

### High School Summer School Program (Grades 9-12)—CHECKLIST

*This checklist has been created to help public high schools identify major tasks in developing a quality high school 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 Summer School Licensed Personnel (MIS03) report.*

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

- \_\_\_\_\_ 1. Teachers hired for the summer school program must be licensed by ESPB to teach in the content area and grade level as reported on the STARS Summer School Licensed Personnel (MIS03) report. [NDAR 67-20-01-03(5)]
- \_\_\_\_\_ 2. Courses being taught must be part of the regular school program, available to all students, and reported on the STARS Summer School Licensed Personnel (MIS03) report. [NDAR 67-20-01-03]
- \_\_\_\_\_ 3. The instructional days and hours meet the requirements according to summer school guidelines, are reported on the Summer School Application and the Summer School Licensed Personnel (MIS03) report on STARS. [NDCC 15.1-21-03 and NDAR 67-20-01-04]
- \_\_\_\_\_ 4. According to administrative rules for school accreditation, it is recommended that no more than 30 students should be enrolled in each class. 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 67-19-01-36]
- \_\_\_\_\_ 5. The students in the high school summer school program are in *grades 9-12 based upon the grade that they will be in during the fall*. [NDAR 67-20-01-05]
- \_\_\_\_\_ 6. If a cooperative work experience program is being offered, all students are in grades 11-12, at least 16 years of age, enrolled in a related vocational class, have a training agreement, and have a training plan.
- \_\_\_\_\_ 7. If a second year career management program is being offered, the curriculum content shall be different from the first year career management program.
- \_\_\_\_\_ 8. If the school is offering summer school driver education program, state aid cannot be claimed by the school for students retaking the driver's education course. [NDAR 67-20-01-08]
- \_\_\_\_\_ 9. If fees are being charged, only legitimate fees may be charged for the program according to the ND Century Code requirements. [NDCC 15.1-09-36]
- \_\_\_\_\_ 10. The Summer School Application and the Summer School Licensed Personnel (MIS03) report in 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 67-20-01-01 and 67-20-01-02]

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

- \_\_\_\_\_ 11. *If student enrollment in a course increased in the summer high 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.
- \_\_\_\_\_ 12. *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:**

- \_\_\_\_\_ 13. 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]