

2020 Summer School HANDBOOK



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Regular Summer School Program Policies and Standards

Summer School Handbook

This handbook is designed to provide local educational agencies (LEAs) with references to the applicable statutes, rules and policies governing the application and operation of a state-funded summer school program. It is imperative that all summer school administrators and staff responsible for completing the application thoroughly read and understand the program guidelines.

Introduction to Missouri Summer School Programs

The utilization of extended learning opportunities aligned to the Missouri Learning Standards (MLS), including summer school, may be used by LEAs to improve the academic performance of students. LEAs may hold summer school programs any time between the close of the regular school term and the beginning of the next regular term. LEAs with a year-round regular term schedule may conduct an approved component of summer school during the breaks in the regular term. Summer school programs are not mandatory and student attendance cannot be required, except in cases of student promotion conditioned on remediation (pursuant to [Section 167.645.4, RSMo](#)). LEAs may utilize summer school programs to provide a variety of academic content to students.

Minimum Clock Hours

A summer school program approvable for state aid consists of a planned schedule of course offerings for students at the elementary and/or secondary level that operates between the close of the regular school term and the beginning of the next regular term. An approved summer school program for students without disabilities must be in session for at least one hundred twenty (120) clock hours. Schools may “stack” a typical sixty (60) hours of instruction offered at the elementary level with sixty (60) hours of instruction offered at the secondary level for a combined total of one hundred twenty (120) clock hours. If needed, the clock hours of special education extended school year (ESY) programs may be combined with the regular summer school hours to reach the one hundred twenty (120) clock hour requirement. No individual course or segment of an approved summer school program, other than special education programs, may consist of less than 30 clock hours of classroom instruction. All summer programs, excluding Extended School Year (ESY), must be approved by the local board of education prior to the LEA submitting an application to the Department of Elementary and Secondary Education.

Title I Summer School Hours

Title I summer school hours may **not** be used in the “stacking” method per federal law. The LEA 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 LEA must complete a Federal Program Proposed Summer School Plan – see [Federal Programs Website](#)

Extended School Year Hours

ESY programs for disabled or severely disabled pupils, as required by an Individualized 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, LEAs may combine ESY hours with regular summer school hours to meet the minimum of 120 clock hours, if necessary. Otherwise, ESY programs and hours are not reported on the Summer School Application.

Summer School Attendance-Multi-District/LEA Enrollment Prohibited

Students may enroll and attend summer school classes in only one LEA. [Section 167.227, RSMo](#) states, “No pupil shall attend summer school classes in more than one district during any one summer.” In order to assure compliance with the referenced statute, hours of attendance for any student that attends more than one summer school in the same calendar year that may be claimed for reimbursement, will be allowed only in the LEA that was attended first by the student in that summer. LEAs that offer summer school should implement a process to

determine whether students that are attending summer school have been previously enrolled in another approved summer school in that calendar year.

Application Approval and Due Date

All summer school programs, excluding Extended School Year (ESY) programs, must be approved by Department of Elementary and Secondary Education (DESE) in order to qualify for state funds. In order to be granted approval, an LEA must submit the Application for Summer School no later than **May 1, 2020** (see [Appendix J](#) for all summer school deadline dates). The Application is part of the Core Data system, Screen 24A. See [Appendix B](#) for specific instructions. The data collected includes the name and number of attendance center(s) where the students will be attending in the fall (not the actual physical location where summer instruction is given), estimated enrollments, grade levels, start and close dates, dates not in session, hours of class per day, total hours, days the program will operate, service provider information, and the locations of all off-site summer school campuses. If an ESY program is operated in conjunction with a summer school program and the LEA plans to stack hours, the LEA may include ESY hours on the application in order to meet the 120 clock-hour minimum.

Close Date

The closing date for summer school is determined at the local level. However, it is recommended that summer schools close in sufficient time for LEAs to meet the **August 15** due date of the August Student Enrollment and Attendance file in MOSIS. 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 LEA state aid payments. Please refer to [Appendix D](#) to view a sample of Screen 16.

Curriculum

The curriculum in an approved summer school program, at any level, must include one or more of the following academic areas as the major portion of the clock hours of instruction in the program: elementary school—language arts, mathematics, science, and/or social studies; and high school—language arts, mathematics, science, social studies, and/or practical arts. The curriculum should align with the curriculum utilized during the traditional school year and be aligned with the Missouri Learning Standards (MLS). Any course that is offered during the regular school term, except those noted below, may be approved as part of the summer school program. All classes must be open to all students unless there is a prerequisite required in the course handbook used during the regular school year. Any course requiring special approval during the regular school year must also receive similar approval for summer school.

