

## Archbishop Mitty Summer School 2016 Policies

**Office Hours:** From April 1st through June 10th, the summer school office hours are 8:00am – 12:00 noon, Monday through Friday. Once classes begin on June 13th, the summer school office will be open between the hours of 7:30 am and 12:30 pm Monday through Friday.

**Add/Drop Period:** A student will not be switched or added to a class after June 1. A student will only be able to switch or add a course if space is available. A student wishing to drop a class or switch must do so by **June 1<sup>st</sup>** in order to receive reimbursement of tuition. The registration fee is non-refundable. Any add/drop/switch must have parental approval.

**Contacting Students During the School Day:** The summer school office does not take messages for students except in a medical or serious family emergency.

**Parent-School Communication:** Parents are encouraged to contact teachers through the summer school office whenever there is a particular concern regarding a student. Meetings can be set up to discuss any issues that a parent may have. Please note: Teachers will periodically send home progress reports throughout summer school. Report cards are sent for all classes at the end of the 3<sup>rd</sup> week and at the conclusion of summer school.

**Transcripts:** Students in an academic course will have an opportunity during the registration process to request the forwarding of Archbishop Mitty Summer School transcripts to the school of their choice or to their home. If you would like to request an additional transcript, you must request it in writing to summer @ mitty.com by Wednesday July 20th, 2016. There is a \$5.00 fee for each additional transcript. Archbishop Mitty students need to request transcripts as well.

### **Attendance:**

**Absence:** Consistent attendance is integral to achieving success in our program. Because academic courses move at an accelerated pace with each day representing approximately 1 week, **students are not allowed to miss more than 3 days during the entire six-week period and no more than 2 in any one semester.** Any student exceeding the maximum absent days will be immediately dropped from the course and not allowed to return. There are **no refunds** for dropped students regardless of the amount of school days remaining. Further details about leaving school early and being tardy can be found in the Cumulative Missed Time Policy. **Students must be present on final exam days.** No exceptions.

On the day of the student's absence, the parent/guardian must call the summer school office at (408) 342-4200 to report the absence and provide a signed note upon the student's return. The student must obtain an admit slip from the office prior to attending class again. Failure to follow the above process will result in an unexcused absence, for which a student will not be allowed to make up work and may be dropped from the class.

**Tardiness and Early Dismissal:** If a student is late for the beginning of class either at the start of school or coming back from break, they must report to the summer school office to obtain an admit slip prior to going to class. Students who are less than 30 minutes late are considered to be tardy. Students who are more than 30 minutes late will be considered excessively tardy.

If a parent desires early dismissal for a student from a class, this request must be made in writing to the summer school office prior to the student leaving. This is considered a 1/2-day absence. Failure to provide such a request will result in an unexcused absence, for which a student will not be allowed to make up work and may be dropped from the class. Any student who needs to leave before school ends, regardless of the reason, will receive an early dismissal.

## Cumulative Missed Time Policy

In addition to the Absence Policy, summer school has a policy for students who excessively miss class time. The following is a chart that explains the Summer School's policy on cumulative time missed by a student:

**Exceeding 3.75 points during the six-week period, in any combination, will result in the student being dropped without credit or a refund.**

Absence=1 point

Tardy (less than 30 minutes) = .5 point

Excessive Tardy (more than 30 minutes)= .75 point

Early Dismissal (less than 30 minutes)= .5 point

Excessive Early Dismissal (more than 30 minutes)= .75 point

Behavior or Dress Code Violation= .5 point

For example, a student who is absent 2 days (2 points) and has three tardies (1.5 points) will be dropped if any more time is missed, regardless of the reason.

Behavior or Dress Code Violation: Any student that is sent to the summer school office during the school day as a result of behavior or dress code violations will receive .5 points toward a student's Cumulative Missed Time total because of the time missed in the classroom.

Illness during school day: If a student becomes ill during the school day, the student must report to the summer school office, where his/her condition will be evaluated and the parent/guardian notified. If a sick student leaves campus before notifying the principal, the absence will be treated as unexcused with no chance to make up any work.

### **Behavior**

The behavior policy at AMHS summer school is based on our educational philosophy, which emphasizes respect for others, the development of community, and the personal responsibility of individuals. **Please note that any time a student is sent to the office for a behavior issue, .5 points will be counted toward that student's Cumulative Missed Time.**

1. Chewing gum is strictly prohibited on school property as this creates numerous maintenance problems. Repeat offenders will find themselves scraping gum off of the desks and sidewalks after school.
2. Eating and drinking are allowed only in the quad area and not in the hallways, the foyer, or in the classroom--this includes break times. Our concession stand and soda vending machines are available; you must have correct change for machines. Students are expected to dispose of trash properly.
3. California State Law prohibits the use of tobacco products by students on school property. Students are also not allowed to use such products in the proximity of or on the AMHS campus.
4. Students are not to engage in raucous or disturbing behavior anywhere on campus. This includes playing games like tag or jumping up and down the steps or levels of the amphitheater. Please recognize that the campus is not a playground.
5. Students are to stay out of the hallways, locker areas, and parking lots during breaks and when not in class.
6. The use of profanity and/or obscene language in classes or in conversation on campus will not be tolerated.

