

District Code:

## SUMMER SCHOOL PROCEDURES

### A. Summer School Schedule

1. Summer school will start no later than the third Monday following the close of the regular school year and will continue for a period of up to 30 school days.
2. The summer school program will conform to current state requirements as applicable.

### B. Selection of Summer School Staff

1. Employees of the district shall be given first consideration for positions in the summer school program.
2. The selection of summer school certified employees shall be based on the individual's qualifications for the position. Below criteria are listed by priorities:
  - a. Experience at grade and/or subject with enrichment/remedial/ at-risk students in the past three (3) years.
  - b. Demonstrated willingness to work with enrichment/remedial/ at-risk students.
  - c. District experience.
  - d. Least summer school experience.
3. The principals or general supervisors will be appointed by the Superintendent of Schools following the recommendation of the Summer School Coordinator. Individuals appointed to the principal or general supervisor positions must possess the appropriate administrative or teaching certificates.
4. District administrators are eligible for summer school teaching positions when positions cannot be filled by district teachers.
5. Prior to April 15, summer school teaching and support-positions will be posted district-wide. Posting will specify positions for grades Pre-Kindergarten through 12, however, positions will not be finalized until enrollment is completed. Support staff positions will include nurses, secretaries, clerks, transportation, and food service. Interested staff must submit a summer school application to the Summer School Coordinator. A deadline for submission of applications will be stated on the posting. Applications can be obtained from the building principal/supervisor.

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- 6. a. The summer school selection committee, consisting of the Summer School Coordinator, three (3) elementary principals and three (3) secondary principals/assistant principals, appointed by the Summer School Coordinator, will select and assign applicants based on applicants' qualifications (criteria listed in B-1 and 2) and summer school instructional needs. This list will be submitted to the Board of Education for approval.
- b. Summer School Coordinator will select support staff based on the following:
  - 1. Years of service in the district.
  - 2. Qualifications for the position applied for.
  - 3. When applying for a position outside of current job classification, applicant will be placed at the bottom of that list.
- 7. Prior to May 15, selected and approved staff will be notified and issued a letter of intent. Certified staff will be issued a summer school contract on or before the first day of summer school.
- 8. Employees will be expected to meet the work schedule for the full summer school term.

**C. Staff Compensation**

- 1. Rate of Pay
  - a. Certified staff positions will be paid at the rate approved annually by the Board of Education.
  - b. Support staff positions will be paid at the rate approved annually by the Board of Education.
- 2. Payroll Schedule

One (1) payroll check will be issued the last day of summer school.

Adopted: February 9, 1982  
Revised: April 24, 1984  
Revised: March 22, 1988  
Revised: April 28, 1992  
Revised: March 14, 1995  
Revised: October 14, 1997

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