



## Wyoming Department of Education

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### MEMORANDUM 2008 - 178

**TO:** School District Superintendents

**FROM:** Mary Kay Hill  
Administration Unit Director

**DATE:** December 5, 2008

**SUBJECT: Chapter 33, Rules on Wyoming Bridges Summer School, Enrichment, and Extended Day Grant Program**

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Please find enclosed an updated table of contents and signed certification pages for Chapter 33, Wyoming Bridges Summer School, Enrichment and Extended Day Grant Program. Please replace your old Chapter 33 Rules with these.

Please contact me at 6213 if you have any questions or if I can be of assistance to you.

Thank you.

enclosures

Thank you.

MKD: jd

Enclosures

Appendix A

CERTIFICATION PAGE FOR RULES

Adoption Date: October 1, 2008

To guarantee review by the Secretary of State within the 75 day deadline, this package must be submitted to the Secretary of State by: December 15, 2008

GENERAL INFORMATION:

1. Agency: Wyoming Department of Education  
Address: 2300 Capitol Avenue  
2<sup>nd</sup> Floor, Hathaway Building  
Cheyenne, WY 82002-0500  
Agency Contact Person for these Rules: Jennifer Duncan  
Work Telephone: (307) 777-6213

2. Are these new rules? ("new" – means the first set of regular rules to be promulgated by this agency after the Legislature adopted a new statutory provision or significantly amended an existing statute) Yes x No \_\_\_\_\_

3. Chapter # and name of rules being created, amended or repealed: Chapter 33, Wyoming Bridges Summer School, Enrichment and Extended Day Grant Program

4. Does this rule replace an existing rule? Yes X No \_\_\_\_\_ If yes, which chapter(s)?: Chapter 33, Wyoming Bridges Summer School, Enrichment and Extended Day Grant Program

NOTICE OF INTENDED RULEMAKING TO AG, LSO AND SECRETARY OF STATE

5. Notice of intended rulemaking containing all of the information required by W.S. 16-3-103(a) was filed with the Secretary of State on: July 10, 2008

6. Notice of intended rulemaking and proposed rules in strike and underscore format were provided to the Legislative Service Office and courtesy copies of the notice and proposed rules were provided to the Attorney General and the Governor on: July 10, 2008

PUBLIC NOTICE OF INTENDED RULEMAKING:

7. Yes x No \_\_\_\_\_ (If applicable) Notice was mailed 45 days in advance to all persons who make a timely request for advance notice.

8. Yes \_\_\_\_\_ No x A public hearing was held on the proposed rules on:

STATE OF WYOMING }  
Office of the Secretary  
Filed the 10<sup>th</sup> day of November  
2008 at 4:00 P.M.  
Max Maxfield  
Secretary of State

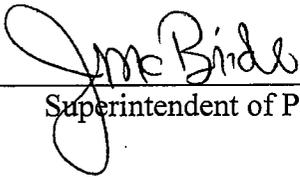
**FINAL FILING FOR RULES:**

9. Yes x No \_\_\_ A Disk with an exact copy of the attached rules is attached or the electronic copy was sent via electronic mail to the Secretary of State on October 2, 2008.
10. Final rules with original signatures were sent to the Attorney General's office for the Governor's signature on October 1, 2008.
11. Final rules were sent to the Legislative Service Office on October 2, 2008.

**CERTIFICATION BY AGENCY:**

The undersigned certifies that the foregoing information is correct.

Date October 1, 2008

  
\_\_\_\_\_  
Superintendent of Public Instruction

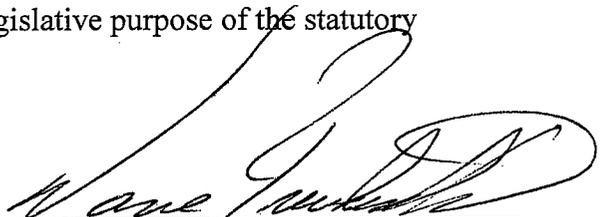
**GOVERNOR'S CERTIFICATION**

I have reviewed these rules and determined that they:

- (1) are within the scope of the statutory authority delegated to the adopting agency; and
- (2) appear to be within the scope of the legislative purpose of the statutory authority.

Therefore, I approve the same.

11/10/08  
\_\_\_\_\_  
Date Approved

  
\_\_\_\_\_  
Governor

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Wyoming Department of Education  
**Wyoming Bridges Summer School and Extended Day Grant Program**

**CHAPTER 33**

**Section 1. Authority.**

These rules are promulgated pursuant to W.S. § 21-13-334.

**Section 2. Applicability.**

These rules set forth the grant requirements and application procedures to which districts must adhere to in order to be eligible and apply for financial assistance for the provision of intervention and remediation programs to students beyond required student-teacher contact hours. The rules describe minimum programmatic requirements, timeframes for submitting the application, allocation of funds, and provide definitions.

