

Procedures and Policies: Saint Ignatius Summer School 2010

Building Hours: Tully Hall will be open from 7:30 a.m. to 1:00 p.m. Students should wait in Tully Hall, the link or on the quadrangle before first period. Classrooms will be open at 7:50 a.m., and students may go to their first period class at that time. The building will be closed at 1:00 PM. Students should exit the building through the Walsh Garden gate or the quadrangle.

Restricted Areas: Summer construction and maintenance work mean that we must limit the use of the building. Lockers may not be used during the Summer School session. No student shall go in any area designated off-limits. Lavatory facilities are available at the following locations near the iron staircase: ground floor (men), first floor (women), second floor (men), third floor (women).

Free Periods and Lunch: Students may have schedules in which they have a free period or a lunch period. Students are welcome to bring lunches and snacks to school. During class breaks and in between classes, if students are not en route or in classrooms with teachers or using the bathroom, they should go to Tully Hall. Tully Hall is the only communal area that students are allowed to congregate in during breaks/between classes and the only place where they are allowed to eat/drink (with the exception of water in clear bottles, which they may bring to class.)

Dress Code: Modesty, neatness, safety and comfort are the norm for the Summer School dress code. Therefore, please use your best judgment, but understand that there is a “zero tolerance” policy on the part of the Summer School. Here are some “do’s” and “don’ts” for the Summer School dress code:

Do wear:

- shorts of moderate length
- capri pants
- long pants
- gym shoes or other close-toed shoes
- shirts with sleeves
- plain, single-color t-shirts
- collared shirts
- skirts to the knee

Don't wear:

- short shorts, bathing suits, running shorts,
- torn, ripped or cut-off shorts
- blue jean denim pants, bib overalls
- sandals, open-toed shoes
- shirts with any advertisement or text
- uniform or military-style clothing
- halter, tank, or “muscle” shirts
- sleeveless shirts
- hats

Gender-specific dress code rules:

Males:

1. Must be clean shaven. Beards and mustaches are not permitted. Sideburns must not extend beyond the ear.
2. Shirts must be tucked in at all times.
3. Earrings, other pierced jewelry and tattoos are not permitted.

Females:

1. Mini-skirts and dresses are not permitted. Hemlines should touch the knee.

2. Shirts must cover midriff.
3. No more than two earrings are permitted.

All faculty and the Director of Summer School have the duty to enforce the dress code. Any questions will be referred to the Director of the Summer School. The first violation will result in a warning to the student (depending on the situation), and subsequent violations will result in the student's being sent home or detained until family transportation is found. These students will miss class, and that absence will be unexcused.

Disciplinary Procedures: Students who come to the Saint Ignatius Summer School are expected to uphold the high standards of Saint Ignatius College Prep. Teachers will enforce reasonable discipline policies within their own classes in order to maintain an atmosphere conducive to learning. Violence, intimidation, harassment of any kind and cursing are strictly prohibited. Any serious breaches of discipline can and will result in intervention by the Director of the Summer School and may result in dismissal from the Summer School.

Tobacco/Alcohol/Drug Policy: Saint Ignatius maintains a tobacco-free environment. No student is allowed to use any tobacco at any time on the Saint Ignatius campus. Students who do so will be suspended for at least one day with an unexcused absence, parents will be notified, and the student will not be readmitted until the parents have spoken to the Director of the Summer School.

The Summer School upholds a "zero tolerance" policy toward alcohol and drug possession and use and will automatically dismiss any student who violates this policy. Students will receive no grade or credit for any courses in which they are enrolled, and tuition will not be refunded.

Credit for Saint Ignatius students: Current Saint Ignatius students will receive credit for courses taken in the Summer School as determined by the policies of St. Ignatius College Prep and the Summer School. The policies of Saint Ignatius College Prep regarding course and graduation credits will supercede those of the Summer School. Any course taken or offered for enrichment only will not count as a credit course.

