

## 2010 Summer School Guidelines

### 1. **What constitutes summer school?**

Summer school is elective under s. 118.04, Wis. Stats. According to s. 121.14, Wis. Stats., districts may receive state aid or revenue limit purposes for academic summer classes or laboratory periods. Per Wisconsin Statutes and Wisconsin Administrative Rule PI 17, summer school programs are defined as those academic summer classes or laboratory periods that are necessary for academic purposes. The learning experience must be related or similar to instruction that is offered during the rest of the school year. The connection between the instructional objectives of a summer school class and the district's regular school year curriculum should be obvious.

**Aidable academic summer school classes/courses differ from nonaided summer events/activities or extracurriculars, such as** open gym, clubs, camps, recreational activities, community programs/events/festivals, performances, child care programs, orientations, before and after school programs, some field trips, and team sports (i.e., baseball/football practice or activities involving coaches/athletes/players). Pupils participating in such programs shall not be counted for membership purposes.

Classes must begin and end during the summer months. Classes must start after the end of the previous school term and must end before the start of the new school year.

### 2. **What benefits can be derived from a summer school program?**

- It can meet the needs of pupils, which cannot be met during the regular school year;
- It provides for extended use of school facilities through the summer months; and
- It provides an excellent opportunity for make-up work, for remedial instruction, for meeting the requirements for promotion to the next grade and for gaining credit toward high school graduation requirements.

### 3. **Who approves summer school programs?**

Your local school board is responsible for approving summer school programs and should develop a summer school policy. Districts are required to adhere to summer school statutes, rules and guidelines if they claim state aid or revenue limit purposes for summer classes. If a school district is audited under s. 115.28 (18), Wis. Stats., the audit shall include an examination of summer school membership, fees, and the school board's approved summer school courses. This does not preclude DPI from requesting or reviewing your summer school program or worksheets.

### 4. **Can districts offer courses for high school credit?**

Yes. Districts may offer credited courses. First-time earned, credit granting courses should be comparable in time and content to courses offered during the academic year. The district must offer a comparable, credited course to all students during the regular school year. The teacher must be appropriately licensed in that subject *and* grade level.

### 5. **How long must a summer school program be? How much time is reimbursable?**

There is no state requirement regarding the length of time for a summer school program. Consideration should be given to the community and the demands on pupil time. Additionally,

school courses offered need not be the same length. The needs of the pupils and course content can be determining factors in setting the amount of time for the instructional course.

There is no required number of minutes/hours for make-up credit. The time is determined by the local districts. Course length should be sufficient to teach the concepts and for the district to award the credit. High school graduation standards are governed by s. 118.04, Wis. Stats.

**Up to 270 minutes of instructional time per student, per day is allowable.** Independent study times are not eligible for state aid or revenue limit purposes. Only the direct instructional portion of the course may be counted for membership purposes. This is a nonduplicative count. (A student's minutes in a class with two instructors may only be counted once.) For logged classes, only the direct instruction minutes provided by one teacher to one student are to be recorded and counted for membership purposes. Generally these types of classes generate very few minutes or FTEs.

**6. Can districts offer online courses during summer school?**

Districts may count instructional minutes provided through eligible online courses for resident students for state aid and revenue limit purposes. Such classes must comply with all other state summer school requirements (e.g. DPI licensed teachers, fees, partnerships, academic courses, etc.) to be eligible to count students for membership.

Beginning July 1, 2010, no person may teach an online course in a public school, including a charter school, unless he or she has completed at least 30 hours of professional development designed to prepare a teacher for online teaching [s. 118.19 (13), Wis. Stats.].

**7. What are the licensing requirements for teachers of summer school?**

The instructor must be licensed to teach by the Department of Public Instruction (DPI). Just like during the regular school year, a person with a substitute license may only teach courses in the area(s) in which the person has received an institutional endorsement. A person with a substitute license or permit may accept short-term assignments.

For credit-granting high school courses, the teacher must be licensed in that subject *and* grade level. For make-up credit, remedial or enrichment courses, the teacher must be licensed in either the subject *or* grade level but should work in collaboration with teacher licensed in that subject and grade level. Special education teachers may teach remedial or regular education academic enrichment summer courses if they have the appropriate grade level certification.

For summer driver education, the teacher must hold a license in drivers education (450), even if the course is not for credit. A teacher with a substitute license in drivers education (450) may teach the course.

