



# Summer School

## Background:

NLSD Board provides support for summer school classes to ensure that all students who require additional credits to complete graduation requirements are able to fulfill this need.

Summer School support is provided to NLSD students in the following situations:

- When a high school student has failed or missed a class at the 10, 20 or 30 level, and needs to complete the class in order to be able to graduate on time and there is no other way to complete this class without affecting their graduation date.
- When a Grade 12 student needs to raise their grade 12 grade average for a better academic standing required for a post-secondary program.
- When a grade 12 student needs to add another class that they had not taken for post-secondary acceptance or they could not fit it into their full schedule.
- Online summer school classes are the preferred option; however, NLSD#113 will provide room and board support *when it is evident, upon recommendation from the corresponding school*, that a student would not be successful in a course delivered online.

## Responsibilities and Procedures:

### Program Consultant will:

1. Ensure Career Transitions teachers are informed of summer school options and will encourage them to identify students needing this support.
2. Ensure applications are reviewed with the Career Transitions Teacher to confirm student eligibility and discuss whether summer school is the best option for the student.
3. Ensure all applications are completed properly and submitted to the Superintendent of Curriculum and Instruction for approval for funding.

### NLSD Room and Board Worker will:

1. Provide clerical assistance to produce the requisitions for registrations.
2. Provide Room and Board and Transportation information and support to approved applicants, if eligible.
3. Provide support in finding landlords when necessary.
4. Meet all students on the day of registration. Also meet with each landlord to explain expectations, responsibilities and R&B forms.
5. Prepare transportation requisitions (one round trip to location and back).
6. Prepare R&B requisitions for landlord payments.

**School Administrator** will:

1. Ensure that school staff administers the program as per their responsibilities.
2. Ensure that the student applying has the proper prerequisites and that they meet the summer school criteria.

**Career Transitions Teacher** will:

1. Ensure students and parents are informed of summer school options.
2. Work with teachers to identify students who meet the criteria for summer school.
3. Ensure students wanting to attend summer school understand the commitment, dates, location and times.
4. Ensure that parents are made aware of summer school procedures.
5. Submit summer school application forms to the program consultant.

**Parents and Family** are responsible to:

1. Be actively engaged in their child's learning and be aware of his/her graduation plan.
2. Complete a summer school application form and submit to the Career Transitions Teacher.
3. Ensure student summer school registration is completed online and retain a copy for their records.
4. Submit online summer school payment and retain the receipt for reimbursement by Northern Lights School Division #113 upon successful completion of the course by the student.

**Students** are responsible to:

1. Complete the course in a reasonable amount of time.

**Procedures:**

1. Each spring, summer school information is provided to the Career Transitions Teacher for distribution.
2. NLSD Education Support for Room and Board information is provided to applicants and their families, only if eligible.
3. Students needing to use the summer school option are identified, with preference for online delivery.
4. Career Transitions Teacher reviews commitment, dates, location and times with families.
5. Students and parents are provided assistance with filling in the applications if needed.
6. Applications are reviewed, submitted and approved.
7. Required requisitions are prepared for each approved summer school applicant and families are reimbursed upon successful completion.

Also See:

**FORM249 SUMMER SCHOOL**