

# GRANADA HILLS CHARTER HIGH SCHOOL

June 2019

Dear Parents/Guardians,

Your son or daughter is enrolled in a Summer Program at Granada Hills Charter High School. Please review the attendance and policy requirements for the Summer Programs as detailed below.

## Summer School General Information:

All students will be expected to completely adhere to the Summer School Procedures (attached) in order to have a successful Summer School experience. Additionally, all school policies as described in the Parent-Student Handbook ([www.ghchs.com/handbook](http://www.ghchs.com/handbook)) and Instructional Resource/Textbook Policy and Contract ([www.ghchs.com/parents](http://www.ghchs.com/parents)) are consistently observed throughout the school year including summer. Many classes will use textbooks and other resources (calculators, etc) for instruction. A \$20 fee per resource will be charged for every Summer School instructional resource not returned by **July 19** by 3:30 p.m.

## Traditional Summer School:

- Students enrolled in Traditional Summer School **MUST** attend the first day of the session, **June 10**. Students who do not attend the first day of Summer School will be dropped.
- Students enrolled in Traditional Summer School **MUST** attend class every day as assigned. Students who *exceed* the listed hours of absences will receive a **FAIL** in that class. Students will **NOT** be excused for extended absences, school activities, or vacations.

<b>Four-Hour, Six Week Class</b> TWELVE (12) hours of absences	<b>Two-Hour, Six Week Class</b> SIX (6) hours of absences	<b>Two-Hour, Four Week Class</b> FOUR (4) hours of absences
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- Students enrolled in Traditional Summer School, who accrue more than the above allowed total absences, will be dropped from the class with a FAIL.
- Although there are no excused absences, students enrolled in Traditional Summer School returning from an absence must bring a note signed by the parent the following day to the Attendance Office.
- A tardy **in excess of the first 5 minutes of class** will be **marked absent** for the first hour but present for the following hour. Due to the condensed summer instructional program, students must be present for the entire class period.
- One tardy equals one hour of detention.
- All grades, including drop fails, will become a part of the student's permanent record. If your student wants to drop a class, he/she must do so no later than **June 14**. All drops after June 14 will be recorded as a drop/fail. To drop a class before June 14, students must bring a note from you with a current phone number so that we can verify the note.
- Students will **NOT** be excused for extended absences or vacations during the Summer Program. There are **NO** exceptions.

**Students enrolled in Traditional Summer School, who do not attend on July 19 will receive a ZERO on the final exam.** Only students with **verifiable emergencies (trips and vacations are not emergencies)** may be absent from the final exam. Students who are absent for the final exam may take an incomplete in the class **ONLY with the approval of an Administrator**. Students have until the fifth week of the Fall semester to take the final exam. Failure to arrange to take the missed final exam and complete the exam will result in a grade of fail.

*An Independent Public School*

There will **no** early leaves granted on the last day of Summer School.

**Non-Traditional (Web-based) Summer School:**

- Students enrolled in Web-based Summer School MUST attend class every day as assigned. Students who do not attend the first day will be dropped. READ YOUR SCHEDULE CAREFULLY.
- Students who exceed the listed hours of absences will receive a FAIL in that class. Students will NOT be excused for extended absences, school activities, or vacations

<b>Six Week Session</b> SIX (6) hours of absences	<b>Four Week Session</b> FOUR (4) hours of absences
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- All tests and exams must be taken in the supervised classroom.
- **Students are limited to enrollment in one web-based class at a time to completion.**
- All grades will be recorded on the permanent record including drop/fails and all work must complete on or before the last day of class. Failure to complete work within the assigned session will result in a grade of FAIL.
- Student must meet with a counselor to enroll in a second web-based class.
- Students will NOT be excused for extended absences or vacations during the Summer Program. There are NO exceptions.

Students must carry their GHCHS ID while on campus at all times. **Students without an ID will be issued one hour of detention.** Replacement ID cards cost \$5 for the first replacement card and \$10 for each additional card.

Please review and discuss the procedures on the attached sheet as well as school policies as detailed in the Parent-Student Handbook and Instructional Resource/Textbook Policy and Contract. The cooperation of everyone will ensure a safe and productive Summer School.

STUDENTS ARE REQUIRED TO RETURN THIS SIGNED SHEET NO LATER THAN **THURSDAY, JUNE 13.** FAILURE TO DO SO MAY JEOPARDIZE ENROLLMENT.

By signing and returning this sheet, you acknowledge that you have reviewed and understand the Summer School Policies and Procedures.

**PRINT Student name** \_\_\_\_\_ **Student ID #** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_