

# 2015 SECONDARY SUMMER SCHOOL BULLETIN

## Registration Location & Dates

**Roger Ludlowe Middle School  
Front Lobby**  
Located at 689 Unquowa Road

## Registration Dates/Times:

**June 29th: 8:00 am – 3:00 pm**

**June 30th: 8:00 am – 3:00 pm**

**July 1<sup>st</sup>: 8:00 am – 3:00 pm**

## 2015 Summer School Location

**Roger Ludlowe Middle School**

## Summer School Sessions

**Session I: July 6 – 17**

**Session II: July 20 – July 31**

## Summer School Schedule

**Period 1: 8:00 am – 10:00 am**

**Period 2: 10:00 am – Noon**



**Welcome to the 2015 Secondary Summer School program.**

**The teaching and administrative staff of the Fairfield summer program look forward to working with you over the 4-week summer session in July.**

The following bulletin is designed to familiarize you with the programs, policies, and expectations for the program. There are also charts and a student scheduling worksheet designed to ensure all students register for the correct courses and complete the registration process easily and efficiently.

**All questions regarding the program should be directed to:**

**Dave Craven, Secondary Summer School Principal**

Roger Ludlowe Middle School

689 Unquowa Road, Fairfield, CT 06825

Phone: 203-255-7240 (until July 6), 203-255-8343 (July 6 – July 31)

email: [dcraven@fairfieldschools.org](mailto:dcraven@fairfieldschools.org)

## **Program Overview**

The Fairfield Secondary Summer School is a self-funded, credit-granting program that serves students enrolled in the Fairfield Public high schools, and private and public high schools in the surrounding communities.

The main purpose of the program is to provide an opportunity for high school students to have credit restored in order to keep on pace for graduation.

One course, Computer Applications, is the only summer school offering that allows students to fulfill a high school requirement in advance. Upon completion, students taking the summer computer course receive a proficiency check-off on their high school transcript. For detailed descriptions of each of the courses offered, please refer to the most recent *Program of Studies* issued by the Fairfield Public Schools.

The courses offered are not meant to serve as a replacement for the traditional high school year offerings. The courses are viewed as an extension of the school year where key course concepts are reviewed, taught, and tested.

## **Course Offerings**

The menu of summer school courses includes all levels of English, Social Studies, and Math. In Science, Earth Science and Biology are offered. Students also can make up Health classes and units of P.E. (1 unit = 12 hours of P.E.).

Computer Applications is open to all high school and graduating middle school students. If a student failed the computer class during the regular school year, he or she will receive 1 credit upon successful completion of 40 hours of class work. If a student is taking the computer course for the first time, then no credit is awarded. The student, however, does receive a proficiency check-off, which is required for graduation.

## Master Schedule

The school has two instructional blocks that run approximately 2 hours each. The four weeks are divided into two sessions.

Session 1 Dates: July 6 – July 17

Session 2 Dates: July 20 – July 31

The following blank worksheet and master schedule chart are designed to assist you in your planning. **This should be done in collaboration with your guidance counselor.**

Special Note: *PE and Computer Applications:*

The PE and Computer Applications courses require that students complete a certain number of hours in order to receive either credit or a proficiency check-off.

### Worksheet – Student Schedule

Session	Period 1 Course (8:00 am to 10:00 am)	Period 2 Course (10:00 am to noon)
<i>Session 1</i> <b>Week 1:</b> <u>July 6 to July 10</u>		
<i>Session 1</i> <b>Week 2:</b> <u>July 13 to July 17</u>		
<i>Session 2</i> <b>Week 3:</b> <u>July 20 to July 24</u>		
<i>Session 2</i> <b>Week 4:</b> <u>July 27 to July 31</u>		

