

Summer at Parker Policies & Procedures

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WELCOME

FRANCIS PARKER SCHOOL IS A PRIVATE, INDEPENDENT, COEDUCATIONAL, COLLEGE PREPARATORY DAY SCHOOL FOR STUDENTS IN JUNIOR KINDERGARTEN THROUGH GRADE 12 FROM ACROSS SAN DIEGO COUNTY. FOUNDED IN 1912, THE LOWER SCHOOL IS LOCATED ON THE MISSION HILLS CAMPUS WITH THE UPPER AND MIDDLE SCHOOLS ON THE LINDA VISTA CAMPUS.

MISSION STATEMENT

The mission of Summer at Parker is to create and inspire a diverse community of independent thinkers empowered to build skills and strategies through opportunities of practice in varied activities that support academic, social, and emotional skills.

NON-DISCRIMINATION STATEMENT

Francis Parker School is an inclusive community where diversity is welcomed and celebrated. We welcome students, families, and staff from different backgrounds. The School does not discriminate on the basis of race, ethnicity, sex, gender identity, sexual orientation, or physical ability in the administration of its programs or procedures.

GOALS AND OUTCOMES

Although each student's experience is individualized and each child works on independent goals, our programs have a set of overarching goals that guide our activity offerings, program development, and daily camp life. At a glance, these goals are:

1. Develop new and enhance current techniques that allow for increased self-confidence, self-awareness, and social/emotional, and behavioral coherence.
2. Decrease self-imposed limits and try new things.
3. Utilize individual skills and develop healthy living habits.
4. Facilitate cooperation and collaboration by working as a team and interacting positively in a community setting.
5. Develop the ability to make good choices, formulate independent decisions, and take responsibility for actions.
6. Expand appreciation for the outdoors, including physical activity and our natural surroundings.
7. Enhance social competence and expand the desire for social interaction through the lens of empathy for ourselves and others.
8. Show respect for the diversity of others and an active desire to protect ourselves and others from bullying or harassment.

1.	Self-Confidence Self-Awareness Self-Esteem	Having campers develop these essential areas of growth can help them face the challenges/obstacles as they continue their education and long-term relationships.	Campers will set goals and review with staff.
2.	Self-Discovery	By participating in activities in a safe environment, campers will try new activity opportunities and take chances.	Campers will be encouraged by the feedback from staff.
3.	Self-Health	Campers will understand the importance of hygiene, cleanliness, and self-care skills and how this affects their	Campers will develop habits of good health.

		relationships with others.	
4.	Team-Attitude	Sportsmanship and camaraderie will broaden the camper's ability to see beyond themselves. A commitment to fair play, the spirit of the game, and accepting a win or defeat with grace and dignity will help develop a spirit of teamwork.	Campers will participate in team-oriented activities daily.
5.	Decision-Making	The ability to make good choices will help campers prepare to be productive members of society. Taking responsibility, honesty, and respect will help develop a moral compass and create a clear path of understanding the difference between right and wrong.	Campers will be given choices throughout camp to learn the components/ consequences of their decisions.
6.	Outdoor Play and Appreciation of Natural Surroundings	Campers, in a growing world of indoor entertainment and electronic reliance, will reconnect with the outdoors. Campers will increase their understanding of the importance of caring for the environment.	Campers will engage in discussions and activities that build an appreciation for the outdoors and nature.
7.	Social Interactions Social Skill Development	Campers will engage with others and be encouraged to grow in the areas that are not inherently understood. Camp gives children the opportunity to experience success and failure in a safe environment.	Campers will be able to identify their feelings and express them in an appropriate manner.
8.	Respect of Self and Others	Campers will celebrate and develop an understanding of different identities, backgrounds, and experiences.	Campers will lean into difficult conversations with courage and respect.

PROGRAM POLICIES & PROCEDURES

AUTHORIZATION FOR EMERGENCY MEDICAL/SURGICAL CARE:

In the event that your child(ren) is(are) injured in an accident and require(s) medical attention, and you or your designee cannot be reached, you hereby authorize the Parker Summer Program Office to arrange for the transportation of your child(ren) to a licensed emergency medical care facility to receive treatment. Further, you authorize the medical personnel at the facility to provide such treatment to your child(ren) as indicated by the nature and extent of his/her/their injury and in accordance with the protocols of standard medical practice. You accept financial responsibility for all costs associated with the conveyance of your child(ren) and for the treatment provided by the medical care facility to your child(ren).

