



**Summer Academics Policies (2018)**  
**St. Francis High School**  
**Sacramento, CA**

**Summer Academics Policies**

All rules and policies of St. Francis Catholic High School are in effect during summer academic sessions. A copy of the [school handbook](#) is available on our [school website](#).

**Who teaches Summer Academics Courses?**

Courses are taught by experienced high school teachers. Many teachers in our summer programs are St. Francis High School faculty.

**Are St. Francis students given priority?**

St. Francis students have priority admission to academic courses. Thereafter, classes will be filled on a first come, first serve basis.

**Dress Code**

Summer dress code is casual and comfortable. Students are expected to dress in clean, appropriate attire. No hats may be worn in the classroom. Tank tops, yoga pants, leggings, sports shorts, crop tops, bathing suits, halter style or strapless tops, and clothing with inappropriate language, are not acceptable. Shorts and tops must be modest. Shorts should be no shorter than 3 inches above the knee. Tops must cover back and stomach. Students in Sports Camps should refer to the "Sports Camp Information Sheet" for proper attire for each camp. [Dress Code](#)

**How much homework should my daughter/ son expect?**

The amount of homework per night varies by class. High school level academic courses cover roughly 1 week of material each class day. This means that students should expect homework each night. Camp Troubie classes do not assign homework.

**Will students receive Chromebooks? What is the process for this?**

St. Francis students enrolled in academic courses will be given Chromebooks. Non St. Francis students may bring their own devices but must check in with the Technology Department to get on our wifi. **Freshman Chromebook** pickup: Will be able to pickup the week prior to summer school (TBD).

### **Are textbooks required?**

Most academic credit courses require a textbook. See course description or check our [Bookstore](#) after May 1, 2018 for textbook listings. While students are not required to purchase their books through our partner textbook company, students must purchase books using the exact ISBN and edition that is listed on that site. Students are responsible for the book ordering process and are expected to have all materials and books on the first day of classes.

### **ABSENCE POLICY**

#### **Absence Notification**

Please call the Summer Session Attendance Line at (916) 737-5050 before 8:30 AM on the day of the absence to inform the school of the reason for the absence.

#### **Absence Policy**

Students enrolled in **academic credit courses**, or those required for admission (Troubie Success: Algebra 1 Readiness and English 9 Readiness) to St. Francis, may not miss more than 1 day during each 3-week session or semester if they wish to be granted credit for the course. This means that students enrolled in 3-week classes are allowed 1 absence total; students enrolled in 6-week classes are allowed 1 absence during each 3-week session of the course. If a student exceeds 1 absence in a three week period, she will be disenrolled from the class, and will not receive credit for that session. Students should refer to their class syllabus to see their teacher's make-up work policies. **High school level classes end at 11am on the last day of the 3rd week and 6th week.** Camp Troubie and Sports camps do not have limitations on absences. However, fees are not prorated.

[Absence Policy](#)

#### **Tardy Policy**

A tardy is issued to any student that misses 15 minutes or fewer in any class. After this time the student is considered absent. A student who arrives late for school must report to the office for a pass to class. Traffic congestion, oversleeping, car trouble, etc. are not excuses. If a student is considered tardy due to a medical appointment, a note from the doctor is required to waive the tardy. "After the third tardy, a student will receive an absence in her class. This will count towards her one absence per three week session [See Absence Policy](#)."

#### **Discipline Policy**

Because it is impossible to foresee all problems which arise, this handbook empowers the administration and their designees to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy or code of conduct of the school, even though not specified. Authority for Student Discipline, The Dean of Students is responsible for maintaining a positive and safe learning environment for students and staff. The Dean acts as a resource for students, staff and parents in mediating conflicts and providing direction in terms of student safety, wellness and behavior. The

Dean is empowered to make decisions and impose discipline for violations of School Policy or Philosophy. [Discipline Policy](#)

### **Final Exams**

We do NOT offer early finals other than for school excused absences (e.g. school sponsored trips or retreats) arranged in advance. All students must take finals on the scheduled date. If a student is absent the day of the final, it constitutes an absence and he/she may contact Assistant Principal Mary Castellano to request a make-up date/time (date/time listed below). Rationale for this policy:

- Protects the integrity of the final exam

### **Make-Up Date and Time:**

- Session 1- July 2, 1:30pm-3:00pm
- Session 2: July 23, 8:30am-10:00am

### **Tuition**

#### **What payment plans are offered?**

Tuition may be made in full at the time of registration. For registrations made before May 1, 2018, families also have the option to pay 50% of tuition at the time of registration and the remaining 50% will be charged on the installment date.

