

# **Banning High School**

## **Credit Recovery Summer School Session**

# **2014**



# **Faculty Handbook**

May 23, 2014

Principal  
Willis Rodgers  
Rudy Mendoza

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CALENDAR AND BELL SCHEDULE

Summer School Meeting .....	June 2, 2014
First day of Summer Session .....	June 16, 2014
Norm Day .....	June 18, 2014
Emergency Drill .....	June 20, 2014
Midterm Report Card to students.....	July 1, 2014
Issue Failure Notice to students.....	July 11, 2014
Final Grade issued.....	July 18, 2014

**BELL SCHEDULE**

Teacher Sign-in.....	7:50 AM
Period 1.....	8:00 AM
Nutrition.....	10:30 AM
Period 2.....	11: 00 AM
Teacher Sign-out.....	1:40 PM

**Please Post**

# **GENERAL INFORMATION FOR STUDENTS**

Monday, June 16th	First day of classes. Students go directly to class as indicated on Room Finder.
Wednesday, June 18th	Last day to enroll. Students will not be enrolled after this date.
Wednesday, June 18th	NORM DAY.
Friday, June 20th	Last day to withdraw from class without receiving a "Fail" mark.
Tuesday, July 1st	Mid-term progress reports to all students.
Friday, July 11th	Failure notices issued
Thursday, July 17th	Final Exams
Friday, July 18th	Last Day of Summer School. All students are required to attend in order to review finals and grades.

**\*FINAL REPORT CARDS WILL BE MAILED HOME**

**STUDENT INFORMATION AND REGULATIONS**  
***PLEASE SIGN AND RETURN TEAR-OFF***

**BELL SCHEDULE**

Teacher Sign-In.....	7:50 AM
Period 1.....	8:00 AM
Brunch.....	10:30 AM
Period 2.....	11:00 AM
Teacher Sign-out.....	1:40 PM

## GOOD ATTENDANCE

- Regular attendance on a daily basis in Summer School is crucial.
- Students may not miss classes for any reason (including vacations).
- Students with excessive absences and/or tardies will risk a fail grade that will be added to their transcript from Summer School.
- June 20, 2014 last day to withdraw from class without receiving a "Fail" mark.

## ATTENDANCE REGULATIONS

### Tardiness:

- A student is considered tardy if he/she is not in the assigned seat prior to the ringing of the tardy bell.

## CAMPUS REGULATIONS

In order to maintain a learning environment on campus and in the classroom, the following regulations should be followed regarding students' rights and responsibilities. A student who fails to observe these regulations may be dismissed from summer school.

### Closed Campus

- Students enrolled in summer school are not permitted to leave campus during the day. Violators will be dropped from summer school.
- Students must carry student I.D. at all times.

## BRUNCH

- Brunch will be served in the cafeteria from 10:30 AM to 11:00 AM.

## PERSONAL APPEARANCE / DRESS CODE / ELECTRONIC POLICY

- Students are to observe appropriate dress codes.
- Shoes are required at all times. Beachwear is not appropriate attire for school.
- No attire (i.e. uniform jerseys which indicate outside vendor name) will be permitted.
- No hats allowed in the school or in the classroom.
- **ALL Cell phones, iPods and electronics devices** are to be turned OFF and not allowed during class time.

## VISITORS

Students are not permitted to bring friends, relatives, or guests to school. Any such visitor will be asked to leave.

## HALL PASSES

Students are not permitted out of class during the instructional hours without the proper hall pass and the student's summer school ID card.

**LOCKERS**

No lockers will be used.

**FINAL REPORT CARDS**

Copies of the final report card will be mailed to the student's home and to the schools of attendance.

.....  
**PLEASE RETURN TO YOUR TEACHER BY Friday, June 20, 2014**

I \_\_\_\_\_, have read and understand the rules and  
Student Name  
regulations regarding Banning High Summer School June 16, 2014, and will meet all expectations. I understand that Banning High Summer School is a privilege and I will not violate that opportunity to earn credits toward graduation.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## GENERAL INFORMATION FOR TEACHERS

### DAILY SCHEDULE

Teacher Sign In.....	7:50 AM
Period 1. ....	8:00 AM
Brunch.....	10:30 AM
Period 2.....	11:00 AM
Teacher Sign Out.....	1:40 PM

**SIGN-IN AND SIGN-OUT** – Teachers must sign-in at the start of the day and sign-out at the end of the day on the counter in the Summer School Office. Keys may be kept by teachers during the summer session and must be returned to the Summer School Office at the end of summer school.

**TEACHERS' MAILBOXES** - in the Summer School Office should be checked on arrival and departure since this is the primary means of communication with the faculty.

**COMMUNICATION TO STUDENTS** – Weekly bulletins and P.A. announcements *as needed*. It is the teacher's responsibility to read to students all such bulletins.

**CHILD ABUSE TRAINING** - Please complete the Child Abuse Awareness Training assessment, print out the certificate and sign it. Provide a copy to Mr. Rodgers, in Summer School Office, before July 11, 2014. To access the CAAT video and assessment, please go to the Child Abuse Awareness Training link under Offices on the LAUSD homepage, or through the Learning Zone. The link to this page is <http://notebook.lausd.net/portal/page? pageid=33.1095433& dad=ptl& schema=PTL EP>.

