

Summer Elementary Grades 5-8 School Programs—CHECKLIST

This checklist has been created to help public elementary schools identify major tasks in developing a quality summer elementary grades 5-8 school programs. Programs must be approved by the ND Department of Public Instruction by submitting the STARS Summer School Application and reporting staff on the 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 reading, mathematics, science, and social studies 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 Summer School Application and the Summer School Licensed Personnel (MIS03) report on STARS. [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 reading,
or
 - 60 hours of mathematics instruction, if the program is only for students in mathematics,
or
 - 60 hours of science instruction, if the program is only for students in science,
or
 - 60 hours of social studies instruction, if the program is only for students in social studies,
or
 - minimum of two 30 hour segments in reading, mathematics, science, or social studies instruction. The instruction *may not* be allocated in different proportions (e.g. 40 hours of reading and 20 hours of mathematics).
- _____ 4. No more than 25 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 summer elementary grades 5-8 school programs are *based upon the grade that they will be in during the fall.* [NDAR 67-24-01-05]
- _____ 6. Any student in grades 5-8 may attend the summer school program and is eligible for state aid payment based upon criteria identified in administrative rules
- _____ 7. The attendance policy and the teacher(s) assignment schedule related to the summer elementary grades 5-8 school programs reported in the Summer School Application on STARS and are submitted to the School Approval and Accreditation Unit for review.
- _____ 8. The Summer School Application and Summer School Licensed Personnel (MIS03) report on STARS 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 summer elementary grades 5-8 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]