CANCELLATION POLICY

You may cancel a class selection at any time; provided, however, in the event a cancellation is made less than 30 days prior to the class, you shall be required to pay the applicable cancellation fee set forth in the table below:

Number of days prior to class	Cancellation Fee
30 days or more	N/A
15 to 29 days	25% of Class Fee
Fewer than 14 days	100% of Class Fee

All on-campus courses during Summer at Parker are subject to transitioning to virtual instruction.

The \$25 registration fee is not refundable.

CONSENT TO PARTICIPATE IN ON-CAMPUS AND OFF-CAMPUS ACTIVITIES AND RELEASE AGREEMENT

As part of their educational program, Parker students participate in a variety of on-campus and off-campus learning activities. In each instance, these activities are supervised by Parker faculty and staff. Reasonable efforts are made to ensure the safety and well-being of students during such on-campus and off-campus activities. While it is not possible to anticipate all risks that may be associated with these activities, the risks are not, in the judgment of Parker, substantially different from risks inherent in many routine daily activities. Accordingly, by enrolling your student(s) in the Parker Summer Program, you expressly accept the inherent risks in the educational program. Furthermore, by enrolling your student(s) in the Parker Summer Program, you expressly permit your student(s) to participate in such on-campus and off-campus activities.

In addition to the on-campus and off-campus activities that are provided as part of the educational program, Parker offers other off-campus activities from time to time that may not be directly linked to the requirements of the educational program, or for which participation by students is voluntary. Such off-campus activities may involve risks that are different from risks inherent in many routine daily activities. For these activities, Parker will: (1) provide you with information about the activity; (2) seek permission for your student's participation; and (3) only allow your student(s) to participate with written consent from you (e.g., release form completion upon registration).

By enrolling your child(ren) in the 2022 Summer Program, you agree to assume all risks in connection with your student's participation in any on-campus and off-campus activities that are part of the educational program (or in the event you provide written permission for your student(s) to participate in other on-campus and off-campus activities that are not directly linked to the requirements of the educational program, or for which participation is voluntary) and hereby release and discharge Parker, its directors, officers, trustees, employees, and agents from all liabilities, claims or demands made for any damage, loss, or injury to your student or your child(ren)'s property in

connection with participation in these activities. You further agree to indemnify Parker from all liabilities, claims, or demands made for any damage, loss, or injury caused by your student.

CONSENT TO USE IMAGES AND RELEASE OF INFORMATION

Parker occasionally uses photographs of students, quotations from students, artwork created by students, and/or other works made by students as part of the educational program (collectively, "images") in its publications and in other selected media for the sole purpose of promoting Parker and its programs. By enrolling your student(s) at Parker, you expressly permit Parker to use such images unless the Summer Program office is advised otherwise.

By enrolling your student(s) at Parker, you expressly permit Parker to release your student's records and information upon request by an educational institution or as required by a governmental agency unless otherwise indicated below. Additionally, you agree to hold Parker harmless for the release of your student's records and information, including any liability stemming from the unauthorized use or distribution of such records or information.

EMERGENCY PROCEDURES

Fire

- **Sound:** The intercom/public address system will announce fire procedures. Intermittent, traditional school bells/chimes are used.
- **Procedure:** Evacuate the premises as directed to a safe area. School fire drills (sometimes unannounced) are used to prepare and clarify special circumstances.

Earthquake

- **Sound:** The intercom/public address system will announce earthquake procedures. Intermittent, traditional school bells/chimes are used.
- **Procedure:** Duck and cover as instructed or release and evacuate to designated areas. School earthquake drills (sometimes unannounced) are used to prepare and additionally clarify special circumstances.

Lockdown

- **Sound:** The intercom will announce specific lockdown procedures.
- **Procedure:** Students must immediately enter a classroom or office and move away from the specified threat, or exit the campus as directed upon hearing the announcement. School "lockdown" drills (sometimes unannounced) are used to prepare and additionally clarify special circumstances.

