED AND UNEXCUSED ABSENCES

Absences will be excused on a case-by-case basis. Some examples include, but are not limited to:

- Sickness
- Death in the immediate family
- Natural disasters (storm, flood, earthquake, etc.)

***All of the above must have either a signed excuse by the parent or legal guardian the day the student returns to school, or a phone call made to the office by the parent or legal guardian;*** otherwise, the absence will be treated as unexcused. All other absences will be treated as unexcused unless previous arrangements are made with the teacher or administrator. For example, if a parent wishes to take a student on a trip to Alaska, arrangements must be made prior to the time of the trip for the absence to be considered excused.

## MAKE UP WORK

If a student misses work, parents may request to meet with the teachers to set up a schedule for making up assignments.

## ABSENCE POLICY

Student success depends on student engagement. The administration understands that absences at times are unavoidable, so the following policies are in effect:

- An accumulation of two (2) unexcused absences in a quarter calls for an automatic conference with the principal and a written notice to the parents.
- An accumulation of three (3) unexcused absences in a quarter will result in a conference with the parents before the student returns to the classroom. This step will also include the suspension of all privileges and student offices that may be held.
- After a total of seven (7) **unexcused** absences without a signed written explanation from the parent or legal guardian, there will be a meeting with the principal that may result in the student being asked to withdraw from school.

## TARDY POLICY

Students who are tardy disrupt a class in progress. We believe that it is part of our responsibility to instill good attendance habits in our students to prepare them for the work world. When students are tardy, they have to report to the school office for a tardy slip to be admitted to class.

## TRUANCY POLICY

Students are considered truant if they are absent from class for one or more periods without prior parental knowledge and/or teacher permission. Students are also considered truant if they leave the campus for any reason without following the checkout procedures.

## LEAVING SCHOOL DURING SCHOOL HOURS

Students may not sign themselves out of school. To remove a student from the premises during the school day, a parent must sign the student out on the "Sign Out" sheet in the office. For someone other than the parent to sign out a student, SACS requires the parent to provide a written communication dated with the current day's date. Also, someone other than the parent or guardian must be listed on the *Student Release Form*.

## ACADEMIC POLICY

### ACADEMIC EXCELLENCE

Christ is our example of excellence. San Antonio Christian School provides incentives and recognition for students to aspire to excellence. Those who have challenged themselves in achieving the highest level of scholastic performance are rewarded for their efforts.

### CHANGE OF REQUIREMENTS

SACS reserves the right to change or add course requirements to meet State and Conference standards at any time.

### GRADE REPORTS

Grade reports are issued to the parents or guardians and to students at the close of each quarter (nine-week period). All grades are recorded on the student's permanent record.

### GRADING SYSTEM

The following standard designations apply to all students.

#### ***TK AND KINDERGARTEN***

I	Independently achieves objectives and performs skills
P	Progressing toward objectives and performing skills
NT	Needs more time to develop
Blank Box	Not addressed this grading period

#### ***GRADES 1 - 2***

E	Doing very well
S	Making acceptable progress
N	Needs more progress

#### ***GRADES 3 - 8***

A	Superior work
B	Above average work
C	Average work
D	Unsatisfactory work
I	Incomplete work
F	Failing work

These letter grades have the following numerical values in computing grade point averages:

A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

A grade of “I” (Incomplete) is given when, for legitimate reasons, the student is unable to complete sufficient work in any given period to receive a satisfactory grade. Incompletes must be removed within two weeks after the period or semester has ended, except by action of the principal. If work is not made up at the end of the specific period, the principal will request a grade from the teacher on the work completed unless other arrangements have been made with the teacher and principal.

## **ACADEMIC PROBATION**

Students whose GPA falls below 1.5 or who fail two (2) subjects at the end of the grading period will be placed on Academic Probation for the next grading period. If the student’s grade at the end of the next grading period is still below 1.5, the case will be reviewed by the teacher and principal.

Recommendations may include withdrawing the student from class standing and/or suspending the student from extracurricular activities. If the student’s GPA is still below 1.5 or he/she fails two (2) subjects after two (2) consecutive reviews, withdrawal from SACS will be recommended. Retaining a student is never our goal, but if a student’s teachers and parents deem it beneficial, retention may be a viable option in the rarest of cases and must be approved by Southeastern California Conference.

## **SPORT AND/OR TRIP ELIGIBILITY**

A student belonging to any sport and/or touring organization must maintain passing grades. To be eligible, each week a student must earn no grade of “F” and/or no more than two (2) grades of “D” in separate subjects.

A student receiving an “F” grade may raise the grade by working within the teacher’s guidelines that the teacher has shared with the student. This make-up work will be graded by the teacher and will be an arrangement between the teacher and student without any outside intervention from coaches or sponsors. The time period will be decided by the teacher but should be in keeping with the intent of the policy and allow for eligibility before the next weekly assessment date.

If a student develops a pattern of consistently abusing the program and continually submitting unacceptable work, the teacher retains the right to let the original grade stand.

