

South East High School Summer Term 2017



Faculty Handbook

June 22, 2017 – July 27, 2017

Principal: Jesus Nuñez
Assistant Principal: Felipe Barragán
Counselors: Gary Bonilla and David Ayala
Lead Teacher: Jude Cazares



**South East High School
Credit Recovery Summer Term
June 22, 2017 – July 27, 2017**

BELL SCHEDULE

Teacher Sign-in	8:20 AM
Period 1	8:30 AM - 11:00 AM
Nutrition	11:00 AM - 11:30 AM
Period 2	11:30 AM - 2:00 PM
Teacher Sign-out	2:10 PM

Calendar

Thursday, June 22	First day of Summer Session
Friday, June 23	Textbook Distribution
Monday, June 26	Registration Ends
Monday, June 26	Teacher Sub Folder Due
Tuesday, June 27	Norm Day
Wednesday, June 28	Earthquake/Fire Evacuation Drill
Monday, July 3	No School
Tuesday, July 4	Independence Day-No School
Tuesday, July 11	Mid-Term Grade Issued
Thursday, July 20	Failure Notices Issued
July 24-26	Final Exams
Wednesday, July 26	Last Day to Drop with No Mark
Thursday, July 27	Last day of Summer Session
	Final Grade Issued

Common Planning Time

DATES	TIME	LOCATION
Tuesday, June 27	7:20-8:20 A.M.	LIBRARY
Tuesday, July 11	7:20-8:20 A.M.	LIBRARY
Tuesday, July 18	7:20-8:20 A.M.	LIBRARY
Tuesday, July 25	7:20-8:20 A.M.	LIBRARY



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Appendix: (Found in the back of this handbook.)

School Maps (Room/Building Usage)

Evacuation Routes & Field Assembly Area



Please Post

South East High School

Summer Term 2017

June 22 – July 27

(323) 568-3400

Bulletin 1

Jesus Nunez, Principal

Felipe Barragan, Assistant Principal

SUBJECT: GENERAL INFORMATION FOR STUDENTS

Summer School Schedule

Thursday, June 22	First Day of Summer Term. Students go directly to class as indicated on Room Finder
Monday, June 26	Last day to enroll. Students will not be enrolled after this date.
Tuesday, June 27	NORM DAY.
Wednesday, June 28	Earthquake/Fire Evacuation Drill
Monday, July 3	NO SCHOOL
Tuesday, July 4	Independence Day-No School
Tuesday, July 11	Mid-term progress reports to all students.
Thursday, July 20	Failure notices issued
July 24-26	Final Exams
Wednesday, July 26	Last day to withdrawal from class without receiving a "Fail" mark
Thursday, July 27	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



South East High School
STUDENT INFORMATION AND REGULATIONS
PLEASE SIGN AND RETURN TEAR-OFF

BELL SCHEDULE

Period 1	8:30 AM - 11:00 AM
Nutrition	11:00 AM - 11:30 AM
Period 2	11:30 AM - 2:00 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 your transcript for Summer School.
- Wednesday, July 26, 2017 -- Last day to withdraw from class without receiving a "Fail" mark.

ATTENDANCE REGULATIONS

Returning from absence:

- Student must present to the teacher, a note from a parent or guardian explaining the absence and indicating the number of days of absent (giving dates).

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

MID-PERIOD BREAKS

Teachers may provide a five-minute break (within class) for each 150-minute class. **Students are to remain in the classroom.**

CAMPUS REGULATIONS

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

Closed Campus

- Students enrolled in two classes are not permitted to leave campus during nutrition. Violators will be dropped from summer school.
- Students must carry Summer School I.D. at all times.

NUTRITION

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

MEAL CARDS

- All students are eligible for the school meal program and they do not need a lunch card.
- For any questions please contact Kirby Kidd, Cafeteria Manager.

PERSONAL APPEARANCE / DRESS CODE / ELECTRONIC POLICY

- Students are to observe appropriate dress code.
- Shoes are required at all times. Beachwear is not appropriate dress for summer term.
- No inappropriate attire will be permitted.
- No hats allowed in the classroom or indoors.
- Cell phones, tablets and other electronics are to be turned off and not visible during class time.
- Headphones are to be put away at all times, especially during class.

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 term ID card.

LOCKERS

Lockers will not be issued during summer term, however, SEHS students can use their lockers issued during the previous year.