**TEACHERS WHO MUST BE ABSENT** - should notify the Summer School Office at (310) 847-3700 the day before, if possible. Pay is allowed under the same limitations that apply during the regular school year.

**A SEATING CHART** - is provided for each class. Please keep these up-to-date and leave them in the top drawer of the desk, along with lesson plans, for the substitute teacher.

**FACULTY MEETINGS** - will be called as needed. Teachers will be notified at least 24 hours in advance of such meetings.

**LOCATIONS ARE AS FOLLOWS** - (1) FACULTY PARKING LOT is on campus (2) SUMMER SCHOOL OFFICE is in the Main Office (3) TEACHERS' MAILBOXES - are located in the Summer School Office (5) HEALTH OFFICE will be in the Summer School Office (6) ATTENDANCE OFFICE is in Attendance Office, (7) TEACHER'S ROOM LOCATION see Master Schedule.

**SCHOOL ATTENDANCE POLICY** - In accordance with Bulletin 10, Office of the Associate Superintendent, Instruction, December 17, 1984, "student's attendance, work habits, and cooperation may not be used as a part of any rigid formula for assigning grades, e.g., a set number of tardies or absences may not result in the automatic lowering of a grade or loss of class credit. However, daily classroom activities are customarily the most vital and significant aspect of the instructional program; therefore, significant absences as well as habitual and prolonged tardies may result in an absence of learning and a corresponding diminution in the grade assigned."

**ROLLBOOKS** – Attendance and enrollment procedures are available in the MiSIS website at <https://askitd.net/isis>.

**SUMMER SCHOOL MARKING PRACTICES** - are consistent with the regular school program. It is recommended that you use the grade book program in MiSIS.

- **Weekly Marks** - are consistent with the established policy in regular school. A minimum of *ONE LETTER MARK IN SUBJECT ACHIEVEMENT FOR EACH FIVE HOURS OF INSTRUCTION IS TO BE RECORDED FOR EACH STUDENT* (meaning 2 grades per week).
- **Mid-Term Progress Reports** - On July 1, 2014, a mid-term progress report will be sent to parents/guardians. This report will consist of a subject mark (A, B, C, D, Fail,) for the class in which the student is enrolled.
- **Failure Notices** - On July 11, 2014, Failure Notices are to be sent to parents/guardians of those students who:
  1. Received a passing mark on the mid-term progress report but are now at risk of receiving a mark of "Fail" on the final summer report card.
  2. Did not return after the mid-term progress report was issued and will therefore receive a mark of "Fail" on the final summer report card.

**Summer School Report Card** - Copies of the summer school report cards will be mailed to the students' homes and schools of attendance. Grades will be entered on the computer for electronic transfer of credits. *The mark of "Incomplete" may not be issued during summer school. Students should be informed that summer school courses must be dropped by June 20, 2014 at 12:00 p.m., if they wish to drop the course without receiving a "Fail."* Report cards must be prepared for all students enrolled in the class if they have not dropped officially.

**SERIOUS DISCIPLINARY PROBLEMS** - should be referred in writing to the Summer School Office. Referral forms will be provided, see attachment A page 28.

**EACH TEACHER** - will have his/her own room and will be responsible for maintaining order and care of equipment. No changes may be made without authorization of the principal.

**EMERGENCY DRILLS** \* - One regular DROP DRILL/ FIRE/EARTHQUAKE EVACUATION DRILL will be conducted on June 20, 2014 at 10:15 a.m. Please bring your rollbook and supervise students. \* Evacuate to our stadium, instructions will follow. Students will be dismissed to nutrition after the drill.

**USE OF COPY MACHINE** - The copy machine is located in IMC 1<sup>st</sup> floor Main Building. Request for copies can be made in IMC Office; there is a 24 hour turn around time on all requests.

**ATTENDANCE RECORDS AND FIRST AID** - for students will be handled by the Summer School Office.

**NORM DAY** - is Wednesday, June 18, 2014.



**SUMMER SCHOOL STAFF**

Principal ( <u>6/16 to 6/30/14</u> ) .....	Mr. Willis Rodgers
Principal ( <u>7/1 to 7/18/14</u> ) .....	Mr. Rudy Mendoza
Summer Administrative Assistant .....	Ms. Elaine Bishop
Office Technician .....	Ms. Valerie Bauman
Supervision Aides.....	Ms. Patsy Finley Ms. Mary Lozano
Cafeteria Manager .....	Ms. Jackson
Plant Manager.....	Mr. Turner

## TEACHER RESPONSIBILITIES

The teacher is responsible for creating, maintaining and fostering a classroom environment and climate that encourages instruction excellence and achievement. To establish and maintain such an environment, the teacher should:

