

Geneva High School Memorandum

To: Patty O'Neil
From: Doug Drexler
Date: July 30th, 2012
Re: Summary of Summer School 2012

Geneva High School completed a successful summer school program during June and July, 2012. In total, 241 students, filling 261 seats, took advantage of the opportunity to complete a required course, make up a credit course, complete driver education, or participate in a non-credit enrichment program. This represents an increase in enrollment of approximately 50 students over last year, an increase that can be attributed to the new non-credit options that were offered this year.

Listed below is a summary of the courses that we ran this summer:

Courses	# of seats filled
Consumer Ed	67
Driver Education	26
English Workshop	18
History Workshop	12
U.S. Government	86
ACT Boot Camp	18
Algebra Bridge	21
Keyboarding/Typing	13
Total	261

Highlights:

- Our credit-based course enrollments have remained stable, and we have offered the same number of sections of these courses for several years.
- In addition to our traditional credit-based summer school offerings, we expanded this year to offer non-credit opportunities as well.
 - Our Algebra Bridge program was well-received by both parents and students. This program was almost exclusively comprised of incoming freshmen who needed a more solid foundation as they enter Algebra at GHS this coming fall. Students completing the program reported that they feel more prepared and confident going into high school Algebra.
 - The ACT Boot Camp was a successful partnership between GHS and Kaplan Test Prep. Students were able to receive the standard ACT preparation program at a discounted group price as part of our summer school program.
 - Typing/Computer Keyboarding attracted interest, mainly from middle school aged students.
 - There does not seem to be student interest in non-credit foreign language enrichment programs, as all the foreign language offerings combined attracted only 1 student in total. We do not plan to offer these in the future.
- Overall, summer school is financially self-supporting with tuition covering the expenses associated with the program:

Total summer school tuition collected	\$42,445
Total summer school staff payroll	\$34,982
Net	\$7,463

For your reference, I have attached to this document the original Summer School 2012 proposal that was submitted in the spring.

Geneva Community High School

Summer School 2012

Geneva High School is once again pleased to offer students the option of taking courses during our summer sessions. In addition to the credit-based courses we have offered in the past, we have added a number of non-credit enrichment opportunities. Courses will be held at Geneva High School. Dates for summer school are:

Session 1: **June 7-June 22**
 Week 1 – Thursday and Friday
 Weeks 2 & 3 – Monday thru Friday

Session 2: **July 9-July 26**
 Weeks 1, 2, & 3 – Monday thru Thursday

General Information

Registration

Forms are available online at www.geneva304.org/ghs. Forms will also be available in the Counseling & Advising Office. Registration will begin on Monday, April 2nd and will close June 6th for Session 1 and on June 21st for Session 2. Please note that Driver Education and the ACT prep class have earlier registration deadlines.

Completed registrations with all signatures and full payment should be dropped off in the GHS Counseling & Advising Office or mailed to GHS, Attn: Summer School Registration, 416 McKinley Ave, Geneva, IL 60134. Incomplete registrations will not be processed.

This year, summer school registration will be handled on a weekly rolling admissions basis. Beginning April 9th, updated lists will be posted weekly in the Counseling & Advising Office based on the prior week's student registration. Students will be able to find out if the class they signed up for is running and if they have been accepted into the class. Within each week of summer school registration, the following guidelines will be in place:

- Priority will be given to students who were previously unsuccessful in the course.
- Students who are trying to accommodate additional electives, world language, Fox Valley Career Center, fine arts, or other requirements in the schedule will be given consideration.
- Seniority will determine priority for enrollment in Government and Consumer Education.
- Courses will close when maximum enrollment is reached.

Some courses may be cancelled depending on student enrollment and instructor availability. In the event of course cancellation, notification will be made immediately. It is important for students to have an alternative plan in the event that a class is cancelled. Waubensee Community College and College of DuPage also offer campus-based summer school courses for high school students.

Students who do not attend school in Geneva School District 304 wanting to enroll in summer school should contact the GHS Counseling & Advising Office at (630) 463-3830 for additional information.

Tuition

Payment varies by course taken and must be submitted at the time of registration. Checks should be made to Geneva CUSD 304. Payment can also be made online through RevTrak at <http://geneva.revtrak.net>. Once a course begins, tuition is non-refundable. If you need to set up a payment plan, please contact Lisa Stone in the high school main office.

