

EDMONTON PUBLIC SCHOOLS

November 26, 2002

TO: Board of Trustees

FROM: A. McBeath, Superintendent of Schools

SUBJECT: Plan for Offering Summer School

ORIGINATOR: B. Holt, Executive Director

RESOURCE

STAFF: Jan Anderson, Ron Bradley, David Case, Ray Cimolini, Bruce Coggles, Kim Deep, Mary-Ellen Deising, Mike Falk, Hans Van Ginhoven, Bob Holt, Dave Jones, Veda Lastiwka, Jennifer Lawley, Chuck MacDormand, Manfred Malzahn, Corinne McCabe, Bryan Radmanovich, Tony Rankel, Norm Schmidt, Ros Smith, Carol Suddards, Mike Suderman, Darryl Sutherland, Victor Tanti

INFORMATION

The plan found in Appendix I was developed by a committee of principals, other administrators and staff from several high schools, Metro Community College and central services. It was prepared in response to several high schools' interest in offering their own summer school to provide more choice and better service to their students. The plan will take effect for the summer of 2003, with implementation beginning in December 2002. Senior high schools will have the option of offering summer school individually or as members of a multi-school consortium.

Key features of the plan are:

- It is in the best interests of all students
- It respects student and parent choice
- It meets the needs of the whole community
- It considers the needs of both Metro Community College and the schools
- It is comprehensive and provides for long term accommodation that is sustainable
- It reflects a unified district perspective
- It respects the School Act and collective agreements

The administration will evaluate results and adjust the plan annually, and conduct a major review in three years' time.

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APPENDIX I – Plan for Offering Summer School 2003 - 2005

Plan for Offering Summer School 2003 - 2005

Background

Currently about 5,500 students per year attend the district's summer school, earning about 27,000 credits. Approximately 80 per cent of these credits are earned at Metro Community College, with Argyll Home Education Centre and McNally School splitting the remainder. The number of course registrations is increasing each year. The district's summer school serves students from Edmonton Public as well as other districts.

Process used to develop the plan

A committee of administrators from Metro Community College and several high schools developed this plan with assistance from central services. The committee sought input from the senior high principals, Budget Services, Communications, Personnel, Planning, and Student Information.

Goal

This plan describes a co-operative model for offering summer school which allows the senior high schools to be innovative in meeting the needs of their students and at the same time respects the historic mandate of Metro Community College to provide the district's summer school.

Schools will have the option of offering summer school, but will not be required to do so. Each school wishing to offer it has made a three-year commitment. Clusters of schools were given the option of forming a consortium, subject to certain conditions:

- Each consortium will serve only students from its member schools
- Schools must make a three-year commitment to participate in the consortium
- Each consortium is responsible for its own accommodation arrangements

Students from schools that do not offer summer school, those from outside the district, and those who take courses in which enrolment is traditionally low, will continue to be served by Metro Community College.

Requirements

A number of requirements were set out at the beginning of the planning process, and the plan meets those requirements. The plan:

- Is in the best interests of all students
- Respects student and parent choice
- Meets the needs of the whole community

- Considers the needs of both Metro Community College and the schools
- Is comprehensive and provides for long term accommodation that is sustainable
- Reflects a unified district perspective
- Respects the School Act and collective agreements

Plan Elements

Timelines and enrolment process

Timelines for planning, marketing, registration and staffing are being coordinated to meet the needs of the public, Metro Community College, and the high schools. As well, there will be ongoing exchange of information among Metro and other summer school providers. Key dates for the coming year are:

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| December 2002 - January 2003 | <ul style="list-style-type: none"> • Schools and Metro decide which courses they plan to offer |
| February - March 2003 | <ul style="list-style-type: none"> • School handbooks finalized and go to print • Coordinated marketing • Schools recruit students, have open houses |
| April 30, 2003 | <ul style="list-style-type: none"> • Deadline for schools to decide which courses will proceed, based on pre-enrolment |
| May 7, 2003 | <ul style="list-style-type: none"> • Deadline for schools to make alternate arrangements for students they can not accommodate – for example, switching to a different course, or placement in a course offered by Metro |
| July 2 - August 1, 2003 | <ul style="list-style-type: none"> • Courses are offered during this period only |

Course offerings

Each high school that runs its own summer school will offer non-diploma examination courses to students enrolled in that school, including pre-enrolled grade 9 students. Only Metro Community College will offer courses that involve diploma exams. Metro will also offer any other courses for which there is sufficient demand, including core subjects and options, for any Edmonton Public students as well as students from other districts. Students will not be limited in the number of credits they earn in summer school. The required instructional time will be provided.

Communications

To ensure that students, parents and district staff are well-informed about which summer school courses are offered, where they are offered, and how to register, the following will be done:

- Summer school providers will communicate frequently among themselves to ensure that students are well-served.
- All summer school partners will ensure that students are informed of all their educational options.

- Communications will prepare a streamlined communication plan for external and internal audiences.
- A coordinated marketing campaign will be adopted to minimize costs and prevent confusion among our customers.

Staffing

Staffing will be done collaboratively between the schools and Metro Community College. All summer school administrators and teachers, including those who work off-site supervising Registered Apprenticeship Program and work experience students, will be compensated in accordance with the Alberta Teachers' Association collective agreement. Support staff and lab technicians will be paid at the same rate they receive during the rest of the year.

Funding

Summer school providers will receive funding based on credit completion. Schools that are part of a consortium will arrange among themselves the division of revenues and expenses.

Student Fees

Fees will be standardized among all summer school providers.

Accommodation

Any school that offers its own summer school will be responsible for its own accommodation arrangements. Metro Community College will continue to offer classes in a variety of locations.

Special needs

The high schools will have primary responsibility for accommodating students with special needs who reside in their attendance area, as they do during the regular school year. For non-diploma examination courses, students may also register at Metro Community College provided that the student's needs can be met.