1. Provide students and parents with a brief overview of the goals and subject content of their class. Use the District's mandated instructional guidelines.
2. Provide instruction at appropriate skill levels by diagnosing students' abilities in every subject area.
3. Follow the District guidelines for instruction, *see attachment B* for additional information, instructional course outlines, essential standards and skill continuums and strive for students' mastery of the indicated skills.
4. Prepare instructional plans for the summer session. Follow instructional guides provided by the District. Evidence of lesson planning shall be readily available in each classroom to assist substitutes. Each teacher is to prepare a Sub Folder and include copy of lesson plans. **ALL Sub Folders** are due by Friday, June 20th, to the Principal.
5. Provide a schedule which requires regularly assigned student homework based upon classroom instruction.
6. Display student accomplishments and products in the classroom.
7. Make available to students and parents information that will help in understanding the standards used for assigning marks.
8. Provide recognition for individual student progress and exceptional achievements.
9. Provide notification to parents when a student shows signs of significant decline in effort or achievement and encourage follow-up and involvement of parents. Phones are available for teachers to use to notify parents of behavior or attendance problems in the Summer School Office.
10. Invite administrators, and colleagues to visit the classroom to view effective and innovative lessons.

## ATTENDANCE AND ACCOUNTING PROCEDURES

Summer 2014

### ENROLLMENT AND ATTENDANCE PROCEDURES BEGINNING June 16, 2014

#### ENROLLMENT PROCEDURES FOR MONDAY, June 16, 2014

- A. Students who were absent June 16, 2014 and who were pre-enrolled MUST report to the Summer School Office to re-establish enrollment. NEW STUDENTS MAY NOT ENROLL DIRECTLY WITH THE TEACHER.
- B. New enrollees (and those who were absent on June 16, 2014 will:
1. Enroll with the Summer School Office, **if there is space.**
  2. Summer School Office will give the teacher the following:
    - a. Class Schedule of new student
  3. Mark an "E" on your classroom roll sheet on the appropriate date. **For new students, add their name on the Attendance Roster, then enter an "E" in the appropriate line.**

#### ATTENDANCE PROCEDURES -

- A. See MiSIS job aide at <http://misis.lausd.net>
- B. Teachers need to contact students regarding consecutive days of absence. At least two phone calls home.
- C. Tardy students will report directly to the classroom. Teachers are to contact parents of students who continue to be tardy by telephone or letter (see letters pages 14-15).

#### CHECK-OUT PROCEDURES

- A. The Summer School Office will notify teachers when students are to be officially checked out of class. **Students are not checked out automatically.**
- B. Students checking out of class on or before June 20, 2014 will receive a "N.M." (No Mark). Students should be informed that summer school courses must be dropped by June 20th, if they wish to drop the course without receiving a "Fail."
- C. Students checking out after June 20, 2014 must be issued a report card with a "Fail" at the end of summer school (a mid-semester report card need not be issued).



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**BANNING HIGH SCHOOL**  
1527 Lakme Avenue  
Willmington, California 90744  
Telephone (310) 847-3700 Fax (310) 830-5515

**Dr. John E. Deasy**  
*Superintendent of Schools*  
**Traves Collier**  
*Instructional Director*  
*Intensive Support and Innovation Center*  
**Rudy Mendoza**  
*Principal*

DATE: \_\_\_\_\_

TO THE PARENT/ GUARDIAN OF: \_\_\_\_\_

Subject: \_\_\_\_\_ Times Tardy: \_\_\_\_\_

This is to inform you that your child has been tardy to my class as indicated above.

This behavior is disruptive to the learning process in my classroom. The summer school Instructional program is intensive and requires that each minute of time be utilized. We need your support in having your student understand this requirement.

We are most anxious to develop responsible attitudes towards being punctual on the part of our students. We feel this will be valuable to them in the future.

If you have any questions regarding the above information, please call me at Banning High School, (310) 847-3700.

Sincerely,

\_\_\_\_\_  
Teacher

Approved: Willis Rodgers, Principal  
Rudy Mendoza, Principal



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*Instructional Director*  
*Intensive Support and Innovation Center*  
**Rudy Mendoza**  
*Principal*

DATE: \_\_\_\_\_

TO THE PARENT/ GUARDIAN OF: \_\_\_\_\_

Subject: \_\_\_\_\_ Times Absent: \_\_\_\_\_

This is to inform you that your child has been absent to my class as indicated above.

This is an interruption in the instructional program for your child. The summer school program is intensive and requires that each minute of time be utilized. Participation on a daily basis is very important and will factor into the final grade. We need your support in having your student understand this requirement.

We are most anxious to develop responsible attitudes towards the instructional program on the part of our students. We feel this will be valuable to them in the future.

If you have any questions regarding the above information, please call me at Banning High School, (310) 847-3700.

Sincerely,

\_\_\_\_\_  
Teacher

Approved: Willis Rodgers, Principal  
Rudy Mendoza, Principal

## **FIRE DRILLS/EARTHQUAKE - EMERGENCY DROP DRILLS**

Each summer school is mandated by the Los Angeles Unified School District to conduct emergency drills.

### **SCHEDULE**

Banning High Summer School will conduct the drill(s) according to the following schedule:

Friday, June 20, 2013 at 10:15 a.m... Fire/Earthquake/Drop/Lock Down

The following is a proposed plan for evacuation of all buildings in case of a major earthquake or fire. This plan calls for evacuation to the assembly area in front of the main building.