## **HONOR ROLL RULES – GRADES 3-8**

At the end of each of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarters, an Honor Roll list will be published for grades 3-8 and an awards assembly will be held. The four categories of awards are as follows:

- Academic Achievement (an A average [GPA: 3.5-4.0] will earn High Honors and be included in the Principal’s List; a B average [GPA: 3.0-3.49] will earn Honors)

- Most Improved
- Perfect Attendance
- Citizenship

## CHEATING POLICY

When a student submits work, teachers expect for that work to reflect that students' knowledge. When this is not the case, the following corrective action will be taken:

- **First Offense** A student caught cheating receives a zero grade on the assignment/test. The teacher will set up a conference with the student and parent(s) and follow up with a letter. Documentation will be put in the student's file.
- **Second Offense** A student caught cheating a second time in any class, with any teacher, receives a zero grade on the assignment/test. Any offices held by the student will be forfeited for the remainder of the school year.
- **Third Offense** A student caught cheating a third time in any class, with any teacher, will receive zero credit for all classwork within the grading period in which the offense occurs. The student will be subjected to disciplinary action that could lead to being asked to withdraw from school.

## ALTERATION OF TEACHER'S GRADE BOOK OR TEST THEFT BY A STUDENT

This kind of dishonesty will result in the following severe consequences:

- **First Offense** Automatic 3-day suspension without the privilege of making up missed schoolwork as well as a loss of any offices held for the remainder of the school year.
- **Second Offense** Expulsion and loss of all credit in classes being taken during the semester when the second offense occurs.

## DRESS CODE POLICY

San Antonio Christian School is committed to adopting a dress code that demonstrates modesty and is consistent and in harmony with the standards of the Seventh-day Adventist church. Students are encouraged to look their best at all times. For this reason, SACS has adopted uniforms. These must be purchased through [frenchtoast.com](http://frenchtoast.com) or through the school office. Parents are urged to support the following policies:

- **Skirts, jumpers, shifts, culottes, and shorts** must be within 2" of the knee or longer when standing.
- **Shoes** Students' feet are to be enclosed by shoes. Tennis shoes are acceptable and must be worn when dressed for Physical Education class. For safety, no sandals, flip-flops, sling backs, or open-toed shoes are to be worn.
- **Gym Clothes** Junior High students will be required to wear PE uniforms. Gym attire is not to be worn at any time other than physical education class. Swimming attire must be modest and in good taste.
- **Shirts** The blue, white, and green polo shirts are to be of appropriate size and may be worn untucked. However, any shirt worn under the polo shirts is not to be visible below the hem.

The white oxford shirt is to be worn tucked in. The top two buttons on any school shirt may be unbuttoned.

- **Pants** Pants must be worn on the waist. They must be of appropriate size and may be in black, khaki, or uniform blue. "No sagging, bagging, or dragging." When necessary, a belt should be worn to keep pants at waist level.
- **Hair and Cosmetics** Extreme cosmetics and hair are unacceptable. Hair must be of a natural shade with the exception of Crazy Hair Day during Spirit Week. Natural looking cosmetics are acceptable. For purposes of uniformity, safety and security, jewelry is not permitted on campus or at off campus school functions.
- **Free Dress** Guidelines for Free Dress days are the same as the uniform guidelines, e.g. jeans and t-shirts may be worn but must be modest, of appropriate size, and be representative of our Christian beliefs.

## VIOLATION OF DRESS CODE

If a student is not in proper school dress code, the teacher will issue a written fine as follows:

- **First Infraction** Partial uniform: communication sent home
- **Second Infraction** Partial uniform: \$5 uniform charge
- **Third Infraction** Partial uniform: \$10 uniform charge

Should there be repeated offenses, the principal will notify the parents and further consequences may result.

## DRESS FOR OFF-CAMPUS FUNCTIONS

Groups traveling to Sabbath services are expected to wear Sabbath attire in the presence of their host at all times. For music performances, specific attire may be required by the group director. If not, adherence to the following guidelines is expected:

- **Girls** Dresses, skirts and blouses, and shoes appropriate for the Sabbath or church services
- **Boys** Slacks and dress shirts appropriate for Sabbath services

# TECHNOLOGY AND COMMUNICATION POLICY

## GENERAL ELECTRIC EQUIPMENT

Electronic equipment is usually expensive and easily broken. Any electronic item brought on campus is the sole responsibility of the student who brought the item. San Antonio Christian School cannot assume responsibility for items that are stolen, lost, or broken. We recommend that only items essential to education be brought on campus. These should be always kept on the student at all times and not left in a backpack unattended. Any electronic equipment that is not authorized for use by a teacher in class must not be used during class.

## CELL PHONES, TABLETS, OR SPEAKERS

Students are not permitted to have phones turned on or to use them during school hours unless authorized for use by a teacher for class. Violations will lead to confiscation. Students are not allowed to record other students or teachers without express permission. Any inappropriate use of a cell phone or other device in text messaging, recording, amplification of sound, or electronic photo capabilities will lead to immediate confiscation, and may lead to further disciplinary action.

- **First Offense** The phone or device is confiscated by school personnel and turned in to the office. Student may retrieve it after school.
- **Second Offense** The phone or device is confiscated and turned in to the office. A parent must pick up the phone. A \$5 retrieval fee will be charged.
- **Third Offense** The phone or device is taken, turned in, and kept in the office for one week or a \$30 retrieval fee. A parent must pick up the phone and meet with an administrator.
- **Fourth Offense** The phone or device is taken, turned in, and kept in the office for nine weeks or a \$100 retrieval fee. A parent must pick up the phone and meet with an administrator.

