Fremont High School
Summer Term 2019

Faculty Handbook
June 19 – July 24, 2019
Summer Term Staff

Frank Davies, Principal

Support Personnel

Clerical

Mirna Pacheco, School Administrative Assistant

Custodial

Andres Martinez, Plant Manager

School Supervision

Ruby Henry, Campus Aide
Andre Smith, School Supervision Aide
Sergio Rivera, School Supervision Aide
Oscar Carranza, School Supervision Aide

Academic Counselor

Virginia Enriquez
Jim Chootipanya

Lead Teacher

Sandra Anguiano

Teacher

Cynthia Saucedo, English Language Arts
Kareema Nasouf, English Language Arts
Joseph Thomas, English Language Arts
Paulette Hill, English Language Arts
Griselda Rodriguez, English Language Arts
Cynthia Golden, English Language Arts
Heather Goehring, English Language Arts
Elias Ugbogu, Mathematics
Jose Bautista, Mathematics
Patience Nnolim, Mathematics
Donald Montiel, Mathematics
Reynaldo Aquino, Mathematics
Trang Hoang, Mathematics
Esteban Beltran, Physical Education
Victor Maduabuchi, Science
Ruby Rojas, Science
Jose Alvarenga, Science
Ferdinand Dumlao, Social Studies
Tuan Pham, Social Studies
## GENERAL INFORMATION FOR STUDENTS

### Calendar

<table>
<thead>
<tr>
<th>Day/Date</th>
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<tbody>
<tr>
<td>Wednesday, June 19</td>
<td>8:30 a.m. – 2:00 p.m.</td>
<td>First Day of Summer Term</td>
</tr>
<tr>
<td>Thursday, July 4 &amp;</td>
<td>No School</td>
<td>Observance of Independence Day Holiday</td>
</tr>
<tr>
<td>Friday, July 5</td>
<td>All Day</td>
<td>Distribution of Midterm Summer Term Report Cards to Students</td>
</tr>
<tr>
<td>Monday, July 8</td>
<td>All Day</td>
<td>Issue Failure Notices or In Danger of Failing Notices to Students</td>
</tr>
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<td>Monday, July 15</td>
<td>All Day</td>
<td>Final Exams</td>
</tr>
<tr>
<td>July 22 – 24</td>
<td>All Day</td>
<td>Window Open for Submitting Final Grades</td>
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<td>Complete Online BTB End-of-Program Survey</td>
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<td>Final Marks Reporting Window Closes &amp; Teacher Verification of Marks Due</td>
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<tr>
<td>Wednesday, July 24</td>
<td>1:45 p.m.</td>
<td>Distribution of Summer Term Final Report Cards to Students</td>
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### Bell Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
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<tbody>
<tr>
<td>8:30 – 11:00 a.m.</td>
<td>Period 1</td>
</tr>
<tr>
<td>11:00 – 11:30 a.m.</td>
<td>Brunch</td>
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STUDENT INFORMATION AND REGULATIONS

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ATTENDANCE
- Regular attendance on a daily basis in summer school is crucial.
- Students may not miss classes for any reason (including vacations).
- Students with excessive absences and/or tardies will risk a fail grade that will be added to their transcript from summer school.
- Last day to withdraw from class without receiving a “fail” mark is Friday, June 21, 2019.

CAMPUS REGULATIONS
In order to maintain a positive learning environment on campus and in the classroom, the following regulations should be followed regarding students’ rights and responsibilities. A student who fails to observe these regulations may be dismissed from summer school.

- Students enrolled in summer school are not permitted to leave campus during the day.
- Students who have a Period 1 class only will be permitted to leave campus at the beginning of brunch. They will carry a Period 1 class schedule.
- Students who have a Period 2 class only will be permitted to enter campus at the beginning of brunch.
- Students must carry student I.D. at all times.
- Students who are truant are subject to dismissal from summer school.
- Students engaged in physical altercations or misconduct are subject to dismissal from summer school.

BRUNCH
- Brunch will be served in the cafeteria from 11:00 a.m. to 11:30 a.m.