Unallowable Courses

LEAs may **not** count the following in their summer school attendance and they may not be included as part of an approved summer school program:

Athletic practices	Body conditioning	Weightlifting	Gymnastics
Team sports	Swimming Lessons	Cheerleading clinics	Recreation programs
Tuition-based activities	Study hall	Computer camps	Tennis
Fee-based activities (school or provider)	HS PE classes with no credit towards graduation	Band/vocal/instrumental music practices or camps	Community-based public, private or other non-academic programs

Partnering with Community Summer Programs

LEAs are encouraged to share information with students and parents regarding the availability of other summer programs and opportunities offered by community-wide, public and private agencies. While district or charter students may benefit from such other summer programs, LEAs may **not** partner or contract with those

agencies for Average Daily Attendance (ADA) purposes if the program is

- an activity that students are able to enroll and participate in independently of the LEA.
- a day-care service.
- an educational course/activity that is not offered by the LEA during the regular school year.
- a fee or tuition-based service or activity.
- body conditioning, weightlifting, football or other team sport program.
- a grade 9-12 PE course that does not qualify for credit counting towards graduation.
- a summer camp (including recreational, sport, music, band, dance, etc.).
- an entity that primarily operates to provide non-academic, recreational and field trip activities.
- an activity that does not require a Missouri certified teacher.
- part of another LEA summer program.
- not offered on a first-come, first-served basis.
- fully funded by federal monies.
- a previously defined unallowable activity.

Service Provider

ADA reimbursement to LEAs for the costs of partner services is limited to only those attendance hours that students are in class under the direct supervision of an instructor holding a valid Missouri teaching certificate. In order to be approved for ADA, a description of the proposed summer school partnership must be submitted to DESE at desesummerschool@dese.mo.gov no later than **May 1, 2020**. The program description must include the name, address, and contact of the partner agency; the educational service(s) to be provided; the approximate enrollment in the activity; and the proposed dates of services.

Grade Level

Permission from DESE is required to include grade levels in a summer school program that were **not** served by the LEA during the regular school year. LEAs wishing to add grade levels for summer school must supply a written rationale verifying the need, as well as the capacity and other resources to adequately serve the new population. For more information, please contact the School Improvement Section at 573-751-4104.

Summer school is considered the beginning of the **2020-2021** school year. Students receiving high school credit should be reported in the class that the credit is given 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 3, grade 7, or other single grade that is reflective of the class. If there are children in more than one grade in an elementary classroom, report the grade that best identifies the majority of the students. For students in more than one grade in a secondary classroom, report 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 2020. Report children who were in kindergarten during the 2019-20 school year as first graders. Only prekindergarten students who turn five by August 1 can be claimed for summer school and would be reported as kindergarten students per [160.053, RSMo](#). ([PK Eligibility for State Aid](#)).
- 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.

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.

High School Credit

Some high school courses may be offered for credit and some courses for no credit in an approved summer school program.

- LEAs may grant credit for courses offered free of charge.
- Dual-credit/dual enrollment courses are to be reported to DESE.
- High school credit may be granted for driver education classes offered free of charge. This includes all basic essentials of the class.
- Summer school PE hours that do not count as credit toward graduation are not allowed when calculating an LEA's average daily attendance, pursuant to [Section 163.011\[2\], RSMo.](#)

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. Credit recovery is to be used only when a student has a reasonable chance to complete the unfulfilled requirements of a course within the summer school session. Otherwise, the complete course must be repeated. 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 required assignments. Since students in the class may be working in a variety of subject areas, the supervising teacher in a credit recovery class may hold any valid Missouri teacher certificate. Summer school credit-recovery classes occur between the approved start and finish dates. Students who successfully complete their assignments before the end of the summer session may be awarded the deficient credit(s) and may be released.

End-of-Course Assessments (EOC)

All required EOCs will be available during the 2020 summer school session.

