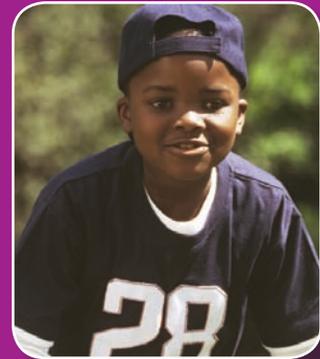


2013

# Summer School Handbook



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## SECTION I

### REGULAR SUMMER SCHOOL PROGRAM POLICIES AND STANDARDS

A summer school program approvable for state aid consists of a planned schedule of course offerings for students at the elementary and/or high school level which operates between the close of the regular school term and the beginning of the next regular term and provides at least 120 clock hours of instruction. In order to distinguish sessions, there must be at break of at least one school day between the regular school year and the beginning day of summer school. School districts with “year-round” cycle schedules may conduct an approved component of their regular summer school during their fall and spring cycle breaks. All summer programs, excluding Extended School Year (ESY), must be approved by the local board of education prior to the district’s submitting an application to the Department of Elementary and Secondary Education.

**Summer School Finance/State Aid** - Please refer to [Appendix 2](#).

**Extended School Year Finance/State Aid** – Please refer to [Section 2](#).

#### Fees

Public school districts **may not charge fees of any type** for school work for which academic credit is granted by the local public school system. Therefore, fees may not be charged for a state-approved summer school program or ESY program. **Charging fees for any part of the program will disqualify the entire program for state funding.** Please refer to [Appendix 5](#), for additional information.

#### Approval and Due Date

All summer school programs, excluding ESY programs, must be approved by the Department of Elementary and Secondary Education in order to qualify for state or federal funds. In order to be granted approval, local school districts must first submit the [Application for Summer School Approval](#) no later than **June 1** to School Improvement. This part of the application includes the district name, county/district number, building names and numbers where summer school classes will be held, estimated enrollments, grade levels, start and close dates, dates not in session, hours of class per day, and total hours and days the program will operate. This form can be filled in and printed off of our website. at: <http://www.dese.mo.gov/forms/MO5001860.pdf> . If an ESY program is operated in conjunction with a summer school program, and the district plans to stack hours, then the district should include ESY hours on the application. For additional information or questions about the summer school program, please contact the School Improvement at 573-751-9094 or 573-751-3190.

The next step of the application is submitted through MOSIS in the June Summer Course Assignment and Student Assignment submission. Once the MOSIS submission is certified it will populate the information on Screen 24 as part of the June cycle of Core Data and is due no later than **June 30**. Please refer to [Appendix 1](#), for a sample of Core Data Screen 24.

#### Close Date

The close date for summer school is determined at the local level. However, it is recommended that summer schools close in sufficient time for districts to meet the August 15 due date of the August Student Enrollment and Attendance MOSIS submission. Summer school attendance hours, as well as ESY hours, are submitted in this file and flow into Core Data Screen 16. Timely submission of this data enables the School Finance Section to calculate the additional ADA generated by summer school and ESY students in a timely manner and adjust district state aid payments. Please refer to [Appendix 7](#), to view a sample of Screen 16.

## Days/Hours in Session

The school day for districts establishing a *five-day school week* must be at least three hours, but not more than seven hours long, except for vocational schools in St. Louis City and St. Louis County which may plan school days up to eight hours long (Sections [160.041](#) and [171.031](#)). The school day for districts establishing a *four-day school week* must be at least four hours, but not more than 8 hours long. There are no standard day/hour requirements for ESY programs, as length and duration are determined by the IEP team.

There is no required number of days that an approved summer school *must* be in session. Summer schools may operate three, four, or five days per week at the discretion of the local district.

An approved summer school program provides at least 120 clock hours of instruction regardless of the number of days it is in operation. This requirement can be met in a variety of ways. First, and most common, is by districts offering a variety of classes at either the elementary or secondary level which meet state guidelines and whose total hours of instruction equal at least 120 clock hours. A second method of meeting the clock hour requirement is by districts offering a variety of classes at the elementary and secondary level whose combined hours total at least 120. This method is commonly referred to as “stacking.” Under the “stacking” method, districts typically offer 60 hours of instruction at the elementary level with sixty hours of instruction at the secondary level for a combined total of 120 clock hours. Stacking may also include ESY program hours to meet the required 120 clock hours. School districts with “year-round” schedules may include instructional hours earned in a structured summer school program held during fall and spring term cycle breaks. These attendance hours will be reported in the August MOSIS Enrollment and Attendance file. Examples of acceptable combinations are as follows:

- 60 hours in grades K-6 or K-8 plus 60 hours in grades 7-8 or 9-12 in a regular summer school.
- 30 hours in grades K-6 plus 30 hours in grades 7-8 plus 60 hours in grades 9-12 in a regular summer school.
- 60 hours in grades Kindergarten through grade 8 (K-8) earned during fall and spring term/cycle breaks plus 60 hours in grades nine through twelve (9-12) in an approved summer school program.
- Title I summer school hours may not be used in the “stacking” method. The district must demonstrate compliance with the supplement not supplant requirement before federal programs funds may be used for summer services. Prior to obligating ESEA federal funds for summer services, the district must complete a Federal Program Proposed Summer School Plan. This form and instructions are located on the ESEA Federal Programs Federal Compliance website: [http://www.dese.mo.gov/divimprove/fedprog/grantmgmnt/Summer\\_School.html](http://www.dese.mo.gov/divimprove/fedprog/grantmgmnt/Summer_School.html)

No individual course or segment of an approved summer school program, other than special education extended school year programs, may consist of less than 30 clock hours of classroom instruction. Minimum time requirements exclude break time and lunch time.

