



North Thurston Public Schools

2019 Summer Academy Application Packet

Credit Retrieval and Advancement Program

This packet contains the following:

- Welcome to NTPS Summer Academy (pg. 2)
- Important Information and Guidelines (pg. 3-4)
- Academic Honesty Policy (pg. 5)
- Student Contract (pg. 6)
- NTPS Student Assistance Scholarship/Grants (pg. 7)
- Student/Parent/Guardian Contact Information Sheet (pg. 8)
- Emergency Information Health Care Form (pg. 9)
- Student Program Registration Form (separate form)

To enroll, please follow the process listed below:

- Review Welcome Letter and Academy Guidelines
- Review, Sign and Date Academic Honesty Policy
- Review, Sign and Date Student Contract
- Fill out Student/Parent/Guardian Contact Information Sheet
- Complete Emergency Information Health Card
- Fill out Summer Academy Registration Form
- Meet with school counselor and have them approve and sign registration
- Pay tuition to school office professional and turn in all paperwork

- *Application and Paperwork should be forwarded by the High School to: Jody Halterman, SSHS*

Important Dates for NTPS 2019 Summer Academy

May 6, 2019 – Registration begins (50% of tuition is due at time of registration)

June 24, 2019 – Register directly at Timberline HS (instead of student's home school)

June 28, 2019 – Registration ends

July 3, 2019 – Tuition balance due

July 4 & 5, 2019 – THS Office Closed

July 8, 2019 – First day of Summer Academy

July 8, 2019 – Last day for tuition refunds

July 8, 2019 – Parent Night for parents of APEX students, last name A-M – 6 PM, THS

Parent Night for parents of APEX students, last name N-Z – 6:45 PM, THS

July 9, 2019 – Parent Night for parents of Face-to-Face courses only – 6 PM, THS

August 8, 2019 – Last day of school

REGISTRATION MUST BE COMPLETED BY JUNE 28, 2019

Empowered and Future Ready!



Welcome to NTPS 2019 Summer Academy Credit Retrieval and Advancement Program

Welcome NTPS Students and Parents:

We are pleased that you are interested in learning more about our 2019 Summer Academy Credit Retrieval and Advancement Program. This packet will provide you with the information you will need to register.

The NTPS Summer Program runs from **Monday, July 8, 2019** through **Thursday, August 8, 2019**, and will be held at **Timberline High School**, 6120 Mullen Road SE, Lacey, WA 98503. There are two types of courses that will be offered: Face-to-Face and Online. Attendance is extremely important. Please refrain from taking vacations while summer school is in session. Each completed class has a credit value of 0.5 credit, and a student may enroll in up to two courses (1.0 credit). **Taking only one class per summer is suggested.** Optional morning transportation will be provided. Students can ride a school bus to Timberline from either North Thurston High School or River Ridge High School. Busses will leave NTHS and RRHS by 7:50. Busses will arrive in time for breakfast provided by NTPS. Lunch will also be available daily. Afternoon transportation will be the responsibility of the student.

Face-to-Face Classroom Courses: Courses that are taught face-to-face (direct teacher instruction) **require DAILY attendance** (Monday – Thursday 8:30-12:30). These courses may be used for credit advancement or credit retrieval, depending on the course. Classes that can only be taken for credit retrieval include Algebra 1, Geometry and Stem Physics. Classes that can be taken for credit advancement or retrieval include Algebra Readiness, Fine Arts, Health, PE, Civics and Washington State History.

Online Apex courses: Online APEX courses are taken independently, mostly at home, with the exception of proctored exams and student support. Internet access is required and having a printer and scanner at home would be helpful. Online courses may be used for **high school credit retrieval only**. This means that students must have previously taken and unsuccessfully completed the desired high school course (including incoming freshmen). Credit retrieval courses are for re-taking courses for credit, or to improve a low grade.

First Day Information: The first day (July 8th) will include an **orientation for students**. Face-to-face courses will cover this during normal class time. Apex students will have a slightly different orientation. Each online student will be scheduled for a **specific orientation time** on July 8th. Online students with a last name starting in A-M will have orientation at 8:30 am. Online students with a last name starting with N-Z should arrive at 10:30 on July 8th and have their orientation then. If the online orientation time conflicts with a face-to-face class, students will attend the other online orientation.

Additionally, we strongly encourage all parents to attend our informational parentnight at Timberline HS!