Extended School Year

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

Virtual and Electronic Programs

LEAs may elect to use virtual and/or electronic programs or other methods to deliver academic content during the summer school session. Teacher assignment/certification and MOSIS reporting with virtual/electronic courses must be in accordance with the guidelines set forth in [Exhibit 34](#) of DESE's Core Data/MOSIS Manual. Missouri Course Access and Virtual School Program (MOCAP) courses are available in an LEA's summer school session. Please note that under MOCAP statute, there is no provision for open enrollment, so any offerings are restricted to resident students only. The MOCAP enrollment window and

summer term dates are determined by the local district or charter school. Department requirements ensure that all MOCAP courses are in alignment with state standards and statute. LEAs are responsible to assure that locally developed virtual classes are aligned with the Missouri Learning Standards, comply with state requirements for teacher certification, and ensure the following standards from [162.1250 RSMo](#) 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, parents/guardians, 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 podcast.
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 online learning module.
12. The virtual course or virtual program arranges media and content to help transfer knowledge most effectively in the online environment.

Instructional Activities

Special instructional activities, such as demonstrations, guest speakers, outdoor learning activities, and other non-traditional 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.

Field Trips

Field trips are permitted as a special exploratory educational experience for students during summer school and are not intended to be implemented daily as a stand-alone course.

- Field trips conducted outside of the regular scheduled school day or calendar (after-school or on weekends) cannot be counted for ADA purposes.
- 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.

School Health Services

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

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.

Teacher Certification

All teachers employed in an approved summer school program must hold a valid Missouri teaching certificate during their teaching assignment. This certificate must be at the proper level and in the content area for the summer teaching assignment. Teachers whose certificates have expired do not hold a valid certificate. Expired certificates must be renewed 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 LEA must secure substitute or provisional teacher certificates for them. Failure to do so will result in disapproval of ADA of students enrolled in classes taught by teachers not holding a valid certificate.

Teaching certificates become effective upon receipt of an educator's application, transcripts, current background check clearance, and any additional required documentation.

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 is submitted for renewal more than 11 months after the expiration date, the individual must meet the current certification requirements as set forth in the rules promulgated by the State Board of Education.

Substitute teaching certificates become effective upon receipt of an educator's application, transcripts, and current background-check clearance. The certificate is valid for four years and may be renewed.

Please refer to [Exhibit 10](#) of the Core Data/MOSIS Manual for specific certification requirements.

Reading Remediation (Section 167.645, RSMo)

Course Code 054841 (Reading) may be used to report reading remediation as required by [Section 167.645, RSMo](#). The required certificate for this assignment is Reading Specialist, PK-3, Elementary, Middle, and/or English. Title I required certifications for teaching Course Code 054840 (Supplemental Reading) are Teaching Certificate + K-12 Special Reading certificate OR proper grade level certificate + Masters in Reading – see [Exhibit 15](#).

Core Data/MOSIS Requirements - June Cycle Reporting

Summer School course assignments for teachers are submitted through MOSIS in the June Summer Course and Student Assignment file. 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 C](#).

- Administrators, librarians, counselors, and regular classroom aides are **not** required to be reported in the June Cycle submission.
- Secondary staff assignments must be reported using course titles and numbers provided by DESE, which are listed in the Core Data/MOSIS Reference Manual, [Exhibit 10](#). 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, the LEA must use the Core Data title and accompanying course code number.
- Elementary courses should **not** be reported using specific course codes. They should be reported on Core Data as general elementary classes at the grade level at which they are being taught.
- Specific course codes should only be used at the elementary level to report art (024100), music (126900), physical education (086000), and computer literacy (991100).

State Aid and Other Payments for Summer School Programs - Fees

LEAs may not charge fees of any type for school work for which academic credit is granted. 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. State aid **cannot** be claimed for resident or nonresident pupils if tuition and fees are charged. Please refer to [Appendix H](#) for additional information.

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, 2020**, pursuant to [Section 160.053, RSMo](#)) through the earlier of age twenty-one, or the completion of grade 12, will be counted for state aid purposes in accordance with [Section 163.011, RSMo](#).

As part of the requirement for MOSIS, every student must be assigned a MOSIS State ID before the district is able to submit information in the June Summer Course Assignment and Student Assignment submission in MOSIS, this includes each student who is enrolled in the LEA's summer school. LEAs 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. 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. A student cannot have more attendance hours than hours possible in the approved summer school session.