ACADEMIC POLICIES

Academic Integrity Policy

Academic integrity is a priority for the Parker Summer Program. Cheating in any form, whether on tests or homework assignments, through plagiarism, copying the work of a classmate, or otherwise, is a breach of ethical behavior and subject to disciplinary action, up to and including expulsion.

Academic Offenses

All issues regarding academic dishonesty, including cheating, plagiarism, and/or copying are considered major offenses. Students responsible for any of these offenses will have their records and performance monitored throughout the course of their participation in the Summer Program.

Cheating

Cheating is a violation of the student's and the Summer Program's integrity. It is inappropriate and dishonorable for a student to gain an advantage by unfair or dishonest means. If a student is unclear about the academic expectations or proper methodology, the student should seek guidance from the instructor.

Plagiarism/Copying

In its broadest sense, plagiarism occurs when one person presents as his or her own work the words or ideas of another. Any form of plagiarism is an act of academic dishonesty. It is the student's responsibility to know and to avoid the following forms of plagiarism:

- To copy any part of an essay or story from a book, newspaper, magazine, or the Internet without crediting the author.
- To copy another student's academic accomplishment, homework, research, tests, or quizzes. Additionally, a student will be considered academically dishonest for allowing or providing material to others to present as his or her own.
- To use a paragraph, sentence, phrase, or materials from another writer's/artist's work without giving proper credit.
- To quote the words of another person without using quotation marks and without giving proper credit.
- To incorporate another person's unique idea into a paper without giving proper credit.
- Quotations should be used rarely and should only be used when it is not possible to put the information into one's own words.
- To paraphrase means putting information completely in one's own words. The changing of a few words, or any resemblance to "cut and paste" text is considered plagiarism.
- Each student has the responsibility to understand clearly to what degree tutoring, peer assistance, team and group work, and/or collaboration may be used for an assignment.
- Students should be aware that the use of Cliff's Notes/Sparknotes, or any other form of reconstituted literature can lead to plagiarism. We discourage students from relying on such materials.

Penalties for Academic Offenses

First offense:

- Zero on an exam or, test, quiz, project, homework, or assignment.
- Meeting with the Director of the Summer Program and the teacher.
- Notification to parents with a copy placed in the student's file or electronic record until the student leaves Francis Parker School (if a Parker student). For a non-Parker student, the appropriate administrators at his or her host school will be notified.
- Additional measures may be taken by the Director of the Summer Program as the situation warrants.
- Possible suspension or expulsion from the Summer Program depending on the severity of the offense.

Second offense:

Absent extraordinarily compelling circumstances, the student will be expelled from the Summer Program with no refund of fees or tuition paid.

College/University Disclosure Policy

If a student's academic or disciplinary standing changes substantially at any time during the course of the Summer Program, the Summer Program Director will notify the Parker Office of College Counseling for that office's direct and appropriate follow-up. If a Parker student withdraws from the Parker Summer Program seeking to avoid disciplinary action, the Parker Office of College Counseling has the right to report the infraction to colleges or schools as it deems appropriate. If a non-Parker student withdraws seeking to avoid disciplinary action, the appropriate administrators or officials at the student's school will be notified.

For Academic Credit

"For academic credit" courses will be noted in the course descriptions. Please note, students who wish to enroll in a for-credit course must receive departmental approval prior to participation. **No action is needed at this time.** Should a student not be eligible to participate in the course, you will be notified by the Summer Program office. Academic credit for some courses offered during the Summer Program is applicable on the following basis:

- **Full Year Credit:** 6 weeks (120 hours of in-class instruction), 6 credits
- **Trimester Credit:** 2 weeks (40 hours of in-class instruction), 2 credits

Virtual Course Structure: 75% synchronous, 25% asynchronous learning

Due to the short duration of the Summer Program, absences must be avoided. A student who is absent for more than two (2) scheduled classes in a six-week session or one (1) absence in a three-week session will prevent the student from meeting the classroom attendance requirement and being in compliance with University of California standards for courses earning academic credit. Absences may not take place during a final exam or lab practical. For Credit Recovery courses, absences are not permitted. Should a student exceed the absence policy, the course will be considered for enrichment purposes only and will not be assigned formal academic credit.

