

Department of Public Instruction  
Dr. Wayne G. Sanstead, State Superintendent  
600 E. Boulevard Avenue, Dept. 201  
Bismarck, ND 58505-0440

## High School Summer School Programs (Grades 9-12) FREQUENTLY ASKED QUESTIONS

**Q. 1. Where can I find information about the high school summer school program?**

**A. 1.** Visit [www.dpi.state.nd.us/approve/summer](http://www.dpi.state.nd.us/approve/summer) for North Dakota Administrative Rules (NDAR), projected state aid payments, and other important information relating to the high school summer school program. Course descriptions can be found in the *PK-12 Course Codes and Descriptions* at [www.dpi.state.nd.us/resource/corscode](http://www.dpi.state.nd.us/resource/corscode) and in the Administrative Resource Guide for Driver and Traffic Safety Education in North Dakota, which can be found at [www.dot.nd.gov/manuals/dlts/09%20DRIVERS%20ED%20GUIDE.pdf](http://www.dot.nd.gov/manuals/dlts/09%20DRIVERS%20ED%20GUIDE.pdf).

If you have specific questions regarding high school summer school programs, please contact the Teacher and School Effectiveness Unit at (701) 328-4563.

**Q.2. How does a program qualify for state aid?**

**A.2.** In order for a district to qualify to receive state aid for summer school programming, the Summer School Application and the Summer School Licensed Personnel (MIS03) report on STARS must be completed and approved **BEFORE** the program can begin. Applications must be received 15 days prior to the start of the program. (NDAR 67-20-01-01 and 67-20-01-02)

**Q.3. Who can teach in a high school summer school program?**

**A.3.** North Dakota Century Code (NDCC) states that only individuals holding a North Dakota educator's professional license for the grade level and content area of instruction may teach a high school summer school program (NDCC 15.1-13-17, NDCC 15.1-18-03, and NDAR 67-20-01-03(5)). There is an exception to this regulation for courses being offered under the postsecondary enrollment options statute. (NDCC 15.1-25)

**Q.4. What courses may be taught in a high school summer school program?**

**A.4.** All courses being taught and paid through state aid, must receive prior approval from the department. The course must be part of the regular school program. If the course is not part of the regular school program, it must be adopted by the school board and must be made available to all high school students. (NDAR 67-20-01-03)

**Q.5. What is the difference between cooperative work experience and career management?**

**A.5.** Cooperative work experience programs provide students with a regularly scheduled, supervised employment opportunity preceded by, or concurrent with, classroom instruction related to the work experience. The course requires a teacher licensed to teach in the technical area, have a training agreement, and have a training plan.

Career management programs provide an exploratory course for students to discover their own career interests, capacities, and abilities. The course may include on-site job shadowing experiences in various career fields. This course may be taught by any licensed teacher.

Specific course codes and course descriptions can be found online at [www.dpi.state.nd.us/resource/corscode/index.shtm](http://www.dpi.state.nd.us/resource/corscode/index.shtm).

**Q.6. When can summer school courses be held?**

**A.6.** Summer school classes must be conducted between the closing date and the beginning date of the regular school term. (NDAR 67-20-01-04)

**Q.7. How many students can participate in a high school summer school course?**

**A.7.** According to administrative rules for school accreditation, it is recommended that no more than 30 students should be enrolled in each class. The anticipated enrollment is reported on the STARS Summer School Licensed Personnel (MIS03) report and can be verified by a class roster if necessary. (NDAR 67-19-01-36)

**Q.8. How are student grade levels determined?**

**A.8.** Students participating in high school summer school programs are to be reported *in the grade that they have been promoted to in the fall*. (NDAR 67-20-01-05) Outlined below are examples to help clarify:

- If a student was in grade 9 in the school year that just ended and has successfully completed that grade, for summer school enrollment purposes the student has been promoted to grade 10 and would be enrolled in a high school summer school program.
- If a student was in grade 9 in the school year that just ended but the school *requires* the student's participation and successful completion of a summer course in order for the student to be promoted to grade 10, for summer school enrollment purposes the student is still considered to be in grade 9.

*Please note: Districts must report ALL participating summer school students, grades 9-12, under the grade level in which they have been promoted to in the fall. This is the grade level that will be reported to receive state aid payments.*

**Q.9. Will the summer school program be monitored?**

**A.9.** Yes, the Department of Public Instruction will monitor summer programs by reviewing documentation and conducting on-site visitations, as necessary. (NDAR 67-20-01-06)

**Q.10. May a student take a summer school course from another school district?**

**A.10.** Yes; however, the two involved school districts must complete and concur on a tuition agreement. (NDAR 67-20-01-07)

**Q.11. Can students from private schools attend the district's state funded summer school program? If so, would we receive summer school state aid for their attendance?**

**A.11.** Yes, as long as the private school student is a resident of the district. These private school children essentially become public school children for the summer. Whom ever does the district's summer school reporting will want to be sure to exit code the private school children as "transferred within the district" at the end of the summer school session. If they are not a resident of the district, a tuition agreement between the two districts would have to be established.

