

## Independent Charter Schools Summer School 2020

The information in this document applies to Independent Charter Schools (ICS) and is intended to assist schools in understanding Wis. Stat. sec. 118.40, pertaining to summer school provided during the summer of 2020.

ICS may offer in person, blended, or fully online summer school classes for the summer of 2020. At the time this document was published, schools are not allowed to have in-person classes through June 30, 2020. In order to determine whether the school can offer in-person classes this summer, schools should refer to guidance provided by state and local authorities.

Allowable summer school instruction is defined as summer school academic courses that are related or similar to instruction that is offered during the regular school term for which credit is given toward graduation.

Schools that wish to offer summer school must meet the summer school requirements indicated in the [Summer School Information Bulletin for Independent Charter Schools](#). There have not been any changes to the requirements found in state statute pertaining to ICS summer school. Schools must have at least 270 minutes of instructional time for at least 19 days in order for the school to be eligible for ICS summer school payments. The school's independent auditor will review the ICS Summer School Count Report and determine the eligibility of the school's students for a summer school payment in conjunction with the Membership Audit due by May 1, 2021.

For any online summer school class, the school should do the following:

- Develop a schedule that specifies the actual or estimated number of minutes required for each activity that makes up the class. Activities within the schedule may be real-time, asynchronous, or a combination of the two. For asynchronous activities in which a student is working independently under their teacher's direction using an online program, learning management system, or printed materials, the teacher should use their knowledge and expertise to select appropriate activities based on the estimated time that is to be counted towards the daily minutes requirement.
- Determine whether its existing policies on summer school attendance, enrollment, and withdrawal can be applied for online instruction, and, if not, identify any needed modifications to establish when a student is in attendance on a particular day.

If all the requirements are met, the total number of minutes for the day could then be determined using the school's scheduled number of minutes.

Example daily schedule for one class:

Office Hours for Students and Families	10 minutes (estimated)	9:00 a.m. – 9:10 a.m.
Individual Check Ins with Students	10 minutes (estimated)	9:10 a.m. – 9:20 a.m.
Teacher Facilitated Lesson	15 minutes (actual)	9:20 a.m. – 9:35 a.m.
Student Activity 1	15 minutes (estimated)	9:35 a.m. – 9:50 a.m. (or as student's schedule permits)
Student Activity 2	15 minutes (estimated)	9:50 a.m. – 10:05 a.m. (or as student's schedule permits)
Student Activity 3	15 minutes (estimated)	10:05 a.m. – 10:20 a.m. (or as student's schedule permits)
Feedback on Student Work	10 minutes (estimated)	10:20 a.m. – 10:30 a.m.
Daily Total	90 minute class	Most students complete coursework for this course between 9:00 a.m. and 10:30 a.m.

## Frequently Asked Questions

### 1. How do I determine if a student can be identified as in attendance for a day of summer school?

The school can include a pupil as in attendance for a day of summer school if the pupil attends at least one class for that day that is **not** funded through Federal Title programs. If a school is providing virtual summer school, in whole or in part, it should create a policy indicating how it is determining a pupil is in attendance for a day. Examples of how a school may determine a pupil is in attendance for a day of virtual instruction include a pupil logging into online instruction provided by a teacher or a pupil submitting one of the day's activities to the teacher. The policy of how the school determined a pupil was in attendance for a day will be provided to the auditor as part of the Membership Audit.

### 2. What are the requirements for summer school attendance records?

The school must have attendance records that document who was in attendance for each day based on the school's policy. These records should be by class, identify the instructor, and list the attendance for each student by day. These records may be, but do not need to be, maintained in the school's student information system.

### 3. What documentation does the school need to provide to the auditor for summer school?

The school will need to provide the following to the auditor:

- 1) A copy of scheduled summer school instruction dates, classes, and teaching staff.
- 2) A copy of all summer school attendance records and information on how attendance was determined for summer school.
- 3) Copies of typical examples of summer school class schedules and other documents used by the school to gather data necessary to complete the Summer School Count Report.
- 4) Summer school payroll records.
- 5) Summer School Count Report (ICS-109).