PERSONAL APPEARANCE / DRESS CODE / ELECTRONIC POLICY
- Students are to observe appropriate dress codes.
- All cell phones, iPads, and electronics devices are to be turned off and are not allowed during instructional time.

VISITORS
Visitors must sign in at the front door. No visits during instructional time.

HALL PASSES
Students are not permitted out of class during the instructional time without the proper hall pass. Teachers may issue a pass for a student to use the facility. If a student needs to visit an office, he/she will be summoned. Students may not be issued hall passes during the first and last 10 minutes of a period.

LOCKERS
Student lockers will not be available during summer school.

FINAL REPORT CARDS
Copies of the final report card will be mailed to the student’s home.

I ________________________, have read and understand the rules and regulations regarding John C. Fremont High Summer School Summer 2019, and will meet all expectations. I understand that John C. Fremont High Summer School is a privilege and I will not violate that opportunity to earn credits toward graduation.

Student Signature _____________ Date _____________
Parent Signature ______________ Date _____________

PLEASE RETURN TO YOUR TEACHER by Friday, June 22, 2019
### GENERAL INFORMATION FOR STAFF

#### Calendar

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<tr>
<td>Monday, June 17</td>
<td>11:59 p.m.</td>
<td>MyPLN Summer Term PD Due</td>
</tr>
<tr>
<td>Tuesday, June 18</td>
<td>8:00 a.m. – 1:00 p.m.</td>
<td>Pupil Free Day</td>
</tr>
<tr>
<td>Wednesday, June 19</td>
<td>8:30 a.m. – 2:00 p.m.</td>
<td>First Day of Summer Term</td>
</tr>
<tr>
<td>Friday, June 21</td>
<td>2:00 p.m.</td>
<td>Sign &amp; Submit Attendance Rosters for Norm Day Report</td>
</tr>
<tr>
<td>Monday, June 24</td>
<td>All Day</td>
<td>Norm Day</td>
</tr>
<tr>
<td>Monday, July 1 – Wednesday</td>
<td>All Day</td>
<td>Window Open for Submitting Midterm Grades</td>
</tr>
<tr>
<td>July 3</td>
<td>8:00 a.m.</td>
<td>Midterm Marks Reporting Window Closes &amp; Teacher Verification of Marks Due</td>
</tr>
<tr>
<td>Thursday, July 4 &amp; Friday, July 5</td>
<td>No School</td>
<td>Observance of Independence Day Holiday</td>
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<tr>
<td>8:24 a.m.</td>
<td>Teacher Sign In</td>
</tr>
<tr>
<td>8:30 – 11:00 a.m.</td>
<td>Period 1</td>
</tr>
<tr>
<td>11:00 – 11:30 a.m.</td>
<td>Brunch</td>
</tr>
<tr>
<td>11:30 – 2:00 p.m.</td>
<td>Period 2</td>
</tr>
<tr>
<td>2:06 p.m.</td>
<td>Teacher Sign Out</td>
</tr>
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**SIGN-IN AND SIGN-OUT:** Teachers must sign-in at the start of the day and sign-out at the end of the day on the counter in the Main Office. Keys may be kept by teachers during the summer session and must be returned to the Main Office at the end of summer school.

**TEACHERS’ MAILBOXES:** Available during summer school in the main office.

**CHILD ABUSE TRAINING:** Teachers are certified for summer session if they possess certification for the 2018-19 academic year.

**TEACHERS WHO WILL BE ABSENT:** Notify the Main Office at (323) 565-1224 the day before, if possible. Teachers who are unable to reach the main office must contact the LAUSD sub finder. Pay is allowed under the same limitations that apply during the regular school year.

**LESSON PLANS:** Prepare emergency lesson plans in case of your absence. Planned absences must include lesson plans and a seating chart.

**PROFESSIONAL DEVELOPMENT:** Summer school teachers will participate in one hour of professional development/common planning time on Tuesdays from 7:25 – 8:25 a.m. in the library or pre-approved locations. Teachers will be paid their hourly rate.

**SCHOOL ATTENDANCE POLICY:** Student attendance has an impact on academic progress. Therefore, significant absences as well as habitual and prolonged tardies may result in an absence of learning and a corresponding diminution in the grade assigned.

