

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 400-40</b>
<b>Subject:</b> <b>SUMMER SESSION PROGRAMS</b>	<b>Issued:</b> <b>7/1/83</b>
<b>Preparing Office:</b> <b>Office of the Superintendent</b>	<b>Amended:</b> <b>9/16/15</b>

I. Policy 506, 507

II. Procedures

A. Formal summer session programs are offered to currently enrolled and attending Frederick County Public Schools (FCPS) students.

1. "Formal" refers to learning that leads to grade level advancement or credits earned for the high school diploma.
2. All formal secondary learning offerings will be supervised by the Frederick County Virtual School.

B. High School

1. Rising 9<sup>th</sup> graders may access designated high school courses for summer learning.
2. When requests exceed capacity, enrollments will be prioritized as follows:
  - a. credit recovery
  - b. original credit or grade improvement
3. When students retake a course, the final transcript grade will be the highest grade earned.
4. Pre-registration forms must be submitted to the home school counseling department.
5. Registration is completed by the home school through the Student Information System by published deadlines.
6. Confirmation of enrollment from the Frederick County Virtual School occurs through an electronic process. The home school will facilitate this process for families in need of assistance.

C. Middle School

1. Students who have attended grades 6, 7, or 8 may access designated courses for summer learning when offered. A student who receives all F's will not be approved for summer session participation.
2. Only previously completed courses can be taken.
3. When requests exceed capacity, enrollments will be prioritized as follows:
  - a. remediation for grade level advancement
  - b. grade improvement

4. When students retake a course, the final grade on the Student Record Card will be the highest grade earned.
5. Pre-registration forms must be submitted to the home school counseling department.
6. Registration is completed by the home school through the Student Information System by published deadlines.
7. Confirmation of enrollment from the Frederick County Virtual School occurs through an electronic process. The home school will facilitate this process for families in need of assistance.

#### D. Registration Fees

1. Summer session registration fees will be designated each year prior to May 1. Registration fees are not refundable except in the case of a course cancellation by the Frederick County Virtual School.
2. Registration fees are assessed on a sliding scale based on student meal status as documented in the Student Information System.
3. Registration fees are submitted electronically through a secure, online website managed by FCPS. Payments must be received by the published deadline to hold a place in a course. Payment will be made by credit card, debit card, or prepaid cards. Verification will be sent electronically. Schools will facilitate this process for families in need of assistance.
4. When the summer session principal determines there is insufficient enrollment to offer a class on any level, the class will be cancelled and the home school will be notified. Families will be advised of available options, including a registration fee refund.
5. Summer session pre-registration should be completed no later than the published deadlines.

#### E. Attendance - Middle and High School

1. Expectations for attendance will be defined in summer session literature shared with students, parents, and the community. This will include explanations of how late arrivals and early departures impact attendance requirements.
2. A student who misses in excess of two days for any reason may be withdrawn.
3. If a student is withdrawn by the summer session principal due to poor attendance, registration fees will not be refunded.

#### F. Policies and Regulations

All Board policies and FCPS regulations, including discipline and dress code, are applicable to summer session programs.

### G. Progress Reports

The primary form of communication with students, parents, and schools is electronic. Schools will facilitate this process for families in need of assistance.

### H. Administration

1. Day-to-day operations of the summer session programs will be the responsibility of designated FCPS administrators.
2. Textbooks, equipment, and materials of instruction for summer session programs will be borrowed from comprehensive schools as needed.
3. Supplies will be provided by the summer session programs. Host schools will provide means of duplicating necessary documents.

Approved:

*Original signed by*

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Theresa R. Alban  
Superintendent