Summer School, at McCaskey High School Campus, is an expanded part of our district’s educational program. We view Summer School as a complement to the regular school program with courses providing students with an opportunity to earn advanced credit, strengthen their basic skills, or correct deficiencies.

Courses are open to students in grades 9 through 12 from any recognized high school. The written approval from the counselor of the home school is necessary for enrollment. Stipulated courses will also be available to those who are seeking higher education but lack certain high school credits.

Courses will be offered for ADVANCED CREDIT, MAKE-UP, and ENHANCEMENT. Credit is based on 120 hours of instruction for one unit of credit, 60 hours of instruction for half a unit of credit. Students enrolling in a course for make-up will have the option of demonstrating competency after one-half the regular hours of instruction. Advanced credit students will remain in their class for the full 120 hours of instruction.

SCHOOL DISTRICT OF LANCASTER
Lancaster, Pennsylvania
(717) 396-6810
SUMMER SCHOOL DATES
• June 16 – Registration opens
• June 16-18-Walk-in registration at McCaskey East High School
• Session One: Tuesday, June 24, 2014 to Thursday, July 10, 2014 (11 Days)
• Session Two: Monday, July 14, 2014 to Thursday, July 31, 2014 (12 Days)
*Classes will not meet on Friday and July 4th
• July 28-August 1-Summer Keystone Exams (2:00–4:00): Students who are in summer school and did not score proficient in the content areas of Algebra I, Literature and Comp I, or Biology I, must take the Keystone Exams for credits to transfer
(Summer School will be closed every Friday and July 4th)

LOCATION
All classes will meet at McCaskey East High School, 1051 Lehigh Avenue, Lancaster, PA. Most classes are held from 7:45 a.m. to 1:45 p.m. There will be a 20 minute break for students to eat a small lunch in the cafeteria. All students, regardless of status, must pay for items in the cafeteria with cash.

ENROLLMENT
ADVANCED CREDIT - enables a student to accelerate or take courses not previously taken. Credit is based on 120 hours of instruction for one credit and 60 hours of instruction for one-half credit. **There is no early exit test for Advanced Credit courses.**

MAKE-UP - enables a student to make up a failed course. Final report cards may be verification of failure. Student must enroll for the entire course. After having completed 50 percent of the required hours, a student, if maintaining a class grade of 70%, may attempt to demonstrate competency in the course by achievement on a written examination (Mastery Test) or by accomplishment at a certain skill level (i.e. courses in Physical Education and Direct Instruction).

POWER MASTERY - enables a student to make up two one-credit courses he or she failed. The student, if maintaining a class grade of 70%, would have to pass a mastery test after 60 hours and, if successful, take the other one-credit course and pass another mastery test after 60 hours. **The fee for the two one-credit courses is the same as a one credit course.**

ENHANCEMENT - enables a student to repeat a course to improve a previous grade. Credit will be awarded only once and will be awarded for the higher of the two grades

REGISTRATION
We will continue to accept registrations for open courses until the enrollment reaches capacity. Registrants must pay the entire tuition at the time of registration.
There is only one way to submit registrations:
1. **Walk-in registration** will be held at McCaskey East High School from Monday June 16th, until Wednesday June 18th from 8 A.M. to 3:00 P.M. Students should arrive for registration with their forms completed and signed by their counselors.
2. **The registration form must be filled out completely.** For each course, list the exact name of the course to be taken (see OFFERINGS) and accompanying credit. Indicate whether the course is taken for advanced credit, make-up, grade enhancement, or power mastery by placing a check in the proper box. List the appropriate tuition from the OFFERINGS and TUITION/FEE SCHEDULE. **Write the exact name of failed course if taking a make-up course.**
The Power-Mastery Program will give students the opportunity to take two one-credit make-up courses in Summer School. The student must maintain a class grade of at least 70% to have the opportunity to take the Mastery Test. The **student must pass the Mastery Test** for the first one-credit course at the end of the first session (10 days/60 hours) of Summer School in order to be able to attempt the other one-credit course. At the end of the second session (10 days/60 hours), the student, if maintaining a class grade of 70%, will again be able to take and pass a Mastery Test. If successful, the student will have earned two credits. **The cost will be that of a one-credit course. This applies only to courses that fall into the category as described above. No more than two credits can be earned during the summer sessions.**

**Walk-in registration** will also be held at **McCaskey East High School** Thursday June 12th, Monday June 16th, Tuesday June 17th, Wednesday June 18th from 8 A.M. to 3:00 P.M. Students should arrive for registration with their forms completed and **signed by their counselors.**

**NOTE:** **NO REGISTRATION FORM WILL BE ACCEPTED WITHOUT A SIGNED DISCIPLINE/ATTENDANCE POLICY AND HOME SCHOOLS’ COUNSELOR’S FULL SIGNATURE. NO LATE REGISTRATIONS WILL BE ACCEPTED EITHER BY MAIL OR IN PERSON.**

**REFUNDS**
If, after registration, a course is canceled due to insufficient enrollment, affected students may transfer to another course or request a refund for the entire tuition for that course.