The only extenuating circumstance will be if a student is absent due to illness or a medical emergency; in that instance, provisions will be made to make up that class, bearing in mind the following:

1. A doctor's note will be required to confirm the absence and presented to the teacher and the Summer Program office;
2. The student will work with the teacher and the Associate Head of Upper School to complete the make-up work and assessments in a timely manner
3. **Please Note: For any absence, the student is responsible for making up all missed course work.**

BEHAVIORAL POLICIES

Substance Abuse Policy

The Parker Summer Program takes a zero-tolerance stance on substance abuse. Students exhibiting behavior consistent with someone under the influence of drugs or alcohol at any Summer Program-related activity will be asked to submit to testing. Any student for whom it is confirmed that he/she is possessing drugs (including prescription) or alcohol while at the School's Summer Program or at any School-sponsored event for the purpose of using, furnishing or selling to others will be expelled from all Summer Program courses and activities immediately. For Parker students, this action will be communicated to the appropriate School officials (including the Office of College Counseling as appropriate) for additional possible action. For non-Parker students, the student's transgression will be communicated to the student's school principal, counselor, or advisor for follow-up.

Search

The Francis Parker School Summer Program reserves the right to examine and/or search all student possessions when, in the judgment of School or Summer Program officials there is reason to believe that the student may be in possession of alcohol, drugs, weapons, or other materials or items that may be disruptive to the campus climate or the well-being of students or teachers.

Harassment/Bullying Policy

It is essential to the well-being of all Summer Program participants that they are treated with respect for their rights, individuality, and personal dignity. Courteous, tolerant, and respectful behaviors and attitudes support the School's Summer Program goals for student growth. Therefore, it is the Summer Program's policy to prohibit harassment of any kind, including harassment based on gender, race, color, religion, national origin, age, disability, or sexual orientation. All forms of harassment in cyberspace are unacceptable and will be subject to disciplinary action. Cyberbullying includes, but is not limited to emails, texts, pictures, photographs, sexting, Facebook postings, and blogs.

Sexual harassment refers to behavior that is unwelcome, personally offensive or undermines or weakens morale. It does not refer to occasional compliments or other generally acceptable social behavior. Sexual harassment includes pressure for sexual activity, demands for sexual favors accompanied by implied or overt promises or favors, unwanted physical contact such as hugging, patting, pinching, or constant brushing against another's body, and offensive, unwarranted sex-oriented verbal jokes or abuse.

By definition, harassment at the Parker Summer Program includes any unwelcome verbal, physical, visual, or electronic conduct that has the purpose or effect of creating or contributing to an intimidating, hostile, or offensive environment, or that unreasonably interferes with the recipient's educational progress or personal security.

It is the right of any person who believes that his or her rights have been infringed upon to report such infringement in order that the offending action may be dealt with swiftly and appropriately.

Any student who is subject to or observes harassment should inform the person engaging in the offensive behavior that it is unwelcome and must cease. A student who seeks to complain of harassment should bring the complaint to the attention of the Director of the Summer Program.

Behavior constituting harassment is subject to major disciplinary action. Because false accusations of harassment can have damaging effects on others, such conduct is also subject to major disciplinary action.

Acceptable Use Policy—Computers/iPads

The Acceptable Use Policy (AUP) outlines the proper use of the Summer Program's technology systems and serves as a contract between student and parent/guardian and the Summer Program.

Parker's Summer Program computer systems, equipment, and all user accounts are the property of Francis Parker School. The computer system is intended for the exclusive use of its registered users for educational purposes. These users are responsible for their passwords and accounts. Summer Program administration reserves the right to monitor and access information on the system, including users' accounts and will remove information which is unlawful, obscene, pornographic, abusive, harassing, bullying or otherwise in violation of this policy. Inappropriate use of the technology system may result in loss of network privileges, account closure, disciplinary action, and/or referral to legal authorities.

The Summer Program is not responsible for the loss of data by those using the system. The Summer Program specifically denies any responsibility for the accuracy or quality of information obtained electronically.

User Account

It is expected that users of Francis Parker School's computer system will:

1. Communicate electronically with Parker Summer Program teachers and students using school gmail accounts as appropriate.
2. Keep accounts and passwords private.
3. Follow proper "netiquette," including that the user:
 1. Be polite, use appropriate language, and refrain from transmitting obscene material.
 2. Does not reveal personal information.
 3. Does not modify or destroy the data of another user.

