

GENERAL REGISTRATION INFORMATION FOR TRADITIONAL AND WEB-BASED CLASSES

A variety of GHCHS Summer School classes are available to students entering grades 10-12 who are currently enrolled at GHCHS and/or who are registered to enroll at GHCHS in the Fall of 2017.

SUMMER SCHOOL REGISTRATION WILL TAKE PLACE JUNE 6 THROUGH JUNE 9 ON THE FOLLOWING SCHEDULE:

- Grade 12: June 6, 8:00 a.m. to 11:00 a.m.
- Grade 11: June 7, 8:00 a.m. to 11:00 a.m.
- Grade 10: June 8, 8:00 a.m. to 11:00 a.m.
- Grades 10-12: June 9, 8:00 a.m. to 11:00 a.m.

REGISTRATION PROCEDURE FOR SUMMER SCHOOL:

- Students shall report to Highlander Hall to queue up. Once scanned in, counselors will meet with students starting at 8:00 am by counselor and check-in time.
- Class availability is determined by position in queue. Students should be prepared for long lines and a possible wait of two hours or more. Students are responsible for bringing water/snacks and reading materials. Seats will not be reserved for students in advance. Patience is appreciated.

LATE REGISTRATION:

- Students may register on June 12 and June 13 from 1:30 p.m. to 3:30 p.m. for any remaining classes with available space.
- Students absent on the first day of class will lose their summer school schedule and may re-register for classes with available space from 1:30 p.m. to 3:00 p.m. on June 12 and June 13. No registration priority will be given to these students.
- No students will be enrolled after June 13, 2017.
- GHCHS STUDENTS WHO TAKE SUMMER CLASSES AT OTHER INSTITUTIONS are required to obtain prior approval from their counselor before taking the class if they wish to apply the credits earned towards high school graduation. Students without prior authorization from their current school counselor will not earn high school credit. For more information, see your counselor.

TRADITIONAL and WEB-BASED SUMMER SCHOOL

Six-Week Sessions: June 12-July 21, 2017 **Four-Week Sessions: June 12-July 7, 2017**

COURSES ARE AVAILABLE TO STUDENTS IN GRADES 10-12 WHO:

- Have earned a mark of "D" or FAIL in a course taken
- Are in grade 11 or 12 AND failed courses required for graduation
- Need to take a class to earn a 2017 diploma
- Need bilingual/ELL instruction for English/Math proficiency
- Need a prerequisite for a Fall 2017 class
- Need to take a class for Fall 2017 schedule flexibility

COURSES ARE *TENTATIVE* AND MAY BE CANCELED, CLOSED, OR ADDED TO WITHOUT NOTICE

- All classes except VAPA electives and PE are remedial unless indicated as accelerated and traditional AB* courses are four-hour block classes

Traditional (six week courses)		Web-based (six and four week courses) and ESY/Boot Camp	
Algebra 1AB*	VAPA Electives	Algebra 1 (six weeks)	World History (four weeks)
English 9AB*	General Physical Fitness	Algebra 2 (six weeks)	US History (four weeks)
English 10AB*	Foods and Nutrition AB	Senior Credit Recovery (six weeks)	ESY Class (four weeks)
Biology AB*	Geometry (six weeks)	English 11A (six weeks)	
Chemistry AB*	Accelerated Geometry AB*	English 11B (six weeks)	
Physics AB*	<i>Accelerated math classes by teacher recommendation only.</i>		

OTHER IMPORTANT INFORMATION

Block 1 (Periods 1 and 2) 8:00 a.m. to 10:00 a.m.	Block 2 (Periods 3 and 4) 10:20 a.m. to 12:20 p.m.	Block 3 (Periods 5 and 6) 1:00 p.m. to 3:00 p.m.
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- Students who are absent the first day of their assigned Summer School start date are automatically dropped from the class in which they pre-enrolled during Summer School Registration.
- The last day to drop a class with a NO MARK is Friday, June 16. Students who drop classes after June 16 will receive a FAIL in the class.
- Students who *exceed* the listed hours of absences will receive a FAIL in that class. Students will NOT be excused for extended absences, school activities, or vacations.

Four-Hour, Six Week Class TWELVE (12) hours of absences	Two-Hour, Six Week Class SIX (6) hours of absences	Two-Hour, Four Week Class FOUR (4) hours of absences
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- Students who are tardy will receive one hour of detention for each tardy.
- No student may AUDIT a class or take a class for pass/fail credit.
- There is NO SCHOOL on Tuesday, July 4 due to the Fourth of July holiday.
- All students must be present the last day of their Summer School class or classes for the FINAL EXAM. Absent students will earn a zero on the final exam unless the absence is due to a verifiable family emergency or illness with doctor's note. Once documentation is received and verified, an *Incomplete* may be issued.

An Independent Public School Since 2003

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2017 Traditional and Non-Traditional (Web-based) Summer School Policies and Procedures

PLEASE READ CAREFULLY!!

Please note that ALL policies as described in the Parent-Student Handbook (www.ghchs.com/handbook) are consistently observed throughout the school year including summer. Schools and Districts are NOT required to offer regular Summer School Programs, thus attending Summer School is an opportunity and privilege. Failure to adhere to the below policies will result in termination of Summer School enrollment and a final grade of a fail in classes.

