

2023 Summer School 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**. 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.

SESSION DATES

- **Six-Week Classes, including ESY**
The first day of Summer School is June 12; the last day is July 21.
- **Three-Week Classes**
The first day of summer session one is June 12; the last day is June 30.
The first day of summer session two is July 5; the last day is July 21.
- **Note:** Students will NOT be excused for extended absences or vacations during Summer School. There are NO exceptions.

EXTENDED DAYS

- All students must be present for the required afternoon exam hours on June 30 and/or July 21 for their course exams, which end at 3:00 P.M.
- Students are not permitted to leave for lunch on extended days.
- Lunch will be provided.

HOLIDAYS / NO SCHOOL

- There is no school on the following days: June 19, July 3, and July 4

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.

ATTENDANCE

- **Three-week classes** – Due to the accelerated nature of three-week courses, absences are not permitted.
- **Double block (AB) class** – Students who are absent more than SIX hours 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 for the required number of weeks to earn credit.
- **Six-week single block (A or B) class**
Students who are absent more than SIX hours from a class will receive a grade of Fail and be dropped from the class.
- **Six-week ESY class (2-hour)**
Students who are absent more than FIVE hours from a class will receive a grade of Fail.
- **Note:** Students will NOT be excused for extended absences or vacations during Summer School. There are NO exceptions.

TARDIES

- A tardy will be marked as an absence for the first hour of the block, but present for the following hour.
- One tardy is equal to one hour of detention.

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 student's name, student's ID number, reason for absence, number of days, phone number, and parent/guardian signature.

GRADES/CREDITS

- All grades are permanent and become part of the permanent transcript record.
- The last day to drop a class with NO MARK is the second day of each session, June 13 and July 6. After these dates for respective summer sessions, drops will result in a grade of FAIL.

FINAL EXAMS

- Final exams will be given on extended days (June 30 and July 21), And will end at 3:00 P.M.
- Students must be present and must take the final exam on the respective dates (June 30 and July 21), according to their summer school session (Six-Week, Three-Week, ESY).
- Students who do not attend on June 30 and July 21, will receive a ZERO on the final exam.
- Appeals can be applied for verifiable emergencies (trips and vacations are not emergencies).

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.

CHECK-OUTS

- A written request from the parent/guardian is required to check out of Summer School. Students must take the request to the Attendance Office.

DRESS CODE

- Students must follow the GHC dress code at all times. See the reverse for GHC's dress code.

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.

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. Unauthorized visitors may be arrested for trespassing.

Questions regarding the Summer School Program may be directed to the GHCHS Office of Instruction (818)360-2361 Ext. 337

By signing below, I acknowledge that I have read, understand, and agree to follow the School's policies.

Student Name (please print)

Student ID

Parent/Guardian Name (please print)

Student Signature

Date

Parent/Guardian Signature

Date

20 YEARS

GHC

GRANADA
HILLS
CHARTER

What NOT to wear:

1./2.



4.



3.



5.



7.



8.



9.



10.



11.



11.



DRESS CODE POLICY

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 or 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.