Parents of students enrolled in Online APEX courses:

Student's last name **A-M: July 8th, 6:00 pm**

Student's last name **N-Z: July 8th, 6:45 pm**

Parents of students enrolled in Face-to-Face Classroom taught courses:

Student's last name **A-Z: July 9th, 6:00 pm**

We are looking forward to an exciting and productive summer session. It is a pleasure to serve and assist our students and parents in learning. We hope you find this information helpful, and the program a valuable summer learning opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read "Jody Halterman".

Jody Halterman
Summer School Principal

NTPS 2019 Summer Academy Procedures

The following procedures will be in effect during the summer session:

1. Fees / Refunds:

Fifty percent of the tuition is due upon registration, and the remaining balance is due prior to the first day of class. The deadline for summer school registration will be **Friday, June 28, 2019**. The cost for a 0.5 credit class is \$50.00; the cost for two 0.5 credit classes (or one 1.0 credit class) is \$100.00. Students can take a maximum of 1.0 credit during the summer. First priority for enrollment will be given to NTPS resident students. To be eligible for a refund of the paid fee, less a \$25.00 service fee, students must drop the program and request a refund on the first day of class. After July 8, 2019, students who drop will not be granted a refund. It is the parent's and student's responsibility to ensure the student is enrolled in the correct class. **Requests for a refund can be made to Jody Halterman, Summer School Principal.** The district policy on all non-sufficient fund checks (NSF) is to withhold the posting of the credit earned until the balance is paid. Non-payment could jeopardize a student's graduation status.

2. Drop Policy:

1. Prior to classes starting (on or before July 8, 2019): Student and Parent contact the summer school office and notify them that they want to drop the class and request a refund. A full refund, less a \$25 service fee, will be provided. If financial assistance was granted from the school, the refund will be credited back to the school.
2. After summer school starts (after July 8, 2019), there are three different scenarios that occur when students drop their class:
 - a. Students can withdraw from a class between July 9 and July 12, 2019, without academic penalty, if and only if they have not started or had entry into their course (other than the orientation). However, no refund will be provided.
 - b. Students who drop a class on or after July 9, 2019, and have entry into the course beyond orientation, or drop after July 12, 2019, even if they have not started the course past orientation, will receive a grade of "F" and not receive credit for the course. No refund will be provided.
 - c. For students who are registered for a two semester full course (i.e. Sem1 and Sem2 of the same course):
 - i. Students who want to drop a class after the first day of summer school, and they have entry into the 1st semester course beyond orientation material, will receive a grade of "F" and not receive credit for 1st semester, but will be withdrawn from their 2nd semester class. No refund will be provided for either semesters.
 - ii. Students who successfully complete the first semester, but request to drop the 2nd semester of their course *and they have not completed any material in that course*, will receive credit for their passing grade in the 1st semester, and be withdrawn from their 2nd semester class. No refund will be provided for the either semesters.
 - iii. Students who successfully complete the first semester, but request to drop the 2nd semester of their course *after starting the 2nd semester material*, will receive credit for their passing grade in the 1st semester, but will receive a grade of "F" and not receive credit for their 2nd semester class. No refund will be provided for the either semesters.
 - d. Students can be administratively dropped from their course if they have not coordinated or communicated with their teacher, and they have not made adequate progress or have not accessed their course for 7 consecutive days. Those students will receive a grade of "F" and not receive credit for the course. No refund will be provided.

3. Discipline:

It is important that we provide our students with a school environment that is conducive to learning. Each student is expected to comply with the **Student Rights and Responsibilities Handbook**. The disciplinary action will be dependent on the seriousness of the offense. However, the following procedure will be used as a guide for dealing with behavior problems in the classroom/course:

1. **1st offense:** Conference with classroom teacher. Expected behavior re-enforced.
2. **2nd offense:** Student, teacher and administrator conference – the Parent/Guardian will be contacted at this time.
3. **3rd offense:** A student may be dropped from the class with a loss of fee. Offense will be documented and placed in student file.

4. Conduct:

See the **Student Rights and Responsibilities Handbook, Section IV** for areas regarding student misconduct/prohibited student conduct that render an immediate removal, suspension, and/or expulsion. Any student who is removed from a classroom or the computer lab will not be allowed to re-enter until parent/guardian contact has been made. *Contact Jody Halterman at 360.412.4861 or email at jhalterman@nthurston.k12.wa.us to schedule a re-entry meeting.*

5. Attendance:

Please contact the summer school office at (360) 412-4861 to report student absences.

Online Courses (APEX)

It is critical to your student’s success that they attend their assigned orientation on July 8th and that they start their course right away. Due to the limited amount of time students have to complete the coursework, they need to meet the assignment deadlines and be available to come in for proctored tests when they reach the end of each unit. **On average, students can expect to spend at least 2 hours per day on each 0.5 credit class.**

Face-to-Face Classroom Courses (Teacher Taught): Algebra Readiness, Algebra 1, Geometry, Health, PE, Digi Photo, Commercial Art, Civics and Washington State History.

