DRESS CODE
Charles County Public Schools dress code is in full effect for the duration of summer school.

GRADUATION
High School Graduation is held on the last day of Summer School, Thursday, July 27 at 4 p.m. in the Westlake High School auditorium. The graduation will include only CCPS students that are registered for a Summer School course and who have met the requirements for the Maryland High School Diploma.

Summer School graduating seniors must provide a completed graduation release sheet from their school at the time of registration. Non-CCPS students are not eligible to participate in the Summer School graduation ceremony.

LUNCH
Students may bring snacks and lunch or receive a free bag lunch offered by the cafeteria. There will be no access to vending machines or a concession stand. At no time are students permitted to leave campus during or in between registered classes.

STUDENT CONDUCT
Students are expected to follow all CCPS rules as well as Summer School rules and regulations. The Code of Student Conduct is available online at http://www.ccboe.com. Behaviors warranting suspension will result in removal from the program. A signed copy of the rules is due at the time of registration.

TRANSPORTATION
Parents/Guardians are responsible for providing transportation to and from Summer School. If a student drives, he/she may park in the student parking lot only. CCPS is not responsible for damages to student vehicles. Students may not return to the parking lot until they are leaving campus for the day, unless an administrator grants permission. If a student is taking classes the entire day, he/she may not leave campus during the 15-minute break between the end of the first class and beginning of the second class.

Visit us at
www.ccboe.com/community/summer_school.php or call 301-932-1003 or 301-753-1757 for additional and current info during registration.

Summer School phone numbers will be operational June 26, 2017 through July 27, 2017:
(301) 753-2099  •  (301) 934-7499

Evelyn Arnold
Principal of Alternative Programs

Board of Education
Michael Lukas, Chairman
Barbara S. Palko, Vice Chairman
Jennifer S. Abell, Member
Mark Crawford, Member
Victoria T. Kelly, Member
Margaret T. Marshall, Member
Virginia R. McGraw, Member
DaJuan Washington, Student Member

Kimberly Hill, Ed.D.
Superintendent of Schools
Amy L. Hollstein
Deputy Superintendent
Michael L. Heim
Assistant Superintendent of Supporting Services
Randy Sotomayor
Assistant Superintendent of Fiscal Services
Linda Gill
Marvin Jones
Executive Directors of School Administration

The mission of Charles County Public Schools is to provide an opportunity for all school-aged children to receive an academically challenging, quality education that builds character, equips for leadership, and prepares for life, in an environment that is safe and conducive to learning.

The registration form must be picked up from the student’s home school and completed by the parent/guardian, verified by the school counselor, and signed by the principal before registration. All 4 copies must remain together and be brought to registration by the deadline.

Letters from schools with course recommendations will NOT be accepted in lieu of a registration form.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Dr. Patricia Vaira, Title IX/ADA/Section 504 Coordinator (students) or Pamela K. Murphy, Title IX/ADA/Section 504 Coordinator (employees/adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2796, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-694-7230 or TDD 1-800-735-2250 two weeks prior to the event.

REVISED 4/4/17

SUMMER SCHOOL HOURS
First period class 7:30 a.m. - 10:30 a.m.
Second period class 10:45 a.m. - 1:45 p.m.
Extended Make-up/Original Course 7:30 a.m. - 1:45 p.m.
Fit for Life will be offered Period 1 only, June 27 - July 12

All face-to-face courses will be Monday—Friday and the online courses are Monday—Thursday.

Summer School is closed for staff and students on Tuesday, July 4.

ATTENDANCE POLICY
More than one absence, excused or unexcused, will result in failure and removal from the course with NO refund. Two tardies, excused or unexcused, equal one absence.

Suspension days are considered absences. All appointments, including medical, should be scheduled outside of school hours.

• Late to class (after the bell rings, in the first 30 minutes) = 1 tardy
• 2 tardies = 1 absence
• Late to class (more than 30 minutes) = 1 absence

CELL PHONES
Cell phones must not be visible and must be powered off at all times during the school day. This includes the use of headphones. A cell phone set in vibrate or other non-audible mode is not considered “off.”

GRADE REPORTS
Progress reports will be distributed on July 12, 2017. Final grade reports will be sent to all CCPS middle and high schools. A copy of the grade report will be mailed to the home address submitted at the time of registration. All financial obligations must be satisfied, and materials and books must be returned to the appropriate teacher before grades can be released.
REGISTRATION

The registration form is 4-part NCR paper. Please do not make copies or separate the forms. Faxes and letters from a student’s home school with course recommendations will not be accepted in lieu of a registration form for registration.

Students currently registered in CCPS

Registration forms and the Summer School Rules and Procedures are available in all CCPS middle and high school counseling departments. The registration form must be completed by the parent/guardian, verified by the school counselor, and signed by the principal before registration. The Summer School Rules must be signed by the student and parent/guardian and must accompany the registration form. CCPS graduating seniors must provide a completed graduation release sheet from their school at the time of registration. Non-CCPS students are not eligible to participate in the Summer School graduation ceremony.

