



**Troy School District  
2020 High School Summer School  
In-seat Class Registration**

**Online registration available March 1st!**

[www.troyceonline.com](http://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 classes (except Physical Education) held at BOULAN PARK MIDDLE SCHOOL  
3570 Northfield Pkwy, Troy, MI 48084**

**Physical Education (PE) classes will be held at TROY HIGH SCHOOL  
4777 Northfield Parkway, Troy, MI 48098**

**Session 1: Tuesday, June 16 – Wednesday, July 8 (no class 7/3)**

Monday – Friday 7:50am-12:00pm

Final Exam: July 8th 7:50am-10:00am

**Session 2: Thursday, July 9 - Thursday, July 30**

Monday – Friday 7:50am-12:00pm

Final Exam: July 30th 7:50am-10:00am

**Virtual Class Opportunities**

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

**FOR MORE INFORMATION VISIT [WWW.TROYCEONLINE.COM](http://WWW.TROYCEONLINE.COM) OR CALL 248-823-5162.**

Starting June 15, direct all calls/inquiries to the  
High School Summer School Office, from 7:30am-12:00pm, at 248-823-2753.

# Troy School District

## High School Summer School

### In-Seat Summer School Policies

#### GENERAL POLICIES

Classroom disciplinary problems and/or concerns should be minimal. All students are expected to behave in a mature and responsible manner. 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.

#### **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.

#### **FIRST DAY OF SESSION – CLASSROOM AND INSTRUCTION**

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 are 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.

#### **ATTENDANCE 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.

**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 half an absence. Leaving any time before break time is a full absence.

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

Start of class: 1-10 minutes late is a tardy

11 minutes or more is half an absence

End of break: 1-5 minutes late is a tardy

6 minutes or more is half an 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 exams. Final exam days are 7:50am-10:00am and are on the last day of class.

#### **REPORT CARDS - STUDENT AND SCHOOL COPIES**

Report cards for in-district students can be found in the PowerSchool Parent Portal. Grades for out-of-district students will be mailed home and sent to student's district guidance office. Students should advise their counselors when they meet in the fall semester that they took classes in summer school.

#### **SUMMER SCHOOL CODE OF CONDUCT**

##### **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 loss of tuition.

##### **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/vaping on campus during Summer School will receive a warning/referral. Parents will be contacted.

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

##### **CELLULAR PHONES - (Level 1 Violation)**

Student cellular phone use during the school day is prohibited (unless for teacher approved use). 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.

For a list of FAQs visit: <https://www.troyceonline.com/programs/summer-school>

# Troy School District

## High School Summer School

### In-Seat Summer School Courses

The registration form must be completed to finalize registration unless you are registering online at [www.troyceonline.com](http://www.troyceonline.com). Students must review their summer school selections with their guidance 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**. Guidance counselor or administrator signature is **not** required for Troy School District incoming 9<sup>th</sup> graders to take World History I, Health, or Introduction to Physical Education.

*MAXIMUM OF 2 TOTAL CLASSES; WHETHER IN-SEAT, VIRTUAL OR MIXED*  
 CLASS DESCRIPTIONS ARE AVAILABLE AT [WWW.TROYCEONLINE.COM](http://WWW.TROYCEONLINE.COM)

<b>IN-SEAT SESSION 1</b>	
<i>Tuesday, June 16 – Wednesday, July 8 (no class 7/3)</i>	
<b>7:50am–12:00pm; Last Day is 7:50am-10:00am</b>	
All classes except PE at Boulan Park Middle School	
CLASS #	CLASS NAME
703143	Algebra 1 (1 <sup>st</sup> Semester)– <b>Bring scientific calculator</b>
703162	Geometry (1 <sup>st</sup> Semester)– <b>Bring scientific calculator</b>
703193	Algebra 2 (1 <sup>st</sup> Semester)– <b>Bring scientific calculator</b>
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 – <b>held at Troy High School</b>

