

# HIGH SCHOOL SUMMER ACADEMY

2018

**Francis Howell  
School District**



## *HS Credit Recovery*

**Francis Howell Central High School**



**Session 1:** June 4 – June 15  
8:00 a.m. – 2:30 p.m.  
(Registration deadline May 1<sup>st</sup>)

**Session 2:** June 18 – June 29  
8:00 a.m. – 2:30 p.m.  
(\*Registration deadline June 5<sup>th</sup>)

## *HS Credit Advancement*

**Francis Howell Central High School**

**Dates:** June 4 – June 29  
**AM Session** 8:00 a.m. – 11:00 a.m.  
**PM Session** 11:30 a.m. – 2:30 p.m.  
(Registration deadline May 1<sup>st</sup>)

**FRANCIS HOWELL SCHOOL DISTRICT  
High School Summer Academy**

# A Word from the Summer School Director

Dear Parent(s)/Guardian(s) and Students:

Welcome to Francis Howell’s High School Summer Academy! The Francis Howell School District is continuing our summer programs for our high school students and hope that these programs are of benefit to the students of the district.

Our summer program provides an opportunity for students to enhance their academic achievement and enrich their learning during our summer course offerings. Students will continue to have the opportunity to retake courses needed to fulfill graduation requirements through our credit recovery offerings. Both of these programs will be offered at Francis Howell Central High School.

The Francis Howell Summer Academy is designed to be an innovative program that provides a variety of choices and opportunities for all students. We look forward to working with you this summer.

Sincerely,

David Brothers, Director of  
Assessment & Summer Programs

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**FRANCIS HOWELL SCHOOL DISTRICT  
High School Summer Academy**

# General Information

Francis Howell Summer Academy Enrollment for high school will **begin January 17<sup>th</sup>**.

## REGISTRATION

- FHSD students may register for courses at their respective high schools.
- Non-FHSD students may register at any Francis Howell High School location.
- Students may not register or change classes once the first day of the session has begun.
- To complete the Enrollment process, all students must sign and return a copy of the appropriate Enrollment form, the Summer Academy Rules, the Health Form, and if needed, the Transportation Request Form prior to the registration deadline.
- Students should review the Summer Academy Regulations.

## RULES & REGULATIONS

Student behavior in class and on school grounds shall reflect the educational tasks being pursued. The Francis Howell School District Student Code of Conduct will be enforced during the Summer Academy. Students shall not miss more than three (3) hours of class time during a session. A complete list of regulations and rules appears on pages 4 – 5.

## CLASS CANCELLATIONS & MODIFICATIONS

All Summer Academy courses are subject to modifications depending on enrollment, staffing availability and facility capability. Courses not meeting minimum enrollments may be cancelled.

## LOCATION

**High School Summer Academy will be held at Francis Howell Central High School this year.**

**Credit Recovery & Advancement  
Francis Howell Central High School  
5199 Highway N  
St. Charles, MO 63304  
636-851-4600 Phone  
636-851-4111 FAX**

## SCHEDULE PICK-UP

Schedule pick-up will be held on Wednesday, May 23<sup>rd</sup> from 4:30 p.m. to 7:00 p.m. at Francis Howell Central High School in the Cafeteria. (If registering after May 23<sup>rd</sup> you may pick-up your schedule in the guidance office at Francis Howell Central High.)

**FRANCIS HOWELL SCHOOL DISTRICT**  
**High School Summer Academy**

## Course Listing

For year-long courses, Session 1 corresponds to Semester 1 and Session 2 corresponds to Semester 2.

