Summer at City Hall

2014

Policies & Rules



Summer at City Hall 2014

Attendance Policy

Attendance Policy:

• Students with more than three excused or unexcused absences will be dismissed from the program and will not receive the (5) elective high school credits or the $300 stipend.

• Frequent late arrivals will be grounds for dismissal upon the discretion of the instructor and school district officials.

1. \*Excessive tardiness will be referred to Sacramento City Unified School District office officials for action and possible dismissal.
2. 2 tardies = 1 absence

• Students who do not complete the 36 internship hours will not receive the $300 stipend.

• Students must earn 90 hours of seat time to earn the 5 high school credits.

• Students who miss class will be responsible for completing make up assignments upon the discretion of the instructor.

•Students are responsible for completing and submitting their time cards on a weekly basis.

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Agreements of Conduct

Participation in Summer at City Hall is a privilege. All students participating in SACH programming/internship are expected to follow guidelines outlined by the CDE Education Code, SCUSD, school-site rules, and the rules specific to the programming service provider.

Regarding enforcement of major behavioral issues and/or disciplinary action, programming staff must adhere to the District’s guidelines. Several policies are highlighted below. Detailed information on District policies and Ed Code regarding student conduct and appropriate staff responses can be found online at

<http://www.gamutonline.net/PolicyCategoryList/2076/5>

and

<http://www.cde.ca.gov/re/lr/cl>

Behavior Intervention Process Student Support Plan:

1. Teacher and Student.
2. Contact guardian(s)
3. Contact district and city officials
4. City of Sacramento and Student.
	1. Contact guardian(s)
	2. Contact district officials
	3. Written support plan and expectations from City of Sacramento
5. School District Officials
	1. Collaboration of all agencies
	2. Contact guardian(s)
	3. Written support plan and possible dismissal of the program.

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Dress Code

1. Every student dresses in business casual to the extent possible.
2. *Appropriate* business casual means the following:
	1. Khakis, dockers, and neat clean jeans with no holes
	2. Skirts
	3. May not be sheer or show bare midriff
	4. No logo or graphic
	5. No more than 2’inch heel
	6. No Sandals, flip flops, slippers, open toe or open-backed shoes, military-style boots or shoes with cleats
	7. Conservative tie (no inappropriate writings or pictures
	8. Professional hairstyle
	9. No sweatshirts or jean jackets of any kind.

1. Attire that is *not appropriate* includes, but is not limited to:
	1. T-shirts (except when leader has approved for special event)
	2. Low cut blouses/shirts or see through
	3. Midriff showing at any point (even when bending or reaching)
	4. Shorts
	5. Sweatpants
	6. Leggings without skirt or dress of appropriate length (at minimum reaching 1 inch from the top of the knee)
	7. Hats of any type while indoors

1. Fridays will be dress down days, OK to wear nice jeans and nice polo shirt (no inappropriate language or design). No shorts, sandals, tongs.

Student, Parent & Teacher Participation Agreement Form

In consideration for the students ability to participate in a student activity, special class, or any internship for the Summer at City Hall program is a privilege, not a right. The student, parent or legal guardian signing this agreement agrees as follows:

1. This privilege may be revoked at any time, for any reason, that does not violate Federal, State or District laws, policies or procedures.
2. The student and adult understand the nature of activity and its associated activities, and the student voluntarily wishes to participate in the activities. The adult consents to the student involvement in the activities.
3. The student shall comply with the instruction and directions of activity teachers, coaches, supervisors, chaperones and instructors.
4. I understand the attendance policy, agreements of conduct and dress code.

**Student Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please submit the participation agreement form to your teacher by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**