



**Summer Academics Policies (2025)  
St. Francis High School  
Sacramento, CA**

**GENERAL REGISTRATION INFORMATION**

**When does registration begin? When does it end?**

Registration is only available online and opens at **8am, March 10th, 2025** for **Academics**. Both non-credit and credit courses will be available for registration. Registration remains open until classes are filled. Waitlist will begin once enrollment reaches the capacity for the course. For all questions regarding registration, please contact the Summer Director at [summer@stfrancishs.org](mailto:summer@stfrancishs.org) or call (916) 452-3461 ext 168. All calls will be returned within 48 hours. Your patience is appreciated!

**What payment plans are offered?**

Families have two options for payment:

- Registrants have the option to pay in full at the time of registration

**OR**

- Pay 50% of tuition at the time of registration and the remaining 50% will be charged on May 16th, 2025.

**What is your cancellation and refund policy?**

Because of the popularity of our summer programs, all registration fees for each program are **NON-REFUNDABLE**. Your registration prevents another family from attending—seats are limited—so regardless of reason or circumstance, all registration fees are **NON-REFUNDABLE**. The registration fee is included in the total cost of the course. Please ensure you will be able to attend.

**Registration Fees:**

- **Academic Program:** \$75

**What if I register after May 16th or during the start date of the camp?**

For all late registrations that occur after May 16th or during the start of the course full payment is required at the time of registration. **No pro-rates or payment plans are available.** Please verify that you are registered for the correct course.

**What if I cancel my registration after May 16th or during the start of the camp?**

For all late cancellations that occur after May 16th or once a course has started, will be **non-refundable**. For any questions, please contact the Summer Director at [summer@stfrancishs.org](mailto:summer@stfrancishs.org)



### **What if a class is cancelled?**

Course offerings are subject to sufficient enrollments. Notification of cancellation of a course will be given by May 2nd, 2025, and a **full refund** will be issued **only** for this circumstance. Summer camps are also subject to the same policy.

## **GENERAL POLICY INFORMATION**

### **Summer Academics Policies**

All rules and policies of St. Francis Catholic High School are in effect during summer academic sessions. A copy of the [school handbook](#) is available on our [school website](#). **All academic courses will run on site.**

### **Who teaches Summer Academics Courses?**

Courses are taught by experienced high school teachers. Some of our teachers in our summer programs are St. Francis High School faculty.

### **Are St. Francis students given priority?**

St. Francis students do not have priority admission to academic courses. Thereafter, classes will be filled on a first come, first serve basis.

### **How much homework should my daughter/ son expect?**

The amount of homework per night varies by class. High school level academic courses cover roughly 1 week of material each class day. This means that students should expect homework each night.

### **Will students receive Chromebooks? What is the process for this?**

St. Francis students enrolled in academic courses will be given Chromebooks. Non St. Francis students may bring their own devices but must check in with the Technology Department to get on our wifi. More details about our pick-up dates for Freshmen/Transfer students will come soon!

#### **Freshman Chromebook pick up dates are:**

- 1) June 4th 3:00pm - 5:30pm**
- 2) June 5th 7:30am - 10:00am**

### **Are textbooks required?**

Most academic credit courses require a textbook. See course description or check our [Bookstore](#) after May 5th, 2025 for textbook listings. While students are not required to purchase their books through our partner textbook company, students must purchase books using the exact ISBN and edition that is listed on that site. Students are responsible for the book ordering process and are expected to have all materials and books on the first day of classes.



### **Final Exams**

All students must take finals on the scheduled date. We do NOT offer early finals. Rationale for this policy is that it protects the integrity of the final exam. Make-up finals must be coordinated with the Assistant Principal, ([hmoloney@stfrancishs.org](mailto:hmoloney@stfrancishs.org)).

## **DRESS CODE POLICY**

### **Dress Code**

Summer dress code must be in accordance with the rules set forth in the [Parent-Student Handbook p.58](#). Summer dress code is casual and comfortable. We take into consideration the hot summers that we experience in Sacramento but failure to adhere to the dress code may result in disciplinary action.

Students are **not required to wear SFHS uniform** but are expected to adhere to the following rules:

- Students are expected to dress in clean, appropriate attire.
- No hats may be worn in the classroom.
- Tank tops, yoga pants, leggings, shorts, pants are acceptable.
- Crop tops, bathing suits, halter style or strapless tops, and clothing with inappropriate language, are not acceptable.
- Tops must cover the back and stomach.
- Shorts should be no shorter than 3 inches above the knee.
- Students in our youth Camps should refer to our “Welcome” email for proper attire for each camp.

## **ABSENCE & DISCIPLINE POLICY**

### **Absence Notification**

Please call the Summer Session Attendance Line at (916) 737-5050 before 7:30 AM on the day of the absence to inform the school of the reason for the absence.

### **Absence Policy**

Students enrolled in **academic credit courses** may not miss more than 1 day during each 3-week session if they wish to be granted credit for the course. This means that students enrolled in 3-week classes are allowed 1 absence total; students enrolled in 6-week classes are allowed 1 absence during each 3-week session of the course for a total of 2 absences. If a student exceeds 1 absence in a three week period, she will be disenrolled from the class, and will not receive credit for that session.