Swimming may be taught by a DPI-licensed teacher who also has a Red Cross Water Safety Instructor's Certificate. If the instructor is not a licensed teacher, swimming instruction must be under the direction of an on-site, licensed teacher who is licensed in the subject matter or for the grade level of the students being taught. Direction means program planning, development of curriculum, ongoing consultation with the instructor and on-site during class time. (Note: swimming is the one exception where instruction may be delivered by an unlicensed instructor.)

**8. Who can be included in summer school?**

All students residing in the district have the right to attend a summer school program, including home-school and private school students. All courses must be open to all students residing in the district.

Children living in the school district during the summer session may be accorded the status of residents of the school district for the purpose of attendance at summer school classes, even though the children were not regular residents of the school district during the preceding regular school session. Any such children who are not legal residents of the state shall not be counted in computing the state aid to which the district is entitled.

Children from another school district can attend summer school classes upon payment of nonresident tuition. The nonresident district does not receive state aid or revenue limit purposes for these children.

Foreign exchange students who will be attending the district's school during the following fall may be counted as residents. "Traveling" exchange students who may be in the district just for the summer may not be counted.

Any pupil who has received a high school diploma cannot be counted for membership purposes.

**9. Can open enrollment students attend a nonresident district's summer school program? Can the nonresident district claim these students for summer school aid?**

Students who have been enrolled in full-time open enrollment must be allowed to attend summer school, even if they do not intend to return in the fall. They are eligible to attend summer school following their first year of full-time attendance. They can be charged the same fees as resident students. The nonresident district's open enrollment payment for the regular school year is assumed to cover instructional costs associated with summer school, so no additional FTE membership may be claimed for open enrollment students by either district.

**10. Can districts partner with other agencies to provide summer school?**

Districts may only operate an academic summer program in cooperation with a CESA or another school district under current state law. Districts operating summer activities with other entities are not eligible to claim membership for state aid or revenue limit purposes for those summer activities. Examples of nonaidable partnerships of academic classes: Local YMCA programs/camps, Boys/Girls Clubs, parks and recreation departments, and community programs.

**11. Can fees be charged for summer school?**

Districts may only charge a minimal material fee if the district is claiming membership for state aid or revenue limit purposes for the course. If the district claims state aid or revenue limit purposes under s. 121.14, Wis. Stats., there shall be no cost to the resident student beyond individual use supplies (towels, gym clothes, notebooks, pencils), textbooks, or similar items (workbooks). Items for which fees are charged must be legally permitted and actually purchased for summer school use. Summer school fees may not be used to subsidize other classes or students.

Examples of items for which fees may not be charged are: internet access, software, tuition/instruction, equipment/apparatus, vehicles, gas, insurance, transportation, shuttling, food or lodging for off-campus classes, building costs, and entry fees.

School boards may establish and collect reasonable fees for social, recreational or extracurricular summer classes and programs which are neither credited toward graduation nor eligible for state aid or revenue limit purposes [s. 118.04 (4), Wis. Stats.]. School boards may also provide and charge for transportation for extracurricular activities such as school athletic contests, after school practices, late activities school outings or extracurricular school field trips [s. 121.54 (7), Wis. Stats.]. Such activities are not, however, eligible for state aid or revenue limit purposes and should not be included in the summer school membership report.

See DPI's websites regarding fees:

- School Fees (<http://dpi.wi.gov/sfs/fees.html>)
- Membership Audits (<http://dpi.wi.gov/sfs/auditorqanda.html>)
- Summer School ([http://dpi.wi.gov/sfs/summ\\_sch.html](http://dpi.wi.gov/sfs/summ_sch.html))

**12. Is a school district obligated to provide transportation?**

Districts are not required to provide transportation to and from a public school for summer school. Districts choosing to provide transportation must exercise reasonable uniformity in the minimum and maximum distances pupils are transported and may be eligible for reimbursement under pupil transportation aids. Districts are, however, required to provide transportation/shuttling to students, free of charge, if the academic class is at an alternate site, and the district is claiming the course for membership and revenue limit purposes.

**13. How do I file my summer school report with DPI?**

Summer school coordinators should submit the Excel generated PI-1804-W1 and W2 and/or 1805-W1 and W2 Summer School Membership report to your business office. Your business office must electronically submit the membership information to DPI via the password protected reporting portal located at the following website: <https://www2.dpi.wi.gov/safr/>. This report is due no later than the due date for the PI-1563 3rd Friday in September Pupil Count Report. The school district's business office must also retain a paper copy of PI-1804/1805-W1 and W2 for audit purposes.

