

## 2025 Summer School Policies and Procedures

*Please note that ALL policies as described in the GHC 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 9; the last day is June 18.
- **Three-Week Classes**  
The first day of summer session one is June 9; the last day is June 27. The first day of summer session two is June 30; the last day is June 18.
- **STA Classes**  
The first day of STA is June 30; the last day is June 18.

### ENTERING CAMPUS

- All students are required to use SmartPass to enter campus. Students may use SmartPass on their cell phones only when entering campus.
- All students are required to use SmartPass on their Chromebook when leaving a class for any reason. Students are not permitted to use SmartPass on their Cell Phone while they are on campus.

### HOLIDAYS / NO SCHOOL

- There is no school on the following days: June 19 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, students are permitted only 3 hours of absence.
- **Six-week, 4-hour classes** – Students who are absent more than 6 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 2-hour classes** - Students who are absent more than 3 hours from a class will receive a grade of Fail and be dropped from the class.
- **Four-week ESY class (2-hour)**  
Students who are absent more than 6 hours from a class will receive a grade of NP.
- **Note:** Students will NOT be excused for extended absences or vacations during Summer School. There are NO exceptions.

### TARDIES

- A tardy of ten minutes or more will be marked as an absence for the first hour of the block, but present for the following hour.
- Late students may not enter class without a tardy slip from the Dean's Office.
- One tardy is equal to one hour of detention.

### PROCEDURES WHEN ABSENT

- Upon returning from an 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, parent/guardian phone number, and parent/guardian signature.
- Notes must be given to the Attendance Office.

### 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 10 and July 1. After these dates for respective summer sessions, drops will result in a grade of FAIL.
- Students may not drop STA courses.

### FINAL EXAMS

- Students in summer school classes must be present and must take the final exam or midterm on the respective dates (June 27 and June 18), according to their summer school session (Six-Week, Three-Week, ESY).
- Students in summer school classes who do not attend on June 27 and June 18 will be marked absent and 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 classes. Students must take the request to the Attendance Office.
- Students who check out of summer school courses may earn a Fail if the checkout occurs after the drop deadline.
- Students are not permitted to check out of STA.

### 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.

### ID CARDS

- Students MUST carry their school issued student ID cards with them at all times and present their ID 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 emailed to the GHC Office of Instruction at [instructiondesk@ghctk12.com](mailto:instructiondesk@ghctk12.com) or by calling (818) 360-2361 Ext. 845**