

# 2013 SECONDARY SUMMER SCHOOL BULLETIN

## Registration Location & Dates

**Fairfield Ludlowe High School  
Front Lobby**  
Located at 785 Unquowa Road

## Registration Dates/Times:

June 26<sup>th</sup>: 1:00 pm – 4:00 pm

June 27<sup>th</sup>: 1:00 pm – 4:00 pm

June 28<sup>th</sup>: 7:00 am – 3:00 pm

## 2013 Summer School Location

**Fairfield Ludlowe High School**

## Summer School Sessions

Session I: July 8 – 19

Session II: July 22 – August 2

## Summer School Schedule

Period 1: 8:00 am – 10:00 am

Period 2: 10:00 am – Noon



**Welcome to the 2013 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**

Fairfield Ludlowe High School, Webster House

785 Unquowa Road, Fairfield, CT 06824

Phone: 203-255-8390 (until July 5), 203-255-7236 (July 8 – August 2)

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 middle and high schools, and private and public 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. Additionally, a middle school program serves students recommended for additional support and remediation in core subjects; no credit is awarded.

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 middle and 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 8 – July 19

Session 2 Dates: July 22 – August 2

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 8 to July 12</u>		
<i>Session 1</i> <b>Week 2:</b> <u>July 15 to July 19</u>		
<i>Session 2</i> <b>Week 3:</b> <u>July 22 to July 26</u>		
<i>Session 2</i> <b>Week 4:</b> <u>July 29 to August 2</u>		

## SUMMER SCHOOL MASTER SCHEDULE & TUITION

Session 2013	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 8 – August 2	English 12 (2 credits)	English 22 (2 credits)	\$400.00 (each course)	\$500.00 (each course)	
July 8 – August 2	English 32 (2 credits)	English 42 (2 credits)	\$400.00 (each course)	\$500.00 (each course)	
July 8 – July 19		English Elective 10, 11, 12	\$325.00	\$425.00	
July 8 – August 2	Global Studies 10 (2 credits)		\$400.00 (each course)	\$500.00 (each course)	
July 8 – August 2	SS 22 – Modern World (2 credits)	U.S. History 32 (2 credits)	\$400.00 (each course)	\$500.00 (each course)	
July 8 – August 2	Geometry 22 (2 credits)	Algebra 12 (2 credits)	\$400.00 (each course)	\$500.00 (each course)	
July 8 – July 19 or July 22 – August 2	Personal Finance (1 credit)		\$325.00	\$425.00	
July 8 – August 2	Earth Science (2 credits)	Biology (2 credits)	\$400.00 (each course)	\$500.00 (each course)	
July 8 – July 12	Health (11 <sup>th</sup> and 12 <sup>th</sup> grade)	Health (9 <sup>th</sup> grade only)	\$260.00 per week	\$360.00 Per week	
July 15 – July 19	Health (11 <sup>th</sup> and 12 <sup>th</sup> grade)	Health (9 <sup>th</sup> /10 <sup>th</sup> grade)	\$260.00 per week	\$360.00 Per week	
July 8 – August 2 <b>Period 1 or 2</b>	Computer Applications	Computer Applications	\$400.00 (each course)	\$500.00 (each course)	
July 8 – July 19 or July 22 – August 2	Computer Applications		\$400.00 (each course)	\$500.00 (each course)	
July 8 – August 2	PE (1-3 units) 1 unit = 12 hours)	PE (1-3 units) 1 unit = 12 hours	\$260.00 per unit	\$360.00 per unit	
July 8 – July 19 or July 22 – August 2	<b>Middle School</b> Summer Reader's Workshop	<b>Middle School</b> Summer Reader's Workshop	\$200.00 (each course)	\$250.00 (each course)	
July 8 – August 2	<b>Middle School</b> Bridge to Pre-Algebra	<b>Middle School</b> Bridge to Algebra	\$400.00 (each course)	\$500.00 (each course)	
July 8 – August 2		<b>Middle School</b> Science Enrichment	\$400.00 (each course)	\$500.00 (each course)	
<b>Notes:</b>			<b>TOTAL TUITION:</b>		
<ul style="list-style-type: none"> <li>• Computer classes are offered 4 hours for 2 weeks or 2 hours for 4 weeks</li> <li>• Middle school courses are open to students completing Gr. 6-8</li> </ul>					

SCHEDULED TIMES MAY BE CHANGED DUE TO SIZE OF CLASS ENROLLMENT



## Registration

**Fairfield Ludlowe H.S. Front Lobby/Foyer**

**June 26<sup>th</sup>: 1:00 pm – 4:00 pm**

**June 27<sup>th</sup>: 1:00 pm – 4:00 pm**

**June 28<sup>th</sup>: 7:00 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 2013 - 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 – 2013**

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 2013: \_\_\_\_\_ School in June 2013: \_\_\_\_\_

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

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

**School Information for Non-Fairfield Resident**

Grade in June 2013: \_\_\_\_\_ School in June 2013: \_\_\_\_\_

June 2013 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 2013**

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: 203-255-7236**

# 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: \_\_\_\_\_