FINAL REPORT CARDS

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

.....
PLEASE RETURN TO YOUR TEACHER BY Wednesday, June 28, 2017

I have read and understand the rules and regulations regarding South East High Summer Term 2017, and will meet all expectations. I understand that South East High Summer Term is a privilege and I will not violate that opportunity to earn credits toward graduation.

Student Signature

Date _____

Parent Signature

Date _____



South East High School

Summer Term 2017

Bulletin 2

SUBJECT: GENERAL INFORMATION FOR TEACHERS

DAILY SCHEDULE

Teacher Sign-in	8:20 AM
Period 1	8:30 AM - 11:00 AM
Nutrition	11:00 AM - 11:30 AM
Period 2	11:30 AM - 2:00 PM
Teacher Sign-out	2:10 PM

TEACHERS WILL SIGN IN AND OUT - at the counter in the Summer Term Main Office. Keys may be kept by teachers during the summer session.

TEACHERS' MAILBOXES - in the Summer Term 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. Teachers are requested to post all bulletins and urge students to read them.

TEACHERS WHO MUST BE ABSENT - should notify the summer term administrative assistant the day before, if possible. See the attached bulletin "REQUEST PROCEDURE: SUMMER SESSION SUBSTITUTE. Pay is allowed under the same limitations that apply during the regular school year. Illness is deducted from a teacher's benefited hours.

COMMON PLANNING TIME - is provided for teachers in core academic subjects to plan and share best instructional practices. Core teachers will meet before school on Tuesdays from 7:20-8:20 a.m. in the library each of the four Tuesdays for a total of 4 hours of Teacher X-Time compensation.

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 off of Tweedy Blvd (east end of campus). (2) SUMMER TERM OFFICE is in the Main Office (3) TEACHERS' MAILBOXES - are located in the Mail Room; and (4) HEALTH OFFICE will be in the Main Office.

LIBRARY - The library will not be open for student use.

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.”

ROLL BOOKS – Are to be kept for each course. MiSIS Gradebook or other acceptable Roll Book program is required.

SUMMER SCHOOL MARKING PRACTICES - are consistent with the regular school program.

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 Tuesday, July 11, 2017 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 each class in which the student is enrolled.

Failure Notices - On Thursday, July, 20, 2017, 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 home schools. 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 July 26, 2017, 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 Term Office. Referral forms will be provided.

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 DRILL REPORTS - One regular DROP DRILL and one FIRE/EARTHQUAKE EVACUATION DRILL are to be conducted on Wednesday, June 28, 2017 at 10:40 am. Please bring your roll book and supervise students. * Evacuate to track, instructions will follow. Students will be dismissed to nutrition.

USE OF COPY MACHINE - Paper is available in the Summer Term Office. See the SAA

ATTENDANCE RECORDS AND FIRST AID - for students will be handled by the Summer Term (Main) Office.

NORM DAY - is Tuesday, June 27, 2017



SUMMER TERM STAFF

Principal Mr. Jesus Nunez
Assistant Principal..... Mr. Felipe Barragan
Counselor..... Mr. Gary Bonilla
Counselor..... Mr. David Ayala
Lead Teacher Mr. Jude Cazares
Summer Administrative Assistant Ms. Maria Plascencia
Educational Resource Aide Ms. Martha Carrillo
Cafeteria Manager Mr. Kirby Kidd
Plant Manager Mr. Gonzalo Tolento



SOUTH EAST HIGH SCHOOL

Summer Session 2017

Bulletin 3

SUBJECT: 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 and pacing plans.
2. Provide instruction at appropriate skill levels by diagnosing students' abilities in every subject area.
3. Follow the District guidelines for instruction, instructional course outlines, pacing plans, 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. Copies shall become part of the Summer Session Organization Book maintained at the school. A suggested form is available and will be put in mailboxes on the first day. Each teacher is to prepare a Sub Folder and include copy of lesson plans. Sub Folder is due, Monday, June 26th, 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.
10. Invite administrators, department chairpersons, and colleagues to visit the classroom to view effective and innovative lessons.



SOUTH EAST HIGH SCHOOL

Summer Term 2017

Bulletin 4

Teacher Attendance Entered in MiSIS

Summer 2017

All High School 2017 Credit Recovery Summer Term attendance must be entered into MiSIS each period and every day.



