



2024-2025 Student Handbook



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VISION STATEMENT

To bridge the gap between high school and higher education for ALL students, equipping students with the skills, knowledge, and confidence to become responsible, engaged leaders in their communities and beyond and to navigate their future pathways successfully.

MISSION STATEMENT

Our mission is to empower students through project-based learning that cultivates a culture of inquiry and nurtures lifelong learners who are ready to tackle real-world problems. We are dedicated to fostering an environment where students can explore their passions, develop practical skills, and prepare for academic and career success in a global society. We are committed to transforming education by providing engaging learning experiences that challenge students to think critically and work collaboratively.

Our Four Pillars of Culture, Character, and Community **A Culture of Trust, Respect, Responsibility and Relationships**

The Sacramento New Technology Early College High School (SNTECHS) has four pillars of success:

- Trust
- Respect
- Responsibility
- Relationships

Our focus is to prepare students for life after high school, regardless of what path they take. We want students to reflect on the idea of what is acceptable in the professional world and strive to exceed those acceptances and expectations in order to be positive contributing members of society. At SNTECHS, students are empowered to take their learning and education into their own hands. Students are educational partners in our school community and as such are given a greater degree of responsibility, involvement, and decision making in school governance. It is important to remember, with these privileges come great responsibilities.

As educators, the staff at SNTECHS are ultimately responsible for maintaining a positive and safe learning environment. As educational partners, students are asked to recognize this fact and follow staff requests and school rules. SNTECHS **does not issue "hall passes" and we do not have bells that indicate when classes begin and end.** We urge students to be respectful, responsible and trustworthy at all times and especially at school. Students are expected to follow these pillars to respect staff, the school community, and themselves by being responsible and timely when out of class.

Building positive relationships in high school is essential as it fosters emotional support, enhances academic success, develops social skills, improves mental health, and prepares students for future personal and professional interactions.



THE 4 PILLARS
OF CULTURE, CHARACTER
& COMMUNITY

General Guidelines

Academic Expectations & Achievement

All students are expected to perform to their capabilities and to demonstrate proficiency in our **5 Learning Outcomes** by the end of their senior year through a Defense of Learning (DOL) Presentation. SNTECHS is a place that highly values learning above all else and we expect students to work to develop themselves into lifelong learners who strive for academic success and personal growth.

Students at SNTECHS are expected to:

- Successfully complete interdisciplinary projects in all of their high school courses.
- Demonstrate the ability to analyze problems, evaluate solutions, and make informed decisions through project work.
- Work effectively in teams, contributing to group projects and demonstrating communication skills.
- Conduct thorough research using various resources to support project development and presentations.
- Present project findings clearly and confidently to peers, teachers, and community stakeholders.
- Engage in self-reflection and peer assessments to evaluate personal contributions and areas of improvement.
- Successfully complete college courses that progress the student towards their future goals.
- Successfully complete a structured internship that provides real-world experience in a professional setting.
- Participate in community service projects and activities that demonstrate social responsibility.
- Exhibit the ability to adapt to changing project requirements and work independently when necessary.

Athletic Program & Eligibility

SNTECHS students can participate in our intramural Small School Sports League through a try-out process. The seasons are as follows:

- Fall - Soccer
- Winter - Volleyball
- Spring - Basketball

Student athletes must maintain a GPA of 2.0 and have no failing grades in their current classes in order to participate on the day of scheduled games.

The Small School Sports League is a co-ed "fun" league. While there is minor competition, the purpose of the league is to provide a fun and engaging athletic experience for students of all skill levels.

Bicycles/Skateboards

Students are trusted and responsible to lock bicycles and/or secure any other transportation device to the bike rack or fence during school hours. Bicycles, skateboards, and any other transportation devices should not be ridden on the school campus.

Bus Transportation

There are no district buses that serve SNTECHS. RT buses do stop on Freeport Blvd. Sac RT has a Free Ride program for all students ages 3-18. Students only need a student ID card or a RydeFreeRT card which can be obtained from the school or at RT's Customer Care and Sales Center (1225 R St.). For information about bus routes please call 321-BUSS. Students waiting at bus stops are to represent SNTECHS in a respectful and responsible manner. Students are not allowed to loiter around the businesses on Freeport Blvd, neither before, during, nor after school.

Sacramento New Technology Early College High School

2024-2025
Bell Schedule

Regular Day Schedule

Period	Start	End
1/2	8:30	10:00
3/4	10:03	11:33
Advisory	11:36	12:06
Lunch	12:06	12:36
5/6	12:39	2:09
7/8	2:12	3:42



Thursday Schedule

Period	Start	End
1/2	8:30	9:37
3/4	9:40	10:47
Advisory	10:50	11:20
Lunch	11:20	11:50
5/6	11:53	1:00
7/8	1:03	2:10

Minimum Day/DOL Schedule

Period	Start	End
1/2	8:30	9:25
3/4	9:28	10:23
Break	10:23	10:43
5/6	10:46	11:41
7/8	11:44	12:39

Finals Schedule

Period	Start	End
1st Class	8:30	10:51
Break	10:51	11:16
2nd Class	11:19	1:40

Minimum Day Final Exam Dates:

October 17th, March 20th - Day 1: Periods 1/2 and 3/4

October, 18th, March 21st - Day 2: Periods 5/6 and 7/8

December 18th, June 3rd - Day 1: Periods 7/8 and 5/6 ,

December 19th, June 4th - Day 2: Periods 3/4 and 1/2

*This bell schedule can also be found on our school website
<https://newtech.scusd.edu/bell-schedule>

