



Summer Programs Manual



Summer 2018

Clay County District Schools



Clay County School Board Members

District I

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District II

The Honorable Carol Studdard, Chairman

District III

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District IV

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District V

The Honorable Ashley Gilhousen

Superintendent of Schools

The Honorable Addison Davis

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2018 Summer Programs Overview

Program	Dates	Audience	Description of Program	Sites	Funding Source
Voluntary Pre-K Summer Program Program Details pp. 5-9 Forms pp. 10-22	Teachers: 6/8/2018-7/27/2018 Students & Assistants: 6/11/2018-7/27/2018	Children who will be 4 years old on or before September 1, 2017 and have not used any portion of a Certificate of Eligibility from any Florida coalition during the 2017-18 school year	A free, seven-week summer learning program that provides instruction to students, preparing them for school readiness and success	Oakleaf High School	Project 1458 Fund 0100
3rd Grade Summer Reading Camp Program Details pp. 23-27 Forms pp. 28-31	Teachers: 6/18/2018-7/26/2018 Students: 6/19/2018-7/26/2018	3rd grade students who scored a level 1 on the English Language Arts Florida State Assessment (ELA FSA)	A free program providing 3rd grade students with every opportunity to be promoted Free breakfast and lunch provided for students outside of program hours.	Argyle Elementary <i>Charles E. Bennett Elementary</i> Keystone Heights Elementary <i>Montclair Elementary</i> Swimming Pen Creek Elementary <i>W. E. Cherry Elementary</i> Wilkinson Elementary	Project 1438 Fund 0100
6th Grade & Junior High Credit Recovery Program Details pp. 32-36 Forms pp. 37-38	Teachers: 6/14/2018-7/3/2018 Students: 6/18/2018-7/3/2018	6th-8th grade students* who are seeking to recover two or less credits/courses to be promoted <i>*Standard diploma, including students with disabilities in inclusion and self-contained classrooms</i>	Student will use Compass Odyssey Software for 10 days in a blended learning setting, with instruction delivered virtually and face-to face	Green Cove Springs Junior Oakleaf Junior Keystone Heights Jr/Sr	Project 1138 Fund 0100
High School Credit Recovery Program Details pp. 39-43 Forms pp. 44	Teachers: 6/14/2018-7/3/2018 Students: 6/18/2018-7/3/2018	9th-12th grade students* who are seeking to recover two or less credits/courses to be promoted <i>*Standard diploma, including students with disabilities in inclusion and self-contained classrooms</i>	Student will use online software for 10 days in a blended learning setting, with instruction delivered virtually and face-to face	Clay High Fleming Island High Keystone Heights Jr/Sr Middleburg High Oakleaf High Orange Park High Ridgeview High	Project 1138 Fund 0100

Program	Dates	Audience	Description of Program	Sites	Funding Source
Algebra I Credit Recovery for ESE ONLY Program Details pp. 45-49 Forms pp. 50	Teachers: 6/12/2018-7/12/2018 Students & Assistants: 6/13/2018-7/12/2018	Students with disabilities who are seeking to recover Algebra 1 credit and/or did not successfully pass the Algebra 1 End-of-Course (EOC) Assessment	A free program providing students with disabilities with every opportunity to pass the Algebra 1 End-of-Course (EOC) Assessment	Clay High Fleming Island High. Keystone Heights Jr./Sr. Middleburg High Oakleaf High Orange Park High Ridgeview High	Project 1138 Fund 0100
Algebra I Boot Camp Program Details pp. 51-54 Forms pp. 55-56	Teachers: 7/9/18-7/13/2018 Students: 7/10/2017-7/13/2017	Students* who did not successfully pass the Algebra 1 End-of-Course (EOC) Assessment <i>*Standard diploma, including students with disabilities in inclusion and self-contained classrooms</i>	A program providing students with every opportunity to pass the Algebra 1 End-of-Course (EOC) Assessment	Clay High Fleming Island High Keystone Heights Jr./Sr. Middleburg High Oakleaf High Orange Park High Ridgeview High	Project 1138 Fund 0100
11th-12th ESOL Summer Reading Program Details pp. 57-61 Forms pp. 62	Teachers: 6/14/2018-6/28/2018 Students & Assistants: 6/18/2018-6/28/2018	English Language Learners (ELLs) scoring a level 1 or 2 on English Language Arts Florida State Assessment (ELA FSA)	A free summer language program providing ELLs the opportunity to enhance their English Language to pass the required assessments to earn a high school diploma	Orange Park High	Project 4038 Fund 0420
ESE Extended School Year Program Details pp. 63-67 Forms pp. 68-82	Teachers & Nurses: 6/14/2018-7/19/2018 Students & Assistants: Ridgeview High 6/18/2018-7/18/2018 Keystone Heights Elem & Middleburg High 6/19/2018-7/19/2018	Students with disabilities who have been determined to need ESY services based on IEP team determination. The ESY calendar is general framework for services; The IEP team makes the decision regarding ESY services necessary for the provision of FAPE.	Extended school year services are available to provide a Free Appropriate Public Education (FAPE) for students with disabilities	*ESY Sites Keystone Heights Elem. Middleburg High Ridgeview High *Students are assigned to an ESY site based on their needs.	Project 1138 Fund 0100

Summer Voluntary Pre-Kindergarten Program (SVPK)

District Contact

Dr. Terri Stahlman

904-336-6904

terri.stahlman@myoneclay.net

Location	Feeders	Meals	Cost
Oakleaf High School	Entire school district	Students will be provided breakfast, lunch, and a snack during the program. *No lunch served on 7/28	Free

Summer Voluntary Pre-Kindergarten Program Calendar

Teachers	Teacher Planning, 6/8/2018, 8:00 a.m. - 11:00 a.m. Operating Dates, 6/11/2018-7/27/2018, 7:00 a.m. - 5:00 p.m. (Monday-Friday) Last Day for Teachers, 7/27/2018, 7:00 a.m. - 11:00 a.m.
Students	Operating Dates, 6/11/2018-7/27/2018, 7:30 a.m. - 4:30 p.m. (Monday-Friday) Last Day for Students, 7/27/2018, 7:30 a.m. - 10:30 a.m.
Assistants	Operating Dates, 6/11/2018-7/27/2018, 7:30 a.m. - 4:30 p.m. (Monday-Friday) Last Day for Assistants, 7/27/2017, 7:30 a.m. - 10:30 a.m.
Important Dates	No School on 7/4/2017, Half Day 7/27/18

Student Registration

Student Eligibility

The SVPK is a free, seven-week summer learning program that provides instruction to students, preparing them for school readiness and success. The SVPK program enhances students pre-reading, pre-math, language, and social skills.

Eligible participants must be 4 years old on or before September 1, 2017 and have not used any portion of a Certificate of Eligibility from any Florida coalition during the 2017 -18 school year.

Student Notification

Parents can access the [2018 Summer VPK Flyer](https://fl02211874.schoolwires.net/Page/4661) with registration information at this site:
<https://fl02211874.schoolwires.net/Page/4661>

Student Registration

To register, parents must obtain a Summer Certificate of Eligibility from the Florida Early Learning Coalition at <https://vpkcp.floridaeearlylearning.com>. The parent must then take the Certificate of Eligibility, along with the other required [Clay County registration documents](#), to Oakleaf High School to register the child into the SVPK program.

Curriculum & Instruction	
Time	7:30 - 4:30
Curriculum	Florida Early Learning and Developmental Standards
Instructional Methodologies	Individual guidance, small group, & exploratory play
Materials	Early Literacy and Learning Model (ELLM)
Assessment	Screening: Florida VPK Assessment Progress Monitoring: Teacher-developed records Outcome Measure: Florida VPK Assessment

Student Policies

Student Code of Conduct

The “Student Code of Conduct” policies are to be followed during all summer school offerings.

Attendance

Students may not be absent more than 5 days.

Student Records

Initiating Summer School Records

VPK student records will be created at Oakleaf High School upon registration.

Closing Out Summer School Records

The SVPK teacher will report student progress on the Florida VPK Assessment.

Instructional and Support Application & Hiring

Instructional

The following are the instructional qualifications for summer school:

ARTICLE XIV

PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

C. All instructional employment in summer school shall be filled according to the following criteria:

1. All teachers who apply shall apply for summer school classroom positions which are open at centers affecting their school. Requests to teach summer school shall be presented to the district Human Resources Division.
2.
 - a. Only teachers under contract in the county for the year preceding or for the next year will be considered for summer school employment.
 - b. No teacher receiving an unsatisfactory evaluation during the regular school year will be eligible for summer school employment.
3. Assignments to such positions in each summer school center shall be made according to the following ranked criteria:
 - a. Proper certification and qualifications are held by the employee.
 - b. Employee has taught one (1) year in the subject applied for within the past three (3) years or is assigned to teach the subject for the next school year.
 - c. Uninterrupted seniority in the district.
4. During the first three days of summer school, the following ranked criteria shall be used should there be a need to reduce the number of teachers in a specific subject area within the school, or, for exceptional education teachers on a district-wide basis:
 - a. Teachers who do not hold proper certification or qualifications.
 - b. Teachers who have not taught one (1) year in the subject within the past three (3) years or is not assigned to teach the subject for the next school year.
 - c. Teachers with least uninterrupted district seniority.

5. Summer school teachers shall not be required to teach less than two (2) hours per day.

Instructional applicants are required to submit the Instructional/Teacher Summer School **Employment Application (HRD-2-4118)** along with the Teaching Preference sheet to Samantha Wright, Human Resources. Support applicants are required to submit the Support **ESE ESY School Year Employment Application (HRD-2-4122)** to Jackie Cory, Human Resources.

NOTES:

- Positions are based on open enrollment. Once positions are determined, the positions will be subject to minimum required enrollment.
- Parents are able to select any site for VPK. The feeders for all school sites will cover the entire district.
- If a teacher needs to be absent, Principals should work with their faculty and attempt to find a sub. The absent teacher will not receive pay for the hours missed and the teacher who took their place can be paid.
- If a program has additional requirements based on state or federal policy, these requirements will be listed with the position posting.

ADDITIONAL REQUIREMENTS FOR VPK:

- Under course code number 5100590 VPK Summer Program, VPK summer school instructional personnel must hold a valid Florida certificate with a bachelor degree or higher in one of the following: Early Childhood Education, Pre-Kindergarten or Primary Education, Preschool Education, Family and Consumer Science Education, Elementary Education.
- It is **required** that instructional personnel receive training in the Standards for-Four Year Olds, Emergent Literacy for VPK Instructors and How to Administer the VPK Assessment. Standards for Four Year Olds and Emergent Literacy for VPK Instructors are available online at www.myflfamilies.com/service-programs/child-care/training. How to Administer the VPK Assessment training is completed by watching two DVDs and can be completed in 1 – 2 hours. Contact the Michael Wingate, Director, Curriculum and Instruction for copies of the DVDs and affidavit to be sent to you in the county mail. Once both DVDs are viewed, please return them to the Michael Wingate, Director, Curriculum and Instruction with the signed affidavit. All trainings can be complete in 12-20 hours. These trainings may be completed either prior to or after summer school VPK placements have been determined.
- Job sharing will be allowed for the Summer Pre-Kindergarten Program as long as both teachers and administrator agree to work a Summer A (June 11, 2018 – July 6, 2018) and Summer B (July 9, 2018 – July 27, 2018) prior to the first day of the program.

Support

Placement of support personnel in summer school positions when allocated shall be made in the best interest of the student in accordance with the IEP, current job title, consideration of the mix of the exceptionalities in the summer school setting, employee's familiarity with the specific group of

students, ESE experience and training, and all else being equal, seniority. The primary consideration shall be the goal of providing optimal staffing for students within the summer school center.

Budget and Finance

Voluntary Prekindergarten – Project 1458 and Fund 0100

- VPK Summer Teachers 0100-5500-0128- 0551-1458
- VPK Summer Assistant 0100-5500-0158- 0551-1458

Summer Voluntary Pre-Kindergarten Forms

Summer VPK Flyer	p. 10
Clay County Registration Documents	p. 11-22



2018 Summer VPK Parent Information

This program is available to all children who turned 4 years old by September 1, 2017 and have NOT already participated in VPK and will be starting Kindergarten in the fall of 2018.

2018 Summer VPK will begin on 6/11/18, with the last day being 7/27/18. Classes will meet Monday through Friday each week from 7:30 a.m. – 4:30 p.m. There will be no classes Wednesday, July 4th in observance of Independence Day. The final day of VPK is 7/27/18; the student hours for the final day will be 7:30 a.m. – 10:30 a.m. Lunch will not be provided on the final day. Parent must provide transportation during the entire summer program.

Oakleaf High School
4035 Plantation Oaks Blvd.
Orange Park, FL 32065

12 seats are available at the school and will be filled on a first-come-first served basis.

- Parents must obtain a **Clay County** VPK Certificate of Eligibility by registering online at <https://vpkcp.floridaearlylearning.com/>
- Create an account with a valid email address
- Follow link sent to valid email address
- Complete application *** County for Service – CLAY
- Child's Birth Certificate and Parent's Proof of Florida Residency must be electronically submitted during application process before a Certificate of Eligibility will be issued
- Once documents are verified by Episcopal Children's Services (approximately 2-4 days), an email will be sent to the valid email address to inform parent to log in and print the Certificate of Eligibility

*** If the parent does not have access to the internet, they may contact Episcopal Children's Services to make an appointment to use their Kiosk 904-726-1500. Parents may also use any of the public library computers to access the internet. The Clay County District VPK will provide one laptop for internet access by appointment only 904-336-6909.

To complete registration at the school, you must take **all** necessary documents and Certificate of Eligibility to the school to complete registration. A complete list of all necessary documents can be found at:

http://www.oneclay.net/uploads/3/8/0/5/38058641/final_registration_packet_9.6.pdf

If you have questions concerning the process, please contact the Clay County District Office VPK Department at 904-336-6909.



Checklist for Enrollment of K-12 Students

NOTE: Students whose parents are found, after appropriate investigation, to have submitted fraudulent information in an effort to enroll a student in a school to which the student is not assigned shall be immediately withdrawn and referred for enrollment in the appropriate zoned school.

For further information, please contact the Records Secretary at your zoned school.

Evidence of Proper Age

- ☐ Official birth certificate.