### **THE PLAN**

1. The map on page 18 shows the assembly grass area in front of the main building.
2. Teachers are to lead students to the designated area in case of an earthquake/fire.
3. For each room there is also an assigned route to reach the assembly area. An evacuation route map for your classroom will be provided separately.

### **FIRE SIGNAL**

Successive short intermittent signals will ring before the start of the drill.

### **EARTHQUAKE SIGNAL**

1. A continuous ringing of the bells will signal the start of the drill.
2. At the signal of the drill shout, "DROP!" See that all students take cover under desks or tables, then take cover yourself.

### **PROCEDURES**

After about one minute, the fire alarm bell will ring. At that time:

1. Take your class to the designated area in our stadium by way of the designated route.
2. Take your rollbook or class roster with you.
3. Emphasize that the class stay together on the field.

4. Appoint a responsible student to lead your class while you bring up the rear. Check to see that everyone has left the room.
5. In case your designated route is blocked, take an alternative route.
6. Assemble in your designated location, clustered as a class unit. Maintain some separation from other classes around you.
7. Call the roll, marking who is present.
8. All students and staff will be dismissed by the bell. Please DO NOT dismiss students before the bell rings.

## **REMARKS**

If a real earthquake/fire drill should occur while students are not in class, such as during nutrition, students are to assemble as Class groupings.

## **CONDUCTING A DRILL**

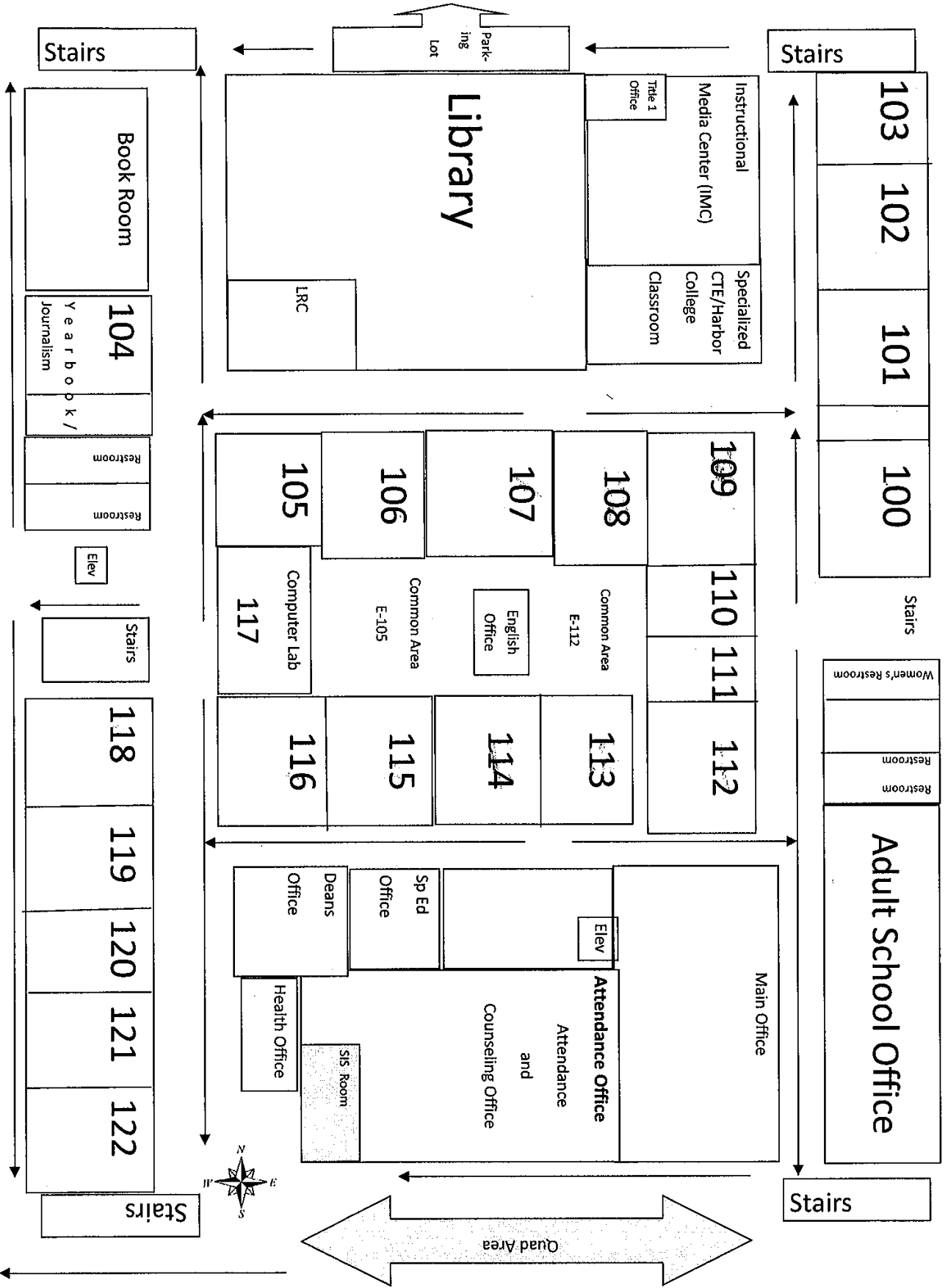
1. Responsibility - In the event of an earthquake, there will be no time for a school wide warning signal. The responsibility for initiating “drop” procedures lies entirely with the individual teacher.
2. Timing - Sudden shock and/or rumbling are first evidence of an earthquake. What is to be done must be done immediately: call the word “Drop” to indicate the beginning of the drill for your class.
3. If inside the school building, students are to:
  - a. Drop to their knees with back to the windows.
  - b. Get under equipment (desks, tables, etc.) where available.
  - c. Fold arms on the floor close to the knees (knees together).
  - d. Bury face in arms. Close eyes tightly.
  - e. Stay there until further instructions are given.
  - f. Follow the next instructions without question immediately. Instructions may come from any adult and its nature will depend upon circumstances and the extent of damage to the building.
4. If outside the school building, in case of earth

