



To: High School Principals

## 2018 HIGH SCHOOL SUMMER SCHOOL PROCEDURES

1. High School Summer School will take place at Martinsburg High School for Berkeley County students only.
2. Summer School will begin **June 14** and will end **July 27**; hours will be 7:30am – 12:45pm.
3. The attendance and discipline policies will be defined in the Summer School Handbook.
4. Students will register at their home schools by June 1.
5. The home school will accept the application and the tuition (check written to the home school, money order or cash). The school will photocopy the check or money order and attach it to the application. Summer School tuition for a ½ credit is \$250. Free lunch students will pay half that price (\$125) and reduced lunch students will pay full price.
6. All money collected at the school will be deposited in the school's account with one school check being forwarded to Linda Clarke, Department of Instruction, by June 7.
7. Applications will be picked up by the Summer School principal on June 4.
8. No meals will be served during Summer School, but students may purchase snacks from the vending machines or may bring snacks from home to eat during breaks.

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9. Bus transportation will be provided to and from the following schools:

	<u>Pick Up</u>	<u>Drop Off</u>
Musselman High	7:00 a.m.	1:10 p.m.
Valley View Elementary	7:10 a.m.	1:00 p.m.
Potomack Intermediate	7:00 a.m.	1:10 p.m.
North Middle	7:15 a.m.	12:55 p.m.
Tomahawk Intermediate	6:55 a.m.	1:10 p.m.
Hedgesville High	7:05 a.m.	1:00 p.m.

10. Classes will be held contingent upon sufficient enrollment. If the student is not notified, registration has been accepted and the student should report on the first day of class. A minimum of 12 students is required to hold the class.
11. **For the purpose of gaining athletic eligibility, students may not repeat transcribed courses for which they have already received credit.**
12. **Courses taken with the Pass/Fail option, such as Grad Point courses, cannot be used to make a student eligible for athletics or the Promise Scholarship.**



TO: Parents of Students in Grades 8-12 (2017-2018)  
FROM: Donnie Dellinger, Deputy Superintendent of Instruction  
RE: **Summer School 2018**

The Berkeley County School system will offer a 2018 high school summer program with the following guidelines:

1. There will be two terms. The first term begins **June 14** and ends **July 6**; the second term begins **July 9** and ends **July 27**. The hours for both terms will be **7:30 a.m. –12:45 p.m.**
2. A student will earn 1/2 credit for each term attended. First semester classes may only be taken during first term; second semester classes may only be taken second term.
3. **Students who miss more than 2 days per semester regardless of the reason will receive a failing grade for the semester.** Please see Student Handbook.
4. The program will be located at Martinsburg High School. Driver's Education students will report to Martinsburg High School the first day.
5. The tuition will be \$250 per 1/2 credit for Berkeley County students. Students on free lunch will pay half that price (\$125) and reduced lunch students will pay full price.  
Only Berkeley County students will be accepted. PLEASE MAKE PAYMENT to STUDENT'S HOME SCHOOL. *After June 1, please make payment to Berkeley County Schools and deliver or mail form to Rachel Stein, Martinsburg High School, 701 South Queen Street, Martinsburg, WV 25401.*
6. Refunds will be honored upon request from students attending 3 or fewer days of class. All refund requests must be made prior to the end of Summer School. Requests must be made in person to the Summer School principal.
7. No student will be admitted to Summer School after June 18, 2018, for 1st term or July 11, 2018, for 2nd term.
8. No meals will be served during Summer School, but students may purchase snacks from the vending machines or may bring snacks from home to eat during breaks.

9. Bus transportation will be provided to and from the following schools:

	<u>Pick Up</u>	<u>Drop Off</u>
Musselman High	7:00 a.m.	1:10 p.m.
Valley View Elementary	7:10 a.m.	1:00 p.m.
Potomack Intermediate	7:00 a.m.	1:10 p.m.
North Middle	7:15 a.m.	12:55 p.m.
Tomahawk Intermediate	6:55 a.m.	1:10 p.m.
Hedgesville High	7:05 a.m.	1:00 p.m.

**Bus drivers cannot make additional stops.**

**Classes will be held contingent upon sufficient enrollment. If you are not notified, assume your registration has been accepted and report for the first day of class. *Keep this page for your information.***



# Berkeley County Schools Summer School Application 2018

Student \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_ WVEIS Student # \_\_\_\_\_ Grade (2017-2018) \_\_\_\_\_

Special Education: Do you have a current IEP in place at this time? Check one: Yes \_\_\_\_\_ No \_\_\_\_\_

Parents (Guardians) \_\_\_\_\_ Phone: (Home) \_\_\_\_\_

Home Address \_\_\_\_\_ Phone: (Work) \_\_\_\_\_

Daytime Contact in case of emergency:  
Name \_\_\_\_\_ Phone: \_\_\_\_\_

Attached is a check or money order for the tuition of \_\_\_\_\_, **paid to the home school**. The tuition will be **\$250** per 1/2 credit. Students on free lunch will pay half that price (\$125). Students on reduced lunch will pay full tuition. Only Berkeley County students will be accepted.

A student will be placed in a class based on the date their application is received. **Return this registration form with payment (made to your home school) to your school's guidance office by June 1, 2018.** After this date, please deliver or mail this registration form with payment (made to Berkeley County Schools) to Rachel Stein at Martinsburg High School, 701 South Queen Street, Martinsburg, WV 25401.

Questions regarding summer school should be directed to your guidance counselor or you may call **Ken Beale, Summer School Principal, at 304-267-0200** or **Linda Clarke at 304-267-3500** or email [lclarke@k12.wv.us](mailto:lclarke@k12.wv.us) or email Rachel Stein at [rsbutts@k12.wv.us](mailto:rsbutts@k12.wv.us). Beginning **June 13** the Summer School phone number will be **304-267-3535**.

1st Term	2nd Term	1st Term	2nd Term
_____	_____ English 9	_____	_____ U.S. Studies
_____	_____ English 10	_____	_____ Contemporary Studies
_____	_____ English 11	_____	_____ World History
_____	_____ English 12	_____	_____ Civics
_____	_____ Math I	_____	_____ Health
_____	_____ Math II	_____	_____ Physical Education
_____	_____ Math III LA	_____	_____ Art I
_____	_____ Math IV	_____	_____ Spanish I
_____	_____ Transitional Math	_____	_____ Spanish II
_____	_____ Business Computer	_____	_____ Physical Science
_____	_____ Applications I	_____	_____ Biology
_____	_____ Business Computer	_____	_____ Earth Science
_____	_____ Applications II	_____	_____ Chemistry

Driver Education, one class only - 1/2 credit. All Driver Education students begin on June 14, but will be scheduled through July 27. Some students may complete requirements at different intervals. Please give date of birth: \_\_\_\_\_. (Fifteen year old students may apply, but students who are 16 by July 27 will be given first preference) Class size is limited and will be apportioned on this basis: Martinsburg, Musselman and Spring Mills High Schools - 15 students each; Hedgesville High School - 10 students (because HHS is more accessible to the course during the regular school term.)