

To: Staff and students of summer school
From: Mr. Matt Senese
Subject: Student Behavior & Attendance

The Student Handbook sets forth standards for student behavior during the regular school year that extends to summer school. Students are granted full credit for work taken during the summer and therefore it follows that they should be held accountable to the same expectations. Please make certain that the students review these guidelines carefully, as well as the information related to attendance; honoring these matters will help ensure a rewarding and safe summer school experience. Please review the following and explain that they will be enforced:

- Food and beverages are allowed in designated areas only. No eating or drinking in the classroom.
- Students should not be in classrooms unless the teacher is present. Students are restricted to the designated summer school areas. Vending machines are not available to summer school students.
- Music devices are allowed during breaks. Electronic games and pagers are not allowed. Calculators are allowed. Cell phones are to be turned off and not used during summer school hours (including breaks).
- Students should wear appropriate attire - shirts and shoes are mandatory and the wearing of caps, hats, head scarves, jackets or any other clothing deemed inappropriate by summer school personnel are not to be worn in the school building.
- In Compliance with Crystal Lake Ordinance, smoking is prohibited on and off campus. The use of tobacco in any form or the holding of a cigarette, pipe, cigar or any device for smoking a tobacco-based product is not permitted. The penalty for a violation of this policy is a three period suspension. These periods count as part of the allowable five absences.
- Students may not leave campus/building during summer school hours. Students leaving campus/building for any reason without permission from the administration, including going to their vehicles in the parking lot will receive a multi-period suspension.
- Three tardies equal an absence and each tardy thereafter equals an absence.
- There are no make-up privileges when a student is absent.
- Any student who is absent more than one full day (5 periods) will be dropped from summer school.
- Final exams will be given during the final class period on the last day of each semester. All students must take the final exam at this time. No student will be permitted to take a final exam early, nor will any student be excused from the exam. There is an adjusted schedule with an early dismissal on the last day. More information on the exam schedule will be forthcoming.