

PALOS VERDES PENINSULA SUMMER SCHOOLS FACULTY HANDBOOK

SUMMER SESSION 2018

Important Dates to Remember

March 27	Registration for PVPUSD Seniors (Grade 12 in Fall 2018)
March 28	Registration for PVPUSD Juniors (Grade 11 in Fall 2018)
March 29	Registration for PVPUSD Sophomores (Grade 10 in Fall 2018)
April 16	Registration for PVPUSD Freshman (Grade 9 in Fall 2018)
April 18	Open Registration for All students, including Out-of-District
June 9	Online registration closes at 3 p.m.
June 14-15	Walk-in registration – Palos Verdes Peninsula High Attendance Office – 9:00 am – 12 noon
June 18	Classes Begin (First semester: 6/18 – 6/21 M-Th, 6/25 – 6/28, M/T 7/2-3 & Th/F 7/5-6)
June 19	Last day to add/drop a first semester class – 7:30 am
June 20	Last day to add/drop a yearlong class – 7:30 am
June 26	End of the first quarter - Progress Reports Due (all students)
June 27	Last day to withdraw/audit the first semester – 7:30 am Faculty Meeting EARLY DISMISSAL – 12:30 pm
July 6	Last day of Semester 1
July 9	First day of Semester 2 classes (Monday – Thursday, 7/9 – 7/26)
July 10	Last day to add/drop a second semester class – 7:30 am
July 17	End of the third quarter - Progress Reports Due (all students)
July 18	Last day to withdraw/audit a second semester class – 7:30 am Faculty Meeting EARLY DISMISSAL – 12:30 pm
July 26	Last day of classes – 10:30 am dismissal
Sept 1	Deadline to challenge a recorded grade

ALL STUDENTS ARE REQUIRED TO ATTEND THE LAST DAY OF SUMMER SCHOOL

July 6 for Semester 1 classes and July 26 for Yearlong and Semester 2 classes

September 1 deadline to challenge a recorded grade

ATTENDANCE

Tardy

Arrival to class after the tardy bell, but not later than 15 minutes

½ Day Absence

Arrival to class more than 15 minutes late at either before school or after the break – two ½ day absences = one absence

4 tardies = 1 absence

4 tardies + 1 absence = 2 absences

2 tardies = ½ day absence

2 tardies + ½ day = 1 absence

6 tardies = 1 ½ days absence

Yearlong Class

Dismissal will result in any combination of absences and/or tardies that exceeds the equivalent of 2 absences. Maximum tardies = 8

Maximum absences = 2

Semester Class

Maximum tardies = 4

Maximum absences = the equivalent of 1 absence

TEXTBOOKS, ROOM SECURITY, CONFIRMATION LETTER

TEXTBOOKS

- Textbooks will be distributed from the high school library to the students on the first day of school. As in the past, textbooks will be scanned and issued directly to the student. However, it remains the teachers' responsibility to keep track of books. The distribution schedule will be available at the faculty meeting before the first day of school.
- If a new student attempts to enter class without a textbook, call the office (ext. 202) for textbook information.
- When a student checks out of a class to enter a different class they are to return the textbook to the library. The student is responsible for the book.
- When a student withdraws from school, check the book number to be sure the student has the correct textbook before checking off "Returned Book" on the withdrawal form. After you check the book, the student turns it in to the office or to the library. Note your action on your textbook list.
- Lost books: Another book will be assigned after the student has paid for the lost book. Send the student to the office.
- Textbooks will be collected on July 6 for Semester 1 classes and July 25/26 for Semester 2 classes.
- When a student has not returned the assigned book, be certain to get name, address, and telephone number of the student. Check names and numbers carefully. Enter information on the form provided with the end of summer check out materials. Make sure students understand that grades will be withheld pending recovery of the book or payment for the book.
- At the end of summer school, turn in all textbooks found in your room. If you have extra textbooks, be sure the books are returned. PVPSS is charged for all books not scanned in at the close of summer school.
- When a student stops coming to your class without checking out, turn in to the office the student's name, book#, address and telephone number immediately.

