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## **REGULATION 6174**

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### **SUMMER SCHOOL**

#### **A. Administrative Appointments**

1. An administrative team shall be appointed to provide instructional leadership and management to the program. Administrative allocation would be based on current district formulas.
2. Terms of appointment for the principal and vice-principals should be one year (renewable) with the expectation that no one would serve longer than three years in succession. Provision of program continuity would be a prime factor in renewing appointments. Appointments will be for the terms of January 1 to December 31.

#### **B. Administrative Role and Responsibilities**

1. The Summer School shall be considered to be "a school", essentially the same as any other district school though temporary in duration and the administrative team will assume similar roles and responsibilities as would the administrative team in any other district school.
2. The principal has the authority and responsibilities as set out in the School Act and its regulations as well as in the district policies and regulations.
3. The principal shall be responsible to the Superintendent of Schools through a designated assistant superintendent.
4. The principal will be responsible for the development of, supervision of and reporting on The Summer School annual budget.

5. Notwithstanding the above, special education summer school programs shall be administered in conjunction with the Special Education Department of the district. Matters pertaining to staffing, program offerings, care and safety of students shall be established through discussion with Special Services Department administration.
6. Administrative salaries shall be in accordance with the administrative contract.
7. The administrative team, in consultation with the Advisory Committee, shall annually review program offerings, requirements, fees and other matters pertaining to the effective operation of the school for the following summer.

### **C. Advisory Committee**

1. An advisory committee will be struck to provide advice and assistance to the Summer School administration.
2. The advisory committee will consist of representatives of the following groups: teachers, school administrators, district administration, parents and supervisor of operations. The Summer School administrative team, the previous summer school principal and the Assistant Superintendent will be in attendance for committee meetings.
3. Committee members will be appointed for a one-year renewable term not to exceed a total of three years.

### **D. Facilities and Equipment**

1. The Summer School will be accommodated, on a permanent basis, in selected district schools chosen for their accessibility and appropriateness and determined by the Assistant Superintendent.
2. Schools selected as Summer School program locations will be maintained and cleaned at a level commensurate with the additional use and in a satisfactory condition for opening of the regular school term.
3. Regular school equipment, including audiovisual equipment and computers will be made readily available.

4. Schools providing facilities or equipment will be provided funds through school operating ad capital allocations.

#### **E. Teaching and Non-Teaching Staff**

1. Teaching staff is appointed and duties assigned as described in the School Act. Contracts awarded are for the duration of summer school only.
2. District hiring practices will apply in regard to advertising, screening and appointment of staff.
3. Qualifications being equal preference will be given to teachers holding temporary contracts with the Greater Victoria district.
4. The salary shall be that indicated in the teacher's contract.
5. One full time secretary and two part time secretaries are hired to assist with clerical tasks from mid April to mid August.

#### **F. Program Offerings General**

1. The Director(s) of Instruction, in consultation with the Summer School Advisory Committee, annually recommends the program offerings for the Summer School.
2. The Principal is responsible for the development and implementation of curriculum in all summer school programs.

#### **Elementary Program (Grades 4 to 7)**

1. The program shall consist of development of skills, abilities and attitudes in language arts (speaking, reading, writing and listening) and mathematics (problem solving and operations). The primary purpose is to assist students requiring more time to achieve expected outcomes in order to assist in progress from grade to grade.

2. Students will be accepted on the recommendation of their school Principal after consultation with the student's parents, teacher, counsellor and others who have worked with the student. Each application for summer school must be accompanied by the complete supporting information as required.
3. Reporting of student progress will take the form of anecdotal reports that will be mailed to the parents' home and to the student's home school.
4. The French Immersion program shall consist of the development of skills, abilities and attitudes in French Language Arts for students requiring additional time to achieve the expected outcome.
5. The Native Indian Education programs will be offered based on criteria developed by the Native Indian Education Division.

### **English as a Second Language**

1. The program shall consist of skill development in the areas of speaking, listening, reading and writing in English.
2. Enrolment in the ESL program will usually be subject to the recommendation of the home school principal, consultation with the child's parents and ESL teachers. Students newly-arrived in Canada who will be enrolled in an ESL class in September are also eligible and are to be assessed for suitability by the home school. To determine eligibility into a School District 61 school, proper documentation must be brought to the Superintendent's office. The Superintendent will approve a letter of accommodation that must be brought to the home school in which they wish to enroll.
3. There shall be both an elementary age program and secondary age program.

### **Secondary Program**

1. The Grade 8 to 12 curriculum shall consist of two types of courses; those that are remedial, consisting of 40 hours of instruction, and those that are credit courses consisting of a minimum of 100 hours of instruction.

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2. All secondary students shall be permitted to enrol in credit courses if they have the necessary prerequisites. Credit courses are offered to allow students to fulfill graduation requirements, to improve a grade standing to facilitate timetable flexibility during the regular school year or to accelerate the rate of high school program completion.
3. All students shall be permitted to enrol in the remedial courses provided that they have previously been enrolled in the course for 70 percent of the duration of the course during the regular school year. In cases of extenuating circumstances, the Summer School Principal may waive the attendance requirements and enrol a student in the program.
4. Students completing the remedial program will be awarded "Pass" or "Incomplete" as their evaluation. Students in the credit program will receive a letter grade of A, B, C+, C, P or F.

### **Special Education Programs**

1. Regular School programs will continue during the summer months to provide continuity in student learning in:
  - a. Victor School
  - b. Richmond School THM
  - c. Communication Disorders Program
  - d. Pearkes Clinic
  - e. Ledger House
  - f. S. J. Willis alternative programs
  - g. Spectrum Opportunity School
  - h. Juvenile Detention Center

### **Special Interest Programs**

1. Programs that are self-supporting through payment of fees may be offered, subject to interest and availability of resources and staff.
2. Specific curricula will be developed and will be subject to approval by the Summer School Principal. Reporting of student progress to parents shall be anecdotal.

## **Fees and Bursaries**

1. There shall be no fees charged for English as a Second Language Programs or Elementary Remedial Programs.
2. Secondary Remedial and Credit course fees shall be levied according to student enrollment and staffing needs. Costs of the classroom teachers and the basic course materials will be fully paid through course fees. Course fees do not normally cover costs of administration, equipment or other overhead costs including bursaries.
3. Special Interest course fees shall be based upon actual costs for course delivery.
4. In all cases Out of District students shall pay fees as calculated for items 2 and 3 above, plus an additional "out-of-district" administration fee as determined by the Summer School Principal on an annual basis.
5. Bursaries shall be available to district students demonstrating financial need. Bursaries will be in the amount determined in the annual budget.
6. Bursaries will not be available for Special Interest courses, except on the recommendation of the Summer School Principal in consideration of extraordinary circumstances.

## **Registration**

1. Summer school teachers in the secondary remedial program and clerical staff will be required to assist in registering students.
2. Student placement will be on a first-come first-served basis.
3. If there is insufficient enrollment for a particular course or class, and the course or class is cancelled, fees will be refunded in full.
4. Deadlines for registration are:

Last Friday in May

- Elementary Remedial
- ESL

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- Special Education
- Special Interest

Last Monday in June

- Secondary Credit

Beginning of July (date to be announced)

- Secondary Remedial

### **G. Annual Report**

The principal of the Summer School shall prepare an annual report by September 30th each year.

*Greater Victoria School District*

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Approved            January 1978

Various Revisions

Revised:        February 27, 1989