**Section 3. Promulgation, Amendment or Repeal of Rules.**

These rules are effective when signed by the Governor and filed with the Secretary of State. Any amendment shall become effective as provided by the Wyoming Administrative Procedure Act (W. S. § 16-3-101 through 16-3-115).

**Section 4. Definitions.**

(a) "Department" means the Wyoming Department of Education.

(b) "Enriched learning strategies" are learning opportunities which engage students in rigorous higher order thinking through pragmatic and/or real-world application. They incorporate learning through manipulative hands-on experiences relevant to a student's learning style and shall be provided in conjunction with the regularly scheduled school day, whether during summer school or during extended day programs operated throughout the traditional school year.

(c) "Extended Day" means the time before or after the regularly scheduled school day, or a day not regularly scheduled by a district for school to be in session during its approved calendar.

(d) "Guidelines" mean guidance and instructions issued by the Department which accompany the application for the grant described within these rules.

(e) "Individual Learning Plan for Summer School or Extended Day" means the plan developed for each student receiving summer school or extended

day supplemental instruction through this grant and identifies the specific area(s) of proficiency needed to be improved in order to meet statewide content and performance standards or to recover credits for graduation. The plan shall focus on a limited number of specific goals that can reasonably be met within the specified time of the program and can be measured in accordance with prescribed guidelines. A clear, concise action plan on how instruction will be delivered should be included.

(f) "Intervention" means the provision of additional high quality instruction which supplements instruction provided during delivery of the general curriculum that will assist students who are at risk of not achieving state learning standards or at risk of not gaining the knowledge and skills needed to meet or exceed designated performance levels. Intervention strategies:

- (i) Are challenging;
- (ii) Are relevant;
- (iii) Match the student's needs and learning style;
- (iv) Engage the learner; and
- (v) Change as a student responds to a specific strategy.

(g) "Instructional paraprofessional" means an individual who meets the requirements of the No Child Left Behind Act of 2001 for highly qualified paraprofessionals who regularly provides instruction and support for a classroom teacher.

(h) "Other remedial methods" means high-yield instructional strategies used intentionally to modify the way instruction is delivered to an individual student in order to achieve a successful outcome for that particular student.

(i) "Program" means delivery of supplemental instruction which uses enriched learning strategies and other remedial methods made available to students beyond required student-teacher contact hours.

(j) "Remediation" means the provision of alternative additional instruction to students who have not met a minimum acceptable standard of achievement or required core content and skills. Remedial instruction is to be tailored to the individual needs of each student with the goal of mastering identified deficiencies to improve the knowledge, competency, and skill of the student. Remedial instruction focuses on areas specifically targeted for each student, incorporating various and multiple effective educational strategies, and is:

- (i) Diagnostic;
- (ii) Prescriptive; and
- (iii) Intensive.

(k) "Teacher of Record for Extended Day" means the certified teacher who supervises intervention, remediation, and enriched instructional activities provided in an extended day environment offered by districts under this authority. The teacher of record for extended day is not required to be certified in a specific content area. This teacher shall be responsible for the preparation of individual learning plans for students participating in the extended day program.

(l) "Teacher of Record for Summer School" means the certified teacher who delivers instruction to students enrolled in a district's summer school program. A summer school teacher must be certified in the specific content area in which intervention and remedial instruction is being delivered.

#### **Section 5. General Programmatic Requirements of the Grant.**

(a) Application to the Department shall be in a manner and form prescribed by the Department. The Department may request additional information prior to awarding a grant in order to ascertain programmatic compliance with requirements.

(b) K-12 districts and K-8 districts with charter high schools shall have in place or have requested funds under this authority for a comprehensive K-12 elementary and secondary summer school (or intersession) program targeted to intervention, remediation and credit recovery that incorporates enriched learning strategies and other remedial methods before it may apply for use of funds to support extended day supplemental instruction programs.

(i) Funding shall be reduced for summer school programs which are not offered comprehensively to students in grades K through 12, according to provisions set forth in Section 8 of these rules.

(c) A charter school planning to provide programs separately from its district must adhere to application and programmatic requirements set forth for districts in these rules. Separate application and end of program reports are to be submitted along with documents from its district. Funds will flow from the district to the charter school.

(d) For schools operating on a year-round calendar, supplemental instruction utilizing enriched learning strategies and other remedial methods may be delivered during the district's intersession, or break between defined school year classroom schedules.

(e) Districts may be reimbursed under this grant for summer instructional programs provided to students registered for kindergarten the following school year. These students will not be counted for the purpose of calculating district award amounts under this grant.

#### **Section 6. Application Requirements.**

(a) To receive grant assistance under these rules, a district shall apply to the Department on or before April 15.

(b) The Department shall notify districts of eligibility and the amount of funds for which they qualify no later than 15 days after the date set by the Department for submission of grant applications.

(c) The application for summer school programs authorized under these rules shall include:

(i) An estimate of the number of students to be enrolled in the intervention and remediation program(s) for which the grant is requested, broken down by grade level, with estimates of average elementary and secondary class sizes;

(ii) A description of program content including subjects offered, number of days and hours of instruction, monitoring methodology, and development of student learning plans in accordance with Department guidelines; and,

(iii) Other requirements set forth as needed by the Department within application guidelines.

