

## Administrative Procedures 236

### Summer School



Adopted: July 10, 2014

Amended: August 14, 2020

#### External References

- Ministry of Education Summer School Policy 2019
- The Education Act, 1995 Sections 3 (1), (2)(a)(b), 4 (1)(f)(g), 87 (1)(aa), 88 (1)(z)
- The Education Regulations, 2015 Sections 30, 31, 32
- The Registrar's Handbook for School Administrators 2019-2020

#### Internal References

- Form 236-1 Summer School Registration

### Background

To meet the needs of students, the Division provides access to online access through the Sun West Distance Learning Centre during July and August. These courses run for six weeks during the summer and contain the same course content available through the regular school year.

### Procedures

1. A list of approved on-line courses will be made available on the Distance Learning Centre's website as of May 1<sup>st</sup>.
2. Students register for summer classes by completing Form 236-1 Summer School Registration.
  - 2.1 The deadline for registration for Summer School will be no later than the second last school day of semester two of the current school year.
  - 2.2 Both full courses and credit recovery options will be available to students.
  - 2.3 Students will only be permitted to be registered in one Summer School course at a time. However, if a student completes a Summer School course and there is sufficient time to complete another, the Summer School Administration may approve another registration.
  - 2.4 Students cannot register in Summer School to complete Semester 2 or year-long coursework from the previous school year.
3. To cover the costs associated with operating the summer school, a registration fee will be charged for each online course as follows:
  - 3.1 Sun West School Division will be required to pay a \$250 fee which may be refunded upon successful completion the course during the Summer School timeframe.
  - 3.2 Out of division students pay a fee of \$500 per course.
4. Marks for successfully completed Grade 10-12 courses will appear on the student transcript.