

Dear Granada Students and Parents/Guardians,

Welcome to the Summer Transition Academy (STA). Information in this letter will help make your STA experience a successful one. High school can be both exciting and challenging, so we hope STA will help you understand the school's expectations both academically and behaviorally.

All students are expected to adhere to our policies and procedures (see attached) in order to have a successful STA experience.

Please review the important absence and tardy information below noting that all grades and credits earned at STA become a part of the student's permanent high school record. For this reason, it is very important that your son or daughter is present every day and arrives to school on time. Students returning from an absence must bring a note signed by the parent to the Attendance Office the following day.

Students in STA can earn five elective credits and will earn a letter grade. Students must not be absent more than four hours total. **Students with more than four hours absence will earn a grade of *Fail* and will have to repeat STA next year.** Attendance is required on the first and last day of STA. **Students who are absent on the final day will receive a grade of *Fail* in the Summer Transition Academy classes.** There are no permissible or excused tardies or absences during STA.

Students who are tardy will receive one-hour detention for each tardy. Students who are tardy *in excess of the first 5 minutes of class* will be **marked absent** for the first hour but present for the following hour. The tardy policy will begin on Friday, July 7. Please be on time! Do not begin your high school experience with detentions.

For the safety of all students and per California education code 48900, no alcohol, drugs, or weapons (guns or replicas of guns, knives, tasers, laser pointers, or any other object used to endanger another) are allowed on campus. Violation of this rule may result in DISMISSAL from STA with a FAIL and risk expulsion from STA, the GHC Regular School and/or police arrest.

The GHC dress code will be enforced for all students. There is also a no-hat/beanie and a no-electronic-devices policy. Only Granada-issued hats and beanies may be worn on campus but not in the classroom. All electronic devices, including cell phones and cameras, may not be used during school hours. If a student uses a device during school hours, it will be confiscated until the parent/guardian picks up the device (7:30 a.m. – 3:00 p.m.) from the Deans' Office. The parent/guardian will need to show ID. The school is NOT responsible for the loss or theft of any electronic device.

Please note that for ninth grade students only the GHC ID Card and yearbook picture will be taken on either Monday, July 10 or Tuesday, July 11 depending on class assignment. If students are absent, they will be required to schedule a Make-Up Day appointment to take their picture and complete registration on the morning of Tuesday, August 8 or when school starts, Monday, August 14.

A parent information night will take place on Wednesday, July 12 at 6:00 p.m. in the Large Gym. More information will follow about this event.

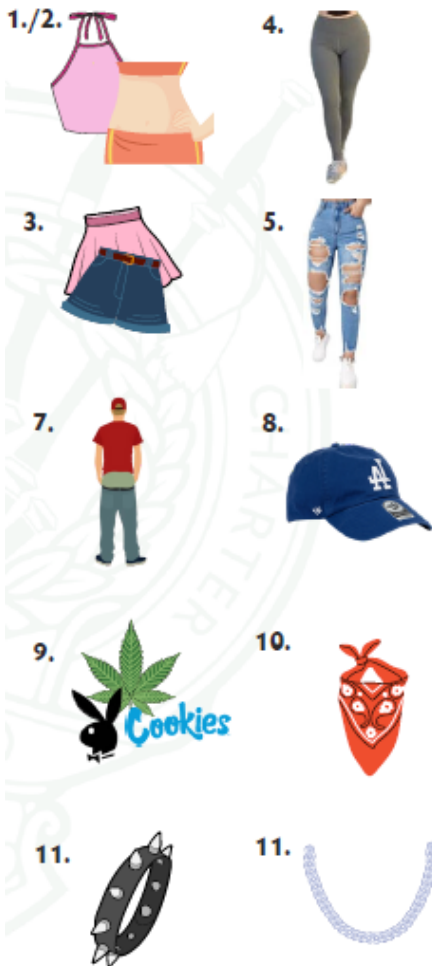
Please review and discuss the attached policies and procedures as this letter highlights only some items. **By signing and returning the attached acknowledgement sheet to your first period class you acknowledge that you have reviewed the information contained in this letter and the STA Policies and Procedures.**

DRESS CODE POLICY

20
YEARS

GHC
GRANADA
HILLS
CHARTER

What NOT to wear:



The GHC Dress Code Policy is in effect during all school functions, on or off campus. Students who violate the dress code will be subject to disciplinary action.

1. No tube tops/dresses/rompers, halter tops/dresses/rompers, off the shoulder tops/dresses/rompers or spaghetti strap tops/dresses/rompers can be worn not even with an over shirt. No see-through blouses.
2. No visible midriffs, cleavage or underwear including but not limited to bralettes.
3. No shorts, skirts, and/or dresses shorter than fingertip plus one inch.
4. Any type of stretch pants including but not limited to: tights, leggings, yoga pants, etc. must be accompanied by a top and/or bottom (shorts/skirts) that is at minimum thumb length.
5. Holes and tears in jeans/pants must be lower than dress code length.
6. No shirts with slits on the side that expose the chest.
7. Pants must be fitted as not to sag so low that underwear is showing.
8. Only official Granada hats/beanies may be worn. Granada hats may not be worn in classrooms or offices, nor may they be worn backwards. Hoods may not be worn.
9. No clothing or accessories depicting violence, drugs, alcohol, the use of offensive/obscene pictures or language, weapons or symbols that represent and/or associate with offensive/obscene organizations or any kind of gang attire.
10. Students are not to wear hair rollers, bandanas, or wave caps. For additional information, see the heading "Hats" in the Parent-Student Handbook.
11. No inappropriate accessories such as pocket chains or spikes. No spikes in ears that would cause serious injury.
12. Shoes must be worn at all times.

