

**Academic Summer School 2009  
Counselor Notes**

**East Irondequoit Middle School**

**Principal: Jim Karg**

**Districts: East Irondequoit, East Rochester, Webster, West Irondequoit**

**Fairport High School**

**Principal: Kevin Cafalone**

**Districts: Fairport, Honeoye Falls – Lima, Penfield, Pittsford**

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**Registration**

\*Online registration begins on May 15<sup>th</sup> 2009.

\*Online registration **ends** on **Wednesday, July 1st at 12:00pm.**

- Missing the online registration deadline does not prevent a student from taking a class. Schedules need to be printed and mailed to students as soon as possible. A 12:00 deadline ensures that students will receive a schedule by July 6<sup>th</sup>.
- Students who need to register after July 1<sup>st</sup> may do so from 9 – 11am on Tuesday, July 7th at the summer school site with a **late registration form signed by their home school. Forms are available on the summer school website.**
- Home districts should not make requests for specific class times.
- Please view the summer school website at <http://summerschool.monroe.edu> for a list of courses. This site should be updated by mid-April.
- BOCES will be sending usernames and passwords in the near future.

**Contact Information:** [matthew\\_comeau@fairport.monroe.edu](mailto:matthew_comeau@fairport.monroe.edu), [kevin\\_cafalone@er.monroe.edu](mailto:kevin_cafalone@er.monroe.edu)

We will contact school offices when we have our office telephone systems installed. (Late June)

**Student Management**

- Participation Policy- It may be useful to review the Participation Policy with students at the time of registration. Students will be read this policy on the first day of classes and asked to sign and return it to their teacher.
- Violence, drugs, harassment and threats will result in unconditional expulsion from summer school.
- Each week a student “drop” list will be generated by the summer school office and sent to the counseling offices via e-mail.
- Vacations are not an acceptable excuse for missing class.

**Students with Special Needs**

- All students with an IEP or 504 Plan need to be identified during the registration process. **There is a prompt that asks if the student has an IEP or 504 Plan.**
- It is **mandatory** to enter YES or NO to the prompt.
- IEP and 504 documents should be forwarded to Mary Balme @ Monroe #1 BOCES. It will speed up the process to collect all the IEP's/504's at each school and then send one box clearly marked with the school district's name.
- Late registration students can have their IEP sent to Mary Balme before school begins, or students can be given a copy of their IEP and they can give it to us when they register on the 7<sup>th</sup>.

**Regents Exams/Grades (August)**

- All Schools will receive a grade report for the students that attended summer school by August 18th.
- Exams will be boxed by the summer school staff and forwarded to the attention of Mary Balme, Monroe #1 BOCES, Assistant Superintendent for Curriculum and Instruction.
- Questions regarding testing and storage should be directed to Mary Balme at Monroe #1 BOCES.