If such certificate is not available, the following forms of evidence are acceptable:

- ☐ A duly attested transcript of a certificate of a religious document showing date of birth accompanied by an affidavit sworn to by the parent.
- ☐ Insurance policy on the child's life which has been in force at least two years.
- ☐ A passport or certificate of arrival in the U.S. showing the age of the child.
- ☐ Official school records that provide evidence that the child has attended school for four years.

Evidence of Immunization and Physical Exam

- ☐ Florida Certificate of Immunization (Form HD680).
- ☐ Religious exemption (Form 681), a temporary exemption (Form DH680, Part B) or a medical exemption (Form DH680, Part C).
- ☐ Within 30 days students grades K-12 and entering Florida school for the first time, must present evidence of a physical examination performed within twelve months prior to their initial enrollment, or the day student was brought to school to fill out necessary forms for the purpose of becoming a Clay County District student.

Evidence of Medical Condition (If Applicable)

- ☐ Parents must provide a written notification of any health/medical condition that requires staff awareness and/or supervision for the child.
- ☐ Medical Treatment Form, if applicable, will be provided at the school.

Evidence of Custody/Guardianship

According to School Board Policy and state law, a person who enrolls a minor student must have a *bona fide* relationship with the student such that they are the custodial parent or otherwise stands in the place of the parent ("*in loco parentis*") with respect to decisions concerning the student's enrollment and education. Accordingly, one of the following must be determined at the time enrollment/registration:

- ☐ The person registering/enrolling the student is the biological parent of the student, and has advised that their custodial/parental rights have not been voluntarily relinquished or modified by court order.
- ☐ The person registering/enrolling the student is the adoptive parent or legal guardian of the student and has presented court and/or state agency records which establish their custodial rights or authority to make decisions concerning the student's enrollment and/or education.

If the student lives in a residence licensed by the Florida Department of Children and Families, the student may be enrolled in the school which serves the licensed residence.

Emergency Information

- ☐ Registration emergency card (Note: Only parents/guardians signing registration form can change registration/emergency information).

School Records (If Any)

- ☐ Latest report card and/or transcript needed for appropriate grade placement. *A records request form will be provided at the school.

STUDENT NUMBER	CLAY COUNTY DISTRICT SCHOOLS NEW STUDENT REGISTRATION EMERGENCY & MEDICAL INFORMATION				School Year 2018-2019
THIS AREA FOR OFFICE USE ONLY					
Entry Date	Homeroom	Grade	IEP EP 504	Records requested	
Birth Verification (1-9)	Health Exam Yes No	Form 680 Yes No	Medical Alert Condition: Code 99 Yes No		
Out-of-Zone Yes No	Residence Verification Yes No		Military Family Yes No		
DIRECTIONS: Parent/Guardian please complete all areas and check appropriate boxes, sign and date.					
STUDENT'S LEGAL NAME:					
First	Middle	Last	DOB:	Registering for Grade:	
SSN (- -) *Required to request by FS.1008.386, but is not required as a condition for enrollment or graduation					
Primary Address of Student		City	State	Zip	
Primary Phone Number ()		Was student previously enrolled in a Clay County School? No Yes			
Mailing Address (if different than above)		City	State	Zip	
Previous School Name: _____			Phone/Fax: _____		
District: _____		State: _____	Country: _____	City: _____	
Has this student been previously retained?		No Yes	If so, what grade(s)? _____		
Resident Status:	In County Out of County	Residence County: _____	Acceptance Document Attached		
Check if applicable:	Twin Triplet Foster Student	District Transportation provided for Foster Student No Yes			
Student Lives with:	Both Parents Mother Father Guardian Other _____				
Court ordered custody/restraint documents provided		No Yes	If yes, describe: _____		
Immigrant Student	No Yes	Military Family Student	No Yes		
Female Male	City of Birth _____	State: _____	Country of Birth: _____		
Ethnicity: Is student of Hispanic/Latino/Spanish Origin?		No Yes			
Race:	White Black Asian American Indian or Alaska Native	Native Hawaiian or Pacific Islander		Multiracial	
Home Language Survey Date (Date of Registration): _____			Date Entered United States School (DEUSS) _____		
<i>If 'yes' is checked to any of the following three questions, your child will be screened for ELL</i>					
Is a language other than English used in the home?		No Yes	If yes, what language _____		
Did the student have a first language other than English?		No Yes	If yes, what language _____		
Does the student most frequently speak a language other than English?		No Yes	If yes, what language _____		
Does either parent work on Federal Property?		No Yes			
If 'yes', Name of Property _____		Uniform Service Branch _____	Civil Service _____		
Was your child in the MTSS/RTI Process?		No Yes			
Does your child have a 504 plan?		No Yes			
Does your child have an IEP or EP?		No Yes			
If 'yes', which program(s):		ASD EBD Gifted ID SLD	Speech/Language Other _____		
Was your child enrolled in an alternative education program?		No Yes			
Is the child currently suspended or awaiting an expulsion?		No Yes			
232.205 Disclosure at School Registration. According to procedures established by the district school board, each student at the time of initial registration for school in a school district shall note previous school expulsions, arrests resulting in a charge, and Juvenile Justice actions the student has had. If any, list including dates:					
***** PLEASE COMPLETE BOTH SIDES *****					

PARENT CONTACT and EMAIL INFORMATION					
NAME Mother/Legal Guardian	Legal Custody	No	Yes	Phone # in call order	H C W
				1. _____	
Email	Resides w/Student	No	Yes	2. _____	
NAME Father/Legal Guardian	Legal Custody	No	Yes	Phone # in call order	H C W
				1. _____	
Email	Resides w/Student	No	Yes	2. _____	
Primary Parent/Guardian E-Mail: _____ By signing this release, consent is given to use email to transmit factual information about my student and releasing the Clay County District Schools from liability should such emails be received by unauthorized parties and/or cause a libelous incident. It is understood that the email address listed above will be used until parent appears at the school with a written notice to discontinue use of the email address. It is understood further that email is not a private medium and that email can be edited and redistributed without the knowledge or permission of the originator, and that at no time, can a staff member email medical or subjective information such as behavior.					
List alternate contacts & phone numbers who can pick up student in case of an emergency					
Indicate relationship of each contact to the student		Resides with Student		Primary Phone #	Alternate Phone #
First Contact (Name)	(Relationship)	Yes	No	Home Work Cell	Home Work Cell
Second Contact (Name)	(Relationship)	Yes	No	Home Work Cell	Home Work Cell
Third Contact (Name)	(Relationship)	Yes	No	Home Work Cell	Home Work Cell
HEALTH INFORMATION: List any health problems or conditions such as allergy, asthma, diabetes, cardiac condition, seizures and related medications. Please be specific i.e., asthma, allergic to bee stings, peanut allergy, etc. _____ _____ _____					
CURRENT MEDICATIONS: Parents/guardians of children requiring medication during school hours must contact the school for specific procedures and forms. _____ _____					
I understand that if emergency medical services of any kind or nature whatsoever are provided to my child, I will bear full responsibility for payment of all charges resulting from rendition of said services. I give my consent to the school to provide medical information on this emergency card with emergency medical personnel should the need arise for emergency medical services. I hereby give permission to release pertinent health information to official school personnel. I authorize the Clay County District Schools to release my child's name, date of birth, and social security number to agencies of the State of Florida for the purpose of determining possible Medicaid eligibility. If applicable, I further authorize the School District to receive Medicaid payments for any exceptional student services/medical services provided to my child. I understand that I may withdraw consent at any time. This consent will not impact my child's Medicaid coverage or my child's entitlement to a free and appropriate public education. Upon request, I may receive copies of records disclosed pursuant to this authorization.					
INSURANCE COVERAGE: No Coverage Group or Private Insurance Healthy Kids Medicaid Other _____					
Provider: _____		Group Number: _____			
Preferred Physician: _____		Phone #: _____			
OTHER CHILDREN IN THE FAMILY:					
Name	DOB:	Gender	Grade in School		
_____	_____	_____	_____		
_____	_____	_____	_____		
_____	_____	_____	_____		
Transportation: Bus Parent Pick-Up Walker Day Care Name/Phone _____ Drives Self					
I understand it is my responsibility as the Parent/Guardian to notify the school of any changes in the information provided as they occur. I certify that the above enrollment information is true and accurate, that providing fraudulent information shall result in withdrawal and reassignment to the appropriately zoned school.					
Parent/Guardian Signature: _____				Date: _____	



Proof of Residency

Detailed proof of residency provided by a parent/guardian or adult student is required by Clay County District Schools. Follow the requirements below that best describe your living situation.

If you are a **HOMEOWNER**, you **MUST** provide the following **three** documents:

- ☐ Current mortgage/HUD statement (dated within 30 days) or deed, with all required signatures
- ☐ One current utility bill dated within 30 days (An activation notice accepted for new service.)
- ☐ Driver's license/Photo ID card

AND

You **MUST** provide **one** additional document showing current address from the list below (**two** additional if DL address is not enrollment address):

- | | |
|--|--|
| <input type="checkbox"/> Homeowners insurance policy | <input type="checkbox"/> Vehicle registration |
| <input type="checkbox"/> Medical insurance statement | <input type="checkbox"/> Paycheck stub |
| <input type="checkbox"/> Property tax record | <input type="checkbox"/> Credit card statement |
| <input type="checkbox"/> Termite bond | |

If you are a **RENTER**, you **MUST** provide the following **three** documents:

- ☐ Current lease (updated annually) with the names of everyone living in the household listed on the lease. Lease must have both tenant and landlord/property manager's signature and contact information. If the lease is month to month, a letter from the landlord/owner/property manager is required.
- ☐ One current utility bill dated within 30 days (An activation notice accepted for new service.)
- ☐ Driver's license/Photo ID card

AND

You **MUST** provide **one** additional document showing current address from the list below (**two** additional if DL address is not enrollment address):

- | | |
|--|--|
| <input type="checkbox"/> Renters insurance policy | <input type="checkbox"/> Paycheck stub |
| <input type="checkbox"/> Medical insurance statement | <input type="checkbox"/> Credit card statement |
| <input type="checkbox"/> Vehicle registration | |

If you are **LIVING WITH A HOMEOWNER**, the *homeowner* **MUST** provide the following **four** documents:

- ☐ Current mortgage/HUD statement (dated within 30 days) or deed, with all required signatures
- ☐ One current utility bill dated within 30 days (An activation notice accepted for new service.)
- ☐ Homeowner's Acknowledgement form
- ☐ Driver's license/Photo ID card

AND

You **MUST** provide:

- ☐ Declaration of Domicile (can be obtained and filed at the Clay County Clerk of Courts Office)
- ☐ Driver's license/Photo ID card

You **MUST** provide **one** additional document showing current address from the list below (**two** additional if DL address is not enrollment address):

- | | |
|---|---|
| <input type="checkbox"/> Bank statement | <input type="checkbox"/> Vehicle registration |
| <input type="checkbox"/> Cell phone statement | <input type="checkbox"/> Paycheck stub |

If you are **LIVING WITH A RENTER**, the *renter* **MUST** complete:

- ☐ Notarized *Homeowner's Acknowledgement* Form

AND

You **MUST** provide:

- ☐ Declaration of Domicile (can be obtained and filed at the Clay County Clerk of Courts Office)
- ☐ Driver's license/Photo ID card

You **MUST** provide **one** additional document showing current address from the list below (**two** additional if DL address is not enrollment address):

- | | |
|---|---|
| <input type="checkbox"/> Bank statement | <input type="checkbox"/> Vehicle registration |
| <input type="checkbox"/> Cell phone statement | <input type="checkbox"/> Paycheck stub |

Verifying Residence for the District:

All addresses and changes of address are subject to verification. All student residence addresses and all documents submitted for verification are subject to validation by district staff. Students who are suspected of residing outside of Clay County or in an attendance zone not designated for that student– unless having an approved SPR or approved Controlled Open Enrollment assignment – will be reported to the district for residency verification.

The district has the authority to verify enrollment information provided by the parent and to reassign a student based upon the investigative determination. A student who is found to be attending an out-of-zone school as the result of giving false or misleading information at registration, shall immediately be transferred to the appropriate school OR withdrawn and referred to the county of legal residence. Any disagreement regarding the investigative finding(s) will be reviewed by the Superintendent or his/her designee.

Parent(s) residing in Clay County or in another district requesting their child live with someone other than the parent/guardian must show documented evidence of physical, mental, or financial infirmity which, by ordinary and reasonable standards, precludes the parent from actually caring for the student. If not, that person must have guardianship of the student(s).



Homeowner's Acknowledgement

(Household Status)

Under the penalty of perjury and Florida law governing false statements made to public servants, I certify that the information included in this form is true and correct.

I _____ acknowledge that _____
(owner) (additional residents)

reside at _____

(Print Homeowner/Property Manager name)

(Homeowner/Property Manager signatures)

Owner's Contact Information:

(Address)

(Phone number)

This lease is:

- ☐ annual
☐ month to month

STATE OF _____ **/COUNTY OF** _____

SUBSCRIBED and **SWORN** before me on this day of _____, 20_____,
by _____, who () is personally known to me or () has produced
a Florida Driver's License.

Signature of Notary

Name of Notary typed, printed or stamped

Notary Public, State of _____ at Large

My Commission Number is _____

My Commission expires _____



Clay County District Schools

Discovering Endless Possibilities

DECLARATION OF DOMICILE

TO THE STATE OF FLORIDA AND COUNTY OF CLAY:

This is my Declaration of Domicile in the State of Florida that I am filing this day in accordance, and in conformity with Section 222.17, Florida Statutes.

I _____ was formerly a legal resident of

(please print name)

_____ and I resided at _____ however,

(city and state)

(street address)

I have changed my domicile to and am and have been a bona fide resident of the State of Florida since the day of _____, 20_____. I now reside at _____

(street address)

Clay County, Florida and this statement is to be taken as my declaration of actual legal residence and permanent domicile in this State and County to the exclusion of all others, and I will comply with all requirements of legal residents of Florida.

I understand that as a legal resident of Florida: I am subject to intangible taxes; I must purchase Florida license plates for motor vehicles, if any, owned by me and/or my spouse; I must vote in the precinct of my legal domicile (if I vote), and that my estate will be probated in the Florida Courts.