SOUTH EAST HIGH SCHOOL

Summer Term 2017

Bulletin 5

SUBJECT: ENROLLMENT AND ATTENDANCE PROCEDURES
BEGINNING JUNE 22, 2017

ENROLLMENT PROCEDURES AS OF THURSDAY, JUNE 22

- A. Students who were absent June 22 and who were pre-enrolled, MUST report to the Summer Term Office to re-establish enrollment. STUDENTS MAY NOT ENROLL DIRECTLY WITH THE TEACHER. **Students who do not show up on the first day of school will lose their spot in the class.** A Blackboard Connect message call will be sent out to all enrolled students over the weekend of June 24 and 25.
- B. New enrollees (and those who were absent on June 22) will:
1. Enroll with the Summer Term Office, **if there is space.**
 2. Give to the teacher the following:
 - a. Schedule Adjustment form
 - b. The last teacher on the form will send it to the Summer School Office after it is completed.
 3. Add the name and mark and "E" on your classroom roll sheet on the appropriate date. **Do not add the name on the MiSIS 5-Column Roster.** Please use the Attendance Correction Sheet to notify the Summer School Office and they will add the name in MiSIS.
- C. Teachers will:
1. Accept the Schedule Adjustment form, sign and return to the student so he/she can take it to Period 2 or keep and return it to the Summer School Office.
 2. Add the name to the 5-Column Roster and mark an "E" in your classroom roster on the appropriate date.
 3. Distribute the "General Information for Students," and inform the **student to return the emergency paper and the tear-off the next day.**



ATTENDANCE PROCEDURES – JUNE 22 – JULY 27, 2017

- A. Attendance should be submitted via MiSIS will be used to record students' attendance, establish students' enrollment, and determine staffing.
- B. Students returning from an absence are to drop off parent's note to the Summer School Main Office.
- C. Teacher needs to contact student regarding consecutive days of absence. At least two phone calls home.
- D. 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 following sample letter).

CHECK-OUT PROCEDURES - JUNE 22 – JULY 27, 2017

- A. The Summer Term 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 July 26, 2017 will receive a "N.M." (No Mark). Students should be informed that summer school courses must be dropped by July 26, if they wish to drop the course without receiving a "Fail."
- C. Students checking out after July 26 must be issued a report card with a "Fail" at the end of summer school

Los Angeles Unified School District

SOUTH EAST HIGH SCHOOL

2720 Tweedy Blvd
South Gate, CA 90280
(323) 568-3400

Michelle King
Superintendent of Schools

Jose Huerta
Local District East Superintendent

Jesus Nunez
Summer School Principal

DATE: _____

TO: _____

PARENT/ GUARDIAN OF: _____

Period _____ Subject _____ Times Tardy _____

This is to inform you that your student 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, you may call me at South East High School, (323) 568-3400. My email is _____.

Sincerely,

Teacher

Los Angeles Unified School District

SOUTH EAST HIGH SCHOOL

2720 Tweedy Blvd
South Gate, CA 90280
(323) 568-3400

Michelle King
Superintendent of Schools

Jose Huerta
Local District East Superintendent

Jesus Nunez
Summer School Principal

DATE: _____

TO: _____

PARENT/ GUARDIAN OF _____

Period _____ Subject _____ Times Absent _____

This is to inform you that your student 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.

Please call me at South East High School, at (323) 358-3400. My email is _____.

Sincerely,

Teacher



SOUTH EAST HIGH SCHOOL

Summer Session 2016

Bulletin 6

SUBJECT: FIRE DRILLS/EARTHQUAKE - EMERGENCY

DROP DRILLS

Each summer school is mandated by the District to conduct emergency drills.

SCHEDULE

South East High Summer School will conduct the drills according to the following schedule:

10:40a.m.--Wednesday, June 28, 2017..... 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 athletic field.

THE PLAN

1. A map of evacuation route shows the football field in front of the bleachers. (See Appendix)
2. Teachers are to lead students to the designated area in case of an earthquake/fire.
3. The areas are marked off. Take your class to the designated area on the grass field. (See attached map)
4. For each room there is also an assigned route to reach the field. (See Appendix)

FIRE SIGNAL

Successive short intermittent signals for ten (10) seconds. (See PROCEDURES)

EARTHQUAKE SIGNAL

1. A continuous ringing of the bells for 47 seconds. (47 seconds is the length of time of simulated 8.3 earthquake.)
2. At the signal 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 on the field by way of the designated route.
2. Take your roll book or class roster with you.
3. Emphasize that the class stay together on the grass area.
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 on the track 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 earthquake, get 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 you mailbox before each drill.

Please refer to the sample below. A report form will be placed in your box prior to the drill. Forms will be due in the Summer Term Office on June 30 .