Assembly Area
------------------

clear of all buildings.
5. Earthquake drills are of extreme importance. After completing a drill, a report must be turned in to the Main Office on the form provided in your mailbox before each drill. Forms will be due in the Summer School Office by the end of the day.

**IF YOU HAVE ANY QUESTIONS,  
PLEASE SEE THE SUMMER SCHOOL ADMINISTRATOR**

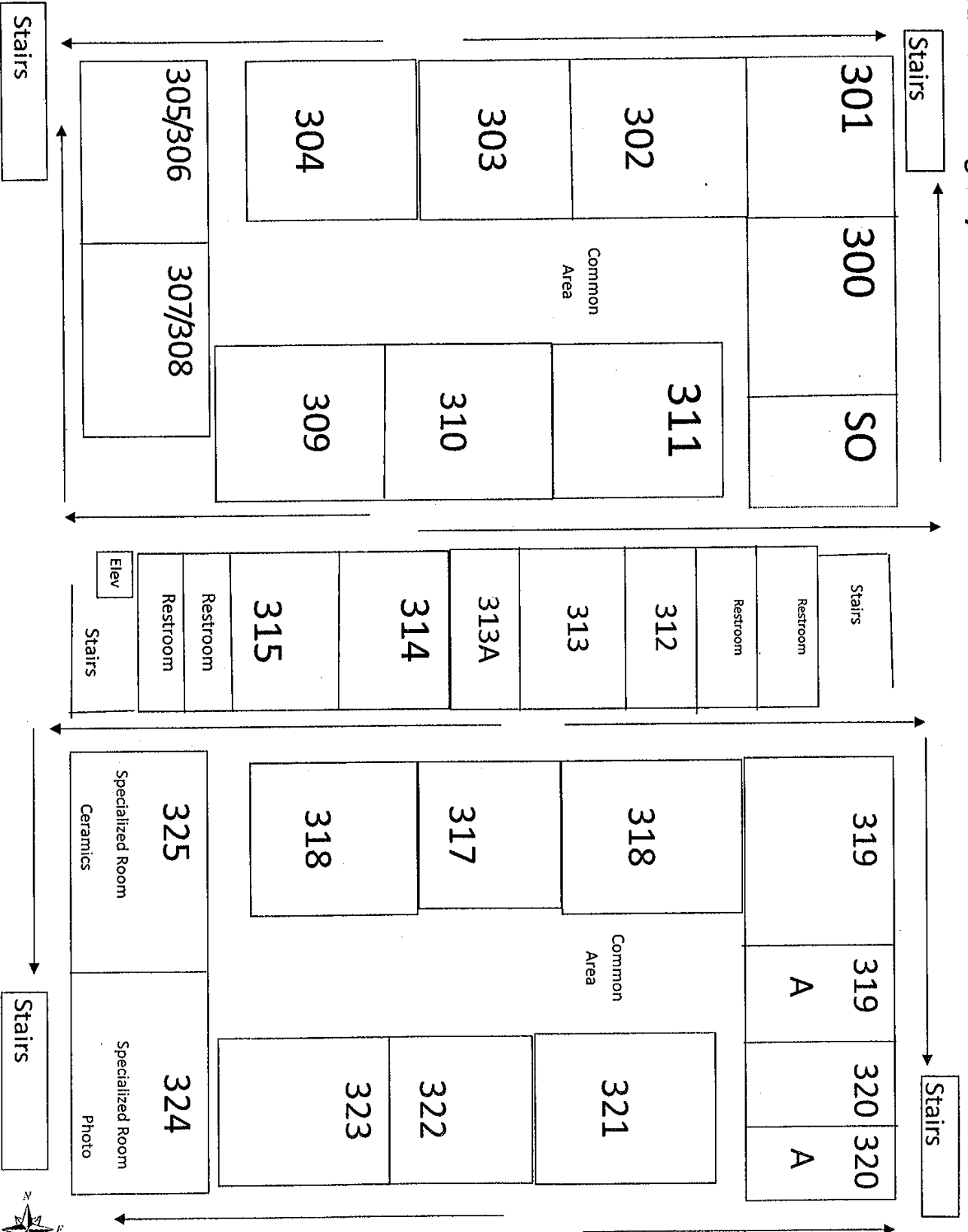
# First Floor Emergency Routes





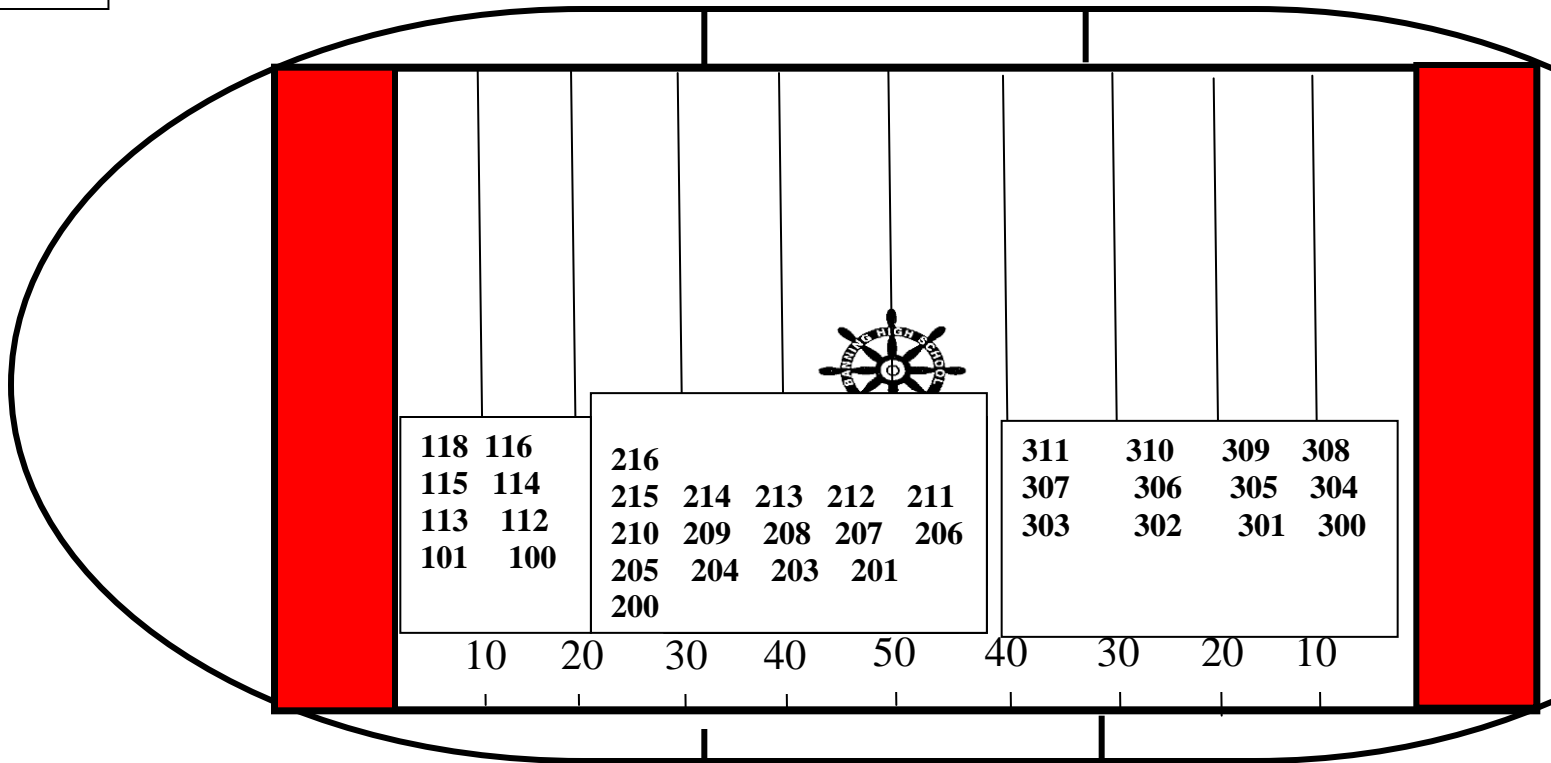


# Third Floor Emergency Routes



Boys  
PE

Visitor



Restrooms/Snack  
shack

Home

## ISSUING STUDENT ID CARDS

1. Summer school identification (ID) cards have been placed in the teacher's mail box located in the Summer School Office. Please issue one ID card to each student.
2. Please instruct students to fill out the ID cards in the following manner.  
Students are to:
  - a. **print** their **first and last name** on the front of the card
  - b. print their **date of birth** and their **grade**
  - c. print the **subject** where indicated (i.e. Algebra, Biology, Chemistry...)
  - d. print the **teacher's** name
  - e. print their **room number**
3. Teachers are to stress that the card must be carried at all times.
4. Teachers verify that the information on the card is correct
5. If needed, extra cards may be acquired in the Summer School Office.