I was born in the USA: ____ Yes ____ No

Place of Birth: _____

Naturalized citizen _____

Where: _____ Date: _____ No: _____

Permanent Visa: ____ Yes ____ No

Date: _____ No: _____

State of Florida

County of CLAY

Signature as printed above

Sworn to (or affirmed) and subscribed

before me this ____ day of ____, 20____

by _____

Mailing address

☐ Personally known

OR

☐ Produced identification

City/State/Zip

(Type of identification)

(Signature of Notary/Deputy Clerk)

(Type or print name)

Penalty for perjury --- up to 5 years in state prison --- (Section 837.01, Florida statutes)



STUDENT RESIDENCY INFORMATION

This survey is intended to address the requirements of the Every Student Succeeds Act of 2015.

The answers to questions below will assist us in determining if your student may qualify for additional educational support services.

PLEASE PLACE AN "X" IN THE APPROPRIATE BOX TO ANSWER "YES" OR "NO".	Yes	No	Code
1. My family lives in an emergency or transitional shelter or FEMA trailer.			A
2. My family is sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; doubled-up.			B
3. My family is living in a car, park, temporary trailer park or campground due to lack of alternative adequate accommodations, public space, abandoned building, substandard housing, bus or train station, public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings or similar settings.			D
4. My family lives in a hotel or motel.			E
5. A child/youth in my home is an unaccompanied youth (youth not in the physical custody of a parent or guardian).			Y or N

*IF YOU ANSWERED "NO" TO ALL QUESTIONS ABOVE, PLEASE **STOP!**

*IF YOU MARKED "YES" TO ANY QUESTIONS ABOVE, PLEASE COMPLETE THE REMAINDER OF THIS FORM.

INDICATE THE CAUSE OF YOUR CURRENT LIVING ARRANGEMENT BY PLACING AN "X" IN THE APPROPRIATE BOX.

- | | | |
|---|--|--|
| <input type="checkbox"/> Mortgage Foreclosure (M) | <input type="checkbox"/> Natural Disaster-Flooding (F) | <input type="checkbox"/> Natural Disaster-Hurricane (H) |
| <input type="checkbox"/> Natural Disaster-Tropical Storm (S) | <input type="checkbox"/> Natural Disaster-Tornado (T) | <input type="checkbox"/> Natural Disaster-Wildfire or Fire (W) |
| <input type="checkbox"/> Man-made Disaster (Major) (D) | | |
| <input type="checkbox"/> Other – i.e., lack of affordable housing, long-term poverty, unemployment or underemployment, lack of affordable health care, mental illness, domestic violence, forced eviction, etc. (O) | | |

PLEASE PRINT VERY CLEARLY, COMPLETE ONE PER FAMILY, and return the survey to your School Registrar.

¿Habla Ud. Español? Por favor doble este papel al otro lado para llenar este estudio.

Names of Students Currently Enrolled in a School District of Clay County school (PK – grade 12) or Adult School.

First Name	MI	Last Name	Birth Date	Grade	School
First Name	MI	Last Name	Birth Date	Grade	School
First Name	MI	Last Name	Birth Date	Grade	School
First Name	MI	Last Name	Birth Date	Grade	School

How many other children/youth are in your household (even if not enrolled in school)? _____

Parent or Guardian Name (Print): _____

Street Address (Current place of residence): _____

Length of time at this address: _____ Former address: _____

Mailing Address: _____

Telephone: _____ Cell phone: _____ Work phone: _____

Parent or Guardian Signature: _____ **Date:** _____

Directions for school staff: Please fax copy of Survey to (904) 336-1270 for students with positive responses to question 1-5.



Clay County District Schools

Discovering Endless Possibilities

CLAY COUNTY DISTRICT SCHOOLS - DISTRICT OCCUPATIONAL SURVEY

ESCUELAS DEL CONDADO DE CLAY – ENCUESTA LABORAL DEL DISTRITO

Have you or anyone in your family crossed state or county lines to work, or seek work, in one of the following occupations, either full-time or part-time during the last three years?

¿Usted o alguien en su familia de las fronteras estatales o del condado para trabajar o buscar trabajo, en una de las siguientes ocupaciones, ya sea a tiempo completo o a tiempo parcial durante los últimos tres años cruzó?

YES	NO		SI	NO	
		FARMING (plowing, planting, cultivation, harvesting and/or processing of farm crops)			AGRICULTURA (labrado, plantación, cultivo, cosecha y procesamiento de cultivos agrícolas)
		DAIRY WORK			LECHERÍA
		LIVESTOCK WORK (hoofing, cutting, banding, feeding and/or rounding up)			GANADERÍA (herrado, faenado, identificación, alimentación y acorralamiento)
		POULTRY OR EGG WORK			PRODUCCIÓN AVÍCOLA O TRABAJO CON HUEVOS
		PLANTING, GROWING OR HARVESTING OF TREES			PLANTACIÓN, CULTIVO O COSECHA DE ÁRBOLES
		COMMERCIAL FISHING (fresh/saltwater, crabbing and/or shrimping)			PESCA COMERCIAL (agua dulce/salada, pesca de cangrejos y camarones)
		WORKING ON FISH FARM			TRABAJO EN CRIADEROS DE PECES
		PROCESSING OR HAULING OF FARM/FISH PRODUCTS			PROCESAMIENTO O TRANSPORTE DE PRODUCTOS DE CRIADEROS DE PECES O PESCA

<i>If you checked NO to all items, you may stop at this point, sign and date. If you checked YES in any category above, please continue with next question.</i>	<i>Si marcó NO en todos los puntos, puede dejar de responder. Si marcó en SÍ alguna categoría antedicha, continúe y responda</i>
Did your child(ren) move with you? __Yes __No	¿Se trasladó su hijo o hijos con usted? __Si __No
The school system is interested in providing help to children whose family have had to move from one school district to another so a member of the family could work/seek work in certain jobs. Please assist us in finding out which children we will be able to serve in this special project by completing one of these forms.	Este sistema escolar está interesado en brindar ayuda a los alumnos cuyas familias han tenido que mudarse de un distrito escolar a otro para que uno de sus miembros puede trabajar / buscar algún tipo de empleo. Por favor llene uno de estos formularios para que nos ayude a averiguar a qué niños les prestaremos servicios mediante este proyecto especial.

CHILD'S NAME: _____ **SCHOOL:** _____
NOMBRE DEL ALUMNO **ESCUELA**

PARENT NAME: _____
NOMBRE DEL PADRE/LA MADRE

PRESENT OCCUPATION: _____

Parent's Signature/ Firma del Padre/la madre _____ Date/Fecha _____

Address & Phone Number/ Dirección y Número de Teléfono _____



Clay County District Schools

Discovering Endless Possibilities

ELEMENTARY SCHOOLS: AUTHORIZATION FOR RELEASE AND/OR EXCHANGE OF INFORMATION

TO:

Previous School Name:

Previous School Address:

Previous School City/State/Zip:

Fax Number:

Subject: Records Request

I hereby request and authorize that the following information:

- ☐ Attendance
- ☐ Birth Certificate
- ☐ Discipline/Expulsion or Suspension Recommendations
- ☐ Gifted/IEP/504/ELL/MTSS
- ☐ Immunization/Health Records/Physical
- ☐ Legal (custody/guardianship)
- ☐ Psychological Evaluation
- ☐ Report Cards
- ☐ Standardized Test Scores
- ☐ Transcript Request

Be released on:

Student Name (First, Middle, Last)

Student Date of Birth:

Student Grade Level:

Date of Request:

Authorized Signature/Parent Signature:

Please release and/or exchange records to the school marked below.

Argyle Elementary 2625 Spencer Plantation Blvd. Orange Park, FL 32073 904-336-0375 FAX 904-336-0327	C.E. Bennett Elementary 1 South Oakridge Avenue Green Cove Springs, FL 32043 904-336-0475 FAX 904-336-0477	Clay Hill Elementary 6345 County Road 218 Jacksonville, FL 32234 904-336-0775 FAX 904-336-0777
Coppergate Elementary 3460 Copper Colts Court Middleburg, FL 32068 904-336-0675 FAX 904-336-0677	Discovery Oaks Elementary 950 Oakleaf Plantation Parkway Orange Park, FL 32065 904-336-4275 FAX: 904-336-4277	Doctors Inlet Elementary 2634 County Road 220 Middleburg, FL 32068 904-336-0975 FAX 904-336-0977
Fleming Island Elementary 4425 Lakeshore Drive Fleming Island, FL 32003 904-336-1075 FAX 904-336-1077	Grove Park Elementary 1643 Miller Street Orange Park, FL 32073 904-336-1275 FAX 904-336-1278	Keystone Heights Elementary 335 SW Pecan Street Keystone Heights, FL 32656 904-336-1375 FAX 904-336-1377
Lake Asbury Elementary 2901 Sandridge Road Green Cove Springs, FL 32043 904-336-1525 FAX 904-336-1528	Lakeside Elementary 2752 Moody Avenue Orange Park, FL 32073 904-336-1675 FAX 904-336-1677	McRae Elementary 6770 County Road 315-C Keystone Heights, FL 32656 904-336-2125 FAX 904-336-2139
Middleburg Elementary 3958 Main Street Middleburg, FL 32068 904-336-1875 FAX 904-336-1877	Montclair Elementary 2398 Moody Avenue Orange Park, FL 32073 904-336-1975 FAX 904-336-1977	Oakleaf Village Elementary 410 Oakleaf Village Parkway Orange Park, FL 32065 904-336-2425 FAX 904-336-2527
Orange Park Elementary 1401 Plainfield Avenue Orange Park, FL 32073 904-336-2275 FAX 904-336-2277	Paterson Elementary 5400 Pine Avenue Fleming Island, FL 32003 904-336-2575 FAX 904-336-2576	Plantation Oaks Elementary 4150 Plantation Oaks Blvd. Orange Park, FL 32065 904-336-2775 FAX 904-336-2777
RideOut Elementary 3065 Apalachicola Blvd. Middleburg, FL 32068 904-336-2875 FAX 904-336-2877	Ridgeview Elementary 421 Jefferson Avenue Orange Park, FL 32065 904-336-3075 FAX 904-336-3077	S. Bryan Jennings Elementary 215 Corona Drive Orange Park, FL 32073 904-336-3175 FAX 904-336-3177
Shadowlawn Elementary 2945 County Road 218 Green Cove Springs, FL 32043 904-336-3375 FAX 904-336-3377	Swimming Pen Creek Elementary 1630 Woodpecker Lane Middleburg, FL 32068 904-336-3475 FAX 904-336-3600	Thunderbolt Elementary 2020 Thunderbolt Road Fleming Island, FL 32003 904-336-3675 FAX 904-336-3677
Tynes Elementary 1550 Tynes Blvd. Middleburg, FL 32068 904-336-3833 FAX 904-336-3873	W.E. Cherry Elementary 420 Edson Drive Orange Park, FL 32073 904-336-3975 FAX 904-336-3928	Wilkinson Elementary 4965 County Road 218, West Middleburg, FL 32068 904-336-4075 FAX 904-336-4077



Clay County District Schools
Discovering Endless Possibilities

SECONDARY SCHOOLS: AUTHORIZATION FOR RELEASE AND/OR EXCHANGE OF INFORMATION

TO:

Previous School Name:

Previous School Address:

Previous School City/State/Zip:

Fax Number:

Subject: Records Request

I hereby request and authorize that the following information:

- ☐ Attendance
- ☐ Birth Certificate
- ☐ Discipline/Expulsion or Suspension Recommendations
- ☐ Gifted/IEP/504/ELL/MTSS
- ☐ Immunization/Health Records/Physical
- ☐ Legal (custody/guardianship)
- ☐ Psychological Evaluation
- ☐ Report Cards
- ☐ Standardized Test Scores
- ☐ Transcript Request

Be released on:

Student Name (First, Middle, Last)

Student Date of Birth:

Student Grade Level:

Date of Request:

Authorized Signature/Parent Signature:

Please release and/or exchange records to the school marked below.

JUNIOR AND SENIOR HIGH SCHOOLS

	Green Cove Springs Junior High 1220 Bonaventure Avenue Green Cove Springs, FL 32043 904-336-5183 FAX: 904-336-6564	Clay High 2025 Highway 16, West Green Cove Springs, FL 32043 904-336-7201 FAX 904-336-7181	
	Lake Asbury Junior High 2851 Sandridge Road Green Cove Springs, FL 32043 904-336-5375 FAX 904-336-5378	Fleming Island High 2233 Village Square Parkway Fleming Island, FL 32003 904-336-7662 FAX 904-336-7476	
	Lakeside Junior High 2750 Moody Avenue Orange Park, FL 32073 904-336-5596 FAX 904-336-5578	Keystone Heights Jr. - Sr. High 900 S.W. Orchid Avenue Keystone Heights, FL 32656 904-336-7775 FAX 904-336-7779	
	Oakleaf Junior High (6-8) 4095 Plantation Oaks Blvd. Orange Park, FL 32065 904-336-5775 FAX 904-336-5778	Middleburg High 3750 State Road 220 Middleburg, FL 32068 904-336-8075 FAX 904-336-8079	
	Orange Park Junior High 1500 Gano Avenue Orange Park, FL 32073 904-336-5996 FAX 904-336-5978	Oakleaf High School 4035 Plantation Oaks Blvd. Orange Park, FL 32065 904-336-8252 FAX 904-336-8379	
	Wilkinson Junior High 5025 County Road 218, West Middleburg, FL 32068 904-336-6175 FAX 904-336-6178	Orange Park High 2300 Kingsley Avenue Orange Park, FL 32073 904-336-8590 FAX 904-336-8678	
	Bannerman Learning Center 608 Mill Street Green Cove Springs, FL 32043 904-336-4975 FAX 904-336-4979	Ridgeview High School 466 Madison Avenue Orange Park, FL 32065 904-336-8901 FAX 904-336-8978	
	Clay Virtual Academy 2306 Kingsley Avenue, Bldg. 20 Orange Park, FL 32073 904-336-9889 FAX 904-336-9881		

3rd Grade Summer Reading Camp

District Contact

Mrs. Jennifer Umbaugh

904-631-4341

jennifer.umbaugh@myoneclay.net

Locations	Feeders	Meals	Cost
Argyle Elementary Charles E. Bennett Elementary Keystone Heights Elementary Montclair Elementary Swimming Pen Creek Elementary W. E. Cherry Elementary Wilkinson Elementary	Entire school district	Students will be provided breakfast (7:30 a.m.- 8:00 a.m.), lunch (12:00 p.m.-12:30 p.m.) outside program hours, and a snack during the program	Free

3rd Grade Summer Reading Camp Calendar

Teachers	Teacher Planning, 6/18/2018 <ul style="list-style-type: none">• Training at the PDC in Green Cove Springs, 8:00 a.m.-11:00 a.m.• Planning at Assigned School, 11:00 a.m. - 12:00 p.m. Operating Dates, 6/18/2018-7/26/2018, 7:30 a.m.-12:30 p.m.* (Monday-Thursday) Last Day for Teachers, 7/26/2018, 7:30 a.m.-3:30 a.m. <div>*except last day for teachers</div>
Students	Operating Dates, 6/19/2018-7/26/2018, 8:00 a.m.-12:00 p.m. (Monday-Thursday) <ul style="list-style-type: none">• Breakfast provided 7:30 a.m.-8:00 a.m.• Lunch provided 12:00 p.m.- 12:30 p.m.
Assistants if applicable	Operating Dates, 6/19/2018-7/26/2018, 8:00 a.m.-12:00 p.m. (Monday-Thursday)
Important Dates	No School on 7/4/2018 or 7/5/2018

Student Registration

Eligibility

In an effort to assure 3rd grade students have every opportunity to be promoted, 3rd Grade Summer Reading Camp is provided for students who: 1) scored a level 1 on the Florida State Assessment in

Reading, and 2) DO NOT meet any of the seven (7) good cause exemptions or good cause for promotion. Students who qualify will be identified once the Florida State Assessment scores are received at the district.