Registration will be held at the Robert D. Stethem Educational Center
7775 Marshall Corner Road
Pomfret, Maryland 20675

Tues., June 20 and Wed., June 21
8:00 a.m. — 6:00 p.m.

NO registration forms will be accepted after 6:00 p.m. on Wednesday, June 21, 2017.

Students not currently registered in CCPS

Registration forms are available at the Robert D. Stethem Educational Center. In order for a non-CCPS student to enroll in Summer School through CCPS, the student must reside in Charles County, be enrolled at a Maryland accredited school and have the following at the time of registration:

• a completed registration form with both the home school counselor and Principal’s signatures
• a letter on the home school letterhead stating that the credits will be accepted at their institution
• a signed copy of the Summer School Rules
• a current copy of the student’s immunization record
• a copy of the students IEP/504, if applicable
• 2 proofs of domicile (visit http://www.ccboe.com/community/parents/register.php for acceptable proofs)

COURSE OFFERINGS

Course offerings are subject to change based on enrollment and seat availability. Summer School courses cannot be taken for eligibility or enrichment purposes.

Face-to-face courses are traditional courses with direct instruction.

Regular Make-up Courses
(M—F; 7:30 a.m.—10:30 a.m. or 10:45 a.m. — 1:45 p.m.)

- Algebra 1
- Algebra 2
- Algebra w/Trigonometry and Statistics
- Biology
- Chemistry
- Earth Science
- English 1, 2, 3
- Fit for Life (1/2 credit)
- Foundations of Technology
- Geometry
- Personal Financial Literacy
- Spanish 1 and 2

Extended Make-up Courses
(M—F; 7:30 a.m. — 1:45 p.m.)

- L/S/N Government

Students enrolled in the extended make-up course of L/S/N Government will have an opportunity to take the HSA test on July 25. There is no make-up date.

Original Credit Courses
(M—F; 7:30 a.m. — 1:45 p.m.)

- Personal Financial Literacy

Original Credit Personal Financial Literacy will be offered to rising 10th, 11th, and 12th grade students currently enrolled in CCPS, at no cost. A deposit of $50 is due at the time of registration and will be refunded upon successful completion of the course.

- English 3

Students who have completed three years of high school or students who have met all the requirements to graduate at the end of junior year.

Middle School Make-up Classes
(M—F; 7:30 a.m.—10:30 a.m. or 10:45 a.m. — 1:45 p.m.)

- Language Arts
- Math
- Science
- Social Studies

Online Courses

Online courses provide a hybrid of face-to-face instruction and online high school courses. Students who enroll in the online courses should be self-motivated independent learners who have basic computer skills and access to a computer/internet outside of the summer school classroom.

Credit will be awarded upon successful completion of the subject requirement; once credit is awarded, students are no longer required to attend the class. Credit will not be issued if the subject requirements are not met by the end of summer school.

Online Make-up Courses
(M—Th; 7:30 a.m. — 10:30 a.m.)

- English 4
- U.S. History
- World History

Online Original Credit Courses
(M—Th; 7:30 a.m. — 1:45 p.m.)

- English 4

Students who have completed four years of high school and are not in their graduation cohort. Counselors will submit requests to Student Services for approval.

- Personal Financial Literacy

Original Credit Personal Financial Literacy will be offered to rising 10th, 11th, and 12th grade students currently enrolled in CCPS, at no cost. A deposit of $50 is due at the time of registration and will be refunded upon successful completion of the course.

FEES

- $50.00 Original Credit Personal Financial Literacy
- $100.00 Make-up, Fit for Life
- $200.00 per course - Regular & Online Make-up class
- $300.00 Extended Make-up & Original Credit English

NOTE: No personal business checks will be accepted for summer school fees. Fee/reduced tuition is not available. All tuition fees are due at registration.

Cash, Visa, MasterCard, money orders, and certified bank checks are accepted. Money orders and certified checks should be made payable to CCPS and should include the student’s name and student ID. The name of person on the credit/debit card must be present at the time of registration and provide a photo ID.

Online credit/debit card payments can be made for current CCPS students through MyPaymentsPlus. Parents new to using the system will need to create an account and have their child’s six-digit student ID. Full payment, or verification of the processed online payment, must be received at the time of registration. Online payments made using an e-check must be processed (no longer in a pending status) at the time of registration. This may take several business days so it is highly recommended that a credit/debit card be used to ensure timely processing.

REFUNDS

Refunds will only be made if a course is cancelled or a written request is received by the administration by the end of the school day Tuesday, June 27 by emailing the information below to srooney@ccboe.com. NO refunds will be given if a student is removed from Summer School for a violation of the CCPS Code of Conduct or attendance policy.

• Student name
• Student ID number
• Complete address
• Name of the course to be refunded
• Amount to be refunded

Refunds may take up to 30 days to process.