Extended school year programs for disabled or severely disabled pupils, as required by the Individual Education Program (IEP), are exempted from the 120 clock hours of instruction for a minimum summer school offering. There is no clock hour requirement for ESY programs. However, districts may combine ESY hours with regular summer school hours to meet the minimum of 120 clock hours.

## Virtual Classes – Part I

The Missouri Virtual Instruction Program (MoVIP) will be offering 2013 summer school. Please visit the **Course Information** section of the MoVIP website for a complete listing of summer school courses available: <http://www.movip.org/courseinfo/>.

Section 162.1250[3] RSMo allows school districts to receive state school funding for resident students who are enrolled in the school district and who are taking a virtual course offered by the school district. In order to receive summer school funding, the virtual classes must meet the following requirements:

- be included in the approved summer school plan,
- For purposes of calculation and distribution of state school funding, attendance of a student enrolled in a district or charter school virtual class shall equal, upon course completion, ninety-four percent of the hours of attendance possible for such class delivered in the non-virtual program in the student's resident district or charter school pursuant to Section 162.1250[3] RSMo
- at least 50% of courses must be from the core academic area.
- must have a contact teacher with a valid Missouri teaching certificate assigned to interact with students of virtual courses.

## **Virtual Classes - Part II**

Virtual classes may also be purchased from an outside vendor or developed by the district. The district or charter school shall ensure the virtual classes are aligned with the Show-Me curriculum standards, comply with state requirements for teacher certification and ensure the following standards are satisfied:

- (1) The virtual course or virtual program utilizes appropriate content-specific tools and software;
- (2) Orientation training is available for teachers, instructors, and students as needed;
- (3) Privacy policies are stated and made available to teachers, instructors, and students;
- (4) Academic integrity and Internet etiquette expectations regarding lesson activities, discussions, electronic communications, and plagiarism are stated to teachers, instructors, and students prior to the beginning of the virtual course or virtual program;
- (5) Computer system requirements, including hardware, web browser, and software, are specified to participants;
- (6) The virtual course or virtual program architecture, software, and hardware permit the online teacher or instructor to add content, activities, and assessments to extend learning opportunities;
- (7) The virtual course or virtual program makes resources available by alternative means, including but not limited to, video and podcasts;
- (8) Resources and notes are available for teachers and instructors in addition to assessment and assignment answers and explanations;
- (9) Technical support and course management are available to the virtual course or virtual program teacher and school coordinator;
- (10) The virtual course or virtual program includes assignments, projects, and assessments that are aligned with students' different visual, auditory, and hands-on learning styles;
- (11) The virtual course or virtual program demonstrates the ability to effectively use and incorporate subject-specific and developmentally appropriate software in an on-line learning module; and
- (12) The virtual course or virtual program arranges media and content to help transfer knowledge most effectively in the online environment.

## **Field Trips**

Eligible attendance hours for state aid purposes for field trips are limited to the length of the normal school day. For example, if a field trip requires eight clock hours to complete but the length of the normal summer school day is four hours, only four clock hours of attendance may be claimed for each participating student for state aid purposes. State transportation aid for field trips is not allowed.

## **Curriculum - State Supported Programs**

The curriculum for elementary (K-6 or K-8) or secondary (7-12 or 9-12) approved summer school programs must include one or more of the core academic areas of language arts, mathematics, science or social studies. The curriculum should emphasize material included in the Missouri Assessment Program (MAP). Instruction time in the academic area(s) must be comprised of not less than 50 percent of the total clock

hours of instruction at the elementary and secondary levels. For example, districts may not have a standalone non-academic course, such as driver education, at the secondary level without having at least one class in a core subject area.

Any course which is offered during the regular school term, except those underlined below, may be approved as part of the summer school program as long as 50 percent of the classes are in core subjects. All classes must be open to all students unless there is a prerequisite required as stated in the course handbook used during the regular school year. Any course requiring special approval during the regular school term must receive similar special approval for summer school.

Activities such as, gymnastics, weightlifting, tennis, and swimming lessons conducted under the sponsorship of the school cannot be included as part of the approved summer school program unless they are an integral part of a comprehensive physical education course which is part of the scheduled 120 or more clock hour approved summer school program. Summer school physical education hours that do not count as credit toward graduation are not allowed to be utilized when calculating a district's average daily attendance, pursuant to Section 163.011[2] RSMo. **Athletic Practice/Conditioning 086020 and Body Conditioning 086025 courses are specifically prohibited from the summer school program.**

Activities such as study hall, computer camps, band camps, cheerleading clinics, recreation programs, athletic practices, and isolated vocal/instrumental music practices shall not be included as part of the 120 or more clock hours of instruction in an approved summer school program and shall not be counted for summer school membership and attendance for state aid purposes.

### **Curriculum - Special Education Programs**

The curriculum provided for students with disabilities in an extended school year (ESY), program must be consistent with the needs of the students as determined by the Individualized Education Program team and the student's IEP. See [Section 2](#), for additional information.

### **Instructional Activities**

Special instructional activities, such as field trips, demonstrations, guest speakers, outdoor learning activities, and other nontraditional instructional activities not possible during the regular school year, are encouraged in approved summer school programs. Special approval is required for extended off-campus activities.

### **Teacher Certification**

All teachers employed in an approved summer school program must hold a valid Missouri teacher certificate. This certificate must be at the proper level and in the academic area of service for the summer teaching assignment. Teachers whose certificates have expired **do not** hold a valid certificate. These individuals must renew their certificate **prior to the start** of the summer session in order for the class to qualify for state aid. Also, if recent graduates or out-of-state teachers are employed as summer school teachers, the district **must** secure substitute or provisional teacher certificates for these individuals. Failure to do so will result in disapproval of the summer school program and/or attendance hours of students enrolled in classes taught by teachers not holding a valid certificate.

**Be advised**, candidates making application for an initial Missouri teaching certificate will be issued a certificate based on the following:

- Applications received from May 1 through July 31 may be effective June 1.
- Applications received from August 1 through November 30 may be effective August 15.
- Applications received during the period of December 1 through April 30 may be effective January 1.

