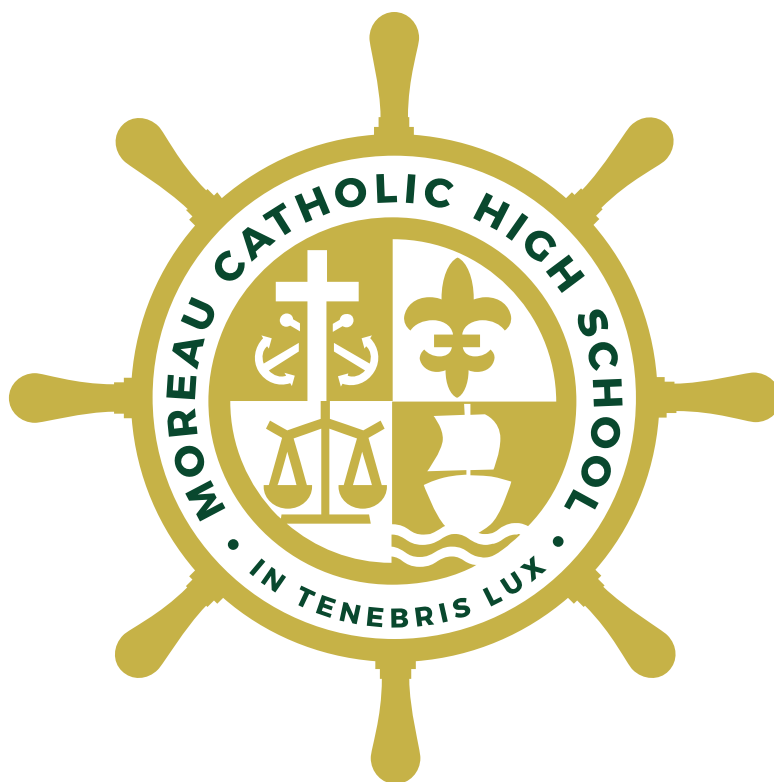


# SUMMER SCHOOL POLICIES



## SUMMER 2023

# Policies & Procedures: Summer 2023

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 14.

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.

## Important Dates

- June 5: Start of all Jumper Courses
- June 12: Start of all Navigator Courses
- June 16: Last day to withdraw
- June 19: Juneteenth Holiday Observed
- July 4: 4th of July Holiday Observed
- July 13: Final Exams

## Summer School Hours:

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

## Summer School Contact:

Toni West

[twest@moreaucatholic.org](mailto:twest@moreaucatholic.org)

or

Karen Strawn

[kstrawn@moreaucatholic.org](mailto:kstrawn@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:**

Please drop off or park in the back parking lot to get to classes.

### **Student Access:**

Students, please use the entry doors located in the Breezeway to access classes.

### **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.

- 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 be given a letter to read, sign, and obtain a parent or

# Policies & Procedures: Summer 2023

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 14.

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.

**Agreement Form**

*My signature below indicates that I have read the summer school policies and procedures for Summer School 2023 and agree to follow the conditions set.*

Student Name (Please Print)

Student Signature

Parent/Guardian Signature

**Transcript Request Form**

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

Name of School (Please Print)

School Street Address

School City

State

Zip Code

Person Who Receives Transcript



**MOREAU**  
CATHOLIC HIGH SCHOOL  
COMPASSIONATE COLLEGE PREP

27170 Mission Boulevard  
Hayward, CA 94544-4135  
510.881.4300  
[www.moreaucatholic.org](http://www.moreaucatholic.org)