DATES/HOURS – Traditional Program

Six-Week Classes – Holiday / No school July 4

The first day of Summer School is June 12 and the last day is July 21.

DATES/HOURS – Non-Traditional (Web-based) Program

Six-Week and Four-Week Classes Holiday – No school July 4

The first day of Summer School is for the web program is:

- June 12 for Session A – six week web program and the last day is July 21 for this session.
- June 12 for Session B – four week web program and the last day is July 7 for this session.

HOURS	<i>Block One (Period 1 and 2)</i>	<i>8:00 a.m. to 10:00 a.m.</i>
	<i>Block Two (Period 3 and 4)</i>	<i>10:20 a.m. to 12:20 p.m.</i>
	<i>Block Three (Period 5 and 6)</i>	<i>1:00 p.m. to 3:00 p.m.</i>

ATTENDANCE/TARDIES-Summer School

- Six-week four-hour (AB) class – Students who are absent more than 12 hours or THREE days from a class will receive a grade of Fail and be dropped from the class. Students enrolled in a four- hour (AB) class must attend both Blocks 1 and 2 for the required number of weeks to earn credit.
- Six-week two-hour (A or B) class – Students who are absent more than 6 hours or THREE days from a class will receive a grade of Fail and be dropped from the class.
- Four-week two-hour class – Students who are absent more than 4 hours or TWO days from a class will receive a grade of Fail and be dropped from the class.
- A tardy *in excess* of the first 15 minutes of a class will be marked absent for the first hour but present for the following hour.
- One tardy equals one hour of detention.
- Students will NOT be excused for extended absences or vacations during Summer School. There are NO exceptions.

GRADES/CREDITS

- All grades are permanent and become part of the permanent transcript record.
- The last day to drop a class with a No Mark is June 16. Drops after June 16 will result in a grade of FAIL.

FINAL EXAMS – Traditional Program

- Students must be present and must take the final exam on July 21.
- Students who do not attend on July 21, will receive a ZERO on the final exam.
- Only students with verifiable emergencies (trips and vacations are not emergencies) may be absent from the final exam. Students who are absent for the final exam may take an incomplete in the class ONLY with pre-approval of an Administrator. Students have until the 5th week of the Fall Semester to take the final exam. Failure to make arrangements to take the missed final exam and complete the exam will result in a grade of fail.

FINAL EXAMS – Non-Traditional Program (Web-based)

- Students must be present and take the unit exams and final exam on site and by the end date of the web session to receive credit.
- Only students with verifiable emergencies (trips and vacations are not emergencies) may take an incomplete in a web class and ONLY with pre-approval of an Administrator.

PROCEDURES WHEN ABSENT

- Upon returning from the absence(s), students are required to provide written verification of the absence(s). The absence note must contain the reason for absence, number of days, phone number, and parent/guardian signature. A permit to re-enter class will be issued. The Attendance Office opens at 7:30 a.m. Report early enough to obtain the permit before the tardy bell rings. Waiting in the Attendance Office is not an excuse for tardiness to class.
- The re-admit slip students receive when returning from an absence is to be carried to each class and signed by the teacher(s). It is the student's responsibility to get the re-admit and circulate it to the teachers.

PERMITS TO LEAVE SCHOOL

- The Attendance Office will process all emergency releases to leave school for personal or health reasons.
- A note to leave the campus early for personal business or appointments must be submitted to the Attendance Office as soon as you arrive at school. The note must contain the student's name, reason for leaving, the time the student needs to leave, the parent/guardian signature, and the parent/guardian phone number.
- Students may not leave campus without parent/guardian permission.
- Releases to home or authorization to leave school for appointments or personal business will be counted towards the total allowed absences.
- PLEASE MAKE ALL APPOINTMENTS AFTER SCHOOL.

TEXTBOOKS

- Students are to cover textbooks at all times.
- Students are to write their name, teacher, and date issued inside the cover in the space provided.
- A \$20 fee per resource will be charged for every Summer School instructional resource not returned by July 21 by 3:00 p.m.
- Students are expected to adhere to the Instructional Resource/Textbook Policy and Contract (www.ghchs.com/parents).

CHECK-OUTS

- A written request from the parent/guardian is required to check out of Summer School. Students should take the request to the Attendance Office. Books and other supplies must be returned the day of checkout.
- Unpaid Summer School debts will delay the student's report card and transfer of records per State Ed code.

ELECTRONIC DEVICES

- All student-owned electronic devices such as but not limited to cell phones, iPods, recorders, and/or cameras, may not be used or displayed during school hours.
- The device and/or batteries will be confiscated until the end of the term if students use the device during school. The school is NOT responsible for the loss or theft of any electronic device.

ID CARDS

- Students MUST carry their school issued student ID cards with them at all times and present card upon request of school staff.
- Replacement ID cards cost \$5 for the first card and \$10 for each additional card.
- Students without an ID will be issued one hour of detention.

VISITORS

- Visitors are not allowed at Summer School. Please plan to meet your friends away from the school grounds after school hours. Unauthorized visitors may be arrested for trespassing