Membership and Attendance - Nonresident Missouri Students

LEAs may provide summer school services to nonresident Missouri students under the provisions of [Section 167.227, RSMo](#). Under the provisions of this section, LEAs conducting approved summer school programs may, at their option, allow students from other Missouri LEAs to attend or may limit their program to resident students. If students from other Missouri LEAs are allowed to attend the summer school program, the LEA 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 LEA providing the summer program would not be eligible to claim state aid for these students. The LEA of residence, however, under an interdistrict/charter school agreement, may claim state aid for these students in order to help defray the tuition paid to the LEA 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 LEAs for these students.
- State aid **cannot** be claimed for resident or nonresident pupils if tuition and fees are charged.

LEAs 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 LEA.

Summer school programs funded wholly by federal money may not serve students from other LEAs, except under an interdistrict/charter school agreement.

Charters and Non-Resident Students

During summer school only, charter schools may provide services to Missouri students who are residents in districts other than the school district in which the charter school exists. Charter schools may not charge tuition. Charter schools will receive state aid for these services, but will not receive local effort from the district in which the charter is located. Charter schools are required to report nonresident students. All other requirements for the provision of summer school services that apply to traditional LEAs also apply to charter schools.

Attendance Records and Reporting

LEAs 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 that can be audited. At the conclusion of the summer program, the attendance data for all students must be summarized and submitted to DESE via MOSIS in the August Enrollment Attendance file which will populate Screen 16 of the August cycle of Core Data (due **August 15**).

Payment for Virtual Courses

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

- The classes are included in the approved summer school plan.
- The major portion of the clock hours of instruction in the program must be from the core academic area; and
- The LEA employs a contact teacher with a valid Missouri teaching certificate assigned to interact with students of virtual courses.
- For additional information, please see [Attendance Reporting](#).
- Attendance Hours are claimed as follows:

Type of Course	Student Placement	LEA Hours of Reimbursement for Finance
Virtual - including <ul style="list-style-type: none"> • MOCAP • LEA-developed course • Commercial course approved by LEA 	Entirely in-seat	<ul style="list-style-type: none"> • Actual attendance
Virtual - including <ul style="list-style-type: none"> • MOCAP • LEA-developed course • Commercial course approved by LEA 	Blended: in-seat AND somewhere other than the LEA	<ul style="list-style-type: none"> • 94% of attendance hours possible for similar non-virtual course if student completes the course • 47% of attendance hours possible for similar non-virtual course if student completes half of the course • 0% of attendance hours possible for similar non-virtual course if student does not complete half of the course
Virtual - including <ul style="list-style-type: none"> • MOCAP • LEA-developed course • Commercial course approved by LEA 	Somewhere other than the LEA	
MOCAP A+ Candidate only high school	Somewhere other than the LEA	<ul style="list-style-type: none"> • 95% of attendance hours possible for similar non-virtual course if student completes the course • 47% of attendance hours possible for similar non-virtual course if student completes half of the course • 0% of attendance hours possible for similar non-virtual course if student does not complete half of the course
MOCAP A+ Candidate only high school	Entirely in-seat	<ul style="list-style-type: none"> • Actual attendance

Transportation

Pupil transportation for a regular summer school program is not approved for state funding, but may be provided at LEA 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 F](#).

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 G](#) for additional information.

For additional information related to state aid payments, please see

- **Summer School Finance/State Aid** - [Appendix E](#).
- **Extended School Year Finance/State Aid** - [Appendix A](#).

APPENDIX A

Special Education Extended School Year Services

Extended School Year for Students with Disabilities

LEAs are required to provide 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). ESY programs and regular, approved summer school programs are separate and distinct programs. In implementing the requirements for ESY, a public agency may not limit ESY services to particular categories of disability or unilaterally limit the type, amount or duration of these services.

Eligibility

In order to be eligible for funding of ESY services, LEAs must have a policy that governs eligibility for extended school year services. This LEA policy must include the following:

- Process and procedures utilized by the IEP team for determining, for each individual student, whether or not special education and related services are required for more than the typical school year of 174 days for the provision of FAPE to the child.
- Processes and procedures for documenting ESY eligibility predicated on regression/recoupment criteria (If regression/recoupment is utilized for determining eligibility, both actual and predicted regression/recoupment must be considered.).
- Processes and procedures for documenting the IEP team's decision regarding the determination of a student's need for ESY services in the student's IEP.
- Processes and procedures utilized to determine and document 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.

State Aid

An ESY program is exempted from the 120 clock hours of instruction for a minimum summer offering. However, LEAs may use ESY hours in conjunction with regular summer school hours to meet the minimum 120 clock hours for the minimum summer offering.

