



# PROCEDURE

Haddonfield  
Board of Education

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Summer School

## 2440 SUMMER SCHOOL

### A. Definitions

1. “Summer school” means the instructional program operated by this school district during the summer months of July and August.
2. “Remedial course” means any course or subject that is a review of a course or subject the pupil has already taken and for which credit may be earned.
3. “Advancement course” means any course or subject the pupil has not previously taken in his/her approved school program and for which credit may be earned.
4. “Enrichment course” means any course or subject of a vocational nature for which no credit may be earned. An enrichment course is unrelated to the curriculum, not mandated by New Jersey statute or State Board rule, and not required by the Board for promotion or graduation.

### B. Instructional Program

1. Summer school will be conducted and staffed in accordance with N.J.S.A. 18A:54B-1.
2. Principals will report annually to the Superintendent, no later than May the anticipated need for summer school special education classes.
3. Principals will suggest to the Superintendent topics appropriate for enrichment courses.
4. A proposed schedule of courses approved by the Board of Education will be forwarded to the County Superintendent for approval.
5. Summer school classes will meet the following standards:
  - a. An advancement course must offer instruction equivalent to an amount not less than the minimum customarily required in high school,
    - (1) 3600 minutes for two and one-half high school credits (one-half unit), or
    - (2) 7200 minutes for five high school credits (one unit).
  - b. A remedial course in a subject meriting a full year's credit (one unit) must be organized to provide at least 3600 minutes of in-class instruction. A remedial course covering one semester's work must be organized to provide a proportionate amount of classroom instruction,



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- c. If pupils in advanced work and in remedial work are assigned to the same class, instruction will be limited to one instructional level in one subject.
6. Summer school work will include homework and study hall assignments. Time spent on homework and in the study hall shall not be included in the minimum class times set forth in paragraph B5a and b.
- C. Staffing
1. Summer school positions will be posted and filled in accordance with district practice and/or the negotiated contract.
  2. A member of the administrative, supervisory, or teaching staff who is certified to supervise instruction shall be assigned to the position of summer school coordinator to administer and supervise the summer school.
  3. All summer school teaching staff member positions must be filled with appropriately certified persons appointed by the Board of Education.
  4. Curriculum enrichment may involve resource persons serving for specific periods of time under the supervision of a certified administrator, supervisor, or teacher.
- D. Operations
1. The summer school coordinator will submit to the Superintendent for approval a calendar of summer school instruction.
  2. The calendar will include the daily hours of the summer school session.
  3. Summer school teachers will be bound by all Board policies applicable to instruction and teacher responsibility.
- E. Eligibility of Pupils
1. Pupils may be enrolled in a remedial course only with the permission of the Principal of the school in which the pupil is enrolled. A pupil may be enrolled in no more than two remedial courses at one time.
  3. Pupils may be enrolled in advancement courses only on the recommendation of a teacher and with the permission of the Principal of the school in which the pupil is enrolled. A pupil may be enrolled in no more than the equivalent of one year's work in a subject in an advancement course.
  4. Enrichment courses in the summer school are open to all pupils resident in the district



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and to nonresident pupils as space permits.

### F. Pupil Conduct

1. Summer school pupils will be governed by the rules of conduct established for pupils in the regular school session. Rules regarding substance abuse, smoking, and aggressive, assaultive, insulting, and insubordinate behavior, among others, will be in full force and effect.
2. Pupils who violate the rules of conduct or disobey persons in authority will be subject to discipline, which may include expulsion from the summer school program. A pupil recommended for expulsion from the summer school program will be given a brief administrative hearing in which the pupil will be given an opportunity to explain his/her conduct. Summer school is not a part of the thorough and efficient system of free education to which the pupil is entitled by law, and expulsion from summer school does not involve the deprivation of a right.
3. The summer school staff and pupils may develop a summer school dress code that takes into account warmer temperatures. No dress code, however, will be so relaxed as to permit bare feet, scanty clothing, or clothing inappropriate to the school setting.

### G. Attendance

1. Although the compulsory attendance statutes do not apply to summer school, summer school pupils are expected to attend school sessions regularly and promptly.

### H. Grading and Credit

1. Work in remedial and advancement courses will be evaluated and graded.
2. A narrative report of each pupil's attitude, strengths, and weaknesses will be given to the pupil's parent(s) or legal guardian(s) at the end of the summer session.
3. Credit will be given for successful completion of approved remedial and advancement courses that have met the standards of instruction set forth in rules of the State Board of Education and at paragraph B5 of this regulation.
4. Credit for work taken in an approved secondary school summer session will be transferable in the same manner as work taken in any approved secondary school.

### I. Tuition

1. Tuition based on the length of the course will be charged for the enrollment of any pupil, resident or nonresident, in an enrichment course.



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2. Payment of tuition must be made in full before the first day of summer school.
5. Tuition will be refunded if the request for refund is received within 2 days of the beginning of enrichment class.
6. The administrator responsible for summer school) should report to the Superintendent any pupil for whom summer school enrollment would be educationally appropriate and beneficial, but is precluded from summer school enrollment for want of funds.

J. Grade Placement After Summer School

The Principal of the school to which the pupil returns after summer school will determine the pupil's appropriate grade placement.