Block Schedule and Finals

SNTECHS is on a 4x8x4 Block Schedule. This means some of our classes are on a 4 quarter block and some are on an 8 quarter block. In a 4 quarter block class like science, PE 10-12, most math, and CTE courses, the entire year (2 semesters) is complete in a traditional semester (Fall or Spring). Courses that are on the 8 quarter block such as Humanities and Math 1/PE 9 align with a traditional school schedule where the course will be complete (2 semesters) at the end of the school year. Finals for 4 quarter block classes are held 2 times per traditional semester. This schedule allows students to complete a total of 320 credits by the time they graduate. Our graduation requirement is 260 credits. An on track student will be able to successfully complete all graduation requirements plus internship and community college courses (with the possibility of an Associates Degree or Certificate) within their school day schedule thereby ensuring that our **students leave Sacramento New Technology Early College High School a step ahead of most students who successfully graduate from a comprehensive high school.**

Cafeteria

SNTECHS participates in the Free and Reduced Lunch Program. **It is very important for the funding of the school that all students eligible for free and reduced lunches fill out the LCAP Form EVERY YEAR.** This form will be sent home the first week of school, can be picked up in the front office during the school year, and is available online through our school website. The district only requires one form to be completed for all students in the same household..

Meal offerings will include hot entrees, salads, cold sandwiches, hot sandwiches, pizza, and fruit. Ala Carte items and milk will be available. Breakfast is also available before school each day. Breakfast and Lunch are free for all students.

Food Deliveries from Delivery Services

SNTECHS does allow food deliveries, however the following guidelines must be strictly adhered to in order to maintain the integrity of our class time and the safety of our students. This is a privilege and not a right. The principal reserves the right to stop food deliveries for students who do not comply with these guidelines or to completely remove this privilege from the entire school at any time.

- All deliveries MUST be delivered to the front office - DO NOT accept food from anyone over or through perimeter fences at any time.
- All deliveries MUST arrive before the end of the lunch period. Deliveries that arrive after the lunch period will be held in the office until the end of the day. Students should be sure to order their food well before the lunch period begins to ensure timely arrival.
- Students may pick up their deliveries during the lunch period only. Students should not leave their class early to get their delivery.

Care of Books, Supplies, and Equipment

SNTECHS prides itself on its pillars of Trust, Respect, Responsibility and Relationships. We trust students to respect all books and classroom materials, equipment and supplies, and to use them responsibly.

Chromebooks

Chromebooks are provided without cost or fee, one per student. However, charges are made for damages resulting from abuse or loss of the chromebook or the charging cord. Chromebook replacement fees are \$225 for the laptop and \$25 for the charging cord. **All students and their parents are required to read, sign and return the Chromebook Authorization form which details the cost of the chromebooks and acknowledges the responsibility for payment for lost or stolen or damaged chromebooks.**

Supplies/Books

Special as well as occasional "loaner" supplies and books are provided. Students are expected to bring their own traditional supplies such as paper, pens, pencils and their own personal binder(s). **Students will have access to the district network server to save their work and therefore do not need flash drives or other storage devices except in special cases. Students who need a computer will have a chromebook checked out to them.** From time to time a teacher may ask for a small, voluntary donation to offset the cost of special materials. State law prohibits actual fees or charges for materials.

Equipment

Students will be given access to computers, printers, scanners, and cameras. With this trust comes the responsibility of respectfully using the equipment. **Should a student damage or lose equipment through negligence, abuse, or intentional action, they will be billed for damages or replacement. This includes equipment that is used in our CTE classes.**

Community College Requirements

SNTECHS is a state recognized Early College Program. Students have more opportunities to take college courses during and/or outside of their regular school day. College courses at level 300 and above earn a GPA bump like regular high school Honors and AP courses. These courses will greatly enhance a student's college application for post-secondary schooling.

SNTECHS offers 3 College Pathways and students can move through them during their time at our school.

COLLEGE PATHWAY 1 - Transfer to 4-Year College

For students aiming to pursue education at 4-year institutions, we offer pathways designed to fulfill Intersegmental General Education Transfer Curriculum Requirements (IGETC). Students will be strongly encouraged to complete transfer level courses to ensure the highest level of college completion in order to remove barriers to success in college. Additionally, we facilitate connections with community partners who provide further support for this academic trajectory.

COLLEGE PATHWAY 2 - Certification for a Career Path

Students with career-focused aspirations are connected to courses and college programs aimed at obtaining certification in their desired career fields. Additionally, these students are encouraged to engage with industry partners through internships, providing invaluable practical experience. This approach equips students with the skills and qualifications necessary for success in their chosen professions.

COLLEGE PATHWAY 3 - Exploratory

For students who are still uncertain about their future paths, we offer an exploratory pathway. This pathway provides students with exploratory college courses that give them an opportunity to learn about different career options and help them create goals for their future as they discover their personal interests and skills and integrate them into careers that they are passionate about.

As an Early College Program, **ALL** SNTECHS students are required to take and successfully complete college courses. We know that every student can achieve success in their college courses through a comprehensive support system that addresses their diverse needs. Here are some of the supports ALL SNTECHS students will receive:

- Personalized Academic Advising - students will receive individualized guidance from our school counselor as well as a college counselor who will help them select courses aligned with their interests and goals.
- Designated Study Center - students who are enrolled in college courses will have access to the college and career center on the SNTECHS campus.
- Mentorship - an additional certificated teacher will be available to students who are enrolled in college classes two days a week and will also offer lessons in how to navigate a college course successfully. An additional college and career mentor will be on campus working with students one day a week through the Just Like a Mom Program.
- Tutoring Services - as college students, SNTECHS students will also be eligible to receive all of the resources and services that are offered by Sac City College. This includes but is not limited to the writing center and the math lab that are located on the college campus.
- Study Groups - students will be grouped based on the college courses they are enrolled in. These groupings will encourage collaboration that will allow students to learn from each other, and share different perspectives in order to successfully complete the course.
- Workshops & Skill Building Sessions - regular workshops focusing on study-skills, time management, and test-taking strategies will be provided to students by our school counselor and mentors.
- Regular Progress Monitoring - our mentors will monitor student progress in their college courses and provide additional support and resources based on individual student need.

