

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Area Superintendent

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Reference:

ARTICLE: 3.0 EDUCATIONAL PROGRAM

3.12 SUMMER SCHOOL PROGRAM

SECTION 3.12.1 Summer School Program

Summer sessions in the Poway Unified School District will provide the same quality of purposeful instructional programs offered during the regular school year. The operation of the Summer Session will follow the policies of the District, District administrative procedures, and District Summer Session Standards and Procedures Manual, which will be issued each April. Those programs which are supported by the State Department of Education through apportionment will be offered. Additional programs may be offered only as individual schools provide funding or as the District identifies additional funding to support them.

Summer Session Standards and Procedures Manual

The Summer Session Standards and Procedures Manual shall be published each year as soon as directives from the State Department of Education are available. The manual should include the following items:

1. Summer Session programs
2. Summer Session sites
3. Dates and time periods
4. Qualifications for enrollment
5. Registration procedures
6. High School credit
7. Transportation information
8. Administration responsibilities
9. Personnel practices (Teacher - Support Staff Selection)
10. Rules and regulations
11. Equipment and supplies
12. Special Education classes
13. Attendance procedures

This manual will provide the detailed administrative procedures for the current year as follows:

Budget

The summer school director in conjunction with the director of finance, or his designee, shall be responsible for developing a budget of the Summer Session.

Additional Programs

Additional programs may be offered under the auspices of the Community Services Program (see Administrative Procedures Section 3.13.2) and the Regional Occupational Program (ROP) (see Board Policy 3.17).