

## 2017 Credit-Recovery Summer School\*

\*designed for students in grades 9-12 who have completed but failed a course during the 16-17 school year.

### Deering High School

July 6th- July 27th 2017

8:00 a.m. – 12:10 p.m.

### Kathryn Toppan, Director

toppak@portlandschools.org

874-8260

#### Courses Offered:

Math: Algebra I, Geometry, Algebra II  
Science: Physical Science, Life Science

English: 9, 10, 11, 12  
Social Studies: U.S. History, World Civilizations

#### Instruction & Assessment:

Courses are centered around standards and performance indicators. Pre-assessments will determine if a student is appropriately placed within a course. A daily directed study hall will be available to students who need additional support.

#### Enrollment:

Enrollment is on a first come, first served basis. Classes with fewer than 10 students may be cancelled. The school may reschedule courses to accommodate enrollment demand.

#### Requirements for Success:

- Students will be on time to classes.
- All rules and expectations that govern Portland Public Schools apply.
- Attendance is required for all students.

#### Attendance and Behavior Policies:

- excessive tardiness = leave program
- inappropriate behavior = leave program
- 1 day missed = make up on July 27
- 2 days missed = leave program

REGULAR COST	Resident	Non-Resident
One Class	\$100	\$250
Two Classes	\$150	\$300
<b>REDUCED COST*</b> (see waiver request form)		
One Class	\$50	\$150
Two Classes	\$100	\$200

## IMPORTANT NOTES FOR PARENTS/GUARDIANS AND SENDING SCHOOL REPRESENTATIVES

### PARENTS/STUDENTS:

- APPLICATIONS You cannot submit an application that has not been reviewed and signed by a representative (guidance counselor, case manager, administrator, etc.) at your child's school. Do not use an application that has a photocopied signature from a sending school rep.
- COURSE SELECTION Make sure that your sending school rep reviews your child's transcript and credits in order to ensure that you sign up for the correct classes. Make sure that your sending school representative aligns the courses taken during the school year with the courses offered during summer school. *Understand that some courses offered during the school year (such as "Integrated Math") do not align with the math courses offered at summer school.*
- START TIME Assume your child will begin class at 8:00. Anyone whose child has class only during Block 2 will be notified that his/her class does not begin until 10:10.
- TRANSCRIPTS We will send a transcript to your child's school with a Pass/Fail grade, and we will send a letter/transcript home to you as well. We will notify you if your child meets the standards early and is excused from summer school.
- ACCOMMODATIONS **Make sure to include any IEP or 504 information so that we can arrange for extra support.**
- Free lunch is provided for all summer school students from 12:00-12:30 at Deering High School. Students are expected to exit the building immediately after Block 2 and/or lunch.

### SENDING SCHOOL REPRESENTATIVES:

- APPLICATIONS **Please do not disseminate applications with photocopied signatures.** Each application needs to be reviewed carefully in conjunction with each student's academic history.
- ACCOMMODATIONS If a student has a 504 or IEP, please include the accommodations. We will try our best to maintain consistency with the student's experience during the regular school year.
- SPECIAL TRANSCRIPT DESIGNATIONS If your school uses designations on transcripts to indicate language support or modified curriculum, please send an information sheet explaining such designations. **Please also indicate the intended designation for each student's course.** If a student earns credit through this summer school, we will assume that any special transcript designations from the regular school year course will apply to the credit earned in summer school.
- TRANSCRIPTS We will send official transcripts to guidance offices after summer school ends.

## SUMMER SCHOOL 2017 STUDENT INFORMATION & APPLICATION FORM

**\*Registration: Starts 6/5/17\***

If registering by mail, please address to: Kathryn Toppan, Deering High School, 370 Stevens Avenue, Portland ME 04103. Completed registration package and payment can also be dropped off at Deering High School between 8:00-3:00 pm.

Both pages of this form must be complete and accurate, accompanied by payment in full. **If full payment is not received by the start of the first class, the student will not be allowed to start the course.** Please make checks or money orders payable to Portland Public Schools. THERE IS NO CASH ACCEPTED. If you have any questions please feel free to call Kathryn Toppan at 874-8260.

If the student has a unique learning plan, **please include the 504/IEP/accommodations with application** to the program director. If the student receives a particular designation on the transcript, please indicate this next to the course name.

### Parent/Guardian Information

Parent/Guardian Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email address: \_\_\_\_\_

### Student Information

Please complete this form entirely. This will ensure your school gets accurate information about the credits you receive in summer school.

Student Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Grade: \_\_\_\_\_ GENDER: M / F ELL: YES / NO IEP: YES / NO 504: YES / NO

Mailing Address: \_\_\_\_\_

Parent/Guardian Email address: \_\_\_\_\_

# Portland Public Schools

LEARNING TO SUCCEED

## COURSE REQUEST

1. \_\_\_\_\_ (special transcript designation: \_\_\_\_)
2. \_\_\_\_\_ (special transcript designation: \_\_\_\_)

**For residents:** If the student receives free/reduced lunch, please fill out the waiver on the next page for confirmation from Food Services. If the waiver is not filled out and submitted before the start of summer school, the full course fee(s) will apply.

**CIRCLE THE CORRECT PAYMENT AMOUNT BELOW. PLEASE MAKE SURE TO FILL OUT THE WAIVER FORM ON THE NEXT PAGE IF YOU ARE SEEKING A REDUCED FEE.**

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Two Classes	\$150	\$300
REDUCED COST		
One Class	\$50	\$150
Two Classes	\$100	\$200

I have read and understand the policies regarding attendance, credit, and refunds.

**Guardian Signature:** \_\_\_\_\_

I have matched the student's needed courses to those offered at summer school and have confirmed that these are the courses the student needs. I have specified the course and level as indicated on the flyer.

**School Representative's Printed Name:** \_\_\_\_\_

**School Representative's Signature:** \_\_\_\_\_



**PORTLAND PUBLIC SCHOOLS FOOD SERVICE  
OPTIONAL SHARING INFORMATION WITH THE SUMMER SCHOOL PROGRAM**

Dear Parent/Guardian:

To receive the reduced fee for credit-recovery summer school, your child's status will be verified by Portland Public Schools. Sending in this form will not change whether your children get free or reduced price meals.

**Please mark the appropriate box below.**

*No, I **DO NOT** want information from my Free and Reduced Price School Meals Application shared with any programs. **Marking the "No" means that the full fee will apply.***

*Yes, I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with staff related to the Summer School High School Student Credit Recovery Program grades 9 through 12 for possible reduced or waived fees. **If you mark yes, fill out the form below. Your information will only be shared with that program.***

Child's Name: \_\_\_\_\_

School: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

For more information, you may call Kathryn Toppan at Deering High School, 874-8260.

Return this form to: Deering High School School  
370 Stevens Avenue  
Portland, ME 04103