Notification

School site administrators will notify and call students and establish the school of attendance via a [parent letter](#).

Registration

Once eligible students are invited, parents will complete the online registration, via the link below. School sites will assist parents with online registration if needed. If a parent does not have access to the internet, they can give verbal acknowledgement of attendance and the Student Records Secretary can enroll them. Registration Link: <https://goo.gl/forms/qMWW5VVlc9LTK4Z42>

Curriculum & Instruction		
Time	8:00-8:15	Explicit phonemic awareness instruction using Sounds and Letters supplemental materials (whole group)
	8:15-9:00	Explicit Instruction - phonics, word analysis, word pattern (whole group)
	9:00-9:30	Teacher provides differentiated intervention/progress monitoring with small group A based upon student needs while other students in small group B are engaged in independent learning using <i>i-Ready</i> .
	10:00-10:30	Teacher provides whole group instruction focusing on comprehension using complex texts and close reading techniques
	10:30-11:00	Independent reading time - focus on nonfiction text. Teacher circulates and conferences with students and listens to them read. Teacher uses this information to help plan small group differentiated instruction.
	11:00-11:30	Read aloud - teacher models fluent reading; uses think aloud strategy; focus is on comprehension.
	11:30-12:00	Student writing in response to read-aloud; teacher reviews student writing; asks probing questions; students occasionally share their writing with peers
Curriculum	Florida Standards	
Instructional Methodologies	whole class, small group, independent practice	
Materials	<i>Sounds and Letters</i> supplemental materials <i>i-Ready</i> software Complex text	
Assessment	Screening: End of Year FSA data Progress Monitoring: <i>i-Ready</i> data and teacher-developed records Outcome Measure: SAT-10 Assessment, and portfolio completion	

Student Policies

Attendance

Students may not miss more than two days, or they will be dropped from the program. In addition, more than three tardies or late pick ups will also result in the student being dropped from this learning opportunity.

Cell phones

Communication devices will not be allowed during the school hours.

Student Code of Conduct

The “Student Code of Conduct” policies are to be followed during all summer school offerings.

Student Records

Initiating Summer School Records

Prior to the first day of the program, the district will notify each school with student registration information. The student’s home school will report each student’s ELA FSA score and provide student portfolio records from the 2017-18 school year to the school of attendance for 3rd Grade Summer Reading Camp. Teachers will contact Summer Reading Camp Site principal if Portfolio Materials are needed.

For students with medical needs, refer to the process outlined in the Student Health Care Section of the ESY Task Instructions, which can be found in the Extended School Year section of this manual.

Closing Out Summer School Records

The summer school teacher will complete the Summer Reading Camp Report Card to share with parents and to be sent to the home school to be included in the student’s record. Any portfolios completed during Summer Reading Camp should be scored using the Portfolio Score Summary Sheet. If the student meets all portfolio requirements, the Portfolio Attestation Form should be completed by the summer school teacher and the principal at the summer school site. Scored portfolios and Attestation Forms (if applicable) will be returned to the home school. Each 3rd Grade Reading Camp host school will send SAT-10 and Portfolio information to the student’s home school to be included in the Good Cause Promotion Report.

Instructional and Support Application & Hiring

Instructional

The following are the instructional qualifications for summer school:

ARTICLE XIV

PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

C. All instructional employment in summer school shall be filled according to the following criteria:

1. All teachers who apply shall apply for summer school classroom positions which are open at centers affecting their school. Requests to teach summer school shall be presented to the district Human Resources Division.
2.
 - a. Only teachers under contract in the county for the year preceding or for the next year will be considered for summer school employment.
 - b. No teacher receiving an unsatisfactory evaluation during the regular school year will be eligible for summer school employment.
3. Assignments to such positions in each summer school center shall be made according to the following ranked criteria:
 - a. Proper certification and qualifications are held by the employee.
 - b. Employee has taught one (1) year in the subject applied for within the past three (3) years or is assigned to teach the subject for the next school year.
 - c. Uninterrupted seniority in the district.
4. During the first three days of summer school, the following ranked criteria shall be used should there be a need to reduce the number of teachers in a specific subject area within the school, or, for exceptional education teachers on a district-wide basis:
 - a. Teachers who do not hold proper certification or qualifications.
 - b. Teachers who have not taught one (1) year in the subject within the past three (3) years or is not assigned to teach the subject for the next school year.
 - c. Teachers with least uninterrupted district seniority.
5. Summer school teachers shall not be required to teach less than two (2) hours per day.

Instructional applicants are required to submit the Instructional/Teacher Summer School **Employment Application (HRD-2-4118)** along with the Teaching Preference sheet to Samantha Wright, Human Resources. Support applicants are required to submit the Support **ESE ESY School Year Employment Application (HRD-2-4122)** to Jackie Cory, Human Resources.

NOTES:

- Positions are based on open enrollment. Once positions are determined, the positions will be subject to minimum required enrollment.
- Parents are able to select any site for Summer Reading Camp. The feeders for all school sites will cover the entire district.
- If a program has additional requirements based on state or federal policy, these requirements will be listed with the position posting.
- If a teacher needs to be absent, Principals should work with their faculty and attempt to find a sub. The absent teacher will not receive pay for the hours missed and the teacher who took their place can be paid.

Support

Placement of support personnel in summer school positions when allocated shall be made in the best interest of the student in accordance with the IEP, current job title, consideration of the mix of the exceptionalities in the summer school setting, employee’s familiarity with the specific group of students, ESE experience and training, and all else being equal, seniority. The primary consideration shall be the goal of providing optimal staffing for students within the summer school center.

Budget and Finance

3rd Grade Reading Camp – Fund 0100 Function 5100 Project 1438

- 0100-5100-0128 cost center -1438 for teachers
- 0100-5100-0158 cost center -1438 for assistants

3rd Grade Reading Camp Forms

Summer Reading Camp Attendance Letter	p. 28
Summer Reading Camp Report Card	p. 29
Portfolio Score Summary Sheet	p. 30
Good Cause Portfolio Attestation Form	p. 31

[Date]

To The Parent/Guardian of _____:

Your child has scored at Level 1 on the Reading portion of the Florida Standards Assessment (FSA). There are five possible levels of achievement with Level 1 being the lowest and Level 5 being the highest. **Florida Statute 1008.25 requires mandatory retention for any Grade 3 student who scores Level 1 and who does not qualify for any of the seven (7) provisions for Good Cause promotion.** There will be a Summer Reading Camp for our third grade students scoring Level 1.

<u>Dates</u>	<u>Student Hours</u>	<u>Locations*</u>
June 19th - July 26th Monday - Thursday No School: July 4th & 5th	8:00 a.m. - 12:00 p.m. Monday - Thursday	<ul style="list-style-type: none">• Argyle Elementary• Charles E. Bennett Elementary• Keystone Heights Elementary• Montclair Elementary• Swimming Pen Creek Elementary• W.E. Cherry Elementary• Wilkinson Elementary *parents will select location when registering online

If desired, free breakfast will be available from 7:30 - 8:00 a.m. and free lunch will be available from 12:00 - 12:30 p.m. A snack will be provided during the school day.

Students may not miss more than two days, or they will be dropped from the program. In addition, more than three tardies or late pick ups will also result in the student being dropped from this learning opportunity.

During the last day of Camp, third grade students will be tested using the SAT-10 reading comprehension test. If the student scores 45 percent or higher on the test, he/she will be eligible for promotion, based on the Principal's recommendation.

Please notify my office by signing your intention to attend below, then complete the online registration. <https://goo.gl/forms/qMWW5VVIc9LTK4Z42> Our school will assist with online registration if needed.

Sincerely,

[Principal]

____ My son/daughter, _____, will attend Summer Reading Camp.
First Name, Last Name

____ My son/daughter, _____, will not attend Summer Reading Camp.
First Name, Last Name

Parent Name (Printed)

Parent Signature

____/_____
Date

Summer Reading Camp Report Card
2018
School District of Clay County

Date: _____ Grade: _____ School: _____

Student Name: _____ Student Number _____

Days Present: _____

Student Attendance Based on: ☐ Level I FSA Reading/ELA Grade 3
 ☐ Student Did Not Take the FSA
 ☐ Recommended on student's IEP
 ☐ Met Good Cause Exemption

Reading Area	Pre-Test	Materials Used	Post Test/Progress Made
Vocabulary			
Comprehension			
Fluency			
Phonics			
Phonemic Awareness			

Original – Cum Folder

2nd copy – Parent/Guardian

2018 Third Grade Reading Portfolio Score Summary Sheet

[*Click here to Make a Copy of the 2018 Third Grade Reading Portfolio Score Summary Sheet to complete for your students.](#)

2018 Third Grade Reading Portfolio Score Summary Sheet															
Student Name					Student Number										
Directions: This form must be completed for each student who will be recommended for promotion based on the portfolio. Each time the student's response is an acceptable demonstration, place an X in the "AD" column for the standard. If there are multiple questions for a standard, put an X for each question that was correct. In the "Number of Acceptable Demonstrations" column, write in the total number of acceptable demonstrations across all the passages for the particular standard.															
Passages	Championship Game!		Play Ball		Three Billy Goats Gruff		Defense Drives Design		Ansel Adams		Beautiful Bats		The Crow and the Pitcher		Number of Acceptable Demonstrations
Standards	Question	AD	Question	AD	Question	AD	Question	AD	Question	AD	Question	AD	Question	AD	
LAFS.3.RL.1.1	6,11		1		7,9										
LAFS.3.RL.1.2	5		2		3,4										
LAFS.3.RL.1.3	3		3		5, 8										
LAFS.3.RL.2.4	4,8,9,10		4		1,6										
LAFS.3.RL.2.5	13		5		2, 10										
LAFS.3.RL.2.6	7,12		6		11										
LAFS.3.RL.3.7	1,2		7,10												
LAFS.3.RL.3.9			8, 9, 11, 12												
LAFS.3.RI.1.1							2		5		4,5				
LAFS.3.RI.1.2							6		4		3,9				
LAFS.3.RI.1.3							8,9		8		2				
LAFS.3.RI.2.4							1		2,10		8				
LAFS.3.RI.2.5									3,9,14		1				
LAFS.3.RI.2.6							7		6,7		7				
LAFS.3.RI.3.7							4,5		13		10				
LAFS.3.RI.3.8							3		1		6,12				
LAFS.3.RI.3.9									11,12,15		11				
LAFS.3.L.1.1													1,6,7,8,9,10		
LAFS.3.L.1.2													2,3,4,5		
	Championship Game!		Play Ball		Three Billy Goats Gruff		Defense Drives Design		Ansel Adams		Beautiful Bats		The Crow and the Pitcher		
	1 C	8 A	1 A	8 D	1 A	8 A	1 C	8 A	1 C	8 A,D,F	1 C	8 A	1 B	8 C	
	2 A	9 C	2 B	9 B	2 C	9 B	2 B	9 A	2 D	9 A	2 A	9 B	2 C	9 B	
	3 B	10 A	3 C	10 D	3 D	10 B	3 D		3 C	10 C	3 D	10 D	3 B	10 C	
	4 D	11 D	4 A	11 A	4 C	11 C	4 C		4 A	11 A,B	4 A	11 B	4 A		
	5 C	12 C	5 C	12 A	5 C		5 B		5 C	12 B	5 A	12 A	5 C		
	6 D	13 A	6 C		6 A		6 D		6 D	13 C	6 C		6 C		
	7 B		7 B		7 C		7 C		7 B	14 D	7 B		7 A		
										15 B					



Addison G. Davis
Superintendent of Schools

CLAY COUNTY DISTRICT SCHOOLS

900 Walnut Street
Green Cove Springs, Florida 32043
Telephones: 904-336-6500
1-888-663-2529
FAX 904-336-6536 TDD 904-336-6584

BOARD MEMBERS:

Janice Kerekes
District 1
Carol Studdard
District 2
Betsy Condon
District 3
Mary Bolla
District 4
Ashley Gilhousen
District 5

THIRD GRADE GOOD CAUSE PORTFOLIO ATTESTATION

Student Name: _____ School: _____

In order to demonstrate mastery of third grade reading skills, a portfolio has been compiled by the classroom teacher. By signing this attestation the teacher and the principal confirm that the 2017-2018 FLDOE portfolio was administered as outlined in State portfolio guidelines and that the above-named student met all criteria to be promoted to fourth grade.

Teacher's Name – Printed

Principal's Name – Printed

Teacher's Signature

Principal's Signature

As Superintendent of the School District of Clay County I ____ accept ____ reject this teacher/principal recommendation for promotion using the good cause portfolio exemption.

