

 <p>Cree School Board Commission scolaire crie</p>	<h2>Policy on Summer School</h2>	
	<p><b>Department responsible:</b> School Operations  <b>Effective date:</b> March 9, 2006 (<i>Resolution 2006-019, 2007-061 and 2008-021</i>)  <b>Amended on:</b> June 17, 2014 and March 17, 2016  <b>Approved by:</b> Resolution #EC 2016-091</p>	
	<p><b>References:</b></p>	<ul style="list-style-type: none"> <li>• Council Policy Manual: E, E-1, E-2, E-4, EL-1, EL-2, EL-4, EL-6</li> </ul>
	<p style="text-align: center;"><u>Other Policies</u></p>	<ul style="list-style-type: none"> <li>• Educational Assistance Program (EDU-01)</li> <li>• Safe School (EDU-02)</li> <li>• Against Harassment (ADM-01)</li> <li>• Suspension and Expulsion of Students (EDU-11)</li> <li>• Code of ethics and professional conduct for employees (ADM-13)</li> </ul>

### 1) General Provisions

- [Purpose](#)      **1.1.** This Policy establishes the basic requirements applicable to summer school within the Cree School Board.
- [Principle](#)      **1.2.** The Board recognizes that offering summer school courses is the opportunity to participate in remedial programs that will allow students to improve overall achievement.
- [Location](#)      **1.3.** Summer school will be offered in one or more communities as determined by School Operations.
- [Definitions](#)      **1.4.** In this Policy, the following words or expressions mean:
- a) **DES:** diplôme d'études secondaires;
  - b) **JBNQA Beneficiary :** a Cree beneficiary of the James Bay and Northern Quebec Agreement;
  - c) **MEES:** Ministère de l'Éducation et de l'Enseignement supérieur;
  - d) **parents:** mother, father or guardian of a student.

## **2) Guiding Principles**

Goal

**2.1.** Since a variety of challenges (academic, medical or social) can contribute to students being unsuccessful in certain subject areas, summer school allows them to earn the required credits, in order to obtain a DES, and the prerequisites for college admission.

Summer school courses serve as a short remedial and review program to prepare students to rewrite compulsory secondary IV and V exams. Summer school does not provide full courses.

MEES rules

**2.2.** In accordance with MEES rules, the students are permitted to rewrite year-end compulsory MEES and Cree School Board exams.

Services provided

**2.3.** Summer school provides students with instructors, examinations, travel and lodging needs<sup>1</sup>, as well as some socio-recreational activities and *encadrement* (support and guidance).

Results

**2.4.** Upon writing of the compulsory exam as determined by the Board exam schedule, School Operations (Data Management) processes student marks for credit and diploma updated by MEES.

## **3) Admission Requirements**

School year

**3.1.** In order to be eligible to summer school, a student must have been registered for and completed the relevant school course during the previous school year within the Cree School Board and must have attained:

marks

- a) a final mark of 45% or higher on the final MEES exam and 65% or higher of the overall mark for the school year<sup>2</sup>;
- b) for CSB courses, students must obtain an overall mark of 55% or higher<sup>3</sup>.

attendance

For both MEES and CSB courses, the student must also have attended 60% of classroom instruction for this particular course<sup>4</sup>.

Certification

**3.2.** The Coordinator of School Operations must certify that the students meet all the conditions to attend summer school.

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<sup>1</sup> When applicable

<sup>2</sup> This provision will come into effect only as of the school year 2014-2015

<sup>3</sup> Idem

<sup>4</sup> Idem

## Other Cases

### Eligibility

**3.3.** Exceptionally, the School Board may also accept in its summer school program students in the following situations:

- a) Students who have been out of school for one school year for reasons deemed valid by School Operations;
- b) Students attending Secondary school off-community<sup>5</sup>

In both cases, the student must have completed the relevant course and respected any other conditions for admission.

**3.3.1:** Students missing only one course to graduate will also be eligible if they were registered in the course during the previous school year.

## **4) Regional Level / Responsibilities**

### Services and funding

**4.1.** School Operations are responsible for the overall organization of Summer school and more particularly of the following:

- yearly budget proposal
- purchasing of didactic material
- collaboration with Student Services in providing students with travel and other information and documentation
- scheduling of courses
- location
- teachers (hiring, travel, processing work reports)
- facilitators (hiring, processing work reports)
- exams.

**4.1.2.** Schools Operations are also responsible for providing, immediately following the MEES reception of the transcripts, a list of approved students for summer school to the Coordinator of Student Services and the Summer School Facilitator in each community. The information includes:

- courses that will be taken by the student
- copy of the student's report card<sup>6</sup>
- date of birth
- Beneficiary number, if any
- names of parents
- home and emergency phone numbers.

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<sup>5</sup> Students sponsored by CSB Student Services or children of CSB post-secondary students or students who just recently moved to the CSB Territory to establish their domicile.

<sup>6</sup> Report cards are not provided to Students Services

[Travel and room and board](#)

**4.2.** Travel and room and board arrangements and funding are assumed as follow:

- by Students Services for JBNQA beneficiary students;
- by School Operations for any other eligible student who was registered in a CSB school in the current or previous school year.

## **5) Local Level / Responsibilities**

[Collaboration](#)

**5.1.** Schools hosting the Summer School will collaborate with any other stakeholders in order namely to ensure that:

- a) appropriate spaces, facilities and equipment are available;
- b) premises are maintained in the same condition as during the rest of the school year.

## **6) Summer School Facilitator / Responsibilities**

[Facilitator](#)

**6.1.** The facilitator's duties include:

- a) providing teachers with course materials;
- b) providing technical assistance to teachers (photocopies, access to computer labs, etc.);
- c) submitting completed teachers and facilitator work reports to School Operations;
- d) providing liaison between teachers and students;
- e) ensuring that students understand and respect their responsibilities as summer school student;
- f) monitoring student attendance and general discipline; Student "encadrement" (support and guidance);
- g) locating boarding homes and providing boarding home addresses to Student Services;
- h) arranging for housing for teachers in consultation with the Community Education Administrator;
- i) providing liaison between the community, the students and their families, the boarding home and Student Services;
- j) assisting Student Services with travel arrangements and boarding home payments;
- k) planning and scheduling socio-recreational activities;
- l) any other tasks to facilitate the success of students and the work of the teachers.

## **7) Teachers / Responsibilities**

7.1. Teachers are namely responsible for the following:

- a) providing to School Operations a list of the didactic material required to teach the course and not available in the host school;
- b) providing students with an overview of the course which will lead to success on the final examination;
- c) taking student attendance on a daily basis;
- d) marking the final examination when required.

## **8) Students / Responsibilities**

### [Students](#)

8.1. Students are namely responsible for :

- a) attending school every day (only medical absences with proof are permitted);
- b) being punctual at all times;
- c) respecting the teachers;
- d) respecting their fellow students;
- e) respecting the facilitator;
- f) respecting school property;
- g) completing all required class work and homework;
- h) respecting assigned boarding home placement;
- i) following any local school rules;
- j) respecting all applicable CSB policies (Safe school, Boarding Home, etc.).

Failure to respect these responsibilities may result in the removal from the program by the Coordinator of School Operations.

## **9) Application of this Policy**

### [Previous provisions](#)

9.1. The present Policy replaces all other Policies of the Board pertaining to this subject, while respecting the Council of Commissioners Policies/Ends where applicable.

### [Official version](#)

9.2. The official version of this Policy is kept by the Secretary-General of the Board.

### [Responsibility](#)

9.3. Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

The Director of School Operations is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary.