

Summer School

Background:

NLSD Board provides support for summer school classes to ensure that all students who require additional classes 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, needs to complete the class 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.

Responsibilities and Procedures:

Program Consultant will:

1. Ensure C/T Advisors are informed of summer school options and encouraged to identify students needing this support;
2. Ensure applications are reviewed with the C/T Teacher to ensure student eligibility and that summer school is the best option for the student.
3. Ensure all applications are completed properly and submitted to Program Superintendent 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 is to approved applicant (see R & B Operational Plan)
3. Provide support in finding Prince Albert 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 and NLSD Educational Support criteria.

Career Transitions Teacher will:

1. Ensure students and parents are informed in general about the Summer School Program.
2. Work with teachers to identify students who might require summer school.
3. Ensure students wanting to attend Summer School meet the criteria and understand their commitment, dates, location and times.
4. Ensure all applications (summer school and NLSD Educational Support forms) are completed properly and students applying are eligible for Summer School – (one class only is recommended).
5. Ensure applications are submitted before the division deadline.

Parents and Family are responsible to:

1. Be actively engaged in their children's learning and be aware of student planning profile and graduation requirements
2. Provide the necessary nurturing and support their children need to participate effectively in summer school

Students are responsible to:

1. Take responsibility for their own learning and actively participate in the learning opportunities afforded by access to the summer school program

Procedures:

1. Each spring (approximately May) Summer School Information and NLSD Education Support for Room and Board information is provided to the C/T Teacher for distribution.
2. NLSD Education Support for Room and Board information is provided to applicants and their families.
3. Students needing to use the summer school option are identified.
4. Students wanting to attend Summer School meet the criteria and understand their commitment, dates, location and times.
5. Students and parents are provided assistance with filling in the applications. Applications are complete and accurate and submitted by the division deadline.
6. Applications are reviewed, submitted and approved
7. Required requisitions are prepared for each approved summer school applicant.
8. Students have transportation and lodging to enable them to take summer classes.

