



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
OFFICE OF QUALITY SCHOOLS – SCHOOL IMPROVEMENT

**SUMMER SCHOOL REVIEW CHECKLIST AND FINAL APPROVAL**

LOCALEDUCATION AGENCY (LEA) NAME		COUNTY-DISTRICT CODE	
SUMMER SCHOOL DIRECTOR NAME		SUMMER SCHOOL DIRECTOR PHONE NUMBER	
SUMMER SCHOOL DIRECTOR EMAIL		FORM DUE DATE FOR FINAL APPROVAL <b>AUGUST 15</b>	CURRENT SCHOOL YEAR <b>2014-15</b>
<b>INSTRUCTIONS</b>			
<p><b>Summer School Director:</b> Complete one (1) checklist to reflect the summer school activities for all programs included in the LEA's summer school application. The Department of Elementary and Secondary Education (Department) will conduct a follow-up before final approval is received.</p> <p>MAIL OR FAX the completed form no later than <b>August 15</b> to: <b>Missouri Department of Elementary and Secondary Education, School Improvement Section, PO Box 480, Jefferson City, MO 65102; FAX to 573-522-1759.</b></p> <p>Questions: Contact School Improvement at 573-751-3190.</p>			
<b>CERTIFICATION</b>			
As superintendent, I hereby certify to the Department that all information on this summer school checklist is true and correct to the best of my knowledge and belief.			
SIGNATURE OF SUPERINTENDENT		DATE	
PRINT OR TYPE NAME OF SUPERINTENDENT		PHONE NUMBER	
<b>DEPARTMENT USE ONLY</b>			
<b>School Improvement Comments</b> regarding the summer school – strengths, concerns, unique features, or activities: (Optional)			
The summer school program described in the Application for Summer School Approval and in the Core Data Report is in accordance with state law and summer school program policies and standards of the Department.			
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			
SCHOOL IMPROVEMENT APPROVAL SIGNATURE		DATE	

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6<sup>th</sup> Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email [civilrights@dese.mo.gov](mailto:civilrights@dese.mo.gov).

## SUMMER SCHOOL REQUIREMENTS

1. Instruction time in the core academic areas of English language arts, mathematics, science, or social studies comprise not less than fifty percent (50%) of the total clock hours of instruction at the elementary and secondary levels of the summer school program. ☐ Yes ☐ No If no, provide justification.
2. The total days in session and total clock hours as reported on the Application for Summer School Approval are correct and total at least one hundred twenty (120) clock hours for each summer school program. ☐ Yes ☐ No If no, explain the exception.
3. Classroom teachers and their assignments are correct as displayed on Screen 24 of Core Data. ☐ Yes ☐ No If changes need to be made, update the Missouri Student Information System (MOSIS) June Cycle Summer files. Screen 24 data is now correct. ☐ Yes ☐ No
4. All summer school teachers hold a valid Missouri Teacher's Certificate for their teaching assignment. ☐ Yes ☐ No Explain any exceptions.
5. The director of the summer school program is an appropriately certificated employee. ☐ Yes ☐ No
6. Are resident students charged a fee to attend the summer school program? ☐ Yes ☐ No If yes, student attendance cannot be counted toward receiving state aid and credit earned cannot be counted toward meeting the twenty-four (24) units required for high school graduation by the State Board of Education.
7. Student attendance is maintained by the clock hour as prescribed by state statutes. ☐ Yes ☐ No If no, explain how attendance is recorded.
8. If the summer school program(s) include(s) Extended School Year (ESY) services for students with disabilities, the services provided are specified in each student's Individualized Education Program (IEP). ☐ Yes ☐ No If no, provide an explanation.

**SUMMER SCHOOL REQUIREMENTS**

9. Courses for which high school credit is granted meet at least sixty (60) clock hours for each one-half (1/2) unit of credit.  
☐ Yes ☐ No If no, credit cannot be counted toward the twenty-four (24) units required for high school graduation by the State Board of Education.

10. Summer school facilities are appropriate for the instructional program. ☐ Yes ☐ No If no, list any deficiencies.

11. Appropriate textbooks and classroom resources are available to all students and provided at LEA expense.  
☐ Yes ☐ No If no, explain exceptions.

12. Library resources are available for student use. ☐ Yes ☐ No If no, explain.

13. The following support services are available to summer school students:  
☐ Counselor ☐ Librarian ☐ Nurse ☐ Physical Education (P.E.) Teacher  
☐ Other \_\_\_\_\_

14. Transportation services are provided to summer school students. ☐ Yes ☐ No If yes, transportation is provided for:  
☐ students with disabilities only.  
☐ all students, with state reimbursement requested for students with disabilities only.  
☐ all students, with transportation provided at LEA expense.

15. School food services are provided for summer school students. ☐ Yes ☐ No If yes, food service included is the:  
☐ School Breakfast Program.  
☐ National School Lunch Program.  
☐ Summer Food Service Program (this program is administered by the Missouri Department of Health).

16. Provide the actual number of students enrolled in all regular and summer school programs.

Grade Level	Regular School Year 2014-15 (Children eligible for K in Fall 2014)	Summer School 2014-15 (Children eligible for K in Fall 2015)
Kindergarten (K)		
Elementary		
Junior High/Middle School		
High School		
<b>TOTALS</b>		

17. Provide the total number of teachers employed in the summer school program.