

Susan Joy College Prep

Your college prep boot camp program is not just about getting a great score on your ACT or SAT. It is about being fully prepared to excel in college and your career. The following policies ensure that you get the most out of this program.

Dress Code

From psychologists to Ivy League colleges, it is widely studied and consistently confirmed that clothing affects learning. To maximize your success in this course, the following dress code will be enforced at every session. Students will be sent home to change if clothing is too short, tight, or revealing. Wearing a coat over your outfit does not constitute being in dress code.

- Come clean. Take time to shower, use deodorant, and brush your teeth.
- No exposed cleavage, midriff, backs, bra straps, or booty shorts.
Unsure if your outfit works? Stand in front of a mirror. Raise both hands high. Put your hands down and lean forward. You are expected to be in dress code in all movement situations.
- Shorts/skirts/pants need to be visible below your top, modest and professional.
- Long nails impede the ability to work efficiently. It is highly recommended to keep nails short to maximize your working and testing abilities.

Health Policy

Stay home if you are sniffing, sneezing, coughing, quarantining, or have a fever. (Students sniffing, sneezing, or coughing during class will be sent home to complete their session online). Individual sessions may be attended online during your regular session time. You will still meet with your Peer Academic Coach virtually. You will still be able to do your cognitive activities using our online platform. I will send you any materials you need to print for your time with me, so make sure you always have paper and ink and a working home printer.

If you wake up very sick and are missing school, please have your parent call/text/email me before 8am to work out another arrangement. That way I may have enough time to trade your session time with another student and update my staff. Calling in sick after 8am counts as a no-show. There is a \$50 fee to reschedule a no-show for individual sessions. No-shows are appointments cancelled/rescheduled the same day.

Susan Joy College Prep

Attendance

The utmost sign of respect to your teacher, your class, and yourself is being prepared and being on time. Plan to arrive at least 5 minutes before any given session. This lets you wash your hands, get settled, and be ready to start class on time.

Review your schedule at the beginning of the week. If there are any anticipated conflicts, let your instructor know as early as possible if you need to change your session time.

Ensure you have all materials ready, charged, and packed the night before your session. Make sure your calculator was transferred from your school bag to your boot camp bag. Allow plenty of time for winter weather driving (at least an extra 10 minutes in winter weather). Set an alarm on your phone to remind you when it is time to leave for your session.

Individual sessions may be made up based on availability. There is a \$50 fee to reschedule a no-show for individual sessions. No-shows are appointments cancelled/rescheduled the same day. Group sessions can be made up at no additional fee. The group make up calendar is below.

Make-Up Group Session

If a student misses a group session, it can be made up in several ways.

Group session practice tests can be made up at home and should ideally be made up before the next session to keep up with their class.

For other group sessions, students may attend a second group session on a given Sunday (school year) or Monday (summer). The morning and afternoon group sessions do different activities as they are at different places in their program. So while it is a long day, the student will experience different concepts throughout the day.

Students could also attend a future group session beyond the end date of their own boot camp as a make-up session. This is ideal if a student plans to take the test more than once. They can use their make-up group session as a good way to refresh as another test date gets closer.

Students will need to RSVP for make-up group sessions because the day is planned and prepared for according to the number of students attending.