<b>IN-SEAT SESSION 2</b>	
<i>Thursday, July 9 - Thursday, July 30</i>	
<b>7:50am–12:00pm; Last Day is 7:50am-10:00am</b>	
All classes except PE at Boulan Park Middle School	
CLASS #	CLASS NAME
703243	Algebra 1 (2 <sup>nd</sup> Semester)– <b>Bring scientific calculator</b>
703262	Geometry (2 <sup>nd</sup> Semester)– <b>Bring scientific calculator</b>
703293	Algebra 2 (2 <sup>nd</sup> Semester)– <b>Bring scientific calculator</b>
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 – <b>held at Troy High School</b>

**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.

<b>SUMMER SCHOOL IMPORTANT DATES</b>
Online registration begins Sunday, March 1
Mail-In/Drop-Off registration begins Wednesday, March 11.
Pre-registration ends Wednesday, June 10. Walk-in ends at 3:00pm and online ends at 11:00pm.
Session 1: Tuesday, June 16 – Wednesday, July 8 (no class 7/3)
Session 2: Thursday, July 9 - Thursday, July 30
<b>Final registration for first session is in person at the Boulan Park Middle School Summer School Office, room 404, Monday, June 15 from 8:00am-12:00pm.</b>

<b>REFUNDS/FEES</b>
A \$20 processing fee <b>per class</b> is assessed for all drops and/or changes. Refunds must be requested before the second-class meeting and are a \$20 per class processing fee. <b>NO REFUNDS</b> will be given for classes dropped after the second class begins. Checks returned for insufficient funds (NSF) will be assessed a \$20 fee. If a class must be cancelled due to low enrollment, affected students will be notified the day before their class is scheduled to begin.
<b>DROP POLICY</b>
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.

**Troy School District**  
**2020 High School Summer School**  
**In-Seat Class Registration Form**

*If registering online, complete all information at [www.troyceonline.com](http://www.troyceonline.com).*

**REGISTRATION:** Online/mail-in registrations must be received by June 10; walk-ins by 3pm and online registrations by 11:00pm.  
Walk-in/mail-in registration address: High School Summer School, Niles Center, 201 W. Square Lake Road, Troy, MI 48098.

1. Course name: \_\_\_\_\_ Course #: \_\_\_\_\_  Audit  New Credit  Credit Recovery
2. Course name: \_\_\_\_\_ Course #: \_\_\_\_\_  Audit  New Credit  Credit Recovery

Guidance Counselor/Admin: \_\_\_\_\_ Signature: \_\_\_\_\_  
***Signature of guidance counselor/administrator is REQUIRED.***

I have read the In Seat High School Summer School Policies and agree to the Terms and Conditions.

\_\_\_\_\_  
Student Signature Parent/Guardian Signature

\_\_\_\_\_  
Student Last Name Student Legal First Name Troy Student ID #

\_\_\_\_\_  
Date of Birth Current Grade Gender: Male / Female IEP? Yes / No

Race / Ethnicity: American Indian  Asian  Black  Hawaiian/Pacific Islander  Hispanic  White

\_\_\_\_\_  
Street Address City ZIP

\_\_\_\_\_  
Student Email Student Cell Phone

\_\_\_\_\_  
Parent Name Parent Email

\_\_\_\_\_  
Parent Cell Phone

\_\_\_\_\_  
Home High School next Fall School District

**Payment may be made by cash, check, or any major credit card; \$20 processing fee per class for drops and/or changes.**

Class fee: \$229 per class (In-District) OR \$267 per class (Non-District) **TOTAL \$** \_\_\_\_\_

Cash

Check # \_\_\_\_\_ - Please make checks payable to **Troy Continuing Education**.

*Place student's name in the memo area. NSF fee of \$20 for returned checks.*

Credit Card # \_\_\_\_\_ Exp Date: \_\_\_\_\_ CVV (security # on back of cc): \_\_\_\_\_

Name as shown on credit card \_\_\_\_\_

Staff ONLY		
_____ SBSI	_____ Virtual	_____ P-School