**What reports are districts required to submit to DPI for their summer school programs?**

- PI-1804 Summer School Membership Report (Electronic reporting required since 2004). ([www.dpi.wi.gov/sfs/summ\\_sch.html](http://www.dpi.wi.gov/sfs/summ_sch.html))
- PI-1709 Driver Education Program Application (on-line application).

**14. How is a district reimbursed for its summer school program?**

For state aid or revenue limit purposes, summer school is the *beginning* of the school year. Costs associated with summer school become part of the school district's shared cost for which equalization aid is paid. The amount of increased membership is determined by calculating the district's total summer school resident pupil membership minutes and dividing that total by 48,600 and rounding to the nearest whole number.

This number represents the full-time equivalency (FTE) for summer school, which is added to the school district's regular membership for the following school year, and is included in the annual school district report under s. 120.18, Wis. Stats. State general aid is calculated by using total membership, property wealth, and shared cost from the prior year.

**15. What is the difference between enrollment, attendance, membership and FTE? How is a log kept?**

Enrollment refers to the number of students scheduled to attend a class. It is a head count of all students who have attended at least one class. If a student drops a course it will not alter the enrollment figure. Days missed due to illness, etc. do not affect enrollment or Average Daily Membership (ADM).

Attendance refers to actual days a student is in class. A district keeps its attendance records in accordance with a policy that has been adopted by the local school board. This policy will serve as a guide in determining when a pupil has been dropped from membership.

ADM for state aid eligibility is based on the total number of days students are scheduled to attend a class. The ADM is computed by dividing the total minutes (aggregate of student membership

days in that class) by the days of instruction. (**Note: 270 minutes of instructional time per student, per day shall be the maximum time claimed for state aid purposes.** This is a nonduplicative count. A student's minutes in a class with 2 teachers may only be counted once.)

An attendance log is kept by the district for individualized instruction, where classes meet irregularly or for varying time periods. For each day, the teacher's log should indicate the date, name of the pupil, and the number of minutes the teacher provided direct instruction to the student. If two teachers are team teaching the same student at the same time, the student's minutes cannot be duplicated. For logged classes, there is no ADM calculation. Calculation of total minutes is done at the end of the summer school session by totaling all minutes on the attendance log. Logged classes generally should generate very few minutes or FTEs.

For all classes, an accurate record must be kept of the attendance, new enrollments, or students who drop the course.

Full time equivalency (FTE) is determined by totaling all student membership minutes and dividing by 48,600. 48,600 minutes represent one FTE for summer school and is reported to the DPI on PI-1804.

**16. Is driver education eligible for state aid and revenue limit purposes?**

Yes, as long as the rules and guidelines established for summer school are followed. The instructor must be appropriately licensed and must be an employee of the district or CESA. Up to 270 minutes of instructional time per student, per day is allowable. In addition to summer school rules, there may be other regulations required through the Drivers Education Program approval.

**Can fees be charged?**

Yes, but the establishment of certain fees may mean that the pupils enrolled in the program may not be counted for summer school membership. (See question #11). There must be no cost to the student for instruction or for use of the automobile (insurance, gas, rental, etc). If a school board determines that it will not claim driver education on the PI-1804 Summer School Membership Report, it may establish and collect reasonable fees for any part of the program, which is neither required for nor credited toward graduation, including instruction and automobile expenses. The school board may waive any fee established under this subsection for any indigent pupil (s. 121.41, Wis. Stats.).

**Can a district contract with an outside entity?**

Yes, but the program must be approved by the DPI driver education consultant, the district must maintain ownership of the program, and remain the fiscal agent. Under Wisconsin Administrative Rule PI 17, a school district may operate a summer school program in cooperation with a CESA or another school district.

**How is time calculated?**

For classroom instruction, time reporting is done in the usual manner. For individualized instruction, a log should be kept. Up to 270 minutes of instructional time per student, per day is allowable.

**17. Are summer school music programs/lessons eligible for state aid or revenue limit purposes?**

Yes. Individual or group lessons, sectionals or clinics, taught by a DPI-licensed teacher are allowable. Districts conducting an extended "clinic," often a three- to five-day event, can claim up to 270 minutes per student, per day. Performances, including band, orchestra, parades, and plays, cannot be counted.