**ROLLBOOKS:** All attendance and grades are submitted in MiSiS. Roll books will consist of a print-out of all grades from MiSiS, which will include assignments, the submission of two grades per week, mid-terms and final marks posted.

**SUMMER SCHOOL MARKING PRACTICES** are consistent with the regular school program.

- **Weekly Marks** are consistent with the established policy in regular school. A minimum of **ONE LETTER MARK IN SUBJECT ACHIEVEMENT FOR EACH FIVE HOURS OF INSTRUCTION IS TO BE RECORDED FOR EACH STUDENT** (meaning 2 grades per week).

- **Mid-Term Progress Reports** will be distributed to students on Monday, July 8. This report will consist of a letter mark for the class in which the student is enrolled.

- **Failure Notice or In Danger of Failing Notice** sent to parents/guardians on Monday, July 15 of students who:
  1. Received a passing mark on the mid-term progress report but are now at risk of receiving a mark of “Fail” on the final summer report card.
  2. Did not return after the mid-term progress report was issued and will therefore receive a mark of “Fail” on the final summer report card.

**Summer School Report Card:** Copies of the summer school report cards will be mailed to the students’ homes. Grades will be entered on the computer for electronic transfer of credits. **The mark of “Incomplete” may not be issued during summer school. Students should be informed that summer school courses must be dropped by Friday, June 21 if they wish to drop the course**
without receiving a “Fail.” Report cards will be prepared for all students enrolled in the class if they have not dropped officially.

**SERIOUS DISCIPLINARY PROBLEMS**: Complete a written referral and call the main office for a security escort. Referral forms will be provided to teachers.

**ROOM ASSIGNMENTS**: Each teacher will have his/her own room and will be responsible for maintaining order and care of equipment. No room changes may be made without authorization of the principal.

**TECHNOLOGY**: All classrooms have a computer, audio, and visual.

**EMERGENCY DRILLS**: The Fire/Earthquake Evacuation Drill will be conducted on Friday, June 21 at 10:40 a.m. Please print and bring the MiSiS 5-Column Roster. Follow the School Safety Plan. Evacuate to the P.E. area near the pool and supervise students. Students will be dismissed to nutrition after the drill.

**USE OF COPY MACHINE**: The copy machine is located in the *Teacher Resource Room*.

**ATTENDANCE RECORDS AND FIRST AID** administered by the Summer School Office.

**NORM DAY** is Monday, June 24.
TEACHER RESPONSIBILITIES

The teacher is responsible for creating, maintaining and fostering a classroom environment and climate that encourages instruction excellence and achievement. To establish and maintain such an environment, the teacher should:

1. Provide students and parents with a syllabus which describes the goals and subject content of their class. Refer to the course outlines.
2. Provide instruction at appropriate skill levels by diagnosing students’ abilities in every subject area.
3. Refer to the focus elements in the Educator Growth and Development Cycle when planning instruction.
   
   3b2. Discussion Techniques and Student Participation
   3c1. Standards-Based Projects, Activities and Assignments
   3d3. Feedback to Students

4. Prepare instructional plans for the summer session. Follow instructional guides provided by the District. Evidence of lesson planning shall be readily available in each classroom.
5. Each teacher is to prepare a Sub Folder and include a copy of lesson plans. **ALL Sub Folders** are due by **Friday, June 21, 2019** to the principal.
6. Display evidence of student work in the classroom.
7. Make available to students and parents information that will help in understanding the **Mastery Learning and Grading** standards used for assigning marks.
8. Provide recognition for individual student progress and exceptional achievements.
9. Provide notification to parents when a student shows signs of significant decline in effort or achievement and encourage follow-up and involvement of parents. Phones are available for teachers to use to notify parents of behavior or attendance problems in the Summer School Office.
10. The principal will visit classes daily. The following focus elements should be implemented in daily instruction:
   
   2a3. Academic Climate
   2c1. Management of Routines, Procedures, and Transitions
   2d2. Monitoring and Responding to Student Behavior
   3a1. Communicating the Purpose of the Lesson
   3a4. Use of Academic Language
   3b2. Discussion Techniques and Student Participation
   3c1. Standards-Based Projects, Activities and Assignments
   3d3. Feedback to Students