Renewal of professional certificates will be effective upon the date of expiration if the renewal application and supporting documents are received within 11 months of expiration. If the license has expired more than 11 months from the expiration date, the individual must meet the current certification requirements as set forth in the compendium.

Substitute teaching certificates become effective upon receipt of an educator's application, transcripts, and current fingerprint clearance. The certificate is valid for four years provided the educator continues employment or, if a new hire, has a current background check clearance.

Please refer to [Appendix 6](#), for the certificate required to teach specific courses.

### **Course Names and Course Codes**

Assignments for summer school teachers are reported through MOSIS in the June Summer Course Assignment file. Once the MOSIS submission is certified, it will populate the information on Screen 24 of the June cycle of Core Data. (Administrators, librarians, counselors, and regular classroom aides are not required to be reported on Screen 24.) This report is due no later than June 30. Secondary staff assignments must be reported using course titles and numbers provided by the Department which are listed in the Core Data and MOSIS Reference Manual and in Appendix 6, page 22, of this handbook. If there is not a clear match between the course title used at the local level and the title in the Core Data and MOSIS Reference Manual, districts must use the Core Data title and accompanying course code number. Please refer to [Appendix 1](#).

At the elementary level, districts often advertise class offerings through the use of innovative titles such as, "Write Your Own Book," "Math Magic," "Slugs, Bugs, and Slimy Things," and "Home Town Heroes and History" and report them using a secondary course code number. Although advertising courses by giving them catchy names is a good practice, reporting them using specific course codes is not. The reason for this is that elementary teachers do not typically hold English, math, science, or social studies certificates. Therefore, elementary classes with a special theme, topic or subject should be reported on Core Data as general elementary classes at the grade level at which they are being taught. Specific course codes should be used at the elementary level to report art (024100), music (126900), physical education (086000), computer literacy (991100), and exploratory classes. Please refer to Appendix 1, pages 12-13, for additional reporting information.

### **Reading Remediation (167.645 RSMo)**

Course Code 054841 (Reading) may be used to report reading remediation as required by, 167.645 RSMo. Please refer to [Appendix 6](#) to determine the required certificate for this assignment.

### **Grade Level**

The correct use of grade level codes is also very important when completing the MOSIS June Summer Course Assignment file. When an elementary or secondary class is made up of students in only one grade, it is appropriate to report the class as grade "three", grade "seven", or other single grade that is reflective of the class. If there are children in more than one grade in an elementary or secondary classroom, report the grade that best identifies the majority of the students in the classroom or the level at which the instruction is being delivered. Please use the following Grade Level indicators when completing the MOSIS June Summer Course Assignment file:

- K Kindergarten (Limited to students who will be eligible to attend kindergarten in the fall of 2013. Report children who were in kindergarten during the 2011-2012 school year as first graders.)
- 1-12 Grades 1-12 (Report one specific grade level.)
- 13 High School (Any combination that includes grades 9-12 or 7-12 in a high school building.) Typically used to report physical education, art, music, practical arts, career education and elective classes composed of students in several different grades.
- 14 Junior High (Any combination that includes only grades 7-9.) Typically used to report physical education, art, music, practical arts, and exploratory classes composed of students in two or more grades.
- 15 Middle School (Any combination that includes only grades 4-8.) Typically used to report physical education, art, music, practical arts, and exploratory classes composed of students in two or more grades.
- 16 Elementary (Any combination that includes only grades K-8.) Use only when reporting an elementary class with one of the following course code numbers: 024100 art, 126900 vocal music, 086000 physical education, 991100 computer literacy, 991010 exploratory and enrichment, and 990808 gifted. Do not use when two or more regular elementary classes are combined. *See note above for 1-12 grades.*

### **Class Size**

Classification standards relative to class size used during the regular school year are applicable to state-funded summer school programs.

### **Learning Resources**

Textbooks, library resources, and other instructional materials and aids shall be of a quality equal to that used during the regular term.

### **Facilities and Equipment**

Facilities and equipment used for summer school programs shall be of equal quality to that used during the regular school term.

### **Planning Time**

Planning time is recommended for teachers teaching more than four hours per day in summer school. Planning time is *not* to be reported in the MOSIS June Summer Course Assignment file.

### **High School Credit**

School districts may grant credit for courses offered free of charge, providing the instructional time meets state standards. High school pupils in grades nine through twelve may earn one unit of high school credit for courses which meet at least 120 clock hours, 1/2 unit for courses which meet at least 60 clock hours or 1/4 unit of credit for courses which meet at least 30 clock hours.

High school credit may be granted for driver education classes offered free of charge. This includes no charge to students for gasoline, as it is a basic essential of the class. 1/4 unit of high school credit may be granted for driver education classes which provide 30 clock hours of classroom instruction, six clock hours behind the wheel, and twelve clock hours as an observer in the driver education car. If it is desirable to grant 1/2 unit of high school credit for driver education classes, 60 clock hours of classroom instruction must be provided in addition to the six clock hours behind the wheel and 12 clock hours as an observer.

Minimum time requirements for credit classes exclude break time and lunch time.

### **Credit Recovery**

Credit Recovery provides an opportunity for high school students (grades 9-12), who would otherwise fail a course taken during the regular school year, to complete the requirements of the class and receive credit by attending summer school. The regular school year teacher must outline the deficiencies the student must complete in order to receive credit for the class. The summer school teacher acts as a monitor (resource teacher) to students in the class as they work to complete the assignments for their class. Since students in the class may be working in a variety of subject areas, the supervising teacher may hold any valid Missouri teacher certificate except a substitute certificate, early childhood certificate, or non-degree vocational certificate.

