

## Administrative Memo

**Date:** May 22, 2019  
**To:** School Administrators  
**From:** Jocelyn Strand, coordinator, School Improvement  
**Subject:** QS-19-003 - 2019 Contracting for Summer School Services

School districts and charter schools that choose to contract with an outside service provider to conduct a summer school program are responsible to ensure a safe, legitimate and focused learning environment for students by performing the following:

- Ensure that teachers hold a valid Missouri teaching certificate
- Confirm that all persons who have contact with students have successfully passed a current background check
- Conduct initial and periodic monitoring of individual classes to ensure that actual and appropriate course instruction by the certified teacher is occurring

If the summer program is being provided in a non-secular building, religious instruction may not occur. School districts and charter schools retain authority and are responsible for ensuring the summer school curriculum and all activities conform to state rule and requirements for reimbursement, as outlined in the [2019 Summer School Handbook](#).

If you have questions about summer school, please contact:

- Summer School – Dale Wimer at 573-751-3190
- Core Data/MOSIS – Jeff Falter at 573-522-3207
- School Finance – David Tramel at 573-751-7620