

Frequently Asked Questions

Columbia Public Schools Secondary Summer School Program

Who may enroll in the Secondary Summer School program?

The 2019 Secondary Summer School program is available at no cost to high school students residing within the Columbia School District. The program offers courses for credit advancement and credit recovery for students entering ninth, tenth, eleventh and twelfth grades, as well as non-graduating seniors.

Where are Secondary Summer School courses offered?

Most courses are offered at **Battle, Hickman and Rock Bridge High Schools**. Courses are *initially* offered at all locations unless otherwise indicated in the course registration guide. In the event course enrollment numbers are low, the course may be offered at only one location. (See Below: **Is a course ever cancelled**)

At which high school should a student enroll?

All students attending Battle, Hickman or Rock Bridge High Schools for school year 2019-2020 should enroll in their respective school for summer courses. Douglass High School students and non-Columbia Public School students interested in attending should enroll in the high school as determined by the address of their home residence. Students wishing to request a transfer must complete a Secondary Summer School Transfer Request Form and submit it to the Summer School Office by April 2. You can find this form on the CPS website at www.cpsk12.org/ssenroll.

What are the dates of the program?

Classes are scheduled for **June 3-27**.

What is the daily schedule?

Students may enroll in one or two classes and the classes meet daily. The morning class session is from 8:55-12:10. The afternoon session includes lunch and is from 12:15-4:05.

How does a student enroll in Secondary Summer School?

- Review this course registration guide and enrollment application. These are available at middle and high school counseling offices or at www.cpsk12.org. **There is also an online enrollment option for credit advancement. Parents may enroll their students through home access online at www.cpsk12.org/ssenroll beginning February 5. Students entering grades 10-12 also have access to the online enrollment site through home access beginning February 5 at 9 a.m.**
- Students (rising 10-12) meet with their school counselors during the enrollment process to determine which courses are appropriate for their educational program. This will help determine how summer school offerings fit into their graduation plan.
- Students earning one or more grades of F in core subjects are enrolled in credit recovery summer school by the counselor. Parents/guardians receive a letter addressing this in late January for first semester classes.
- Deadline for enrollment is Wednesday, April 12, 2019. Enrollment will continue beyond that date for classes that have not filled.

Does a course ever close before the published deadline?

Yes, some courses have enrollment limits and do close prior to the deadline. It is advisable to enroll as soon as you receive enrollment materials to ensure enrollment in your first choices.

Is a course ever cancelled?

Approximately 20 students must enroll for a course to be offered. It is imperative students enroll by the April 12 deadline provide the best chance for courses to be offered at each school. If a course enrollment is not adequate at one or more schools to offer the course, students may be placed in an alternate course or may attend the course at another building. Students taking a course at a school other than their assigned school must provide their own transportation. Mid-day shuttles **will not** be provided between schools.

When do I receive my schedule?

An email is sent to students and parents in mid-May confirming enrollment and providing summer school information and schedule. Please check to make sure that your email address is correct. Secondary Summer School open house is scheduled for Thursday, May 30 from 5:00-6:30 p.m. at each high school and schedules will also be available there.

What if I want to drop a course or cancel enrollment?

You may **cancel** a student's enrollment in a course by calling (573-214-3933) or emailing (summerschool@cpsk12.org). If a student wishes to drop a course or cancel enrollment after classes begin, the student or parent should contact the Secondary Summer School office in his/her respective high school.

How important is attendance at the Secondary Summer School program?

Consistent attendance over the entire program is extremely important for success in the Secondary Summer School program. Absences should be reserved for emergency use only. Vacations, medical or dental appointments should not be scheduled during summer class time. Students who are absent are expected to make up any course work within the time frame of the program. No incomplete grades are given. **Since summer school is 19 days, students absent more than THREE days in a credit advancement course are not able to earn credit and courses will be dropped with 'no marks'.** All absences, including those due to school-related activities count toward the three-day maximum.

Is school bus transportation available?

- Guaranteed before and after school transportation is provided for full-day students who enroll by the April 12 deadline and who live more than two miles from their assigned high school. Student Transportation of America (STA) establishes bus routes based on enrollments through the first week in May.
- **A mid-day bus will not be provided between schools or between school and home.** Students who cannot provide their own mid-day transportation need to take two summer school courses.
- If a student's pick-up/drop-off address changes after submitting the Secondary Summer School Enrollment Application, notify the Summer School office at 573-214-3933.

Where may students park their vehicles?

Hickman High School student parking is permitted only in student designated areas on the west side of the building. Rock Bridge High School student parking is permitted only in student designated areas on the south side of the building. Battle High School student parking is permitted in the north parking lot.

Lunch

Lunch period information: Cafeterias are open for breakfast and lunch. All schools are closed campus for 9th-10th grades and open for 11th-12th. **Students may bring lunch to school but are not allowed to have lunch delivered during the school day.**

When are grades reported?

A mid-term grade report is given to students at the end of the first two weeks. Final grade reports are posted on Home Access (student and parent) within a week after the end of summer school and reported to the student's school for the 2019-20 academic year.

Contact District Summer School Office with questions:

Phone number: 573-214-3933 Fax number: 573-214-3439

E-Mail: summerschool@cpsk12.org

Contact Student Transportation of America with transportation questions:

STA Bus: 573-214-3860

Course Designation Information:

In-Seat and Blended Credit Advancement course descriptions are found on pages 5-7.

In-Seat courses meet every day for 19 days.

Online course descriptions and orientation information are found on pages 8-10.

English Language Learner course descriptions are found on page 7.

Credit Recovery information is found on page 11.