

Moanalua High Summer School Registration Guidelines and Procedures

PURPOSE FOR ENROLLING IN SUMMER SCHOOL

First priority will be given to Moanalua High School (MoHS) students who are in need of remediation or credit recovery to ensure graduation on time.

1. Credit Recovery: Students may make-up credits failed during the regular school year. **While we will make every effort to enroll students who need a course for credit recovery, we can only guarantee a spot prior to April 13th. Please speak with your child's counselor prior to the application deadline.**
2. Review and Improvement: Students may repeat a course taken during the regular school year, in an effort to improve their understanding or their GPA. These students may be given priority registration prior to April 13th with counselor approval.
3. Acceleration: Acceleration may be defined as progress through an education program at rates faster or at ages younger than is conventional. Students may take a course during the summer to allow time during the regular school year for another elective. Enrolling for this purpose is subject to the availability of seats in each class. MoHS does not recommend any course be taken for acceleration during the summer.

REGISTRATION PROCESS

Begin registering for summer school by following these steps:

- 1) Submit the online application available on our school's website (www.moanaluahs.org). Please note that completing the online application does NOT guarantee a seat in a summer school class, but only begins the application process.
- 2) After the summer school registrar reviews the application and class availability, further instructions will be sent to the email address provided through the online application.

FOR CORE CLASSES: Seats will be offered on a first come, first served basis, with priority being given to students in need of credit recovery.

- The student's counselor will be notified of the pending application and will provide the student with a confirmation letter needed to complete the application process.
- Students applying to take a class for credit recovery and improvement will begin receiving confirmation letters beginning Monday, March 30, 2020.
- Students applying to take a core class for acceleration will begin receiving confirmation letters after Monday, April 13, 2020 (per space availability).
- This letter must be signed by the parent/guardian.

FOR PE/HEALTH CLASSES: Seats will be offered to students via drawing. **All applications received on or before Friday, April 17, 2020 will have an equal chance of getting a seat in PE and Health classes.**

- Students applying for PE and Health classes will begin receiving confirmation letters after Monday, April 20, 2020.
- This email will include an attached confirmation letter to officially offer a seat in a PE and/or Health class. This letter must be printed and signed by the parent/guardian.

- 3) The confirmation letter AND payment must be submitted to the front office in order to complete the registration process. Once the payment has been accepted by the front office, the student's spot in the designated class is secured (see refund policy).

ATTENDANCE POLICY

Please make every effort to have your son/daughter in school on time every day. In order for a student to earn a full credit for Summer School, he/she must meet a minimum instructional time requirement. All courses are eligible for regular high school credit unless prior credit was earned. The following guidelines will be used for taking attendance for this year's summer session. Please read them carefully, and then sign at the appropriate line on the confirmation letter.

- A. 2 tardies (excused or unexcused) equals one absence
- B. 2 absences in a 12-day session (excused or unexcused) will result in dismissal
- C. 4 absences in a 5-week session (excused or unexcused) will result in dismissal

In case of emergency, the administration will evaluate the situation on an individual basis. Whenever a student is absent or tardy because of such an emergency, parents should call the summer school office as soon as possible AND send a note signed by the parent or doctor with the student upon return.

Medical, dental or personal appointments (i.e. job interviews, road tests for licensing) should be scheduled AFTER school hours. Please remember that ONE DAY of Summer School is equivalent to ONE WEEK of the regular school year.

DISMISSAL POLICY

Administration may dismiss a student from summer school (***and not be eligible to earn credit or refund***) based on behavioral infractions. The following are examples of dismissable behaviors:

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| 1. 2 or more absences, cuts
or excessive tardies | 4. Consumption of alcoholic
beverages | 8. Unruly behavior |
| 2. Smoking of any type | 5. Abuse of drugs | 9. Vandalism |
| 3. Violations of state &
federal laws | 6. Forgery | |
| | 7. Gambling | |

OFF-LIMITS AREAS

To ensure the safety and well-being of all students enrolled in summer school, the following areas have been established as off-limit areas:

- All construction areas
- All parking lots (students may not park in the lot between M Building and Q Building)
- All stairwells, areas behind and around portable classroom buildings, cafeteria, stadium, gym, and buildings not in use during summer school.
- All other areas designated as off-limits during the regular school year.

GRADES

Report cards will be made only for those who request them. Official report cards (signed and embossed with the school seal) will be mailed by August 1 to students who provide a self-addressed stamped LEGAL SIZED envelope before the end of the summer session. A progress report to parents of students who are in danger of failing will be sent home after the first six days for the 12-day sessions and after two and one-half weeks of the 5-week session. Requests for other progress reports should be made by parents through the summer school director.

CREDIT/NO CREDIT

All courses are eligible for regular high school credit. If a credit has already been earned for a course, no credit will be given, however, the grade earned may be computed for a higher GPA. A decision to take a course for credit or no credit should be decided prior to the last day of class. When making up credit failed during the regular school year, students are responsible for registering for the appropriate courses for the following school year.

REFUND POLICY

Students may voluntarily withdraw from summer school upon submitting a written parental consent form and returning all books and equipment. Students will be charged until withdrawal clearance is obtained. Failure to notify the school of withdrawal will result in an "F" appearing on the student's transcript and no refund. Refund must be requested **on or before** the date shown below.

"Year" Session, 1st semester, 24-day semester schedule

Three days before 1st day of instruction (6/9/20)....100%

Before 1st day (6/12/20).....50%

1st day through 5th day (6/15/20 – 6/19/20).....25%**

6th day or after (6/20/20)....0%

****1st through 5th day refunds do NOT apply to semester courses**

2nd semester (12-day) schedule:

Three days before 1st day of instruction (6/26/20)....100%

Before 1st day (6/30/20).....50%

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After instruction begins (7/1/20)....0%

Refund checks may take up to 8 weeks to process and must be picked up in the Administration Office after notification by the school. We will not mail refund checks. **Refunds will not be made if a student is dismissed from summer school.**

COURSE OFFERINGS

Summer School Dates:
 1st Semester: June 15th – June 30th
 2nd Semester: July 1st – July 17th
 (No School on July 3rd)

The following courses will be offered (subject to enrollment & teacher availability). Depending on the course, the student's class will follow one of three schedules.

Semester Courses ½ Credit (\$95.00 per ½ credit)	Year Courses 1 Credit (\$190.00 per credit)
2 ½ hours daily (24 days)	5 hours daily (24 days)
<ul style="list-style-type: none"> - Health Today and Tomorrow (Gr. 9) - Physical Education Life Fitness (Gr. 9) - Physical Education Life Activities (Gr. 10) <p><i>These courses will run for 5 weeks (from June 15th to July 17th), for 2.5 hours each day (either 8:00AM – 10:20AM OR 10:40AM – 1:00PM). Students may enroll in both PE and Health for a full 5-hour day. Please note that two PE courses should not be taken concurrently.</i></p>	<ul style="list-style-type: none"> - Language Arts 1 (Gr. 9) - Language Arts 2 (Gr. 10) - U.S. History - World History - Algebra I - Geometry - Algebra II - Marine Science (*special schedule may apply; teacher approval is REQUIRED prior to registration)
5 hours daily (12 days)	<p>Special Notes</p> <p>Incoming 9th grade students must not enroll in Modern History of Hawaii, Participation in Democracy, or English Language Arts 1</p>
<ul style="list-style-type: none"> - Modern History of Hawaii (1st Semester Only) - Participation in Democracy (2nd Semester Only) - Expository Writing I (1st Semester Only) - American Literature (2nd Semester Only) 	