## E-MAIL AND SOCIAL MEDIA

All digital communication on and off campus, including pictures and graphics made from classroom computers, personal computers, and smart-phones, must demonstrate a positive purpose and basic Christian principles of decency. Should it come to the attention of the school that a student has been digitally communicating inappropriate content on or off campus, the student will be subject to disciplinary action as outlined in the Discipline Policy. All students should be reminded that they are expected to live in harmony with Christian moral principles both on and off campus.

## COMPUTER LAB POLICY

It is a privilege to use the computer lab facilities. Students may lose this privilege for any of the following reasons:

- Changing computer configurations
- Accessing inappropriate internet sites as explained in the school policy
- Taking equipment apart or damaging it
- Downloading games or other data unrelated to a specific assignment
- Disrespecting the instructor

## EDUCATIONAL PURPOSE

Use of the Internet has been established for a limited educational purpose. The term “educational purpose” includes classroom self-discovery activities. Internet access has not been established as a public access service or a public forum. SACS has the right to place reasonable restrictions on the material students can access or post through the system. Each student is also expected to follow the rules set forth in SACS’ Acceptable Use Policy. Students may not use the SACS Internet connection for commercial purpose. This means students may not offer for sale or purchase products or services through the school’s Internet connection.

## STUDENT INTERNET ACCESS

Students will access the Internet only with direct knowledge of the teacher and when an adult is present in the room. Students will have e-mail access only under their teachers' direct supervision using a classroom account. Students and their parents **must sign** an Acceptable Use Agreement to be granted permission to use the SACS Internet connection. The parent or teacher retains the right to withdraw approval at any time.

## INAPPROPRIATE USES

The following uses of the SACS Internet connection are considered unacceptable:

- Posting personal contact information or that of others on the Internet. Personal contact information includes a person's address, telephone number, school address, work address, etc.
- Setting up a meeting with an online acquaintance without parental approval
- Gaining unauthorized access to the SACS Internet account or to any other computer system. This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purposes of "browsing."
- Attempting to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are also illegal.
- Providing passwords to another person
- Use of obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or any other inappropriate language
- Engaging in personal attacks, including prejudicial or discriminatory attacks
- Harassing another person. Harassment is persistently acting in a manner that distresses or annoys another person. Students must stop sending messages when asked to do so by the addressee.
- Posting defamatory information about any person or organization
- Re-posting a message that was sent to them privately without permission of the person who sent them the message
- Posting private information about another person
- Plagiarizing works found on the Internet. Plagiarism is the act of using and passing off someone else's ideas, inventions, writing, etc., and presenting them as one's own.
- Accessing material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature)

## STUDENT RESPONSIBILITIES

Students shall immediately notify a teacher or other school employee should the following situations occur:

- They have identified a possible security problem
- They have received any message that is inappropriate or makes them feel uncomfortable
- They have mistakenly accessed inappropriate information. This will protect them against a claim that they have intentionally violated this policy. Parents should instruct their children if there is additional material that they think would be inappropriate for them to access. The school fully expects that students follow their parents' instructions in this matter.

## **PRIVACY**

Students should expect only limited privacy in the contents of their personal files on the school's computers. Routine maintenance and monitoring of school computers may lead to discovery that a student has violated this policy. An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. Teachers or parents have the right at any time to request to see the contents of electronic messages.

## **CODE OF CONDUCT**

It is San Antonio Christian School's goal to help students mature into considerate, honest, responsible young people. Any time before, during, or after school hours, and at any school-sponsored activity on or off campus, SACS students are expected to display the highest standard of conduct with strong Christian ethics and moral values. Therefore, our Code of Conduct is designed to foster personal integrity and responsibility.

## **SCHOOL ENVIRONMENT**

A good school environment is best thought of as a place for

- being positive.
- helping, not punishing.
- turning unacceptable conduct into acceptable conduct.

Order and discipline may be described as the absence of distractions, frictions, and disturbances that interfere with students, classes, and the school functioning effectively. It is also the presence of a safe, friendly, yet business-like atmosphere in which students and school personnel work cooperatively toward mutually recognized and accepted goals.

## **SCHOOL EXPECTATIONS OF STUDENTS**

Students will live up to the following expectations:

- Demonstrate their personal integrity by
  - a. attending school daily and being on time to class.
  - b. being honest at all times: not cheating, plagiarizing, stealing, or engaging in any kind of deception.
  - c. choosing not to use, possess, promote, furnish, or influence others to use alcohol, tobacco/nicotine, drugs, or other harmful substances at ANY time, whether on or off campus.
  - d. choosing appropriate social media etiquette that is consistent with our beliefs.
  - e. using appropriate speech or language that is consistent with a Christian lifestyle.
- Encourage beneficial relationships by
  - a. respecting themselves and others and treating others the way they themselves want to be treated.
  - b. acting in a safe manner by refraining from or participating in any form of harassment or bullying.