10. The lead teacher will visit classrooms daily. The lead teacher will use the 2019 Summer Term 4X3 Visitation and Observation Form (Attachment L).
ATTENDANCE AND ACCOUNTING PROCEDURES

ENROLLMENT/ATTENDANCE PROCEDURES FOR WEDNESDAY, JUNE 19, 2019

A. Take MiSiS attendance for all students present in Period 1 and 2.
B. Take attendance on a MiSiS 5-Column Roster.
C. If a student has a class schedule indicating that he/she is in your class but is not on the MiSiS roster, send him/her to Mr. Chootipanya’s, Counselor Office.

CHECK-OUT PROCEDURES

A. The Attendance Office will notify teachers when students are to be officially checked out of class. Students are not checked out automatically.
B. Students checking out of class on or before Friday, June 25, 2019 must receive a “NM” (No Mark). Students should be informed that summer school courses must be dropped by June 25, 2019, if they wish to drop the course without receiving a “Fail.”
C. Students checking out after Friday, June 25, 2019 must be issued a report card with a “Fail” at the end of summer school.
**EMERGENCY DRILLS**
Each summer school is mandated by the District to conduct emergency drills.

**SCHEDULE**
John C. Fremont High Summer School will conduct the Fire/Earthquake/Evacuation Drill on Friday, June 26, 2019 at 10:50 a.m. The following is a proposed plan for evacuation of all buildings in case of a major earthquake or fire. This plan calls for evacuation to the assembly area on the P.E. blacktop near the pool.

**THE PLAN**
1. Teachers are to lead students to the designated area in case of an earthquake/fire.
2. Follow the assigned evacuation route to reach the assembly area.

**DRILL SIGNAL**
An announcement via intercom will state that the drill has begun. Successive short intermittent signals will ring to signal evacuation.

**PROCEDURES**
1. Command your students to "Drop, Cover, Hold" when the intercom announcement is made.
2. Lead your class using the evacuation to the designated area on the P.E. blacktop near the pool. (Evacuation routes will be provided prior to the drill).
3. Take your rollbook (printout of classes from MiSiS) or class roster with you.
4. Escort your students to the evacuation area. Check to see that everyone has left the room.
5. Assemble in your designated location (signs will not be posted).
6. Call roll, marking who is present.
7. All students and staff will be dismissed by the bell. Please do not dismiss students before the bell rings.

**REMARKS**
If a real earthquake/fire drill should occur while students are not in class, such as during before or after school or during brunch, students are to evacuate to the football field.

**CONDUCTING A DRILL**
1. **Responsibility:** In the event of an earthquake, there will be no time for a school-wide warning signal. The responsibility for initiating “drop” procedures lies entirely with the individual teacher.
2. **Timing:** Sudden shock and/or rumbling are first evidence of an earthquake. What is to be done must be done immediately: Call the word “Drop” to indicate the beginning of the drill for your class.
3. **If inside the school building,** students are to:
   a. Drop to their knees with back to the windows.
   b. Get under equipment (desks, tables, etc.) where available.
   c. Fold arms on the floor close to the knees (knees together).
   e. Stay there until further instructions are given.
f. Follow the next instructions without question immediately. Instructions may come from any adult and its nature will depend upon circumstances and the extent of damage to the building.

4. If outside the school building, in case of earthquake, get clear of all buildings.

**LOCKDOWN DRILL**

We will hold a lockdown drill at a separate time and date during the summer session. In the event of a lockdown, the term “lockdown” will be used via the intercom. During a lockdown, all students are to remain in the classrooms or designated locations.

1. Teachers and students remain in the classroom or secured area with all doors and windows locked until further instructions are given by the principal or law enforcement.
MID-TERM PROGRESS REPORTS
DUE: TUESDAY, JULY, 3, 2019
Midterm Summer Term reports cards will be in teachers’ mailboxes on Monday, July 8, 2019. Please follow the guidelines listed below:
1. Teachers are to complete a midterm progress report for each student actively enrolled on July 3, 2019.
2. The original copies of the completed midterm report cards are to be given to students on Monday, July 8, 2019. Instruct students to have them signed by a parent/guardian and returned by Tuesday, July 9, 2019. Signed copies are to be retained with your rollbook and will be turned in with the roll book on July 25, 2019.
3. Teachers are encouraged to include comments when appropriate.

