

ATTENDANCE SUMMER SCHOOL – ELEMENTARY

PROCEDURES

Each school will assume the responsibility for implementing and coordinating the Attendance Summer School Policy under the guidelines listed.

I. STUDENT APPLICATION PROCEDURES

1. Attendance Summer School for elementary schools will operate in one five day session, usually held in June of each year. The daily schedule will generally run from 8:30 a.m. —11:30 a.m. Any variation in the daily schedule must be approved through the Associate Superintendent’s office.
2. Students who have missed 19–30 days of school may be required to go to Attendance Summer School in order to be considered for promotion or placement in the next grade.

Students are expected to arrive on time and remain in school the full day. Tardies and early dismissals cause students to miss important information and are strongly discouraged. Five unexcused tardies or five unexcused early dismissals, or any combination of five unexcused tardies or unexcused early dismissals will be equated to one day of absence for the purpose of Policy #403 and this Administrative Regulation. The school principal is expected to deal appropriately with those students who are chronically tardy or who leave early. (Lawful tardies and lawful early dismissals will be for the same reasons as listed under Section I-A. of Policy #403)

3. Tuition for Attendance Summer School in elementary schools will be \$50.00. Payment must be made in advance (see numbers 4, 5, 6, and 7).
4. Each elementary school should develop their own registration forms. The completed application form and the Attendance Summer School fee must be submitted to the home school’s office no later than 12:00 noon on the last regularly scheduled student day. **Fees must accompany the application.** Checks must be made out to the school. *Students should not be allowed to attend until payment has been made.*

5. All fees will be collected and retained by the school until all checks have cleared and any refunds have been made. Schools should submit all fees to the Central Office in one payment no later than five (5) working days prior to July 1, the end of the fiscal year.
6. Fee waiver forms should be developed by each school. These forms should be distributed to students by request only. Applications for fee waivers should be submitted to the school when student registration forms are submitted. All applications must be turned in to the school principal's office by the last regular school day in which the students are in attendance. The forms must be complete.
7. Generally, waiver applicants will be those students who qualify for free and reduced lunch.
8. Refunds are made at the discretion of the principal. See Section II, 3.
9. Any of the six school districts may operate a joint program if desired, and each program may vary from district to district.
10. Students who fail to attend the required 162 days of regular attendance (19 absences or more) and who fail to meet local promotion standards should be encouraged to attend both Attendance Summer School in June and the State Summer School Program in July. This will be handled on a case-by-case basis at each school.

II. STUDENT ATTENDANCE PROCEDURES

1. Attendance for the purpose of applying Board Policy 403 will be counted up to and including the 180th student day.
2. Total days absent, including those caused by unexcused tardies and early dismissals will be used by elementary schools to determine requirement for attendance in the Attendance Summer School program. The SIMS report may be used to identify students who need to attend Attendance Summer School.

3. Policy 403, page 3, section 7, outlines the Board policy on absences, tardiness, and behavior during Attendance Summer School. Site administrators will be responsible for implementing this policy. No refunds will be given to students dismissed for cause from Attendance Summer School.
4. Students attending Attendance Summer School will be required to provide their own transportation. Parents should be notified that students need to arrive on time and are to be picked up on time. No day care facilities will be provided.
5. The principal may count unexcused tardies and unexcused early dismissals for the purpose of applying this policy. Five unexcused tardies and unexcused early dismissals, or a combination thereof, may be equated to one day of absence for the purpose of this Policy #403 and this Administrative Regulation.

III. PERSONNEL PROCEDURES

1. Application forms for teaching positions should be obtained from the school principal.
2. Applications for Attendance Summer School teaching positions should be turned in to the school principal in time for him to submit his recommendation(s) to the Personnel Administrator by the last student day of the regular school year. This must be submitted to the Personnel Administrator on the usual form for employment (white).
3. Non-certified staff may apply. It is recommended that certified staff be given priority. Final recommendations will be made by the principal.
4. Each site will determine staffing needs based on the number of student applications. Attendance Summer School will be self-financing, so care must be taken in personnel considerations. Take into consideration all additional benefit costs.
5. Salary for teachers/proctors will be \$60 per session. This is based on \$15 per hour for certified employees, and takes into consideration time for administrative detail and organization. Salary for teacher assistants will be \$8.00 per hour.**

6. The average teacher / proctor salary for a one-week session will be \$300. This is based on 4 hours X \$15 per hour X 5 days.
7. If revenue permits, the salary for an on-site administrator will be \$400 per week. The salary for an on-site administrator will not, however, be less than the salary for teachers.**

***Expenditures, including salaries, cannot exceed revenues collected.*

8. Even though staffing needs are to be determined by the school principal, the following chart may be used to assist in making staffing recommendations.

Students	Teachers	Administration
0- 30	1	0*
31- 60	2	0*
61- 90	3	1
91-120	4	1
121-150	5	1
151-180	6	1

** If a school has less than sixty (60) participants, one employee may be designated as a teaching/administrator.*

9. In the event revenue does not cover the employment of personnel, other arrangements will have to be made in order to comply with Board Policy #403. Please contact the Associate Superintendent's office as soon as that becomes evident.
10. Payroll data for these persons should be submitted to the Payroll Director on school letterhead by July 1. Data should include name, social security number, dates and hours of employment and amount to be paid. Payment for working during the month of June for Attendance Summer School will be made on the regular teacher payday for the month of July.

IV. GENERAL PROCEDURES

1. In elementary schools, the emphasis will be on communication skills and math. Each child will have a Personal Educational Plan (PEP) developed by his homeroom teacher.
2. It is suggested that, as much as possible, students be given access to computers and the media center to work on alternative assignments. Consideration could be given to part-time employment for media personnel to assist with this.
3. If approved, we may be able to supply each Attendance Summer School site with paper for duplicating materials. We ask that each school maintain a record of materials expenses for possible reimbursement.
4. Any alternative to the general procedures as stated will be clarified by memo from the Associate Superintendent's office.