- c. encouraging and building up rather than intimidating, threatening, or fighting with others.
  - d. cooperating with all teachers and staff members and not being insubordinate.
  - e. avoiding any interpersonal improprieties including, but not limited to, any form of sexual harassment and/or sexual activity on or off campus, and/or the use of/or sharing of pornography.
- Help ensure that their campus is a safe and clean environment by
  - a. respecting the environment and disposing of any garbage and recyclable materials in their proper places.
  - b. not bringing firearms, knives, chains, weapons, matches ,or any type of incendiary device, or any look-alike or potentially harmful instrument on campus or to any school-related activity.
  - c. not tampering with the fire alarm system or any school equipment.
  - d. not entering any building or room that is locked or unlocked without permission and supervision.
  - e. not defacing, damaging, destroying, or tampering with any school or student property.
- Positively represent their school as a Christian place of learning by
  - a. dressing in uniform attire as outlined in the dress code.
  - b. not bringing anything on campus that might detract from the desired spiritual and academic environment on campus.
  - c. avoiding inappropriate displays of affection.

Any violation of any of these guidelines will result in disciplinary action and may lead to more serious consequences by law enforcement entities. (See Discipline Policy)

## **SCHOOL EXPECTATIONS OF PARENTS**

SACS is committed to student success and recognizes the importance of giving students an opportunity to succeed. All members of the school community are committed to ensuring a physically and emotionally safe environment. A student's success is impacted by the supportive involvement of the student's parents and guardians.

Parents will

- conduct themselves in a courteous manner with students, teachers, administration, and other parents while on campus.
- demonstrate support for the school policies and guidelines delineated in this handbook.
- foster student cooperation with school norms and culture.

*Under normal circumstances a child is not to be deprived of an Adventist education on grounds relating to the attitude of the parent. However, should it be determined that a student's parent or guardian has engaged in inappropriate conduct or demonstrated an uncooperative, destructive, discourteous, scandalous, rumor driven, threatening, hostile, or divisive attitude towards a student, another parent, teacher administrator, any staff member, or the school in general, the school reserves the right to remove the student from school. The process outlined in the withdrawal/expulsion policy will be applied.*

## **BULLYING**

Bullying (physical, verbal, online or off) of any kind is wrong before, during, or after school. It is never acceptable. All members of the school community are committed to ensuring a physically and emotionally safe environment. We value the rights of all people to learn without fear. A student shall not intimidate, harass, or shame another student through words or actions. Such behavior includes, but is not limited to, direct physical contact, such as hitting or shoving; verbal (or non-verbal digital) assaults such as threatening, teasing, or name calling; and social isolation or manipulation. When such conduct is repetitive or appears likely to be repeated, it is considered bullying. SACS expects students and staff to immediately intervene and report incidents of bullying. Students who are found to be engaging in bullying behavior will be subject to discipline. Parents will be notified, and law enforcement will be contacted if appropriate.

## **INSUBORDINATION**

Students shall comply with the directions of teachers, substitute teachers, administrators, and all other school personnel. Insubordination includes, but is not limited to, the following:

- Disrespectful behavior toward school personnel
- Interference with a teacher's ability to conduct class
- Failure to obey a reasonable request
- Failure to identify themselves to school personnel when requested
- Repeated violations of any rule, directive, policy, or disciplinary procedure

## **PUBLIC DISPLAY OF AFFECTION**

Students are expected to maintain high Christian standards in their friendships and social conduct. Students must respect themselves, their peers, and their teachers, as well as elementary students, parents, and other persons who enter the campus. Public display of affection is not conducive to an academic environment. Students engaging in excessive physical contact or other activities with sexual overtones, and explicit sexual acts will be subject to disciplinary action up to and including dismissal from school.

## **SEXUAL HARASSMENT**

It is important that SACS maintains a Christ-centered school environment characterized by human dignity, Christian courtesy, and individual respect. Sexual harassment shall not be allowed in this environment. Any form of sex discrimination and sexual misconduct, including harassment, coercion, intimidation, or sexual violence is reprehensible, runs counter to SAC's teachings and guiding beliefs, and will not be tolerated. In keeping with this commitment, SACS maintains a strict policy prohibiting unlawful discrimination or harassment. Also prohibited is retaliation of any kind against individuals who report alleged incidents of sexual misconduct or harassment, or who assist in a SACS investigation of such allegations.

Sexual harassment is defined as unwelcome sexual advances including sexual violence, requests for sexual favors, and/or physical, verbal, or written conduct of a sexual nature when

- submission to such conduct is made explicitly or implicitly a condition of a student's progress in school or participation in any team, club, or organization.

*Or*

- such abusive or humiliating speech or conduct is directed against another and persists after the objections of the person targeted by the speech or conduct.

*Or*

- such conduct would be regarded as creating an intimidating, hostile, or offensive environment that substantially interferes with a student's education or participation in extracurricular programs or activities.

Sexual harassment of any member of the SACS community either on or off campus will not be tolerated. The SACS community includes not only faculty, staff, and students, but also nonstudents or nonemployee participants (such as vendors, contractors, visitors, coaches, or parents) in SACS programs.

Specific examples of the verbal or physical conduct prohibited by this policy include, but are not limited to, the following:

- Physical assault
- Inappropriate or unwanted touching
- Direct or implied threats that submission to sexual advances will be a condition of, for example, getting good grades, being put on a team or allowed in a club, or receiving a promotion or award
- Direct or subtle propositions of a sexual nature
- Dating, requesting dates, or entering into a romantic relationship involving a student and an employee or faculty
- A pattern of conduct that would cause discomfort and/or humiliation to another individual. This includes, but is not limited to, the following:
  - Verbal conduct such as remarks of a sexual nature about a person's clothing or body; sexual slurs, threats, derogatory comments; sexually degrading descriptions; remarks about sexual activity or speculations about previous sexual experiences; spreading sexual rumors, graphic comments, or overly personal conversations
  - Visual conduct including, for example, leering; sexual gestures; or the display of sexually suggestive objects, pictures, language, cartoons, or jokes
  - Use of electronic means, including the Internet and e-mail system, to transmit, communicate, or receive pornography; sexually explicit pictures or messages; or other sexually explicit materials

## **PROCEDURES FOR REPORTING**

SACS encourages those who believe they have experienced any form of sexual harassment, discrimination, or sexual misconduct of any nature to report such conduct promptly. Procedures have been established to provide a supportive process for students who report harassment and to ensure a

just process for individuals accused of discriminatory conduct. These procedures reflect SACS' efforts to conduct timely, thorough, and equitable investigations.

