

Student \_\_\_\_\_

Courses: \_\_\_\_\_

**TO:** SHP Summer School 2017 Students and Parents  
**FROM:** Kevin McNulty  
**DATE:** 1/23/2017  
**RE:** Attendance, Discipline and Grading Policies

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**Each course costs \$800.**

This memo sets forth the attendance, discipline and grading policies of the Seton Hall Prep Summer School. Each student, and a parent/guardian, is required to sign this memo. Session I classes run from 8:00-10:30, and Session II is from 11:00-1:30.

### **Attendance**

Absences should occur only when absolutely necessary. This is the procedure to follow when a student is going to be absent from any part of the summer school day:

- (1) Any absence should be reported by a parent/guardian to the Summer School Office (325-5028) by 8:30 on the day of the absence. The email address is to Dr. James Incardona, [jincardona@shp.org](mailto:jincardona@shp.org). Either form of communication is acceptable.
- (2) Students returning to summer school after an absence must report immediately to Dr. Incardona. Students must present a note explaining the reason for the absence signed by a parent/guardian.

If a student is absent, he remains responsible for all academic work covered during the absence. This includes all assignments, quizzes and tests. Ordinarily, a student will be allowed as many class days as he was absent to make up the work he has missed. This extension does not apply to deadlines for long-term projects, nor does it apply to scheduled quizzes or tests whose dates were announced prior to the student's absence. A student who is absent on the day of a test or quiz is responsible for that test or quiz on the first day back.

Any absence interrupts the continuity of instruction for the student, the teacher and the other students in the class. Because of this, the school cannot condone vacations while summer school is in session. Parents should not request that students be excused from school for anything other than illness or emergency. Vacations should be scheduled to coincide with days on which classes are not scheduled. **If a student's absence total exceeds two, he will be dropped from the class roster and denied credit for the course, regardless of his grades.** Partial attendance at a class counts as ½ an absence, regardless of the portion of class actually missed. For example, a student who is taken out of class by a parent 30 minutes early would receive a ½ absence for that day. Also, a student who arrives 5 minutes late to the start of a class, or is 2 minutes late returning from a class break, would receive a ½ absence for that day. All ½ absences count toward a student's attendance totals.

Parent's \_\_\_\_\_ and Student's \_\_\_\_\_ initial.

**Discipline**

At Seton Hall Prep, we insist upon respect for oneself, for others, and for the school. To that end, the following offenses are among those that will result in a student being dropped from the summer school class roster and denied credit for the course, regardless of grades.

Fighting	Presenting a forged note
Defacing school property	Possession/use of tobacco/alcohol/drugs
Plagiarism	Gambling
Premeditated cheating	

All other offenses will be handled at the discretion of the teacher and the Summer School Director.

**Grading**

Adhering to the attendance and discipline requirements of the SHP summer school do not guarantee successful completion of a summer school course. A student must also fulfill the course’s academic requirements. **A student who earned an “F” in a course during the regular school year will have that grade changed to a “D” provided he completes the summer school course with an average of 65 or better. A student who earned a “D” in a course during the regular school year will have that grade changed to a “C” provided he completes the summer school course with an average of 70 or better.**

An interim grade report will be sent home on July 6, 2016 with the student. Final grades will be determined after the completion of the summer school courses on Thursday, July 21, 2016.

**Special Medical conditions?** \_\_\_\_\_

**Contact information**

Emails may be sent to [kmcnulty@shp.org](mailto:kmcnulty@shp.org).  
See [www.shp.org](http://www.shp.org) for calendar and other information.

**Agreement and Understanding**

I understand and agree to abide by the policies and procedures of the Seton Hall Prep Summer School.

Print student’s name: \_\_\_\_\_

Student Signature

Parent/Guardian Signature

Date

\_\_\_\_\_

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Class meeting summary: June 19-22; June 26-30; July 5-6; July 10-13; July 17-20