

ADMINISTRATIVE PROCEDURE

Instruction Programs and Material

Summer School

INS #07

Revised: April 2026

Background

Christ the Redeemer (CTR) Catholic School Division recognizes the importance of summer school in supporting student learning, achievement, and well-being. Summer school provides opportunities for students to upgrade, recover, or accelerate their learning, while also offering flexible pathways that respond to the diverse needs of students and families across the Division.

The mission of CTR Catholic is to *“deliver an authentic Catholic learning experience by creating a foundation of faith and knowledge in a warm, caring environment to guide all students to appreciate the goodness of all creation and to meet the challenges of life with hope and confidence.”* This commitment is further reflected in the division’s vision that *“the Truth of Christ, love of God, and abundant knowledge of God’s Creation will be experienced by and manifest in the students, staff, parents, and supporters of our Catholic School Community.”*

Summer school programming reflects these foundational statements by providing inclusive, responsive, and supportive learning environments where students are encouraged to grow academically, personally, and spiritually. Programs are designed to meet the needs of learners while maintaining high expectations and appropriate supports.

All summer school programming within CTR Catholic shall be developed and delivered in accordance with Alberta Education and legislative requirements, ensuring quality, consistency, and alignment with provincial standards.

Procedures:

1. CTR Catholic schools who offer a session of summer school based on the needs of their schools do so in conjunction with superintendent / designate. **This shall be determined in December of each school year.**
2. The dates for summer school course offerings are determined by the Superintendent / designate in consultation with the Administration of the schools offering summer school. Considerations include the current school year calendar, reasonable end dates and feasibility of school transitions from year end to summer school. The Coordinator of Student Information Services is notified of these dates for PowerSchool calendar purposes. **This is determined in December of each school year.**
3. The courses offered at summer school are determined by the school Administration considering the needs of the school and incorporated into student course selection for the summer school term. The Coordinator of Student Information Services is notified of these courses for scheduling purposes. **This is determined in January of each school year. Course selection for summer school starts after February 1st each school year.** All courses offered at summer school will proceed only upon satisfactory enrollment numbers.

4. Identifying the Principal: The principal of the school offering summer school is deemed the summer school principal. Alternately, the principal will work with the Director of Human Resources to identify and appoint a teacher on staff to become the summer school principal in his or her place. **This is confirmed in January of each school year.**
5. Identifying the Staff: All teaching positions shall be posted in a manner that allows all existing CTR Catholic staff (internal candidates) to be aware of the opening as well as externally to individuals not employed in a CTR contract. **This email is sent in or before March of each school year.**
 - a. All hiring of teaching and support staff follows the procedures outlined in Administrative Procedure PER #1 Hiring of Staff.
 - b. The summer school principal selects teachers and support staff for summer school positions. She or he reserves the right to choose teachers and support staff to best meet the needs of the students and the courses offered.
6. The principal of summer school shall work with the School Administrative Assistants to oversee summer school course selections/registrations to forecast, analyze and make predictions based on enrollment and the needs of the school. All courses offered at summer school will proceed only upon satisfactory enrollment numbers.
7. The principal of summer school shall consult with the Facilities Department on the needs of the summer school programs, and to coordinate the summer cleaning of the school.
8. The principal of summer school shall work collaboratively with the Superintendent, or designate, to update summer school student enrollment and course offerings. In consultation with the Director of Corporate Services, they estimate staffing and enrollment, ensuring that the funding requirements are aligned with the Alberta Education Funding Manual, and that class sizes are financially viable while meeting the needs of the school. Staffing full-time equivalent (FTE) is calculated based on teaching days and salary.
9. The principal of summer school shall perform all leadership duties during the duration of summer school.
10. Method of Renumerations: Summer school teachers, support staff and principals are compensation based on the following:
 - a. Teachers of summer school are paid under clause 3.9 of the Collective Agreement which is 1/200th of the teacher's total annual salary (less any allowances) for each day of summer school they teach.
 - b. Support staff members are paid according to established pay grids for hours worked.
 - c. Summer school principals are paid in accordance with the Collective Agreement and the principal's allowance is formulated using summer school student enrollment for 1/12 of a year.
 - i) Principal administrative time is calculated by dividing the total number of Credit Equivalent Units (CEU) generated by 30, which is the average CEU of a full-time student, then divided by 250, which is the students / admin time ratio. If the administration chooses, the designated Principal may teach partial summer school to bring the FTE up to 1.0.