

GRANADA HILLS CHARTER HIGH SCHOOL

2019 Traditional and Non-Traditional (Web-based) Summer School Policies and Procedures PLEASE READ CAREFULLY!!

Please note that ALL policies as described in the Parent-Student Handbook (www.ghchs.com/handbook) are consistently observed throughout the school year including summer. Schools and Districts are NOT required to offer regular Summer School Programs, thus attending Summer School is an opportunity and privilege.

Failure to adhere to the below policies will result in termination of Summer School enrollment and a final grade of a fail in classes.

DATES – Traditional Program

Six-Week Classes – Holiday / No school July 4 & 5

The first day of Summer School is **June 10** and the last day is **July 19**.

DATES – Non-Traditional (Web-based) Program

Six-Week and Four-Week Classes Holiday – No school July 4 & 5

The first day of Summer School is for the web program is:

- **June 10 for Session A – six week web program** and the last day is **July 19** for this session.
- **June 10 for Session B – four week web program** and the last day is **July 3** for this session.

HOURS ALL Programs

Block One (Period 1 and 2) 8:00 a.m. to 10:00 a.m.

Block Two (Period 3 and 4) 10:20 a.m. to 12:20 p.m.

Block Three (Period 5 and 6) 1:00 p.m. to 3:00 p.m.

ATTENDANCE/TARDIES-Summer School

- **Double block (AB) class** – Students who are absent more than **TWELVE hours or 720 minutes** from a class will receive a grade of Fail and be dropped from the class. **Students enrolled in a four-hour (AB) class must attend both blocks** for the required number of weeks to earn credit.
- **Six-week single block (A or B) class** – Students who are absent more than **6 hours or 360 minutes** from a class will receive a grade of Fail and be dropped from the class.
- **Four-week single block class** – Students who are absent more than **4 hours or 240 minutes** from a class will receive a grade of Fail and be dropped from the class.
- A tardy *in excess* of the **first 5 minutes of a class** will be marked **absent** for the first hour but present for the following hour.
- One tardy equals one hour of detention.
- Students will **NOT be excused for extended absences or vacations** during Summer School. There are NO exceptions.

GRADES/CREDITS

- All grades are permanent and become part of the permanent transcript record.
- The last day to drop a class with a No Mark is **June 14**. Drops after June 14 will result in a grade of FAIL.

FINAL EXAMS – Traditional Program

- Students must be present and must take the final exam on **July 19**.
- Students 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 pre-approval of an Administrator. Students have until the 5th week of the Fall Semester to take the final exam. Failure to make arrangements to take the missed final exam and complete the exam will result in a grade of fail.

FINAL EXAMS – Non-Traditional Program (Web-based)

- Students must be present and take **the unit exams and final exam on site and by the end date of the web session to receive credit**.
- Only students with **verifiable emergencies (trips and vacations are not emergencies)** may take an incomplete in a web class and **ONLY** with pre-approval of an Administrator.

PROCEDURES WHEN ABSENT

- Upon returning from the absence(s), students are required to provide written verification of the absence(s). The absence note must contain the reason for absence, number of days, phone number, and parent/guardian signature. A permit to re-enter class will be issued. The Attendance Office opens at 7:30 a.m. Report early enough to obtain the permit before the tardy bell rings. Waiting in the Attendance Office is not an excuse for tardiness to class.
- The re-admit slip students receive when returning from an absence is to be carried to each class and signed by the teacher(s). It is the student's responsibility to get the re-admit and circulate it to the teachers.

PERMITS TO LEAVE SCHOOL

- The Attendance Office will process all emergency releases to leave school for personal or health reasons.
- A note to leave the campus early for personal business or appointments must be submitted to the Attendance Office as soon as you arrive at school. The note must contain the student's name, reason for leaving, the time the student needs to leave, the parent/guardian signature, and the parent/guardian phone number.
- **Students may not leave campus without parent/guardian permission.**
- Releases to home or authorization to leave school for appointments or personal business will be counted towards the total allowed absences.
- **PLEASE MAKE ALL APPOINTMENTS AFTER SCHOOL.**

TEXTBOOKS

- Students are to cover textbooks at all times.
- Students are to write their name, teacher, and date issued inside the cover in the space provided.
- A \$20 fee per resource will be charged for every Summer School instructional resource not returned by July 19 by 3:00 p.m.
- Students are expected to adhere to the Instructional Resource/Textbook Policy and Contract (www.ghchs.com/parents).

CHECK-OUTS

- A written request from the parent/guardian is required to check out of Summer School. Students should take the request to the Attendance Office. Books and other supplies must be returned the day of checkout.
- Unpaid Summer School debts will delay the student's report card and transfer of records per State Ed code.

ELECTRONIC DEVICES

- All student-owned electronic devices such as but not limited to cell phones, iPods, recorders, and/or cameras, may not be used or displayed during school hours.
- The device and/or batteries will be confiscated until the end of the term if students use the device during school. The school is **NOT** responsible for the loss or theft of any electronic device.

ID CARDS

- Students **MUST** carry their school issued student ID cards with them at all times and present card upon request of school staff.
- Replacement ID cards cost \$5 for the first card and \$10 for each additional card.
- **Students without an ID will be issued one hour of detention.**

VISITORS

- **Visitors are not allowed at Summer School.** Please plan to meet your friends away from the school grounds after school hours. **Unauthorized visitors may be arrested for trespassing**