Credit recovery classes meet for thirty clock hours. If a student completes his/her assignments in less than thirty clock hours, they should receive study skills instruction in order to help them avoid this problem in the future. Credit recovery is to be used only when a student has a reasonable chance to complete the unfulfilled requirements of a course within thirty clock hours. Otherwise, the complete course must be repeated.

### **Membership and Attendance - Resident Students**

The summer school attendance hours of resident pupils eligible for admission to kindergarten in the next fall term (if the pupil will reach the age of five, by August 1, 2013, pursuant to Section 160.053, RSMo.) through the earlier of age twenty-one, or the completion of grades 12, will be counted for state aid purposes in accordance with Sections 163.011.

The summer school membership hours will be reported for these same pupils for whom summer school attendance hours are maintained. The membership hours are the maximum hours all students enrolled in summer school could attend if all students had perfect attendance for their enrollment. Membership hours are not used in state aid calculations.

State aid cannot be claimed for resident or nonresident pupils if tuition and fees are charged.

Local school districts must keep individual membership and attendance records by the clock hour for summer school programs. Summer school attendance records shall be audited as required by law.

As part of the requirement for MOSIS every student is required to have a MOSIS State ID before you will be able to submit information in the June Summer Course Assignment and Student Assignment submission in MOSIS. This includes each student who is enrolled in your district's summer school.

### **Membership and Attendance - Nonresident Missouri Students**

Districts may provide summer school services to Missouri nonresident students under the provisions of Section 167.227, RSMo. Under the provisions of this section, districts conducting approved summer school programs may, at their option, allow students from other Missouri districts to attend or may limit their program to resident students. If students from other Missouri districts are allowed to attend the summer

school program, the sponsoring school district must select one of the following methods for receiving compensation for providing this service.

- Charge a tuition fee to all nonresident students based on the number of classes and/or hours of instruction involved in the nonresident student’s summer school schedule. The district providing the summer program would not be eligible to claim state aid for these students. The district of residence, however, under an inter-district agreement, may claim state aid for these students in order to help defray the tuition paid to the district providing the summer school service.
- Allow all nonresident students to attend on a tuition-free basis and claim the attendance hours generated by these students for state aid purposes as though they were resident students. No tuition may be charged to parents or other districts for these students.

Districts may give first priority to resident students in their summer school program or otherwise limit the number of nonresident students they enroll in their program. Students may enroll and attend summer school classes in only one district.

Summer school programs funded wholly by federal money may not serve students from other districts, except under an inter-district agreement.

As part of the requirements for MOSIS, every student is required to have a MOSIS State ID before you will be able to submit information in the June Summer Course Assignment and Student Assignment submission in MOSIS. This includes each student who is enrolled in your district’s summer school.

### **Attendance Records and Reporting**

Districts operating state approved summer school programs must maintain student attendance records in order to qualify for state aid. Attendance records for individual students must be maintained by the clock hour in a manner which can be audited. At the conclusion of the summer program, the attendance data for all students must be summarized and submitted to the Department via MOSIS in the August Enrollment Attendance file which will populate Screen 16 of the August cycle of Core Data. The submission date for this information is **August 15**. Please refer to [Appendix 7](#), for an example of this screen.

### **Transportation**

Pupil transportation for a regular summer school program is not approved for state funding, but may be provided at local district expense. Some federal programs allow funds to be used for transportation. Consult the guidelines for those programs. Please refer to “Summer School Transportation” in [Appendix 3](#), for additional information.

### **School Health Services**

School health services for summer school pupils are encouraged but not required.

### **School Food Services**

School food services for summer school pupils are encouraged but not required. Please refer to “Summer School Child Nutrition Programs” in [Appendix 4](#), for additional information.

## **Final Approval and On-Site Review**

School Improvement will review applications, consult with local school officials as needed, and approve all eligible regular summer school programs for state aid. A signed copy of the Application for Summer School Approval will be mailed to participating districts.

The [Summer School Review Checklist and Final Approval Form](http://www.dese.mo.gov/forms/MO5002086.pdf) can be filled in and printed off of our website at: <http://www.dese.mo.gov/forms/MO5002086.pdf> and is ***to be completed by the Summer School Director, signed by the school superintendent, and mailed to School Improvement, PO Box 480, Jefferson City, MO 65102 no later than August 15.***

## SECTION II

### SPECIAL EDUCATION EXTENDED SCHOOL YEAR (ESY) SERVICES

#### Extended School Year for Students With Disabilities

Local school districts are required to provide Extended School Year (ESY) services for students with disabilities when the student's Individualized Education Program (IEP) team has determined that such services are required to provide the student a Free Appropriate Public Education (FAPE). Extended school year programs and regular approved summer school programs are separate and distinct programs.

#### Eligibility

In order to be eligible for funding of ESY services, local school districts must meet the following eligibility standards:

- A. The local school district must have in effect a policy which governs eligibility for extended school year services. This local district policy must include the following:
- B. The IEP team must determine for each individual student whether or not special education and related services are required for more than the typical school year of 174 days.
- C. If ESY eligibility is predicated on regression/recoupment criteria, documented and/or predicted regression/recoupment must be considered.
- D. The IEP team decision for each student's need for ESY services must be documented in the student's IEP.
- E. The type of special education and related services and their frequency, intensity, and duration shall be determined by the IEP team and documented in the IEP.
- F. An extended school year program is exempted from the one hundred twenty (120) clock hours of instruction for a minimum summer offering. However, districts may use ESY hours in conjunction with regular summer school hours to meet the minimum 120 clock hours for the minimum summer offering.

#### State Aid

When extended school year services are provided in conjunction with the school district's regular and approved summer school program, the district will receive regular state aid as described in [Appendix 2](#), "Summer School Finance" for the students receiving ESY services.

When extended school year services are **not** provided in conjunction with the school district's regular and approved summer school program, the district will receive regular state aid as described in [Appendix 2](#), "Summer School Finance" for the students receiving ESY services.

