

Skill Center Summer Program Guidelines

Purpose:

The purpose of a Skill Center Summer program is to offer state approved Skill Center courses that:

- Reduce barriers for students by providing access to Skill Center programs through flexible scheduling and program location.
- Provide opportunities for students to attend approved Skill Center programs in the summer leading to additional opportunities and flexibility in scheduling classes during the regular school year.
- Enhance employability and industry skills and increase student awareness of career opportunities.
- Supports the individual student's High School and Beyond Plan where students earn high school credit that meets graduation requirements.
- Allow for eligible students to attend a Skill Center Summer program tuition free and be claimed for state funding by accessing the 1.60 Average Annual Full-Time Equivalent (AAFTE) available when enrolled in both high school and Skill Center classes throughout the school year (both for the regular school year and during the summer months).

Guidelines:

The following Skill Center Summer Program guidelines are developed in conjunction with [Revised Code of Washington \(RCW\) Chapter 28A.245 \(Skill Centers\)](#) and [Washington Administrative Code \(WAC\) 392-121-136\(1\)\(a\) \(Operating Vocational Skills Center Summer School Programs\)](#).

Skill Center Summer Program Requirements:

- Skill Center Summer programs must be currently approved Skill Center programs.
- Skill Center Summer courses may be offered in partnership with school districts at an off campus secondary summer school site.
- Skill Center Summer courses offered at branch or satellite location must be approved by the district where the satellite or branch campus is located.
- All proposed Skill Center Summer offerings must be approved annually by OSPI through the Modified Skill Center Summer School approval process (Form SPI 1661).
- The Skill Center will submit all proposed courses through Form SPI 1661 for approval.

The form requires the following:

- Identification of currently approved application ID number, CIP code, course title, program area, course location type, course location name, and course method;
- General Advisory Council or Program Advisory Committee approval;
- School District CTE Director approval; and
- Skill Center Director approval.



- Form SPI 1661 must be submitted to OSPI by March 8 to OSPI. Skill Centers will be notified by March 29 of approved Skill Center Summer course offerings.
- Any course not approved as a Skill Center Summer course will not be eligible for Skill Center enhanced funding and accessing the 1.60 AAFTE.

Skill Center Summer Program Instructors:

For Skill Center courses and CTE courses approved through the Modified Skill Center Summer School approval process, the instructor providing the summer instructions must have a valid endorsement for the subject area.

Student Fees:

- Students enrolling in a Skill Center Summer program may not be charged a registration fee.
- Lab fees may be charged:
 - Lab fees must be consistent with what is charged during the regular school year.
 - Lab fees are for materials, supplies, or projects that the student takes with them.
 - Lab fees may be charged at the time of registration.

Course Length:

- The course may **not exceed the maximum number of hours** for which the course was approved by OSPI.
- Courses may be offered up to 6.5 hours per day, plus passing time, except Cosmetology which may follow the standard practice of the beauty school for which services are contracted.
- Skill Center Summer courses may occur any time during the months – June, July or August providing the participating school district's regular school year is not in session.

Program Credit:

Credit for course work for the Skill Center Summer program shall be subject to the policies developed by the local school district board of directors and the rules and regulations of the State Board of Education ([WAC 180-51-050](#)).

Eligible Students:

- Skill Center Summer programs will be open to students in grades 9–12, except for Work-Based Learning experiences where students must be 16 years of age or older to obtain a work permit.
- Students who have completed the 8th grade are eligible for Skill Center Summer program if the student's resident district has a school board policy that states students may progress to the next grade level immediately upon completion of a grade.
- A Skill Center may continue to serve students who have graduated or who have met the resident district's graduation requirements but wish to complete their industry

certification or program over the summer of their senior year until the end of the school year (August 31). However, a student who has met the resident district's graduation requirement cannot be claimed for basic education or Skill Center funding for the next academic school year (beginning September 1) pursuant to [WAC 392-121-108](#).

- A Skill Center is not to create or market their summer programs to new graduates.
- Students who are not residents of the Skill Center consortium districts must have an individual choice transfer or interdistrict agreement in place for each student to be able to claim the student for state funding. [Bulletin # 035-18](#) is the current guidance on this requirement. Without a choice transfer or Interdistrict agreement, a district does not have the authority to claim a Skill Center student who is not as resident of the Skill Center consortium.

Claiming Skill Center Summer Enrollment for State Funding:

Skill Center Summer enrollment can be claimed for state funding for those students with available AAFTE.

Determining a Student's Available AAFTE:

For any month of the regular school year, students enrolled in both a high school and a Skill Center may be claimed up to a total combined FTE of 1.60 based upon their enrolled hours. However, neither the high school nor the Skill Center can claim the student for more than a 1.0 FTE.

- AAFTE is the 10-monthly average of the monthly FTE. Similar to the monthly FTE limitation, students enrolled in both a high school and Skill Center may be claimed for the entire school year up to a total combined AAFTE of 1.60 and neither the high school nor the Skill Center can claim the student for more than a 1.0 AAFTE.
- Prior to enrolling a student in a Skill Center Summer program, the district reporting the summer enrollment must determine the AAFTE available for each student enrolling in a Skill Center Summer program. Refer to page 35 of [2018-19 Enrollment Reporting Handbook](#) for more information.

How to Report Skill Center Summer Enrollment for State Funding:

- Skill Center Summer enrollment is claimed for state funding based on the enrolled hours for each Skill Center Summer session and is reported as an AAFTE on the reporting Skill Center district's Form P223S.
- To determine the AAFTE, add up each Skill Center Summer session's hours. Divide these hours by 1,000.
- Each student with available AAFTE and who participated on one of the first four school days of the Skill Center Summer session can be claimed for the calculated AAFTE.

Summer Work-Based Learning (WBL):

Requirements for Operating a Summer WBL Program:

- Student's WBL hours are earning high school credit.
- Students in a WBL program must be 16 years of age.

- WBL hours are associated with a class that the student had previously taken or is currently taking.
- **Before the WBL experience begins, all the following requirements are met:**
 - A completed learning plan,
 - An agreement between the district and the workplace, and
 - The student participates in a program orientation.
- WBL must meet all requirements as indicated in [2012 Worksite Learning Manual](#).
- The teacher coordinating the WBL provides one-half hour per week per student of coordination activity. The maximum number of students per full-time coordination is 25.

Requirements for Claiming WBL for Skill Center Enhanced Funding:

- WBL hours are associated with an approved preparatory Skill Center class that the student had previously taken or is currently taking.
- The teacher coordinating the WBL possesses an endorsement in the Skill Center course associated with the student's WBL hours and must have had a course in Coordination Techniques.

Claiming Summer WBL Hours for State Funding:

- Only students with available AAFTE can have their summer WBL hours claimed for state funding ([WAC 392-121-123](#)).
- Only WBL hours done in associated with a Skill Center course and that are preparatory can access the 1.60 AAFTE when a student has been claimed by both a high school and a Skill Center during the school year. However, the student cannot exceed 1.00 AAFTE for their Skill Center enrollment.
- No more than 360 hours of cooperative WBL hours may be claimed for funding for each credit a student pursues as reported on the student's transcript. No more than 180 instructional WBL hours may be claimed for funding for each credit a student pursues as reported on the student's transcript ([WAC 392-121-124](#)).
- To calculate the student's AAFTE for their WBL:
 - For cooperative WBL, divide the student's actual summer hours by 2,000.
 - For instructional WBL, divide the student's actual summer hours by 1,000.