Students enrolled in **Troubie Prep** may not miss more than 1 day during their 3-week session. If a student exceeds 1 absence in a three week period, she may be subject to a meeting with the Principal and teachers to review her absences and progress.



Any questions regarding absences from Academic courses (including Troubie Prep) will run through Heather Moloney Email: [hmoloney@stfrancishs.org](mailto:hmoloney@stfrancishs.org)

Students should refer to their class syllabus to see their teacher's make-up work policies. Academic credit courses end at 11am on the last day of the 3rd week and 6th week.

### **Tardy Policy**

A tardy is issued to any student that misses 15 minutes or fewer in any class. After this time the student is considered absent. A student who arrives late for school must report to the office for a pass to class. Traffic congestion, oversleeping, car trouble, etc. are not excuses. If a student is considered tardy due to a medical appointment, a note from the doctor is required to waive the tardy. After the third tardy, a student will receive an absence in her class. This will count towards her one absence per three week session (see Absence Policy).

### **Discipline Policy**

Because it is impossible to foresee all problems which arise, this handbook empowers the administration and their designees to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy or code of conduct of the school, even though not specified. Authority for Student Discipline, The Dean of Students, is responsible for maintaining a positive and safe learning environment for students and staff. The Dean acts as a resource for students, staff and parents in mediating conflicts and providing direction in terms of student safety, wellness and behavior. The Dean is empowered to make decisions and impose discipline for violations of School Policy. [Discipline Policy p.42](#)

## **CREDIT/TRANSCRIPTS**

### **Can students earn credit taking summer courses off-campus?**

We encourage St. Francis students to remain on-campus for any academic classes they may take in the summer. This is the only way we can guarantee alignment with curriculum in subsequent courses. However, we also understand there may be instances in which a student wishes to complete a summer course at another Catholic high school. In this case, a St. Francis student will need prior approval from an Assistant Principal in order for a non-St. Francis course, taken at another Catholic high school, to be applied towards her graduation requirements, transcript, and GPA. See your Counselor to obtain an approval form or to set a plan to remediate specific courses prior to registering for any off-campus courses.



**Why do some non-credit classes have a final exam?**

Our teachers often use final exams to assess student learning and plan future instruction. It also provides a low-stakes opportunity for students to have exposure to a multiple choice final exam scenario.

**I am not a St. Francis student. Will my school accept a St. Francis course for credit?**

Each institution makes its own rules regarding credit. Please contact your school to verify credit eligibility.

**Are report cards sent to my student's school when an academic class is completed?**

Report cards will be automatically sent to your daughter's/son's current high school at the completion of the second summer session, unless you request otherwise. A copy of the report card will also be automatically sent to the primary address on file for each student at that time. If you have questions on transcripts, please contact our Registrar, Melissa Thompson, at [mthompson@stfrancishs.org](mailto:mthompson@stfrancishs.org)

## **TRANSPORTATION/SUPERVISION**

**My daughter/ son drives. Do we need a parking pass? Where is student parking?**

Student drivers do not need a parking pass during the summer and must park in the student lot near the Fine Arts Building in designated parking areas only. Access to the parking lot is on Elvas Avenue. **Students are not permitted to park along M street, 62nd Street, or any other off-campus location or street adjacent to the school.** Parents dropping off or picking up their students should not use the "Student Driver" entrance near the Elvas Avenue lights. [Student Parking](#)

**I am driving my child/carpool of students to St. Francis. Where do I drop them off?**

All pick-up and drop-off of students needs to take place in the St. Francis driveway off Elvas Avenue. Students may NOT be dropped off or meet their drivers anywhere on M Street, 62nd Street, any other street adjacent to the school or in the student parking lot on campus. Please do not arrive for pick-up or drop-off earlier than 15 minutes prior as it impedes through traffic. [Carpool Drop off](#)

**Supervision (Academic Classes)**

Students may arrive 30 minutes before their class begins. Students who arrive early will not be supervised but are allowed to remain in designated areas of campus, including Serra Court, the Dining Hall, and the Campus Life Center. We do not offer after school supervision for Academic Classes (9-12th grade). Students are expected to be picked up after class ends.



### **Parents on Campus**

For safety purposes, we ask that parents do not remain on campus before, during or after academic courses. Parents may arrive for pick-up no more than 5 minutes before, as we cannot verify all are fingerprinted per Diocesan policy.

### **Cell phones**

Must be powered off in the classroom unless authorized by a teacher for educational purposes. A student **may not** use a cell phone to notify a parent of an illness but must immediately report to the front office.

### **Media Policy**

We reserve the right to include in print or digital publications and advertising materials photographs with or without identification of summer school students, whether or not they attend St. Francis Catholic High School during the regular school year, unless specifically requested not to do so by any individual (or parent/guardian, in case of a minor). To rescind permission, notify the Summer School Director at: [summer@stfrancishs.org](mailto:summer@stfrancishs.org).

I/we agree that my student and my family will abide by the rules and procedures outlined in the parent student handbook.