#### Transportation

Extended school year programs for students with disabilities are eligible for state transportation funding. Please refer to "Summer School Transportation" in [Appendix 3](#), for information relating to transportation.

## **Transportation for Early Childhood Special Education (ECSE) ESY**

ECSE ESY services and transportation are reimbursed through an Expenditure Report (ER) and not through State Aid/Transportation Aid. ECSE ESY expenditures must be recorded to function codes 1280 and 2559 in the ASBR in addition to being reported on the ECSE ER to be reimbursed.

# SECTION III

## Appendix I

### SUMMER SCHOOL COURSES AND ENROLLMENT

(Screen 24)

#### June Cycle

The Summer School Courses and Enrollment screen is used to report specific information for each class that is included in the district's state-funded summer school program and each certificated staff person as well as each specially funded aide participating in the program. These data along with information submitted on the Application for Summer School Approval-Part I will be reviewed to determine the status of the district's state-funded summer school program. Please refer to the Application for Summer School Approval submitted to the Department of Elementary and Secondary Education on June 1 when completing the MOSIS June Summer Course Assignment and Summer Student Assignment submission. When the MOSIS submission is certified, Screen 24 will be populated.

Core Data Collection

District:  Year:  Status: CLOSED-Cycle not available.

School No./Name:

Location: Data Collection Menu - June Cycle - 24 Summer School Courses & Enrollment

Line	SSN	First Initial/Last Name	Position	Course/Name	Grade	Enroll	Hours	Credit
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Email: [webreplymprocd@dese.mo.gov](mailto:webreplymprocd@dese.mo.gov)

Current User: Last Modified User: Last Modified Date:

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District:

Year: 2011-2012

Status: OPEN-Cycle is available for data entry.

School No./Name Choose a School



Location: Data Collection Menu - June Cycle - 24 Summer School Courses & Enrollment

- ▼ Data Collection Menu
  - ▶ August Cycle
  - ▶ October Cycle
  - ▶ December Cycle
  - ▶ February Cycle
  - ▶ April Cycle
  - ▼ June Cycle
    - ▶ 07 Library Media Center
    - ▶ 08 Attendance Center
    - ▶ 09 Discipline Incidents
    - ▶ 10 School Calendar List
    - ▶ 12 Special Ed Exiters
    - ▶ 13 Secondary Headcount
    - ▶ 14 Attendance
    - ▶ 17 Physical Fitness Assessment
    - ▶ 18A Educator Evaluation
    - ▶ 19 Professional Development
    - ▶ **24 Summer School Courses & Enrollment**
  - ▶ Reports
  - ▶ Edit Reports
  - ▶ DESE Web Application Menu
  - ▶ Logon/Logoff

Email: [webreplvmpcrd@dese.mo.gov](mailto:webreplvmpcrd@dese.mo.gov)

Current User: Last Modified User: Last Modified Date:

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### June Cycle – Screen 24 - Building selected

## ITEM DEFINITIONS – SUMMER SCHOOL COURSES AND ENROLLMENT (Screen 24)

**Help** – Click button to display information about items on the screen. This information is the same as in the Core Data Manual.

**District** – County-district code and name of school district. (Display only, based on logon User ID.)

**Year** – School year for which data are collected. (Select from dropdown list.)

**Cycle** – Cycle in which data are collected. (Select from dropdown list.)

**Status** – Current status of district's data for cycle selected. (Display only.)

**School No./Name** – 4-digit number and name of attendance center where instruction is given for this program. (Select from dropdown list.)

**Line** – A sequential number for each line assigned by the system.

**SSN** – Social security number of educator. If an educator has multiple assignments, each assignment should be listed on a separate line in consecutive order. Group each educator's assignments together.

**First Initial/Last Name** – First initial and last name of educator, specially funded aide or special education ancillary personnel.

**Position** – Position code and name of educator's assignment (see Exhibit 3). (Select from dropdown list.)

**Course/Name** – Course code that identifies assignment (see Exhibit 10). Every assignment must be identified by a course code except kindergarten and elementary classes in self-contained classrooms. (Course name is system displayed.)

**Grade** – Grade level at which curriculum is designed to be taught (see Exhibit 12). (Select from dropdown list.)

**Enroll** – Enrollment. Number of students served in each assignment.

**Hours** – Total hours the class meets during the full duration of the summer school program (normally 60 to 120 clock hours).

**Credit** – Units of high school credit granted for assignment (complete for grades 9-12 only). Enter the units of credit in decimal form, i.e., 0.25, 0.50, 1.00.

**Del X** – Click button to delete row.

**Save** – Click button to save all data on screen.

**Add More Lines** – Click button to add more lines.

**Edits** – Click button to display list of potential data errors related to data displayed.

## *Appendix 2*

### **SUMMER SCHOOL FINANCE**

To qualify for state aid, a regular summer school program must provide at least 120 clock hours of instruction. The exception is an extended school year (ESY) for special education students, which has no specific requirement of clock hours.

The attendance of a summer school pupil is a fraction of a regular school term FTE. The summer school average daily attendance (ADA) is calculated by dividing the total summer school attendance hours by the minimum regular school term of 1,044 hours. The easiest illustration is to assume one student attended all 120 hours of a 120 hour summer school session. The FTE in this example would be .1149 which is computed by dividing 120 by 1,044. Thus, it would take approximately nine summer school students with perfect attendance to equal one regular term FTE pupil.

#### **Summer School for the 2013-14 Payment Year**

For the 2013-14 Basic Formula payment, the 2013 summer school ADA will be added to the highest of the current year's estimated weighted average daily attendance (2013-14), the first preceding year's weighted average daily attendance (2012-13), or the second preceding year's weighted average daily attendance (2011-12). The summer school ADA will be counted once (not twice).

The 2013-14 Proposition C payments will be based on the 2012-13 weighted average daily attendance (using the 2012 summer school data once).

