



POLICY

**Haddonfield
Board of Education**

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Summer Session

2440 SUMMER SESSION

The Board of Education may conduct a summer session. A summer session must be approved by the Board of Education and the Executive County Superintendent of Schools and may include:

1. Remedial courses for students who wish to retake a course or subject previously taken and for which credits or placement may be awarded upon successful completion;
2. Advanced courses for students who wish to take a course or subject not previously taken in an approved school district program and for which additional credits or advanced placement may be awarded upon successful completion of the course; and
3. Enrichment courses for students who wish to take a course or subject of a vocational interest and for which no credits are to be awarded.

The Superintendent of Schools will develop a summer session program and submit the proposed program to the Board for approval. The proposed program shall include the details of the summer session including, but not limited to, a list of the courses or programs offered, the hours of operation, the school(s) where the summer session(s) will be operating, any tuition fees to be charged in accordance with the provisions of N.J.A.C. 6A:32-10.3, and projected cost of operation.

A student will be enrolled in a remedial course only on the written recommendation of the Principal of the school the student regularly attends. The recommendation shall state the name of the subject(s) which the student may take and the purpose for which each subject is taken. A student previously retained at grade level may be promoted on successful completion of a required remedial course, but no student shall be required to attend the summer session.

In accordance with the provisions of N.J.A.C. 6A:32-10.3, tuition may be charged to nonresident students enrolled in a summer session course and to resident students enrolled in enrichment courses which carry no credit and are determined by the Executive County Superintendent to have no direct relationship to the curriculum. Tuition may be charged to students domiciled within the district for enrollment in remedial or advanced courses in accordance with the provisions of N.J.S.A. 18A:11-15.

The Superintendent shall develop regulations for the summer session that include provisions for appropriate planning, proper staffing, student assignments, student evaluation, student records, award of credit, grade placement, and the utilization of facilities. Such regulations for the operation of the summer session shall be consistent with rules of the State Board of Education and Board policies. The operation of the summer session shall not conflict in any way with the administration of the regular school sessions of this district.



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N.J.S.A. 18A:11-15; 18A:54B-1 et seq.

N.J.A.C. 6A:32-10.1; 6A:32-10.2; 6A:32-10.3; 6A:32-10.4; 6A:32-10.5

BOE Revised Date: 10/29/2018

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A. Definitions

1. “Summer session” means the instructional program operated by this school district during the summer months.
2. “Remedial course” means any course or subject that is a review of a course or subject the student has previously taken and for which credits or placement may be awarded upon successful completion of the course.
3. “Advancement course” means any course or subject the student has not previously taken in an approved school district program and for which additional credits or advanced placement may be awarded upon successful completion of the course.
4. “Enrichment course” means any course or subject of a vocational nature for which no credits are to be awarded.

B. Instructional Program

1. Summer session will be staffed in accordance with the provisions of N.J.A.C. 6A:32-10.4.
2. Remedial, advancement, and enrichment courses may be offered by the school district during the summer session to meet student needs.
3. Summer session classes will meet the following standards:
 - a. To receive advanced credit for a subject not previously taken, the student shall receive class instruction in the summer session under standards equal to those during the regular term:
 - (1) 3600 minutes for two and one-half high school credits, or
 - (2) 7200 minutes for five high school credits.
 - b. Full-year subjects which are given for review, remediation, or for other purposes not including advanced credit shall be conducted for sixty hours of instruction under standards equal to those during the regular term or through an established number of curricular activities as determined by the Board of Education and approved by the Executive County Superintendent.
4. Time spent on homework and in a study hall shall not be included in the minimum class times set forth in paragraph B.3.a. and b.