Superintendent's Signature

Date

6th Grade & Junior High Credit Recovery

District Contact

Mike Wingate

904-336-6918

michael.wingate@myoneclay.net

Location	Feeders	Meals	Cost
Green Cove Junior High	Green Cove Springs Junior High Lake Asbury Junior High	Meals not provided	\$100 Technology Fee*
Oakleaf Junior High	Lakeside Junior High Oakleaf Junior High Orange Park Junior High Wilkinson Junior High		*Students who receive free or reduced lunch and students with disabilities are free
Keystone Heights Jr./Sr.	Keystone Heights Jr./Sr.		

6th Grade & Junior High Credit Recovery Calendar

Teachers	Teacher Planning, 6/14/2018 <ul style="list-style-type: none"> Planning at Assigned School, 8:00 a.m. - 10:00 a.m. Software Training at Fleming Island High Media Center, 10:00 a.m. - 11:00 a.m. (If needed) Operating Dates, 6/18/2018 - 7/3/2018, 7:45 a.m. - 11:45 a.m. (Monday - Thursday) Last Day for Teachers, 7/3/2017, 7:45 a.m. - 11:45 a.m.
Students	Operating Dates, 6/18/2018 - 7/3/2018, 8:00 a.m. - 11:30 a.m. (Monday-Thursday)
Assistants if applicable	Operating Dates, 6/18/2018-7/3/2018, 8:00 a.m. - 11:30 a.m. (Monday-Thursday)
Important Dates	No School on 7/4/2018 and 7/5/2018 Summer EOCs 7/9/2018-7/19/2018

Student Registration

Eligibility

The secondary summer program is for 6th - 12th grade students who are seeking to recover two or less credits/courses for promotional purposes. Summer grade recovery or course retake will be provided using an online software program for 10 days in a blended learning setting, with instruction delivered virtually and face-to face.

Each course recovered through the online software program requires 10 summer school days to recover, therefore, if two courses need to be recovered, one of these courses will need to be taken via virtual offerings outside of the summer school day. If a student needs an elective to be promoted or to graduate, the school can approve Clay Virtual as an option to obtain a second credit/course or an elective.

6th grade students who have failed one course must attend summer school. Students in 6th grade needing to retake a subject will be assigned to one of the participating junior high schools. Elementary schools will provide parents with the Junior High summer school location via a parent letter (see link to a sample letter in the notification section below).

Notification

The district will identify eligible students by June 12th. Schools will contact students who qualify via a parent letter and phone call in order to ensure their attendance. If the parent/guardian has a concern about whether or not their child has passed a particular class, the District encourages the parent/guardian to contact the school prior to the June 12th date. Sample parent letters are provided for: [6th graders](#), and [junior high students](#). Please edit the fields indicated to reflect the correct information for your school site.

Registration

Once eligible students are invited, parents will complete the online registration, via the link below. School sites will assist parents with online registration if needed. If a parent does not have access to the internet, they can give verbal acknowledgement of attendance and the Data Secretary can enroll them.

Registration Link: <https://goo.gl/forms/9cubbbLiRGi08rQrW2>

Curriculum & Instruction	
Time	8:00 a.m. – 11:30 a.m.
Curriculum	Florida Standards
Instructional Methodologies	small group instruction, individualized teacher facilitation, and independent practice
Materials	Online Software Program
Assessment	Screening: End of course grades Progress Monitoring: Online software program data and teacher-developed records Outcome Measure: End of course grades for summer school course work

Student Policies

Attendance

Students are required to attend all days assigned to a course. Two tardies (10 minutes late is considered a tardy) will be considered an absence and, therefore, removed from the course.

Cell phones

Communication devices will not be allowed during the school hours.

Compass

Students will only work on their Curriculum software accounts during school hours. Students will provide their own earbuds for working in the Compass software.

Student Code of Conduct

The “Student Code of Conduct” policies are to be followed during all summer school offerings.

Student Records

Initiating Summer School Records

Prior to the first day of the program, the district will notify each school with student registration information. The student’s home school will report grades from the 2017 - 18 school year to the school of attendance for summer grade recovery.

For students with medical needs, refer to the process outlined in the Student Health Care Section of the ESY Task Instructions, which can be found in the Extended School Year section of this manual.

Closing Out Summer School Records

The summer school teacher will report end of course grades for summer school coursework, which will be returned to each student’s home school.

Teacher Application & Hiring

Instructional

The following are the instructional qualifications for summer school:

ARTICLE XIV

PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

C. All instructional employment in summer school shall be filled according to the following criteria:

1. All teachers who apply shall apply for summer school classroom positions which are open at centers affecting their school. Requests to teach summer school shall be presented to the district Human Resources Division.
2.
 - a. Only teachers under contract in the county for the year preceding or for the next year will be considered for summer school employment.
 - b. No teacher receiving an unsatisfactory evaluation during the regular school year will be eligible for summer school employment.
3. Assignments to such positions in each summer school center shall be made according to the following ranked criteria:
 - a. Proper certification and qualifications are held by the employee.
 - b. Employee has taught one (1) year in the subject applied for within the past three (3) years or is assigned to teach the subject for the next school year.
 - c. Uninterrupted seniority in the district.
4. During the first three days of summer school, the following ranked criteria shall be used should there be a need to reduce the number of teachers in a specific subject area within the school, or, for exceptional education teachers on a district-wide basis:
 - a. Teachers who do not hold proper certification or qualifications.
 - b. Teachers who have not taught one (1) year in the subject within the past three (3) years or is not assigned to teach the subject for the next school year.
 - c. Teachers with least uninterrupted district seniority.
5. Summer school teachers shall not be required to teach less than two (2) hours per day.

Instructional applicants are required to submit the Instructional/Teacher Summer School **Employment Application (HRD-2-4118)** along with the Teaching Preference sheet to Samantha Wright, Human Resources. Support applicants are required to submit the Support **ESE ESY School Year Employment Application (HRD-2-4122)** to Jackie Cory, Human Resources.

NOTES:

- Positions are based on open enrollment. Once positions are determined, the positions will be subject to minimum required enrollment.
- Students must attend the junior high site their home school feeds to.
 - Students from Green Cove Springs Junior High and Lake Asbury Junior High will attend at Green Cove Springs Junior High
 - Students from Lakeside Junior High, Oakleaf Junior High, Orange Park Junior High, and Wilkinson Junior High will attend at Oakleaf Junior High
 - Students from Keystone Heights Jr./Sr. will attend at their home school
- If a program has additional requirements based on state or federal policy, these requirements will be listed with the position posting
- If a teacher needs to be absent, Principals should work with their faculty and attempt to find a sub. The absent teacher will not receive pay for the hours missed and the teacher who took their place can be paid.

Budget and Finance

6th Grade & Junior High Credit Recovery- Project 1138 and Fund 0100

- 0100-5100-0128 cost center -1138 for teachers
- 0100-5100-0158 cost center -1138 for assistants

6th Grade & Junior High Credit Recovery Forms

6th Grade Course Retake Letter	p. 37
Junior High Course Retake Letter	p. 38

Parents,

Clay County District Schools will offer a summer school program for students in 6th grade who have not successfully completed one of the academic courses: English/Language Arts, Mathematics, Science, or Social Studies. Students will be utilizing the Compass software program and receiving face-to-face interaction with their instructor.

Florida statute requires successful completion of these academic courses: English/Language Arts, Mathematics, Science, and Social Studies to be promoted from 6th grade to 7th grade. The school district and [name of school] Elementary School want all students to successfully meet the curriculum standards, and therefore, gain the skills and aptitudes which enable our students to be prepared for college and careers by the time they graduate.

To register for credit recovery, please complete the online registration at this link:

<https://goo.gl/forms/9cubbLiRGi08rQrW2>.

Summer School 2018- Credit Recovery

Dates	Student Hours	Location	Cost*
June 18th - July 3rd Monday - Thursday	8:00 a.m. - 11:30 a.m. Monday - Thursday	Students from <u>[name of school]</u> Elementary should report to <u>[name of school]</u> Junior High	\$100, payable the first day of school *No charge to ESE students or students receiving Free/Reduced Lunch

Students attending Summer School for credit recovery will be expected to adhere to the student code of conduct. Students are expected to attend all days of credit recovery.

If you have any questions about your child's status, or need assistance with the online registration, please contact the school at [school's phone number] so that we can work together on creating a quality experience for your child.

Sincerely,

Parents,

Clay County District Schools will offer a summer school program for junior high students who have not successfully completed one of the core academic courses: English/Language Arts, Mathematics, Science, or Social Studies. Students will be utilizing an online software program and receiving face-to-face interaction with their instructor.

Florida statute requires successful completion of these courses to be promoted from one grade level to the next and to progress to the 9th grade. The school District and [name of school] Junior High School want all students to successfully meet the curriculum standards, and therefore, gain the skills and aptitudes which enable our students to be prepared for college and careers by the time they graduate. Students attending summer school will be expected to adhere to the student code of conduct. Students are expected to attend all days of credit recovery.

To register for credit recovery, please complete the online registration at this link:

<https://goo.gl/forms/9cubbLiRGi08rQrW2>.

Summer School 2018 - Credit Recovery

Dates	Student Hours	Location	Cost*
June 18th - July 3rd Monday - Thursday	8:00 a.m. - 11:30 a.m. Monday - Thursday	Students from <u>[name of school]</u> Junior High should report to <u>[name of school]</u> Junior High	\$100, payable the first day of school *No charge to ESE students or students receiving Free/Reduced Lunch

Students who did not successfully pass the Algebra 1 End-of-Course (EOC) assessment should report to their zoned high school for the Algebra 1 Boot Camp (July 9th-July 12th) and assessment. To determine your zoned high school please visit: https://drive.google.com/open?id=1Q7FJtLnIPZ9pyK-CQBIAhU_88cgLpivm

Summer School 2018- Algebra 1 Boot Camp

Dates	Student Hours	Location	Cost*
July 9th - July 12th Monday - Thursday	8:00 a.m. - 11:00 a.m. Monday - Thursday	Students from <u>[name of school]</u> Junior High should report to <u>[name of school]</u> Junior High	\$50, payable the first day of school *No charge to ESE or students receiving Free/Reduced Lunch

To register for Algebra 1 Boot Camp, please complete the online registration at this link:

<https://goo.gl/forms/B8lptEg1Z7OtEa5l2>.

If you have any questions about your child's status, or need assistance with the online registration, please contact the school at [school's phone number] so that we can work together on creating a quality experience for your child.

Sincerely,

High School Credit Recovery

District Contact

Mike Wingate

904-336-6918

michael.wingate@myoneclay.net

Location	Feeders	Meals	Cost
Clay High Fleming Island High. Keystone Heights Jr./Sr. Middleburg High Oakleaf High Orange Park High Ridgeview High	Students will report to their zoned school.	Meals not provided	\$100 Technology Fee* **Students who receive free or reduced lunch and students with disabilities are free

High School Credit Recovery Calendar

Teachers	Teacher Planning, 6/14/2018 <ul style="list-style-type: none"> Curriculum Software Training at Fleming Island High Media Center, 8:00 a.m. - 10:00 a.m. Planning at Assigned School, 10:00 a.m. - 11:00 a.m. Operating Dates, 6/18/2018 - 7/3/2018, 7:45 a.m. - 11:45 a.m. (Monday-Thursday) Last Day for Teachers, 7/3/2018, 7:45 a.m. - 11:45 a.m.
Students	Operating Dates, 6/18/2018 - 7/3/2018, 8:00 a.m. - 11:30 a.m. (Monday-Thursday)
Assistants if applicable	Operating Dates, 6/18/2018 - 7/3/2018, 8:00 a.m. - 11:30 a.m. (Monday-Thursday)
Important Dates	Summer EOCs 7/9/2018 - 7/19/2018

Student Registration

Eligibility

The secondary summer program is for 6th-12th grade students who are seeking to recover two or less credits/courses for promotional purposes. Summer grade recovery or course retake will be provided using a online software program for 10 days in a blended learning setting, with instruction delivered virtually and face-to face.

Each course recovered through the online software program requires 10 summer school days to recover, therefore, if two courses need to be recovered, one of these courses will need to be taken via virtual offerings outside of the summer school day. If a student needs an elective to be promoted or to graduate, the school can approve Clay Virtual as an option to obtain a second credit/course or an elective.

Notification

The district will identify eligible students by June 8th. Schools will contact students who qualify via a parent letter and phone call in order to ensure their attendance. Sample parent letters are provided for [high school students](#). Please edit the fields indicated to reflect the correct information for your school site.

Registration

Once eligible students are invited, parents will complete the online registration, via the link below. School sites will assist parents with online registration if needed. If a parent does not have access to the internet, they can give verbal acknowledgement of attendance and the Data Secretary can enroll them.

Registration Link: <https://goo.gl/forms/9cubblIRGi08rQrW2>

Curriculum & Instruction	
Time	8:00 a.m. – 11:30 a.m.
Curriculum	Florida Standards
Instructional Methodologies	small group instruction, individualized teacher facilitation, and independent practice
Materials	Online Software Program
Assessment	Screening: End of course grades Progress Monitoring: <i>Curriculum software</i> data and teacher-developed records Outcome Measure: End of course grades for summer school course work

Student Policies

Course Credit Options

Students needing ½ credit (semester) in order to receive a final passing grade may attend the appropriate 5 day period. If an additional ½ credit is needed the student will enroll in the appropriate course. Students needing a full credit will attend the entire 10-day course. There is only a one-time fee charged to the student.

Attendance

Students are required to attend all days assigned to a course. Ten (10) days for a full credit and five (5) days for the completion of a ½ credit. Two tardies (10 minutes late is considered a tardy) will be considered an absence and, therefore, removed from the course.

Cell phones

Communication devices will not be allowed during the school hours.

Online Software Program

Students will only work on their curriculum software accounts during school hours. Students will provide their own earbuds for working in the software.

Student Code of Conduct

The “Student Code of Conduct” policies are to be followed during all summer school offerings.

Student Records

Initiating Summer School Records

Prior to the first day of the program, the district will notify each school with student registration information. The teacher will be provided with student grades from the 2017 - 18 school year for each student.

For students with medical needs, refer to the process outlined in the Student Health Care Section of the ESY Task Instructions, which can be found in the Extended School Year section of this manual.

Closing Out Summer School Records

The summer school teacher will report end of course grades for summer school coursework, which will be reflected in the student’s record.