ROOM SECURITY

- It is important to maintain room security throughout the summer. It is essential that you lock the door whenever you leave the room and that you do not leave students in the room without supervision.
- We will have more than adequate security. If you need to leave your room for any reason, please call the office for someone to supervise your classroom while you are out. Do not leave students unattended.

CONFIRMATION LETTER

- Part of the students' confirmation package is the Parent Letter. Students should have the signed copy to enter class. Please review thoroughly and keep track of the return of the signed slips. These letters are extremely important to the smooth operation of summer school. The letter becomes a "handbook" for parents and students alike. Students are held accountable for the code of conduct and procedures outlined in the document and the Code of Conduct online.
- As soon as ALL signatures have been collected, please turn the signed slips in to the office.
- Please call the parents of those students who fail to return the signed slip in a timely manner.

The cost of summer school this year is \$320/semester or \$640/yearlong, with an additional lab fee for materials. In many cases parents are paying up to \$700 for the six weeks and may have more than one child in school. When a student encounters difficulty during the summer, realizing that investment increases our responsibility to the student and the parent to communicate at the first indication of trouble. Parents have been most cooperative whenever teachers have tried to keep them informed and have solicited the parents' support. You have been provided with parent contact information and we hope that you will provide your contact information to the parent. Most of you are not able to answer phone messages, so you should establish an efficient way for parents to contact you.

END OF SEMESTER PROCEDURES

FINAL EXAMS

All teachers are expected to give some type of final assessment on the last day of the semester and all students are expected to be in class on the last day of each semester.

There are no make-ups for final exams and students may not take finals early. It is appropriate to give part of the exam on the day before, but a significant portion of the must remain for the last day.

Students NOT attending on the last day of school will receive a zero for that portion of the exam missed. Students must be in school on the final day.

It is expected that yearlong classes end the first semester the same date as semester classes.

SEMESTER CLASSES

- Finals may not be given early.
- If you are teaching a semester class, you must collect all books, turn in grades, etc.
- There are no report cards given at this time. All grades are available for viewing on the aeries parent/student portal. Report cards are sent at the conclusion of summer school.
- Check for lost books before the last day of the semester. Be sure to check numbers carefully.
- Missing books must be reported immediately. Students will not receive grades until debts are cleared. Books may be paid for at the time the loss is discovered.
- Teachers not returning for the second semester must check out fully on the final day.
- Turn in to the office the name, address and telephone number of any student with a lost book.
- Attendance records and citizenship grades must be included on grade rosters. A student with 2 absences must not be given a passing grade in a semester class. A student with tardies and an absence must not be given a passing grade in a semester class. One tardy may be worked off with the student doing class work through 2 break periods, if cleared by an administrator. Citizenship grades are “S” and “U”.
- Parents of students who are to receive a “D”, “F” or “U” should have been notified in writing and/or by documented phone call.
- Upload final grades, citizenship and attendance and print official grade report. Fill in each item completely and sign the roster.
- Turn in a grade book that clearly shows how students’ grades have been determined.
- There should be NO INCOMPLETES.

YEARLONG CLASSES The procedure for yearlong classes does not differ dramatically from the semester classes.

- Students in yearlong classes will not receive a passing grade if absences/tardies total more than the equivalent of 2 day’s absence, and will be dropped from the program with no refund. Absences are accumulative in yearlong classes and do not start over at the semester.
- Book numbers need to be checked and lost books reported and paid for by the student.
- Parents of students who are to receive a “D”, “F” or “U” must be notified in a timely manner.
- Grade rosters need to be turned in as indicated above.
- Attendance clearly marked. No student with excessive absences/tardies should receive a passing grade.