FOR the 2024-25 School Year: Students will be required to earn a minimum of 9 college units in order to graduate from New Tech. This number will increase each year as we transition to our Early College model.

Students must provide the SNTECHS Registrar with OFFICIAL TRANSCRIPTS for each class completed in order to meet this requirement. While courses are in progress students will be required to show proof of enrollment and good standing to the College and Career Mentor teacher and/or the school counselor.

Students SHALL NOT drop college courses without first meeting with the school counselor.

Students who do not complete the requisite college coursework WILL NOT BE ELIGIBLE TO GRADUATE!

Emergency Information Cards

State laws require that an emergency card be kept on campus at all times. In case of emergencies, it is important that BOTH sides of the emergency card are filled out. Emergency cards will be handed out the first week of school and may also be obtained in the school office. We will use the district calling system in case of dire emergencies. This system connects directly with the Infinite Campus system and the resident phone numbers you provided are called by the system. It is imperative that we have correct emergency information at all times. Please complete a new emergency card every year!

Grades

Grades are issued four times each school year for year-long classes. Semester long double blocked classes award credits each quarter. Quarter grades are "progress" grades in all other classes and are not permanently recorded (except for Semester double blocked courses). Semester grades are permanent grades that are recorded and earn credits. The semester grade is the total of the grade of the two quarters. Students are expected to pass all classes with a C or better. Students who fail any portion of a class may be required to make up for their deficiency in Summer School or after school through the district's online credit recovery program. Students who fall too far behind may be required to attend Sacramento Accelerated Academy in order to catch up on credits.

Notice of Impending Failure

If a student is in danger of failing at any grading period, the teacher will issue A NOTICE OF IMPENDING FAILURE/Progress Report no later than fifteen instructional days before the end of that grading period. A failure to issue the notice means that the student will receive full credit for the course, except under the conditions established in an incomplete contract which could have an F as the predetermined grade in case the conditions of the contract are not met by the student.

Communication with Families - (School to Home to School)

We know how important communication between home and school are and we encourage all of our parents to get involved in their student's education and especially at the high school level when it is most crucial. We strive to partner with our parents to provide the best possible academic experience for all of our students. There are many ways that we communicate to our students and their families.

- **Parent Square** - we highly encourage parents and students to download the Parent Square App on all of your devices. This will allow seamless communication between the school and parents, and between individual teachers and parents. Parent Square will deliver information to families in their home language and then will translate the home language to English for school staff thereby eliminating language barriers!
 - **Monthly School Newsletter** - a monthly school newsletter will be posted to Parent Square on or near the first day of each month. This newsletter is packed with information about the upcoming month as well as celebrations.
 - **Sunday Night Howl** - this is a weekly message from the principal that will be delivered via voicemail and email every Sunday at 6pm.
 - **Parent Square Posts** - Parent Square also has a function that is very similar to other social media apps and we use this function to post celebrations, quick stories and events.
- **Parent Power Hour** - Every 4th Monday of the Month from 6pm-7pm the principal invites parents to come and learn more about the school and how it functions and also hear parent's concerns or ideas.
- **Social Media** - We are very active on social media and highly recommend all students and parents follow our social media accounts:
 - Instagram:
 - @principalmartin2020 - this is Principal Martin's direct account
 - @sacnewtech - this account is managed by students
 - @counselor_kim_snths - this is our school counselor's direct account
 - Facebook:
 - [facebook.com/sacnewtech](https://www.facebook.com/sacnewtech) - this is the school's Facebook account
- **PTSA** - The PTSA is completely run by parents and is a separate entity from the school. However, the Principal always attends PTSA Meetings and collaborates closely with this group in the name of the school. The PTSA's purpose is to provide support to the students and teachers of SNTECHS. We highly encourage ALL of our students AND parents to become PTSA members.
- **Class Visits** - we encourage all of our parents to visit classrooms to observe their students in class. Parents are welcome to visit anytime on any school day. While we encourage advanced notice, we do

not require it. Parents who want to visit classrooms can just come to the office to obtain a guest badge and sign in. Please note, if parents do come to observe, this **MUST** be the sole purpose of the visit. This is not a time to meet with teachers or cause any disruption to the learning of the other students.

- **Winter & Spring Showcases** - these are evening events that are similar to a traditional Open House. This is an opportunity for parents to come to the school to see all the great projects our students have been engaged in through the semester. It is also an opportunity for our students to showcase their many talents.
 - Winter Showcase - typically occurs in December
 - Spring Showcase and Community Fair - typically occurs in the beginning of May. The Spring Showcase is also a Community Fair with food trucks and many community and family resource vendors.

Graduation Requirements

Minimum 260 credits - must complete required coursework

University of California / CSUS A-G entrance requirements

40	Credits	English (10 per year)
40	Credits	Social Science (10 per year)
40	Credits	Math (10 per year)
10	Credits	Fine Arts
20	Credits	Science (10 Life Science/10 Physical Science)
20	Credits	Physical Education
20	Credits	World Language (will be completed at the college level)
20	Credits	Advisory (Four Years)
20	Credits	College Prep Electives
20	Credits	CTE Pathway

Completion of: Internship (50 Hours) - See **Appendix A** for Internship Guidelines
Defense of Learning (Passage of Presentation) Grades 10 and 12
40 Hours Community Service (10 per year) - see **Appendix B** for Community Service Guidelines

*all forms are available online and in the front office

Computer Science Pathway Students must complete all of the following to receive recognition of the complete pathway:

- CS1 - Exploring Computer Science/Robotics
- CS2 - Video Game Design
- CS3 - App Development

School Lockers (For PE ONLY)

SNTECHS has lockers for use during PE classes as well as lockers for students to store their PE clothes in from Monday through Friday. The lockers are school property and are therefore liable to search by school officials. ***PE students are expected to lock their belongings in their assigned locker using the school provided/purchased locks. The school will take no responsibility for items left in unlocked lockers or left out.*** There are no hallway lockers. While SNTECHS intends to have a positive, safe, and trusting school culture, prudence suggests that students should lock their belongings with the school provided/purchased padlock. School PE Lockers are ONLY for use by students who are enrolled in PE. Sharing lockers is not permitted.