A written complaint will need to be filed. However, a student may feel most comfortable going to a teacher, administrator, or other responsible employee first. That individual will be able to aid the student in filing a written complaint. These responsible employees have a duty to report or take appropriate disciplinary action if they find that SACS' policy has been violated.

### ***FILING A WRITTEN REPORT***

Individuals are reminded that reporting sexual misconduct is a personal and professional responsibility. Report the incident in writing to the principal as soon as possible. Delay should not be seen as an excuse for not reporting.

Written complaints should include, as far as possible, the following information:

- Name, address, telephone, or other contact information of the person making the report
- SACS affiliation of the person making the report (e.g., student, employee, faculty, third party)
- Date of alleged violation
- Location of alleged violation
- Person(s), name(s) and title(s), of the alleged harasser(s)
- Description of what happened
- Other relevant information (e.g., if you previously reported this matter, including name(s) and departments of all other persons with whom you have discussed this matter)
- Signature and date

### ***INVESTIGATION AND CORRECTIVE ACTION***

The principal shall conduct a prompt, thorough, and impartial inquiry into any reports of sexual harassment and/or physical sexual misconduct, whether or not a formal complaint has been initiated. Law enforcement may be called to mediate or investigate the incident. Parents will be notified when necessary. The principal and his/her administrative committee will be responsible for decisions regarding the possible consequences for any student discipline.

*School employees are mandated reporters and, depending on the nature of the allegation(s), are required to report all the details of an incident to law enforcement, including the identities of both the victim(s) and alleged perpetrator(s).*

### ***CONFIDENTIALITY***

SACS shall protect the privacy of individuals involved in a report of sexual misconduct to the extent required by law. Anyone requesting confidentiality shall be informed that complete and total confidentiality may not be possible and that, depending on the nature of the alleged misconduct, some level of disclosure may be required, especially in situations alleging sexual violence. Disclosure will be made only on a need-to-know basis.

## **RETALIATION PROHIBITED**

All reasonable action will be taken to prevent retaliation against the complainant(s), witnesses, or anyone cooperating with the investigation.

## **DISCIPLINARY ACTION**

Any student who is found to have engaged in sexual harassment, discrimination, or sexual misconduct is subject to disciplinary action up to and including dismissal or expulsion.

## **OTHER**

All other forms of harassment that deliberately infringe upon a student's right to come to school and learn in a positive atmosphere will be immediately addressed by the school.

# **DISCIPLINE POLICY**

When students enroll at San Antonio Christian School, they become representatives of the school and are expected to conduct themselves in ways that honor the school whether on or off campus, at any school sponsored activity, or during vacations. When needed, discipline will be designed to help the student progress toward a more meaningful acceptance of Christian behavior and conduct necessary for creating a positive school environment. In order to provide clear rules and guidelines for student conduct, SACS has established standards of consequences that range from verbal warnings to expulsion from school. This list is a guide and is not intended to be exhaustive or prescriptive.

## **DISCIPLINARY ACTION**

Teachers begin the year teaching the rules and regulations for their individual classes and the whole school. Each teacher is responsible for encouraging positive behavior in such a way as to avoid embarrassment.

<b>Level</b>	<b>Description</b>	<b>Disciplinary Action</b>
<b>Level I</b>  <b>0-3 Demerit Points</b>  Level I infractions are generally minor violations that are usually first-time offenses and are considered <u>warnings</u> .  In addition to demerit points, consequences may include one or more of the following:	<b><i>Examples of Level I infractions include, but are not limited to, the following:</i></b> <ul style="list-style-type: none"><li>• Dress Code violations</li><li>• Use of cell phones in class (see more details in Cell Phone policy)</li><li>• Classroom behavior detrimental to the teaching environment</li><li>• Talking back to or disrespecting a teacher/staff</li><li>• Use of profanity</li><li>• Truancy (1<sup>st</sup> offense)</li><li>• Any minor disregard for student regulations or policies</li><li>• Public display of affection</li></ul>	<ul style="list-style-type: none"><li>• A report of the student's offense is given verbally and in writing to administration.</li><li>• The student is addressed by administration and may be asked to sign a referral form.</li><li>• Demerit points and other possible consequences are</li></ul>