END OF SUMMER PROCEDURES

- Procedures for the end of summer school differ only slightly from those at the end of the first semester.
- Everything must be completed and all teachers checked out on the last day of summer school, July 26th.
- Students must be in attendance on the last day of summer school – NO DEALS!
- School is dismissed at 10:30 am on July 26th to give teachers time to grade papers and finalize grading.
- Room Inventory must be taken at this time. Please be diligent in this process. If extra books are found in the room, turn them in to the library.
- Report any damage or items missing that have not been previously reported.
- Checkout for teachers will begin at 12:00 pm. Please do not schedule appointments, trips or anything that will cause you to leave early.

Students will arrange with the teacher for make-up work and are allowed 1 day for each day absent. Students in semester classes will only have 1 day for make-ups while students in yearlong classes will have up to 2 days for make-up. Make-ups may not extend past the end of summer school. There are no make-ups for finals. In extreme circumstances only the Principal may allow a make-up for a final, but it must be approved before the final. Vacations or sports camps are not causes to be considered.

There is no flexibility in the attendance policy. Do not put yourselves in a compromising position by making exceptions or promises you cannot keep.

Attendance will be taken and recorded on the computer. Attendance must be recorded by 8:30 am and again by 10:45 am.

When a student has been tardy 2 times in a semester class, teachers are to remind students of the policy and on the third tardy are to contact parents. It is prudent to document time and date of notification.

In a yearlong class tardies and absences extend over the full six weeks. Students are to be reminded when a pattern seems to be evident or there is a combination of absences and tardies. Parents must be notified while there is time to correct the situation.

With your recommendation a student may make-up one tardy EACH SEMESTER by doing class assignments during 2 break periods. The office staff does not monitor students during the break. Teachers may choose to monitor the students in their classroom.

ATTENDANCE IS REQUIRED ON THE LAST DAY OF CLASS.

ATTENDANCE POLICY:

SEMESTER CLASS

REMOVAL FROM CLASS

- 1 absence + 1 tardy
- 2 absences
- ½ day absence + 3 tardies

YEARLONG CLASS

REMOVAL FROM CLASS

- 2 absences + 1 tardy
- 1 absence + 5 tardies
- 9 tardies
- ½ day absence + 7 tardies

THE SCHOOL DAY

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- School begins at 7:30 a.m. Students not in the room at that time are tardy and the tardy recorded. It is essential that everyone follow this rule diligently. We will have bells at:

7:25 am	Warning bell	11:35 am	2 nd break
7:30 am	Tardy bell	11:45 am	2 nd break return to class
9:30 am	1 st break	11:50 am	Tardy bell
9:40 am	1 st break return to class	1:00 pm	End of School/dismissal
9:45 am	Tardy bell		
- Break Time. The break begins at 9:30 am and ends at 9:40 am. Students are tardy at 9:45 am, teachers as well. The break is not flexible. Students arriving after 9:45 am are to be marked tardy. Same policy holds for the second morning break. If there is an unusual circumstance that dictates a different time schedule for you, please clear with an administrator in advance. If you give a stand-up break during the period, the students are not to leave the room.
- Dismissal Time. School is out at 1:00 PM. Please check your clock. Contact the office if your clock needs adjusting. Clocks must be set to the bells. Teachers in rooms located in the more remote areas need to monitor students carefully. The bells work and everyone is expected to adhere to the bell schedule.
- Bell Schedule. There will be a few "irregular" bell schedules. Post a copy of the summer schedules and remind students of these days.

ATTENDANCE

- Four (4) tardies will equal one (1) absence and eight (8) tardies will equal two (2) absences.
- Students are allowed the equivalent of two (2) absences in a yearlong summer school class without regard for semesters. Examples of these classes are U.S. History and Chemistry. Students are allowed 2 days of absence, 8 tardies or any combination of absences and tardies.
- Students are allowed the equivalent of one (1) absence in a semester class and include classes such as Writing Workshop or Government. Students are allowed 1 day of absence, 4 tardies or any combination of absences and tardies.
- There are no excused or unexcused absences. All absences are treated the same and there are no exceptions. One day missed is the equivalent of a week of regular school.
- Students having dental or doctor appointments and other generally approved absences receive ½ day absence, if they attend half of the time period on any given day.
- Tardies are awarded to students who arrive late to class (either at the beginning of the school day or after the break/s) but within 15 minutes of the class start time. Students arriving more than 15 minutes after the start time will be marked ½ day absent.
- 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 will be dropped from class with any additional occurrence of absence or tardiness after the maximum number of absences/tardies or combination of absences/tardies has been reached.
- Students are not required to stay on campus, but are encouraged not to leave during the break.
- Students who leave class at any time without teacher permission will receive a full day of absence for the cut (truancy). Students on campus without a pass will be considered cutting. A student leaving class before the bell rings receives the full day's absence.
- Students may make up work for an absence, but may not make-up for time missed with an absence.