Student Parking/Parking Lot Behavior

Students can park in any unmarked parking space in the front of the school, on the east side of the school, or on the street. Students who drive a vehicle to school will be required to provide the school with a copy of their drivers license, Make/Model and License plate number of the vehicle, and proof of insurance. STUDENTS MUST HAVE A VALID DRIVER'S LICENSE IN ORDER TO LEGALLY DRIVE IN THE STATE OF CALIFORNIA.

Students are responsible to enter and exit the parking lots SAFELY and may not, at any time, create an unsafe situation. Students who engage in this behavior WILL NOT be allowed to drive to school.

Attendance Guidelines

Attendance Policy

Students are responsible to attend school at a 100% rate if possible, but no worse than a **97% rate**. Regular attendance, including communicating with the school and with teachers and project team if you cannot attend, is a way of showing respect and responsibility. Attendance is especially important at SNTECHS. When you are not at school, your project team suffers and so do your individual grades. The school goal is 97% attendance. This allows about 7 absences per year overall. It is the responsibility of all students who have been absent from school to obtain a readmit slip **prior to returning to class**. The Attendance Office will open at 8:00 a.m. and close at 4:00 p.m. daily. **Students are responsible to get a readmit BEFORE they are to be in class, not after class has started.** The student may choose to go to the Attendance Office during passing time or lunchtime for pick up of Early Dismissals. **Any student who leaves campus without a valid off-campus pass or an early dismissal will be marked truant and be subject to other consequences.**

Early Dismissals

In the event that a student must leave school during the normal school day for doctor or dental appointments or any personal business, he or she should bring a note, or parent/guardian should call the Attendance Office. **The student will need an early dismissal upon leaving campus.** Parents should be certain that their student obtains an early dismissal before they pick the student up. When a student has knowledge of an early dismissal, they must come to the Attendance Office to pick it up. If a student becomes ill during the school day, he/she should go to the Office in order to get an early dismissal. Ill or injured students may not go home on their own desire; to do so would result in the student being marked truant (automatically) and may be subject to other disciplinary action. This is a protection for the student in case the problem is more severe than the student assumes. Students are the responsibility of the school until such time as the parent/guardian gives permission for dismissal.

On-time Policy:

Students are responsible to be on time, which means to be in the place, time, and manner requested by a teacher.

Being on time is an important part of a culture of Trust, Respect, Responsibility, Relationships – it sends the message: “I respect your time.” If there is a problem with being on time, the school is responsible to act. If a student is late 3 times or more per quarter, the school’s responses may include, but are not limited to, parent contact or conference, detention, and referral to district Hearing Office. Any work due during the time period in which the student was not present in class will only be accepted at the discretion of the teacher. Chronic tardiness will also activate the SART/SARB process.

Behavioral Guidelines

Disciplinary Actions

At Sacramento New Technology Early College High School students and staff elect to work through disciplinary situations in ways that are based in the culture of Trust, Respect, Responsibility, Relationships.

- Restorative Practices
- Teacher conference
- Logical consequences- including financial restitution for damages in cases of theft or destruction of property
- Loss of privileges
- Teacher/ Advisor/ Parent/ Student conference
- Referral to Counselor
- Referral to Principal
- Community Service - after school, on or off campus
- Independent study

If a student’s conduct is inconsistent with school expectations the following responses are likely:

- Shortened day
- Suspension
- Expulsion

Restorative Practices

At Sacramento New Technology Early College High School we believe students must learn from mistakes and correct unprofessional behavior. The restorative practices listed below form the basis of how we handle student behavior. Students will still have consequences for their actions but we will ensure that all students are respected and that broken relationships are repaired. Parents will be expected to assist in partnering in and monitoring of any consequences given at school. Sacramento New Technology Early College High School often uses restorative practices as a preventative measure to proactively build community, to prevent harm and to limit damage to relationships in order to maintain the high standard of our learning environment.

Restorative Justice

Restorative justice is an evidence-based practice effectively used to reduce suspensions, expulsions, and disciplinary referrals. Restorative justice focuses on righting a wrong committed and repairing the harm done. The goal is to place value on relationships and focus on repairing relationships that have been injured. The victim and the wrongdoer have the opportunity to share with one another how they were harmed, as victims, or how they will work to resolve the harm caused, as wrongdoers.

Community Service

Community service allows for individuals to restore a harm they may have committed to the school community by providing a meaningful service that contributes to their individual improvement.

Circle Process

A circle is a versatile restorative practice that can be used proactively, to develop relationships and build community, or reactively, to respond to wrongdoing, conflicts, and problems. Circles can be used as a tool to teach social skills such as listening, respect, and problem solving. Circles provide people an opportunity to speak and listen to one another in a safe atmosphere and allow educators and students to be heard and offer their own perspectives. Circles can also be used to celebrate students, begin and end the day, and discuss difficult issues.