Teacher Application & Hiring

Instructional

The following are the instructional qualifications for summer school:

ARTICLE XIV

PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

C. All instructional employment in summer school shall be filled according to the following criteria:

1. All teachers who apply shall apply for summer school classroom positions which are open at centers affecting their school. Requests to teach summer school shall be presented to the district Human Resources Division.
2.
 - a. Only teachers under contract in the county for the year preceding or for the next year will be considered for summer school employment.
 - b. No teacher receiving an unsatisfactory evaluation during the regular school year will be eligible for summer school employment.
3. Assignments to such positions in each summer school center shall be made according to the following ranked criteria:
 - a. Proper certification and qualifications are held by the employee.
 - b. Employee has taught one (1) year in the subject applied for within the past three (3) years or is assigned to teach the subject for the next school year.
 - c. Uninterrupted seniority in the district.
4. During the first three days of summer school, the following ranked criteria shall be used should there be a need to reduce the number of teachers in a specific subject area within the school, or, for exceptional education teachers on a district-wide basis:
 - a. Teachers who do not hold proper certification or qualifications.
 - b. Teachers who have not taught one (1) year in the subject within the past three (3) years or is not assigned to teach the subject for the next school year.
 - c. Teachers with least uninterrupted district seniority.
5. Summer school teachers shall not be required to teach less than two (2) hours per day.

Instructional applicants are required to submit the Instructional/Teacher Summer School **Employment Application (HRD-2-4118)** along with the Teaching Preference sheet to Samantha Wright, Human Resources. Support applicants are required to submit the Support **ESE ESY School Year Employment Application (HRD-2-4122)** to Jackie Cory, Human Resources.

NOTES:

- Positions are based on open enrollment. Once positions are determined, the positions will be subject to minimum required enrollment.
- There are no feeder schools for high school credit recovery.
- If a program has additional requirements based on state or federal policy, these requirements will be listed with the position posting.
- If a teacher needs to be absent, Principals should work with their faculty and attempt to find a sub. The absent teacher will not receive pay for the hours missed and the teacher who took their place can be paid.

Budget and Finance

High School – Credit Recovery - Project 1138 and Fund 0100

- 0100-5100-0128 cost center -1138 for teachers
- 0100-5100-0158 cost center -1138 for assistants

High School Credit Recovery Forms

High School Credit Recovery Letter

p. 44

Parents,

Clay County District Schools will offer a summer school program for students who have not successfully completed a course, and therefore, have not earned the credit towards graduation requirements. As always, the District and [name of school] High School want all students to meet the curriculum standards, and therefore, earn a high school diploma.

If your child received a "D" or "F" in a core academic area course: English/Language Arts, Mathematics, Science, or Social Studies, they are eligible to attend the 2018 summer school session to recover this credit. Students will be utilizing an online software program with face-to-face interaction with their instructor. To register for credit recovery, please complete the online registration at this link:
<https://goo.gl/forms/9cubbLiRGi08rQrW2>.

Summer School 2018 - Credit Recovery

Dates	Student Hours	Cost*
June 18th - July 3rd Monday - Thursday	8:00 a.m. - 11:30 a.m. Monday - Thursday	\$100, payable the first day of school *No charge to ESE students or students receiving Free/Reduced Lunch

In addition to credit recovery, students who did not successfully pass the Algebra 1 End-of-Course (EOC) Assessment will have the opportunity to attend Algebra 1 Boot Camp.

Summer School 2018 - Algebra 1 Boot Camp

Dates	Student Hours	Cost*
July 9th - July 12th Monday - Thursday No School: July 4th and 5th	8:00 a.m. - 11:00 a.m. Monday - Thursday	\$50, payable the first day of school *No charge to ESE or students receiving Free/Reduced Lunch

To register for Algebra 1 Boot Camp, please complete the online registration at this link:
<https://goo.gl/forms/B8lptEg1Z7OtEa5l2>.

If you have any questions about your child's status, or need assistance with the online registration, please contact the school at [school's phone number] so that we can work together on creating a quality experience for your child.

Sincerely,

Algebra 1 Credit Recovery for ESE ONLY

District Contact

Renee' Kemp

904-336-6877

jacqueline.kemp@myoneclay.net

Location	Feeders	Meals	Cost
Clay High Fleming Island High. Keystone Heights Jr./Sr. Middleburg High Oakleaf High Orange Park High Ridgeview High	Students will report to their zoned school.	Meals not provided	Free

Algebra 1 Credit Recovery for ESE Only

Teachers	Teacher planning in the Fleming Island High School Media Center, 6/12/2018, 8:00 a.m. - 9:30 a.m., Planning in classroom 9:30 - 11:00 a.m. Operating Dates, 6/12/2018 - 7/12/2018, 7:45 a.m.-11:45 a.m. (Monday - Thursday)
Students	Operating Dates, 6/13/2018-7/12/2018, 8:00 a.m. - 11:30 a.m. (Monday - Thursday)
Assistants if applicable	Operating Dates, 6/13/2018 - 7/12/2018, 8:00 a.m. - 11:30a.m. (Monday - Thursday)
Important Dates	No School on 7/4/2018 or 7/5/2018 Summer EOCs 7/9/2018 - 7/19/2018

Student Registration

Eligibility

ESE Only Algebra 1 Credit Recovery is available for students with disabilities who are seeking to recover Algebra 1 credit and/or did not successfully pass the Algebra 1 End-of-Course (EOC) Assessment.

Notification

The IEP team, including the parent, determines the need for extended school year services. Once it is determined that a student requires Algebra 1 Credit Recovery for ESE ONLY, the details of the program will be provided to the parent via the ESE teacher.

Registration

Registration will be completed in collaboration with IEP teams at school sites.

Curriculum & Instruction	
Time	8:00 a.m.-11:30 a.m.
Curriculum	Florida Standards
Instructional Methodologies	whole class, small group, independent practice
Materials	Textbooks & standards-based materials
Assessment	Screening: Most recent Algebra 1 EOC data Progress Monitoring: Formative Assessment data and teacher-developed records Outcome Measure: Algebra 1 EOC Retake data

Student Policies

Attendance

Students are encouraged to attend all days assigned to a course. Two tardies (10 minutes late is considered a tardy) will be considered an absence.

Cell phones

Communication devices will not be allowed during the school hours.

Student Code of Conduct

The “Student Code of Conduct” policies are to be followed during all summer school offerings.

Student Records

Initiating Summer School Records

The teacher will be notified of student needs based on each student’s IEP, Algebra 1 EOC scores, and student grades from the 2017 - 18 school year.

For students with medical needs, refer to the process outlined in the Student Health Care Section of the ESY Task Instructions, which can be found in the Extended School Year section of this manual.

Closing Out Summer School Records

The Support Facilitator will update the student's goals and objectives in the IEP, and the summer school teacher will report end of course grades for summer school course work, which will be reflected in the student's record.

Teacher and Assistant Application & Hiring

Instructional

The following are the instructional qualifications for summer school:

ARTICLE XIV

PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

C. All instructional employment in summer school shall be filled according to the following criteria:

1. All teachers who apply shall apply for summer school classroom positions which are open at centers affecting their school. Requests to teach summer school shall be presented to the district Human Resources Division.
2.
 - a. Only teachers under contract in the county for the year preceding or for the next year will be considered for summer school employment.
 - b. No teacher receiving an unsatisfactory evaluation during the regular school year will be eligible for summer school employment.
3. Assignments to such positions in each summer school center shall be made according to the following ranked criteria:
 - a. Proper certification and qualifications are held by the employee.
 - b. Employee has taught one (1) year in the subject applied for within the past three (3) years or is assigned to teach the subject for the next school year.
 - c. Uninterrupted seniority in the district.
4. During the first three days of summer school, the following ranked criteria shall be used should there be a need to reduce the number of teachers in a specific subject area within the school, or, for exceptional education teachers on a district-wide basis:
 - a. Teachers who do not hold proper certification or qualifications.

- b. Teachers who have not taught one (1) year in the subject within the past three (3) years or is not assigned to teach the subject for the next school year.
 - c. Teachers with least uninterrupted district seniority.
5. Summer school teachers shall not be required to teach less than two (2) hours per day.

Instructional applicants are required to submit the Instructional/Teacher Summer School **Employment Application (HRD-2-4118)** along with the Teaching Preference sheet to Samantha Wright, Human Resources. Support applicants are required to submit the Support **ESE ESY School Year Employment Application (HRD-2-4122)** to Jackie Cory, Human Resources.

NOTES:

- Positions are based on open enrollment. Once positions are determined, the positions will be subject to minimum required enrollment.
- There are no feeder schools for Algebra I Credit Recovery for students in ESE programs.
- If a program has additional requirements based on state or federal policy, these requirements will be listed with the position posting.
- If a teacher needs to be absent, Principals should work with their faculty and attempt to find a sub. The absent teacher will not receive pay for the hours missed and the teacher who took their place can be paid.

Support

Placement of support personnel in summer school positions when allocated shall be made in the best interest of the student in accordance with the IEP, current job title, consideration of the mix of the exceptionalities in the summer school setting, employee's familiarity with the specific group of students, ESE experience and training, and all else being equal, seniority. The primary consideration shall be the goal of providing optimal staffing for students within the summer school center.

Budget and Finance

High School – Algebra I Credit Recovery – for ESE ONLY - Project 1138 and Fund 0100

- 0100-5200-0128 cost center -1138 for teachers
- 0100-5200-0158 cost center -1138 for assistants

**Summer School
for Students with Disabilities**

**School District of Clay County – Summer School for Students with Disabilities 2018
Algebra I ESE Only Credit Recovery**

Date Due	*Task (see below for instructions)
Friday 05/18/18	Summer School Determination of Need Form Section I and II due to the ESE Staffing Specialist – Only completed for Algebra I ESE Only Credit Recovery
Friday 05/18/18	Summer School Determination of Need Form forwarded to the ESE District Office by the ESE Staffing Specialist.
Held no later than Wednesday 06/06/18	IEP meetings held to address Summer School services for students in which services have not already been addressed through an IEP meeting. Careful consideration should be given when scheduling a meeting early in the semester as the number of students requiring summer services fluctuates greatly.
Wednesday 06/06/18	**Student Health Care folder due to the ESE Secretary.
Thursday 06/07/18	**Student Health Care folders packaged and labeled by the ESE Secretary for pick-up by the ESE District Staffing Specialist (Reneé Kemp) or ESE District Nurse (Kris Riebe). Secretary will notify district office via e-mail location of package for pick-up.

Algebra 1 Boot Camp

District Contact

Mike Wingate

904-336-6918

michael.wingate@myoneclay.net

Location	Feeders	Meals	Cost
Clay High Fleming Island High. Keystone Heights Jr./Sr. Middleburg High Oakleaf High Orange Park High Ridgeview High	Students will report to their zoned school.	Meals not provided	\$50 Fee* *Students who receive free or reduced lunch and students with disabilities are free

Algebra 1 Boot Camp Calendar

Teachers	Teacher Planning at assigned school, 7/3/2018, 12:15 p.m. - 3:15 p.m. Operating Dates, 7/9/2018 - 7/12/2018, 7:45 a.m. - 11:15 a.m.
Students	Operating Dates, 7/9/2018 - 7/12/2018, 8:00 a.m. - 11:00 a.m.
Assistants if applicable	Operating Dates, 7/9/2018 - 7/12/2018, 8:00 a.m. - 11:00 a.m.
Important Dates	Summer EOCs 7/19/2018 - 7/19/2018

Student Registration

Eligibility

Students who did not successfully pass the Algebra 1 End-of-Course (EOC) Assessment will have the opportunity to attend Algebra 1 Boot Camp. In addition, students who wish to retake the EOC in order to achieve a higher score to improve their final grade (only a “D” or “F”) may do so.

Notification

Schools will contact all students who qualify via a parent letter and phone call. Sample parent letters are provided for [junior high](#) and [high school](#) students.

Registration

Once eligible students are invited, parents will complete the online registration, via the link below. School sites will assist parents with online registration if needed. If a parent does not have access to

the internet, they can give verbal acknowledgement of attendance and the Data Secretary can enroll them. Registration Link: <https://goo.gl/forms/B8lptEg1Z7OtEa5l2>

Curriculum & Instruction	
Time	8:00 a.m. - 11:00 a.m.
Curriculum	Florida Standards
Instructional Methodologies	whole class, small group, independent practice
Materials	Textbooks & standards-based materials
Assessment	Screening: Most recent Algebra 1 EOC data Progress Monitoring: Formative Assessment data and teacher-developed records Outcome Measure: Algebra 1 EOC Retake data

Student Policies

Attendance

Students are required to attend all days assigned to a course. Two tardies (10 minutes late is considered a tardy) will be considered an absence and, therefore, removed from the course.

Cell phones

Communication devices will not be allowed during the school hours.

Student Code of Conduct

The “Student Code of Conduct” policies are to be followed during all summer school offerings.

Student Records

Initiating Summer School Records

Prior to the first day of the program, the district will notify each school with student registration information. The teacher will be provided with each student’s Algebra 1 EOC scores and student grades from the 2017-18 school year.

For students with medical needs, refer to the Student Health Care Section of the ESY Task Instructions, which can be found in the Extended School Year section of this manual.

Closing Out Summer School Records

The summer school teacher will report end of course grades for summer school coursework, which will be reflected in the student's record.

Teacher Application & Hiring

Instructional

The following are the instructional qualifications for summer school:

ARTICLE XIV

PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

C. All instructional employment in summer school shall be filled according to the following criteria:

1. All teachers who apply shall apply for summer school classroom positions which are open at centers affecting their school. Requests to teach summer school shall be presented to the district Human Resources Division.
2.
 - a. Only teachers under contract in the county for the year preceding or for the next year will be considered for summer school employment.
 - b. No teacher receiving an unsatisfactory evaluation during the regular school year will be eligible for summer school employment.
3. Assignments to such positions in each summer school center shall be made according to the following ranked criteria:
 - a. Proper certification and qualifications are held by the employee.
 - b. Employee has taught one (1) year in the subject applied for within the past three (3) years or is assigned to teach the subject for the next school year.
 - c. Uninterrupted seniority in the district.
4. During the first three days of summer school, the following ranked criteria shall be used should there be a need to reduce the number of teachers in a specific subject area within the school, or, for exceptional education teachers on a district-wide basis:
 - a. Teachers who do not hold proper certification or qualifications.

- b. Teachers who have not taught one (1) year in the subject within the past three (3) years or is not assigned to teach the subject for the next school year.
 - c. Teachers with least uninterrupted district seniority.
5. Summer school teachers shall not be required to teach less than two (2) hours per day.

