

PALOS VERDES PENINSULA SUMMER SCHOOLS FACULTY HANDBOOK

SUMMER SESSION 2024: June 17 – July 25

Important Dates to Remember

May 6	Last day to request a full refund, minus \$75 fee – See Registration for details
May 20	Last day to request a 50% refund – See Registration for details
June 17	Last day of first semester
June 18	Last day to add/change a class – See Registration for details
June 21	Last day until second semester to level down from an honors course
June 25	End of first quarter
July 3	Last day of first semester – Mandatory attendance for onsite students
July 4 – 7	Semester break – No school
July 8	First day of second semester
July 11	Last day to level down from an honors course
July 11	Last day on campus for onsite history students
July 16	End of third quarter
July 25	Last day of class – Mandatory attendance for onsite students (onsite history students excluded)
July 26	Last day to notify PVPSS that a student's transcript should not be sent

ATTENDANCE & ASSIGNMENT SUBMISSION

ATTENDANCE POLICY – ONSITE STUDENTS

Onsite students will be on the Peninsula High School campus from June 17 – July 25, 8am – 1:30pm. Students who miss over two full school days, based on full-day absences and tardy marks, will be removed from the course without a refund. Please see details below.

- PVPSS is unable to excuse absences, regardless of the reason (including illness).
- Students who are/feel ill should NOT attend class. Please make sure to consider the safety of everyone else.
- Students who miss the last day of the semester will receive a zero for any missed work/exams distributed on that day.
- Students arriving late to class (including after breaks) will receive a tardy mark.
 - Two tardy marks under 15 minutes result in a half-day absence.
 - Any tardy mark over 15 minutes results in a half-day absence.
 - Any tardy mark over 30 minutes results in a full-day absence.

ATTENDANCE POLICY – ONLINE STUDENTS

There is no attendance requirement for online courses, but teachers will provide virtual support upon request. Please note that although our online program is asynchronous (no attendance), students must submit assignments and take exams on all school days. Students can work ahead on the assignments, but they must still take the exams and check for teacher updates on each school day. The online option is best for self-motivated students who would like a structured academic environment, without the requirement of attending class.

ASSIGNMENT SUBMISSION - ALL STUDENTS

Extensions to submit assignments cannot be provided for any reason, including illness or agreed upon additional services through the District, due to the fast pace of the program. Assignments submitted one day late can receive up to half credit, and no credit can be earned after that.

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 needed. They will be scanned and issued directly to the student, but it remains the teachers' responsibility to keep track. The distribution schedule will be available at the faculty meeting before the first day of school. Textbooks will be returned to the library (supervised by the teacher) no later than the last day of class. Any student who drops the course early will be responsible for returning the textbook.

ROOM SECURITY

Lock the door whenever you leave the room and do not leave students unsupervised. Please call the office if you need to leave the classroom while students are there, so that the support staff can provide coverage.

CODE OF CONDUCT AGREEMENT

The Code of Conduct has been shared with all students/families, and they agree upon enrollment to abide by the policies.

END OF SEMESTER PROCEDURES

There are no make-ups for final exams and students may not take finals early. Students NOT attending the last day of school will receive a zero for that portion of the final. Inform the office manager and director if a student is going to receive a D or F, so that the family can be properly notified.

Teachers will go through the checkout process on the last day of school, as instructed by the office manager and director. School is dismissed at 10:30am on the last day, so teachers have additional time for grading and the checkout process.

MISCELLANEOUS

WORK SCHEDULE-Your time to be on campus is from 7:15 am - 2:15 pm. dependent upon your assignment. 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 2:00 pm, so this is a reasonable expectation.

PARKING-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 PVPHS office staff.

FACULTY RESTROOMS-PENINSULA, restrooms are located in both Silver Spur and Hawthorne offices.

PRINTING-Your printing requests should be electronically submitted using the PRINT REQUEST form posted on the website or Q-Direct scanned to the PVPUSD print shop as soon as possible. With reasonable lead-time, items arrive in a timely manner. 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 before the start of school and near the end of first semester.

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.

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.