REPORT CARD TIMELINE
Final Grades must be submitted in MiSiS on or before Wednesday, July 24, 2019 at 1:00 p.m. Print and sign MiSiS Teacher Verification of Marks report.

TEACHER VERIFICATION OF MARKS REPORT DUE: Wednesday, July 24, 2019.

TEXTBOOK PROCEDURES
Textbooks will be distributed to students as needed during the first week of summer school. A schedule will be developed by the Textbook Room for textbook distribution.

HOMEWORK GENERAL GUIDELINES
1. Homework is an important resource for teachers in helping students to learn.
2. Homework may be scheduled, when appropriate, over an extended period of time, which may include weekends.
3. Homework assignments should be reasonable in length, content, and required resources.
4. Homework should be assigned to reinforce, extend, or enrich areas which have been taught.
5. Homework assignments should be related to grade level and subject objectives.
6. Homework assignments and due dates should be thoroughly explained by the teacher and understood by the student.
7. Homework, once appropriately assigned by the teacher, becomes the responsibility of the student, (who should know the content, process, and the due date). And should be completed and returned as is required.
8. Completed homework assignments should be acknowledged by teachers, recorded in the roll book, and reviewed with students.

2019 SUMMER SESSION COURSE DESCRIPTION
The purpose of the course description is to ensure that students and parents know what course-work is being taught, what homework is required, and how a student earns the subject grade of A, B, C, D, or Fail, as well as work habits and cooperation grades E, S, or U. Refer to the Instructional Guides, see attachment B, page 29 for instructions on how to download them from the Office of Curriculum, Instruction and School Support.
Course description information may be transmitted to students by dictating information, writing on the board for students to copy, or by distributing copies of the course description to be shared by students with parents.

Please include the following information on your course description:
1. Complete subject title and period.
2. Complete course description as specified in the CURRICULUM GUIDES (from previous course descriptions and the District)
3. Describe the type of homework given and how often it is expected.
4. Explain how subject grade is determined by indicating what value you give for tests, term papers, homework, and class participation. Describe what activities and assignments are required to earn a grade of A, B, C, D, or Fail.

Within the District guidelines listed in the roll book, indicate criteria for E, S, or U in work habits and cooperation. This should include such items as completion of assignments and classroom participation for work habits; and classroom department and return of school documents for cooperation.

Submit one copy of your course description and lesson plans for the subject taught this summer session to the principal by Wednesday, June 19, 2019.

**HALL PASS PROCEDURE**

Please follow the hall pass procedures as follows: fill in the date, student name, destination and time left in the appropriate spaces on the hall pass. Please issue a hall pass for emergencies only. Students should not be out of class during instruction. Students may not be issued hall passes during the first and last 10 minutes of instruction.

- When you refer a student for discipline or health reasons, refer them to the Attendance Office using the proper referral form.
TEACHER CLEARANCE SHEET

DUE: Wednesday, July 24, 2019

Teacher’s Name ________________________________ Room Number __________

Please turn in COMPLETED form to the Summer School Office BEFORE sign out on Wednesday, July 24, 2019.

Please turn in all items listed below and complete and obtain ALL signatures.

1. TEXTBOOKS
   Textbook Room
   _____ Books turned in

2. ROLL BOOK
   Principal
   _____ Mid-term marks recorded
   _____ Print out of student progress (from MiSiS gradebook)
   _____ Final marks recorded
   _____ Certification signature

3. KEYS RETURNED
   SAA

4. 5. FINAL CLEARANCE
   SAA Form will not be signed until ALL previous signatures are obtained.
Referral Form
John C. Fremont High Summer School

Student Name: ___________________________ Date: ______________

Birthdate: ____________ Grade: _______ Reason: Health or Discipline
    Circle one

Date of Incident: ____________ Time of Incident: ____________

Description of Incident:

Teacher: ___________________________

Action Taken

Counselor: _________________________