

### Remedial Elementary School Summer School Program (Grades 1-8)—CHECKLIST

*This checklist has been created to help public elementary schools identify major tasks in developing a quality remedial elementary summer school program. Programs must be approved by the ND Department of Public Instruction by submitting the STARS Summer School Application and reporting staff on the STARS Summer School Licensed Personnel (MIS03) report.*

#### **Tasks to complete prior to approval:**

- \_\_\_\_\_ 1. Teachers hired for the summer school program must be licensed to teach by ESPB in the content area and grade level as reported on the STARS Summer School Licensed Personnel (MIS03) report. [NDAR 67-24-01-03(3)]
- \_\_\_\_\_ 2. The remedial reading and/or remedial mathematics courses being taught are part of the approved curriculum within the school and reported on the STARS Summer School Licensed Personnel (MIS03) report. [NDAR 67-24-01-03]
- \_\_\_\_\_ 3. The instructional days and hours are established according to the summer school requirements, are reported on the STARS Summer School Application and on the Summer School Licensed Personnel (MIS03) report. [NDAR 67-24-01-04]  
The 60 hours of instructional time for each student is provided in one of the following ways:
  - 60 hours of reading instruction, if the program is only for students in need of reading remediation, *or*
  - 60 hours of mathematics instruction, if the program is only for students in need of mathematics remediation, *or*
  - 30 hours of reading instruction **and** 30 hours of mathematics instruction, if the program is for students who need both reading and mathematics remediation, *or*
  - 60 hours of reading instruction **and** 60 hours of mathematics instruction, if the program is for students who need both reading and mathematics remediation.
- \_\_\_\_\_ 4. No more than 15 students may be served by one licensed teacher. The anticipated enrollment is reported on the STARS Summer School Licensed Personnel (MIS03) report and can be verified by a class roster if necessary. [NDAR 67-24-01-05]
- \_\_\_\_\_ 5. The students in the remedial elementary summer school program are in *grades 1-8 based upon the grade that they will be in during the fall*. [NDAR 67-24-01-05]
- \_\_\_\_\_ 6. The only students are eligible for state aid payment have been enrolled based upon criteria identified in administrative rules, including:
  - scoring below 60<sup>th</sup> percentile on a standardized test, *and/or*
  - scoring below 60<sup>th</sup> percentile on teacher developed test, *and/or*
  - having a grade of a C or below during the previous school term. [NDAR 67-24-01-05]
- \_\_\_\_\_ 7. An attendance policy related to the remedial elementary summer school program along with the teacher(s) assignment schedule has been reported on the STARS Summer School Application and has been submitted to the School Approval and Accreditation Unit for review.
- \_\_\_\_\_ 8. The STARS Summer School Application and Summer School Licensed Personnel (MIS03) report are completed and sent to DPI for review 15 days prior to the start of the program. A letter of approval will be sent to the school administrator upon approval of the program. [NDAR 67-24-01-01 and 67-24-01-02]

#### **Tasks to complete during summer school session:**

- \_\_\_\_\_ 9. *If student enrollment in a course increased in the remedial elementary summer school program from the number of anticipated students reported and has resulted in the employment of additional instructors, this information must be reported to the department. Updates must be made by amending the original application; additionally, staff would need to be reported on the STARS Summer School Licensed Personnel (MIS03) report.*  
  
If additional changes are necessary, please contact the Teacher and School Effectiveness Unit immediately.
- \_\_\_\_\_ 10. *If the approved required hours and days of instructional time originally reported have changed due to unforeseen circumstances, the instructional time must be made up and written notification of the changes must be filed with the Teacher and School Effectiveness Unit (Fax: 701-328-0201).*

#### **Task to complete at the end of the summer school session:**

- \_\_\_\_\_ 11. Submit the summer school data to the Office of School Finance via the STARS Summer School Enrollment report at the close of the program. If you have questions about submitting the summer school data, please contact the Office of School Finance at (701) 298-4639. [NDAR 67-20-01-08]