Revenues generated by a summer school program are included in the total payments made to a school district for Basic Formula and Proposition C. No separate payment or payment transmittal designation is made for summer school.

The following section provides an example for computing revenues attributed to summer school.

## SUMMER SCHOOL REVENUE CALCULATIONS

School districts may use the following information to estimate summer school revenues for budget purposes. Remember, since the actual payment amounts may vary as payment information is updated throughout the year, it is important to monitor changes to estimated receipts and adjust the district's budget accordingly.

### 1) ESTIMATED SUMMER SCHOOL AVERAGE DAILY ATTENDANCE SAMPLE CALCULATION

Summer school enrollment: 200		
175 students @ 120 hours =	21,000	Maximum hours of attendance possible
25 students @ 60 hours =	<u>+ 1,500</u>	“ “
	22,500	Total hours of attendance possible
	<u>x .92</u>	Historical summer school attendance rate
	20,700	Projected summer school attendance hours

$20,700 \div 1044 = 19.83$  Projected summer school ADA

### 2) ESTIMATED BASIC FORMULA REVENUE CALCULATION (School Districts) Calculated for School Year 2013-14

Complete the Basic Formula Calculation worksheet located at:  
<http://dese.mo.gov/divadm/finance/tools/> with and without summer school ADA.

Estimated Basic Formula payment including the projected summer school ADA = \_\_\_\_\_  
 Minus Estimated Basic Formula payment excluding the projected summer school ADA = \_\_\_\_\_

**Estimated Basic Formula Revenue attributed to summer school** \_\_\_\_\_

### 3) ESTIMATED SUMMER SCHOOL PROPOSITION C REVENUE:

Projected summer school ADA x Estimated Prop C Amount per WADA\*\* x 50% = \_\_\_\_\_

**Estimated Proposition C Revenue** \_\_\_\_\_

### TOTAL ESTIMATED SUMMER SCHOOL REVENUE

Basic Formula Estimate \_\_\_\_\_

Prop C Estimate \_\_\_\_\_

**Total Estimated Summer School Revenue** \_\_\_\_\_

\*\* Refer to the Monthly Financial Memo under sections titled Budget Estimates for the year for which this calculation is performed.

## *Appendix 3*

### **SUMMER SCHOOL TRANSPORTATION**

State transportation reimbursement is paid to school districts for costs incurred transporting eligible students to and from school only during the regular school term. The only exception to this is for the costs incurred transporting students with disabilities. If a student's IEP requires them to be transported or if that IEP requires summer school or ESY services to be provided, those miles would be considered eligible route miles.

Sections 162.710, 163.161, 167.231, 167.241, and 178.510, RSMo, provide authority for reimbursement for transportation services to and from school only during the school term as defined in Sections 160.011 (9) and 171.031, RSMo.

#### **Provisions for Extended School Year Transportation of Students with Disabilities**

To receive reimbursement for extended school year transportation for students with disabilities, the following criteria must be met:

- Students with disabilities route miles should be included on the Application for State Transportation Aid under Section III-Mileage Data, Eligible Route Miles, Students with Disabilities Approved Miles. If disabled and non-disabled students are transported on the same route, only the miles for students with disabilities should be reported as approved route miles. The difference between the students with disabilities approved route miles and actual miles traveled must be reported as disapproved route miles on the Application for State Transportation Aid under Section III-Mileage Data, Ineligible Miles. Miles should be reported on the Application for State Transportation Aid in the same year as the costs are reported on the Annual Secretary of the Board Report (ASBR).
- Costs for transporting students with disabilities must be coded on the ASBR on Part III-B in Function 2553, 2554, or 2556. If both categories of pupils (disabled/non-disabled) are transported on the same route, the cost for the route must be prorated on a per-student basis to the appropriate category on the ASBR. The prorated costs for the disabled portion of the route should be coded as students with disabilities transportation (Function 2553, 2554, or 2556) while the remaining cost should be coded to regular transportation (Function 2551, 2552, or 2555).
- ECSE ESY transportation should not be included on the application. These expenditures must be coded on the ASBR on Part III-B in Function 2559 and on the ECSE Expenditure Report (ER).

#### **Regular Summer School Transportation Expense**

Expenses for transporting students to and from summer school programs (excluding approved students with disabilities programs) must be reported on the ASBR in Function 2551, 2552, or 2555 and the miles reported as Ineligible-Disapproved on the Application for State Transportation Aid.

## *Appendix 4*

### **SUMMER SCHOOL CHILD NUTRITION PROGRAMS**

Local education agencies (LEAs) that operate a summer school program offering regular credit may also extend the services of the school lunch and/or school breakfast programs to attending students. Federal assistance is extended to the LEA through various programs during the summer. It must be understood that federal funds may be used to cover only one of the options offered for lunch and/or breakfast programs. Listed below are the options for feeding children during the summer:

1. **Regular National School Lunch/Breakfast Programs:** If the school site restricts meal services to just summer school students, the summer school only sites must operate under the National School Lunch/School Breakfast Program (NSLP/SBP) regulations. The meals must be recorded in the appropriate category; i.e., free, reduced price, and paid. NSLP/SBP rates of reimbursement will apply. Claims for reimbursement must be submitted via the Web to DESE.
2. **The Seamless Summer Option** is operated under the NSLP/SBP guidelines and is administrated by DESE. The summer sites (area eligible sites) must be located in needy areas where 50 percent or more of the children qualify for free and reduced price school meals. The summer sites (enrolled sites) may also be located in non-needy areas, provided that at least 50 percent of the children enrolled in these sites qualify for free and reduced price school meals. Meal services for summer school sites must also be open to all children (18 years and under) in the community. The meal services cannot be limited to just summer school students. The availability of meals to the children in the community must be advertised. All meals must be served free and reimbursed at the free reimbursement rate of the NSLP/SBP. Claims for reimbursement must be submitted via the Web to DESE.