Attendance

Due to the unique time frame of summer school, students are expected to adhere to a strict attendance policy in order to earn credit. Students are allowed one (1) absence from the classroom during each session. A second absence, excused or unexcused, will result in withdrawal from the entire course without credit or tuition refund. Students arriving more than 15 minutes late or leaving campus early will be considered absent. Additionally, three tardies will be counted as one absence.

Final exams will be given on the last day of each session, and attendance is mandatory on these days.

The Driver Education attendance policy is outlined on the Driver Education Application Form.

For non-credit courses, attendance will be taken but there will be no penalty.

To report a student absence, please call (630) 463-3800.

Class Times

All credit-based courses will run from 8:00 AM until 1:00 PM. The times for non-credit enrichment courses vary widely (see course descriptions).

Room Assignments

Room assignments will be posted outside of the Counseling & Advising Office prior to the start of each session.

Behavior Expectations

The Geneva High School Discipline Policies are in effect during summer school. Students should familiarize themselves with these policies ahead of time. No refunds or course credit will be given in the event that a student is dropped from a course for behavioral reasons.

Parking/Transportation

Student parking is available in all parking lots for no charge. The school district does not provide bus service in the summer.

Homework

Credit-based courses in summer school maintain the same academic standards required during the school year. As such, students need to be prepared to complete homework, reading, and other out-of-class activities to fulfill the course requirements.

Grades

Grade reports will be mailed approximately 2 weeks after the conclusion of each session. For reporting purposes, summer school grades will appear on the Fall 2012 transcript and will be included in student grade point averages at that time.

Class Supplies

Students are expected to come to class prepared with standard school supplies. If textbooks are required, these will be issued to students on the first day of class.

Food and Drinks

Vending machines will be available for snacks and beverages (please bring small bills or correct change). Students may bring snacks and beverages for consumption during breaks.

Health Office

The Health Office is not open during summer school and no school nurse will be present. Medical emergencies will be handled by calling 911. If your student has a prescribed inhaler and/or Epi-Pen, they should have them available during summer school in case of an emergency. If you have health-related questions about summer school, please contact the GHS Health Office prior to June 1, 2012.

For more information on GHS Summer School, please call (630) 463-3830.

Credit-Based Course Descriptions

Consumer Education (½ credit)

Audience: Students entering grades 10-12

Offered: Session 1 and 2 from 8:00 AM-1:00 PM

Description: Consumer Education includes these main areas of study: 1) general principles of consumer purchasing, 2) budgeting and managing money, 3) consumer credit, 4) buying food, clothing, household furnishings, appliances and services, 5) purchasing and maintaining an automobile, 6) career exploration, 7) housing, 8) insurance, 9) savings and investment, 10) taxes, and 11) consumer rights and responsibilities. This course fulfills the Consumer Education graduation requirement.

Tuition: \$150 per session

U.S. Government (½ credit)

Audience: Students entering grades 11-12

Offered: Session 1 and 2 from 8:00 AM-1:00 PM

Description: This course is designed to promote an understanding of the political world and prepare young adults for the demands of democratic government. It will cover the context, structure, and process of American policies, as well as familiarize students with the components of state and local governments. Students are required to pass both the U.S. and the Illinois Constitution tests to fulfill the State of Illinois requirement. Emphasis will be placed on active participation in the political process. This course fulfills the U.S. Government graduation requirement.

Tuition: \$150 per session

English Workshop (½ credit for each session)

Audience: Students entering grades 10-12

Offered: Session 1 and 2 from 8:00 AM-1:00 PM

Description: In English Workshop students work on improving reading, writing, and vocabulary skills. Students read short stories and other literature selections. Writing activities include journal writing, paragraph, and essay writing. Writing topics are drawn from reading and personal interests. This course is not designed to be an elective or to be taken for acceleration. This course is intended for students who have failed one or more semesters of English. Students can earn one semester of credit during each session.

Tuition: \$150 per session

History Workshop (½ credit per session)

Audience: Students entering grades 10-12

Offered: Session 1 and 2 from 8:00 AM-1:00 PM

Description: This course focuses on history in the twentieth century. Students will be expected to read various historic materials, research and write about both historic and current issues, become familiar with geographic concepts and develop projects on a variety of global problems. This course is not designed to be an elective or to be taken for acceleration. This course is intended for students who have failed either semester of History of America in the 20th Century or Modern World. Students can earn one semester of credit during each session.

