



HIGH SCHOOL SUMMER SCHOOL 2019

Online Registration Available March 1!

www.troyceonline.com

*Be sure you have discussed your summer courses with your counselor before you go to the website to register.
You **MUST** have counselor approval or a parent waiver.*

All non-Physical Education Classes held at Troy High
4777 Northfield Parkway, Troy, MI 48098

Physical Education (PE) classes will be held at Athens High
4333 John R, Troy, MI 48085

Session 1: Tuesday, June 18 - Thursday, July 11 (no class 7/4 and 7/5)

Session 2: Friday, July 12 - Friday, August 2

*LAST DAY OF EACH SESSION
IS A HALF DAY FOR FINALS FROM 7:50am-10:00am.*

Questions? Call 248-823-5100 or 248-823-5162.

TSD HIGH SCHOOL SUMMER SCHOOL 2019 HIGH SCHOOL CREDIT CLASSES

The three-part Student Registration Form must be completed to finalize registration unless you are registering online at www.troyceonline.com. All waivers, course selections and payment can be made online until June 12. Students must review their summer school selections with their school counselor or administrator before registering. If registering online, you must indicate your counselor's name and click on the waiver which indicates you have met with your counselor. If registering by mail or walk-in, your school counselor or administrator must sign the registration form. The counselor/administrator signature does not indicate a recommendation for enrollment. Final enrollment decisions are up to the student and parent. Counselor/Administrator signature is not required for **TROY DISTRICT INCOMING 9th GRADERS to take World History, Health, or Introduction to Physical Education**. After your 9th grade schedule card for the next school year is turned in, however, a signature is required by your high school counselor or administrator to enroll in all other summer school classes.

IN-SEAT SESSION 1

**Tues. June 18 – Thur. July 11 (no classes July 4 and July 5)
7:50am–12:00pm; Last Day is 7:50am-10:00am
CLASS DESCRIPTIONS AVAILABLE ONLINE**

CLASS #	CLASS NAME
703143	Algebra 1 (1 st Semester)– Bring scientific calculator
703162	Geometry (1 st Semester)– Bring scientific calculator
703193	Algebra 2 (1 st Semester)– Bring scientific calculator
702072	Government and Civics
702012	American History/Geography 1
702232	World History/Geography Semester 1
702242	World History/Geography Semester 2
702062	Economics
708852	Health 1
707952	Intro Phys Ed 1 – <i>held at Athens High School</i>

IN-SEAT SESSION 2

**Fri. July 12 – Fri. Aug 2
7:50am–12:00pm; Last Day is 7:50am-10:00am
CLASS DESCRIPTIONS AVAILABLE ONLINE**

CLASS #	CLASS NAME
703243	Algebra 1 (2 nd Semester)– Bring scientific calculator
703262	Geometry (2 nd Semester)– Bring scientific calculator
703293	Algebra 2 (2 nd Semester)– Bring scientific calculator
702072	Government and Civics
702022	American History/Geography 2
702232	World History/Geography Semester 1
702242	World History/Geography Semester 2
702062	Economics
708852	Health 1
707952	Intro Phys Ed 1 – <i>held at Athens High School</i>

Students may take only one class per session whether virtual or in-seat – two classes total.

If a class must be cancelled due to low enrollment, affected students will be notified the day before their class is scheduled to begin.

CLASS DESCRIPTIONS ARE AVAILABLE AT WWW.TROYCEONLINE.COM.

TIMELINE

Thursday, March 1	Online registration begins.
Monday, March 11	Mail-in and walk-in registration begins.
Wednesday, June 12	All pre-registration ends. Online registration ends at 11:00pm. Walk-in registration ends at 3:00pm.
Monday, June 17	Registrations at the THS Summer School Office ONLY at 8:00am.

Incomplete Registration Forms Will NOT be Processed.

If not registering online, please check form before mailing to verify that all fields are complete, all signatures are present, and all information is entered. (Student ID is not required for non-TSD students.)

QUESTIONS?

Call 248-823-5100 or 248-823-5162.

Virtual Class Opportunities!

If in-seat class dates don't work for you, or classes you need are not available in this brochure, be sure to check out Troy's virtual class options in the green brochure or online!