When extended school year services are **not** provided in conjunction with the LEA's regular and approved summer school program, the LEA will receive regular state aid as described in [Appendix E](#), "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 F](#) 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 Annual Secretary of the Board Report in addition to being reported on the ECSE ER in order to be reimbursed.

APPENDIX B

Core Data Screen 24A – Summer School Application

The Summer School Application, Screen 24A, is made available to Missouri LEAs to apply for approval to operate a state-funded summer school program. The information must be complete and submitted by **May 1** of the year the summer session is to be held. All approved LEAs that offer summer school programming must also provide information specific to their program as part of the MOSIS June Summer Course Assignment submission.

Status : OPEN

SUMMER SCHOOL DIRECTOR INFORMATION			
First Name	Last Name	Phone Number	Email Address

PROGRAM INFORMATION

Line Number	Program Location by School Name/School#	Estimated Enrollment	Grade Span	Open Date MM/DD/YYYY	Close Date MM/DD/YYYY	Days Not in Session	Total Days in Session	Hours Per Day	Total Hours in Session	Delete
-	--Select a Value--									
-	--Select a Value--									
-	--Select a Value--									
-	--Select a Value--									

Summer School enrollment exceeds Regular Year enrollment: Yes No

Service Provider: Yes No

Offsite Location: Yes No

Comments:

DESE Comments:

The LEA has read and agrees to abide by the [Summer School Handbook](#)

Status : OPEN

ill: coredata-mosis@deese.mo.gov

Item Definitions – Screen 24A-Summer School Application

Summer School Director Information

First Name – First name of the educator that directs the summer school program.

Last Name – Last name of the educator that directs the summer school program.

Phone Number – Phone number of individual that directs the summer school program

(use the tab button to advance to each pane).

Email – Email of individual who directs the summer school program.

Program Information

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

Program Location – Four-digit number and name of attendance center where the students will be attending in the fall, not the actual physical location where summer instruction is given (Select from drop down list).

Estimated Enrollment – The number of students estimated to be enrolled in the summer program at each program location.

Grade Span – Lowest and highest grades of the attendance center; valid selections are K and 1-12 (Select from drop down list).

Open Date – The date the summer school program begins (use extra lines for multiple sessions with different start/close dates).

Close Date – The date the summer school program closes.

Days Not in Session – Total number of planned days that school will **not** be in session between the starting and closing dates.

Total Days in Session – Total number of planned days that school will be in session between the starting and closing dates.

Hours Per Day – Total number of hours between the starting time of the first class and the dismissal time of the last class, excluding lunch periods.

Total Hours in Session - Total number of planned hours that school will be in session between the starting and closing dates.

Summer School enrollment exceeds Regular Year enrollment – If the estimated summer enrollment exceeds the enrollment reported during the traditional school year, the LEA must select the yes button. The comment box must include the rationale and capacity to serve the excess enrollment.

Provision of Services

Service Provider – Organization utilized to operate and provide the LEA’s summer school program. If the LEA’s summer school program is operated by a service provider, whole, or in part, the LEA must select the yes button and provide the Service Provider’s contact information.

Company Name – Organization utilized to operate and provide the LEA’s summer school program (Service Provider).

First Name – First name of the contact for the company that operates the LEA’s summer school program.

Last Name – Last name of the contact for the company that operates the LEA’s summer school program.

Phone Number – Phone number of the contact for the company that operates the LEA’s summer school program.

Email Address– Email of contact for the company that operates the LEA’s summer school program.

Offsite Location – Service provider operates summer school program in a facility not owned by the LEA (If the LEA’s summer school program is operated by a service provider in a facility not owned by the LEA, the LEA must select the yes button and provide all service provider offsite locations in comments box. If the LEA operates a joint program, the information must be provided in the comments box.)

Comments – Required LEA response(s) to Y/N questions/Free-form commentary.

DESE Comments – DESE Response /Free-form commentary.

Checkbox-Summer School Handbook Assurance – An authorized representative checks the box assuring the Department that the program will abide by the policies set forth in the summer school handbook. After checking the box, the form should be saved again and then submitted for review and approval.

Del – Click button to delete row.

– Click button to save all data on screen.

– Click button to add more rows.

– Click button to move to Screen 24 Summer School Course and Enrollment.