MISCELLANEOUS

WORK SCHEDULE Your time to be on campus is from 7:15 am - 1:15 pm. Traffic in the morning is congested and anyone arriving after 7:15 am will not be on time to class. Traffic does not ease up in the afternoon until after 1:15 pm, so this is a reasonable expectation. If there are times you must leave a little early, clear it with administration, so that your class is covered.

PARKING **PVHS** Parking will be in the front staff parking lot off of Cloyd Rd., in front of the administrative building. Do not park in the aisle closest to the building as it is reserved for PVHS staff. **PENINSULA** Parking will be in the front of the school in the upper faculty parking lot. If possible enter the parking lot from Hawthorne Blvd. Do not park in spaces along the access road parallel to Silver Spur as they are reserved for PVPSS office staff.

FACULTY RESTROOMS At **PVHS**, located outside of Building F (Counseling Office) as well as the at the end of room 304/315, and the hallway of 401-404 (key required). At **PENINSULA**, restrooms are located in both Silver Spur and Hawthorne offices.

PRINTING Your printing requests should have been turned in to Joan prior to the last week of regular school. Print requests are processed through Joan to Brent (PVPUSD) and with reasonable lead-time, items arrive as promised. Copies should be electronically submitted using the PRINT REQUEST form posted on the website. Each teacher is allowed 1600 copies per semester taught.

SUPPLIES We will have limited supplies in the office for your use during the summer. We provide Scantrons and basic office needs. Special materials should have been ordered prior to the beginning of summer school. At the end of summer most of your leftover consumable supplies should remain in the classroom. Big items, staplers, hole punchers, etc. are to be returned to PVPSS.

WEEKLY BULLETIN A weekly bulletin will be published with reminders, deadlines, and other relevant matters of concern.

CALENDAR You have a calendar as well as flyers to post with deadlines and schedules. Students need to be aware of these dates.

FACULTY MEETINGS Faculty meetings are held on school time and everyone is required to attend. **We will have a meeting near the end of first semester and a final meeting near the end of school.**

DEPARTMENT MEETINGS One meeting will be held during our pre-summer session and one meeting will be held just before the end of the first semester following the staff meeting. The purpose of these meetings is to coordinate the teaching of content standards.

FIELD TRIPS Any field trip cost must have been built into your budget, including transportation. All field trip plans must be pre-approved by the principal.

SECURITY PERSONNEL Our security people are hard workers and are willing to perform most any reasonable task. If you have requests of them, please channel the request through the office. In an emergency, if you cannot get through to the office on the phone, please send a student.

MAKING DEALS Never tell a student you have room in your class or that you will take that student into your class. The administration will not send a student nor have a parent ask you. When asked by a student or parent, your answer is to refer the parent or student to the office. This is especially true going from first semester to the next.

COFFEE PVPSS will provide coffee and morning snacks on Thursdays, in the summer school office.

REMINDERS

The Peninsula Education Foundation sponsors Palos Verdes Peninsula Summer Schools. Proceeds are donated to the PVPUSD. With lower enrollment again this year we do not have the luxury of a "rich" budget.

PVPSS has honored as many teaching requests as possible, but we are not expecting to subsidize classes with enrollment under 20.

We are guests at the high school during the summer; please address any problems to the PVP Summer School office staff. Also, remember to extend extra courtesy to our host staff members.