4. Does not vandalize school computers, reconfigure the computer system, change computer preferences or settings, or maliciously use computer resources.

Parker Internal Network

It is expected that users of Francis Parker School's computer system will:

1. Obtain approval from a teacher or administrator before connecting a personal computer or another electronic device to the network (memory sticks are appropriate).
2. Refrain from using the School's computer system:
 1. To gain unauthorized access to computers, network equipment or firewall systems.
 2. For commercial purposes.
 3. To violate U.S. or state laws, transmit threatening material, spread computer viruses, participate in software piracy, gamble, violate copy laws, or participate in the sale or purchase of drugs or alcohol.
 4. To stream video (e.g., YouTube, Hulu) or music unless approved by a teacher for use within an educational context.
 5. To play computer games and simulations unless approved by a teacher.
 6. To download and/or install software applications.
 7. To cyberbully anyone: i.e., use information and communication technologies (e.g., email, cell phone, text or instant messaging, defamatory personal websites) in a hostile manner intended to harm another person.
 8. To send "chain letters," broadcast messages (email blasts) to lists or individuals, or subscribe to listservs or newsgroups without teacher permission.
 9. To intercept, read, delete, copy or alter another person's email.
 10. Keep attachments with an email to a reasonable size and format to accommodate the recipient's system.

Public Wireless Network

Access to a public wireless network may be available to students, parents, or other visitors on the Parker campuses. The use of this public wireless network obligates the user to abide by the same rules and procedures outlined in the Parker internal network and other principles of the AUP. Because this public wireless network is accessed using personal, rather than Parker computers or other network devices, there is no explicit or implied guarantee of connectivity, support, or liability for its use.

Summer Program Rights and Responsibilities

The Summer Program reserves the right to

1. Remotely monitor and/or control all computers at any time.
2. Monitor all activities on the Internet and block selected sites.
3. Access any information stored on the server.
4. Limit or deny access to technology to any individual.

All adults (faculty/staff/administration) have the authority to supervise and manage student use of technology. The Summer Program will always do its best to monitor student use of technology on campus but responsibility for using technology appropriately and according to the School's AUP remains with the student.

The Francis Parker School Summer Program assumes no responsibility for:

- Any financial obligations arising out of unauthorized use of the system.
- Any cost, liability, or damages caused by a user's violation of these guidelines.
- Any information or materials transferred through the network.
- The reliability of the data connection. The Parker Summer Program shall not be liable for any loss or corruption of data resulting while using the network.
- A student's illegal distribution (pirating) of software.

Enforcement of the Policy

The Parker Summer Program reserves the right to make the final determination regarding whether a student has violated this Policy, and the appropriate disciplinary action (such as loss of network privileges, account closure and/or referral to legal authorities). Student discipline may involve actions up to and including suspension and/or expulsion. Violations of the AUP, which are also violations of law, may be referred to the appropriate local, state, or federal law enforcement officials for prosecution. The School will cooperate fully with local, state, and federal officials in any related investigation.

CITIZENSHIP SCALE

Citizenship – Progressive Citizenship Scale: Teachers will use the following rubric to determine citizenship grades connected with coursework.

- Students must meet six or more of the bullet points in order to receive the mark for that level of the scale.
- **Note:** Students who receive an “S” or below as a final citizenship grade for a trimester will be ineligible to receive Honors or Honors with Distinction recognition for the year.

E = Exemplary

- always comes to class prepared and with necessary materials
- is always actively engaged in class and adds to class activities
- regularly provides positive leadership and volunteers to help others
- assignments are turned in on time
- is never disruptive in class and does not talk out inappropriately
- is always on task in class
- always responds positively to teacher direction
- works well independently and in groups

G = Good

- consistently comes to class prepared and with necessary materials
- is consistently attentive and often actively engaged in class activities
- occasionally provides positive leadership and help to others
- assignments are almost always on time
- is rarely disruptive in class and does not talk out inappropriately
- is almost always on task in class
- almost always responds positively to teacher direction
- generally works well independently and in groups

