

Pacific Coast High School

July-August

Enrollment Guide



Pacific Coast High School—Overview

Pacific Coast High School (PCHS) is a WASC accredited, college preparatory, voluntary public high school; very different from many schools you may have experienced before. In keeping with our mission statement, our philosophy and courses are similar to a community college format, utilizing a syllabus approach to each trimester course. PCHS is a recipient of the CA Department of Education's Exemplary Independent Study Award, and has received UC approval for most courses offered.

July-August trimester courses are offered online. Please refer to the *Course Offerings* section for a complete description of courses offered.

July-August Trimester Information

Course Dates

All July-August courses begin **July 1, 2020**, and end **August 12, 2020**. There is only one July-August session.

Credits Possible

Students may take and earn up to 10 credits during the July-August Trimester.

Online Courses

All courses are offered online. All math courses have a required on-campus final. See math syllabus for details. Refer to the *Course Offerings* section for a complete description of requirements for each course.

Online courses are web based. Students **must** have access to a computer, the internet and work **daily** during the entire July-August trimester. Work may be completed from any computer with Internet access.

Who May Enroll

High school students residing in Orange County.

Enrollment in PCHS and Another School

- Students **MAY NOT** enroll in PCHS and any other public high school during the July-August trimester.
- Students **MAY** enroll in a community college course and PCHS during the July-August trimester.

Enrollment Timeframe

Registration packets will be accepted beginning March 27, 2020. All registration forms for the July-August trimester must be received by 3:00 pm on **May 22, 2020.****

****Classes and enrollment may close prior to May 22, 2020. Watch our website for notices.**

How to Enroll in the July-August Trimester

- Enrollment forms must be submitted by **3:00 p.m. on May 22, 2020****
- Enrollment forms may be printed from [pchs.k12.ca.us/July-August Enrollment](http://pchs.k12.ca.us/July-August%20Enrollment).
- Complete and print all forms.
- Students will be contacted via the student email address provided on enrollment forms regarding enrollment status.
- **Students must have a working email address to enroll.** Students **may not** use an **email address** associated with **another high school**.
- Refer to the *July-August* page of the PCHS website for specific enrollment instructions based on *your district of residence*.

Forms to submit:

- July-August Enrollment Forms
- Unofficial transcript from school attended Spring 2020
- A signed and completed **Community School Referral Form** from student's school district of **residence**.
- If student has an active IEP or 504 Plan and/or health plan, **a complete copy must be submitted with all forms above**.

Community School Referral Form—How to Obtain One

Print a copy of the Community School Referral Form from the *Enrollment Packet*. Follow the Enrollment form directions on the PCHS website for *your student's district of residence*. Start this process early, it may take a week or two to receive your signed Referral Form. **This form is required to enroll in the July-August trimester.**

The following districts do not have specific instructions on the PCHS website regarding July-August enrollment.

- Fullerton—*requires a signature from your local high school first, then obtain the district signature*
- Laguna Beach 949.497.7700 x5204
- Orange 714.628.5424
- Santa Ana 714.433.3481

Challenging a Course Grade

A parent may challenge an issued grade mark from Pacific Coast High School up to the end of the following trimester (January 15, 2021).

Adding, Dropping, or Changing a Course

After enrollment forms are submitted, all course changes must be made in writing on a July-August Add/Drop Course Form (available on our website). Changes must be made on this form by **June 19, 2020**. Drops may be made through **July 24, 2020**. The completed Add/Drop form may be faxed to 714.508.0215.

How to Submit Registration Forms

- Mail or hand deliver completed enrollment packets to PCHS (there is an after hours drop slot in the front door available 24/7).
- **Forms MAY NOT be faxed.**
- **Make sure all forms are complete and signed, where applicable.**
- **Incomplete packets will not be accepted.**
- **Be sure to save the "Course Login" page(s) from the enrollment packet**

Accessing July-August Courses

Beginning **July 1, 2020**, use the online login directions provided as part of the enrollment packet. Login directions will also be available from the PCHS website: pchs.k12.ca.us/forms. Students who have completed all registration forms and submitted them with transcripts and district signed Community School Referral Form will be able to access their online courses by following the online login directions. *Students with outstanding registration items will not have an online account created, and will not be able to access courses.*

Courses Not Completed

If a course is not completed by **August 12, 2020** the student will receive a grade of "No Credit" (NC).

If no work is submitted for the first two consecutive weeks of the July/August trimester without student contacting the teacher, the student will be dropped from the course effective **July 17, 2020**.

Grades and Transcripts

Report cards are mailed to student's home address by the end of August. Many districts have agreements with PCHS that allow for electronic transcripts to automatically be sent to individual districts. Please check with your district to see whether you have such an agreement. An official transcript may be requested by completing the *Transcript Request Form* located the *Forms* page of the PCHS website and submitted to the [address/fax number or email address on the form.](#)

The Importance of Communication

Since students are not on campus for the July-August Trimester, is it vital for students to stay in communication with teachers through email. Each teacher has an email address in the online course. Use this email for your questions. Make sure to add PCHS teachers to acceptable sites to avoid important teacher emails being sent to a spam folder!