Daily attendance is required for these courses:

Semester 1	Semester 2	Both (Semester 1 & 2)
8:30am – 10:20am	10:30am – 12:20 pm	8:30am – 12:20 pm

There is a maximum of 3 excused absences. After 3 absences, an attendance meeting will be held with an administrator and teachers, with input from the parents/student to determine whether or not credit for the course will be awarded. If you need to report your student absent please contact the summer academy office at (360) 412-4861.

6. Transportation and Food Services:

NTPS will offer morning school bus transportation to Timberline High School from River Ridge High School and North Thurston High School. Students who will be riding the bus will need to be at NTHS at 7:45 or at RRHS at 7:45. The busses will arrive at Timberline High School around 8:15. Afternoon transportation will not be provided. Speak to your student’s counselor for information on a public transit bus pass, if needed. **Breakfast and lunch will be available and provided complimentary on-site.**

PLEASE NOTE: Summer APEX Classes do NOT meet NCAA eligibility requirements

Academic Honesty Policy

The student body and staff are opposed to all cheating, plagiarism, and dishonesty. To support this policy, certain safeguards are in place for academic security. For such a policy to be meaningful, the support of all students and parents is required.

1. **Cheating:** Any intentional giving/discussing/using or external assistance relating to examination, test or quiz without the express permission of the teacher.
2. **Fabrication:** Any intentional falsification or invention of data, citation, or other authority in an academic exercise.
3. **Unauthorized collaboration:** Intentional collaboration of an assignment between a student and another person, if such collaboration is not permitted.
4. **Plagiarism:** Any intentional use of another's ideas, words, or work as one's own. Plagiarism includes the misuse of published/copyrighted material, whether written or visual, and/or the work of other students.
5. **Theft or alteration of materials:** Any intentional or unauthorized taking, concealment, or alteration of student, teacher, office, or library materials.
6. **Pattern or test avoidance:** A pattern of absences on test days or major assignment due dates for the apparent advantage of performing better at a later date or for gaining extra working/studying time.
7. **Pressure for unsubstantiated grade changes:** Any student request for a raised grade that is not based on mistakes in correction, recording, averaging, or other clerical error.
8. **Abusive conduct with computers and the network:** Includes, but is not limited to, prohibited use, damage or theft of system hardware or software; the altering of any system software or software configurations; placing unlawful information, computer viruses or harmful programs on any computer; and pirating copyrighted software.
9. **Prohibited Use:** Transmission of any materials in violation of any federal or state law is prohibited. This includes, but is not limited to distribution of:
 - a. Information that violates or infringes upon the rights of any other person.
 - b. Defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
 - c. Advertisements, solicitations, or political lobbying.
 - d. Information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime.
10. **Unauthorized electronic entry:** Any entry without permission. Accessing, downloading and/or printing of materials that are considered by staff to be pornographic, unlawful, obscene, or otherwise objectionable.

All students will have due process in the handling of the infractions listed in this policy. Possible penalties for infractions include: parent notification, lowering of academic grade, removal from class with F, detention, suspension, and expulsion.

Inappropriate use may result in the cancellation of network privileges. The site system administrator(s) or district security administrator may close an account at any time if deemed necessary.

Acknowledgement

I acknowledge that I have read and understood the **Academic Honesty Policy**. I realize there will be consequences if the policy is violated.

Student Signature

Date

Parent/Guardian Signature

Date

Student Name (Printed)

Parent/Guardian Name (Printed)

Student Contract: Summer Academy 2019

I, _____ (student's name) agree to the following terms of the North Thurston Summer Academy Program:

Code of Conduct:

All communications must be appropriate. Communications can be retrieved and printed by the instructor at any time.

Online Courses:

I will abide by the *APEX Learning Terms of Use* and *APEX Learning Student Code of Conduct* (located at the bottom of the APEX Learning Home page).

Activity Due Dates:

I will complete all assignments in accordance with the scheduled due dates. I understand that I may be withdrawn from the program if I am not consistently meeting scheduled assignment due dates.

Proctored Assessments:

I understand that all Unit Tests, the Mid-term Exam, and the Final Exam assessments must be taken in a proctored setting at THS. These assessments will be proctored by an instructor or another designated staff member.

Removal:

I understand that if I do not follow the conditions listed in my contract, I may be removed from the program and disqualified from earning course credit.