<ul style="list-style-type: none"> <li>• Some form of community service</li> <li>• A written assignment</li> <li>• A contract</li> </ul>	<ul style="list-style-type: none"> <li>• Unauthorized access to school property (climbing fences, popping doors, accessing roofs, etc.)</li> </ul>	<p>determined by the principal.</p> <ul style="list-style-type: none"> <li>• The offense is documented by administration.</li> <li>• The parents are notified and provided a copy of the documentation.</li> </ul>
<p style="text-align: center;"><b>Level II</b></p> <p style="text-align: center;"><b>4-7 Demerit Points</b></p> <p>Level II infractions are generally major violations of SACS's rules, regulations, and policies that may result in a <b><u>1-3 day suspension</u></b>.</p> <p>In addition to demerit points, consequences may include one or more of the following:</p> <ul style="list-style-type: none"> <li>• Any combination of Level I consequences</li> <li>• On or off campus suspension</li> <li>• Disciplinary probation contract</li> <li>• Liability for damages</li> </ul>	<p><b><i>Examples of possible Level II violations include, but are not limited to, the following:</i></b></p> <ul style="list-style-type: none"> <li>• Multiple or flagrant Level I infractions</li> <li>• Major classroom disruption</li> <li>• Willful disrespect toward a student or teacher</li> <li>• Insubordination or defiance of authority</li> <li>• Truancy (2<sup>nd</sup> offense)</li> <li>• Dishonesty, plagiarism, or cheating (1<sup>st</sup> or 2<sup>nd</sup> offense)</li> <li>• Possession of, or involvement with, pornographic material</li> <li>• Language, gestures, or behaviors that are vulgar or obscene</li> <li>• Fighting, hostile actions, hazing, or any willful act that may cause injury</li> <li>• Minor bullying or harassment of another student or teacher</li> <li>• Theft, invasion of privacy, possession of stolen property, or destruction of another's property</li> <li>• Inappropriate electronic posting/digital communication or involvement on social media of anything that defames students or school personnel</li> <li>• Purposeful vandalism (1<sup>st</sup> offense)</li> </ul>	<ul style="list-style-type: none"> <li>• A report of the student's offense is given verbally and in writing to administration.</li> <li>• Administration questions the student, beginning an investigation.</li> <li>• The parents are notified of the offense and a meeting is scheduled with an administrator.</li> <li>• Administration determines the exact number of points and/or suspension.</li> <li>• The offense is documented.</li> <li>• The parents are provided a copy of the documentation.</li> </ul>
<p style="text-align: center;"><b>Level III</b></p> <p style="text-align: center;"><b>8-12 Demerit Points</b></p> <p>Level III infractions are serious violations of SACS's rules, regulations and policies that may result in a <b><u>5-10 day suspension</u></b>.</p> <p>In addition to demerit points, consequences may include one or more of the following:</p> <ul style="list-style-type: none"> <li>• Any combination of Level II consequences</li> <li>• Suspension</li> </ul>	<p><b><i>Examples of possible Level III violations include, but are not limited to, the following:</i></b></p> <ul style="list-style-type: none"> <li>• Truancy (3<sup>rd</sup> offense)</li> <li>• Multiple, flagrant, and serious Level II infractions</li> <li>• Defiance of authority and/or school policies of a serious nature</li> <li>• Theft or destruction of another's property</li> <li>• Possession/use of any weapon, including, but not limited to, knives and firearms (real or imitation) or pepper spray</li> </ul>	<ul style="list-style-type: none"> <li>• A report of the student's offense is given verbally and in writing to administration.</li> <li>• Administration questions the student and begins an investigation.</li> <li>• The parents are notified of the offense and a meeting is scheduled with an administrator.</li> <li>• SACS Administrative Committee determines the consequences.</li> </ul>

<ul style="list-style-type: none"> <li>• Disciplinary probation</li> <li>• A contract that could include counseling or community service</li> <li>• Liability for damages</li> <li>• Failing grade</li> <li>• Loss of office</li> <li>• Ineligibility to participate in extra-curricular activities for a determined length of time</li> <li>• Possible withdrawal or expulsion</li> </ul> <p><b>An accumulation of 13+ points may result in automatic withdrawal from school.</b></p>	<ul style="list-style-type: none"> <li>• Possessing, furnishing, using, distributing, selling, purchasing, transporting, or being under the influence of any controlled substance or intoxicant (including alcohol, nicotine, or any drug paraphernalia) on or near school property or at any school function</li> <li>• Selling, distributing, or giving prescription medication to another student</li> <li>• Lighting fires and/or possessing, using or threatening to use any incendiary or explosive devices</li> <li>• Direct involvement as principal or accessory in any malicious mischief</li> <li>• Direct involvement as principal or accessory in any crime where student arrest or arraignment takes place</li> <li>• Any inappropriate sexual activity, excessive physical contact, or other activities with sexual overtones or sexually explicit acts</li> <li>• Any sexual or aggravated assault on or near school property or at any school function on or off-campus</li> <li>• Serious harassment (verbal, written, electronic, sexual, physical, etc.), hazing, or any willful act that may cause injury (mental or physical) to another person</li> <li>• The use of any hate language or the distribution of any hate literature including that which is racial, ethnic, sexual, gender related, or religious in nature</li> <li>• Conspiracy or a serious dishonest behavior that includes falsifying documents</li> <li>• Cheating, plagiarism, or academic dishonesty (2<sup>nd</sup> or 3<sup>rd</sup> offense)</li> <li>• Construction and use of web sites or social media sites that defame students, school personnel, or are otherwise inappropriate</li> </ul>	<ul style="list-style-type: none"> <li>• The offense is documented.</li> <li>• The parents are provided a copy of the documentation.</li> </ul>
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**Special Note:** In some cases, more than one category of discipline may apply. To increase the potential for a timely and honest resolution of a discipline situation, students who exhibit truthfulness and integrity in the discipline process may receive a reduction in the discipline response.

