

# TROY SCHOOL DISTRICT - HIGH SCHOOL SUMMER SCHOOL REGISTRATION FORM

*If registering online, complete all information at [troy.ce.eleyo.com](http://troy.ce.eleyo.com).  
\*Courses can be found at [www.troyceonline.com/programs/summer-school](http://www.troyceonline.com/programs/summer-school).*

**REGISTRATION:** Walk-in/mail-in registrations must be received by June 16 at 3pm.  
Registration address: High School Summer School, Troy Learning Center, 1522 E. Big Beaver Road, Troy, MI 48083.

1. Course name: \_\_\_\_\_ Course\* #: \_\_\_\_\_  Audit  New Credit

2. Course name: \_\_\_\_\_ Course\* #: \_\_\_\_\_  Audit  New Credit

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

\_\_\_\_\_  
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 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: \$235 per class (In-District) OR \$275 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 \_\_\_\_\_

<b>Staff ONLY</b>
_____ Eleyo
_____ Virtual
_____ P-School

# TROY SCHOOL DISTRICT - HIGH SCHOOL 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.

## 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. Students can opt for a pass/fail credit in lieu of a grade. Please let your teacher or the high school summer school office know which you prefer.

## REFUNDS

A \$20 processing fee per class is assessed for all drops and/or changes. Refunds must be requested before the second-class meeting of PE classes, and are a \$20 per class processing fee. NO REFUNDS will be given for classes dropped after the second class begins. *See virtual policies in the next column for virtual class refund policies.* 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.

## 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 no refund.

## 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 no refund.

### Level II and Level III Violations

Students will be dropped from the program with loss of credit and no refund.

## HSSS PLAGIARISM POLICY

1ST offense: a zero on assignment and parent notification.  
2nd offense: drop of course(s) with no refund.

## INTRODUCTION TO PHYSICAL EDUCATION

On the first day of class, students will meet their instructor at 7:50am in the Troy Athens High School main gym or outside (there will be signs.) Students receive both a final grade for the course and a pass/fail grade for the swim test. Students can opt for a pass/fail grade for the entire class this summer. Let your teacher or the high school summer school office know if you prefer a pass/fail credit.

## 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 without refund.

## 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 or with a message in regards to a student needing to leave early. 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 last is a tardy

6 minutes or more is half an absence

**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 PE final exams. Final exam days are 7:50am-10:00am and are on the last day of class. *See virtual exam policies below.*

## VIRTUAL POLICIES

The student will work to complete the selected curricula with due diligence during the scheduled program time. Staying on target with timelines is the key to success.

There is a \$20 processing fee per class for each refund or change requested. Refunds must be requested either before the first quiz is completed or before July 16, if no quiz has been taken. Once the class is 30% completed, a grade will be recorded, even if the class is dropped. This means an "E" will be reported if the class is not completed after the student reaches 30% completion, even if the class is dropped.

The student must take the Final Exam for each class between the hours of 8am to 12pm, Monday through Friday until Wednesday, August 4 (see front page for exam deadlines for one and two classes). Be sure to give yourself enough time to complete the final exam by 12pm. **Under no circumstance will a student be allowed to take their final exam after Wednesday, August 4, 12pm.** Any student who is unable to take their final exam will receive a zero on the exam and will receive a grade that includes that score in their final average.

The student agrees to abide by all TSD acceptable use policies while working on school district computers and/or software. Failure to abide by these policies may result in loss of computer privileges and dismissal from the program.

The Final Exam is worth 30% of the final grade in ALL virtual courses. Additionally, there are no A+ Grades issued during the session. The highest grade possible earned (93% or greater) is an A.. Students will have an option to choose to get a pass/fail credit instead of a grade. Please let your teacher or the high school summer school office know if you want a pass/fail credit instead of a grade.