Attendance Agreement:

I understand that daily (Teacher Taught Classes) or weekly (Online APEX) attendance and active participation are critical to my success in summer school. I understand that if I fail to meet the attendance expectations, it may result in a loss of credit for the course, and my summer school fee will not be refunded.

Behavior Agreement:

I understand and will comply with the rules and procedures as outlined in the general information handout.

If I fail to meet these expectations, I understand that I may be dropped from the program, may receive an "Incomplete" or failing grade, and my summer academy fee will not be refunded.

I have read and understand this student contract:

Student Signature

Date

Parent/Guardian Signature

Date

Student Name (Printed)

Parent/Guardian Name (Printed)



**North Thurston Public Schools
Summer Academy Program 2019
Student Assistance/Scholarships/Grants**

Please complete this form to request possible financial assistance for summer academy. Bring to the School Counselor to complete. Include the completed form with student's registration materials.

Date: _____ School: _____

Student Name: _____

Amount Requested: \$ _____

Purpose: _____

Free/Reduced Lunch: Y / N (circle as appropriate) McKinney Vento: Y / N (circle as appropriate)

Summer Academy course(s) requested: _____

Parent/Guardian signature: _____

Student signature: _____

(Please note that requesting financial assistance is not a guarantee of receiving aid)

(This section to be completed by School Counselor)

Funding Source: _____

(InvestED, NTEF, Medicaid Match, McKinney Vento, etc.)

School Counselor's signature: _____

Administrator approval: _____

If financial assistance is provided and a refund is requested, funds will first be returned to the school that provided assistance.

NTPS Summer Academy Program

2019 Student/Parent/Guardian Contact Information

DIRECTIONS: Please fill out the following information for your student as accurately as possible. Your student's success in summer academy depends largely on the communication between teachers, students and parents/guardians. **Please put an asterisk (*) next to the parent/guardian phone number and e-mail that are the best to get in touch with a parent/guardian during the day.**

Student Name: _____ High School attending next year: _____

Student Home Address: _____

Student Home Phone: _____ Student e-mail (that you check): _____

Student Cell Phone: _____ Can you send/receive texts? (circle) Yes No

Cell Phone Carrier (circle one): T-Mobile AT&T Sprint Verizon Other: _____

Parent/Guardian #1:

Name: _____ Language spoken: _____

E-mail: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Can you send/receive texts? (circle) Yes No

Cell Phone Carrier (circle one): T-Mobile AT&T Sprint Verizon Other: _____

Parent/Guardian #2:

Name: _____ Language spoken: _____

E-mail: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Can you send/receive texts? (circle) Yes No

Cell Phone Carrier (circle one): T-Mobile AT&T Sprint Verizon Other: _____



North Thurston Public Schools
 305 College Street NE
 Lacey, Washington 98516-5390

Student Support Services
 www.nthurston.k12.wa.us

STUDENT HEALTH HISTORY

We would appreciate your help updating your child’s health information so that we can take the best possible care of him/her at school.

Student’s Name _____ Birthdate/Age _____ Sex _____ Grade/Teacher _____
 Parent/Guardian _____ Phone _____ Cell _____
 Home Address _____ Email _____
 Name/Address of Licensed Health Professional _____ Phone _____

Student Medical History: Does your student have any of the following? Please check:

<input type="checkbox"/>	Allergies (see below)	<input type="checkbox"/>	Diabetes (see below)	<input type="checkbox"/>	Seizure disorder (see below)
<input type="checkbox"/>	Asthma (see below)	<input type="checkbox"/>	Dietary concerns	<input type="checkbox"/>	Skin condition/eczema
<input type="checkbox"/>	Behavioral concerns	<input type="checkbox"/>	Frequent headaches/migraines	<input type="checkbox"/>	Stomach/intestinal concerns
<input type="checkbox"/>	Bladder or bowel concerns	<input type="checkbox"/>	Hearing problem	<input type="checkbox"/>	Urinary/kidney disorder
<input type="checkbox"/>	Blood disorder	<input type="checkbox"/>	Heart condition (see below)	<input type="checkbox"/>	Vision problems
<input type="checkbox"/>	Brain (injury, conditions, surgery, etc.)	<input type="checkbox"/>	Physical disabilities	<input type="checkbox"/>	Vision problems- Glasses /Contacts?

Other: _____

Allergies:

Bee sting allergy Food allergy (specify) _____ Other allergies (specify) _____
 Please describe the allergic reaction and treatment _____

***Has your child ever been advised by your licensed healthcare professional to keep an EpiPen?** Yes No

If you checked yes to EpiPen above, your student must have a physician order and EpiPen in place before attending school.