Important Dates

July-Aug registration begins.....**March 27, 2020**

Registration form deadline.....**May 22, 2020****

****the program may fill before this deadline.**

Last day to change July-Aug class.....**June 19, 2020**

July-Aug courses begin.....**July 1, 2020**

Holiday-Office Closed.....July 3, 2020

Math Finals.....(see math syllabus for details)

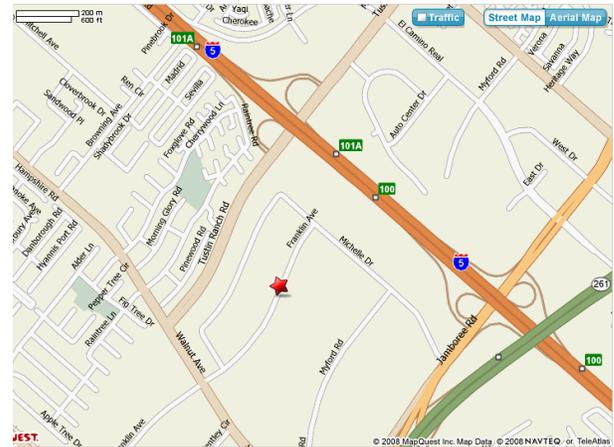
Last day to drop a course.....**July 24, 2020***

*No notation of the course will appear on the student's transcript if dropped by 7/24/2020.

Last day of July-Aug Trimester.....**Aug. 12, 2020**

Contact PCHS

Pacific Coast High School
14262 Franklin Avenue Suite 100
Tustin, CA 92780
Phone: 714.245.6500
Website: pchs.k12.ca.us



Staff Contacts

Principal: Machele Kilgore 714.245.6504
mkilgore@ocde.us

Enrollment Questions:

Student Records: Kathy Fusaro 714.245.6502
kfusaro@ocde.us

Technical Problems:

Richard Fitzgeorge rfitzgeorge@ocde.us

Teachers:

Refer to course syllabus for course teacher emails.

FREQUENTLY ASKED QUESTIONS

How many credits may I take during the July-August trimester?	5 or 10 credits
When does the July-August Trimester begin and end?	The July-August trimester begins July 1, 2020 , and ends August 12, 2020 . There is only one July-August session.
Can I take 10 credits during the first July-August session and 10 credits during the second July-August session?	There is <i>only one</i> July-August session. A student may take a maximum of 10 credits.
This is an online program. Do I have to come on-campus?	Only students enrolling in math classes must come on campus for their math final in August. See math syllabus.
What if I miss an on-campus math final?	Students must contact the course instructor before the date of an exam if the student is unable to attend. Missing a required exam may result in a student failing the class.
How much time will I need to spend on my July-August trimester classes?	Students should plan to dedicate approximately four to five hours <i>each day</i> to work on their courses in order to be successful.
Can I go on vacation and still do July-August trimester classes?	All online courses are web based, and may be accessed from any <i>computer</i> with Internet access. Assignments are submitted online. Remember, the July-August Trimester has all the assignments of a 19 week course for a 5 unit class and 38 weeks for 10 units condensed into 6 weeks. Students must work daily.
How do I communicate with my teachers?	Communication is critical for success at PCHS. Since students are not on campus, teachers count on students to communicate via email. Teacher email addresses are available in each July-August online course syllabus.
How do I get a grade for my course?	A report card will be mailed to each student's home by the end of August.
What if I didn't complete my July-August course?	If the student does not submit work for the first two consecutive weeks and does not contact the instructor, the student will be dropped from the course 7/17/2020 . If the student is enrolled after 7/17/2020 but does not submit all required work they will receive the grade of "NC" on their report card.
How does my current high school know I earned credits at PCHS during the July-August trimester?	Many districts have an agreement with PCHS for student's course/grade/credits to be submitted electronically to the district. Check with your school registrar to see if this is the process for your district. If not, you may request a transcript by completing and submitting the "Transcript Request Form" found on the "Forms" page of the PCHS website. Fax to 714-547-2344.
How do I add, drop, or change a course?	After enrollment forms are submitted to PCHS, any course change must be completed on a July-August Add/Drop form. This form may be downloaded from the "Forms" page of the PCHS website. Adds and changes must be made by June 19, 2020. Drops may be made through July 24, 2020 . The completed Add/Drop Course form may be faxed to 714.508.0215 or mailed prior to July 24, 2020 .
How long after I complete a course does my parent have to challenge a course grade?	A parent may challenge an issued grade mark from Pacific Coast High School up to the end of the following fall trimester January 15, 2021 .