The purpose of the Seamless Summer Option is to feed all children in low-income areas during the summer months. Pre-approval by the State Agency, prior to operation of each site is required to verify individual site eligibility. Applications will be available in March via the DESE Web Applications Login Page. Seamless Summer Option claims must be completed separately from the claims for the regular school term. For example, if the LEA's regular term ended in June and summer school began in June, the LEA would complete a regular term June reimbursement claim and a summer school term June claim. The two claims would be combined for payment purposes. Approval of an area-eligible site is for five years. Enrolled site eligibility must be re-determined each year.

3. **Summer Food Service Program:** The Department of Health and Senior Services (DHSS) administers the SFSP. Site eligibility for the SFSP is determined in the same way as for the Seamless Summer Option. The determinations are made by the DHSS and are good for five years. Meals may also be served in non-needy areas, provided that at least 50 percent of the children enrolled in the site's food program qualify for free or reduced price school meals. As in the Seamless Summer Option, the meal service must be open to all children (18 years and under) in the community, and the availability of the meals to all children in the community must be advertised. The SFSP regulations and reimbursement rates (which are higher than NSLP/BP rates) apply. Schools that have participated in the Seamless Summer Option in the past may complete a user-friendly on-line application with the DHSS for the SFSP, and claims for reimbursement, are submitted via the Web to the DHSS as well.

LEAs may also participate in the After School Snack Program for students enrolled in summer school if the LEA sponsors or operates an after school care program. The program must:

- provide children with regularly scheduled activities in an organized, structured and supervised environment;
- include educational or enrichment activities;
- serve students snacks that comply with USDA meal pattern requirements;
- operate after the summer school day ends.

## *Appendix 5*

### **LEGAL IMPLICATIONS RELATIVE TO LOCAL SCHOOL DISTRICTS CHARGING FEES AND ISSUING CREDIT FOR SUMMER SCHOOL ATTENDANCE**

There are three important issues that need to be addressed in considering the question of whether or not fees can legally be charged for summer school attendance by local school districts:

- Section 1(a), Article IX, of the Missouri Constitution, states: “A general diffusion of knowledge and intelligence being essential to the preservation of the rights and liberties of the people, the general assembly shall establish and maintain free public schools for the gratuitous instruction of all persons in this state within ages not in excess of twenty-one years as prescribed by law.”
- In the Missouri Supreme Court case entitled Concerned Parents v. Caruthersville School District 18 (sup. 1977) 548 S.W.2d 554, it was stated: “Even if registration fees and course fees charged by public school districts were so small as to be de minimus, that fact would not excuse a violation of the prohibition of this section against a public school district charging registration or course fees in courses for which academic credit is given.”
- In Attorney General Opinion No. 66, issued March 7, 1973, the Attorney General reviewed the legal implications of a school charging a fee for summer school or night school where the course work is given for academic credit. The opinion was that a district may not charge fees for summer school or night school to residents of the school district under twenty-one years of age.

In evaluating the legal implications of these issues, it would appear that under our State Constitution and present state statutes, it would not be legal for a local public school district to charge a fee for resident students for summer school work for which academic credit would be granted by the local public school system.

*Appendix 6*

**Exhibit 10 - COURSE CODE / CERTIFICATE REQUIRED  
(Screens 20, 22, and 24)**

For the appropriate course code and certificate required to teach specific courses, please refer to Exhibit 10 of the Core Data and Missouri Student Information System (MOSIS) Reference Manual.

**Exhibit 10 may be located at:**

**<http://dese.mo.gov/dsm/documents/CDMOSISManual.pdf> or, on the following  
web page, <http://dese.mo.gov/dsm/manual.htm>**

## Appendix 7

### ENROLLMENT, MEMBERSHIP AND SUMMER SCHOOL (Screen 16)

#### August Cycle

Actual summer school attendance and membership and actual extended school year attendance are reported on an hourly basis on this screen. When the June Summer Course Assignment and Summer Student Assignment submission is certified in MOSIS, Screen 16 will be populated.

#### October Cycle

Enrollment head counts (resident and non-resident students attending the attendance centers) are reported by attendance center, by grade, by male/female, and by racial/ethnic categories (see Exhibit 2). September membership counts by county are also reported in the October cycle.

#### February Cycle

January membership counts are reported on this screen by attendance center by grade.

**Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION**

District:  Year:  Status: OPEN-Cycle is available for data entry.  
School:

Location: Data Collection Menu - October Cycle - 16 Enrollment, Membership and Summer School

**Summer School Hours Just Completed (August Cycle)**

	Regular	Deseg In	Fed Lands	Total	Deseg Out
Attendance	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Membership	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Attendance Adjustment	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
ESY HOURS	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

**September Enrollment (October Cycle)**

	Black	White	Hispanic	Asian	Indian	Pacific Islander	Multi Racial	Total	Resident	N-Resident
Male	<input type="text"/>		<input type="text"/>	<input type="text"/>						
Female	<input type="text"/>		<input type="text"/>	<input type="text"/>						
Total										

**September Membership By County (October Cycle)**

**January Membership (February Cycle)**

	Full Time	Part Time	Deseg In	Fed Lands	Total	Deseg Out
January Membership	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

Email: [webhelp@mopnet134ese.mo.gov](mailto:webhelp@mopnet134ese.mo.gov)

Current User: Last Modified User: Last Modified Date:  
"Missouri public schools: the best choice...the best results!"

## ITEM DEFINITIONS – ENROLLMENT, MEMBERSHIP & SUMMER SCHOOL (Screen 16)

**Help** – Click button to display information about items on the screen. This information is the same as in the Core Data Manual.

