

# Susan Joy College Prep

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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 short 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. I.e: *How well could you run in Crocs?*

## Health Policy

Stay home if you are sniffing, sneezing, coughing, 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 via Zoom 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.

There is a \$50 fee to reschedule a no-show for group and/or individual sessions. No-shows are appointments cancelled/rescheduled with less than 24 hours.

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## 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 2-5 minutes before any given session. This lets you 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 bad weather driving (at least an extra 10 minutes in rainy/snowy weather). Set an alarm on your phone to remind you when it is time to leave for your session.

Individual sessions and group sessions may be made up based on availability. There is a \$50 fee to reschedule a no-show. No-shows are appointments cancelled/rescheduled with less than 24 hours' notice.

## Make-Up Group Sessions

If a student misses a group session and gives advance notice of the absence, it can be made up in several ways.

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

For regular group sessions, students may attend an alternative group session as space allows.

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 in advance because the session is planned and prepared according to the number of students attending. There is also a max on the number of students in a group session.