ACADEMIC SUMMER SCHOOL
POLICIES AND RULES

The policies and rules outlined below are specific to SHP’s academic summer school program. Any policies and rules not addressed here fall under the guidelines set forth in the SHP Student Parent Handbook. When you submit your registration for SHP Summer School, you are agreeing to abide by the policies and rules set forth here and in the SHP Student Parent Handbook. (For non-SHP students, the Summer School Principal can provide a copy of the SHP Student Parent Handbook.)

PAYMENT AND REFUND POLICIES

Payment for summer school courses is made online by credit card at the time of registration or by bringing a check to the SHP Business Office. Refunds are processed through SHP’s Business Office.

WHAT HAPPENS IF YOU CANCEL A CLASS?

The last day you may cancel a class and receive a refund is Tuesday, May 1, 2020. A $100 fee will be deducted from the refund for any class you cancel. No refunds will be given for classes cancelled after the May 1 deadline.

WHAT HAPPENS IF WE CANCEL A CLASS?

Because our summer school program has an open, rolling enrollment over several months, we will not know our final registration numbers until registration closes on
Friday, March 27, 2020. Please be aware that low enrollment in a specific course may make it necessary for us to cancel the course or combine sections. We will notify you as early as possible should this occur. If we cancel a course, you will receive a full refund.

**ATTENDANCE**

All absences should be reported directly to the Summer School Teacher before 8:00am each day the student is not in school. No more than one (1) excused or unexcused absence is allowed for on-campus meetings in a semester long course. No more than two (2) excused or unexcused absences are allowed for yearlong courses. SHP will call parents if attendance becomes an issue and a third absence will result in withdrawal from the course.

**TARDY POLICY**

- Students who are more than 10 minutes late for class will receive a ½ day absence.
- Students who are more than 45 minutes late for class will receive a full-day absence.
- Chronic tardiness of any length will be addressed individually with the student and his or her parents, and may result in recorded absences.

Summer school attendance office and administration have the final decision on attendance policy enforcement.

**DROP OFF/PICK-UP PROCEDURES**

Please drop off and pick up students in front of the Campbell or Main Building using the entrance off Elena Ave or the main entrance off Valparaiso Ave. For the safety of the students, please do not drop off or pick up students on Park Avenue. Your cooperation is appreciated.
TRANSCRIPTS AND CREDITS

All non-SHP high school students requiring credit for the course(s) they are taking must complete and return the Request for Transcript form no later than Friday, June 19, 2020. Click here to download a Request for Transcript form.

DRESS CODE

A basic dress code will be in effect for all levels of Sacred Heart Prep Summer School. Neatness, cleanliness, and the due regard for the legitimate sensibilities of others constitute both the basic goals and norms with respect to the personal appearance of summer school students. In general, we rely upon the good judgment of both the students and their parents/guardians in the implementation of these goals.

Students may wear long- or short-sleeve school or sports logo tee-shirts or sweatshirts, or collared shirts of the dress, sport, or "polo" shirt variety. Boys may wear long or short pants that are hemmed, without holes, and not excessively baggy. Girls also may wear long pants or shorts and skirts of a modest length. The following are considered unacceptable attire during the school day: cut-off shorts, bare midriffs, slippers and pajamas; nose rings, lip rings, eyebrow rings. Students are not allowed to wear any item of clothing on school premises that displays inappropriate or offensive material including, but not limited to, those that represent drugs, alcohol and/or tobacco products, or include any references to any racist, sexist, anti-religious or any other discriminatory materials.

Students must remain in dress code at all times during the school day, including breaks. Students who are in violation of the dress code will be penalized a day's absence. The Summer School Principal shall be the final judge of what is considered a dress code violation.
ILLNESS OR INJURY

In case of illness or injury, the summer school office should be notified immediately. No student is allowed to leave campus because of illness or injury until his or her parents/guardians are notified by the SHP staff.

GENERAL CONDUCT

Any action that disrupts the good order of the school may result in disciplinary action (e.g. suspension or dismissal). The four major norms that govern discipline at SHP are:

- Students must respect the sensitivities and sensibilities of others (students, faculty, staff, administrators and visitors) in all respects and aspects (personal, racial, ethnic, cultural and gender) in the classroom, on campus, in the neighborhood, at all school-related activities and at any time the student can be publicly identified as a student of SHP.
- Students must not disrupt the normal operations of educational activities.
- Students must avoid any actions that discredit the school.
- Students must not damage or deface the physical plant.

The following conduct violations are grounds for immediate dismissal:

- Unlawful acts including, but not limited to, possession of, or being under the influence of, drugs or alcohol; defacing of school or surrounding properties; possession of weapons of any kind.

USE OF TOBACCO OR NICOTINE PRODUCTS
California State law prohibits the use and/or possession of tobacco, either for smoking or non-smoking at school or school-related activities at any time. Students are not to smoke or use tobacco in any form within a two (2) block radius of the school. Students in possession of any tobacco-related paraphernalia (E-cigarettes and/or vape pens) or products with nicotine, THC oils or other substances will be subject to disciplinary action. Any of this paraphernalia may be considered "drug related" and treated as such.

WEAPONS, DANGEROUS INSTRUMENTS AND/OR FIREWORKS

Students are not allowed to possess, handle or transport any object that can reasonably be considered a weapon, including but not limited to pocket and other knives, guns, tasers, etc.: a) on the school grounds at any time; b) in vehicles parked on or off campus; or c) off the school grounds at any school function or event. Students violating this rule are subject to suspension and/or expulsion. For more information regarding what constitutes a weapon, see California Penal Code 626.10.