## SUSPENSION

Discipline matters deemed severe enough to warrant action by the school's administration are serious and may begin a process that could lead to the student's dismissal. Progressive discipline will generally apply. However, there may be circumstances where progressive discipline is not appropriate and immediate removal may be necessary.

Suspensions usually range from 1 to 5 days and are at the discretion of the principal. While on suspension, the student may not be on campus without the express permission of the principal. The student shall not participate in any school-related or school-sponsored activities.

## **CRIMINAL ACT**

If a student is convicted of violating a criminal statute on or off campus, the student may be asked to withdraw from school. SACS reserves the right to involve the police and/or other law enforcement agencies when deemed necessary.

## **ADMINISTRATIVE AUTHORITY**

If deemed necessary, the administration can suspend a student for up to ten school days in addition to assigning demerit points. Assignments can be made up according to the agreement made with the teacher and/or principal.

## **APPEAL PROCESS**

Any appeal (by a student or parent) to a disciplinary decision made by the school must follow the procedure as outlined in the Pacific Union Education Code:

- Submit the appeal in writing to the principal and work toward a resolution that will end the appeal.
- Submit the appeal in writing to a school Administrative Committee and work toward a resolution that will end the appeal.
- Only the parents and student will be permitted to meet with a school Administrative Committee and work toward a resolution that will end the appeal.
- If no resolution is met, submit appeal in writing to the School Board. This is the final step and this committee determines the final outcome. The parents **may** be permitted to attend this meeting except with the express permission of the chair of the Board. No other person(s) shall be permitted to attend this meeting without the express permission of the chair of the Board.

## **READMISSION**

Any student who has been asked to withdraw or is expelled shall be allowed to apply for readmission after one full year. If a student desires to be readmitted to SACS, he or she shall submit a written statement to the principal, who shall recommend admission or non-admission.

The statement should include the following information:

- Reasons for wanting to return
- The reason why the request should be considered
- Evidence which supports the request
- A supporting statement from the parent/guardian and others who may have assisted the student



## REDEMPTION

A student will start each school year with **zero demerit points**. Should a student accumulate demerits throughout the school year, they could possibly result in more serious consequences. If, following a disciplinary incident, nine weeks pass without further demerits, the total number will be cut in half by the administration. If a student continues another nine weeks without any demerits, the number will be cut in half again. The number will continue to be cut in half until it reaches zero.

## WITHDRAWAL/EXPULSION

Students may be requested to withdraw from school at any time if their behavior, attitude, or influence is determined by administration and faculty to be detrimental to the student body and/or faculty. If they refuse to withdraw, they shall be recommended for expulsion, and their cases will be reviewed and decided by the School Board. No student who has been asked to withdraw or is expelled shall be allowed to visit the school campus or attend any school activity for the remainder of the school year. Students may re-apply for admission after attending other schools for at least one full school year and gaining good references from the schools they attended.

## GENERAL INFORMATION

### ASSEMBLY

At San Antonio Christian School, assembly services are important in developing a proper school spirit. Since all chapel programs begin with devotion, students are expected to come in and take their places in a quiet manner. Books, notebooks, or other reading materials are not to be taken into the assembly area. The chapel service is a valuable experience in learning reverence for God and His services. That includes proper conduct at programs.

### ASSOCIATED STUDENT BODY

SACS' Associated Student Body (ASB) is an integral part of school affairs. ASB officers are chosen from the student body. These students receive training in the conducting of formal business meetings. The ASB, under faculty sponsorship, organizes a number of school activities. To run for the office of ASB president, a student must have and maintain a minimum GPA of 3.0. For all other ASB offices, the student must have and maintain a minimum GPA of 2.0. Students who receive an "F" or become involved in a major discipline problem will automatically forfeit their office.

### CLOSED CAMPUS

San Antonio Christian School operates as a closed campus. The school is legally responsible for the safety and well-being of the students during the school day. A student may not leave campus at any time during the school day without parental and administration permission. Failure to adhere to this policy will result in disciplinary action.

## **VISITORS**

All visitors must check in with the office before entering the campus. Visitors may be asked to wear a badge at all times while on campus. Students wishing to bring guests on campus to participate in class activities must secure permission at least a day in advance.

## **GRADUATION POLICY**

The graduation ceremony is a formal service put on by the school, designed to honor students for their academic accomplishments. Participating in these exercises is a privilege and a requirement for all passing students.

A diploma is granted to all students who have been in attendance at SACS for at least the final semester of their 8<sup>th</sup> grade year, providing they meet the academic requirements, maintain satisfactory attendance, and complete their financial obligations to the school. Students with a GPA below 1.5, or who are failing in two classes, will not be allowed to participate in graduation exercises. It is not recommended that students at the junior high level be held back in school. However, to receive a Certificate of Graduation, these students must successfully complete a program of summer study (set up with either the school or an outside program) that is approved by SACS. Upon proof that the approved program has been completed, SACS will issue an eighth-grade diploma.

## **LOST & FOUND**

Unless retrieved, lost items will be kept in the Lost and Found department until the end of each semester. Then they will become the property of SACS' Home and School Association.