– Click button to submit the Summer School Application for review/approval.

APPENDIX C

Core Data Screen 24 – Summer School Courses and Enrollment

The Summer School Courses and Enrollment screen is used to report specific information for each class that is included in the LEA'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 (Screen 24A), will be reviewed to determine the status of the LEA'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 **May 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.

Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION

Core Data Collection

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: webreplvimpprod@dese.mo.gov

Current User: Last Modified User: Last Modified Date:

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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
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								

Email: webreplymrcdd@dese.mo.gov

Current User: Last Modified User: Last Modified Date:

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For additional information on the completion of Screen 24 of the June Cycle, please see the MOSIS/Core Data Manual at <http://dese.mo.gov/data-system-management/manuals>.

APPENDIX D

Core Data Screen 16 – Enrollment, Membership and Summer School

Actual summer school attendance, membership, and actual extended school year attendance are reported on an hourly basis on this screen. When the August Student Enrollment and Attendance file is submitted and certified in MOSIS, Screen 16 will be populated.

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"/>				
Membership	<input type="text"/>				
Attendance Adjustment	<input type="text"/>				
ESY HOURS	<input type="text"/>				

September Enrollment (October Cycle)

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

September Membership By County (October Cycle) Resident & Students

January Membership (February Cycle) Resident & Students

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

Email: webreplymcrnd@deese.mo.gov

Current User: _____ Last Modified User: _____ Last Modified Date: _____

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Item Definitions – Screen 16-Enrollment, Membership and Summer School

Header Information – Refer to **Core Data Collection Menu – Cycles and Layout** (page preceding the August Cycle) for definition of District, Year, Status, Location, and Help.

School – Four-digit school number and name of attendance center. (Select from drop-down list).

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

Summer School and Extended School Year Hours Just Completed – Actual summer school attendance and membership hours and actual ESY program attendance hours for students with disabilities as required by the Individualized Education Program (IEP) submitted in the August Cycle. Summer school students should be entered in the grade in which they are enrolled in the current school year (after summer school). ESY hours that are outside of the time frame and days of the summer school program must be reported under the ESY hours. However, ESY hours running in conjunction with the summer school program can be reported as either ESY hours or summer school hours.

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

Attendance Adjustment-Regular – Number of summer school attendance adjustment hours of resident students (excluding desegregation students). (Display only)

Attendance Adjustment-Deseg In – Number of summer school attendance adjustment hours for incoming desegregation students (Display only).

Attendance Adjustment-Fed Lands – Number of summer school attendance adjustment hours for federal lands students. (Display only)

Attendance Adjustment-Total – Total regular, deseg registration in, and federal lands summer school students adjustment hours (Item is system calculated).

Attendance Adjustment-Deseg Out – Number of summer school attendance adjustment hours for outgoing desegregation students (Display only).

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

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

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

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

ESY Attendance Deseg Out – Actual number of ESY attendance hours for outgoing desegregation students.

September Enrollment – Head count taken the last Wednesday of September of all resident and non-resident 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 (Populated from MOSIS - October Cycle).

September Membership By County – 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 one 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 four hours in a six-hour day equals 0.67 FTE. Membership of students for whom the home district pays full tuition is counted by the home district. Membership of students for whom 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 counted by any district. (Populated from MOSIS - October Cycle)

January Membership – 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 one of the 10 previous school days, by grade at each attendance center. Students attending an alternative school or an area vocational school for 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 four hours in a six-hour day equals 0.67 FTE. Membership of students for whom the home district pays full tuition is counted by the home district. Membership of students for whom 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 counted by any district.** (Populated from MOSIS - February Cycle)

 - Click button to display list of potential data errors and/or warnings related to data displayed.

APPENDIX E

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 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 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 2020-21 Payment Year

For the 2020-21 Basic Formula payment, the 2020 summer school ADA will be added to the highest of the current year's estimated weighted average daily attendance (2020-21), the first preceding year's weighted average daily attendance (2019-20), or the second preceding year's weighted average daily attendance (2018-19).

The 2020-21 Proposition C payments will be based on the 2019-20 weighted average daily attendance (using the 2019 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
25 students @ 60 hours =	<u>+ 1,500</u>	“ “
	22,500	Total hours of attendance possible
	<u>x .92</u>	Historical summer school attendance
	20,700	Projected summer school attendance

20,700 ÷ 1044 = 19.83 Projected summer school ADA

**2) ESTIMATED BASIC FORMULA REVENUE CALCULATION
(School Districts) Calculated for School Year 2019-2020**

Complete the Basic Formula Calculation worksheet at <http://dese.mo.gov/financial-admin-services/school-finance/calculation-tools> with and without summer school ADA.

