

Elementary Summer School Sessions**I. APPLICATIONS**

All applications for admission to summer school must be approved prior to the opening session. Students should obtain the proper application form for admission to summer school from the school in which they are presently enrolled. Applications should be completed and returned to the school with check or money order for the proper tuition (if required).

Private, parochial, and nonresident students may obtain application forms from any public elementary school. Applications should be completed and returned with check or money order, for the proper amount of tuition to the summer school center which the student wishes to attend.

II. TUITION FEES, COURSE OFFERINGS AND DATES

Allegany County private and parochial students must pay tuition. Tuition fees are established annually by the Board of Education. Course offerings will be determined annually by the needs of the school system. Specific instructions concerning course offering, dates, and specific tuition fees are announced in the spring of each year.

All tuition and fees are due and payable at the time of registration. Checks should be made payable to the Allegany County Public Schools. Requests for withdrawal and refund should be made to the summer school centers where the students are enrolled. One day's attendance makes an applicant ineligible for refund.

Secondary Summer School Sessions**I. ADMISSION**

- A. Secondary schools are to send notices to parents, warning of student failures at the end of the third report period. This will give parents an opportunity to consult with the school regarding summer school opportunities for their children. Final notice of failures, with recommendation for attendance at summer school, will be mailed to parents at the end of the regular school year.
- B. All applications for admission to the summer school sessions by Allegany County students must be approved by the principal prior to the opening of the session. Students should obtain the proper application form from the counselor of the school where he/she is currently enrolled. Applications should be completed and returned to the school with a check or money order (if required) for the proper tuition.
- C. Only students who have completed sixth grade or higher are eligible to attend a secondary summer school. All present twelfth grade students are eligible to participate in summer school classes immediately following graduation in June.
- D. Private, parochial, and nonresident students may obtain application forms from any Allegany County public secondary school. Application forms should be completed and forwarded with a check or money order to the school where the summer school program is offered.

II. CREDIT

- A. The summer program is designed basically for students who are presently enrolled in the grade indicated for the offering of the course. This, however, does not prevent students in Grades 6-12 from taking advanced work if available. All advanced work should be cooperatively planned by the student and school and be approved by the counselor.
- B. A student may earn a maximum of two credits in summer school. No student will be allowed to take courses in advance of the grade in which he/she is to be placed the following school year.

III. TUITION, FEES, PAYMENT, AND REFUNDS

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All tuition and fees are due and payable at the time of registration. Checks should be made payable to the Allegany County Public Schools. Requests for withdrawal and refund should be made to the summer school centers where the students are enrolled. One day's attendance makes an applicant ineligible for refund.

IV. LENGTH OF TERM AND HOURS

The dates, hours, and length of the secondary summer school sessions will be established annually

V. COURSE OFFERINGS

Offerings will be determined annually by the needs of the school system.

VI. ATTENDANCE and GRADING

If a student is to receive the maximum educational benefit from the summer school program, regular class attendance is necessary. To be eligible to receive a passing grade and receive credit in summer school a student must:

- A. Be present every day during the first week of summer school instruction.
- B. Be absent no more than 10% of class time during summer school.
- C. Satisfactorily complete all course requirements.
- D. Be on the summer school role as of the last day of summer school.

VII. STUDENT CONDUCT

The policies and procedures governing student behavior shall be the same as those in effect during the regular school year.