Preventative and Post-Conflict Resolution

Conflict resolution provides students with problem-solving and self-control skills. These opportunities teach young people how to manage potential conflict, defuse situations, assuage hurt feelings, and reduce any inclination to retaliate after a conflict. Conflict resolution walks students through their emotions in the presence of one another and guides them through a team process of addressing the issues that gave rise to the conflict in the first instance. Because conflict resolution addresses and works to resolve the root causes of conflict, it helps prevent future incidents from occurring.

Community Conferencing

This is a practice that provides students and educators with effective ways to prevent and respond to school conflict. Community conferencing involves the participation of each person affected by the behavior and allows all stakeholders to contribute to the conflict resolution process.

Informal Restorative Practices

Are small ways educators and other school personnel can influence a positive environment. Examples include the use of affective statements, which communicate people's feelings, and effective questions, which cause people to reflect on how their behavior has affected others; proactive engagement with students and families; mentor relationships; community service; and lunchtime table talks.

Social-Emotional Learning (SEL)

Social-emotional learning teaches skills such as recognizing and managing emotions, developing caring and concern for others, establishing positive relationships, making responsible decisions, and handling challenging situations constructively and ethically. These are the skills that allow children and adults to calm themselves when angry, make friends, resolve conflicts respectfully, and make ethical and safe choices.



Dress Code

Students should use good judgment that encapsulates trust, respect, and responsibility when they select outfits for school. Articles of clothing, or lack thereof, should not cause disruption or be offensive in any way. All undergarments should remain completely covered at all times. Apparel should avoid any form of messaging or symbolism about drugs, alcohol, weapons, or any other form of activity that would not be allowed on a public school campus. **Parents are partners, so questionable articles of clothing, or lack thereof, will require a conference with the parent and the student with the school principal.**

Pajamas, including lounge-style pants, are not permitted unless it is a designated event such as Spirit Day or Pajama Pants Day.

To maintain a positive and professional learning environment, students are not allowed to wear pajamas to school. While pajamas are comfortable for sleeping and lounging at home, they are not appropriate for the school setting.

Here's why:

- Promotes Readiness to Learn: School is a place for focus and engagement. Dressing in everyday school-appropriate clothing helps students mentally prepare for an active and productive school day.
- Encourages Professionalism: Just like workplaces have dress expectations, school also has standards to promote a respectful and responsible atmosphere. Wearing appropriate clothing helps set the tone for success.
- Supports Safety and Health: Pajamas are often loose-fitting and not designed for movement throughout the school day. Proper clothing ensures students can safely participate in all school activities, including labs, physical education, and hands-on projects.
- Fosters School Spirit and Respect: Dressing appropriately shows respect for the school community and helps create an environment where all students take pride in their education.

We encourage students to dress comfortably while still following the school's dress code. If you have any questions about appropriate attire, please check with a school administrator.

Thank you for helping us create a focused and respectful school environment!

Students are highly encouraged to dress up on spirit days. During project presentations and DOL, students will be required to wear "Presentation Clothing." If students need assistance acquiring clothing for presentations, the school has a closet of clothes that students can borrow.

***Note:** If you have questions about what qualifies as presentation clothing, please ask. Just like in a professional presentation or interview, what you wear matters and will be included in your overall grade.

Gambling

Wagering, gambling, or using gambling devices or money is illegal and strictly prohibited. Gambling is not allowed at any time or any place on campus. In addition to legal penalties, students will be subject to school disciplinary procedures.

Suspension and/or Expulsion

The Sacramento City Unified School District Policy states that assaults, drugs, weapons, robbery and extortion constitute cause for expulsion. The infractions listed below may result in a five-day administrative suspension, loss of all extra-curricular activity privileges, and an immediate recommendation of expulsion.

1. Possession or use of weapons or other dangerous objects. This includes, but is not limited to, firearms, knives and/or explosives.
2. Abuse of personnel. This is classified as willful assault or battery or threat of great bodily harm against school personnel coupled with the ability to commit such harm.
3. Possessed, sold, or furnished a controlled substance, as defined in Section 11007 of the Health and Safety Code, an alcoholic beverage, or intoxicant of any kind.
4. Committing or attempting to commit sexual assault or battery.

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil may be suspended for any of the reasons enumerated in California Education Code Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision A-O and 2, 3, 4, and 7 of Section 48900 or that pupil's presence causes a danger to persons or property at the school in which the pupil is enrolled

Hate Crimes/ Offensive Hate Language

Due to the potential seriousness of this offense and the requirements of California Education Code 48900.3, any violation of this rule will result in suspension and may also result in a recommendation for expulsion, restitution, and/or a police report. Additionally, the student may be asked to leave SNTECHS.

Law Enforcement Officials

Occasionally, law enforcement officers will come to the school to talk with a student concerning matters that may or may not have any connection with the school. If an officer removes a student from the school, the school will make reasonable effort to contact the legal parent or guardian. When a law enforcement officer interviews a student at school, a school representative will be present. The school administration will call upon law enforcement agencies when it is deemed necessary to maintain order and to protect the rights of all individuals.

Loss of Privileges

An administrator may determine that a student whose behavior is a liability to the school may lose the privilege of participation in extracurricular events. These events may include, but are not limited to end of the year activities including graduation. Participation in dances and other school events may be prohibited if a behavior referral is made or the student is suspended during the week the activity is planned.

Prohibited Illegal and Dangerous Items

(P.C. 25608, 262.9, 626.10, E.C. 48903) Students shall not carry with them to school any of the following: Firecrackers, explosive devices, any size knife, metal pins, stars, baseball bats, clubs, chains, pellet guns, nunchucks, mace, pepper spray, stun guns, or ANY item which could be used as a weapon. Possession and/or use of any dangerous weapon or object may result in an immediate suspension/expulsion and a citation/arrest by the Police or Sheriff's Department.