## **MEDICATIONS**

Students may bring only prescribed medications to campus. They must be reported to office staff. A student who needs emergency medication may carry it in a backpack with a doctor's note or a prescription label attached. Inhalers, Epi pens, and Insulin are examples of such medications. In non-emergency situations, medications may not be administered by school personnel.

## **STUDENT ACCIDENT INSURANCE**

SACS provides student accident insurance for all students. This policy provides secondary coverage for school-related accidents. (See the office staff for details.)

## **MUSIC**

SACS appreciates the great pleasure and proven benefits derived from music. But some music is not in keeping with our spiritual and moral guidelines. SACS' values are not upheld by music containing the following elements:

- Sexually explicit lyrics and/or graphics
- Satanic, occult, and/or sacrilegious material
- Profane and/or vulgar language

- Violent and/or hateful lyrics
- Material degrading to any race, religion, or gender

Individuals or groups whose music contains such material as listed above are in violation of school rules and regulations.

## **LOCKERS AND BACKPACKS**

The administration reserves the right to search, upon reasonable suspicion, any student's classroom, locker, or other space for prohibited or illegal substances or objects, including objects or items reported stolen.

## **PERSONAL PROPERTY**

The school does not assume responsibility for damage or loss of personal property brought to or left on school premises. SACS does not assume responsibility for lost or stolen property. Bringing large amounts of cash or expensive items (such as musical instruments or technology) to school is discouraged unless needed for a class or school related activity. If a student does bring such an item, the item is to be kept in the classroom. Students are expected to pay for damages he or she cause to school or personal property.

### ***NON-SCHOOL ITEMS***

Students must obtain permission from their teacher before bringing to school such things as pets, special projects, and items designed primarily for play. At no time will a student be permitted to bring to school such things as knives, firecrackers, matches, or other items of this nature. Infraction of this rule may result in permanent loss of the article and dismissal from school.

## **PARENT COMMUNICATION**

Good parent-teacher communication is essential to a student's success. Our school is here to help parents with the education of their children. SACS encourages the following ways of communicating:

- Telephone messages may be left for all teachers. They will return calls at their earliest convenience. Teachers may also be contacted by email.
- FACTS (formerly known as RenWeb) is a web-based site where the teacher can post grades.
- Parent-teacher conferences are required for all parents following the first quarter. The meetings are scheduled by the school. Parents are encouraged to schedule any additional parent-teacher conferences as needed during any time of the school year.
- We encourage parent visits on a limited basis. However, as a courtesy to the teacher, parents are requested to prearrange classroom visits so that they will be optimal experiences for the parent, teacher, and student.

## **SPECIAL EDUCATION**

SACS does not offer special education or individualized programs, nor do we have the resources for testing. However, we work with our local school district.

## **SPONSORS**

All student committees, officer meetings, class meetings, and music organizations must be directed and supervised by a faculty sponsor. All clubs and classes have assigned faculty or parent sponsors. Any activity or program being planned must be done in conjunction with the faculty sponsors. Activities done in a non-routine manner must be approved by the administration after the student leaders and sponsors for the organization have developed their ideas. This includes all types of parties and lunchtime activities.

## **SCHOOL TRIPS**

Students participating in authorized off-campus school activities such as field trips and promotional trips that are planned by the school staff and sanctioned by the administration, are considered to be in regular attendance. The staff members in charge of the group are to make certain that all students in the organization have proper clearance with the school administration and to take the *Consent for Medical Treatment* form on the trip for emergency purposes. All students must have signed permission slips in order to attend. Phone-granted permissions are not allowed.

For students not participating in the school trip, parents are responsible to make alternate off-campus arrangements with the school.

### ***PARENT SPONSORS AND CHAPERONES***

Properly supervised and planned educational field trips are an important part of our instructional program. In order to provide the best learning environment for our students, all parents (chaperones) participating in school-sponsored field trips must follow these rules and expectations:

- State-mandated clearance is required prior to participation in a school activity. Contact the school office on how to complete this requirement.
- Chaperones who provide transportation must meet liability insurance requirements. The following are to be submitted to the school office: a copy of the current insurance showing the amount of liability, a completed transportation information form, and a copy of the driver's license.
- No siblings or other relatives are allowed on field trips. Parents who go as chaperones need to concentrate on the supervision of their assigned students and not be distracted. Each teacher will have specific instructions or responsibilities for the chaperones for that particular field trip.
- If bus transportation is used, all chaperones must travel with the whole group and not drive their own vehicles, unless asked by the teacher for a specific purpose.
- If field trip chaperones do not adhere to the expectations of the school or teacher, they may not be allowed to attend future field trips.

## **SUBSTANCE ABUSE AND DRUG TESTING**

SACS believes in and promotes healthy living and a drug-free school environment. Unauthorized drug use is not acceptable on the campus. By the act of enrolling a child, parents give consent for their child to submit to drug testing according to California statutes if there is probable cause. All testing will be administered within accepted medical practices and in accordance with state and federal laws. Refusal to submit to testing places a student on immediate suspension followed by further disciplinary action.

## **SKATEBOARDS AND ROLLER BLADES/SHOES**

Due to insurance regulations, students are not allowed to bring skateboards, roller blades, or shoes with wheels to school.

## **YEARBOOK**

SACS sponsors a yearbook. The yearbook sponsor will appoint the yearbook staff. Each student enrolled will receive a copy of the yearbook.