**There will be NO REFUNDS after registration**

**PROGRESS REPORTS**
Progress reports will be sent home mid-way through each session to inform parents of student’s progress. **Forms must be signed and returned the next day.**

**TRANSPORTATION**
* Students are responsible for their own transportation to Summer School.
TUITION/FEE SCHEDULE

Tuition is to be paid in full at time of registration. There are two fee schedules in determining tuition payment. These are listed as FEE A and FEE B

FEE A: Schedule for NON-DISTRICT STUDENTS.
Students whose principle residence is outside the School District of Lancaster.

FEE B: Schedule for DISTRICT STUDENTS.
Students attending either DISTRICT or NON-DISTRICT schools but whose principle residence is within the School District of Lancaster boundaries. Proof of residence will be required.

OFFERINGS Please note changes in curriculum.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
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McCaskey High School Campus
Summer School Program
2014 Attendance Policy

I. **Attendance**
Due to the compact nature of the Summer School Program, it is expected that students will be very conscientious about daily attendance. One absence from a one credit course would be the equivalent of more than six days absence from a class during the regular school year. The following attendance rules will be strictly enforced.

1. **Advanced Credit Student**
   One (1) absence per session is permitted with a doctor excuse or absence may be excused at the discretion of the Summer School Coordinator. Make-up work is mandatory. Failure to produce an excuse will result in the student being dropped from the Summer School Program (NO REFUND).

2. **Make-Up Student and Enhancement Student**
   One (1) absence will be permitted per session with a doctor excuse or absence may be excused at the discretion of the Summer School Coordinator. Failure to produce an excuse will result in the student not being permitted to take the Mastery Test and being dropped from the program (NO REFUND).

3. **Power Mastery Student**
   One (1) absence per session will be permitted with a doctor excuse or absence may be excused at the discretion of the Summer School Coordinator. Make-up work is mandatory. Failure to produce an excuse will result in the student being dropped from the program. (NO REFUND)

4. **Tardiness**
   Students will be permitted a maximum of three tardies or one hour of accumulated tardy time per session with a parental excuse and parental phone call. Tardy time must be made up the same day double the time missed. Any tardiness in excess of those outlined above will require a conference with the Summer School Coordinator for make-up privileges to be granted. **More than one hour of tardy time per sessions will result in the student being dropped from the course. (NO REFUND)**

5. **Early Dismissals**
   All early dismissal requests must be presented to the Summer School Coordinator. Students are permitted an early dismissal for a doctor visit, dentist visit, or illness in class. This time must be made up after school another day. Failure to make-up missed time would forbid student from taking the Power Mastery Test or receiving a credit. (NO REFUND)

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I have read, understand, and agree along with my son/daughter to the above Attendance Policy statement and understand any deviation from the above policy may lead to my child being dropped from the 2014 McCaskey Campus Summer School Program. (Please sign both sides of this paper)

_________________________                                          ____________________________
Student Signature        Parent/Guardian

Signature
II. **Discipline**

It is impossible for teaching and learning to take place in a classroom unless good order is maintained. Students are reminded they must adhere to a code of good behavior not only for their own benefit but for the benefit of others as well. It is essential that we understand our roles and responsibilities in the area of discipline. The following penalties will be instituted for violation of rules:

1. **Smoking** - Smoking is not permitted on school property. The first offense results in reporting to authorities (possible fine) and phone call to home. The second offense results in being dropped from the course (NO REFUND).

2. **Horseplay** - Hallways, classrooms, school grounds - Any horseplay deemed to be unnecessary and harmful to others will result in a warning and phone call home for the first offense. On the second offense, a student will be dropped from the course (NO REFUND).

3. **Possession, use, sale, dispensing of drugs or alcohol, being under the influence of same** - Students who are found to be in possession of drugs, alcohol, or selling or dispensing drugs or alcohol or are under the influence of same, will be dropped from Summer School immediately (NO REFUND).

4. **Other** offenses that will result in the immediate removal of the student from summer school (NO REFUND) are:
   - Vandalism
   - False Fire Alarms/Bomb Threats
   - Carrying Weapons
   - Verbal Threats to Staff Members other Students
   - Theft - Attempted Theft
   - Assault on Teacher/Staff Member/Student
   - Fighting

E. **Other** offenses will be dealt with at the discretion of the administration:
   - Insubordination
   - Inappropriate or Abusive Language
   - Disorderly Conduct
   - Tampering with Fire Fighting Equipment

F. **Electronics** Music players and cell phones in use will be confiscated by the teacher and returned at the end of the summer school session. “Ear buds” and other headphones may not be visible at any time.

III. **Dress Guidelines**

Students are expected to dress in a manner that is acceptable and appropriate in a public building. The following types of clothing are considered inappropriate and will result in asking the student to change or go home: imprinted with profanities or obscenities, inappropriately revealing (undergarments, shoulders, or midriff showing or form-fitting), or anything else at the discretion of administration. For health and safety reasons, footwear is required. Lastly, hats and other headwear are prohibited in school.

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I have read, understand, and agree along with my son/daughter to the above Discipline Policy statement and understand any deviation from the above policy may lead to my child being dropped from the 2014 McCaskey Summer School Program. (Please sign both sides of this paper)

Student Signature: ___________________________

Parent/Guardian Signature: ___________________________