Credit for non-Saint Ignatius students: It is the sole responsibility of any non-Saint Ignatius student to:

- 1) determine whether his or her high school will accept a Saint Ignatius Summer School course for credit. Students should contact their own schools to determine whether such credit will be granted; **and**
- 2) complete a transcript request form which is available from the Director of the Summer School.

Academic Honesty: Students caught cheating are subject to a failing grade in the course.

Grading: Parents will receive one progress report if the student is in danger of failing the course at the mid-way point and one report card after the Summer School term. The Progress Report

may be sent via the student. The Report Card at the end of the term may consist of a Progress Report for non-graded and/or non-credit courses. For all other courses, it will include a grade based on the scale determined by the teacher of the course.

Parents are encouraged to check regularly with their son or daughter to ascertain progress and to speak with the teacher for clarifications of grades or class policy.

Attendance: Because of the intensive nature of Summer School courses, absences have a greater effect than they do in the regular school year. Therefore, students are strongly encouraged to attend every class meeting.

Excused Absences: Students are allowed one excused absence. **An absence may only be considered excused if it is the student's first absence and the Director of the Summer School is notified by telephone – (312) 432-8306 - before 8:00 a.m. on the morning of the absence and in writing on the day the student returns to school.** The Director of the Summer School reserves the right to decline requests for an excused absence. When granted an excused absence, the student has the right to make up work missed from the day of the excused absence.

Unexcused Absences: The second absence and any subsequent absence will be considered unexcused. In the case of an unexcused absence, the teacher is given the discretion about whether to allow or require that student to make up missed work.

Absentee Limits for Credit, Remediation and Prerequisite Courses: When a third absence occurs, a student may be dropped from the Summer School and tuition will not be refunded. If the course is being taken for credit, the student may receive a failing grade.

Extended Absences: Extended absences for any reason should be avoided. If serious illness requires an extended absence, please notify the Director of the Summer School as soon as possible.

Any appeals to the attendance policy must be made directly to the Director of the Summer School within 24 hours of the third absence.

Tardiness: The position of the Summer School in regard to lateness is similar to absences– only those students who are in class on time and ready to learn will reap the maximum benefit from the class. Tardiness will be recorded at the office of the Director of Summer School and may become a part of the student's Summer School record. Teachers have the discretion of penalizing a student whose lateness hinders his or her educational progress. Chronic tardiness can result in a student being dropped from the Summer School with failing grades and no refund of tuition.

Adds/Drops: All adds and drops must be made **before** the third class meeting.

Tuition: Tuition balances are due on Orientation Day, June 18, 2010. Families who are unable to meet their commitment by the deadline must contact the Director of the Summer School no later

than June 22, 2009 (by noon).

Emergency Contact Persons/Day Phones: Registration forms for the Summer School include a request for one emergency contact person and that person's daytime telephone number(s) for each student, in case of illness or accident. It is very important that this information be on file with the Director of the Summer School in case of an emergency. It is the responsibility of the parent to furnish the Summer School with this information if that was not done upon registration.

Computer Labs: All current St. Ignatius students should have access to computers in the student labs with their regular school year code. All other students will receive a password. Computer labs are off-limits to students unless they are with a teacher.

Cell Phones/Electronic Devices: Students may not use their cell phones or other electronic devices (IPods, games, etc.) in the building. If a student carries a cell phone or other electronic device, it should be turned off in her or his bag while she/he is in the building. Students must step outside if they need to make a call or would like to use other electronic devices. If a student is on her or his phone in the building or using another electronic device, the phone/device will be confiscated, and a parent will need to make arrangements to come to the summer school office to retrieve it.

Elevators: Elevators are for adult use only. If a student has a medical condition that results in a need to use the elevator, she or he should come to the summer school office to get an elevator pass from the Director of the Summer School.

School IDs: Students must wear their ID lanyard at all times while inside the school building. School IDs allow students access into the building and allow us to identify summer school students. Lost IDs and lanyards must be replaced by the student at a cost of \$5 for IDs and \$1 for lanyards.