

COE-BROWN NORTHWOD ACADEMY

SUMMER SCHOOL INFORMATION

June 25 – July 30, 2018

Students can attend summer school to recover credit lost due to a failed class, failed competencies or excessive absences. Students must register for summer school before the first day. This can be done by bringing in the registration form with payment to the office. Payment for summer school is expected by the first day of classes.

Classes run for two sessions: 8:00 – 10:00 and 10:00 – 12:00. Decision as to which session a student will attend is made on the first day of classes. Semester courses will run for 2 ½ weeks and full year classes will run the full 5 weeks.

ATTENDANCE: Students are allowed two days of absences for a 1 credit class and a one day absence for a ½ credit class. Two tardies count as an absence. Excessive absence will mean dismissal from summer school unless there has been prior approval through the administration.

ATTENDING FOR A FAILED CLASS:

On the first day of summer school, students who are making up a failed class will report at 7:45 AM to the office to check in. Students then meet in a classroom where the policies and procedures for summer school are explained and are assigned to a classroom where that teacher will assign them to either the 8 – 10 session or the 10 – 12 session. All students will be done by 10:00 on the first day. On the second day of summer school, students will begin their regular schedule of 8 – 10 or 10 – 12 depending on which session they were assigned to.

ATTENDING FOR MAKE UP OF COMPETENCIES OR EXCESSIVE ABSENCES:

On the first day of summer school, students who are making up failed competencies or time for excessive absences will report to the office at 9:45 AM to check in. If they have not already preregistered, this will be completed at this time and payment made. They will then be directed where to report to meet with the teacher. Work for these two categories must be made up within the first two weeks of summer school.

**COE-BROWN NORTHWOOD ACADEMY
SUMMER SCHOOL REGISTRATION FORM**

June 25, 2018 to July 30, 2018

Student's Name _____ DOB _____

Parent's Name _____

Mailing Address _____

Town _____ Zip Code _____ Tel: _____

School Currently Attending _____ Current Grade _____

Summer School runs from Monday, June 25 to Monday, July 30. No school on Wednesday, July 4th.

Please select the following Summer School credit recovery options you would like your student to enroll in this summer. Availability of courses is subject to demand. Remember to sign and complete the bottom of the form.

A) FAILED COURSE REGISTRATION:

Course Attendance and Requirements: Homework will be required in all subjects. Regular attendance is required, as the program is intensive. All absences require written valid reasons. A maximum of two (2) absences is allowed in a one credit course, one (1) absence in a half credit course, and zero (0) in a quarter credit course. Repeated tardiness will be counted as a partial absence. Other applicable Coe-Brown policies apply.

A \$150.00 deposit is required with all one credit courses (\$200.00 total); a \$75.00 deposit for a half credit course (\$100.00 total); and a \$50.00 deposit for a one quarter credit (\$75.00 total) course application.

Remainder of the tuition fee is required no later than the first day of class (Monday, June 25); \$50.00 for a one credit course or \$25.00 for a ½ credit course/\$25.00 for a ¼ credit course.

A student taking two, one credit courses will be charged \$350.00 total. No refunds unless the class is cancelled.

Please register my student for the following Summer School courses: (Circle desired course(s))

(Availability of classes is contingent upon number of registrations)

English 9	General Math	Intro. to Science	
English 10	Basic Algebra	US History I	
English 11	Algebra I	Global Studies	
English 12	Geometry	US History II US History III	

B) COMPETENCY REMEDIATION REGISTRATION:

All competency work must be completed by July 6th, in order to receive credit. Payment for competency remediation must be submitted to the office before remediation begins. A fee of \$25 will be charged for 1 or 2 competencies per class and \$50 for 3 or more competencies per class to be remediated. Students remediating competencies will report to the office on Monday, June 25 at 10:00 a.m.

Please register my student for Summer School Competency Remediation for the following classes:

Class	Number Competencies Failed	Fee
(Ex: English _____)	2 _____	(\$25) _____
_____	_____	_____
_____	_____	_____
Total Competency Remediation Fees		_____

(continued on back)

C) EXCESSIVE ABSENCE REGISTRATION:

Credit Lost Due to Excessive Absences: Students who have lost credit due to excessive absence may recover their credit during the summer school session by making up hours. According to the Coe-Brown policy students will make up three hours of subject matter work for the first day of excessive absences with one additional hour required for each subsequent day of absence. Students will be charged the fee of \$6.00 per make up class hour. (The first day over the allowable number of absences equals 3 make up hours which costs \$18.00. Additional hours are \$6.00 each.)

Please register my student to make up absent hours for the following classes:

Class	# Hours to Make-Up	Fee/Hour	Total Cost Per Class
		6\$/hour	
		6\$/hour	
		6\$/hour	
		6\$/hour	
		6\$/hour	

Total Excessive Absence Fees _____

Please fill in the following blanks to determine your total amount due.

Payment:

Total Part A) FAILED COURSE REGISTRATION FEES _____
Total Part B) COMPETENCY REMEDIATION FEES _____
Total Part C) EXCESSIVE ABSENCE FEES _____

TOTAL FEES _____

Please submit total fees, checks payable to Coe-Brown Northwood Academy, and completed Summer School Registration Form to the Counseling Office ASAP.

PARENT'S SIGNATURE : _____

DATE : _____