

**2020 Summer School
Frequently Asked Questions**

Number	Question	Answer
General		
1	Are all students eligible for summer school?	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	Is the public school required to admit any student who wants to attend? Or can they offer to only a select group of students?	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	May a school corporation enroll students from another school corporation in the school's summer school program?	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	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?	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	May school corporations offer summer school courses together?	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.

Number	Question	Answer
Eligible Programs / Financial Provisions		
6	Which programs are eligible for reimbursement?	Each year, the State Board of Education (SBOE) will approve the courses that will be eligible for reimbursement by IDOE 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	When will school corporations be made aware of which classes are approved for summer school?	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. The approved course lists are posted on IDOE's website when they have been approved.
8	If a school corporation offers credit recovery courses to students, which courses should be submitted?	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	Is there a minimum number of students required for a summer school class?	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	Does the minimum enrollment requirement apply to online courses?	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	Is there a minimum number of students required in order to submit a reimbursement request for tuition paid to an online service provider?	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	Is the average class size calculated using the duplicated student count or the unduplicated student count?	The duplicated count may be used for purposes of calculating average class size.

Number	Question	Answer
13	Can I submit costs for fall remediation or remediation during intercession for summer school reimbursement?	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.
14	Are there additional programming opportunities for intercession and/or summer school?	<p>The 21st Century Community Learning Centers (CCLC) program is a federally-funded program that provides out-of-school time programming in high-need, low-performing spaces. Current 21st CCLC sub-grantees range from traditional LEAs, Charter Schools, Community-Based Organizations, and Universities. All 21st CCLC programs must provide a range of high-quality services to support regular school-day academics and development, including, but not limited to:</p> <ul style="list-style-type: none"> Tutoring and mentoring Academic enrichment Service learning Character education Physical education and recreational activities Dropout prevention <p>To qualify, LEAs and/or schools engaged in the 21st CCLC program must have a D or F rating OR 40% or higher Free/Reduced lunch rate. For more information on the 21st CCLC program, visit: www.doe.in.gov/21stcclc. If interested, you can find information about current 21st CCLC programs on the right side of the homepage.</p> <p>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.</p>
Course Requirements / Lunch / Transportation		
15	How many hours per day should summer school classes last?	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.
16	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.
17	How many days should a summer school session be?	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.

Number	Question	Answer
18	Is lunch required to be provided during the summer school session?	<p>Schools are encouraged to provide meals to students during summer school. There are several options available to serve meals to students and claim through USDA Child Nutrition Programs during the summer.</p> <p>If the meals will only be offered to academic summer school students, there are only two ways they can be claimed for reimbursement:</p> <p>National School Breakfast/Lunch Program (SBP/NSLP) - Follow the regular meal pattern requirements as during the normal school year and claim the meals under the individual student eligibility; students would be charged for meals according their approved eligibility and adult meals must be paid at the required adult meal price.</p> <p>Summer Seamless Option (SSO) - If 50% or more of the school enrollment during the school year is eligible for free or reduced meals, the school can sign up to be a Seamless Summer site. In this case, all meals to anyone 18 or younger would be free, but schools would still have to meet SBP/NSLP meal pattern requirements.</p> <p>Summer Food Service Program (SFSP) – This option may be used only if schools are willing to offer an OPEN meal service to the community, operating SFSP in conjunction with summer school. SFSP site eligibility requirements are similar to the SSO – 50% or more of the school enrollment during the school year must be eligible for free or reduced meals. However, schools are allowed to use the nearest elementary school data in order to establish SFSP site eligibility. Since the main focus of SFSP is to offer meals to the community children when school is out of session, the program is ideal for schools that offer either enrichment, or recreational activity programs over the summer. Open meal service may take place simultaneously during the summer school serving time or before or after summer school students eat. Sponsors must comply with SFSP meal pattern requirements and receive reimbursement at free rate for all meals served to children 18 and under.</p> <p>To determine which program best fits your school situation, please contact your IDOE School & Summer Nutrition Specialist (if you do not know who this is ask your Food Service Director) or you may email SummerMeals@doe.in.gov. In your email please include your school corporation name, a contact, and your approximate summer operating dates.</p>
19	Is transportation required to be provided for summer school?	<p>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 IDOE.</p>
20	May transportation costs be included in the submitted costs for summer school reimbursement?	<p>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 IDOE.</p>

Number	Question	Answer
Summer School Staff		
21	May a school employ a teacher who does not hold an Indiana teaching license?	<p>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 IDOE's Contracts page on IDOE's website at www.doe.in.gov/legal/contracts, when contracting with teachers to provide educational services in the summer.</p> <p>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 IDOE or a qualified postsecondary instructor to provide teaching services. For more information on when a school may employ a substitute teacher licensed by IDOE or a qualified postsecondary instructor, please review Indiana codes 20-30-7-5 through 20-30-7-11.</p>
22	Must a school corporation use the Supplemental Service Teacher's Contract for teachers who are providing services through an online provider?	<p>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.</p>
23	How much should I pay a licensed teacher for summer school?	<p>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 IDOE's contracts page. You can find more information on this topic at the following link: http://www.doe.in.gov/legal/contracts.</p>
Required Reporting		
24	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?	<p>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 Public School Community on Moodle, in the Summer School folder.</p>

Number	Question	Answer
25	When is a school corporation required to provide a list of classes being offered during the summer session?	The deadline to submit the list of courses for the current year is April 1. 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 IDOE. See 511 IAC 12-2-1(b).
26	If a school corporation did not submit an estimate by the deadline, will IDOE accept its final report and issue reimbursement?	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.
27	When will the final Instructional Costs Report become available?	The final Instructional Costs Report will be available on July 20. All claims for reimbursement must be submitted on or before September 11.
28	How is Summer School reimbursement determined?	The Indiana General Assembly appropriates funds for summer school. IDOE distributes the funds in November in accordance with 511 IAC12-2-2.
29	How do I know what the total reimbursement is for my school corporation?	When IDOE calculates the final distribution amounts, the information will be posted at the time of payment in November.
30	Where can information about Summer School be found?	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.

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