**18. Are swim programs eligible for state aid or revenue limit purposes?**

Yes, under certain conditions. Swimming instruction programs may be aided as a summer school program only if taught or directed by a DPI-licensed teacher. If the instructor has a Red Cross Water Safety Instructor's Certificate but is not a DPI-licensed teacher, instruction still must be under the on-site direction of a teacher who is licensed in that subject matter or for the grade level of the students being taught. The on-site teacher need not have the Water Safety Instructor's Certificate. Students may be charged towel and textbook fees, but shall not be assessed fees for the use of the pool or shuttling to the pool.

**19. What types of field trips are eligible for state aid or revenue limit purposes?**

Some field trips, as part of an academic course, may be eligible for state aid or revenue limit purposes, and generally the minutes generated would be a small part of the course. Only the on-site, instructional portion of the field trip may be counted as instruction. Time spent on travel time to and from the event may not be counted. Up to 270 minutes of direct instructional time per student, per day is allowable when accompanied/taught by a DPI-licensed teacher. Students may not be charged for transportation, shuttling, entrance fees, or food and lodging for off-campus classes or laboratory periods. Field trips to such events as sporting events, performances, plays, water parks, malls, etc. cannot be claimed for state aid or revenue limit purposes.

**20. Are work-study experiences set up by the district eligible for state aid or revenue limit purposes?**

Only the direct instructional portion may be counted for membership purposes. This could include direct instruction or time spent on the job site with a DPI-licensed teacher present.

**21. Are recreational programs eligible for state aid or revenue limit purposes?**

No. Recreational programs are not eligible for state aid or revenue limit purposes.

**22. What types of activities are not eligible for state aid or revenue limit purposes?**

- Performances, including band, orchestra, parades, and plays;
- Recreational programs and team sports such as Little League baseball, basketball, football, and volleyball. Team clinics, camps, and league play are not eligible for state aid and revenue limit purposes;
- Any offering not taught by an on-site DPI-licensed teacher, with the exception of swimming. (See questions #6 and #18);
- Courses which are wholly or partially funded with federal money or categorical aid (i.e., 21st Century grants, Title I programs);
- Participation in fairs or expositions by pupil organizations (See question #19); and
- Travel time.

**23. Are pre-kindergarten, early childhood and special education programs eligible for state aid or revenue limit purposes?**

Only four-year-old or five-year-old kindergarten programs are eligible for state aid and revenue limit purposes. Special education services or offerings in the summer are not able to be claimed for summer school membership, but may be eligible for state categorical aid (See question #24). Special education and related services for Extended School Year (ESY) services may be provided with Individuals with Disabilities Education Act (IDEA) funding.

**24. What are ESY services?**

Special education and related services provided pursuant to an Individualized Education Program (IEP) beyond the limits of the school term are ESY services. ESY services are required special education and related services which are necessary to ensure the provision of a free appropriate public education (FAPE) for an individual student. ESY services are not restricted to the summer only.

**25. What is the difference between extended school year and summer school?**

Summer school is permissive and must be open to all students in the district. All students, including students with disabilities, may attend their district's regular summer academic courses (reading, math, etc.) and be counted for membership. Summer school classes are not tailored to implement a student's IEP. Summer school classes integrate regular education and special education students. Additionally, the schedule for summer school is predetermined. Extended school year is required for the provision of a free appropriate public education. The programs/services and the nature and amount/frequency of services is individually driven, based upon each student's needs as reflected on an IEP.

**26. Are the costs incurred in providing extended school year services eligible for state special education categorical aid?**

Yes. State special education categorical aid is granted to school districts to offset the costs of eligible staff who provide required special education and related services. Extended school year services are required special education and related services identified in an individual student's IEP. Therefore, extended school year services are eligible for state special education categorical aid.

Permissive summer school classes are not special education. For these reasons, summer school classes do not qualify for state special education categorical aid.

**27. May the student's extended school year services be provided in a district's summer school program?**

Yes. However, courses which are wholly or partially funded with federal money or categorical aid are not eligible for general aid. The district should not report this course on the PI-1804 Summer School Membership Report. The staff must be appropriately licensed, services must be provided consistent with the child's IEP, and special education categorical aid is available for the time eligible staff devote to implementing the child's IEP. The extended school year services must be tailored to the unique needs of the student and cannot be based solely on the availability of services during the summer. The amount and duration of extended school year services cannot be limited arbitrarily to the district's summer school schedule.

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