C. Staffing



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1. Summer session positions will be filled in accordance with district practice and/or the negotiated contract.
2. In each school, a member of the administrative, supervisory, or teaching staff who is certified as an administrator shall be assigned the responsibilities of administration and supervision of the summer session.
3. All summer session teaching staff members shall possess valid certificates for subjects taught.
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 staff member responsible for the administration and supervision of the summer session shall submit a calendar of the summer session instruction to the Superintendent for approval.
2. The calendar will include the daily hours of the summer session.
3. The Board of Education shall approve the district's summer session. Upon Board approval, the Superintendent shall obtain approval for the summer session from the Executive County Superintendent of Schools.
4. Summer session teachers will be bound by all Board policies applicable to instruction and teacher responsibility.

E. Eligibility of Students

1. Teaching staff members in the regular school program will be alert to those students who would benefit from attendance at remedial or advancement courses in the summer session and will report such students to the Principal who will recommend summer session enrollment to the student.
2. Students may be enrolled in a remedial course only with the recommendation of the Principal of the school in which the student regularly attends.
3. The Principal's recommendation shall state in writing the name of the subject(s) which the student may take and the purpose for which the subject is taken.
4. Students may be enrolled in advancement courses only on the recommendation of a teacher and with the recommendation of the Principal of the school in which the student regularly attends. A student may be enrolled in no more than the equivalent of one year's work in a subject in an advancement course.



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5. Enrichment courses in the summer session are open to all resident students and may be open, upon Board approval, to nonresident students as space permits. A student may be enrolled in no more than the equivalent of one year's work in a subject in an enrichment course.
6. No student will be required to attend the summer session as a condition of promotion or for any other reason.

F. Student Conduct

1. Summer session students will be governed by the rules of conduct established for students 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. Students who violate the rules of conduct or disobey persons in authority will be subject to discipline, which may include expulsion from the summer session. A student recommended for expulsion from the summer session will be given an administrative hearing in which the student will be given an opportunity to explain his/her conduct. Summer session is not a part of the thorough and efficient system of free education to which the student is entitled by law, and expulsion from the summer session does not involve the deprivation of a right.
3. The school dress code policy will be applicable for the summer session; however, the Superintendent may adjust the dress code policy to take into account warmer temperatures.

G. Attendance

1. Although the compulsory attendance statutes do not apply to summer session, summer session students are expected to attend regularly and promptly.
2. In general, no student will receive credit for a remedial or advancement course if he/she has missed more than the required days for classes in the subject.

H. Grading and Credit

1. Work in remedial and advancement courses will be evaluated and graded, in accordance with Policy No. 2624 for grading in the regular program.
2. A narrative report of each student's attitude, strengths, and weaknesses will be given to the student's parent(s) or legal guardian(s) at the end of the summer session.



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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 B.3. of this regulation.
4. Credit for work taken in an approved elementary or secondary school summer session will be transferable in the same manner as work taken in any approved elementary or secondary school in accordance with Board of Education policy.
5. The Principal of the school which the student regularly attends shall give prior approval for work to be taken at other educational institutions or environments. These shall include, but not be limited to, other public and private schools, institutions of higher education, and on-line courses.

I. Tuition

1. Tuition may be charged for the enrollment of a resident student in a remedial or advancement course taken for credit in accordance with the provisions of N.J.S.A. 18A:11-15. Tuition may be charged to a resident student enrolled in an enrichment(s) course which carry no credit and are determined by the Executive County Superintendent of Schools to have no direct relationship to the curriculum.
2. The Board of Education, upon the recommendation of the Superintendent, shall approve the tuition to be charged for the enrollment of any student, resident or nonresident, in an enrichment course.
3. The Board of Education, upon the recommendation of the Superintendent, shall approve the tuition to be charged for the enrollment of a nonresident student in a remedial or advancement course.
4. Payment of tuition must be made in full before the first day of the summer session.

J. Records

1. The permanent/cumulative record of each student who completes a program of study in the summer session will include:
 - a. The amount of time the student spent in receiving class instruction in the summer session; and
 - b. An evaluation and a description of work completed in the summer session, including the student's grade and the credit earned, if any.



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2. The amount of time which a student has spent in receiving class instruction shall become part of the student's permanent/cumulative record and shall be included whenever the record is transferred to another school.

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