**All classes are available for
online registration at
www.troyceonline.com.**



HOW TO DO MAIL-IN REGISTRATION IF YOU ARE NOT REGISTERING ONLINE AT WWW.TROYCEONLINE.COM

1. Obtain registration packet with registration form from your school counselor.
2. Get counselor's signature for class(es). *If registering online, you will need your counselor's name to mark the waiver.*
3. Fill in all information neatly with a ballpoint pen so that information is legible on all three copies of the form. Your counselor will keep the bottom (pink) copy. **PRESS FIRMLY.**
4. Read summer school rules/policies. Student and parent signatures are required to indicate compliance with rules/policies.
5. Include payment. Checks or major credit cards accepted. Make checks payable to **Troy Continuing Education**. Please include student's name and ID number in memo section on your check.
Tuition Cost: Troy District residents: \$229.00 for one class / \$458.00 for two classes - *NSF fee of \$20 for returned checks*
Non-District residents: \$267.00 for one class / \$534.00 for two classes - *NSF fee of \$20 for returned checks*
6. Mail white copy of registration form and payment to: High School Summer School, Troy Continuing Education, 201 W. Square Lake Road, Troy, MI 48098
7. Yellow copy of registration form is the student receipt and schedule. Bring the yellow copy to first day of classes.

HOW DO I KNOW I'M REGISTERED?

Students will be placed in their first choice class for each session unless the first choice class is filled. If the first choice is filled, students will be placed in their second choice class. Confirmations will not be mailed. Registrations can be confirmed online through your account.

FIRST DAY OF SESSION – CLASSROOMS AND INSTRUCTORS

Students should arrive early on the first day of each session to check for classroom location. Classes, room numbers, and instructors' names will be posted in the hallway outside the Summer School Office. If you registered for a class that has more than one section, your name will be listed on a class roster with the room number and instructor's name.

INTRODUCTION TO PHYSICAL EDUCATION – important information

On the first day of class, students will meet their instructor at 7:50am in the Athens High School main gym. Students receive both a final grade for the course and a pass/fail grade for the swim test.

FINAL DAY OF EACH SESSION

The final day of each session is a **HALF day**. All students will be dismissed at 10:00am.

REASON FOR TAKING CLASS(ES)

AUDIT (AU)	- For personal improvement only. No grade or credit will be granted.
NEW CREDIT (NC)	- New or first time credit earned.
CREDIT RECOVERY (CR)	- Earned C, D, or E previously in this course. All retakes involving change of grade must be completed prior to enrolling in the next sequential course.

DROP POLICY

Grades will be recorded for classes dropped after five (5) days of class. This means an "E" will be placed on the report card if the class is dropped after the first five (5) days of class, regardless of whether voluntarily or involuntarily dropped.

REPORT CARDS - STUDENT AND SCHOOL COPIES

Report cards will be mailed home approximately two weeks after the session ends. Grades will also be sent to each student's district guidance office. Students should advise their counselors when they meet in the fall semester that they took classes in summer school.

ABSENCE POLICY

ABSENCE NOTIFICATION -- Parents/Guardians must call the Summer School Office (248-823-2753) between 7:00am and 7:45am if the student will be absent.

TARDIES/SLEEPING -- Three (3) tardies equal a half (1/2) absence. Students who sleep in class will receive a half (1/2) absence.

LEAVING EARLY -- Students must bring in written permission from a parent/guardian in order to sign out of summer school before the end of the school day. Students must sign out at the Summer School Office. Leaving before 10:00am is a full absence; leaving after 10:00am is a half absence. There are **no** excused absences.

NO CREDIT OR REFUND IF STUDENT HAS THREE (3) ABSENCES -- Students will be dropped from the program if they reach three (3) absences. There are **NO** exceptions. There are **NO** excused absences. *Grades will be recorded with a drop after five (5) days of class.*

FINAL EXAMS – Attendance is **mandatory** for final exam days. Final exam days are half days from 7:50am-10:00am.

SUMMER SCHOOL POLICIES

GENERAL POLICIES

Classroom disciplinary problems and/or concerns should and will be minimal. All students are expected to behave in a mature and responsible manner. Because each summer school session is an intensive 16-day course of study, it is recommended that students limit or curtail their work hours or other activities that would prevent them from giving their best effort to class work and homework.

ATTENDANCE POLICY

Regular attendance for all classroom sessions is required.

Two and one half (2 ½) absences and two (2) tardies are the maximum absences permitted. When a student reaches three (3) absences, they will be dropped with loss of tuition and loss of credit. There are NO excused absences.

TARDIES:

Three (3) tardies equal one half (1/2) an absence.

Start of class: 1-10 minutes late is a tardy,
11 minutes or more is half (1/2) an absence.

