

# SUMMER SCHOOL POLICIES



## SUMMER 2022

# Policies & Procedures: Summer 2022

Please read the Policies and Procedures for this year's summer school and then sign the agreement at the end of this document. It is also necessary for a parent or guardian to sign the agreement form. This form is due back to your teacher by **Wednesday, June 15**.

Additionally, if you will not be attending Moreau Catholic High School next year, you need to fill out the transcript request form, also included at the end of this document.

This summer there will be construction on the first and second floor of the main building. Please make sure that you only use the staircase at the front of the school if you have any classes on the 3rd floor. For all other classes, please park in the back parking lot to get to your classes. For any classes in the Garin building, park in the back parking lot and then enter through Capurro Plaza for access to Garin.

## Important Dates

- May 31: Start College Workshop
- June 6: Start of all Jumper Courses
- June 13: Start of all Navigator Courses
- June 17: Last day to withdraw
- June 20: Juneteenth Holiday Observed
- July 4: July 4th Holiday Observed
- July 13: Book collection at the start of each class (may be used for essay questions used on final exams)

## Summer School Hours:

- Classrooms will open for students: 7:45 am
- Jumper Courses: 8:00 am—12:30 pm
- Navigator Courses:
  - 1<sup>st</sup> period: 8:00 am—10:00 am
  - 2<sup>nd</sup> period: 10:00 am—12:00pm

## Summer School Office Number:

510.881.4300

Ask to connect to Toni West or reach her via email at [twest@moreaucatholic.org](mailto:twest@moreaucatholic.org).



### **Student Entry and Access:**

Moreau Catholic High School is a closed campus. Due to safety and management, please take note of entry and access restrictions.

The classrooms will be open to students from 7:45 am until 3:00 pm. The front doors of the building will be locked and students will need to be buzzed in to enter.

### **Drop-off and Pick-up:**

This summer there will be construction on the first and second floors of the main building. Please make sure to only use the staircase at the front of the school for any classes on the 3<sup>rd</sup> floor.

For any classes in the Garin building, park in the back parking lot and then enter through Capurro Plaza for access to Garin.

For all other classes, please park in the back parking lot to get to classes.

### **Student Access:**

Due to covid procedures, students will have to continue to use their Visit U app in order to fill out the pre-screening form in order to enter the building, and wear masks while they are in the classrooms.

### **Maintenance/Construction:**

Areas that are blocked off or designated closed due to maintenance or construction must be avoided at all times.

### **Hall Passes:**

Students outside of class during class time must have a hall pass from a teacher or campus supervisor.

### **Parking and Safety:**

Parking, drop-off, and pick-up are in the rear lot only. St. Clement Church parking lots are not available.

- Students may park in the lower lot.
- Parking in unauthorized spaces or reckless driving will result in loss of parking privileges.
- The pedestrian crossing signals

in front of the school must be obeyed, no jaywalking.

- Skates, scooters, and skateboards may not be ridden on campus.
- Bicycles may not be ridden on the sidewalks or patios.

### **Textbooks and Laptops:**

Students borrowing textbooks or laptops are responsible for returning them in the same condition they were received.

### **Attendance:**

Regular attendance at summer school is absolutely necessary for success. Due to the time and speed of summer school, missing classes will put students severely behind and missed work will be difficult to make up. Therefore, no credit will be issued for a class if you miss more than three (3) days.

### **Tardies:**

If you arrive at your class after the attendance slip is picked up, you must report to Karen Strawn at the attendance desk. *No excuses are accepted for tardiness.*

Tardies count toward your 3-day maximum absence total as follows:

- 20 minutes or less =  $\frac{1}{4}$  day
- 21-40 minutes =  $\frac{1}{2}$  day
- Over 40 minutes = full day

Tardies count towards absences in the classes in which they occur and count from the time they occur. For example, one day absent plus one  $\frac{1}{4}$  tardy =  $1\frac{1}{4}$  days absent. Time lost at the end of a period is accounted for in the same way; missing 20 minutes or less at the end of a period will result in a  $\frac{1}{4}$  day absence.

### **Forgery:**

Any forged notes for absences will be given a 3-day absence penalty, meaning, if any previous or additional tardies and/or absences accumulate, the student no longer receives credit for the course. Students receiving a grade below C- will

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be given a letter to read, sign, and obtain a parent or guardian signature. If the parent signature on this form is forged, the student will be asked to leave summer school and will not receive credit for the course.

## **Appearance Code:**

In keeping with its Mission Statement, Moreau Catholic High School expects students to demonstrate good taste and modesty in their appearance as appropriate to an educational environment.

The following guidelines are to be followed:

- Dress is casual, but strapless tops, spaghetti tops, bare midriffs, short shorts, and beachwear are not allowed
- Clothing must be neat and in good repair without holes, tears, rips, or frayed edges
- No leggings, sweats, or tights
- No camouflage clothing
- No pajamas or sleepwear
- No baggy or tight clothing allowed
- Inappropriate words, graphics, symbols, decorations, or chains are not allowed on clothing or bags
- Hats, bandanas, hoodies, and sweatbands are not permitted indoors during the school day
- Sunglasses may not be worn inside school buildings

Emergencies, including injuries, which cause students to be out of appearance code must be reported to the Summer School Director.

The Summer School Director has ultimate responsibility and authority for all issues pertaining to the appearance code.

Being sent home for appearance code violations will count toward the 3-day maximum absence total.

## **Conduct:**

Rules of conduct for summer school are the same as those in effect during the regular school year.

- Students must respect teachers, fellow students, school rules, and school property.
- Excessive rule breaking or disruptive behavior will not be tolerated and could result in dismissal with no academic credit and no refund.
- Food, gum, and beverages are not allowed inside the buildings.
- Foods with shells, such as nuts or sunflower seeds, are not allowed anywhere on campus.

## **Cheating:**

Any student caught cheating on an assignment or assessment will be given a zero on that assignment or assessment as per the guidelines of the Moreau Catholic Cheating policy. This will go on your transcript and will be added as a strike in your permanent record.

After reading the Policies and Procedures outlined in this document, you and a parent/guardian must sign the Agreement Form below. Detach and return to your teacher by June 15.

If you will not be attending Moreau Catholic in the fall, you also need to fill out and return the Transcript Request in order for your summer course grades to be submitted to your next school.

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### Agreement Form

My signature below indicates that I have read the summer school policies and procedures for Summer School 2022 and agree to follow the conditions set.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Student Name Printed**

\_\_\_\_\_  
**Parent/Guardian Signature**

### Transcript Request Form

This information is needed only for students who will not be attending Moreau Catholic High School next year.

**Name of School:** \_\_\_\_\_

**School Street Address:** \_\_\_\_\_

**School City, State, Zip Code:** \_\_\_\_\_

**Person Who Receives Transcript:** \_\_\_\_\_



**MOREAU**  
CATHOLIC HIGH SCHOOL  
COMPASSIONATE COLLEGE PREP