Granada Hills Charter Summer Transition Academy Policies and Procedures

PLEASE READ CAREFULLY!!

Please note that ALL policies as described in the Parent-Student Handbook* are consistently observed throughout the school year, including summer.

SUMMER TRANSITION ACADEMY DATES

- July 5-July 21
- **Note:** Students will NOT be excused for extended absences or vacations during Summer Transition Academy (STA) . There are NO exceptions.

EXTENDED DAYS

- All students must be present for the required extended days on July 5, July 6, July 10 and July 11, which end at 3:00 P.M.
- Students are not permitted to leave for lunch on extended days.
- Lunch will be provided.

HOURS

- Block One (Periods 1 and 2) 8:00 a.m. to 10:00 a.m.
- Block Two (Periods 3 and 4) 10:20 a.m. to 12:20 p.m.
- Block Three (Periods 5 and 6) 1:00 p.m. to 3:00 p.m.**

**Block 3 is required for students in the six-week Accelerated Math class and on Extended Days.

ATTENDANCE

- **Students may only miss 4 hours, except for the last day of STA and still receive credit.**
- Students who accrue more than the allowable number of absences will receive a Fail and will repeat STA the following year.
- **Note:** Students will NOT be excused for absences or vacations during STA. There are NO exceptions.

TARDIES

- Students who are tardy will receive one hour of detention per tardy. One tardy is equal to one hour of detention.
- Students who are tardy in excess of the first 5 minutes of class will be marked absent for that hour.

PROCEDURES WHEN ABSENT

- GHC does NOT distinguish between excused and unexcused absences. Upon returning from the absence(s), students are required to provide written verification of the absence(s). The absence note must contain the student's name, student's ID number, reason for absence, number of days, phone number, and parent/guardian signature.

GRADES/CREDITS

- Students who successfully complete STA will earn a letter grade and five elective credits.
- All grades are permanent and become part of the transcript record.

COURSE REQUIREMENTS

Students are responsible for:

- Bringing materials (notebooks, pencils, Chromebooks, and textbooks) to class.
- Completing all class and homework assignments
- Making up missed work due to absence
- NOT exceeding the allowable absences
- **Students must attend the first and last day of STA. An absence on the final day will result in a grade of Fail in the STA classes.**

ACADEMIC INTEGRITY GUIDELINES

- The Granada Hills Charter community believes that the goal of education is not only academic learning but is also the development of a strong and admirable character. To that end, our academic integrity guidelines are designed to inform and assist students, teachers, parents and administrators in promoting honesty in all aspects of schoolwork, in hopes of enabling students to acquire honor and self-respect and to experience genuine academic achievement. Above all, students are cheating themselves of genuine learning when they copy or cheat in ANY manner.
- Acts of cheating (including plagiarism) occurring in the classroom are subject to penalties established by the classroom teacher.

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, student's ID number, 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.

DRESS CODE

- Students must follow the GHC dress code at all times.

ELECTRONIC DEVICES

- All student-owned electronic devices such as but not limited to cell phones, earphones/earbuds, iPods, recorders, and/or cameras, may not be used or displayed during school hours.
- If a student uses a device during school hours, it will be confiscated until the parent/guardian picks up the device (7:30 a.m. – 3:00 p.m.) from the Deans' Office. The parent/guardian will need to show ID. The school is NOT responsible for the loss or theft of any electronic device.

Acceptable Use Policy for the Internet

- Access to the internet and the use of a computer (or other GHC provided devices) is an integral part of the instructional program. GHC teachers and students use the internet to communicate, collaborate, and to complete many of their assigned academic and professional responsibilities. Inappropriate use may lead to disciplinary and/or legal action including but not limited to suspension or expulsion for students. GHC will tailor any disciplinary action to meet the specific concerns related to each violation.

ID CARDS

- GHC ID cards will be issued to all 9th grade students during registration.
- 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.

DRUGS/TOBACCO/WEAPONS

- Per education code 48900 no weapons (guns or replicas of guns, knives, tasers, laser pointers) or any other object used to endanger another are allowed on campus.
- Per education code 48900, the use, sale, and/or possession of any controlled substances, including alcohol and tobacco (including all vaping products), are illegal.
- Per education code 48900, smoking is not permitted on the school campus or adjacent sidewalks and streets. Students in violation of education code 48900 may be dropped from Summer Transition Academy with a FAIL and risk expulsion from the GHC Regular School and/or police arrest.

VISITORS

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



2023 Summer Transition Academy Student and Parent/Guardian Acknowledgement

By signing and returning this sheet to your first period teacher, you acknowledge that you have reviewed and understand the information contained on the attached STA Parent/Guardian Letter and Policies and Procedures.

Student Name _____
(Please Print) (First Name) (Last Name)

Date of Birth _____ Student ID # _____ First Period Teacher _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Please return this sheet to your first period teacher by Friday, July 7.