

PALOS VERDES PENINSULA SUMMER SCHOOLS FACULTY HANDBOOK

SUMMER SESSION 2020

Important Dates to Remember

June 12	Online registration closes at 3 p.m.
June 19	Faculty Meeting @ 12:30 pm (Zoom)
June 22	Classes Begin
	First Semester: Monday, June 22 – Thursday, July 9 (M-Th)
	Second Semester: Monday, July 13 – Thursday, July 30 (M – Th)
June 23	Last day to add/drop a first semester class – 7:30 am
June 24	Last day to add/drop a yearlong class – 7:30 am
June 30	End of the first quarter - Progress Reports Due (all students)
July 2	Last day to withdraw/audit the first semester – 7:30 am
July 9	Last day of Semester 1
	Faculty Meeting @ 12:30 pm (Zoom)
July 13	First day of Semester 2 classes - Monday, July 13 – Thursday, July 30 (M – Th)
July 14	Last day to add/drop a second semester class – 7:30 am
July 21	End of the third quarter - Progress Reports Due (all students)
July 23	Last day to withdraw/audit a second semester class – 7:30 am
	Faculty Meeting @ 12:30 pm (Zoom)
July 30	Last day of classes – 10:30 am dismissal
Sept 1	Deadline to challenge a recorded grade

September 1 deadline to challenge a recorded grade

FACULTY EXPECTATIONS

1. Post a syllabus which outlines all assignments, their associated standards, due dates, and points possible. This should also include the breakdown of grade percentages (is 89.9 s B+ or an A)
2. Include policy on attendance.
3. Include policy on cheating/ plagiarism (including self-plagiarism of past assignments).
 - What does this mean for late assignments? Half credit? No credit?
4. Include Communication expectations: email address, office hours, 23-hour turn-around time.
5. Include Grade post (Aeries) timelines
6. Post assignments (or at least assignment due dates) a week in advance.
7. Use a rubric for the assignments and post along with their due date.
8. Update grades and attendance regularly
9. Establish "23 hour" teacher response to email rule
10. Define what "checking in" means: is it submission of work, participation in Discussion Boards, coming to office hours?
11. Create expectation of "Office Hours" where kids can reach out to you at a specific time- this could be the zoom option.
12. Are there staff meetings? If so, will they be done on Zoom?
13. Discipline issue or instances of cheating notify principal immediately via email.
14. Establish a flowchart for the process of reaching out to kids who are MIA.
 - Suggestion: Teacher reaches out twice. Second contact includes administration. No response, administration will reach out to student/parent.
15. Identify who students reach out to for technology help, based on the platform they are using.

STUDENT CODE OF CONDUCT/CONFIRMATION LETTER

ADMISSION/CODE OF CONDUCT AGREEMENT

Part of the students' registration process included signing an Admission/Code of Conduct Letter. They completed this via an online form. 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.

COST AND COMMUNICATION WITH PARENTS

The cost of summer school this year is \$330/semester or \$660/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.

END OF SEMESTER PROCEDURES

FINAL EXAMS

Per the online platform being used all teachers are expected to give final assessment on the last day of each semester.

There are no make-ups for final exams and students may not take finals early.

Students will receive a zero for any portion of the exam missed.

SEMESTER CLASSES

- Finals may not be given early.
- There are no report cards given at this time. All grades are available for viewing on the Aeries parent/student portal.
- Parents of students who are to receive a "D", "F" or "U" must be notified in a timely manner.
- First and third quarter progress/report (interims) will be visible to student/parents in the Aeries portal.
- Teachers not returning for the second semester must check out in person on the final day. Check out envelopes will be prepared.
- Upload final grades, citizenship and attendance and email and print/sign official grade report.
- Turn in a grade book that clearly shows how students' grades have been determined.
- **INCOMPLETES ARE NOT ACCEPTABLE.**

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

- Parents of students who are to receive a "D", "F" or "U" must be notified in a timely manner.
- First and third quarter progress/report (interims) will be visible to student/parents in the Aeries portal.
- **Printed copy of grade books must to be turned in as indicated above.**
- All teachers must check out in person on the final day. Check out envelopes will be prepared.
- Print your **official/signed** 1st and 2nd semester grade reports to be included in your check out envelope.

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 30th.

MISCELLANEOUS

WEEKLY BULLETIN

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

CALENDAR

Post calendar with deadlines and schedules. Students need to be aware of these dates.

FACULTY MEETINGS

Zoom meeting on June 19, July 9 and July 23, 12:30 p.m.

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.