

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: EBA-RA, IKA-RA, ISB-RA
Responsible Office: School Performance

Summer School Program

I. PURPOSE

To publish eligibility requirements and admissions procedures for Montgomery County Public Schools (MCPS) elementary, middle, and high school summer school programs; to establish roles and responsibilities for transporting students, providing meals, and issuing report cards during summer school hours; and to establish guidelines for course offerings, completion of graduation requirements, and the general administration of the summer school program.

II. DEFINITIONS

- A. *Advanced work* is coursework in advance of a student's present grade taken for original credit.
- B. *Credit-bearing* courses are courses that enable middle or high school students to obtain original credit or regain credit lost due to failure or loss of credit during the school year.
- C. The *MCPS Summer School Brochure*, published annually, is a resource that lists summer experiences offered in MCPS. The information is provided in printed form as well as on the MCPS website. Students, parents, and administrators may obtain the most accurate and up-to-date information on the MCPS website.
- D. *Skill-building classes* are classes for elementary or middle school students who have not been successful with current on-grade-level curriculum in mathematics or reading; students who did not meet state-required proficiency standards during the current school year; students needing to acquire basic skills; or students who have been involved in extended day intervention programs.
- E. *The Summer Food Service Program*, also referred to as "*summer meals*," provides meals to students enrolled in summer school programs. Eligibility criteria, detailed

further in Section IV.C below, are based on the host school's Free and Reduced-price Meals System (FARMS) status or the FARMS eligibility of the enrolled students.

III. POSITION

MCPS recognizes the need for a variety of summer educational experiences for students. MCPS further recognizes that while some summer educational experiences will be most efficiently administered centrally, others are best administered by the program or local school most familiar with the needs of the student population the school or program seeks to serve. MCPS may establish summer programs with specific objectives and eligibility requirements that will be set forth annually in the *MCPS Summer School Brochure*.

IV. ADMINISTRATION

A. Dates, Length of Term, and Hours

The dates, hours, and length of summer school sessions will be established collaboratively by the MCPS leadership.

B. Transportation

Transportation is provided in accordance with MCPS Regulation EEA-RA, *Student Transportation*.

C. Food Services

Summer meals will be provided to all students enrolled in a summer school program if one of the following two criteria is met:

1. The school at which the summer school program is conducted qualifies if 50 percent or more of the students enrolled at the school during the previous school year were eligible to receive FARMS services. A secondary school may qualify to receive summer meals if this criterion is met for the geographically closest elementary school.
2. The summer school program qualifies if 50 percent or more of the students enrolled in a specific summer program are eligible for FARMS services.

D. Libraries

Library facilities will be available in all established regional summer school centers.

E. Attendance

1. The highly concentrated programs offered in the summer school session make full time attendance necessary.
2. Attendance records of individual students are to be kept by each teacher.
3. A summary report of attendance is to be prepared by each school or center and reported consistent with Maryland State Department of Education reporting requirements.
 - a) Regional summer school centers submit attendance data to the regional summer school office.
 - b) Local schools conducting summer school programs report attendance data to their supervising office or department.
4. The teachers' attendance reports and the summaries are to be submitted to the MCPS summer school supervising office or department at the end of the summer session.

F. Report Cards

Students will be issued report cards at the close of summer school indicating the subject(s) taken, grade(s) earned, and attendance record. A record of the grade(s) will be sent to the student's home school.

G. Diplomas and Graduation Ceremonies

1. Students may complete requirements for graduation from an MCPS high school during the summer session with prior approval from their home school principal (or designee).
2. Students who are expecting to complete requirements for graduation from an MCPS high school during the summer session and who have been approved by their home school principal for this purpose will be issued a diploma upon the successful completion of graduation requirements. Diplomas are issued in the name of the home school and bear the signature of the principal of that school.

3. Students attending summer school in order to complete their graduation requirements will be polled at the beginning of the summer school session to determine their interest in participating in a graduation ceremony.
 - a) A summer school commencement will be scheduled provided that a minimum of 25 students elect to participate in such a ceremony.
 - b) A single graduation ceremony will be planned following the summer session, which all summer session graduates will be invited to attend.
4. The following forms must be completed and returned to the summer school secretary at the summer school site by the date published in the MCPS *Summer School Brochure*:
 - a) Student Information Sheet for Summer School Graduation Ceremony
 - b) Summer School Diploma Card, MCPS Form 226-1

H. Fire Drills and Emergency Preparedness

A fire drill, Shelter, and Lockdown schedule will be followed at each summer school center. During the summer school term, fire drills, Shelter, and Lockdown drills will be conducted in accordance with Regulation EBA-RA: *Fire Safety*.

I. Faculty Meetings

Faculty meetings may be scheduled after classes. All teachers are expected to attend these meetings.

J. Advanced Work, Credit Recovery, or Skill-building

1. Advanced work

- a) Students who have completed Grades 8 through 11 may enroll in a Regional High School Summer School Program to take advanced work.
- b) All advanced work must be planned by the student and the counselor from the student's home school. The student must obtain a signature of approval from the home school principal (or designee).

- c) Incoming Grade 9 students also must obtain the signature of their home high school principal (or designee) in addition to the requirements stated above.
- d) A student who requests advanced coursework must meet any prerequisites for the course.

2. Credit recovery or skill-building

- a) If a school recommends that a student attend summer school, the school must notify parents no later than one week after the last day of school.
- b) Consistent with Regulation IKA-RA, *Grading and Reporting*, parents are to be informed when their children are not meeting expectations or may be in danger of failing a course, as follows:
 - (1) Parent/teacher conferences are recommended for elementary students not meeting expectations. Recommendations for enrollment in summer skill-building classes should be discussed at this time.
 - (2) Interim reports must be sent to parents of students in Grades 6–12 who are at risk of failing or dropping more than one letter grade from the previous marking period.
 - (3) Middle schools and high schools are to send notices to parents at the end of the third marking period warning of possible or likely failures in credit-bearing courses and recommending summer school attendance. Final notice of failures resulting from student performance during the fourth marking period will be mailed to parents within one week of the last day of school.

K. Enrollment, Tuition, Fees, Payment, and Refunds

- 1. If a sufficient number of students does not enroll for a class, individual students may be transferred to a center where such a class is organized. A student may apply for tuition to be refunded if the transfer is not acceptable.

2. Tuition fees for resident and nonresident students are established annually by the Montgomery County Board of Education and published along with specific instructions concerning course offerings and dates.
3. Montgomery County residents who attend schools other than MCPS pay the same summer school tuition rate as MCPS students.
4. Private, parochial, and nonresident students may obtain application forms from the MCPS website.
5. All tuition and fees are due and payable at the time of registration. Checks should be made payable to *Montgomery County Public Schools*.
6. Requests for withdrawals and refunds should be made in writing to the fiscal specialist in the Office of School Performance.

Regulation History: Formerly Regulation No. 325-1, June 21, 1974; amended by Regulation EBA-RA, May, 1982 (directory information updated); revised April 25, 2011.