



SUMMER SCHOOL REVIEW CHECKLIST AND FINAL APPROVAL

LOCAL EDUCATION AGENCY (LEA) NAME	COUNTY-DISTRICT CODE	
SUMMER SCHOOL DIRECTOR NAME	SUMMER SCHOOL DIRECTOR PHONE NUMBER	
SUMMER SCHOOL DIRECTOR EMAIL	FORM DUE DATE FOR FINAL APPROVAL AUGUST 15	CURRENT SCHOOL YEAR 2016-17

INSTRUCTIONS

Summer School Director: Complete one (1) checklist to reflect the summer school activities for all programs included in the LEA's summer school application. The Department of Elementary and Secondary Education (DESE) will conduct a follow-up before final approval is received.

MAIL, FAX, OR EMAIL the completed form no later than **August 15** to: **Missouri Department of Elementary and Secondary Education, School Improvement Section, PO Box 480, Jefferson City, MO 65102-0480, or FAX to 573-522-1759, or email to desesummerschool@dese.mo.gov.**

Questions: Contact School Improvement at 573-751-3190.

CERTIFICATION

As superintendent, I hereby certify to the Department that all information on this summer school checklist is true and correct to the best of my knowledge and belief.

SIGNATURE OF SUPERINTENDENT	DATE
PRINT OR TYPE NAME OF SUPERINTENDENT	PHONE NUMBER

DESE USE ONLY

School Improvement Comments regarding the summer school – strengths, concerns, unique features, or activities: (Optional)

The summer school program described in the Application for Summer School Approval and in the Core Data Report is in accordance with state law and summer school program policies and standards of DESE.

APPROVED DISAPPROVED

SCHOOL IMPROVEMENT APPROVAL SIGNATURE	DATE
---------------------------------------	------

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.

SUMMER SCHOOL REQUIREMENTS

1. Instruction time in the core academic areas of English language arts, mathematics, science, or social studies comprise not less than fifty percent (50%) of the total clock hours of instruction at the elementary and secondary levels of the summer school program. Yes No If no, provide justification.

2. The total days in session and total clock hours as reported on the Application for Summer School Approval are correct and total at least one hundred twenty (120) clock hours for each summer school program. Yes No If no, explain the exception.

3. Classroom teachers and their assignments are correct as displayed on Screen 24 of Core Data. Yes No (If changes need to be made, update the Missouri Student Information System (MOSIS) June Cycle Summer files.)

4. All summer school teachers hold a valid Missouri Teacher's Certificate for their teaching assignment. Yes No Explain any exceptions.

5. The director of the summer school program is an appropriately certificated employee. Yes No

6. Are resident students charged a fee to attend the summer school program? Yes No If yes, student attendance cannot be counted toward receiving state aid and credit earned cannot be counted toward meeting the twenty-four (24) units required for high school graduation by the State Board of Education.

7. Student attendance is maintained by the clock hour as prescribed by state statutes. Yes No If no, explain how attendance is recorded.

8. If the summer school program(s) include(s) Extended School Year (ESY) services for students with disabilities, the services provided are specified in each student's Individualized Education Program (IEP). Yes No N/A (If no, provide an explanation.)

SUMMER SCHOOL REQUIREMENTS (CONTINUED)

9. Courses for which high school credit is granted meet at least sixty (60) clock hours for each one-half (1/2) unit of credit.
 Yes No If no, credit cannot be counted toward the twenty-four (24) units required for high school graduation by the State Board of Education.

10. Summer school facilities are appropriate for the instructional program. Yes No If no, list any deficiencies.

11. Appropriate textbooks and classroom resources are available to all students and provided at LEA expense.
 Yes No If no, explain exceptions.

12. Library resources are available for student use. Yes No If no, explain.

13. The following support services are available to summer school students:
 Counselor Librarian Nurse Physical Education (P.E.) Teacher
 Other _____

14. Transportation services are provided to summer school students. Yes No If yes, transportation is provided for:
 students with disabilities only.
 all students, with state reimbursement requested for students with disabilities only.
 all students, with transportation provided at LEA expense.

15. School food services are provided for summer school students. Yes No If yes, food service included is the:
 School Breakfast Program.
 National School Lunch Program.
 Summer Food Service Program (this program is administered by the Missouri Department of Health).

16. Provide the actual number of students enrolled in all regular and summer school programs.

Grade Level	Regular School Year 2016-17	Summer School 2016-17 (Including children eligible for K in Fall 2017)
Kindergarten (K)		
Elementary		
Junior High/Middle School		
High School		
TOTALS		

17. Provide the total number of teachers employed in the summer school program.