Summer School 2019
Frequently Asked Questions

General

1. Q. **Are all students eligible for summer school?**

    A. Any Indiana student is eligible to enroll in a summer school program. In order for a school corporation or charter school to be eligible for summer school funding, the school must operate a summer school program in accordance with Indiana Code 20-30-7-1 et. seq. and 511 IAC 12.

2. Q. **Is the public school required to admit any student who wants to attend? Or can they offer to only a select group of students?**

    A. Public schools must continue to enroll eligible students pursuant to the school's enrollment policies and subject to laws and constitution of the state. However, because schools typically only offer a limited number of courses over the summer, schools may tailor enrollment to those students requiring the courses.

3. Q. **May a school corporation enroll students from another school corporation in the school's summer school program?**

    A. Yes, if a school corporation or charter school wishes to enroll out-of-district students, they may do so. The students will count toward the summer school student count.

4. Q. **If a student is not currently enrolled in the school corporation, is the student required to enroll in that school corporation in order to be included in the school's summer school student count?**

    A. Schools should enroll any student who participates in summer school funding. If a public school operates a joint summer school program with a nonpublic school, the nonpublic school student may enroll at the non-public rather than at the public school.

5. Q. **May school corporations offer summer school courses together?**

    A. Yes, under IC 20-30-7-5, school corporations may enter into a joint summer school program with another public school corporation, a charter school, or an accredited non-public school to offer services to students. School corporations, including charter schools, entering into an agreement to jointly provide summer school programs must designate one school as the LEA for purposes of all submissions necessary for reimbursement. If the agreement is between a public and accredited non-public school, the public school corporation must be the designated LEA.

Eligible Programs / Financial Provisions

6. Q. **Which programs are eligible for reimbursement?**

    A. Each year, the State Board of Education (SBOE) will approve the courses that will be eligible for reimbursement by the Department in accordance with 511 IAC 12-2-1(a). The approved programs are part of the Summer School Memo at the following link: www.doe.in.gov/finance/summer-school.

7. Q. **When will school corporations be made aware of which classes are approved for summer school?**

    A. On or before January 15 of each year, the State Board of Education (SBOE) reviews and approves classes for summer school reimbursement. See 511 IAC 12-2-1.

8. Q. **If a school corporation offers credit recovery courses to students, which courses should be submitted?**
   A. All courses for which a school will seek reimbursement should be included in the list of courses submitted in the spring. See 511 IAC 12-2-1. A school should not include costs for any courses not included in the spring estimated costs and list of courses on the final costs report in the fall.

9. Q. **Is there a minimum number of students required for a summer school class?**
   A. To be eligible for reimbursement, classes must have an average enrollment of at least 15 students or more in all classes. Two or more school corporations may cooperate with each other to meet this enrollment requirement. This requirement cannot be waived. Two or more groups of students may be combined into a single class, under a teacher of record, in order to meet this requirement, but only the salary of the teacher of record, and not the salary of any other teachers, may be included in computing eligible costs.

10. Q. **Does the minimum enrollment requirement apply to online courses?**
    A. 511 IAC 12-2-7 requires that for reimbursement, classes must have an average enrollment of fifteen (15) students or more. This minimum requirement does not exclude online courses. As a result, online courses must have an average enrollment of fifteen (15) students or more in order to be eligible for reimbursement.

11. Q. **Is there a minimum number of students required in order to submit a reimbursement request for tuition paid to an online service provider?**
    A. Yes, pursuant to 511 IAC 12-2-7, all classes, including online courses, must have an average minimum enrollment of fifteen (15) students or more to be eligible for reimbursement. Schools that would like to offer online courses to fewer than fifteen (15) students may take advantage of the joint summer school program contemplated by IC 20-30-7-5.

12. Q. **Is the average class size calculated using the duplicated student count or the unduplicated student count?**
    A. The duplicated count may be used for purposes of calculating average class size.

13. Q. **Can I submit costs for fall remediation or remediation during intercession for summer school reimbursement?**
    A. Costs for remediation during intercession are not allowed to be included in the costs submitted for summer school reimbursement. Summer school courses include courses that are taught during the summer outside of the school's calendar year.

    You may consider looking into the 21st century grant program to partner with a community program to provide this programming if its intent is solely for remediation purposes. Additional information about 21st Century Community Learning Centers can be found at: http://www.doe.in.gov/21stcclc. You may also be able to use Title I funding. Additional information about Title I Grant Programs and Support can be found at: http://www.doe.in.gov/titlei.

Course Requirements / Lunch / Transportation

14. Q. **How many hours per day should summer school classes last?**
    A. The law does not prescribe a minimum number of hours of instruction required for reimbursement purposes. The school's governing body must determine the content and curriculum for summer school in accordance with IC 20-30-7-4. Likewise, the governing body must also determine the appropriate amount of instructional time needed to properly determine if credit(s) should be awarded to a student. The program must use the same student learning standards and method of evaluating achievement of the standards as if it were offered during the school year.

15. Q   **What are the requirements for high school summer school courses in order to award credit?**
The process for awarding high school credit to students taking eligible courses over the summer is not different than the process for awarding same during the regular school year. Also, I.C. 20-30-7-7 allows schools (public corporations, charters and accredited nonpublic) to jointly offer programs that: (1) are not regularly provided as part of the established curriculum during the school year; and, (2) for which a student who successfully completes a program may receive high school and college credit under an articulation agreement or dual credit provision under IC 20-32-3-9 or IC 21-43-2.

