

**MEMORANDUM**

To: School District Superintendents

From: Jo Ann Malone, Ed. D., Executive Director

 Office of Accreditation

Date: May 30, 2019

Office of Accreditation

**Jo Ann Malone, Ed. D.**

Executive Director

 **Paula A. Vanderford, Ph.D.**

 Chief Accountability Officer

Subject: **Requirements for Reporting 2019 Summer Programs**

Each school district providing instructional programs for students during the summer is required to report summer program data via MSIS. Accreditation policies 2.0, 2.1, 2.2, 5.0, and 5.6, of the *Mississippi Public School Accountability Standards, 2019*, address annual reporting requirements and continuous monitoring of compliance with process standards through the personnel/accreditation data reporting system, and Accreditation Policy 5.4 addresses the Summer School/Extended Year Report.

The instructions for reporting all educational programs provided during the summer are enclosed and may also be found at <https://www.mdek12.org/otss/msis/msis-personnel>. A list of required data elements for reporting summer program data is enclosed. Also enclosed is a Fact Sheet that outlines accreditation regulations for the implementation and administration of summer school/extended year programs.

To ensure that the Mississippi Department of Education is providing current information and data reports concerning summer programs, each school district superintendent **must** complete, sign, and return the enclosed District Assurance Statement form no later than June 14, 2019. A complete list of reporting timelines and due dates is outlined in the enclosed document entitled Reporting Timelines for 2019 Summer Programs.

If you have any questions or require assistance, please contact Ken Stamps in the Office of Accreditation at (601)-359-3764 or kstamps@mdekl 2.org.

Central High School Building 359 North West Street

P.O. Box 771

Jackson, MS 39205-0771

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## **MISSISSIPPI DEPARTMENT OF EDUCATION OFFICE OF ACCREDITATION**

District Assurance Statement

2019 Summer Programs

1. **DIRECTIONS**:
2. Identify the name of the school district and district code# below.
3. Check the box with the selected statement of assurance below.
4. Sign and date the statement of assurances below.
5. Submit the completed form by **June 14, 2019 to:**

**Office of Accreditation**

**Mississippi Department of Education**

**P. O. Box 771**

**Jackson, MS 39205-0771**

1. **GENERAL INFORMATION**

|  |  |
| --- | --- |
| School District Name: | District Code#:  |

1. **ASSURANCE STATEMENT** (Indicate the appropriate assurance statement by placing a check

In one of the boxes below).

|  |  |
| --- | --- |
|  | 1. **NO SUMMER PROGRAMS PROVIDED**
* The schools district does not provide summer programs.
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|  | 1. **SUMMER PROGRAMS PROVIDED**
* All summer program data will be included in the MSIS data report and submitted according to the established procedures and timelines.
* All summer programs provided are in compliance with accreditation standards.
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 **Signature of Superintendent Date**

**Mississippi Department of Education**

**Office of Technology & Strategic Services**

**Summer School Report Entry Instructions**

The screens for those districts who hosted some type of summer program are available to the District and School Personnel Roles. You can find the screens under Modules -> District/School ->Summer Program Report Entry.

* Districts tab - select a district if you have a security role in more than one district.
* Schools tab - select the school(s) that hosted the summer program.
* Summer Programs tab - MSIS populates the District and School Fields.
	1. Enter the SSN for the Principal, MSIS will populate the name.
	2. Enter Phone Area Code and Phone Number
	3. Select the type of Program from the drop-down menu that you offered (there are lines to report more than one type) - choices include: Enrichment, Regular Extended Year, SPED Extended Year, and Summer School.
	4. Enter Date Session Begins and Date Session Ends - MSIS will calculate the Total Days in Session
	5. Enter Military Beginning Time and Military Ending Time (you will need to use a 24-hour clock, ex: 5:00 P.M. = 1700 in Military Time).
1. Select Funding Source from the drop-down menu. Choices include: Other, SPED, Title I, Tuition, and WIOA (Workforce Investment Opportunity Act).
2. Enter Grade Level Served
3. Enter Number of Students Served
4. SAVE
5. If you need to add an additional Summer Program Type, click in the Date Session Begins field. This will allow you to go to the next line. If you need to enter more than three lines, click on the plus sign (+) while your cursor is in the Date Session Begins field and MSIS will add another line.

1

* Employees tab - you can select any employee in MS across the state, they do not have to be associated with your district for the summer programs, but they do have to be an active teacher in MSIS. (NOTE: The teacher must be in MSIS Personnel and they must have the proper teacher certification.)
1. Query for your teacher.
2. Select teacher from list returned by the query.
3. MSIS will populate Certificates/Endorsements.
4. Enter Course Code - MSIS will populate Course Title and School.
5. Enter Hours Per Day.
6. Enter Students (this is the number of students in that particular course code).
7. Enter Grade Level Lo and Grade Level Hi.
8. Select the Program Type from the drop-down menu - choices include: Enrichment, Regular Extended Year, SPED Extended Year, and Summer School.
9. SAVE
10. Click in Course Code field to enter additional courses for that teacher.
11. To enter additional teachers, begin with a new query and repeat the next steps.

Remember if you are offering credits to students in your summer program, you must have 140 hours of instructional time.

No hard copies of the summer program will be mailed to any districts. ALL districts (even if you have completed your summer program) will need to complete these screens. The Office of Accreditation will be reviewing the screens to be sure that everyone is in compliance.

Also, remember that the Month 10 file is not associated (at this time) with the Summer Program Report screen. The Summer Program Report screen is completed by the hosting school. The M10 (Summer School Code) file is submitted by the school that owns the student once they have completed the summer program.

