



Summer School

Summer schools provides an excellent opportunity for enrichment, 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. Summer school is an opportunity to meet the needs of pupils, which cannot be met during the regular school year.

Non-instrumentality charter schools authorized by Milwaukee Public Schools (MPS) may provide summer school opportunities to students in one of the following ways:

- (a) Provide an allowable summer school that is reimbursed on a per pupil basis
- (b) Allocate Title I funding to support direct costs of providing summer school in the core academic areas
- (c) Recommend students to attend a Milwaukee Public School summer program

To be eligible for reimbursement on a per pupil basis the schools must adhere to the following guidelines.

Allowable summer school instruction: Reimbursement may only be claimed for eligible summer classes that are necessary for academic purposes. 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 regular school year or provide credit toward graduation. The connection between the instructional objectives of a summer school class and the school's regular school year curriculum should be obvious.

Activities that will not be reimbursed: Pupils participating in summer recreation/extracurricular programs and team sports are not eligible to be counted by charter schools for summer school reimbursement purposes. Examples of non-reimbursable summer activities: activities organized for athletic or club purposes or exclusive to athletic or club members, community service programs, child-care programs, open gym, camps, community events/festivals, performances, before- and after-school programs, recreational activities, orientations, and some field trips.

Under Wis. Administrative Rule [PI 17](#) summer classes necessary for academic purposes may include any of the following:

- (a) Music programs, lessons, sectionals or clinics, if taught by a department-licensed teacher.
- (b) Swimming instruction programs, if taught or directed by a department-licensed teacher at the site of the instruction.
- (c) Instructional minutes, per student, per day, including field trips if accompanied by a department-licensed teacher and if all pupils have equal access to the field trips, regardless of their ability to pay.
- (d) Online classes offered to high school pupils and pupils in grades 7 and 8 that meet the requirements of s. 121.004 (8) (b), Stats., and s. PI 36.11 (1) and in which at least 8,100 minutes of direct instruction are required to earn one credit. If fewer minutes of direct instruction are provided the credit shall be prorated accordingly.

According to [PI 17](#) summer school instruction **may not include:**

- (a) Travel time to events, including field trips.
- (b) Performances, including band, orchestra, parades, and plays.
- (c) Recreational programs and team sports.
- (d) Participation in fairs or expositions by pupil organizations.
- (e) Any offering not provided by a department-licensed teacher.

Summer School Plan: A summer school intent form including the estimated number of students to be served will be submitted to the Department of Contracted School Services by **January 31st**. By **February 15th** the Summer School Application with the description of summer school courses and potential field trips due to the Department of Contracted School Services. The listing of licensed teachers, their Wisconsin Department of Public Instruction entity numbers along with the courses they will teach and a sample of the registration form for summer school applications must be submitted by **May 15th** to the Department of Contracted School Services. These items will constitute the summer school plan. An approved plan is one of the requirements to receive the per pupil reimbursement from MPS.

Classes must take place during the summer: In order to count as summer school, 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 term.

Classes must be taught by a licensed teacher: The instructor must be licensed to teach by the Department of Public Instruction (DPI). Just like during the regular school year, a person must hold a valid Initial Educator, Professional Educator or Master Educator License and not a substitute license. A person with a substitute license or permit may substitute teach during a summer school teacher's absence. The teacher of record must be listed on all attendance records.

- (a) For credit-granting high school courses, including make-up credit or credit recovery, the teacher must be licensed in that subject and grade level.
- (b) For remedial support or tutoring, the teacher must be licensed in either the subject or grade level but should work in collaboration with a teacher licensed in that subject and grade level. This includes special education teachers who may provide remedial support or tutoring to regular education students during summer school if they have the appropriate grade level certification.
- (c) For enrichment courses, the teacher must hold any valid Initial, Professional or Master Educator License in the category of teaching, administration or pupil service to teach enrichment courses to regular education students.

Partnering for Summer School Programs: Charter schools operating summer activities with other entities are not eligible to claim reimbursement for those summer and interim session activities. Examples of non-reimbursable partnerships of academic classes: Local YMCA programs/camps, Boys/Girls Clubs, parks and recreation departments, and community programs. Charter schools must be responsible for the cost of instructional minutes to be claimed for reimbursement.

Fees: Schools may only charge a minimal material fee and must keep accurate records for auditing purpose. There shall be no cost to the 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 use by the student enrolled in the particular summer school course.

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

Student Eligibility for Summer School Payment:

The following students are eligible for summer school:

- 1a. a continuing pupil **at your school** who was enrolled in the school term immediately preceding the summer school instruction
 - or**
 - 1b. a new student just accepted **at your school** for the school term immediately following the summer school instruction
- and**

2. only K5 – grade 12 students (K3 or K4 students are not eligible for reimbursement)

MPS will verify the eligibility of students for summer school payments by checking the school's list against the second Friday in January count date class list and against eligible applications on file for newly accepted students at your school.