After break: 1-5 minutes late is a tardy,
6 minutes or more is half (1/2) an absence.

SLEEPING IN CLASS:

Students who sleep in class will receive half (1/2) an absence.

PLANNED ABSENCES:

Students must bring a written approval note from their parent(s) and must sign out at the Summer School Office if they need to leave before the end of the school day. Leaving at break time is a half an absence. Leaving any time before break time is a full absence.

FINAL EXAMS:

Attendance is mandatory for final exams. Final exam days are 7:50am-10:00am.

COURSE SELECTION/ENROLLMENT ELIGIBILITY

Based on the new Michigan Merit Curriculum standards required by the State of Michigan, students are limited to select only from an appropriate category of course offerings based on their scheduled graduation date. Students must review their summer school selections with their school counselor or administrator before registering. The counselor or administrator signature does not indicate a recommendation for enrollment. Final enrollment decisions are up to the student and parents.

REFUNDS/FEES

Refunds must be requested before the second class meeting and are assessed a \$20 processing charge. **NO REFUNDS** will be given for classes dropped after the second class begins. Checks returned for insufficient funds (NSF) will be assessed a \$20 fee.

DROP POLICY

Grades will be recorded for classes dropped after five (5) days. This means an "E" will be placed on the report card if the class is dropped after the first five (5) days, regardless of whether voluntarily or involuntarily dropped.

SUMMER SCHOOL IMPORTANT DATES

Session 1: Tuesday, June 18 through Thursday, July 11
(no classes July 4 and July 5)

Session 2: Friday, July 12 through Friday, August 2

Online registration begins Tuesday, March 1

Mail-In/Drop-Off registration begins Monday, March 11.

Pre-registration ends Wednesday, June 12. Walk-in ends at 3:00pm and online ends at 11:00pm.

Final registration for first session is in person at the THS Summer School Office Monday, June 17 beginning at 8:00am.

CLOSED CAMPUS

Students may not leave campus during break.

1st offense: A warning/referral is issued to the student, and the parents are contacted.

2nd offense: The student is dropped from the program with loss of credit and loss of tuition.

HSSS PLAGIARISM POLICY

1st offense: a zero on assignment and parent notification.

2nd offense: drop with no credit.

DRESS CODE (Inappropriate Dress)

As we prepare our students for the world of work and promote learning in the school environment, students are expected to dress in compliance with the following guidelines: NO bare midriffs are permitted. NO backless or strapless tops are allowed. NO see-through or otherwise revealing clothing is allowed. Jeans, pants, skirts or shorts must provide adequate coverage and be of reasonable length. Tops and bottoms must conceal all undergarments. Chains, handcuffs, and other metal paraphernalia on clothing are prohibited. Hats, bandanas, hoods and other head coverings are not to be worn in school (religious regions excluded). Clothing must not display inappropriate slogans and/or graphics including those related to or depicting behavior prohibited in the Code of Conduct. Students who wear inappropriate clothing will be asked to change or call their parents to bring them appropriate clothing. This is a Level I violation as outlined in the Troy School District's *Rights and Responsibilities Code of Student Conduct* handbook.

SMOKING/VAPING POLICY

1st offense: A student caught smoking on campus during Summer School will receive a warning/referral. Parents will be contacted.

2nd offense: A student caught smoking a second time will be dropped from the program with loss of credit and loss of tuition.

CELLULAR PHONES - (Level I Violation)

Student cellular phone use during the school day is prohibited. As a consequence for illicit use, cell phones in plain view or in use may be confiscated by Summer School staff members.

OTHER VIOLATIONS

Violations as indicated in the Troy School District's *Rights and Responsibilities Code of Student Conduct* handbook are enforced as follows:

Level I Violations

1st offense: A warning/referral is issued to the student, and the parents are contacted.

2nd offense: The student is dropped from the program with loss of credit and loss of tuition.

Level II and Level III Violations

Students will be dropped from the program with loss of credit and loss of tuition.

REGISTRATION INFORMATION

Register online through June 12 by 11:00pm or complete registration form and drop off to the Niles Center by 3:00pm, June 12 (address below). **Counselor, parent, and student signatures required.**

Tuition/class: District Pupil \$229/ Non-District Pupil \$267

Include full payment with registration form. Cash, check, or major credit cards accepted. Make checks payable to **Troy Continuing Education** and include student's name and ID number in memo area.

Mail to: High School Summer School
Niles Center
201 W. Square Lake Road
Troy, MI 48098