

# **WATERTOWN TUITION SUMMER SCHOOL**

Information and Registration Packet  
Summer 2018



324 French Street  
Watertown, CT 06795  
Telephone (860) 945-5018  
Fax (860) 945-3348



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June 2018

Dear Summer School Students and Parents/Guardians,

I am pleased to welcome you to the Watertown Tuition Summer School program. This program is designed for students in grades 6-12 to recover credit and continue matriculation towards middle school/high school graduation.

Every effort will be made to accommodate students in the needed subject area during the two class periods. Current Watertown Public School students wishing to recover credit must take courses offered through Watertown Tuition Summer School. Tutoring for credit in a course failed will NOT be permitted in lieu of participation in the Watertown Tuition Summer School program. Courses not offered in the Watertown Tuition Summer School may be made up in another summer school that offers the needed course.

Students will be engaged in a rigorous curriculum, covering both content and relevant skills. Our certified staff will employ instructional strategies to assist all students' progress toward the intended learning goals.

The Watertown Tuition Summer School Program welcomes students from surrounding districts to join us. Please review the following pages with important information and complete all registration forms.

I look forward to working with your student this summer!

Sincerely,

A handwritten signature in cursive script that reads "Nicole Lewis".

Nicole Lewis, Director

### IMPORTANT!



**When registering please bring the completed REGISTRATION FORM, SIGNED ACKNOWLEDGEMENT OF POLICIES, and cash or check.**

**Registration cannot be accepted unless both forms are signed by parent/guardian and the student.**

### Registration

**Where:** Watertown High School Library

**When:** **Wednesday, June 27, 2018** – 8:00 am – 2:45 pm

**Thursday, June 28, 2018** – 8:00 am- 2:45 pm

**Tuition:**

- Watertown Public School Students: **\$210 per course**, 2 course max
- Non-Watertown Public School Student: **\$230 per course**, 2 course max
  - Payment must be made in full at time of registration
    - Cash or check ONLY (Checks made out to “Watertown Tuition Summer School”)
- ✓ Student and parent/guardian must have signed forms and payment at time of enrollment
  - **Note: No registrations will be processed after June 28, 2018.**
- ✓ **Eligibility:** Watertown Public School students must have earned a final grade of no less than 50 to be eligible for summer school.
- ✓ NO REFUNDS will be made unless the class is cancelled due to insufficient enrollment.

### Course Offerings

<b>English:</b>	<b>Math:</b>	<b>Science:</b>	<b>Social Studies:</b>	<b>Other Courses:</b>
English I English II English III English IV	Algebra I Algebra II Geometry Linear Algebra	Integrated Science Biology Chemistry	Civics/Making of a Nation* Global Issues/World History U.S. History I U.S. History II	Middle School courses Spanish

**NOTE: Courses with fewer than 6 registered students will be canceled and money refunded.**

*\* Watertown High School students who have failed Making of A Nation or Civics should prioritize credit recovery for these courses due to the change in the Social Studies scope and sequence for the 2018-2019 school year. Questions regarding this change should be asked at time of registration on June 27<sup>th</sup> or 28<sup>th</sup>.*

### Dates and Times

Classes will meet daily from Monday, July 2, 2018 through Friday, July 20, 2018 – NO CLASS 7/4/18

- Class 1 – 8:00 am – 9:30 am
- Class 2 – 9:40 am – 11:10 am

*Students should not arrive to WHS before 7:40 am and must be picked up at the end of their scheduled class period.*

### Attendance

If you need to reach the summer school office please call the main number **(860)945-5018**

- Students are expected to attend every day of the program.
  - Absences from Summer School are for emergencies only and a valid note must be provided the day following the absence.
  - Vacation time does not constitute as an emergency.
- On the second absence (excused or unexcused) from Summer School, a student will be un-enrolled, lose the ability to recover credit, and forfeit monies paid.
- **Tardies:** A student will be considered tardy if he/she is not in class at the official time (8:00 am for Class 1/9:40 am for Class 2).
- Students who are more than 5 minutes tardy to class will be marked absent and the parent/guardian will be notified.
  - A student must report to the library front desk if he/she is TARDY to obtain a pass.
  - Students will be required to make up missed time at the teacher’s discretion.

### Out-of-Class Work Expectations

At the discretion of the instructor, students may be required to do additional work outside of class.

- This enrichment work, if assigned, is required and will be factored into the student's grade for the course.

### Rules

All Watertown Public School rules are in effect for all students when on school grounds and in summer school classes.