Non-instrumentality Charter School Payment: A participating charter school with an approved plan, that meets DPI requirements, may receive a per pupil payment for eligible pupils that attend summer school if the following are satisfied:

1. Instructional minutes:
 - The charter school offers no fewer than 19 days of instruction during the summer and each summer day of instruction offered by the charter school is comprised of no fewer than 270 minutes of instruction; or
 - The charter school provides at least 5,130 minutes of instruction (# of hours per day and # of days to be approved as part of the intent form).
2. Each pupil for whom the charter school seeks payment maintains no fewer than 15 days of summer school membership at the charter school. A day of membership is the first day of attendance plus any days where the pupil maintained enrollment. To maintain enrollment the student is either present or absent with excuse (see the document entitled *Calculating Summer Membership*).
3. Attendance must be kept including dropping students the same as during the regular school year. Attendance records may be requested by the District in support of claims.
4. Submit final grades for the course completion for students earning credit for summer school.

Potential information adjustments may include the following:

- Duplicated students with 15 days or more of membership to be removed
- Course(s), grades and attendance removed due to improper teacher licensing
- Grade level not reimbursable

Non-instrumentality Charter School Payment Process: Charter schools that have an approved plan and meet the above criteria are eligible to receive a per pupil payment. As noted above, a pupil must maintain at least 15 days of membership in order for the school to receive a summer school payment for the pupil.

The school is required to submit the Summer School Report by **August 23rd** following the summer school program. MPS will review this report and request additional information as needed. The school's independent auditor will review the Summer School Report in conjunction with the September Enrollment Audit.

After the summer school report is approved reimbursement payment will be made through a separate check to the charter school. Due to limited funding, reimbursement requests exceeding the number of students listed in the summer school intent form is not guaranteed. Charter schools that do not submit required information will not be reimbursed or in some cases as determined by existing documentation reimbursement may be reduced.

Note that summer school courses funded through Title I are not eligible for payment on a per pupil basis.

Using Title I funds to support summer school: A school may choose to use Title I funds to support summer school in core academic subjects of English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography. Title I funds may be used to pay for summer school if enough funds are available and approved on the budget. Title I funds may not be used in conjunction with the per pupil reimbursement.

Reimbursement through Title I funds: Please note additional funds are not provided for Title I summer school. The allocation received for the year can be purposed for summer school. The plan to use Title I for summer

school must be part of the approved budget. A school planning to use Title I funds for summer school must contact the ESEA manager through email to submit their intent to use Title I funds and provide the dates for summer school (perkinss@milwaukee.k12.wi.us). Budgets must reflect the use of Title funding for summer school and may be updated and resubmitted.

A Title I claim and Title I end of year report must be submitted by July 15 for June summer school and by the September first for July summer school. Title funds run from July 1st – June 30th. Title I activities completed in June must come out of that year’s funding. For example, June 2018 summer school activities would be claimed from the 2017-18 allocation while July summer school activities would be charged to the 2018-19 allocation.

The Title I summer school end of year report contains the numbers of students served by grade level and their demographical information (gender, ethnicity, economic status, special education, English language learner, homeless).

Important Dates:

January 31	Intent to Offer Summer School Form due to the Department of Contracted School Services.
February 15	Application with description of summer school courses and potential field trips due to the Department of Contracted School Services.
April 10	Qualification to provide summer school based on available funds.
May 15	Listing of licensed summer school teachers including entity numbers along with the corresponding courses they will teach and a sample registration forms for summer school application due to the Department of Contracted School Services
August 23	Summer School Report due to the Department of Contracted School Services.
September 1	Summer School Report due to the Department of Contracted School Services.
December 20	Summer school reimbursement payments available to eligible charter schools.

Please include the following items in the Summer School Report submitted to MPS by **September 1st:**

- Number of unduplicated students with 15 days or more of membership
- Course codes and course title used to identify classes as summer session courses
 - o Courses held online (provide codes)
 - o Courses for credit recovery or credit acceleration (provide codes)
- Staff members working, courses taught, and current license
- Completed state report form
- Daily original attendance documents from each school (use attached attendance form)
- SIS Attendance print out or equivalent (see attached)
- Final grades for students who earn high school credits

Information submitted needs to be reviewed and verified for accuracy before submission for reimbursement.

Please keep detailed records on file at the school to be easily accessible upon request:

- Curriculum used for each grade level/subject area (Pacing Guide)** (Under state law, membership may only be claimed for eligible academic summer classes that are necessary for academic purposes. The classes must be related or similar to instruction that is offered during the regular school year. For auditing purposes we need to verify all courses were academic. Pupils participating in summer recreation/extracurricular programs and team sports are not eligible to be counted by school districts for state aid or revenue limit purposes.)
- Students who graduated as a result of summer school** (if applicable)
- Payroll documentation for the length of the program** (Academic courses must be taught by licensed teachers and open, free of tuition, to all residents. Payroll documentation and class rosters are used during the audit process to verify staffing ratios and monies spent on operational costs.)
- Staff members supporting the program such as clerical, safety, administration, other (name and position)**
- Staff reductions /additions due to low enrollment or increased enrollment (date of hire or release)**
- Number of meals served, and who was the provider, time of service**

- SIS Grade book or equivalent**
- Progress reports/Reports cards for participants**
- Students outside the district who may have attended the program**
- Fees charged for any portion of the program**
- Field trips taken (date, time, location) and cost for trips (fees and transportation)**