S = Satisfactory

- generally comes to class prepared and with necessary materials
- is generally attentive and participates in class activities
- helps others when/if asked
- assignments are usually completed on time (not always)
- is sometimes disruptive in class and occasionally talks out inappropriately
- is usually on task in class
- generally responds positively to teacher direction
- most of the time works well independently and in groups

N = Needs Improvement

- regularly comes to class unprepared and with without necessary materials
- needs constant reminders to pay attention and seldom participates in class activities
- occasionally distracts others
- assignments are often late
- is often disruptive and talks out inappropriately
- is often off task in class
- regularly fails to respond positively to teacher direction

- regularly fails to work well independently and in groups

U = Unsatisfactory

- often comes to class unprepared and without necessary materials
- frequently talks out and needs teacher intervention and rarely participates in class activities
- distracts others
- assignments are regularly late and are not completed with integrity
- is regularly disruptive and talks out inappropriately
- is regularly off task in class
- often fails to respond positively to teacher direction
- often fails to work well independently and in groups

DISCIPLINE

Discipline at the Francis Parker School Summer Program

Participation in the Francis Parker School Summer Program is a privilege; attendance is not a right.

The academic world demands the honor of its participants; it expects good citizenship. All students by their own right begin with honor. Accordingly, they should make every effort to preserve their honor. Breaches of academic honor and good citizenship are treated seriously. An important goal of the discipline system of the Francis Parker School Summer Program is self-discipline. A community of scholars should not be dependent on external discipline to function effectively. It is neither feasible nor desirable for the Summer Program staff to monitor student behavior constantly. Good judgment, commonly-accepted values, and a sense of personal conscience provide a moral compass when choosing between good and bad, right and wrong. Parker Summer Program students must endeavor to do the right thing, regardless of the circumstances, their personal demands, or peer pressure.

Discipline issues and associated policies are categorized as ACADEMIC or BEHAVIORAL.

MAJOR BEHAVIORAL OFFENSES

Parker Summer Program students are expected to conduct themselves in a manner consistent with the highest standards of Francis Parker School. There are certain offenses which, in all good conscience, merit a firm response. Students responsible for the following offenses may be suspended and subject to immediate expulsion:

- Any breach of the Substance Abuse Policy.
- Any breach of the Acceptable Use Policy.
- Any breach of the Harassment Policy.
- The use and/or possession of tobacco or any tobacco product(s) at School or at School-sponsored functions.
- Possession of weapons, including simulations; e.g. airguns, paintball guns, water guns, slingshots, lighters, matches, explosives, fireworks, etc.
- Creating projectiles of any kind, which could endanger others (water balloons, balls, etc.).
- Stealing or intentional vandalism.
- Misrepresentation, lying, or forging an official document or signature.
- Destruction or defacing of School or personal property.
- Verbal or physical abuse of faculty, staff, students, or others on or off-campus.
- Rudeness in class, gym, library, outside dining area, assemblies, etc.
- Threats of violence of any nature, implied or in jest, directed at any person(s) or place.
- Failure to resolve disciplinary consequences in a timely manner.
- Repeated minor offenses.

Penalties for Major Behavioral Offenses

One or more of the following may result, depending upon the circumstances:

First offense

- Prompt meeting with the Director of the Summer Program.
- Notification to parents with a copy placed in the student's disciplinary file (if a Parker student).

- Possible suspension, and/or expulsion from the School's Summer Program, depending on the severity of the misbehavior.

Second offense

- Suspension from the Summer Program (the number of days to be at the discretion of the Summer Program office, or expulsion from the Summer Program), depending on the severity of the misbehavior.
- The offense will be reported to the Office of College Counseling for appropriate action with colleges/universities.

Third offense

- Conference with the School's Director of the Summer Program, parents, and students to implement immediate expulsion.
- Offense will be reported to the Office of College Counseling for appropriate action with colleges/universities.

MINOR BEHAVIORAL OFFENSES

There are offenses which, while not in and of themselves serious enough to warrant dismissal, are not appropriate with respect to the Summer Program. An accumulation of such offenses, however, may lead to suspension or expulsion, including:

- Excessive tardies
- Disruption of class
- Use of obscene language or gestures
- Failure to follow library or Parker Cafe rules
- Unauthorized use of iPad, laptop, smart or cell phones during class
- Inappropriate public display of affection