Credit Recovery Course Offerings	Credit	Credit Advancement Course Offerings	Credit
Algebra I	0.5 or 1	*Introduction to Weight Training - PM only	0.5
Algebra I A	0.5 or 1	*Team Sports – AM only	0.5
Algebra I B	0.5 or 1	**Personal Finance – Online Course	0.5
Geometry	0.5 or 1	***Intro to Computer Applications	0.5
Algebra II	0.5 or 1	***Ninth Grade Health - Online Course	0.5
Physical Science	0.5 or 1	**ACT Preparation	0.5
Intermediate Algebra	0.5 or 1	**ACT Preparation (6 hours a day from June 5 – June 8)	No Credit
Biology	0.5 or 1		
English I	0.5 or 1		
English II	0.5 or 1		
English III	0.5 or 1		
US History	0.5 or 1		
Modern World History	0.5 or 1		
American Government	0.5 or 1		
Personal Finance	0.5		
Personal Lifetime Fitness	0.5		
Ninth Grade Health	0.5		
CAP (Credit Assistance Program) Classes not offered as whole class. Juniors and Seniors only	0.5 or 1		

**Schedule Pick-Up**  
May 23<sup>rd</sup> – FHC Cafeteria  
4:30 – 7:00pm

**Credit Recovery – FHC**

Session 1: June 4 – June 15      8:00 a.m. – 2:30 p.m.      (Registration deadline May 1<sup>st</sup>)  
Session 2: June 18 – June 29      8:00 a.m. – 2:30 p.m.      (Registration deadline June 5<sup>th</sup>)

**Credit Advancement – FHC**

AM Session: June 4 – June 29      8:00 a.m. – 11:00 a.m. (Registration deadline May 1<sup>st</sup>)  
PM Session: June 4 – June 29      11:30 a.m. – 2:30 p.m. (Registration deadline May 1<sup>st</sup>)

**Credit Recovery Course Offerings:** Students may only enroll in these courses if they have failed during the regular school term and are attempting to recover the necessary credit.

**Credit Advancement Course Offerings:** Students may elect to enroll for the courses listed above with the provisions listed below. Enrollment numbers and staffing availability may require course session and section offerings to vary.

\*Eligible students must have successfully completed Personal Lifetime Fitness & Health.  
\*\*Eligible students must be entering their junior or senior year.  
\*\*\*Eligible students are those entering their freshman, sophomore, junior or senior year.

**NOTE:** *Students are not able to enroll for both Credit Recovery and Credit Advancement courses.*

**Note:** **\*\*Personal Finance & \*\*\*Health advancement will be an Online Course.** Students must attend an orientation meeting the first day of classes. *Final Exam: Must be taken and completed at FHC campus.* Seating is limited. Students are enrolled on a first come first serve basis. If enrollment exceeds available seating, those students will be placed on a wait-list.

**FRANCIS HOWELL SCHOOL DISTRICT**  
**High School Summer Academy**

# Regulations

Since the 1980-81 school year, the Francis Howell School District has provided remedial summer school services for students in grades 9-12 who failed one or more courses during the school year, or failed to receive credit for a course due to withdrawal.

## Eligibility

Students residing in the Francis Howell School District may enroll with the approval of their principal or counselor. Nonresident students may apply to attend summer school on a space-available basis with the approval of their principal or counselor.

## Nonresident Students

District residents are given priority for enrollment in summer school courses and receive summer services at no charge. Effective in 1994, nonresident students were allowed to apply for participation in summer school on a space-available, tuition free basis under the provisions of Reorganized Statutes of the State of Missouri 167.277. The district is compensated for nonresident participation by claiming attendance hours generated by these students for state aid purposes as though they were resident students.

## Registration

**Registration begins January 17<sup>th</sup>. The registration deadline for Credit Advancement is May 1<sup>st</sup>. The registration deadline for Credit Recovery is May 1<sup>st</sup> for Session 1 and June 5<sup>th</sup> for Session 2.** Applications received after those dates cannot be assured of course placement or transportation.

## Enrollment Minimums/Maximums

A minimum student enrollment of ten (10) students is required for a specific summer school course to be considered. A maximum student enrollment of thirty-two (32) will be applied to all summer school courses offered. Advancement course locations, sessions and sections may vary depending on student enrollment, staff availability and facility capability.