Asthma: Please check applicable triggers: allergies exercise irritants respiratory infections weather (cold/air)

If you checked yes to asthma above, please complete an asthma treatment plan (ASP-1) prior to attending school.

Life Threatening Condition: If you student has a life threatening condition, such as: **Diabetes, Heart Condition or Seizure Disorder**

Please contact the school nurse for additional documentation required prior to attending school.

Other Health Information:

Does your student have a health problem that affects his/her daily living or school participation? Yes No

If yes, please explain: _____

List any significant injuries or operations: _____

Is your child required to take medications? Yes No Is your student required to take medication at school? Yes No

Please list all medication names and reason for taking: _____

Policy for Administering Medication to Students

Oral medications, prescriptive or over the counter, may be administered to students only with the written permission of the parent or guardian and a licensed health care provider. I understand that licensed health care providers have *Authorization for Administration of Medication at School* forms available in their office or the district will send them upon request.

Any other special needs or concerns? _____

If your child is injured at school we will: Contact 911 and/or Contact parent or emergency contact person if at all possible

“I consent to the release of medical information related to my child to school personnel to ensure his/her safety at school. I understand that it will be my responsibility to arrange payment for medical care should my child be injured. I have read and understand this form.”

Parent/Guardian Signature _____ Date _____



NTPS Summer Academy 2019

Student Registration Form



Student Name: _____ Phone: _____
 Student's Date of Birth: _____ Previous Grade Level (18/19): _____
 Current School (19/20): _____ Parent/Guardian Name: _____
 Date: _____ Student's ID: _____
 Is the student enrolled in: Hi Cap ELL Section 504 Special Ed (IEP)

Courses Offered: Although not recommended, a maximum of two courses may be selected. Class times Cost per 0.5 credit is \$50.00. Priority is given to students of NTPS. Do not select classes that have the same session time.

Daily Course Instruction: On-Site at Timberline High School (check below).

Class Time: 8:30-10:20

- Algebra Readiness
- Algebra 1* Semester 1
- Geometry* Semester 1
- CTE STEM Physics* Semester 1
- Washington State History
- CTE Health
- CTE Commercial Art

Class Time: 10:30 – 12:20

- Algebra Readiness (10:30-12:20)
- Algebra 1* Semester 2
- Geometry* Semester 2
- CTE STEM Physics* Semester 2
- Civics
- Physical Education (P.E.)
- CTE Digital Photography

* indicates a credit retrieval only course.

ONLINE APEX Courses: Done independently with proctored tests on-site at THS and teacher support available (if needed). These courses are all credit retrieval only. The course must have been taken before.

- | | |
|--|---|
| <input type="checkbox"/> Geometry* Semester 1 | <input type="checkbox"/> Geometry* Semester 2 |
| <input type="checkbox"/> Algebra II* Semester 1 | <input type="checkbox"/> Algebra II* Semester 2 |
| <input type="checkbox"/> English 9* Semester 1 | <input type="checkbox"/> English 9* Semester 2 |
| <input type="checkbox"/> English 10* Semester 1 | <input type="checkbox"/> English 10* Semester 2 |
| <input type="checkbox"/> American Lit* (Eng 11) Sem 1 | <input type="checkbox"/> American Lit* (Eng11) Sem 2 |
| <input type="checkbox"/> Brit/World Lit* (Eng 12) Sem 1 | <input type="checkbox"/> Brit/Wrld Lit* (Eng12) Sem 2 |
| <input type="checkbox"/> US History* Semester1 | <input type="checkbox"/> US History* Semester 2 |
| <input type="checkbox"/> Geography/World Cultures* (World St. 1) | <input type="checkbox"/> World Studies* Sem1 |
| <input type="checkbox"/> World Studies Sem 2* | |

* indicates a credit retrieval only course.

Counselor Name/Date: _____ Counselor Signature: _____

Parent/Guardian Name/Date: _____ Parent/Guardian Signature: _____

APEX Classes—Student must complete coursework independently and take proctored exams at Timberline High School. I have access to a printer, scanner, and internet from home. (Applies to online classes only.) YES NO

Registration Begins May 6, 2019. Please make check or money order payable to North Thurston Public Schools. Fifty percent of the tuition is due upon registration, and the remaining balance is due prior to the first day of class. The deadline for registration is Friday, June 28, 2019. Please note that enrollment totals could affect which classes are offered, and refunds will be given if a class is cancelled. Scholarship/Grant information is available through the student's school. All forms should be sent by the student's home school to SSHA, Att: Jody Halterman.

Date Paid	Amt Paid	Receipt number

Distribution: Copy 1: SS Admin; Copy 2: Student