



2026 Summer School Admin Guidelines

Last Updated: March 10, 2026

Summer School 2026 Overview		
Dates	Daily Schedule	
14 Days Total June 8- 26 No School on Friday, June 19 for Juneteenth	Period 1	8:00 am - 11:00 am (Break 9:25 am - 9:35)
	Lunch	11:00 am - 11:40 am
	Period 2	11:45 am - 2:45 pm (Break 1:20 pm - 1:30 pm)

Budget
<ul style="list-style-type: none"> • Summer school allocations are the same as last year. Here is an overview of the 2025-2026 Summer School Allocations. • School specific allocations, budget numbers, and combo codes were shared with the summer school AP and principal. You must use the budget numbers and combo codes provided this year - last year's numbers will not work. • If necessary, sites may consider other funding sources, such as 2025-26 Title I or Supplemental Instruction and Support funds, in order to augment summer school allocations. • Please note that these funds will not carry over into the new school year. A separate Supplemental Instruction and Support allocation for the 2026-27 school year will follow.

Application Process	Dates
1. Certificated and classified summer school applications are available on the Summer School website.	March 23, 2026
2. Application Due Dates <ul style="list-style-type: none"> ○ General site employee applications due to Summer School Directors at each site. ○ Special Education Certificated applications due to Ginny Bell at the District Office. ○ Special Education Classified applications due to Ginny Bell at the District Office 	April 22, 2026
3. If you have teachers needing sections or sections needing teachers, add that information to the Excess Teacher and Sections Spreadsheet . <ul style="list-style-type: none"> ○ HR will facilitate and approve this process. ○ Do not go directly to teachers from other sites to fill open positions. 	May - June

<ul style="list-style-type: none"> ETS will use this spreadsheet to ensure teachers have access to classes. 	
<p>4. Certificated and classified applications returned to HR in two stacks - <i>Hired</i> and <i>Not Hired</i>.</p>	<p>May 13, 2026</p>

Course Offering Guidelines

- Sites can offer Edgenuity or teacher-created courses. Sites are encouraged to focus on teacher-created courses. Sites may also offer non-core courses as needed.
- Most Edgenuity courses are A-G, but none are NCAA. See link below for a full list of courses.

Primary Edgenuity Course Options

<ul style="list-style-type: none"> Credit Recovery A-G Course Repeat to Clear a D or F Chromebooks or desktop machines 	English	Math	Social Science
<p>Additional Courses</p> <ul style="list-style-type: none"> Complete list of Edgenuity offerings 	<p>English 1C or 2C English 3C or 4C English 5C or 6C English 7C or 8C</p> <p>Science Biology 1C or 2C Space & Earth 1C & 2C Chemistry 1C or 2C</p>	<p>IM 1C-1 or 1C-2 IM 2C-1 or 2C-2 IM 3C-1 or 3C-2</p>	<p>In/Geo Con 1C W His/Geo 1C or 2C US His/Geo 1C or 2C Am Govt 1C</p>

Edgenuity Training Options *

- New to Edgenuity
- Edgenuity refresher (Required unless a teacher taught an Edgenuity class during the 2025-26 school year)

* Required by all summer school teachers using Edgenuity EXCEPT those who taught Edgenuity during the 2025-26 school year.

Training Dates

Available in April.
Trainings to take place in June via zoom.

Additional Information

Substitutes	<p>Overview</p> <ul style="list-style-type: none">● Each site will identify its own sub-pool from permanent contract teachers (both general education and special education) not teaching summer school and off-period subbing for teachers with only a period 1 or 2 assignment.● This also applies to special education aides.● Click here for the 2026 Summer School Substitute Overview document for details, pay rates, etc. This document may be shared with teachers.● Please have interested subs, complete the Substitute Interest Form Responses.● Sites must enter PAFs for any certificated substitutes used in summer school. <p>Additional Information</p> <ul style="list-style-type: none">● A budget number and combo code was included in the site budget document shared by fiscal.● All potential substitutes must have PAFs submitted.● Timesheets for substitutes will reflect only the time that they subbed during the summer school schedule.
Instructional Guidance	The GUHSD Teacher's Guide to Summer School will be shared with teachers selected to teach summer school.
Work Location	All Summer School positions are on campus based upon the 2026 schedule. Teachers and students must be on campus for their designated period or periods. There are no distance-only sections being offered.
Class Size	Class size for teacher-led and Edgenuity classes will follow the current contract language with a cap of 34 students for core subjects and World Language, SAI classes are limited to 20 students, 53 for PE, and 36 students for all other subjects.
Extended School Year	<p>All sites are hosting their own ESY programs.</p> <p>All sites (except ELITE and Helix) June 8 - 26, 2026 Period 1 (8:00 am - 11:00 am) & Period 2 (11:45 am to 2:45 pm) * June 19th is a holiday</p> <ul style="list-style-type: none">● ESY is offered during both Periods 1 and 2, as identified by the student's IEP (FAPE). <p>Transportation</p> <ul style="list-style-type: none">● ESY Transportation: Students who have transportation identified as a related service on their IEP will be eligible for transportation during ESY.<ul style="list-style-type: none">○ Transportation is available for students: AM- home to School and PM - School to home.○ If students choose to leave or arrive at any other time, the parent is responsible for transportation.○ For West Hills families only, parents are to contact your site advocate or administrator for information