## Credit

In order to assure proper credit, students must enroll for the semester corresponding with the semester failed (full year courses only).

## Final Examination(s)

Final examinations are mandatory for all courses and students must be in attendance for the full class period on the days of final examinations. Common assessments given during the regular school year will also be given during summer school.

## Attendance/Credit

Due to the brief number of school days/hours in each summer school session/semester, **a student cannot miss more than three (3) hours of class session**. Students who miss more than that limit may not be awarded credit for that session's course. Students who arrive tardy to class more than three (3) times in a session will be subject to dismissal from that session. Arrival at summer school more than 15 minutes late will constitute one hour (1) of absence.

## Discipline

All policies of the Francis Howell School District will remain in effect during summer school. The Student Code of Conduct is in effect during summer school. Students who demonstrate that they will not abide by school/district rules will be dismissed from summer school. Possession of tobacco (smoking/chewing) and/or materials including lighters and/or matches will result in dismissal from the current summer session. A student who commits any suspendable offense will be dismissed from the current summer session and/or the summer academy. Serious disciplinary breaches (violence, drugs, weapons, etc.) can result in long-term suspension for the 2017-2018 academic year. All requirements of the Safe Schools Act related to discipline will be enforced.

## Transportation

Transportation will be offered to district residents. Please complete the request for transportation form and turn it in prior to the registration deadline. Transportation can only be provided at the beginning of the school day and at the end of the day. No bus service will be offered at the mid-day break in the schedule. High school students who wish to drive to summer school must obtain permission and must park in designated areas. **NO PARKING IN VISITOR, STAFF (MARKED WITH AN S) OR ADMINISTRATOR SPOTS**. Transportation pick-up/drop-off information will be provided at the Open House on May 23<sup>rd</sup> at FHC. It will also be available on the district's website after May 24<sup>th</sup>. If requesting transportation after the registration deadline it may take two weeks for your request to be processed.

## Lunch

School cafeterias will be open during summer school at the secondary level. Lunch will be available for purchase. Student lunch accounts will remain active. Those students on free/reduced lunch will continue to receive those services. **STUDENTS ARE TO REMAIN ON CAMPUS DURING THE SCHOOL DAY, INCLUDING LUNCH.**

## Library

The library **may** be open for student use during summer school. This will depend on enrollment and staff availability.

**FRANCIS HOWELL SCHOOL DISTRICT**  
**High School Summer Academy**

# Rules

1. Students are only to be in the classroom area that is used for Summer School. At no time are students to be in other areas of the building without teacher supervision. The Summer School area will be clearly marked and communicated to students in advance.
2. Electronic devices may be used by students in the hallway between classes and during lunches. The classroom teacher will have the autonomy to establish reasonable expectations of their students regarding use of electronic devices in their classrooms. Students must adhere to the Acceptable Use Policy (AUP) regarding all technology on campus, be it an FHSD device or their own, including any electronic device in their possession. Violation of the AUP will result in consequences according to the Code of Conduct.
3. Students may enter the building no more than 15 minutes prior to the beginning of the school day and should not be tardy to class. Once dismissed at the end of the school day, they must leave the building and school grounds immediately. Students are not to loiter in the halls or parking lot. **Rides MUST arrive for student pick-up within 15 minutes of the end of school.** Students are not to return to the building after they have left for the day.
4. Classroom discipline will be strictly enforced. An office referral for classroom disruption or inappropriate classroom behavior could result in dismissal from the summer session and/or academy.
5. Attendance is mandatory. Due to the short duration of summer school, High School students may not miss more than three (3) hours per class for each session. **Anyone missing more than the specified hours could be dropped from the summer session.** High School students who are tardy to class more than three (3) times in a session will be subject to dismissal from that session. Fifteen minutes out of the classroom will constitute one (1) hour of absence.
6. **There are no excused absences or tardies.**
7. Any possession or use of smoking materials/tobacco on the school property will result in immediate dismissal from the current session.
8. Any use of or possession of drugs, alcohol, or fireworks anywhere on the premises or the property of the school will result in dismissal from the summer session and/or academy, and Francis Howell School District students will be subject to 180-day suspension.
9. Friends/relatives who drop off or pick up students are not to leave their cars, and under no circumstances are they to enter the building unless they have business with the summer school office.
10. Skateboards, frisbees, water guns, and other items of this nature are not allowed on campus. These items will be confiscated and parents will need to reclaim them from the principal. The student will be dismissed from the summer session and/or academy for two (2) incidents of this type.
11. Students must adhere to the Francis Howell dress code. Student dress must not be inappropriate to school activities and/or disruptive to the educational process. In addition, hats, bandanas or other head apparel should not be worn on campus.
12. Policies of the Francis Howell School District will be in effect during summer school. Offenses which are deemed suspendable under this policy will result in dismissal from the summer session and/or academy. These offenses include, but are not limited to, fighting, vandalism, verbal abuse to a staff member, theft, threatening another student, negligent behavior, or possession of fireworks, and/or weapons. Such offenses may also result in a recommendation for suspension at the beginning of the next school term.

