BCPS students may pre-register April 1 to June 17 at their home schools. Full payment is required at the time of registration.

Registration and Enrollment Information

- Registration forms must be generated and signed by the home school principal or his/her designee and sent, by the parents/guardians, to the Office of Alternative Education. Payment by check, money order, or credit card (MasterCard or Visa) must accompany the completed signed registration form.

- Waivers will be granted for families who meet the qualifications for Free/Reduced Priced Meals (50%), or Medical Assistance (MA) (100% waiver of fees. A copy of the students active MA card including their number must be attached to the application). All MA numbers will be verified. Non-Baltimore County residents are not eligible for waivers.

- Payments are to be submitted by mail with the registration forms to the summer school office, 105 W. Chesapeake Avenue, Towson, MD 21204 between April 1 and June 17. Checks returned for insufficient funds will be reported to the Baltimore County State’s Attorney if collection fails.

- In-person late registration for summer school will take place at Eastern Tech High, 1100 Mace Avenue, Baltimore, 21221, Friday, June 20 & Wednesday, June 25, 8 a.m. to 12 noon and 1 – 6 p.m. and at Randallstown High, 4000 Offutt Road, Randallstown, 21133, Thursday, June 19 & Thursday, June 26, 8 a.m. to 12 noon and 1 to 6 p.m.

  Summer school registrations will not be accepted after June 26, 2014.
  Late registration is not available for Non-BCPS students.

- Students will be registered on a first-come, first-served basis. Classes must have a minimum enrollment of 15 students to be held. Parents/guardians and students will be notified if a class is canceled.

- Non-BCPS students may register April 1 through June 17. All non-BCPS students should access the summer school Web site, www.bcps.org/digitallearning/AlternativeEducation/summerschool.html, for an application packet. Full payment is required at the time of registration.

- Request for refunds must be made in writing to the summer school office on or before July 7, 2014. Refund requests made after July 7, 2014, will be denied. Refunds will be mailed after August 1, 2014.

### Fees for Credit Recovery Courses

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<thead>
<tr>
<th></th>
<th>Baltimore County Residents</th>
<th>Non-Baltimore County Residents</th>
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</thead>
<tbody>
<tr>
<td>One-Credit Course</td>
<td>$275</td>
<td>$425</td>
</tr>
<tr>
<td>Half-Credit Course</td>
<td>$150</td>
<td>$300</td>
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Special Education Services
Students who currently receive special education services or have a 504 Plan may register for an appropriate summer school program. Students not receiving ESY services through the IEP Team may register but will not receive services towards meeting IEP goals. Only classroom testing modifications and accommodations will be provided.

Student Behavior
All students have the right to a safe learning environment. Expectations for student behavior are outlined in the 2013-2014 BCPS’ Student Handbook. The policies in the handbook will be enforced during the summer school program, on school grounds, on school buses, during school-sponsored activities, and off school property. Students who attend schools outside the BCPS system are responsible for adhering to the rules and regulations set forth in the BCPS’ Student Handbook.

Summer School Attendance Policy
The standard BCPS attendance policy (see students’ copy of the BCPS’ Student Handbook) applies to all summer school students; regular attendance is required in the summer program. Students shall attend class unless prevented by illness, death in the family, or court-related matters. Students having more than four absences will be withdrawn from summer school. Arriving at school on time is very important to learning. Three days late for thirty minutes to 1½ hours will constitute one absence. Students who miss the majority of a school day will be marked absent for the whole day. Students not meeting these requirements will be withdrawn from the summer school program after appropriate contacts are made by phone, mail, counseling, and/or parent conferences.

Transportation
Transportation for summer school will be provided by Baltimore County Public Schools. Students will be picked up and dropped off at a Baltimore County school in their geographical area. Transportation information must be completed on the registration form. Please view the Summer School Transportation Bus Stops at www.bcps.org/digitallearning/AlternativeEducation/summerschool.html

Report Cards
Students attending centralized summer school will receive report cards containing a course grade and final exam grade. Summer school grades are not used to determine athletic eligibility for fall sports. All report cards are mailed by August 11, 2014, to the home address of students on file during the 2013-2014 school year.

Additional Course Offering (must be referred by principal)

**ESOL:** Classes are designed for students with beginning and intermediate English proficiency levels and whose first language is not English. Students will practice listening, speaking, reading, and writing English. The selected sites are Ridgely MS, Perry Hall MS, Windsor Mill MS, General John Stricker MS, and Catonsville MS. Fee required - $25.

**NO CASH ACCEPTED**

Office of Alternative Education
105 W. Chesapeake Avenue, LL
Attn: Judith Bisasky
Towson, MD 21204
410-887-2270

Revised 6/20/2014