

# NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

## SUMMER SCHOOLS

AG 32.0  
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### **POLICY:**

IT SHALL BE THE POLICY OF THE NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD to promote and support summer schools, subject to Ministry of Education and Training directives and financial viability, and according to the following provisions.

1. Summer schools for the purpose of this policy may include:
  - a) secondary school credit courses;
  - b) elementary school courses provided for remedial or enrichment purposes;
  - c) a program for intellectually handicapped pupils.
2. Summer school programs are provided only for day school pupils.
3. Summer school courses may be provided by the Board itself or in collaboration with some other appropriate organization(s) or group(s).
4. All policies, procedures and practices of the Board shall prevail in the operation of the programs unless specifically stated otherwise in the summer school policies and regulations.

### **ADMINISTRATIVE REGULATIONS:**

#### 1. Enrolment

- a) The minimum enrolment for summer school courses at the time of registration shall be determined by the Director of Education.

#### 2. Summer School Principal

- a) The formal duties of the Summer School Principal will extend for a period ending at least one week after the last day of summer school.
- b) Any principal appointed to supervise a summer school program shall hold the required Ministry qualifications.
- c) The principal's responsibilities will include:
  - i. through the Superintendent of Education, plan and advertise the courses to be presented;
  - ii. submit to the Superintendent, for the authorization of courses, a report on the anticipated enrolment;

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- iii. coordinate the registration of pupils;
- iv. recommend the hiring of teaching staff;
- v. arrange, through the transportation department, for the busing of pupils;
- vi. submit to the Superintendent, within one month of the end of the program, a report concerning:
  - pupil attendance, using the appropriate registers;
  - the achievement of pupils involved;
  - the performance of the staff involved;
  - his/her recommendations concerning any matter pertaining to the summer school;
- vii. report pupil achievement to the school where the pupil is enrolled as a day student;
- viii. select and recommend courses to the Superintendent of Education;
- ix. report at least once on the progress of the pupil to his/her parent or guardian where the pupil is a minor and otherwise to the pupil;
- x. the management of classes;
- xi. maintenance of discipline;
- xii. the selection of textbooks;
- xiii. the preparation of a summer school calendar;
- xiv. timetabling;
- xv. all other duties prescribed by the Education Act and Regulations.

d) The summer school principal's allowance shall be determined by the Board.

### 3. Summer School Teaching Staff

- a) Staffing for summer schools will be carried out in accordance with the Board's personnel policies;

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- b) Qualifications for summer school teaching staff shall be the same as for Continuing Education staff;
- c) The hourly rate for qualified and unqualified teachers shall be based on local conditions;
- d) Students employed as assistants will be paid an hourly rate based on Government project rates;
- e) Total salaries paid under c) and d) above shall be within the limits of the salary budget established for each course.

#### 4. Secretarial Assistance

Subject to the approval of the Superintendent of Education, the principal will be granted secretarial services.

#### 5. Finances

- a) The budget allocated for the summer school program shall be based on the total number of FTE pupils;
- b) The following budget shall be made available to the Summer School Principal:

##### Direct and Office Supplies and Textbooks:

- as per current budget allocation.

##### Advertising:

- an annual budget will be set by the Principal, in consultation with the Superintendent of Education.

- c) The FTE for budget purposes shall be determined by the enrolment on the fourth day of classes;
- d) All financial transactions related to summer schools shall be carried out in accordance with Ministry directives and within the established policies, regulations and procedures of the Board, as is the case with any other school in the system;
- e) No fees shall be charged to pupils, except pupils for whom fees are required to be paid according to the regulations. The only other charges that may be made pertain to consumable supplies that relate to a specific course, e.g. special materials used in woodworking, etc., and then, only if such a charge would be applicable during the regular school year to day school pupils taking the same course;

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f) Any charge to pupils for consumable supplies shall be approved by the principal.

6. Summer School Site

The main site will be at St. Joseph-Scollard Hall Catholic Secondary School.

7. Transportation

Within budget constraints, transportation may be provided for students registered in summer school. This may be through contracting with a private school bus operator or through provision of bus passes for the City of North Bay transit system. A combination of the above methods may be used.