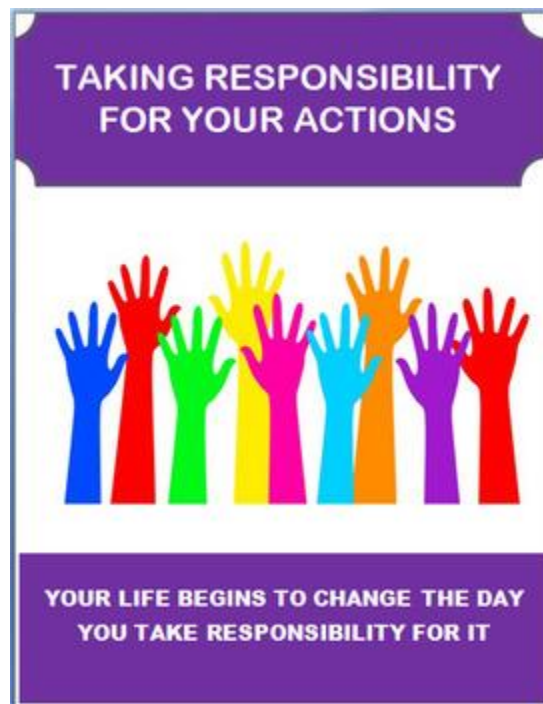
Referral to SCUSD Behavior Hearing Office

SNTECHS is in the business of building and shaping successful adults and engaging in any of the behaviors/activities below does not lead to becoming a successful adult and therefore should not be tolerated in high school.

1. Less than 95% attendance
2. Involvement in gangs or gang related activity
3. Possession, sale of being under the influence of any alcohol or drugs
4. Stealing
5. Any major computer network violations/abuses
6. Fighting
7. Abuse of the learning environment (if a student consistently takes others' educational time or interferes with the educational environment).

Sexual Harassment: E.C. 48900

Sexual harassment is defined as: "unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting." Any student who commits sexual harassment will be subject to title IX process which may lead to suspension and even expulsion. If a student feels they have been sexually harassed, they should see the Principal or counselor as soon as possible.



Physical Education Policy

At Sacramento New Technology Early College High School we require our students to be active participants in every class. As a part of our model physical education program every student is expected to be ready and prepared for success every day.

Success in PE is:

1. Being appropriately dressed for PE

- Athletic shorts or sweatpants
- T-shirt
- Active sport shoes that can get dirty (close toed required)
- No excessive or potentially dangerous jewelry
- No technology on person during PE (cell phones, earbuds, etc.)
- Water bottles are allowed during PE (name must be on bottle)
- PE locks are available for rent (\$5) and are required for locker use

2. Full participation at all times during class!

Sacramento New Technology Early College High School PE Point system

- Students will earn a ranking number, based on their individual weekly "effort".
 - "Effort" is not based on ability, strength, or speed; it is solely based on giving it your all and participating to your best ability!

3. Passage of the Federal FitnessGram Test - <https://www.cde.ca.gov/ta/tg/pf/>

The *FITNESSGRAM*® is composed of the following six fitness areas, with a number of test options provided for most areas:

a. **Aerobic Capacity**

- PACER (Progressive Aerobic Cardiovascular Endurance Run)
- One-Mile Run

- Walk Test (only for ages 13 or older)
- b. Abdominal Strength and Endurance**
 - Curl-Up
- c. Upper Body Strength and Endurance**
 - Push-Up
 - Modified Pull-Up
 - Flexed-Arm Hang
- d. Body Composition**
 - Skinfold Measurements
 - Body Mass Index
 - Bioelectric Impedance Analyzer
- e. Trunk Extensor Strength and Flexibility**
 - Trunk Lift
- f. Flexibility**
 - Back-Saver Sit and Reach
 - Shoulder Stretch

The *FITNESSGRAM*[®] uses objective criteria to evaluate performance for each fitness area (e.g., body composition, abdominal strength, and endurance). The Cooper Institute established these criteria using current research and expert opinions. These criteria represent a level of fitness that offers some protection against the diseases associated with physical inactivity.

*****Passage of the FITNESSGRAM is required to “pass” PE. Students are required to take PE for 2 years or earn 20 credits and pass the FITNESSGRAM to complete the PE requirement for graduation from SCUSD. Any student who earns 20 credits in PE BUT does NOT pass the FITNESSGRAM is required to continue taking a PE class until the FITNESSGRAM receives a passing score.***

At Sacramento New Technology Early College High School everyone dresses for PE and everyone participates!

Technology Guidelines

Acceptable Use Policy

In addition to the SCUSD Acceptable Use Policy sent home and signed at the beginning of the year, **SNTECHS has its own policies regarding the following actions on classroom and all laptop computers:**

- **THINK before you post:**
 - T = is it True?
 - H = is it Helpful?
 - I = is it Inspiring?
 - N = is it Necessary?
 - K = is it Kind?
- **We Trust you not to:**
 - **Access software or sites, such as proxy servers, that have the potential to harm our network.** (If you are not sure, ask!)
 - **Change individual computer configurations (CPU and Monitor).** (Please leave them as set.)
 - **Download or stream large non-school related files.** (They slow down the network.)
 - **Install/Load software not approved by School Administration.**
 - **Log into or use someone else’s account.** (We would not want this to happen to you, help us make sure others are protected.)
 - **Move software from a local machine to a server.** (If you have a desire to be an IT professional, let us know so we can help.)