Instructional applicants are required to submit the Instructional/Teacher Summer School **Employment Application (HRD-2-4118)** along with the Teaching Preference sheet to Samantha Wright, Human Resources. Support applicants are required to submit the Support **ESE ESY School Year Employment Application (HRD-2-4122)** to Jackie Cory, Human Resources.

NOTES:

- Positions are based on open enrollment. Once positions are determined, the positions will be subject to minimum required enrollment.
- There are no feeder schools for Algebra I Boot Camp.
- If a program has additional requirements based on state or federal policy, these requirements will be listed with the position posting.
- If a teacher needs to be absent, Principals should work with their faculty and attempt to find a sub. The absent teacher will not receive pay for the hours missed and the teacher who took their place can be paid.

Budget and Finance

High School – Algebra I Boot Camp - Project 1138 and Fund 0100

- 0100-5100-0128 cost center -1138 for teachers
- 0100-5100-0158 cost center -1138 for assistants

Algebra 1 Boot Camp Forms

Junior High Algebra 1 Boot Camp Letter	p. 55
High School Algebra 1 Boot Camp Letter	p. 56

Parents,

Clay County District Schools will offer a summer school program for junior high students who have not successfully completed one of the core academic courses: English/Language Arts, Mathematics, Science, or Social Studies. Students will be utilizing an online software program and receiving face-to-face interaction with their instructor.

Florida statute requires successful completion of these courses to be promoted from one grade level to the next and to progress to the 9th grade. The school District and [name of school] Junior High School want all students to successfully meet the curriculum standards, and therefore, gain the skills and aptitudes which enable our students to be prepared for college and careers by the time they graduate. Students attending summer school will be expected to adhere to the student code of conduct. Students are expected to attend all days of credit recovery.

To register for credit recovery, please complete the online registration at this link:

<https://goo.gl/forms/9cubbLiRGi08rQrW2>.

Summer School 2018 - Credit Recovery

Dates	Student Hours	Location	Cost*
June 18th - July 3rd Monday - Thursday	8:00 a.m. - 11:30 a.m. Monday - Thursday	Students from <u>[name of school]</u> Junior High should report to <u>[name of school]</u> Junior High	\$100, payable the first day of school *No charge to ESE students or students receiving Free/Reduced Lunch

Students who did not successfully pass the Algebra 1 End-of-Course (EOC) assessment should report to their zoned high school for the Algebra 1 Boot Camp (July 9th-July 12th) and assessment. To determine your zoned high school please visit: https://drive.google.com/open?id=1Q7FJtLnIPZ9pyK-CQBIAhU_88cgLpivm

Summer School 2018- Algebra 1 Boot Camp

Dates	Student Hours	Location	Cost*
July 9th - July 12th Monday - Thursday	8:00 a.m. - 11:00 a.m. Monday - Thursday	Students from <u>[name of school]</u> Junior High should report to <u>[name of school]</u> Junior High	\$50, payable the first day of school *No charge to ESE or students receiving Free/Reduced Lunch

To register for Algebra 1 Boot Camp, please complete the online registration at this link:

<https://goo.gl/forms/B8lptEg1Z7OtEa5l2>.

If you have any questions about your child's status, or need assistance with the online registration, please contact the school at [school's phone number] so that we can work together on creating a quality experience for your child.

Sincerely,

Parents,

Clay County District Schools will offer a summer school program for students who have not successfully completed a course, and therefore, have not earned the credit towards graduation requirements. As always, the District and [name of school] High School want all students to meet the curriculum standards, and therefore, earn a high school diploma.

If your child received a "D" or "F" in a core academic area course: English/Language Arts, Mathematics, Science, or Social Studies, they are eligible to attend the 2018 summer school session to recover this credit. Students will be utilizing an online software program with face-to-face interaction with their instructor. To register for credit recovery, please complete the online registration at this link:

<https://goo.gl/forms/9cubbLiRGi08rQrW2>.

Summer School 2018 - Credit Recovery

Dates	Student Hours	Cost*
June 18th - July 3rd Monday - Thursday	8:00 a.m. - 11:30 a.m. Monday - Thursday	\$100, payable the first day of school *No charge to ESE students or students receiving Free/Reduced Lunch

In addition to credit recovery, students who did not successfully pass the Algebra 1 End-of-Course (EOC) Assessment will have the opportunity to attend Algebra 1 Boot Camp.

Summer School 2018 - Algebra 1 Boot Camp

Dates	Student Hours	Cost*
July 9th - July 12th Monday - Thursday	8:00 a.m. - 11:00 a.m. Monday - Thursday	\$50, payable the first day of school *No charge to ESE or students receiving Free/Reduced Lunch

To register for Algebra 1 Boot Camp, please complete the online registration at this link:

<https://goo.gl/forms/B8lptEg1Z7OtEa5l2>.

If you have any questions about your child's status, or need assistance with the online registration, please contact the school at [school's phone number] so that we can work together on creating a quality experience for your child.

Sincerely,

11th- 12th Grade ESOL Summer Reading Program

District Contact

Renee Hatcher

904-336-6962

renee.hatcher@myoneclay.net

Location	Feeders	Meals	Cost
Orange Park High School	Entire school district	Meals not provided	Free

11th - 12th Grade ESOL Summer Reading Program

Teachers	Teacher Planning at Orange Park High School, 6/14/2018, 7:30 a.m. - 12:00 p.m. Operating Dates, 6/18/2018 - 6/28/2018, 7:30 a.m. - 12:00 p.m. (Monday- Thursday)
Students	Operating Dates, 6/18/2018 - 6/28/2018, 8:00 a.m. - 12:00 p.m.
Assistants	Operating Dates, 6/18/2018 - 6/28/2018, 8:00 a.m. - 12:00 p.m.
Important Dates	Summer EOCs 7/09/2018 - 7/19/2018

Student Registration

Eligibility

The ESOL Summer Program is a summer language program that offers currently enrolled ESOL students entering 11th or 12th grade, or exiting 12th graders who will earn a certificate of completion in 2018, the opportunity to enhance their English Language in an effort to pass the required assessments to earn a high school diploma. English Language Learners (ELLs) who scored a level 1 or 2 on the ELA FSA, and have not passed the ACT or SAT will be eligible to attend.

Notification

Schools will provide eligible students with the [informational flyer](#) to apply for the program. Guidance Counselors will ensure that eligible ELL students receive the information. Should a parent need translation assistance, [Google Translate](#) can be used as a tool for face-to-face translation of words and phrases, however this tool does not accurately translate written English into another written language.

Registration

Once eligible students are invited, parents will complete the registration form online via the link provided in the flyer. School sites will assist parents with online registration if needed. If a parent does not have access to the internet, they can give verbal acknowledgement of attendance and the Data Secretary can enroll them.

Registration Link: <https://goo.gl/forms/7VgDIQujzROZBb8s2>

Curriculum & Instruction	
Time	8:00 a.m. - 12:00 p.m.
Curriculum	Florida Standards
Instructional Methodologies	whole class, small group, and independent practice with a focus on academic vocabulary, rigorous text, technical writing, and testing strategies
Materials	ACT preparation materials
Assessment	Screening: Most recent ELA FSA data, ACT data, or SAT data Progress Monitoring: Formative assessments and teacher-developed records Outcome Measure: ELA FSA Retake data, ACT data, or SAT data

Student Policies

Attendance

Students are only allowed to miss one day of the course, and have no more than two tardies (10 minutes late is considered a tardy). A student who misses more than one day and has more than two tardies will be removed from the program.

Cell phones

Communication devices will not be allowed during the school hours.

Student Code of Conduct

The "Student Code of Conduct" policies are to be followed during all summer school offerings.

Student Records

Initiating Summer School Records

Prior to the first day of the program, the district will notify each school with student registration information. The teacher will be provided with each student's most recent FSA ELA, ACT and/or SAT scores and student grades from the 2017 - 18 school year.

For students with medical needs, refer to the process outlined in the Student Health Care Section of the ESY Task Instructions, which can be found in the Extended School Year section of this manual.

Closing Out Summer School Records

The summer school teacher will report end of course grades for summer school coursework, which will be reflected in the student's record.

Teacher Application & Hiring

Instructional

The following are the instructional qualifications for summer school:

ARTICLE XIV

PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

C. All instructional employment in summer school shall be filled according to the following criteria:

1. All teachers who apply shall apply for summer school classroom positions which are open at centers affecting their school. Requests to teach summer school shall be presented to the district Human Resources Division.
2.
 - a. Only teachers under contract in the county for the year preceding or for the next year will be considered for summer school employment.
 - b. No teacher receiving an unsatisfactory evaluation during the regular school year will be eligible for summer school employment.
3. Assignments to such positions in each summer school center shall be made according to the following ranked criteria:
 - a. Proper certification and qualifications are held by the employee.
 - b. Employee has taught one (1) year in the subject applied for within the past three (3) years or is assigned to teach the subject for the next school year.
 - c. Uninterrupted seniority in the district.
4. During the first three days of summer school, the following ranked criteria shall be used

should there be a need to reduce the number of teachers in a specific subject area within the school, or, for exceptional education teachers on a district-wide basis:

- a. Teachers who do not hold proper certification or qualifications.
 - b. Teachers who have not taught one (1) year in the subject within the past three (3) years or is not assigned to teach the subject for the next school year.
 - c. Teachers with least uninterrupted district seniority.
5. Summer school teachers shall not be required to teach less than two (2) hours per day.

Instructional applicants are required to submit the Instructional/Teacher Summer School **Employment Application (HRD-2-4118)** along with the Teaching Preference sheet to Samantha Wright, Human Resources. Support applicants are required to submit the Support **ESE ESY School Year Employment Application (HRD-2-4122)** to Jackie Cory, Human Resources.

NOTES:

- Positions are based on open enrollment. Once positions are determined, the positions will be subject to minimum required enrollment.
- The feeders for ESOL Summer Reading will cover the entire district.
- If a program has additional requirements based on state or federal policy, these requirements will be listed with the position posting.
- If a teacher needs to be absent, Principals should work with their faculty and attempt to find a sub. The absent teacher will not receive pay for the hours missed and the teacher who took their place can be paid.

Support

Placement of support personnel in summer school positions when allocated shall be made in the best interest of the student in accordance with the IEP, current job title, consideration of the mix of the exceptionalities in the summer school setting, employee's familiarity with the specific group of students, ESE experience and training, and all else being equal, seniority. The primary consideration shall be the goal of providing optimal staffing for students within the summer school center.

Budget and Finance

11th-12th ESOL Summer Reading - Project 4038 Fund 0420

- 0420-5100-0128 cost center -4038 for teachers

- 0420-5100-0158 cost center -4038 for assistants

11th- 12th Grade ESOL Summer Reading Program Forms

ESOL Informational Flyer

p. 62

ESOL Summer Language Program

Currently enrolled English Language Learners entering 11th or 12th grade, or exiting 12th graders who will earn a certificate of completion in 2018, are invited to attend the summer language program to prepare for the English Language Arts Florida Standards Assessment (ELA FSA), the ACT, or the SAT. Students must pass one of these assessments to earn a high school diploma. Come join us!

Camp Dates:

June 18th - June 28th

Student Hours:

8:00 - 12:00

Monday - Thursday

Location:

Orange Park High School

**In this English Language program
Students Develop:**

- Reading Comprehension
- Grammar
- Vocabulary
- Academic/Personal Writing

For more information contact**Renee Hatcher**

Phone: (904)-336-6962

Email: renee.hatcher@myoneclay.net

Register at: <https://goo.gl/forms/7VgDIQujzROZBb8s2>

*Please contact your child's school for assistance with translating into your heritage language



ESE Extended School Year

District Contact

Renee' Kemp

904-336-6877

jacqueline.kemp@myoneclay.net

Locations*	Feeders	Meals	Cost
Keystone Heights Elem. Middleburg High Ridgeview High	Entire school district	Meals not provided	Free

ESE Extended School Year Calendar*

Teachers & Nurses	<ul style="list-style-type: none"> Planning Day, 6/14/2018, 7:30 a.m. - 12:30 p.m. Ridgeview High Operating Dates, 6/18/2018 - 7/18/2018, Monday/Wednesday, 7:30 a.m. - 12:00 p.m. (Does Not Include Lunch) Keystone Heights Elem & Middleburg High Operating Dates, 6/19/2018 - 7/19/2018, Tuesday/Thursday, 7:30 a.m. - 12:00 p.m. (Does Not Include Lunch)
Students	<ul style="list-style-type: none"> Ridgeview High Operating Dates, 6/18/2018 - 7/18/2018, Monday/Wednesday, 7:50 a.m. - 11:50 a.m. (includes a 15 minute break) Keystone Heights Elem & Middleburg High Operating Dates, 6/19/2018 - 7/19/2018, Tuesday/Thursday, 7:50 a.m. - 11:50 a.m. (includes a 15 minute break)
Assistants	<ul style="list-style-type: none"> Ridgeview High Operating Dates, 6/18/2018 - 7/18/2018, Monday/Wednesday, 7:30 a.m. - 12:00 p.m. (Does not include Lunch) Keystone Heights Elem & Middleburg High Operating Dates, 6/19/2018 - 7/19/2018, Tuesday/Thursday, 7:30 a.m. - 12:00 p.m. (includes a 15 minute break)
Important Dates	<ul style="list-style-type: none"> No School 7/2/2018 - 7/5/2018

*The ESY calendar is a general framework for services; The IEP team makes the decision regarding ESY services necessary for the provision of FAPE.

Student Registration

Extended school year services are available to provide a Free Appropriate Public Education (FAPE) for students with disabilities and must be considered by the IEP team as part of the provision of a free appropriate public education. The IEP team determines the need for ESY services. It is important that IEP teams consider a variety of criteria or factors when determining whether ESY services are necessary in order to ensure the provision of FAPE. The necessity for ESY services and/or the

duration of those services cannot be limited based on the type or the degree of disability. ESY services must be addressed at least annually for each student with a disability. ESY is NOT any of the following: summer school, child care, respite care, intended to maximize educational opportunity or potential growth, a longer school day, one-size-fits-all, or provided based on specific areas of disability, level of service, or type of classroom placement.