**Installment Dates:** On our registration site: Pay half at the time of registration and the remaining April 3, 2018 or May 15, 2018.

#### **What is your cancellation and refund policy?**

To cancel your student's course registration, please email: [summer@stfrancishs.org](mailto:summer@stfrancishs.org). A full refund, less \$75, will be issued if courses/camps are cancelled by May 11, 2018. Refunds cannot be issued for cancellations after this date.

#### **Can classes be cancelled?**

Course offerings are subject to sufficient enrollments. Notification of cancellation of a course will be given by May 25, 2018 and a full refund will be issued.

### **CREDIT/TRANSCRIPTS**

#### **May I earn credit taking summer courses off-campus?**

We encourage St. Francis students to remain on-campus for any academic classes they may take in the summer. This is the only way we can guarantee alignment with curriculum in subsequent courses. However, we also understand there may be instances in which a student wishes to complete a summer course at another Catholic high school. In this case, a St. Francis student will need prior written approval from an Assistant Principal in order for a non-St. Francis course to be applied towards her graduation requirements, transcript, and GPA. With prior approval, non-St. Francis courses will be included on the student's St. Francis transcript and factored into her on-site GPA. Courses for students who are not approved will not appear on the St. Francis transcript. In some cases, non-SF courses may

not qualify as fulfillment of a prerequisite. See your Guidance Counselor to obtain an approval form.

**Why do some non-credit classes have a final exam?**

Our teachers often use final exams to assess student learning and plan future instruction. It also provides a low-stakes opportunity for students to have exposure to a multiple choice final exam scenario.

**I am not a St. Francis student. Will my school accept a St. Francis course for credit?**

Each institution makes its own rules regarding credit. Please contact your school to verify credit eligibility.

**Are report cards sent to my student's school when an academic class is completed?**

Report cards will be automatically sent to your daughter's/ son's current high school at the completion of the second summer session, unless you request otherwise. A copy of the report card will also be automatically sent to the primary address on file for each student at that time.

**TRANSPORTATION/SUPERVISION**

**My daughter/ son drives. Do we need a parking pass? Where is student parking?**

Student drivers do not need a parking pass during the summer and must park in the student lot near the Fine Arts Building in designated parking areas only. Access to the parking lot is on Elvas Avenue. **Students are not permitted to park along M street, 62nd Street, or any other off-campus location or street adjacent to the school.** Parents dropping off or picking up their students should not use the "Student Driver" entrance near the Elvas Avenue lights. [Student Parking](#)

**I am driving my child/carpool of students to St. Francis. Where do I drop them off?**

All pick-up and drop-off of students needs to take place in the St. Francis driveway off Elvas Avenue. Students may NOT be dropped off or meet their drivers anywhere on M Street, 62nd Street, any other street adjacent to the school or in the student parking lot on campus. Please do not arrive for pick-up or drop-off earlier than 15 minutes prior as it impedes through traffic. [Carpool Drop off](#)

**Supervision (Academic Classes)**

Students may arrive 30 minutes before their class begins. Students who arrive early will not be supervised but are allowed to remain in designated areas of campus, including Serra Court, the Dining Hall, and the Campus Life Center. We do not offer after school supervision for Academic Classes (9-12th grade). Students are expected to be picked up after class ends.

**Parents on Campus**

For safety purposes, we ask that parents do not remain on campus before, during or after camps (including sports camps), or arrive for pick-up more than 5 before, as we cannot verify all are fingerprinted per Diocesan policy.

**Cell phones**

Must be powered off in the classroom unless authorized by a teacher for educational purposes. A student **may not** use a cell phone to notify parent of an illness but must immediately report to the front office. Use of cell phone in class results in 2 major detentions.

**Media Policy**

We reserve the right to include in print or digital publications and advertising materials photographs with or without identification of summer school students, whether or not they attend St. Francis Catholic High School during the regular school year, unless specifically requested not to do so by any individual (or parent/guardian, in case of a minor). To rescind permission, notify the Summer School Director at: [summer@stfrancishs.org](mailto:summer@stfrancishs.org).

I/we, agree that my student and my family will abide by the rules and procedures outlined in the parent student handbook.