- **Plagiarize the work of others.** (This is a form of stealing that can easily be avoided by correctly citing sources.)
- **Play games during class time.** (Unless they are educational and approved by your teacher).
- **Purchase items over the Internet.** (Remember, any information you provide over the school network can be monitored and is not to be considered private.)
- **Share personal information with strangers over the Internet.**
- **Use personal email without staff approval.** (Any account you access while on the network can be monitored and should not be considered private.)
- **Viewing websites of questionable value or websites unrelated to schoolwork.**

Listening to music is a privilege at SNTECHS; it is not a right. Playing music without permission, without headphones, during instruction or when interacting with a teacher is prohibited. We ask that you Respect the learning environment and use this privilege Responsibly.

Due to continuously changing technology, the staff at SNTECHS reserves the right to add, delete, or modify the above policies and restrictions. We reserve the right to examine and confiscate any storage device used on campus that we deem reasonable to protect our students, staff, and their community.



Cell Phone Policy:

SNTECHS recognizes that many parents want their students to carry cell phones for matters of convenience and safety. We expect that students will manage their cell phones in a professional manner and follow the staff's instructions when it comes to these devices. Cell phone use during instructional periods will be at the discretion of the teacher of that class.

ALL SNTECHS Students must adhere to the following cell phone policy:

- A poster in each classroom will indicate whether or not cell phone use is permitted during any part of the class period.
- Cell phones and electronic devices should be put away at the beginning of each class period and until the teacher indicates they can be used.
- Students who use their cell phones and electronic devices during unauthorized times will be given up to three warnings from the teacher to put their devices away.
- On the 4th warning, students will be required to complete a reflection sheet.
- Continued unauthorized use of cell phones will result in the following:
 - A meeting with the Principal's Advisory Cabinet to discuss with peers how we can help the student follow the cell phone policy.
 - A meeting with parents and the principal
 - Principal may require student to leave cell phone home for a designated period of time

Personal Electronic Devices

SNTECHS cannot guarantee the security of devices and therefore, the school assumes no liability for any electronic devices brought to school or school-sponsored activities. Students are reminded that the school may confiscate any and all electronic devices. It is highly encouraged that students leave all earbuds or AirPods at home. They are not

needed in our school environment. Any student who wishes to recover a confiscated item must bring a parent/guardian to the school to reclaim it. The school will not be liable for an item confiscated and kept longer than thirty (30) calendar days. Items not recovered by the parent/guardian within that period of time, become the property of the school. This rule is in effect at all times when students are under school supervision such as, but not limited to, before and after school, lunch, games, performances, rallies, assemblies, and passing time.



Appendix A: Sacramento New Technology Early College High School Internship Program Overview

Internship Program at Sacramento New Technology Early College High School:

Welcome to Sacramento New Technology Early College High School's Internship Program! We are excited to offer this unique opportunity for our students to gain valuable real-world experience in their prospective career fields. This program aims to bridge the gap between classroom learning and practical application, providing students with the skills, knowledge, and experiences necessary for success in their future endeavors.

Program Overview:

The internship program at Sacramento New Technology Early College High School requires students to complete a minimum of 50 hours of internship work in a career field of their interest. This program offers students the flexibility to choose internships that align with their passions and aspirations. Internships can be either paid or unpaid, allowing students to explore different industries and gain hands-on experience.

Internship Placement:

Our school's Internship Coordinator is available to assist students with internship placement. The coordinator endeavors to provide industry contacts and resources to help students find suitable internships that align with their career goals. However, students are also encouraged to proactively seek out their own internships. All internship placements, whether found independently or with the assistance of the coordinator, must be approved by the internship coordinator to ensure they meet the necessary standards and provide valuable learning opportunities.

Benefits of the Internship Program:

1. **Practical Application of Classroom Learning:** Internships allow students to apply the knowledge and skills acquired in the classroom to real-world scenarios. This hands-on experience fosters a deeper understanding of the subject matter and enhances critical thinking, problem-solving, and communication skills.

2. **Career Exploration and Discovery:** Through internships, students can explore different career paths and gain insights into the day-to-day realities of various professions. This first hand exposure enables them to make informed decisions about their future educational and career choices.
3. **Networking Opportunities:** Internships provide students with the chance to build professional relationships and expand their network of contacts within their chosen industry. These connections can be invaluable for future job opportunities, mentorship, and further educational pursuits.
4. **Personal and Professional Growth:** The internship experience challenges students to step outside their comfort zones, develop resilience, and adapt to new environments. They will gain confidence, self-awareness, and a sense of responsibility, fostering personal and professional growth.
5. **Competitive Advantage:** Completing an internship at Sacramento New Technology Early College High School will set our students apart from their peers when applying to colleges, universities, and future job opportunities. It demonstrates their commitment to learning, adaptability, and their ability to thrive in professional settings.

Graduation Requirement:

To graduate from Sacramento New Technology Early College High School, all students must successfully complete their 50-hour internship. This requirement is in place to ensure that students gain the practical experiences necessary to thrive in their chosen career paths. By fulfilling this requirement, students demonstrate their dedication to their personal and academic growth, as well as their preparedness for the challenges of the professional world.

We strongly encourage students and parents to view the internship program as an integral part of their high school experience. The skills, experiences, and connections gained through internships will benefit students far beyond their time at Sacramento New Technology Early College High School.

Please consult the Internship Coordinator for further information, guidance, and assistance throughout the process. We are committed to supporting our students in finding meaningful and rewarding internships that align with their passions and future goals.

We look forward to witnessing the growth and success of our students through their participation in the Sacramento New Technology Early College High School Internship Program!

Appendix A.1: Student and Parent Acknowledgment and Agreement

We, the undersigned, acknowledge and agree to the terms and conditions outlined in the Sacramento New Technology Early College High School Internship Program Contract. By signing this document, we affirm our understanding of the requirements, benefits, and responsibilities associated with the internship program.

