**PALOS VERDES PEN****INSULA SUMMER SCHOOLS**

**FACULTY HANDBOOK**

**SUMMER SESSION 2024: June 17 – July 25**

**Important Dates to Remember**

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| 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**-Teachers are expected to be on campus from 7:45 am - 1:45 pm, and times vary for support staff and workshop instructors.

**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.

**FACULTY MEETINGS-**We will have a meeting before the start of school.

**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.