## **MID-TERM PROGRESS REPORTS**

**DUE: FRIDAY, JULY 11, 2014**

Mid-Term Progress Reports will be in teachers' mailboxes on Wednesday, July 9, 2014.

Please follow the guidelines listed below:

1. *Teachers* are to complete a mid-term progress report for each student actively enrolled on July 1, 2014.  
  
(NOTE: At the mid-term, it will not be necessary to complete a progress report for students who checked out prior to June 20th.)
2. The original copies of the completed mid-term progress reports are to be given to students on Friday, July 11, 2014. Instruct students to have them signed by a parent/guardian and returned by Monday, July 14nd. Signed copies are to be retained with your rollbook and will be turned in with the roll book on July 18, 2014.
3. Mid-term marks are to be recorded in the "Quarter Marks" column in the roll book for all students.
4. Teachers are encouraged to include comments when appropriate.

## **REPORT CARD TIMELINE**

This timeline is for your convenience in planning ahead for final report cards:

- July 14th- Teachers receive rosters.
- July 17th- Final Grades due 1:40 PM. Grades inputted.
- July 18th- Verification rosters in teachers' boxes at sign-in in morning.
- July 18th - Corrected verification rosters due in Summer School Office by 11:00 AM.

**GRADE SHEETS DUE: THURSDAY, July 17th, 2014 -1:40 PM**

**VERIFICATION ROSTERS DUE: FRIDAY, July 18th, 2014 -11:00 AM**

**Final Report cards will be mailed home.**

## FINAL MARKING PROCEDURES

1. In the folder you will find the mark reporting roster for your classes. It looks just like the “E” and “L” sheet that you will turn in with the rollbook.
2. Write the academic, work habits and cooperation marks in the space provided on the left side of the form. You must enter a letter grade. You may not enter slashes.
  - a. You must write:
    - 1) A letter grade for each student plus work habits and cooperation. **Please note:** “I” means “Incomplete.” ***It is not a permissible mark during summer school.***
    - 2) Absences and tardies  
Please indicate cumulative absences. Summer School program does not use ISIS, so each hour is critical.
  - b. Do not indicate comments as they will not appear on any printed reports.
4. When you are finished, check that:
  - a. The grade marks match the grades kept in the rollbook.
  - b. Any erasures or stray marks have been thoroughly erased.  
**Please note:** Do not use White-Out
5. Grade rosters/sheets are due back in the Summer School Office by 11:00 a.m., Thursday, July 17, 2014. They will be inputted and verification rosters will be available by 8:00 a.m. on July 18th in your boxes. Please verify, they are due back in the Summer School Office with corrections made by 11:00 a.m. on July 18, 2014 for final grades.

## TEXTBOOK PROCEDURES

**BANNING HIGH SCHOOL TEACHERS** - Most of our books are in “A”, “B”, or “C” condition. Please help us maintain our book collection by requesting that the books be covered and kept from pencil or ink marks.

### Ordering Textbooks From the textbook room

1. Textbooks will be available on Monday, June 16, 2014.
2. Each teacher will order on TEACHER’S TEXTBOOK ORDER CARD
3. Students will complete both blue and white cards—collect the white and blue cards.
6. Send two reliable students to the Book Room with the order cards. They will count the books and deliver them to your room.

### ISSUING TEXTBOOKS TO STUDENTS

1. Each student must fill out two student textbook receipt cards (one blue and one white) for each textbook issued.
2. Collect cards and alphabetize by students’ last name.
3. Carefully check the cards for book number, condition of book, and teacher’s name before **returning the white** cards to the Textbook Room.
4. Please **keep your blue** cards alphabetized and rubber banded. **DO THIS AS SOON AS POSSIBLE, no later than July 12, 2013**
5. Labels in the front cover of each textbook should be filled out by students immediately in order to insure the return of the lost books to the teacher. If new labels are needed, they are available from the Textbook Room.

### CHANGE OF PROGRAM AND CHECK-OUTS

1. Collect textbooks from all students who check out of your class.
2. Give them the blue receipt cards for each textbook returned to you.
3. Be sure to let the Summer School Office know about missing books so we can send letters to parents.

### RETURNING BOOKS TO TEXTBOOK ROOM

Record the date and number of books returned on the BLUE TEACHER’S ORDER CARD before returning it to the textbook room

If you have any questions, please contact Ms. Bishop, SAA, in the Summer School Office



## **HOMEWORK - GENERAL GUIDELINES FOR ALL GRADE LEVELS**

1. Homework is an important resource for teachers in helping students to learn.
2. Homework may be scheduled, when appropriate, over an extended period of time, which may include weekends.
3. Homework assignments should be reasonable in length, content, and required resources.
4. Homework should be assigned to reinforce, extend, or enrich areas which have been taught.
5. Homework assignments should be related to grade level and subject objectives.
6. Homework assignments and due dates should be thoroughly explained by the teacher and understood by the student.
7. Homework, once appropriately assigned by the teacher, becomes the responsibility of the student, (who should know the content, process, and the due date). And should be completed and returned as is required.
8. Completed homework assignments should be acknowledged by teachers, recorded in the rollbook, and reviewed with students.