IF YOU HAVE ANY QUESTIONS,
PLEASE SEE THE SUMMER TERM ADMINISTRATOR



SOUTH EAST HIGH SCHOOL

Summer Term 2017

Bulletin 7

SUBJECT: ISSUING STUDENT ID CARDS

Summer school identification (ID) cards will be distributed on June 26th, the Summer Term Office, Main Office. Please issue one ID card to each student.

Teachers are to stress that the card must be carried at all times.

Students enrolled in only one period will have to show their IDs at the front door.



SOUTH EAST HIGH SCHOOL
Summer Term 2017

Bulletin 8

DUE: MONDAY, JULY 10, 2017

SUBJECT: MID-TERM PROGRESS REPORTS

Mid-Term Progress Reports Window open from Wednesday, July 5-Monday, July 10

Please follow the guidelines listed below:

1. Class teachers are to complete a mid-term progress report for each student actively enrolled on June 22, 2017 via MiSIS.

(NOTE: At the mid-term, it will not be necessary to complete a progress report for students who checked out prior to July 10.)

2. The Mid-term progress reports are to be given to students on Tuesday, July 11, 2017. Instruct students to take them home for their parent/guardian.
3. Teachers are encouraged to include comments when appropriate.

Thank you for your assistance.



SOUTH EAST HIGH SCHOOL

Summer Term 2017

Bulletin 9

SUBJECT: REPORT CARD TIMELINE

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

July 25 – Window opens for submitting final grades into MiSIS.

July 26 - Final Grades due in MiSIS by 2:40 p.m.

July 26- MiSIS Verification rosters due by Nutrition

July 27- Mail Final Summer School Report Cards



SOUTH EAST HIGH SCHOOL

Summer Term 2017

Bulletin 10

SUBJECT: ROLL BOOK CERTIFICATION

A. MATERIALS NEEDED:

- 1) Cum envelope
- 2) Certification sheet (white, three-page set)

B. MARKS (GRADES AND ATTENDANCE):

- 1) There should be at least two grades recorded for each week - a total of 10 grades for the session (minimum).
- 2) All grades and attendance are to be entered in MiSIS.
- 3) If you use a point system (or something other than the straight A-B-C-D-Fail), please indicate the scale at the bottom of the Certification Sheet.



SOUTH EAST HIGH SCHOOL

Summer Term 2017

Bulletin 11

SUBJECT: TEXTBOOK PROCEDURES

SOUTH EAST 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 Book Room

1. Textbooks will be distributed on Friday, June 23, 2017.
2. Each teacher will follow the textbook distribution schedule.
3. Escort your students to the Textbook Room to check-out their books
4. 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. Send student who is checking out to the textbook room to return books if they are checking out of your class.

RETURNING BOOKS TO SECURE ROOM.

1. Follow the schedule for returning Textbooks at the end of Summer School.



SOUTH EAST HIGH SCHOOL

Summer Term 2017

Bulletin 12

SUBJECT: * 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 and reviewed with students.

* Adapted from Revised Guidelines for Assignment of Homework, Los Angeles Unified School District, Office of Instruction, Bulletin No. 22, 1981.



SOUTH EAST HIGH SCHOOL

Summer Term 2017

Bulletin 13

SUBJECT: 2017 SUMMER TERM 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.

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 each subject taught this summer session to the Principal by Monday, June 26, 2017

Thank you for your cooperation.



SOUTH EAST HIGH SCHOOL

Summer Term 2017

Bulletin 14

SUBJECT: 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 class time.

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



SOUTH EAST HIGH SCHOOL
Summer Term 2017

Bulletin 15

DUE: THURSDAY, JULY 27, 2017

SUBJECT: TEACHER CLEARANCE SHEET

Teacher's Name _____ Room Number _____

Please turn in all items listed below. Have the SAA sign this teacher clearance sheet.

Please initial:

_____ 1. TEXTBOOKS

_____ Books turned in

_____ 2. AUDIO-VISUAL

Coordinator

_____ 3. KEYS RETURNED

Coordinator

_____ 4. ROLL BOOK

Coordinator

_____ Certification signature

_____ Copy of Rollbook

_____ 5. Verification of Final Marks Report in MiSIS

Jesus Nunez, Principal

Referral Form
South East High School Summer Term

Student Name: _____ Date: _____

Birthdate: _____ Grade: _____ Reason: _____ Health or Discipline
Circle one

Date of Incident: _____ Time of Incident: _____

Teacher: _____

Outcome
