

# Pacific Coast High School

July-August

2022-2023

*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, 2022**, and end **August 10, 2022**. 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 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 21, 2022**. All registration forms for the July-August trimester must be received by **3:00 pm** on **May 20, 2022.\*\***

**\*\*Classes may fill and enrollment may close prior to May 20, 2022. 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 20, 2022\*\***
- Enrollment forms are found on our website: [pchs.k12.ca.us/July-August Enrollment](http://pchs.k12.ca.us/July-August%20Enrollment).
- Follow the directions for enrollment pertaining to your school district of residence.
- 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*.
- Be aware that any student with a current IEP understands that direct IEP services are not available during the summer session. Accommodations are met within the program delivery model. August 10th at 3:00 pm will be that last opportunity for assignment submission.

### Forms to Submit:

- July-August Enrollment Forms
- Unofficial transcript from school attended during **Spring, 2022**.
- A signed and completed **Community School Referral Form** from student's school district of **residence**.

### Community School Referral Form—How to Obtain One

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.**

- If your school district is not listed – please use the “other” tab and follow these directions.

### 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 2023).

### 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 17, 2022**. Courses may be dropped through **July 29, 2022** and will not appear on a student's transcript. The completed Add/Drop form may be faxed to 714.508.0215 or emailed to: [pchsJuly22@ocde.us](mailto:pchsJuly22@ocde.us)

## How to Submit Registration Forms

- Follow all directions according to your school district of residence.
- There is an after hours drop slot in the front door available 24/7 for districts not having specific submission requirements.
- **Make sure all forms are complete and signed, where applicable. Signatures can be a scanned or copied, Script Style font signatures will be accepted this year.**
- **Incomplete packets will not be accepted.**

## Accessing July-August Courses

Beginning **July 1, 2022**, online login directions will be emailed to all students through their student email address. 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 10, 2022 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 15, 2022**.

## 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, it is 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 21, 2022**

Registration form deadline.....**May 20, 2022\*\***

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

Last day to change July-Aug class.....**June 17, 2022**

July-Aug courses begin.....**July 1, 2022**

Holiday-Office Closed.....**July 4, 2022**

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

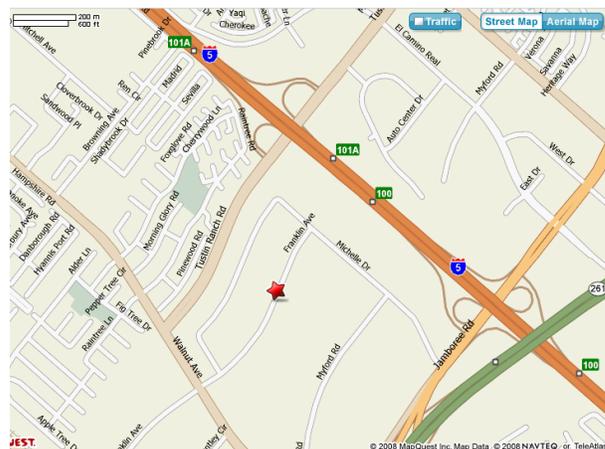
Last day to drop a course.....**July 29, 2022\***

\*No notation of the course will appear on the student's transcript if dropped by 7/29/2022.

Last day of July-Aug Trimester.....**Aug. 10, 2022**

## Contact PCHS

Pacific Coast High School  
14262 Franklin Avenue Suite 100  
Tustin, CA 92780  
Phone: 714.245.6500  
Website: [pchs.k12.ca.us](http://pchs.k12.ca.us)



## Staff Contacts

**Principal:** Machele Kilgore 714.245.6504  
[mkilgore@ocde.us](mailto:mkilgore@ocde.us)

**Enrollment Questions:** 714.245.6500

**Student Records:** 714.245.6502

**Technical Problems:**

Cody Jones  
[cjones@ocde.us](mailto:cjones@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 <b>July 1, 2022</b> , and ends <b>August 10, 2022</b> . 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 <b>only one</b> July-August session. A student may take a maximum of 10 credits.
This is an online program. Do I have to come on-campus?	All classes are held online. Please see math syllabus for details regarding the course final.
What if I miss a math final?	Students must contact the course instructor <b>before</b> the date of an exam. 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 <b>7/15/2022</b> . If the student is enrolled after <b>7/15/2022</b> 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. Follow directions on the form for submission.
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 available on the "Forms" page of the PCHS website. Adds and changes must be made by June 17, 2022. Drops may be made through <b>July 29, 2022</b> . The completed Add/Drop Course form may be faxed to 714.508.0215 or mailed and received prior to <b>July 29, 2022</b> .
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 <b>January 2023</b> .