**Print Student's Name**

**Student ID #**

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**Student Signature**

**Date**

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**Parent/Guardian Signature**

**Date**

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**FRANCIS HOWELL SCHOOL DISTRICT**  
**High School Summer Academy**

# Health Form

Student's Name \_\_\_\_\_ M \_\_\_ F \_\_\_ Grade \_\_\_\_\_ Birthdate \_\_\_\_\_

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

Parent Name \_\_\_\_\_ Employment Phone \_\_\_\_\_

Parent Name \_\_\_\_\_ Employment Phone \_\_\_\_\_

Please provide two (2) people, located in ST. CHARLES COUNTY DURING OUR SCHOOL HOURS, between 8:00 a.m. and 2:30 p.m., who will assume responsibility for your child in the event of an EMERGENCY OR ILLNESS if either parent or guardian cannot be reached.

1. Name \_\_\_\_\_ Phone \_\_\_\_\_

2. Name \_\_\_\_\_ Phone \_\_\_\_\_

Physician's Name \_\_\_\_\_ Phone \_\_\_\_\_

If your child is under medical care now or has any health problems, please state condition and kind of medical care he/she is receiving.

\_\_\_\_\_  
\_\_\_\_\_

My signature following this statement authorizes the summer school nurse to dispense Tylenol as appropriate to my student.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

### **Emergency Care Procedure**

In case of a critical emergency, the Administrator or his/her designee will call 911 or appropriate emergency service and the parent(s)/guardian(s). If the parent(s)/guardians(s) cannot be reached, the emergency contacts provided will be called. The cost of medical attention and ambulance is the responsibility of the parent(s)/guardian(s).

FRANCIS HOWELL SCHOOL DISTRICT  
High School Summer Academy

**Request For Transportation**  
**High School Credit Recovery/Advancement**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Student Address: \_\_\_\_\_

City: \_\_\_\_\_ State: MO Zip: \_\_\_\_\_

If the address provided above is not the address where the student will be picked up/dropped off, please provide the address here: (We only provide transportation within the FHSD boundaries).

\_\_\_\_\_

Please circle what the student is registered for:

- Credit Recovery (Session 1)      Credit Advancement AM\*      Credit Advancement PM\*  
Credit Recovery (Session 2)

What course(s) is the student registered for: \_\_\_\_\_  
\_\_\_\_\_

**\*Please note that transportation can only be provided at the beginning of the school day and at the end of the day. No bus service will be offered at the mid-day break in the schedule.**

This form must be submitted to the student's guidance office prior to the deadline in order for he/she to be added to the transportation roster. Please see below for the deadlines:

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