## SUMMER SCHOOL MASTER SCHEDULE & TUITION

Session 2014	Period 1 (8:00 am – 10:00 am)	Period 2 (10:00 am – noon)	Tuition <i>Resident</i>	Tuition <i>Non-resident</i>	Tuition Due
July 6 – July 31	English 12 (2 credits)	English 22 (2 credits)	\$400.00 (each course)	\$500.00 (each course)	
July 6 – July 31	English 32 (2 credits)	English 42 (2 credits)	\$400.00 (each course)	\$500.00 (each course)	
July 6 – July 31	Global Studies 10 (2 credits)		\$400.00 (each course)	\$500.00 (each course)	
July 6 – July 31	SS 22 – Modern World (2 credits)	U.S. History 32 (2 credits)	\$400.00 (each course)	\$500.00 (each course)	
July 6 – July 31	Geometry 22 (2 credits)	Algebra 12 (2 credits)	\$400.00 (each course)	\$500.00 (each course)	
July 6 – July 31	Earth Science (2 credits)	Biology (2 credits)	\$400.00 (each course)	\$500.00 (each course)	
July 6 – July 17	Health 10 & 20	Health 30 & 40	\$500.00	\$600.00	
July 6 – July 31	Algebra 12 (Enrichment) Please see letter at end of packet		\$900.00	\$1,000.00	
July 6 – July 31 <b>Period 1 or 2</b>	Computer Applications	Computer Applications	\$400.00 (each course)	\$500.00 (each course)	
July 6 – July 17 <b>or</b> July 20 – July 31	Computer Applications		\$400.00 (each course)	\$500.00 (each course)	
July 6 – July 31	PE (1-3 units) 1 unit = 12 hours)	PE (1-3 units) 1 unit = 12 hours	\$260.00 per unit	\$360.00 per unit	
<b>Notes:</b> <ul style="list-style-type: none"> <li>Computer classes are offered 4 hours for 2 weeks or 2 hours for 4 weeks</li> </ul>			<b>TOTAL TUITION:</b>		

SCHEDULED TIMES MAY BE CHANGED DUE TO SIZE OF CLASS ENROLLMENT



## Registration

### Roger Ludlowe Middle School

June 29<sup>th</sup>: 8:00 am – 3:00 pm

June 30<sup>th</sup>: 8:00 am – 3:00 pm

July 1<sup>st</sup>: 8:00 am – 3:00 pm

Registration for summer school must be made in person during the 3-day registration period. **A parent or guardian must accompany the child.** No pre-registration of courses can be made by mail, phone, or email. All necessary forms are included with this bulletin.

A student may register for summer school after he or she has:

- ✓ Conferred with his or her guidance counselor
- ✓ Completed the registration form with all appropriate signatures and information. **Without a guidance counselor's signature on the form, the registration will not be honored.**
- ✓ Completed & signed Internet Sign-Off, Health Information, Attendance Contract
- ✓ Completed a 2015 - Secondary Summer School Emergency form
- ✓ If appropriate, attached an IEP modifications page or 504 plan to the registration form.
- ✓ Summer School Student Behavior Expectations form read & signed by student and parent.
- ✓ Made check payable to the Fairfield Public Schools for the total amount of the course(s). Please refer to the tuition price list on page 4.

## Registration Days and Course Closings

On the first day of registration, extra staff will be on hand to process your registration as quickly as possible. At the registration table will be follow-up information on the name and contact number for the summer school administrative team, course room locations, course instructors, student parking, and pick-up and drop-areas.

Every effort will be made to run all courses posted in this bulletin. The staffing for summer school and running of courses, however, is dependent on the number of students who ultimately enroll. As mentioned, summer school is a self-funded program that is operated with the tuition of those who enroll. Therefore, the District reserves the right to adjust the master schedule or cancel a course due to insufficient enrollment.

If a course is cancelled, students will receive a full refund.

 **Tuition** 

Please refer to the tuition chart on page 4. Please note that there is a resident and non-resident rate charged for each course. Payment for courses is expected at the time of registration.

If a student withdraws from a course within the first four days of summer school, he or she will receive a refund of tuition minus a \$50 processing fee. No refunds will be given after the student's course has met for 4 days.

**Financial Assistance**

Financial assistance is available for students if they qualify for the free or reduced lunch program. Families may request an application for the free or reduced lunch program by calling Vickie Zadravec at Central Office (203-255-8390). The Central Office administration will make the final determination of eligibility.

Regardless of eligibility, all fees for courses must be paid in full at time of registration or the student will not be eligible for this program.



## Books and Supplies

Depending on the course, a student may be issued a text. Students are asked to keep track of the text and turn it in the day BEFORE the summer session ends. All texts or money for a replacement must be turned in before the issuance of a grade and credit.

