



## ADMINISTRATIVE PROCEDURE

### CURRICULUM EXTENSION COURSES – IN ADDITION TO REGULAR SUMMER SCHOOL

6178  
Procedure No.

May 17, 1973  
Date

- I. **PURPOSE:** To provide a regular procedure for requesting and establishing curriculum extension courses in addition to the regular summer school offerings.
- II. **POLICY:** The Board of Education has authorized curriculum extension courses and specified how such courses might be approved. (Board Policy 6178)
- III. **DEFINITIONS:** The following definitions apply within the content of these procedures:
  - A. **Curriculum Extension Course:** A course, instructional in nature, in addition to or apart from the regular summer school programs.
  - B. **Course Sponsor:** The person who prepares the course offering and submits the Form AP 6178A and will actually direct the course, if approved.
  - C. **Approving Official:** The Assistant Superintendent for Instruction and Pupil Services, and in addition, such other Supervisors he may delegate to review and approve such courses.
  - D. **Tuition:** Monies paid by students for courses offered, which must be in the form of checks or money orders payable to the Board of Education.
  - E. **Instructors Pay:** The amounts authorized by the Board of Education for summer employment in such courses.
  - F. **Facilities:** Classroom spaces and equipment as furnished by the school system for the use in conducting a curriculum extension course.
  - G. **Facilities Charges:** Such charges as may be directed by the approving official for facilities furnished.
- IV. **PROCEDURES:** The person sponsoring the desired curriculum extension course will be furnished Form AP 6178A. Basic steps involved are as follows:
  - A. **Course Sponsors Request:** This is Part A of the request form and is addressed to the Assistant Superintendent for Instruction and Pupil Services, VIA the principal of the school where the course is desired to be held. Content of this section included:
    1. Name and description of course desired.
    2. Name of school where course will be held.



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3. Dates and hours of day for course.
  4. Class size estimate.
  5. Instructors required.
- B. Principals Recommendation: This is Part B of the request form and provides for:
1. Review of the above request by the principal.
  2. Concurrence as to the course data in Part A.
  3. If not approved, the reasons should be shown and the form returned to the sponsor.
- C. Assistant Superintendent Approval: This is part C of the request form and is the authority for all concerned to proceed with the arrangements and to conduct the course.
- D. Special Instructions: There are necessary administrative actions for the hiring of teachers, timekeeping and payroll matters and collection of tuition with remittance to the Board of Education. These instructions are printed on the reverse of the request form for facility of reference by all concerned.
- E. Conduct of Course: Upon receiving the approved request form, the course sponsor is responsible for accomplishing all administrative and educational matters in connection with the course. This will include:
1. Collection of money orders and checks for tuition.
  2. Recording and reporting instructor's time for pay purposes as outlined on the reverse of the request form.
  3. Maintenance of an orderly class with due regard to all matters of protecting or safeguarding public property.
- F. End of Course Report: At the conclusion of the course, the sponsor will prepare a short summary of the course operation together with his appraisal of the results. The report should be addressed to the Assistant Superintendent for Instruction and Pupil Services, via the principal of the school where the course was held. In his endorsement, the principal will



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include comment as to the satisfactory condition of facilities at the conclusion of the course.

- V. **RELATED PROCEDURES:** None.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** The Supervisor, Summer School, will review And update these procedures as may be necessary from time to time.
- VII. **CANCELLATIONS AND SUPERSEDURES:** None; this is a new Administrative Procedure.
- VIII. **EFFECTIVE DATE:** May 17, 1973.

Approved by:  
Carl W. Hassel  
Superintendent of Schools

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