1. Internship Requirements:

We understand that in order to graduate from Sacramento New Technology Early College High School, our student must successfully complete a minimum of 50 hours of internship work in a career field of their interest. This requirement is essential for bridging the gap between classroom learning and practical application, preparing our students for future endeavors.

2. Internship Placement:

We acknowledge that the Internship Coordinator at Sacramento New Technology Early College High School will assist our student in finding an appropriate internship placement. We also acknowledge that our student has the option to find their own internship, but all placements must be approved by the Internship Coordinator.

3. Nature of Internship:

We recognize that the internship can be either paid or unpaid, and it is our student's responsibility to clarify the terms and conditions of the internship with the host organization. We understand that the primary purpose of the internship is to gain valuable real-world experience, apply classroom learning, and explore potential career paths.

4. Internship Coordinator's Role:

We acknowledge that the Internship Coordinator will review and approve all internship placements to ensure they meet the necessary standards and provide valuable learning opportunities. We understand that the coordinator will offer guidance and support throughout the internship process, including assistance with placement, monitoring progress, and resolving any issues that may arise.

5. Graduation Requirement:

We understand that the successful completion of the internship is a graduation requirement at Sacramento New Technology Early College High School. We acknowledge that failure to fulfill this requirement may prevent our students from graduating. We recognize the importance of this requirement in preparing our students for future educational and professional pursuits.

6. Student's Responsibilities:

We understand that our student is responsible for fulfilling the designated number of internship hours, abiding by the rules and expectations of the host organization, and maintaining regular communication with the Internship Coordinator. We acknowledge that our student's conduct and performance during the internship reflect upon Sacramento New Technology Early College High School, and we expect them to represent the school with professionalism and integrity.

7. Confidentiality and Liability:

We acknowledge that during the course of the internship, our student may have access to confidential or proprietary information. We understand that our student is expected to maintain the confidentiality of such information and adhere to any non-disclosure agreements in place. We also acknowledge that Sacramento New Technology Early College High School assumes no liability for any injuries, damages, or losses that may occur during the internship.

8. Agreement:

By signing this contract, we affirm that we have read, understood, and agree to the terms and conditions of the Sacramento New Technology Early College High School Internship Program. We recognize the importance of the internship experience in preparing our students for their future educational and career pursuits.

Student Name: _____

Student Signature: _____ **Date:** _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ **Date:** _____

Appendix B: Community Service Overview and Requirement

Overview:

A community service requirement in high school offers numerous benefits to students and the broader community. Firstly, it cultivates a sense of social responsibility and empathy by exposing students to the needs and challenges of others. Through volunteering and engaging in meaningful projects, students develop a deeper understanding of societal issues, fostering a commitment to making a positive impact. Secondly, community service promotes personal growth and character development. It helps students enhance their communication and problem-solving skills, as well as develop teamwork and leadership abilities. These factors strongly align with everything we do at SNTECHS. Additionally, engaging in community service can bolster college and job applications, as it demonstrates a well-rounded and proactive nature. Ultimately, a community service requirement in high school not only benefits individuals but also strengthens the fabric of society by fostering compassionate and engaged citizens.

All Sacramento New Technology Early College High School Students are required to complete a minimum of 10 hours of community service each school year for a total minimum of 40 Community Service Hours. Students can pursue community service opportunities on their own or they can sign up for the many community service opportunities that are offered through the school. We strongly encourage students to explore many different types of community service opportunities each year.

Community Service Defined:

A Community Service Opportunity is any activity that benefits others who are in need of assistance. Community Service should be opportunities to do significant work that positively impacts the community they are serving. Community Service is unpaid volunteer work.

Documenting Community Service Hours:

Students are responsible for documenting and tracking their own community service hours. For each community service activity, students are required to complete the "Community Service Report Form" (see Appendix B.1). Students should keep a copy of the completed form for their records and submit the original to the school counselor. *Note: This IS a graduation requirement for all students regardless of when they were enrolled at SNTECHS.

**Appendix B.1 - Community Service Report Form
(Submit one form for each service activity)**

Name of Student:_____ Grade:_____ Advisor:_____

All students at Sacramento New Technology Early College High School are required to complete 40 community service hours. These hours are intended to provide them with the experiences in the community that connect them to the every present needs of our communities in giving and serving.

Please complete by providing the following information:

Name of Business/Organization/Entity/Vendor:_____

Date of Service:_____

Start Time:_____ End Time:_____

Tasks/Duties Performed by the student:

Total Number of Hours Completed:_____

Signature and Title of person supervising the student:

(please attach business card)

If this was a community event, please attach a photo or copy of the event flier.

Student Signature:_____ Date:_____

Parent Signature:_____ Date:_____

Advisor Signature:_____ Date:_____

***Make a copy of this completed form for your record and submit the original to the school counselor.**

****Additional copies of this form can be found on the school website or in the front office.**

Be sure to complete the reflection on the back of this form!

Community Service Reflection

If your responses are handwritten, please be sure to write legibly. If you provide typed responses, be sure to attach your responses to the form you turn in. Pay attention to proper grammar and spelling.

1. Explain how your service benefited the needs of the community you served.

2. What did you observe during your service learning activity that made an impact on you?

3. Why did you choose this activity? What about it was appealing to you?



Sacramento New Technology Early College High School

Student Handbook 2024-2025

We, the undersigned, acknowledge that our family has received and read the 2024-2025 SNTECHS student handbook and are familiar with and are responsible for its contents. Please turn this completed form into the front office.

The staff of Sacramento New Technology Early College High School reserves the right to *add, delete, or modify* any policy based on the needs of our community. Any changes will be communicated to SNTECHS parents and students.

Print Parent Name: _____

Parent Signature: _____ Date: _____

Print Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Office Use Only

Received By: _____ # Parent Hours: 1 Advisor: _____