**NO SMOKING/VAPING ON SCHOOL GROUNDS. Again, all district and school rules are in effect.**

**Cell Phones:** If and when the internet/technology is a required component of a lesson, the teacher will provide students access to computers or laptops.

- Students are expected to keep their cell phones on silent and out of sight during instructional time.
- Failure to comply with this policy after one verbal warning will result in the cell phone being held at the director's desk until the end of the instructional block.

### Transportation

Students must provide their own transportation and enter only through the main entrance.

- Student drivers are expected to obey all posted signs and park in the parking lot.
- Student drivers will not be permitted to access their vehicles during summer school without an escort.

Parents/Guardians who are dropping off and picking up should use the Main Entrance for drop-off/pick-up

### Awarding of Credits

The Watertown Tuition Summer School assumes no responsibility for special adjustment of the student in his/her classes in the fall in his/her regular school.

- Credits to be granted are entirely under the control of the Principal of the regular school. Parents are advised to confer with the Principal to ensure that no misunderstandings regarding promotions/scheduling occur.

# Watertown Tuition Summer School REGISTRATION FORM

Please complete this form & bring it in to the WHS Library on one of the Registration Days – June 27 or June 28, 2018.

NAME OF STUDENT:

\_\_\_\_\_

(Last Name)

(First Name)

ADDRESS:

\_\_\_\_\_

(Street)

(Town)

(State)

(Zip)

PARENT/GUARDIAN: (please also circle your preferred method of contact)

Name(s): \_\_\_\_\_ Email address: \_\_\_\_\_

Telephone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Emergency Number: \_\_\_\_\_

School attended in 2017-2018: \_\_\_\_\_ School to be attended in 2018-2019: \_\_\_\_\_

Grade just completed in June 2018: (please circle)     6<sup>th</sup>   7<sup>th</sup>   8<sup>th</sup>   9<sup>th</sup>   10<sup>th</sup>   11<sup>th</sup>   12<sup>th</sup>

### Registration

Course Desired:     1. \_\_\_\_\_

2. \_\_\_\_\_

I, \_\_\_\_\_ the parent/guardian for \_\_\_\_\_ (student name) agree to comply with all rules, policies, and provisions set forth by the Watertown Tuition Summer School program.

In addition, I give permission for the Watertown Tuition Summer School staff to communicate final grades to my student's school. I also acknowledge that my student's regular school will make the final decision regarding credits, grades, grade point average, etc.

I also acknowledge receiving and reviewing the Watertown Tuition Summer School Registration Packet.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_

Signature of Student

**For Office Use Only:**

Payment Type: \_\_\_\_\_

Date: \_\_\_\_\_

Check #: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Student health/medical concerns that staff should be aware of?

In case of a medical emergency, 911 will be immediately called and parent/guardian will be notified.

**Watertown Tuition Summer School**  
**PARENT & STUDENT ACKNOWLEDGEMENT OF POLICIES**

*Please initial on the line next to each statement to acknowledge each policy.*

Parent Student

- \_\_\_\_\_ \_\_\_\_\_ Students must be **on time** and **in attendance every day** of the Watertown Tuition Summer School program (Monday-Friday starting July 2<sup>nd</sup> and running through July 20<sup>th</sup> / no school on July 4<sup>th</sup>).
- \_\_\_\_\_ \_\_\_\_\_ Students will be automatically unenrolled after **one unexcused absence** from the program. No refunds will be issued.
- \_\_\_\_\_ \_\_\_\_\_ Students who arrive **tardy** will be required to make up the time missed.
- \_\_\_\_\_ \_\_\_\_\_ **Cell phones** must be kept on silent and remain out of sight during class time. After the first verbal warning to put a phone away, the director will hold the student's phone at the front desk for the remainder of that block.
- \_\_\_\_\_ \_\_\_\_\_ **Progress reports** and **final grade reports** will be communicated via email. The parent/guardian email provided/on file will be used for this purpose.
- \_\_\_\_\_ \_\_\_\_\_ Students are expected to **complete all work** assigned by the instructor – both work to be done in the class as well as at home/out of the class.
- \_\_\_\_\_ \_\_\_\_\_ School **computers** are to be used for **academic purposes only**.
- \_\_\_\_\_ \_\_\_\_\_ Students are to enter and exit the building through the **main entrance** and remain in designated parts of building (the WHS library/front wing)
- \_\_\_\_\_ \_\_\_\_\_ **Arrival/Departure:** Students should not arrive prior to 7:40. Students must leave following their last class.