## **2014 SUMMER SESSION COURSE DESCRIPTION**

The purpose of the course description is to ensure that students and parents know what course-work is being taught, what homework is required, and how a student earns the subject grade of A, B, C, D, or Fail, as well as work habits and cooperation grades E, S, or U. Refer to the Instructional Guides, see attachment B, page 29 for instructions on how to download them from the Office of Curriculum, Instruction and School Support.

Course description information may be transmitted to students by dictating information, writing on the board for students to copy, or by distributing copies of the course description to be shared by students with parents.

Please include the following information on your course description:

1. Complete subject title and period.
2. Complete course description as specified in the CURRICULUM GUIDES (from previous course descriptions and the District)
3. Describe the type of homework given and how often it is expected.
4. Explain how subject grade is determined by indicating what value you give for tests, term papers, homework and class participation. Describe what activities and assignments are required to earn a grade of A, B, C, D, or Fail.

Within the District guidelines listed in the roll book, indicate criteria for E, S, or U in work habits and cooperation. This should include such items as completion of assignments and classroom participation for work habits; and classroom department and return of school documents for cooperation.

**Submit one copy of your course description and lesson plans for the subject taught this summer session to the Principal by Wednesday, June 18, 2014.**

## **HALL PASS PROCEDURE**

Please follow the hall pass procedures as follows: fill in the date, student name, destination and time left in the appropriate spaces on the hall pass. **Please issue a hall pass for emergencies only.**

**Students should not be out in the halls during instructional time.**

- When you refer a student for discipline or health reasons, refer them to the Summer School Office using the proper referral form, see attachment A on page 28, not the hall pass.
- When a student is summoned to the office, they will simply use the summons as their pass, not the hall pass.

## TEACHER CLEARANCE SHEET

**DUE: FRIDAY, July 18, 2014**

Teacher's Name \_\_\_\_\_ Room Number \_\_\_\_\_

Please turn in COMPLETED form to the Summer School Office BEFORE going home on Friday, June 18, 2014.

Please turn in all items listed below and complete and obtain ALL signatures.

\_\_\_\_\_ 1. TEXTBOOKS  
Textbook Room  
\_\_\_\_\_ Books turned in  
\_\_\_\_\_ Blue cards and stop clearances for books not returned

\_\_\_\_\_ 2. KEYS  
Ms. Bishop

\_\_\_\_\_ 3. ROLL BOOK  
Ms. Bauman  
\_\_\_\_\_ Quarter marks entered in ink  
\_\_\_\_\_ Final marks entered in ink  
\_\_\_\_\_ Total number of absences and tardies recorded in ink  
\_\_\_\_\_ Date entered and date left recorded in ink  
\_\_\_\_\_ Certification signature  
\_\_\_\_\_ Signed mid-term progress reports (in roll book pocket)

\_\_\_\_\_ 4. MARK SUMMARY ROSTER  
Ms. Bauman  
Final marks recorded in ink. (Grades must agree with rollbook.)

\_\_\_\_\_ 5. FINAL CLEARANCE  
Ms. Bishop  
Form will not be signed until ALL previous signatures are obtained.





LOS ANGELES UNIFIED SCHOOL DISTRICT  
MEMORANDUM

MEM-6028.1  
April 22, 2013

ATTACHMENT H

**Instructional Guides  
Summer School 2013**

The Office of Curriculum, Instruction and School Support provides the instructional guides and assessments for selected subjects. Guidelines for Standards-Based Instruction can be found beginning at <http://bit.ly/OCISS-CI> or by going to [www.lausd.net](http://www.lausd.net) and clicking on Offices> Office of Curriculum, Instruction, and School Support> Curriculum & Instruction then selecting the appropriate subject:

- History/Social Science (<http://hss.lausd.net/>)  
From the History/Social Science home page:
  - A. Click on [HIGH SCHOOL (9-12)] on the right side of the top navigation bar
  - B. Scroll down to [Instructional Materials] on the right side navigation bar.
  - C. Click on [[SUMMER SCHOOL CURRICULAR MAPS.pdf](#)]
  
- Literacy/Language Arts (<http://literacy.lausd.net>)  
From the Literacy & Language Arts home page:
  - A. Click on [HIGH SCHOOL (9-12)] on the right side of the navigation bar.
  - B. Click on [Course Descriptions] on the right side of the page.
  - C. Click on [[Guidelines for Standards-Based Instruction Summer School Credit Recovery 2013](#)]
  
- Mathematics (<http://math.lausd.net>)  
From the Mathematics home page:
  - A. Click on [Guidelines for Standards Based Instruction] on the right side of the navigation bar.
  - B. Click on the graphic for the (Summer School) Instructional Guide in the middle of the page
  
- Science (<http://science.lausd.net>)  
From the Science home page:
  - A. Click on [HIGH SCHOOL (9-12)] on the right side of the navigation bar.
  - B. Click on [Instructional Guide] on the right side of the page.
  - C. Click on [[summer school Science2012.doc](#)]



For questions on additional courses, which may be offered contact the Office of Curriculum, Instruction and School Support at (213) 241-5333.