**Q.12. What are a school's responsibilities if there are changes after the school's application has been submitted or approved?**

**A.12.** The school must submit an amended application to the Department's School Approval and Accreditation Unit. The amended application must provide the same type of information as is required on the original application.

It is not uncommon for the number of students who actually enroll in a course to vary somewhat from the number given on the school's application. *Any increases that result in the employment of additional personnel must be reported as an amendment to the original application, additionally, staff would need to be reported on the STARS Summer School Licensed Personnel (MIS03) report.*

The program must provide the required hours of actual instructional time to qualify for state aid. If unforeseen circumstances occur (such as the school building being closed for emergency reasons or illness of the instructor), the instructional time must be made up and the Department must be notified immediately of the change.

*Please note, only approved courses and programs are eligible to receive state aid payment. If changes are made (i.e., additional staffing, additional courses) and not approved by the department, state aid payment for the course will not be made.*

**Q.13. How many hours of instruction are necessary to qualify for state aid payment?**

**A.13.** NDCC 15.1-21-03 outlines the requirements for the receipt of high school credit units indicating that each full credit must consist of at least 120 clock hours of instruction; 60 clock hours for one-half credit; and 30 clock hours for one-quarter credit, with the exception for:

- Science and vocational courses requiring 150 clock hours are required for each credit; 75 clock hours for one-half credit; and 37.5 clock hours for one-quarter credit.
- Driver education courses, see Question 13 below. (NDAR 67-20-01-08)

**Q.14. What fees can schools legally charge for summer school?**

**A.14.** Only those fees specifically allowed in NDCC 15.1-09-36 can legally be charged for summer school.

**Q.15. How/When can a school's summer school data be submitted for state aid payment?**

**A.15.** To receive state aid payment for the summer program, the school must submit the summer school data to the Department of Public Instruction, Office of School Finance, via the STARS Summer School Enrollment report at the close of the program. (NDAR 67-20-01-08). If you have questions regarding the submission of summer school data, please contact the Office of School Finance at (701) 298-4639.

**Q.16. How many hours of instruction are required for driver education?**

**A.16.** Driver education must follow requirements within two sections of state law governing two different state departments. Classroom instruction for driver education must consist of a minimum of 30 clock hours in order for students to receive one-quarter credit. NDAR 37-03-04 for the Department of Transportation requires that driver education programs must also include six hours of behind-the-wheel instruction AND six hours of observational instruction while in the vehicle. The behind-the-wheel and observation is in addition to 30 hours of classroom instruction. (NDAR 67-20-01-08)

All instructional hours (30 hours classroom + 6 hours behind-the wheel + 6 hours observation) must be fulfilled for a school district to be eligible to receive state aid payment.

**Q.17. How are student grade levels determined for driver education?**

**A.17.** Students participating in driver education are to be reported *in the grade that they have been promoted to in the fall.* (NDAR 67-20-01-05) Outlined below are examples to help clarify:

- If a student was in grade 8 in the school year that just ended and has successfully completed that grade, for summer school driver education enrollment purposes the student has been promoted to grade 9 and would be enrolled in a high school summer school program for driver education. Additionally, this student **MUST** be at least 14 years of age before taking the behind-the-wheel portion of the course.

*Please note: State aid payments for driver education are made only if students are:*

- In grade 9 (minimum)
- Participate in both Driver Education Classroom instruction *AND* Behind-the-Wheel/Observation instruction

**Q.18. When can credit be issued for driver education?**

**A.18.** In order to issue credit for driver education, students must have successfully completed:

- Grade 8 (be promoted to grade 9)
- Both Driver Education Classroom instruction (30 hours minimum) *AND* Behind-the-Wheel (6 hours minimum)/Observation (6 hours minimum) instruction.

**Q.19. Are there age requirements for participation in Driver Education Classroom instruction or Behind-the-Wheel/Observation instruction?**

**A.19** Students can take the classroom portion of the driver and traffic safety education class as early as eighth grade. The behind-the-wheel portion, however, can be given only to students who are at least 14 years of age. It is strongly recommended that students have completed a minimum of 4 hours of classroom instruction in the rules of the road prior to any behind-the-wheel instruction.

**Q.20. Can a student who loses his/her drivers license retake driver education?**

**A.20.** A student who loses his or her license for traffic violations must retake the driver education course (NDCC 39-06-01.1); however, the school may not claim state aid for that student when the course is retaken. A fee for the course is allowed under NDCC 15.1-09-36.

**Q.21. How can driver education completion certificates be obtained?**

**A.21.** The certificate of completion confirms that the student has successfully completed the driver and traffic safety education program course. This is an official document that must be presented to the driver examiner at the time of the road test to determine licensure.

Driver education completion certificates can be obtained by contacting the Drivers License and Traffic Safety Division at the ND Department of Transportation at (701) 328-2402.

*Updated January 2012*