Students are expected to have basic supplies for the course on the first day of class, which usually include notebook, paper, and pen. For PE, please wear appropriate athletic clothing and footwear.

## Grades and Reporting of Credit

Students will receive a progress report at the 2 week mid-point and a final grade report on the last day of school. Also, a grade and credit report will be sent to the student's school. For private schools, a letter will be mailed confirming attendance and a final grade.

On the high school transcript, the grade for a summer school course is weighted as a Level 3 class.

## Attendance Policy

Due to the short-term nature of the summer school session, the attendance policy requires that students attend classes **every day and on time**. The attendance policy, therefore, is as follows:

- In the event of any absence, a student will be removed from the course and forfeit his or her tuition.
- If a student is tardy to class three times, he or she will be removed from the course and forfeit his or her tuition.

All students are expected to be on time to class on the days they are scheduled to attend.

There are no food or beverages for sale. Students are encouraged to bring a snack and a drink.

**Fairfield Secondary Summer School Registration – 2015**

Student Name: \_\_\_\_\_ Student ID No. \_\_\_\_\_

In order to register, student must have:

- Parent accompanying him or her
- Guidance counselor signature on registration
- Payment: cash or check (check made payable to Fairfield Public Schools)

**School Information for Fairfield Resident**

Grade in June 2015: \_\_\_\_\_ School in June 2015: \_\_\_\_\_

School Next Year: \_\_\_\_\_

Guidance Counselor Name \_\_\_\_\_

**School Information for Non-Fairfield Resident**

Grade in June 2015: \_\_\_\_\_ School in June 2015: \_\_\_\_\_

June 2014 School Address: \_\_\_\_\_

School Next Year: \_\_\_\_\_

School Address Next Year: \_\_\_\_\_

Guidance Counselor Name: \_\_\_\_\_

**Personal information:**

Parent/Guardian: \_\_\_\_\_

Home Address: \_\_\_\_\_

Contact Numbers: C - \_\_\_\_\_ H - \_\_\_\_\_ W - \_\_\_\_\_

**Summer School Course Selection:**

Course	Credit	Remedial (no credit)	Proficiency	Tuition
			<b>Tuition Due:</b>	

Guidance Counselor Name (Print): \_\_\_\_\_

Guidance Counselor's Signature: \_\_\_\_\_

*\* Please attach IEP (Modification Page Only) or 504 plan to this form (Guidance staff)*



**Internet Sign-Off, Health Information, Attendance Contract**

Please check-off and sign below:

Yes	No	
		I authorize my child to use the Internet. He or she agrees to abide by the policies governing computer use, including the <i>Student Internet Use Policy and Network Code of Conduct</i> .
		I attest that my child has no significant health concerns that would inhibit or prevent his or her participation in regular classroom or Physical Education activities. Any concerns should be placed on the emergency form.
		I understand that the Fairfield Secondary Summer School does not have a nurse on premises or have medical facilities. In the event of a medical emergency, 911 will be called.
		I understand that if my child withdraws from a course within the first 4 days of summer school, he or she will receive a refund of tuition, minus a \$50 processing fee. I also understand that there will be no refunds given after the student's course has met for 4 days.
		I understand the Summer School attendance policy: 1 absence for any reason or 3 tardies will result in removal from summer school and loss of tuition.

*Signature of Parent/Guardian:* \_\_\_\_\_

**EMERGENCY INFORMATION**  
**Secondary Summer School 2015**

Student's Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone/Cell Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_

**In case of emergency, please refer to the following:**

Mother's Name \_\_\_\_\_ Business Phone \_\_\_\_\_

Father's Name \_\_\_\_\_ Business Phone \_\_\_\_\_

Relative or Neighbor \_\_\_\_\_ Phone \_\_\_\_\_

**In the event of a medical emergency, the school reserves the right to call an ambulance and transport the child by ambulance to the nearest hospital or, if feasible, to the preferred hospital indicated on this Emergency Card. Parents will be contacted as promptly as possible.**

Physician \_\_\_\_\_ Phone \_\_\_\_\_

Dentist \_\_\_\_\_ Phone \_\_\_\_\_

Hospital Preferred \_\_\_\_\_

Health Problems (Allergies, Medications, Significant Medical Conditions) \_\_\_\_\_

\_\_\_\_\_

\* Please be aware that a nurse will not be present at the school during this program. Any medications must be administered by the parents.

