

NORTH KINGSTOWN SCHOOL COMMITTEE  
POLICY MANUAL

**ADMINISTRATIVE REGULATION  
SUMMER SCHOOL**

**PURPOSE:**

This regulation is established in support of North Kingstown School Committee Policy IHCA which stipulates the expectation that the educational offerings of the School Department shall include the opportunity for desiring students to participate in a summer school educational programs.

**REGULATION:**

The following regulations and guidelines shall be followed in the carrying out of summer school offerings to the students of the North Kingstown School Department.

I. Curriculum Offerings

- A. Summer offerings which are taken for credit must adhere to the curricula adopted by the North Kingstown School Committee.
- B. Summer offerings taken for enrichment only must be approved by the Director of Curriculum.

II. Academic Credit

- A. Students taking courses for the purpose of making up failures acquired during regular school sessions will be required to pass an examination in said subject matter, as prepared by the School Department before receiving any credit for make-up of course failed. (Refer to the North Kingstown High School Student Handbook for information on eligibility.)
- B. Secondary level students taking other courses will not receive special credit for these courses toward graduation. These courses are meant for the educational enrichment of the participants. If, however, participation in a specific course is extended over a two year program, a student may apply for academic credit after passing an examination in said course, as prepared by the School Department.

III. Facilities/Supplies/Services

The School Department shall provide custodial services, computer-generated student report cards, instructional equipment, fiscal reports, the personnel services related to posting of positions, hiring and payroll and curriculum review services at no charge to the Summer School. Publicity, salaries and instructional supplies costs will be handled through the School Department on a reimbursable basis.

#### IV. Finances

A. Tuitions shall be figured on the basis of estimated expenditures by the Director of the Summer School. Tuition rates shall be reviewed and recommended by the Superintendent to the School Committee for its approval during the April-May period prior to the Summer School session. A rate for residents will be set which is 25% less than that for non-residents of North Kingstown.

#### B. Special Costs

The costs for textbooks, special materials, equipment or possible field trips will be charged to individual participants as appropriate. These costs are above and beyond the basic tuition rates to be charged.

#### C. Payment Procedures

All participants are required to make the tuition payment on the day of registration. No late registrations will be accepted.

All participants will be charged special costs as soon as the actual costs are determined but not later than 10 days prior to the close of Summer School. Payment must be made for these special costs by the last day of Summer School.

All payments and records of payments will be collected and maintained by the Director of the Summer School. The Director shall identify revenues according to source and intended use when he/she submits revenues to the Business Manager for processing.

#### D. Refund Procedures

Registered participants will be entitled to a refund of their tuitions using the following formula:

Full refund if class is canceled.  
 3 days - full refund  
 5 days - 2/3 refund  
 Beyond 5 days - No refund

Tuition refunds and all other disbursements of funds shall be made by the Business Manager based upon requisitions submitted by the Director of the Summer School.

E. No grades will be issued for credit until all charges for tuition, unreturned or damaged textbooks and special costs have been paid.

#### V. Policies and Rules

Policies and rules for the Summer School are to be developed by the Director of the Summer School and reviewed and recommended by the Superintendent to the School Committee for its approval during the April-May period prior to the Summer School Session.

VI. Transportation

Participants must arrange for their own transportation to these activities.

VII. Personnel

Job descriptions are written and maintained in the Personnel Office for the following positions:

Director of Summer School  
Summer School Clerk/Office Positions

School Department Personnel Policies and these job descriptions serve as the regulations governing the actions/responsibilities of the summer school personnel.

VIII. Attendance

Enrichment: Students are encouraged to attend all sessions, but are not penalized for absences.

Academic credit: Students are allowed one absence for courses taken for credit. Students needing additional absences will have to request a waiver from the Director of Summer School.

IX. Administration

The Superintendent shall be responsible for the overall administration of the Summer School. The Director of the Summer School shall administer all of the daily operations of the Summer School as specified in the job description on file in the Personnel Office. The Director of Summer School shall report to the Director of Curriculum or the Superintendent's designee.

Regulations Adopted 3/3/86  
Amended: 12/6/06