



Admission and Code of Conduct Letter – SUMMER 2017

Dear Students and Parents/Guardians:

Listed below you will find a condensed version of the academic requirements and policies which guide our summer program. Although it is the student’s responsibility to comply with these regulations, we solicit the parents’/guardians’ cooperation in providing a positive summer experience. Please tear off and return the slip below, keeping the upper portion as a reference. To contact the summer school office email help@pvps.com or **beginning Thursday, June 15** call 310-378-8471 x202. The location this year is Palos Verdes High School.

Attendance-All absences and tardies are treated the same

- Four (4) tardies will equal one (1) absence and eight (8) tardies will equal two (2) absences. Tardies are not excused.
- Students are allowed the **equivalent of two (2) absences in a yearlong summer school class**. Students in a **semester class are allowed the equivalent of one absence**, for example (1) students in semester classes such as Government are allowed 1 day of absence or 4 tardies or a combination to equal 1 absence; (2) students in yearlong classes such as World History or US History are allowed the equivalent of 2 absences for the 6-week summer class.
- There are **no excused or unexcused absences**. All absences are treated the same without exceptions. See truancy policy below
- Students absent for half of the school day will receive ½ day absence.
- Late arrival to class in **excess of 15 minutes** at the start of school or after the break will result in a ½ day absence for that time period. Students arriving more than 15 minutes late at both the start of school and after the break receive a full day’s absence.
- **Students are dropped from class** with any additional occurrence of absence or tardiness after the maximum number of absences/tardies or any combination of such has been reached. Students may be dropped from the class with an “F/U”.
- Students are **not** required to stay on campus, but are encouraged stay on campus during the break.
- Students **leaving class at any time without teacher permission** receive a **truancy**, the equivalent of a full day of absence.
- There are **no make-ups for absences**.
- Students are required to attend the last day of **each semester**. Students will receive a “0” for all worked missed on the last day.

Audits/Drop (Refer to all important dates on the PVPSS.COM website)

- Forms to request an audit or to drop a class are located in the Summer School Office on campus. They each require teacher and parent/guardian signature as well as the approval of the summer school principal/assistant principal.
- Students on audit must continue meeting the class requirements, but do so without a grade assigned. An “Au” will appear on the transcript. Failure to comply with the audit requirement will result in “F” for the semester.
- Students are advised to wait until shortly before the deadline before submitting an audit or drop request.
- **June 28** is the last day to submit a completed petition to audit or to drop a class for all semester 1 classes, **July 20** for semester 2.
- If a student audits the first semester and intends to audit the second semester of a yearlong class **the request to audit must be re-submitted for second semester**.
- Classes dropped after a deadline will show “F” on the report card. A class dropped before a deadline does not appear on the transcript.

Make-ups

- Missed course work must be made up within one day, if one day of school is missed and in the case of a yearlong class within 2 days if 2 consecutive days are missed.
- **Make-up arrangements are the students’ responsibility** and students must address the teacher directly.
- There are **no make-ups for final exams or work missed on the last day of the semester**. Matters of extenuating circumstance will be considered by the summer school principal no later than the last day of the semester. Early vacation or team competitions are not extenuating circumstances.

Dismissals

Palos Verdes Peninsula Summer Schools maintains a zero tolerance policy in regard to 1) the use and/or possession of tobacco, alcohol, drugs, or weapons; 2) instances of violence or harassment; and 3) inappropriate use of electronic information. Dismissals from summer school occur when students violate attendance and/or disciplinary codes. PVPSS reserves the right to dismiss from summer school any student whose conduct does not adhere to the goals and standards listed here or in the brochure online under High School: Summer High School Student Policies.

TO BE ADMITTED TO CLASS STUDENT MUST HAVE THE SIGNED TEAR-OFF SLIP BELOW AND STUDENT ID CARD

Print Student’s Name _____ Date _____

I have read the information above which explains in part the Palos Verdes Peninsula Summer Schools High School student policies and procedures. I have read the full version found online at pvps.com that models the PVPUSD Students’ Code of Conduct. I am also aware that all students are expected to be in school on the last day of each semester enrolled. The information on this sheet will take precedent over any information previously received.

 Parent/Guardian’s Signature

 Student’s Signature

Class _____ Room _____ Teacher _____