I give permission for essential medical information to be communicated to appropriate school personnel to ensure my child's health and safety in school.

Parents Signature \_\_\_\_\_ Date \_\_\_\_\_

**Secondary Summer School Office: 203-255-8343**

# Secondary Summer School

## Student Behavior Expectations

- Mutual courtesy between teachers and students will be expected at all times.
- Cell phones and other electronic devices are **not allowed** in the classroom and will be confiscated by the classroom teacher. The incident will be reported to the principal.
- Students taking both session 1 and session 2 classes are not allowed to leave the school building between sessions.

Summer School behavior expectations are listed below. Breaking these rules will result in disciplinary action including expulsion from summer school.

- Attendance on time every day (No absences allowed)
- On time to class (3 tardies will result in disciplinary action)
- No vandalism
- No theft
- No cheating
- No possession of weapons or facsimiles thereof
- No possession, use, sale, or distribution of alcohol, drugs or drug paraphernalia
- No physical fighting or assault
- No abusive language
- No insubordination
- No possession, use, sale, or distribution of fireworks
- No threatening, intimidating, harassing, bullying, or other behaviors deemed disruptive to the school environment.
- No gambling (legal or illegal) including playing cards and sports betting

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **Algebra-12 Summer School 2015**

The district is offering an Algebra-12 summer course for students currently enrolled in Pre-Algebra who have not previously taken the Algebra course. Successful completion of this course will allow a student to enroll in Geometry in the 2015-16 school year. The summer course will be a hybrid course which provides face to face instruction in the morning, with additional assigned work using online learning software that is completed at home. The class will be scheduled from July 6 through July 31, and will follow the Algebra-12 content as outlined in the Fairfield Public School curriculum (see <http://fairfieldschools.org/curriculum-instruction/subjects/math/>).

### **Procedure and Requirements:**

- 1) The parent/student contacts the school counselor and teacher to inform him/her of the student's intent and obtain the Course Information and Approval Form.
  - a. The student in Pre-Algebra who illustrates the ability to persevere through problems, handle a quicker pace of instruction, and demonstrates strong study habits throughout the school year will be considered.
  - b. The parent should contact the math teacher to determine if the student meets the criteria described.
- 2) After a conversation with the teacher, the parent registers their child for summer school. The fee for this course is \$900.00. (See page 6 in the Summer School bulletin for financial aid information)
- 3) The student will complete the Algebra-12 summer course, meet all summer school attendance requirements, and complete all daily assignments and assessments (quizzes, tests, and final exam). (See page 7 in the Summer School bulletin for the Attendance Policy)  
Note: Grade 7 students will also need to complete a unit in Real Numbers, which is available online.
- 4) To be placed into the Geometry-21 course, the students must earn a grade of at least a B+. The school will inform the parent and student of the placement decision.
- 5) Completion of the work over the summer does not guarantee that the student will be enrolled in the Geometry-21 course. The student needs to demonstrate mastery of the necessary pre-requisite topics for a rigorous Algebra-12 course. If the student does not attain the minimum grade required, then the student will be placed into the Geometry-22 or Algebra-12 course based upon the performance.
- 6) Other opportunities do exist for the student to accelerate in mathematics, which include: a) taking Geometry and Algebra-2 concurrently in high school, or b) taking a high school course at another institution over the summer.

The signature below indicates that the parent and student have read the Summer School Bulletin and agree to the procedure listed above.

*Parent Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Student Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Student Name (Please Print):* \_\_\_\_\_



**Algebra-12 Summer Course for Incoming Freshman  
Course Information and Approval Form**

*This form needs to be completed and presented during the summer school registration to enter into the Algebra-12 summer course for incoming freshman.*

Student Name (Please Print): \_\_\_\_\_

Pre-Algebra Teacher: \_\_\_\_\_

FPS School: \_\_\_\_\_

Pre-Algebra Grade to Date: \_\_\_\_\_

Pre-Algebra Teacher Recommendation:  
 Recommended       Not Recommended

Teacher Signature: \_\_\_\_\_

*If not recommended, why?* \_\_\_\_\_

*\*\*A completed copy of this form will be retained at the school.*