2

##  **MISSISSIPPI DEPARTMENT OF EDUCATION**

 OFFICE OF ACCREDITATION

 OFFICE OF TECHNOLOGY AND STRATEGIC SERVICES

 DATA ELEMENTS REQUIRED FOR REPORTING 2019 SUMMER PROGRAMS

**DISTRICT**

District Name and Code #

**SCHOOL(S)**

School Name and Code # Phone #

Principal's Social Security # Summer Program Type

Date Session Begins and Ends for Each Program Type

Total # Teaching Days (excluding holidays) for Each Program Type Military Time Beginning and Ending for Each Program Type Funding Source for Each Program Type

Grade Levels Served for Each Program Type Total Number of Students Enrolled

**EMPLOYEE**

Social Security #, Name, and Years Experience

**SCHEDULES**

Course Code and Title School Code

Total # of Instructional Minutes Per Day for Each Course (excluding scheduled breaks) Number of Students

Grade Level Low and High Summer Program Type

**Mississippi Department of Education Office of Accreditation**

 **Reporting Timelines for 2019 Summer Programs**

**June 14, 2019** The district superintendent completes, signs, and returns the District Assurance Statement form.

**June 28, 2019** Summer Program Report Entry screen must be

completed by all schools that host a summer

 program via MSIS.

 **July 1-September 30, 2019** Districts may submit Summer School Files (SSD

 files) to MSIS from July 1, 2019

 until September 30, 2019.

**MISSISSIPPI DEPARTMENT OF EDUCATION**

**OFFICE OF ACCREDITATION**

### FACT SHEET FOR OPERATION OF SUMMER PROGRAMS 2019

**DEFINITIONS**

***Summer Program:*** Any program of instruction offered by the school district during the summer months after the close of the regular academic year.

* + ***Summer School:*** A program of instruction offered by the district during the summer months after the close of the regular academic year. The instructional program is designed to cover all minimum course objectives and requirements. Summer school programs are designed for students who failed to meet basic course/subject requirements and are retaking the course; however, students who wish to enroll in courses/subjects for the first time may also participate in a summer school program. Instructional time provided for each course is **140 hours for each Carnegie unit** and **70 hours for each half-unit.**
	+ ***Extended Year (Regular Education):*** A remedial program of instruction offered by the district that is designed for students who need additional time to complete all established course requirements and/or demonstrate mastery of minimum course objectives. **Any proficiency based, on-line program may be used for extended day or extended year programs, including programs that are not listed in the approved list of secondary courses.** Extended year programs are not required to provide 140 hours of instruction for each Carnegie unit and 70 hours for each half unit. ***Includes credit recover y courses.***
	+ ***Enrichment Program:*** A program of instruction with defined objectives, evaluation criteria, and mastery requirements that exposes students to material or instruction that would not otherwise be included as part of the curriculum during the normal sequence of educational experiences.
	+ ***Extended School Year (Special Education):*** Extended School Year (ESY) is the provision of special education and related services to students with disabilities in accordance with an IEP beyond the normal school year of the local school district and is provided at no cost to the parents of the student. (Contact the Office of Special Education at (60I) -359-3498 for additional information concerning ESY program requirements).

**ACCREDITATION REQUIREMENTS (Process Standard 13.5)**

The summer school/extended year program meets all applicable requirements of the regular school program.

1. Before transfer students (from within or outside the school district) are officially enrolled in a summer program, documentation must be secured that verifies approval for the student to enroll in a summer program signed by the principal of the home school.
2. All programs provided during the summer follow a definite schedule of classes.
3. All programs provided during the summer are under the leadership of the district superintendent.
4. All programs provided during the summer are supervised by an appropriately licensed principal.
5. All teachers and professional support staff assigned to a program provided during the summer hold valid licenses and appropriate endorsements.
6. The instructional management plan used for each course or class taught is consistent with the one used in the regular school session.
7. Pupil-teacher ratios applied during the regular session are also applied for summer programs.
8. A prescribed list of objectives to be mastered is on file for each student enrolled in an extended year program. Documentation supporting mastery of prescribed objectives is maintained for each student completing an extended year program.
9. The following documentation **is on file in the school** to verify the provision of summer programs provided by the school district:
	* List of all students enrolled
	* List of all teachers employed
	* List of all courses taught
	* Daily class schedules for each teacher
	* Copy of current license for all professional staff employed
	* Written approval from the home school principal to enroll each transfer student
	* Instructional management plans for each course taught
	* Calendar of summer program including instructional days and hours of instruction
10. **Carnegie Unit Credit**
	1. In a **traditional summer school program,** subjects/courses taught for which students are eligible to earn Carnegie unit credit must be those approved by the Commission on School Accreditation. (Refer to the current edition of *Approved Courses for the Secondary Schools of Mississippi).*
	2. In an **extended year program,** district officials document that each student enrolled has mastered the remaining prescribed objectives before awarding Carnegie unit credit for each course/subject completed.
	3. In a traditional secondary summer school program, district officials ensure the following:
		* A student may earn no more than one (1) Carnegie unit of credit during a traditional summer school program. (This limit does not apply to Extended Year Programs and approved virtual courses). (Districts meeting the highest level of performance may be exempted.)
		* Instructional time provided for each course is **140 hours for each Carnegie unit** and **70 hours for each half-unit.** (Exceptions are allowed for accelerated learning programs and remedial instructional programs that are proficiency-based).

2