

**South East High School**  
**SUMMER TERM FACULTY MEETING**  
**May 30, 2017**  
**3:30-4:30 p.m.**

AGENDA

- I. Welcome and Introductions Jesus Nunez, Principal
- a. Assignment: 24 Days
    - i. **Dates:** June 22-July 27
    - ii. **Hours:** 8:20 a.m. to 2:10 p.m.
  - b. Summer Term Instructional Guides-
    - i. Division of Instruction website
  - c. Required Online PD via MyPLN by June 20, 2017: Four (4) hours X-Time
  - d. Common Planning Time: Tuesdays 7:20-8:20 a.m. –Four (4) hours X-Time
  - e. LAUSD Code of Conduct with Students
- II. Operational Information Felipe Barragan, Assistant Principal
- a. Summer School Faculty Handbook online at: [www.smartjaguar.com](http://www.smartjaguar.com)
  - b. Timecards
  - c. Room Assignments
  - d. **Room Preparation-June 20-21 from 8 a.m.-1 p.m.**
  - e. Keys
  - f. Mailbox
  - g. Daily MiSIS Attendance Submittal
  - h. Roll Book
  - i. Textbooks and Technology
  - j. Copy Machine Codes
  - k. Reporting an Absence
    - i. Substitutes
    - ii. Illness/Non-Illness Certification
  - l. Emergency Procedures and Drill: Evacuation Drill on Thursday, June 30<sup>th</sup> at 11:10 a.m.
  - m. Faculty Check-out Sheet
- III. Counseling Information Maribel Flores, APSCS  
Gary Bonilla, Summer Term Counselor  
David Ayala, Summer Term Counselor
- a. Summer School Registration
  - b. Student Program Changes
  - c. Norm Day Adjustments
  - d. Student Withdrawals
  - e. Mid-Term and Final Grades/Report Cards
- IV. Positive Behavior Support Jude Cazares, Lead Teacher
- a. Attendance and Tardies
  - b. Hall Passes
  - c. Office Referrals
  - d. Daily Random Metal Detector Searches
- V. Questions and Answers