

2020 SUMMER SCHOOL DIRECTIVES FOR ALL STUDENTS

ATTENDANCE:

Summer School is offered as a service to Xavier students. A few students are required to take summer school but most students who enroll elect to do so. All students in summer school must comply with the Attendance Policy.

To receive credit for a summer school class, a student's attendance is absolutely necessary.

Four hours absence for illness only is allowed for American Government.

Two days absence for illness only is allowed for Biology, Honor Biology, Honor Chemistry, Honor Geometry and Honor U.S. History.

One day absence for illness only is allowed for Digital Arts, Algebra I – 2nd semester, Math/Pre-Algebra Review & Reading/English Review.

Thereafter a student will be withdrawn from the class and no credit or refund will be given. **Time missed for absences due to illness must be made up with Mrs. Hubbard.**

Students will not be excused from class for travel, workshops, student conventions, participation in sports camps or for any reason other than illness. Students may not leave campus for illness without receiving an off-campus permit from the attendance personnel and/or school nurse.

Failure to comply with the attendance policy will result in a significant lowering of grades, a possible loss of credit and/or disenrollment without a refund. Before registering for summer school, a student and her parents must be certain that no conflict exists (before or after she registers) which will affect the student's attendance. **Permission will not be given for a student to take an exam early.**

In the event of an absence because of illness, the student's parent or guardian must call the attendance office by 7:45 a.m. and speak with attendance personnel. **Voicemail messages will not be accepted.** The parent or guardian is also asked to write an excuse note for the absence and the student is **required** to present this note to the attendance office **prior to going to class on the day she returns to school.**

Limited summer staff prohibits contacting parents regarding student absences.

TARDIES:

Each student is to be in class, seated and prepared to begin class at the designated time for the course. A student who arrives at school any time after the start of class is to have an excuse note signed by a parent or guardian and take it to the attendance office **before** going to class.

A student who is tardy will be required to serve a detention with Mrs. Hubbard after school on that day or the following day. The amount of time served will be **double** the time missed because of tardiness. Excessive tardies will constitute an absence.

WITHDRAWAL:

Students who withdraw after the first week of class will receive an FW (Failure/Withdrawal) on their transcript.

Anyone who misses more than the allotted number of days for absence will be withdrawn from the class and will receive no academic credit or refund.

TUITION:

When withdrawing prior to the start of class, tuition paid will be refunded less the non-refundable \$100.00 deposit.

There is no refund of tuition or deposit after the first day of class.

REPORT CARDS/GRADES:

Mid-term report cards will be given in class for full year classes. Only a final report card will be issued for semester classes. Final report cards will be mailed to parents. All summer school grades will be computed into the cumulative grade point average.

APPEARANCE/DRESS CODE:

Only clean, neat, hemmed, un-tattered, tan or navy denim or cotton twill long pants, capri's or Xavier uniform skirt may be worn with a Xavier uniform polo or oxford shirt. Students wearing an **approved school sweatshirt** must wear a Xavier uniform polo or oxford shirt underneath. **Hip-hugger/low-rise pants are not to be worn.** Traditional shoes, tennis shoes or sandals with a heel strap are required. Large and colored head bands, scarves, hats and visors are not allowed. Only one simple necklace and one simple arm bracelet are allowed. Two pairs of simple earrings are allowed. These earrings are to be worn in the lobe of the ear. No piece of jewelry may be loud, unbecoming, excessive, irreligious or extreme. Makeup must be appropriate for young women in a Christian school. Excessive or exaggerated use of black or dark-colored eyeliner is not allowed. Only shades of red and pink lipstick may be worn. Nail polish may be any plain, solid color except black (no stickers, decorations or glitter allowed). All dress code regulations in the student handbook, except those specific to pants, must be adhered to. **The school will determine what is acceptable and unacceptable attire and appearance. Uniform violations may subject student to disenrollment from summer school.**

FOOD SERVICE:

Water and milk machines will be open as long as there is no litter problem.

Snacks - Will be available from food service before school and during breaks.

At no time is food or drink to be taken into the PAC building. **Students (including those in American Government) are not allowed to leave campus during breaks or lunch.**

OTHER:

Students who ride bikes to school should securely lock their bikes before going to class.

The Xavier Student Handbook is enforced during summer school.