Estimated Basic Formula payment including the projected summer school ADA = _____
 Minus Estimated Basic Formula payment excluding 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** = _____
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 F

Summer School Transportation

State transportation reimbursement is paid to LEAs for costs incurred transporting eligible students to and from school **only** during the regular school term. The only exception to this is the costs incurred transporting students with disabilities. If a student's IEP requires the student 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, and 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 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 G

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 to provide meals 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 only enrolled student, the summer school enrolled 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 meal eligibility 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 The Missouri Department of Elementary and Secondary Education (DESE).

2. **The Seamless Summer Option (SSO):** SSO is operated under the NSLP/SBP guidelines and is administrated by DESE. 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 and the availability of meals to all children in the community must be advertised. The purpose of SSO is to feed all children in low-income areas during the summer months. Pre-approval by DESE prior to operation of each site is required to verify individual site eligibility. Applications are available in March via the DESE Web Applications Login Page. Once approved, LEAs serve meals free of charge to children based on their site type. LEAs operating open sites must be located in needy areas where 50 percent or more of the children qualify for free or reduced price school meals. An open site serves all children through age 18 at an area eligible site. Closed sites serve only children who are enrolled in a specific program or activity (excluding academic summer schools), provided that at least 50 percent of the children enrolled in these sites qualify for free and reduced price school meals. All meals must be served free and will be reimbursed at the free reimbursement rate of the NSLP/SBP.

SSO claims must be submitted via the web to DESE separate 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 open site is effective for five years. Closed enrolled site eligibility must be re-determined each year.

3. **Summer Food Service Program (SFSP):** The Department of Health and Senior Services (DHSS) administers the SFSP. Similar to SSO, sites are area eligible where at least 50 percent of children at the school qualify for free or reduced price meals or at least 50 percent of the children enrolled in the site's food program qualify for free or reduced price school meals. Site eligibility determinations are made by DHSS and are good for five years. 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/SBP rates) apply.

Schools that have participated in SSO in the past may complete a user-friendly online application with the DHSS for the SFSP, and claims for reimbursement are submitted via the web to the DHSS.

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; and
- operate after the summer school day ends.

APPENDIX H

Charging Fees and Issuing Credit for Summer School Attendance

Three important issues need to be addressed in considering the question of whether or not fees can legally be charged for summer school attendance by LEAs:

- 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 the Missouri 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 I

Summer School Cooperative Education

Summer School Program Requirements

The purpose of offering Cooperative Career Education (CCE) during summer school is to provide students participating in these programs with supervision and support during the summer months. Summer school 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 one-half unit of credit for cooperative education during the summer.

Off-campus activity in the form of work-based learning or employment must adhere to the [Fair Labor Standards Act](#).

As with work-based learning activities through a CCE program offered during the fall and spring semesters, summer school activities must meet the common criteria and quality indicators established and approved by the Office of College and Career Readiness, Career Education Unit. The program incorporates real world work experience and learning into the student's academic experience.

(UPDATED) Requirements

- Summer school CCE can only be offered as part of a career education program that has been approved by DESE's Office of College and Career Readiness, Career Education Unit.
- 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 CCE 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 summer school classroom instruction.
- There must be a written instructional plan that sets forth specific learner objectives, an evaluation plan for student performance, and a training agreement signed by all parties involved. Evaluation of students on the job must include occupationally specific skills as well as attitudinal criteria. Students may or may not receive pay. The employment relationship must be established for off-campus experience as part of Cooperative Career Education programs.

Reporting

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

040081	Supervised CCE
040003	CCE 1
040004	CCE 2

APPENDIX J Summer School Timeline

Please note the following important 2020 Summer School deadlines:

Due Date	Item(s)
May 1	Summer School Application (Core Data Screen 24A) (instructions -- Appendix B) Partnership description(s), including location, contact(s), educational activity, enrollment, and dates of operation.
June 30	MOSIS June Cycle-Summer Course and Student Assignment File
August 15	MOSIS August Cycle-Student Enrollment and Attendance file



Office of Quality Schools
573-751-3190

<http://dese.mo.gov>

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