16. Q.   **How many days should a summer school session be?**
A.   The law does not prescribe a minimum number of hours of instruction required for reimbursement purposes. The summer school session is to be determined by the school corporation. The summer school session must be structured to last a number of days to effectively increase the understanding of the content in the students who are enrolled in the approved course.

17. Q.   **Is lunch required to be provided during the summer school session?**
A.   Schools are encouraged to provide meals to students through the National School Lunch Program (NSLP) during summer school. As long as a school is operating an approved summer school program, it is eligible to receive reimbursement under the NSLP. For schools that plan to offer educational or enrichment programs that are not considered summer school, check into the Summer Food Service Program. Schools with 50% or more students eligible for free and reduced meals qualify for this feeding program. Planning to operate both summer school and a non-summer school program? The Summer Food Service Program might be the option for you. For additional information see our website: https://www.doe.in.gov/nutrition/summer-food-service-program.

18. Q.   **Is transportation required to be provided for summer school?**
A.   Summer school is a voluntary program, so transportation is not required to be provided. If you do choose to provide transportation, you may be able to use some Title funds if the programming is remediation or Part B funds if the student has an IEP requiring the summer compensatory education. If you have any questions regarding the appropriate use of either funding source, please consult with your specialist with the Department.

19. Q.   **May transportation costs be included in the submitted costs for summer school reimbursement?**
A.   No, per 511 IAC 12-2-2(3)(b), only instructional costs and tuition paid to online service providers are eligible for summer school reimbursement. No other costs associated with the provision of summer school programming are eligible for reimbursement. You may be able to use some Title funds if the programming is remediation or Part B funds if the student has an IEP requiring the summer compensatory education. If you have any questions regarding the appropriate use of either funding source, please consult with your specialist with the Department.

Summer School Staff

20. Q.   **May a school employ a teacher who does not hold an Indiana teaching license?**
A.   Generally, the answer is no. 511 IAC 12-2-4 requires school corporations to hire only licensed teachers to teach in a summer school program. School corporations must use the Supplemental Service Contract, which can be found on the Department's Contracts page on the Department's website at www.doe.in.gov/legal/contracts, when contracting with teachers to provide educational services in the summer.

In limited circumstances, a school corporation that has entered into a contract with another school corporation

to jointly provide summer school services may employ a substitute teacher licensed by the department or a qualified postsecondary instructor to provide teaching services. For more information on when a school may employ a substitute teacher licensed by the department or a qualified postsecondary instructor, please review Indiana codes 20-30-7-5 through 20-30-7-11.

21. Q. **Must a school corporation use the Supplemental Service Teacher's Contract for teachers who are providing services through an online provider?**
    A. If the teacher is employed by a school corporation, the teacher must be employed using the Supplemental Service Teacher's Contract . See IC 20-28-6-7. However, if the teacher is employed by a private provider, the school corporation is not required to employ the teacher under any contract.

22. Q. **How much should I pay a licensed teacher for summer school?**
    A. The salary of a summer school teacher is determined by the superintendent of the school corporation, or the superintendent of the designated LEA that has entered into an agreement with another school corporation to jointly provide a summer school program. See IC 20-28-6-7. The superintendent may, but is not required, to base the salary on the regular compensation plan for the school corporation. Id. The compensation must be provided for on the Supplemental Services Contract which can be found on the Department's contracts page. You can find more information on this topic at the following link: http://www.doe.in.gov/legal/contracts.

Required Reporting

23. Q. **Where do I access the Instructional Costs Reports to submit the required information for the estimated costs report and list of courses in the spring and final costs in summer/fall for Summer School?**
    A. The links to the reports are available on our website www.doe.in.gov/finance/summer-school. The links can also be found in the Finance Community of the Learning Connection, under files and bookmarks, in the Summer School folder.

24. Q. **When is a school corporation required to provide a list of classes being offered during the summer session?**
    A. The deadline to submit the list of courses for the current year is Monday, April 1, 2019. Each school corporation or charter school must submit a list of all classes to be offered in summer school for which they will seek reimbursement from the Department. See 511 IAC 12-2-1(b).

25. Q. **If a school corporation did not submit an estimate by the deadline, will the Department accept its final report and issue reimbursement?**
    A. No. The spring Estimated Instructional Cost Report and List of Courses AND the fall Final Instructional Cost Report must be filed by the posted deadlines in order for a school corporation to be eligible to receive reimbursement for summer school costs.

26. Q. **When will the final Instructional Costs Report become available?**
    A. The final Instructional Costs Report will be available on July 29, 2019. All claims for reimbursement must be submitted on or before September 13, 2019.

27. Q. **How is Summer School reimbursement determined?**
    A. The Indiana General Assembly appropriates funds for summer school. The Department distributes the funds in November in accordance with 511 IAC12-2-2.

28. Q. **How do I know what the total reimbursement is for my school corporation?**
    A. When the Department calculates the final distribution amounts, the information will be posted at the time of payment in November.

29. Q. **Where can information about Summer School be found?**
    A. Each year, updated summer school information for the current Summer School session is posted on the website at www.doe.in.gov/finance/summer-school. The information is also posted in the Finance Community of the Learning Connection under files and bookmarks, click on the Summer School folder.