Directions

- Shoreline School District high school students may enroll in Apex online courses with counselor approval. The student’s counselor chooses up to 3 Apex courses and records them on the summer school registration form. Submit this completed form with all other required summer school documents.

General Information

- Apex online courses are a unique opportunity for students to recover credit towards their graduation. Credit recovery courses are only open to students who did not pass the classroom-based version of the course. For example, students who did not pass the first semester of U.S. History at Shorecrest or Shorewood are eligible to earn recovery credit by taking Apex online U.S. History Credit Recovery, Semester 1.
- Successful online-learning students are highly motivated, independent learners with strong time-management skills. The expectation for students enrolled in Apex is that they are willing and able to make regular progress in their course. Frequent monitoring and possible interventions by Apex staff help to ensure this goal is met.

Deadlines

- All Apex coursework and testing should be completed by 12:00 PM on the last day of Summer School—Friday, August 2. By doing so, final grades will be used in consideration for 2019-2020 school year placement. *
  - *Completing Apex courses by August 2 is extremely important for students seeking to enroll in the next level of a course. For example: A student takes Algebra I during the 2018-2019 school year. They pass the first semester, but fail the second semester. While they would like to take Geometry during 2019-2020, they are ineligible because they failed the second semester of Algebra I. If they take Algebra I, Semester 2 online during summer school, and pass the class by August 2, they will earn credit prior to the start of the next school year and be placed in Geometry for 2019-2020.
- Students who do not complete their Apex course by August 2 will receive a grade of ‘I’ (incomplete) on their transcript. They will be granted a 2-week extension with a new deadline of August 16. During this extension, there is minimal communication and no on-site assistance. Therefore, on-time (August 2) completion is strongly encouraged.
- If coursework is not completed by August 16, students will receive a failing grade on their transcript. Students failing Apex courses will not receive a tuition refund.

Technology Requirements

- Apex is a web-based program. Students must have online capabilities at home or have regular access to a computer with internet access. Apex does not require a software download or installation. iPads are not fully compatible with Apex because some content is Flash-based.
- Email communication is important and necessary for all Apex students. Please carefully enter email addresses for both student and parent/guardian on the summer school registration form.

Shorecrest Campus Resources

- Students are welcome to work on their Apex courses at the Shorecrest campus July 8 – August 2 during the regular classroom hours of 9am – 3:30pm. Although computers and faculty are available, it is important to note we do not have content-area teachers who can assist students with content-specific questions. The Apex instructor reviews progress, offers strategies, and works to ensure students finish their course by August 2.
- There are unique benefits to working on Apex in school and students are encouraged to come often. Students planning on full-time attendance are requested to inform the summer school principal of their intent. This will help make certain there are enough available computers, although students are welcome to bring in their own. Bus transportation is available. See the summer school website for route information (available in mid-late June).
Mandatory Attendance

- Apex students are required to meet these minimum attendance expectations:
  - Attend an orientation to receive Apex credentials and instructions
  - Spend at least 1 hour per week in the Apex classroom (exceptions can be made with principal approval)
  - Take the proctored final exam in the Apex classroom
- In addition, students may be required to attend if they fail to make progress independently or if mandated by the summer school principal. Failure to comply with these attendance requirements can result in loss of credit and non-refundable tuition.

Grades and Credit Allocation

- Apex courses are graded on a Pass/Fail basis. In order to receive a “Pass” for a class, students must complete 100% of the coursework and earn a minimum of 80% in all their online coursework. Students receive 0.5 credit for each Apex course passed. This credit is awarded in a designated subject area and will be recorded on student transcripts as a credit recovery course.

Course Load

- Students may enroll in one Apex course at a time. Upon successfully earning credit in an Apex course, students may choose to enroll in another. Students are allowed to enroll in a maximum of three online courses over the summer. Course timeframes and deadlines apply to each Apex course, regardless of how many are taken.

College Entrance Requirements

- All Apex courses have been approved for credit recovery towards Shorecrest and Shorewood graduation. However, some colleges may not accept these credits as meeting their minimum requirements for admission. Students are strongly encouraged to verify the admission standards of their prospective colleges for clarification.

Student and Parent/Guardian Acknowledgement

- We have read this Apex Online Agreement and agree to its requirements.
- We understand that Apex courses are self-paced, and that students are responsible for meeting course deadlines.
- We understand there are minimum attendance requirements and agree to abide by them.
- We understand that missing the August 2 course deadline will result in a grade of ‘I’ (incomplete) and a 2-week extension.
- We also understand that students not completing a course by the end of this 2-week extension receive an ‘F’ grade and there is no tuition refund.

Printed Student Name: ___________________________________________ Date ______________________

Student Signature: ________________________________________________

Printed Parent/Guardian Name: ______________________________________ Date ______________________

Parent/Guardian Signature: _________________________________________

All required enrollment forms and tuition should be brought to your school’s Main Office, or mailed to:

Shoreline School District
Accounting – Summer School
18560 1st Avenue NE
Shoreline, WA 98155

Please contact the Summer School Office for more information.

Office Manager, Nicole Haines
206.393.4408
Nicole.Haines@shorelineschools.org

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Dina.Clagg@shorelineschools.org