#### **Section 7. Summer School and Extended Day Program Requirements.**

(a) Programs made available to students for summer school and extended day instruction under this authority shall meet the following requirements:

(i) At a minimum, remediation, intervention, and credit recovery shall be made available in mathematics and reading/language arts, dependent upon the student's need as identified in their individual learning plan;

(ii) Intervention strategies used by instructors shall be challenging, relevant, match the student's needs and learning style, engage the learner, and be dynamic, changing as a student responds to a specific strategy.

(iii) Remedial instruction shall be tailored to the individual needs of each student with the goal of mastering identified deficiencies to improve the knowledge, competency, and skill of the student. Remedial instruction focuses on

areas specifically targeted for each student, incorporating various and multiple effective education strategies and is diagnostic, prescriptive, and intensive.

(iv) To the extent practical and reasonable, class size shall be limited to ten (10) students in elementary and to fifteen (15) students in junior high/middle and high school classes;

(v) Individual student learning plans must be developed, implemented, and evaluated for each student;

(vi) Summer school teachers and persons providing extended day instruction shall receive seven (7) clock hours of training yearly in research-based instructional strategies that focus on individualized instructional approaches for teaching at-risk students;

(vii) The school principal, district superintendent, or designee with administrative certification or any other professional supervising summer school or extended day programs shall receive training yearly in research-based instructional strategies that focus on individualized instructional approaches for at-risk students;

(viii) To assure effectiveness of teaching and program quality, instruction delivered shall be monitored regularly by a district superintendent, school principal, or designee with administrative certification trained in research-based instructional strategies that focus on individualized instructional approaches for at-risk students;

(ix) Students utilizing computer-based educational learning programs which supplement classroom instruction must do so in an environment supervised and attended by a person with at least the minimum credentials of an instructional paraprofessional as defined in these rules;

(b) Summer school programs must additionally assure:

(i) Teachers providing summer school instruction under this authority shall meet the certification standards set forth under the rules and regulations of the Wyoming Professional Teaching Standards Board as created by W.S. § 21-2-801;

(ii) Delivery of a minimum of sixty (60) instructional hours over a period of at least fifteen (15) school days to each elementary and middle or junior high school student. These total hours may or may not include a combination of instruction in mathematics and reading/language arts, dependent upon the student's need as identified in their individual learning plan;

(iii) Availability of a minimum of sixty (60) instructional hours per subject to each high school student unless the student can demonstrate proficiency prior to concluding the full sixty (60) hours of instruction.

(c) Extended day programs must additionally assure:

(i) The availability of an adequate number of instructional hours to assure the student has met the goals identified in their individual learning plan, can demonstrate proficiency, or their needs are addressed by another intervention.

(d) Upon completion of summer school and extended day programs, each district shall report to the Department statistical, expenditure, programmatic evaluation, and student achievement data, and provide evidence of appropriate staff development as required by the Department in guidelines.

#### Section 8. **Allowable Funding.**

(a) Grant amounts available under this program are for one (1) year only and shall be determined for applicant districts every year utilizing each individual district's average teacher compensation as computed by the education resource block grant model as of April 15 prior to the issuance of award letters to districts May 1. Grant amounts to each district operating a comprehensive K-12 summer program will be based upon the larger of the following amounts:

(i) For every thirty (30) at-risk students within the district identified under W.S. § 21-13-309(m)(v)(A), multiply one (1) full time equivalent (FTE) teacher position by fifteen percent (15%); or

(ii) Fifty percent (50%) of one (1) full time equivalent (FTE) teacher position.

(b) The Department shall modify a district's full-time equivalent (FTE) teacher position calculation to reflect a district's actual summer program offering when that program is made available to only elementary or only secondary students. The modified grant shall be calculated to proportionately reflect the grades offered, based on the district's proxy count, and shall not be less than twenty-five percent (25%) of one (1) full time equivalent (FTE) teacher position.

(c) Intersession intervention and remediation programs utilizing enriched learning strategies and other remedial methods for districts operating on a year-round calendar shall be awarded a grant amount that may not exceed in one calendar year the amount prescribed in Section 8(a) above. Reporting requirements and grant distribution to these districts will be subject to program application guidelines issued by the Department.

**Section 9. Allocation of Funds.**

(a) A district may contract with another entity to provide services described herein. Districts remain responsible for compliance with all requirements set forth in W. S. § 21-13-334 and corresponding rules and guidelines.

(b) Funds will be distributed to districts after the completion of programs approved under this authority and no later than eight weeks after the receipt and acceptance by the Department of end of program reports. Dates for submittal of final reports will be detailed in Department guidelines.

(i) Reimbursement to each district shall be equal to grant funds actually expended by the district for programs approved by the Department under this authority, subject to maximum allowable grant amounts computed.