English Learner Support	<p>General English Learner Support</p> <p>English Learners should be enrolled in courses they need to meet graduation. There will be no sheltered courses (only ELs enrolled) offered.</p> <ul style="list-style-type: none"> • Support for students taking Integrated classes can be provided through the online tutoring program, TutorMe / Pear Tutor. • Due to the change in course description, ELD should not be offered during summer school.
Language Support Services	<p>Language support services will be available throughout summer school. To schedule please contact Jessica Campos at translationservices@guhsd.net or by calling 619.593.2746.</p>
Food Services	<ul style="list-style-type: none"> • All of our schools will have a free breakfast and lunch service. <ul style="list-style-type: none"> ○ Breakfast will be served before school. ○ Lunch will be served between periods 1 and 2. • Students not enrolled in Summer School may come on to campus for breakfast and lunch.
Roll Taking	<p>Attendance will be taken once at the beginning of each period. Teachers should track attendance throughout the day internally. Teachers can use this tracking tool.</p>
Student Absences and Student Drop Process	<p>Overview</p> <ul style="list-style-type: none"> • Students may be dropped if they miss the first three days of the session after the site makes contact with the student or family. • Students with Disabilities (SWD) cannot be removed from ESY without going through an MDR process. This is a service on their IEP and we continue to follow IDEA. They may not be able to earn credit depending on their absences. This does not apply to SWD enrolled in a general credit recovery class. • A student adding a course after the first three days should be enrolled in an Edgenuity section. <p>Drop Process</p> <ul style="list-style-type: none"> • After the first week, teachers should work with the site admin to determine when to drop a student. Recommended policy: <ul style="list-style-type: none"> ○ Step 1: When a student misses three days or nine hours AND is at risk of failing, the teacher must make contact with the parent to help correct the behavior. ○ Step 2: When a student misses four days or 12 hours AND is at risk of failing, the teacher will work with AP to determine the next steps, including potentially dropping the student from summer school. <p>Drop Transcript Recording</p> <ul style="list-style-type: none"> • If a student drops Day 1 – Day 6, there will be no record on their file • After the 6th day, the student will be withdrawn with a W/P or W/F • If a student withdraws during the last 2 days of summer school, they will receive a W/F or F. • Exceptions may be granted by the principal or designee on an individual basis due to extenuating circumstances. (AR 5121)

Nurses	1. Nurses work through June 30 and should be on campus.
PAFs	<ol style="list-style-type: none">1. Please make sure the correct budget numbers are submitted on PAFs2. Classified PAFs are completed in number of hours3. Certificated PAFs are completed based on the daily Summer School rate of pay4. PAF deadlines:<ol style="list-style-type: none">a. June PAFs due June 22, 2026.
Budgeting / Time Sheets	<p>Payroll packets will be sent to AP's and Admin Assistants in mid-May with instructions, timesheets and due dates.</p> <p>Budget Calculation Spreadsheet</p>

School Contacts					
School	Administrator	Sped Administrator	School	Administrator	Sped Administrator
Grossmont	Mario Ramirez	Sarina Brooks	Valhalla	Joe Cota	Alysia Spivey
El Cajon Valley	CJ McCoole	CJ McCoole	West Hills	Matthew Farley	John Hoadley
Mount Miguel	Joseph Duffy	Katy Perkins	Chaparral	Jenny Mays	Jenny Mays
El Capitan	Josh Reiderer	Tina Smith	IDEA Center	Jenny Mays	Jenny Mays
Granite Hills	April Hernandez	Catherine Sargent	MERIT	Alicia Owens	Alicia Owens
Monte Vista	Dan Santos	Heather Treadway	REACH	Katy Perkins	Katy Perkins
Santana	Jeanie Pugh	Kurt Trower	ELITE	Barbara Schmidt	Barbara Schmidt

Special Education Contacts	
Mild/Mod, PLUS and AMP	Ed Baisely
High School Mod/Sev	Kim Guthrie
Transition	Sapna Iyer