Tuition: \$150 per session

Driver Education (¼ credit)

See attached Driver Education information sheet for more information

Non-Credit Enrichment Opportunities

Algebra Bridge

Audience: Students entering grades 9-12 who will be taking Algebra I or Algebra IA in the fall

Offered: Session 2 from 8:00-11:00 AM

Description: This course is designed for students who may need a refresher or additional practice in order for them to be the most successful in their Algebra I or Algebra IA course. The focus of the program will be reinforcement of concepts including integers/fractions, operations, solving one and two step equations, proportions, percents, as well as some geometry concepts. This program will require limited work outside of the official class times.

Tuition: \$100

Typing/Computer Keyboarding

Audience: Students entering grades 6-12 who wish to improve their typing/keyboarding skills

Offered: Sessions 1 and 2, Monday thru Thursday from 9:00-11:00 AM (students can do both)

Description: With the use of computers in homes, schools, and workplaces, it is very important that students have the ability to type effectively. Participants in this program will work to develop efficient and effective typing/keyboarding skills as they work on their typing speed and accuracy using the touch typing technique. Participants will also spend time getting more familiar with typing in word processing software (Microsoft Word). Students able to type 30 words per minute will be able to meet the proficiency for the Computer Software Applications course at GHS.

Tuition: \$65 per session

Spanish Transitional Review

Audience: Students who received a C or lower in their last Spanish class but plan to continue to the next level.

Offered: Sessions 1 and 2 on Thursdays from 8:00-10:00 AM (students can sign up for both)

Description: This program will help students review foundations of the language and strengthen their skills in Spanish. These sessions will review key elements that will help them be more successful in their next Spanish course.

Tuition: \$15 per session

Spanish Art and Literature for Native Spanish Speakers

Audience: Native Spanish speakers who have completed Spanish II or higher

Offered: Sessions 1 and 2 on Tuesdays/Thursdays from 10:00-noon

Description: Bilingual students will benefit from studying various authors and artists within the Spanish-speaking world. Students will read, write, and learn more grammatical structures within the Spanish language such as accent marks and punctuation that apply to the needs of native speakers.

Tuition: \$35 per session

Spanish Conversation and Composition

Audience: Students who have completed Spanish III or higher

Offered: Sessions 1 and 2 on Tuesdays/Thursdays from 8:00-10:00 AM

Description: This program will focus on both Spanish conversation and writing. Participants will become more comfortable speaking in Spanish with partners, small groups, and large groups. Additionally, students will practice and improve on their composition by writing a variety of prompt responses (not essays).

Tuition: \$35 per session

Conversational French

Audience: Students who have completed French I or higher

Offered: Session 2 only, Monday thru Thursday from 9:00-11:00 AM

Description: This program is intended for students interested in improving their conversational skills in French. Students will focus primarily on conversational skills and vocabulary review, with minor grammatical review only if necessary for a specific activity. Hands on, active, student-centered activities will be utilized to increase basic oral skills in a variety of conversational situations.

Tuition: \$70

Conversational German

Audience: Students who have completed German I or higher

Offered: Session 2 only, Monday thru Thursday from 9:00-11:00 AM

Description: This program is intended for students interested in improving their conversational skills in German. Students will focus primarily on conversational skills and vocabulary review, with minor grammatical review only if necessary for a specific activity. Hands on, active, student-centered activities will be utilized to increase basic oral skills in a variety of conversational situations.

Tuition: \$70

ACT Boot Camp from Kaplan

Audience: Open to all students

Offered: Sessions 1 and 2, first 10 days of each session 8:00-11:00 AM (until 12:00 on days 1,4,7, & 9)

Description: This program offers participants an effective way to help prepare for the ACT college entrance exam that all students will take. This program consists of 10 class sections, 4 of which are full ACT practice tests that will be administered under actual test day conditions. Sessions will include direct instruction, guided group work, independent practice, and a variety of engaging activities. The registration deadline for this program is May 31, 2012.

Tuition: \$375 per session (special discounted group pricing!)

2012 GHS SUMMER SCHOOL DRIVER EDUCATION REGISTRATION

Course Dates: Tuesday, June 5, through Thursday, July 5 (includes 2 of 4 Saturdays 6/9, 6/16, 6/23, 6/30)—No Class on July 4th

Classroom Times (tentative): 9:30 – 10:30 & 12:30 – 1:30

BTW Times (tentative): 7:30 – 8:30 a.m. 12:30 – 1:30 p.m.
(BTW=Behind The Wheel) 8:30 – 9:30 a.m. 1:30 – 2:30 p.m.
10:30 – 11:30 a.m. 2:30 – 3:30 p.m.

Credit: ¼ credit

Tuition Fee: \$350.00 payable to Geneva C.U.S.D. #304 (Must be turned in with registration form). This fee can also be paid online at <http://geneva.revtrak.net>. There is NO additional summer school fee except for the \$20 permit fee.