7. Cell phones, iPod's, and similar electronic devices are not allowed at anytime during school hours or they will be confiscated. Texting is not allowed.
8. **Students may not leave campus during the school day without the principal's permission.** AMHS is not liable for any injury and/or damage incurred if the student goes off campus. Students are expected to be respectful of private property and not to loiter in the neighborhood areas surrounding AMHS or in the parking lots, including John Mise Park.
9. Skateboards and rollerblades may transport a student to campus, but they are not to be used on school property. Students are not permitted to throw water balloons or use squirt guns; squirt guns will be confiscated. Students may not bring animals on campus.
10. Students may not bring guests to summer school classes. Non-summer school students who are on campus prior to 11:45 a.m. are not welcome visitors and will be required to leave campus.

**Any of the following behaviors will likely result in immediate dismissal from summer school with no credit or tuition refund:**

1. Physical and/or verbal assault which is degrading or offensive to a student, teacher, or other member of the community.
2. Unwelcome advances, verbal and/or physical misconduct in any interpersonal relationships, and any misconduct of a sexual nature that causes discomfort to a student will be treated as harassment. Students experiencing unwelcome advances and/or misconduct are encouraged to report this immediately to their teacher and/or the principal.
3. Theft of property from a member of the school community or from the school itself. Any student who is a victim of theft should report the incident to the principal.
4. Refusal to cooperate with examination of the contents of backpacks and student vehicles when there is reason to believe dangerous, stolen or illegal goods may be present.
5. Possession, use, exchange, sale or purchase of illegal drugs, including alcohol, marijuana, or paraphernalia, on or in the proximity of the AMHS campus, or being under the influence of drugs.
6. Possession of illegal or dangerous instruments including, but not limited to firearms, knives, explosives or highly flammable materials of any kind (including firecrackers), and toys that resemble actual weapons.
7. Defacing school property, other acts of vandalism, pranks, and malicious mischief on or near the school campus. Students and their families are liable for damage due to vandalism.
8. Gang-related conduct/activity is a threat to the safety of others and is strictly prohibited. This conduct/activity includes, but is not limited to symbols, graffiti, hair rags, knit caps, colors, hazing/initiations, and hand signals commonly associated with gangs.
9. Gambling.
10. Cheating: the following are considered cheating practices:
  - a. Plagiarism: The use of material composed by others and passed off as one's own.
  - b. The use of notes in any form on a closed book or closed note test.
  - c. Producing test responses in advance and submitting them as work done in class.

- d. Asking a classmate for information during a test or looking at another student's paper or notes during a test or allowing a student to look at your paper.
- e. Lending or selling an assignment to be copied, or using such an assignment from other sources, including computer files.
- f. Stealing copies of tests, or letting others see your test in preparation for a make-up test.
- g. Falsifying or altering school records or communication between home and school.
- h. Reusing previously turned-in work

11. Refusal to follow teacher or administrator instructions.

12. Deceiving a teacher or administrator, especially during a disciplinary investigation.

13. Initiating a fire alarm or calling 911 when no emergency exists

### **Personal Appearance:**

Students are expected to be clean and neat in their personal appearance, observing the standards of modesty, moderation and good taste. The summer school principal is the final and sole judge of what is, or is not acceptable for an individual student. All clothing must be clean, hemmed, and unripped. Clothing displaying language or symbols of an offensive nature or relating to drugs or alcohol is not allowed. **Please note that at any time a student is sent to the office for a personal appearance issue, .5 points will be counted toward that student's Cumulative Missed Time.**

Pants: Swim suits, beach attire, cut-off or torn jeans, short shorts, camouflage and excessively bagging or sagging pants are not permitted.

Sweat Pants or Pajama Bottoms: Sweat pants or any type of apparel resembling pajama bottoms are not permitted. This includes Yoga Pants and any other workout attire.

Dresses, skirts, shirts, and blouses: Dresses and blouses must have sleeves that cover the shoulders by 2". Tank tops, **tops that show a bare midriff**, strapless or spaghetti straps, halter, off the shoulder, or low-cut (front or back) tops, short skirts and high slits on skirts or dresses are not appropriate for the school environment. Camouflage apparel may not be worn.

Caps, Hats, Bandannas: May not be worn on campus. These will be confiscated.

Sunglasses: May not be worn inside the classroom.

Shoes or Sandals: Must be worn at all times.

Jewelry and Make-up: Excessive jewelry and/or make-up considered distracting is not permitted. With the exception of earrings, students may not wear jewelry that pierces the skin.

Hair: Should be clean, combed and neatly styled. Extreme or distracting hairstyles or colors are inappropriate. Beards and tuft of beard under lower lip ("stinger") are not permitted. A neatly trimmed moustache is permitted. Students who are not clean-shaven will shave and be charged a fee of \$1 for use of a razor. In the rare instance where facial hair cannot be shaved for medical reasons, a dermatologist note is required and the student must receive permission from the Principal's Office.

Tattoos: Must not be visible.

**Driving and Parking:** Failure to comply with the following could include suspension of parking privileges, towing of vehicles at owner's expense, and/or dismissal from summer school.

1. Students are to park in the east lot next to the baseball fields in a designated space only.
2. The school is not responsible for the vehicle or its contents.
3. No loitering in or about student vehicles, including during breaks.
4. No speeding over 5 m.p.h. or any form of reckless driving on or in the vicinity of school grounds

Students that bring a bicycle to school must place their bike in the designated bike rack, which is located in the east parking lot next to the tennis courts. Bikes are not allowed in the buildings or locked to fences.