

BOARD PROCEDURE

Descriptive Code: AEBA

SUMMER SCHOOL

Date: February 2, 2009

The location of Summer School shall be determined annually by the Superintendent of Schools.

- 1) **Administrators for Summer School shall be selected through an interview process. The Interview Committee shall be comprised of at least two Directors of Student Learning and the Associate Superintendent for Instruction.**
- 2) **Consideration for principal and assistant principal positions will be limited to administrators from High Schools.**
- 3) **Any administrative vacancies that may occur before or during the summer school session will be handled by the Director of Student Learning who facilitates summer school.**
- 4) The host school may employ its media specialist as the summer school media specialist without advertising the position. If the media specialist is not employed from the host school, the position must be advertised following county guidelines **and will be interviewed and selected by the Summer School principal.**
- 5) All other positions for summer school must be advertised following county guidelines **and will be interviewed and selected by the Summer School principal.**
- 6) Student behavior expectations for summer school will follow the Columbia County Board of Education Student Code of Conduct. Teachers **are expected to** handle minor classroom infractions. **Every student will receive a Columbia County Summer School Student/Parent Handbook.**

Student Attendance Protocol

A committee was established by the Chief Judge of the Superior Court of the Columbia County Jurisdiction for the purpose of ensuring coordination and cooperation among officials, agencies and programs involved in compulsory attendance issues; to improve student achievement by reducing student absences from school and to ensure compliance with the percentage of students participating in required standardized tests and other attendance requirements of the No Child Left Behind Act. The attendance committee set forth the following protocol:

Truant

For the purpose of this protocol, a student may be considered truant in summer school upon the accumulation of three unexcused absences or a total of five absences without required documentation.

Grading

Exams will be given on the last day of classes and may not be given early. End of Course Tests for specific courses as required by the state will be given in lieu of and on the same day as regularly scheduled exams.

Absences/Tardies

Any student who is absent from school should bring documentation on the day he/she returns to school. The first teacher of the day will issue an admittance slip which will be collected by the teacher on the last period of the day. If the student does not bring the note by the second day after returning to school, the student will not be allowed to make up work missed, as the absence will be classified as unexcused. Upon the fifth unexcused absence from a class, the student will be withdrawn with no refund of tuition.

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A student may be excused for the following reasons:

1. Personal illness
2. Serious illness or death of an immediate family member (Immediate family includes parents or legal guardians, grandparents, siblings, and stepfamily)
3. Special and recognized religious holidays recognized by their faith
4. Mandated order of government agencies
5. Registration to vote (limited to one day)
6. Emergencies which reasonably necessitate absences from school
7. Special events which reasonably necessitate absences from school

In keeping with the Student Attendance Protocol, with a written note parents can excuse up to two absences/tardies for any of the seven reasons listed.

Once a parent note has been used to excuse two absences or tardies in a summer school session, all other absences or tardies will be excused only with official documentation of one of the above listed reasons. The work missed for excused absences may be made up and all make-up work is the student's responsibility. All other absences or tardies will be unexcused and zeroes will be given for any graded work missed.

Students are expected to be in class on time every day. Unexcused tardies will be handled as follows: Two unexcused tardies will equal one unexcused absence in a class. A student will be withdrawn from that class upon the fifth unexcused absence.

ADOPTED: 12/08/97

REVISED: 8/7/00, 9/30/02

Columbia County Board of Education