Permit Fee: \$20.00 payable to Secretary of State (Must be turned in at the June 1 meeting, unless student already has Illinois drivers permit). CASH IS NOT ACCEPTED.

Prerequisites: Students must be 15 years old on or before June 1, 2012.
- Parental consent
- Passed at least eight (8) courses in the previous two high school semesters
- Students who do not attend Geneva High School must furnish a current official transcript from their school with their registration form. Proof of residency is required at registration.

Enrollment: Enrollment is limited to 36 students on the basis of age. Oldest students receive priority.

Meetings: All students taking summer driver education **must** attend the following meetings: **(Any student who cannot attend these meetings must contact Mr. Hennig at 463-3917 prior to the May 31 meeting. Failure to report or notify Mr. Hennig prior to this meeting results in being placed on the waiting list.)**

Purpose: Completion of Instruction Permit application and scheduling
Date: Thursday, May 31
Time: 12:35 p.m. to 3:00 p.m.
Room: EE183
Bring: Blue or black ball point pen, PUT YOUR SOCIAL SECURITY NUMBER ON YOUR INSTRUCTION PERMIT APPLICATION

Purpose: Vision Test
Date: Friday, June 1
Time: Between 7:45 a.m. – 11:30 a.m. or immediately after your last final exam (test will take approx. 10-15 minutes).
Room: EE183
Bring: Instruction Permit application –eye glasses – contact lenses

Purpose: Written test and completion of student record cards and vision tests
Date: Monday, June 4
Time: 11:05 a.m. to 2:30 p.m.
Room: EE183
Bring: Permit application - \$20.00 check – blue or black ball point pen

Beginning Tuesday, June 5, driver ed students will report to drive at their appointed times given at the meeting on Monday, June 4. BTW groups will alternate every other day. All students must report daily to their respective classrooms. Classroom meets every day Monday through Friday starting Wednesday, June 6.

Attendance Policy: Students are allowed one absence from the classroom phase and one absence from the BTW phase. A second absence, excused or unexcused, from either phase will result in withdrawal from the entire course without credit or refund of the lab fee. (3 tardies = 1 absence). **ABSENCES MUST BE MADE UP!**

↓ DETACH and RETURN to the GHS Counseling & Advising Office ↓

Student Name _____ Birth Date _____

Address and City _____

Parent/Guardian _____ Day Phone _____

This registration form, \$350.00 tuition fee must be received in the high school Counseling & Advising Office by **May 18, 2012.**

Geneva Community High School

Registration Form for Summer School 2012

Student Name: _____ Student ID #: _____

Grade in 2012-2013: _____

Home Address: _____

Parent/Guardian's Name: _____ Email: _____

Parent/Guardian Phones: Home: _____

Work: _____

Cell: _____

Emergency Contact Name: _____ Phone: _____

Please identify any medical concerns: _____

Credit-Based Courses	Session 1	Session 2	Fee Per Session
Consumer Education	<input type="checkbox"/>	<input type="checkbox"/>	\$150
Drivers Education	Separate Registration Sheet		\$350
English Workshop	<input type="checkbox"/>	<input type="checkbox"/>	\$150
History Workshop	<input type="checkbox"/>	<input type="checkbox"/>	\$150
U.S. Government	<input type="checkbox"/>	<input type="checkbox"/>	\$150
Non-Credit Enrichment Opportunities	Session 1	Session 2	Fee Per Session
ACT Boot Camp	<input type="checkbox"/>	<input type="checkbox"/>	\$375
Algebra Bridge		<input type="checkbox"/>	\$100
Conversational French		<input type="checkbox"/>	\$70
Conversational German		<input type="checkbox"/>	\$70
Spanish Art & Literature	<input type="checkbox"/>	<input type="checkbox"/>	\$15
Spanish Conversation & Composition	<input type="checkbox"/>	<input type="checkbox"/>	\$35
Spanish Transitional Review	<input type="checkbox"/>	<input type="checkbox"/>	\$35
Typing/Computer Keyboarding	<input type="checkbox"/>	<input type="checkbox"/>	\$65
TOTAL DUE:			\$ _____

By completing and signing this registration form, you acknowledge that you have read and understand the rules, policies, and procedures associated with the GHS summer school program.

Parent/Guardian Signature: _____ Date: _____

For office use only:				
Total paid: _____	Check # _____	Cash: _____	Online: _____	Payment Plan: _____
Received by: _____		Date: _____		