**District** – County-district code and name of school district. (Display only, based on logon User ID.)

**Year** – School year for which data are collected. (Select from dropdown list.)

**Cycle** – Cycle in which data are collected. (Select from dropdown list.)

**Status** – Current status of district's data for cycle selected. (Display only.)

**School** – 4-digit school number and name of attendance center. (Select from dropdown list.)

**Grade** – Grade level of the attendance center for which data are reported. (Valid selections from the dropdown list are PK, K, KA, KP, and 1-12.) (Select **K** for full-day kindergarten, **KA** for AM kindergarten or **KP** for PM kindergarten.)

**Delete Grade** – Used to delete the current grade from the dropdown list.

**Summer School Hours Just Completed** – (August Cycle) Actual summer school attendance and membership hours submitted in August cycle. Summer school students should be entered in the grade in which they are enrolled in the current school year (after summer school).

**Attendance Regular** – Actual number of summer school attendance hours by resident students (excluding desegregation students) in a program approved by the DESE School Improvement and Accreditation Section.

**Attendance Deseg In** – Actual number of summer school attendance hours for incoming desegregation students.

**Attendance Fed Lands** – Actual number of summer school attendance hours for Federal Lands students.

**Attendance TOTAL** – Total regular, deseg in, and fed lands summer school attendance hours. (Item is system calculated and displayed.)

**Attendance Deseg Out** – Actual number of summer school attendance hours for outgoing desegregation students.

**Membership Regular** – Actual number of summer school membership hours of resident students (excluding desegregation students) in a program approved by the DESE School Improvement and Accreditation Section. (Maximum hours all students enrolled by grade could attend if all students had perfect attendance.)

**Membership Deseg In** – Actual number of summer school membership hours for incoming desegregation students.

**Membership Fed Lands** – Actual number of summer school membership hours for Federal Lands students.

**Membership TOTAL** – Total regular, deseg in, and fed lands summer school membership hours. (Item is system calculated and displayed.)

**Membership Deseg Out** – Actual number of summer school membership hours for outgoing desegregation students.

**Extended School Year Hours (ESY) Just Completed** – Actual extended school year program attendance hours for students with disabilities as required by the Individualized Education Program (IEP). Actual ESY school attendance hours are submitted in the August Cycle. ESY students should be entered in the grade in which they are enrolled in the current school year (after summer school).

**Attendance Regular** – Actual number of ESY attendance hours by resident students (excluding desegregation students).

**Attendance Deseg In** – Actual number of ESY attendance hours for incoming desegregation students.

**Attendance Fed Lands** – Actual number of ESY attendance hours for federal lands students.

**Attendance TOTAL** – Total regular, deseg in, and fed lands ESY attendance hours. (Item is system calculated and displayed.)

**September Enrollment** – (October cycle) Head count taken the last Wednesday of September of all resident and nonresident students in grades PK through 12 enrolled in the attendance center. Each student (part-time, full-time or kindergarten) should be counted as one. Desegregation transfer students are reported as residents of the district in which they attend school. Enrollment for students attending alternative schools and area vocational schools should be reported at the students' regular school in their home district.

**September Membership By County** – (October Cycle) Count of resident students in grades K-12 taken the last Wednesday in September who are enrolled on the count day **and** in attendance at least 1 of the 10 previous school days, by grade at each attendance center. Students attending an alternative school or an area vocational school part of the day and their home school the remainder of the day should be counted as full-time students in the regular school in their home district. To receive full-time credit for special education kindergarten students whose IEPs call for full-day attendance, report the membership in full-day kindergarten. Membership for Title I extended day kindergarten should not be reported. Part-time students are reported on FTE basis under part-time. For example, a part-time student enrolled 4 hours in a 6-hour day equals 0.67 FTE. Membership of students for whom the home district pays full tuition is reported by the home district. Membership of students for which local tax effort only is paid is not reported by the home district. Membership of students for whom parents have paid tuition is not reported by any district.

**January Membership** – (February Cycle) Count of resident students in grades K-12 taken the last Wednesday in January who are enrolled on the count day **and** in attendance at least 1 of the 10 previous school days, by grade at each attendance center. Students attending an alternative school or an area vocational school part of the day and their home school the remainder of the day should be counted as full-time students in the regular school in their home district. To receive full-time credit for special education kindergarten students whose IEPs call for full-day attendance, report the membership in full-day kindergarten. Membership for Title I extended day kindergarten should not be reported. Part-time students are reported on FTE basis under part-time. For example, a part-time student enrolled 4 hours in a 6-hour day equals 0.67 FTE. Membership of students for whom the home district pays full tuition is reported by the home district. Membership of students for which local tax effort only is paid is not reported by the home district, but is reported by the receiving district. Membership of students for whom parents have paid tuition is not reported by any district.

**Save** – Click button to save all data on screen.

**Edits** – Click button to display list of potential data errors related to data displayed.

## *Appendix 8*

### **SUMMER SCHOOL COOPERATIVE EDUCATION**

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#### **Summer School Program Requirements**

The purpose of offering cooperative career education during summer school is to provide students participating in these programs with supervision and support during the summer months. Summer school co-op should serve as a bridge between enrollment and training station placement in the spring, and the start of classes in the fall. Students may earn ½ unit of credit for cooperative education during the summer.

#### **Requirements:**

- Summer school co-op can only be offered as part of an approved career education program.
- The district's summer school program must be approved by DESE.
- A properly certificated teacher must be employed to supervise the program.
- Students must be enrolled in a cooperative education program for the following fall.
- Students must complete at least 148 clock hours of supervised employment.
- Students must complete at least 12 hours of related classroom instruction.
- Training agreements, training plans, and Instructional Management Plans must be used for each student participating in the program.

#### **Reporting:**

- Report 60 hours in HRS column on Screen 24 Core Data.
- Use the following course codes:

Cooperative	040080	Spv COE
Occupational		Emp



Office of Quality Schools  
573-751-9094  
<http://dese.mo.gov>

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