Criteria that the IEP team can use to determine whether a student requires ESY services may include but not be limited to:

- **Regression/Recoupment** - Will the student regress substantially in a critical life skill related to his or her IEP goals if ESY services are not provided?
- **Critical Point of Instruction** - Is the student at a crucial stage in mastering a critical life skill, when a lapse in services would substantially harm the child's chances of learning that skill?
- **Nature/Severity of Disability** - Is the nature or severity of the student's disability such that the student will not receive a reasonable level of benefit from his or her educational program during the regular school year if ESY services are not provided?
- **Special Circumstances** (e.g., transition from school to work) - Are there extenuating circumstances that make it unlikely that the student will receive FAPE without ESY services?

If a student is determined to need ESY, the IEP team must also consider the type of services needed. Some options for services may include take-home instructional materials; itinerant teacher services, tutorials; services contracted through community or outside agencies; consultation.

Notification

The IEP team, including the parent, determines the need for extended school year services. Once it is determined that a student requires extended school year services, the details of the program will be provided to the parent via the ESE teacher. ESE teachers will refer to the ESY Task Instructions to provide notification and register students for ESY Services. The ESY Task Instructions and ESY Calendar and Framework for services can be located in the ESY Forms section of this manual.

Registration

Registration will be completed in collaboration with IEP teams at school sites.

Location

Students who require school-based ESY programs will be served at sites based on their needs. Please refer to the ESY summer calendar for a general framework of services and ESY sites. Furniture, equipment, and materials will be moved to ESY sites as necessary to accommodate the needs of students who will be attending.

Student Policies

Attendance

Students are encouraged to attend each day of the program.

Cell phones

Communication devices will not be allowed during the school hours.

Student Code of Conduct

The “Student Code of Conduct” policies are to be followed during all summer school offerings.

Student Records

Initiating Summer School Records

The teacher will be notified of student needs based on each student’s IEP.

For students with medical needs, refer to the process outlined in the Student Health Care Section of the ESY Task Instructions, which can be found in the Extended School Year section of this manual.

Closing Out Summer School Records

The ESE Teacher will update the student’s goals and objectives on the IEP, and complete the Summary of Progress document, which can be found in the the ESY Task Instructions.

Teacher Application & Hiring

Instructional

The following are the instructional qualifications for summer school:

ARTICLE XIV

PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

C. All instructional employment in summer school shall be filled according to the following criteria:

1. All teachers who apply shall apply for summer school classroom positions which are open at centers affecting their school. Requests to teach summer school shall be presented to the district Human Resources Division.
2. a. Only teachers under contract in the county for the year preceding or for the next year will be considered for summer school employment.

- b. No teacher receiving an unsatisfactory evaluation during the regular school year will be eligible for summer school employment.
3. Assignments to such positions in each summer school center shall be made according to the following ranked criteria:
 - a. Proper certification and qualifications are held by the employee.
 - b. Employee has taught one (1) year in the subject applied for within the past three (3) years or is assigned to teach the subject for the next school year.
 - c. Uninterrupted seniority in the district.
4. During the first three days of summer school, the following ranked criteria shall be used should there be a need to reduce the number of teachers in a specific subject area within the school, or, for exceptional education teachers on a district-wide basis:
 - a. Teachers who do not hold proper certification or qualifications.
 - b. Teachers who have not taught one (1) year in the subject within the past three (3) years or is not assigned to teach the subject for the next school year.
 - c. Teachers with least uninterrupted district seniority.
5. Summer school teachers shall not be required to teach less than two (2) hours per day.

Instructional applicants are required to submit the Instructional/Teacher Summer School **Employment Application (HRD-2-4118)** along with the Teaching Preference sheet to Samantha Wright, Human Resources. Support applicants are required to submit the Support **ESE ESY School Year Employment Application (HRD-2-4122)** to Jackie Cory, Human Resources.

NOTES:

- Positions are based on open enrollment. Once positions are determined, the positions will be subject to minimum required enrollment.
- The feeders for Extended School Year will cover the entire district.
- If a program has additional requirements based on state or federal policy, these requirements will be listed with the position posting.
- If a teacher needs to be absent, Principals should work with their faculty and attempt to find a sub. The absent teacher will not receive pay for the hours missed and the teacher who took

their place can be paid.

Support

Placement of support personnel in summer school positions when allocated shall be made in the best interest of the student in accordance with the IEP, current job title, consideration of the mix of the exceptionalities in the summer school setting, employee's familiarity with the specific group of students, ESE experience and training, and all else being equal, seniority. The primary consideration shall be the goal of providing optimal staffing for students within the summer school center.

Budget and Finance

ESE Summer School/Extended School Year – Project 1138 and Fund 0100

- ESE Summer Teachers 0100-5200-0128-cost center-1138
- ESE Summer PTs, OTs 0100-5200-0138-cost center-1138
- ESE Summer Assistants 0100-5200-0158-cost center-1138
- ESE Summer BRT/BLC 0100-5200-0128-cost center-1138
- ESE Summer Nurses 0100-5200-0168-cost center-1138

ESE Extended School Year Forms

ESY Calendar & Framework for Services

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ESY Task Instructions

p. 69-82



School Board of Clay County Exceptional Student Education Extended School Year (ESY) 2018

***ESY SITES
 RHS, KHE, MHS**

SITE SCHEDULES	DATES/HOURS
<u>Planning Day, All ESY Sites</u> Teachers & Nurses (RN/LPN)	Thursday, June 14, 2018 7:30 a.m. - 12:30 p.m.
<u>First Day, RHS</u> Students & Assistants	Monday, June 18, 2018
<u>First Day, KHE & MHS</u> Students & Assistants	Tuesday, June 19, 2018
<u>Holiday</u>	Monday, July 2 - Thursday, July 5, 2018
<u>Last Day, RHS</u> Students & RHS ESY Staff	Wednesday, July 18, 2018
<u>Last Day, KHE & MHS</u> Students & KHE/MHS ESY Staff	Thursday, July 19, 2018
<u>Hours, Employee</u> Teachers, Nurses & Assistants Hours (Does Not Include Lunch)	Monday/Wednesday (RHS) Tuesday/Thursday (KHE/MHS) 7:30 a.m. - 12:00 p.m.
<u>Hours, Student</u> All ESY Students	Monday/Wednesday (RHS) Tuesday/Thursday (KHE/MHS) 7:50 a.m. - 11:50 a.m. (Includes a 15 minute break)

**THE ESY CALENDAR IS A GENERAL FRAMEWORK FOR SERVICES; THE IEP TEAM MAKES THE
 DECISION REGARDING ESY SERVICES NECESSARY FOR THE PROVISION OF FAPE.**

***STUDENTS ARE ASSIGNED TO AN ESY SITE BASED ON THEIR NEEDS.**

SCHOOL BOARD APPROVED: 1-4-18

Extended School Year
for Students with Disabilities

Clay County District Schools – ESY 2018
Extended School Year Timeline

All documentation related to ESY is available in the ESE tile on the portal. In addition to forms, you will find the DOE technical assistance paper and guides for IEP teams and parent information.

Date Due	*Task (see below for instructions)
Monday, 1/22/18	Memo regarding Extended School Year (ESY) sent to ESE Staffing Specialists
Friday, 2/02/18	Extended School Year Services Determination of Need form Section I and II due to the ESE Staffing Specialist.
Monday, 2/05/18 Through Friday, 2/09/18	Extended School Year Services Determination of Need form collected by the ESE Staffing Specialist
Monday, 2/12/18	Extended School Year Services Determination of Need form forwarded to the ESE District Office.
Tuesday, 2/20/18 through Thursday, 3/29/18	IEP meetings held to address ESY services for students in which services have not already been addressed.
Thursday, 3/29/18	ESY Special Transportation form due to the ESE Secretary.
Thursday, 4/05/18	ESY Special Transportation form faxed to the transportation department by the ESE Secretary.
Tuesday, 2/20/18 through Friday, 5/18/18	ESY student packet due to the ESE Staffing Specialist.
Wednesday, 6/06/18	Student Health Care folder due to the ESE Secretary.
Wednesday, 6/06/18	ESY student packet forwarded to the ESY administrator at the designated ESY site and original filed in the student's cumulative file by the ESE Staffing Specialist.
Thursday, 6/07/18	Student Health Care folders packaged and labeled by the ESE Secretary for pick-up by the ESE District Staffing Specialist (Reneé Kemp) or ESE District Nurse (Kris Riebe). Secretary will notify district office via e-mail location of materials for pick-up.
Thursday, 6/07/18	ESY student materials boxed, labeled and given to the ESE Secretary who will hold all materials for pick-up by the ESE District Office. ESE teacher notifies Reneé Kemp via e-mail of the location of the boxed materials.

Extended School Year Timeline

*Task Instructions for ESY

- **Extended School Year Services Determination of Need form – Section I and II**
- ❑ **Due to the ESE Staffing Specialist no later than Friday, February 02, 2018**
- ❑ **Section I**
 - **Complete for all ESE students Pre-K - 12th grades**
- ❑ **Section II**
 - **Complete for all ESE students Pre-K - 12th grades**
 - **Consideration of Extended School Year (ESY) Services** - Extended school year (ESY) services are required if the IEP team or family support plan (FSP) has reason to believe that the provision of a free appropriate public education (FAPE) for an individual student would be jeopardized without such services. The questions in this section are intended to assist IEP and FSP teams in making decisions regarding the necessity for ESY services. Parents, teachers, and other professionals are all valuable sources of information.
 - For each question, provide the rationale for determining YES/NO for each area (write N/A if the student has no goals in this area). If “YES” is indicated for one or more questions, ESY services may be needed.
 - **Regression/Recoupment** - Without ESE services there is a substantial likelihood of substantial regression of critical skills caused by the school break and a failure to recover those lost skills in a reasonable time following the school break.
 - **Interfering Behaviors** - The IEP committee determines whether any interfering behaviors, such as stereotypic, ritualistic, aggressive, or self-injurious behaviors targeted by the IEP goals and objectives have prevented the student from receiving benefit from the educational program during the previous school year and whether interruption of instruction on those objectives caused by a school break will prevent the student from receiving benefit from the educational program during the next school year.
 - **Critical Point of Instruction** - The IEP committee determines whether, without ESY services, the student requires instruction in a critical area(s), which results in the likelihood of preventing the student from receiving benefit from the educational program during the regular school year without ESY services.
 - **Emerging Skills Breakthrough** - The IEP team reviews all goals and objectives targeting critical life skills to determine whether any of the skills are at a breakthrough point. When critical life skills are at this point, the IEP committee determines whether the interruption of instruction on those goals and objectives caused by the school break is likely to prevent the student from receiving benefit from the educational program.
 - **Nature/Severity of Disability** - The IEP committee determines whether, without ESY services, the nature and/or severity of the student's disability is likely to prevent the student from receiving benefit from the educational program during the regular school year without ESY services.
 - **Degree of Progress** - The IEP committee reviews the student's progress toward goals on critical life skills and determines whether without ESY services, the student's degree of progress toward the goals will prevent the student from receiving benefit from his/her educational program during the regular school year.
 - **Special Circumstances** - The IEP team considers any special circumstances such as parental concerns, special needs of the students, not covered above.

- ❑ Each ESE teacher (i.e., the Inclusion, ASD, InD, OT, PT, SI, LI, or self-contained teacher) will compile and submit to the school's principal and then the Director/Designee (Staffing Specialist) the ESY Determination of Need Form (Section I and II) as soon as completed but no later than **Friday, February 02, 2018.**
- ❑ **ESE Staffing Specialist will forward the completed ESY Determination of Need form (section I and II) to the ESE District Office no later than Monday, February 12, 2018.**

- **Consideration of ESY services as part of the IEP development or interim IEP review**

- ❑ **Completed no later than Thursday, March 29, 2018 if not already addressed through the IEP.**
 - **ESY must be addressed at least annually for each student with a disability.** It is the responsibility of the IEP team to recommend necessary services. If the IEP team determines that ESY is necessary then it must be addressed on the IEP even if the parent indicates that the student will not attend.
- ❑ **Development of the ESY IEP**
 - **Present Level of Functioning (PLF)**
 - **ESY services determined necessary by the IEP team must be documented in PLF. Documentation should include:**
 - Services determined necessary by the IEP team
 - Data to support necessity for ESY services
 - Justification statement for Special Transportation
 - **Goals and objectives**
 - Indicate with an asterisk or write new goal to address ESY services determined necessary by the IEP team
 - **Extended School Year Services (p. 5 of an annual IEP or interim IEP page)**
 - ESY Services:
 - Check yes or no, student is recommended for ESY services
 - Check type of ESY services recommended (i.e., Direct Instruction, Credit Recovery, Summer Reading Camp, Speech Therapy, etc.)
 - List recommended subject(s) (i.e., Math, Reading, etc.)
 - Initiation and Duration Date
 - Start date and end date of ESY service
 - Frequency (i.e., 4 days/week, 4 hours/day)
 - Location (i.e., self-contained, resource room, support facilitation)
 - **Special Transportation**
 - If special transportation is required and student is eligible for weighted FTE transportation funds, complete the transportation section of the IEP and enter one or more of the following codes:
 - Medical Equipment (i.e., wheelchair, walker, etc.)
 - Medical Condition (i.e., asthmatic, physical disability, TBI, etc.)
 - Bus aide or monitor for student (i.e., behavioral condition, etc.)
 - Student attends school in neighboring district (i.e., student transported to Duval County, St. Johns, etc.)
 - Describe the student's need for special transportation. Include any medical, behavioral, physical, safety, and or communication needs.
 - Transportation must be addressed on the ESY IEP even if the student already receives transportation services

- Justification statement added to PLF (i.e., the reason the student requires special transportation)

- **Data Sheet**

- Complete all required areas along with:
 - Special Transportation - Check all of the applicable justifications(s)
 - Extended School Year Services - Indicate whether or not the student receives ESY in accordance with the students IEP. Use the drop down menu to select the appropriate code.
 - Z – Student is not identified as a student with a disability (e.g. Student is gifted)
 - Y – Student is eligible to receive ESY in accordance with IEP team decision
 - N – The IEP team determined ESY services were not necessary
 - Class Schedule/Course Title/mins/wk/Teacher - Specify the beginning and ending dates for ESY services, list the subject(s) to be taught during ESY, list the mins/wk as determined by the IEP team, list ESE teacher as TBD

- **ESY Special Transportation Form**

☐ **Due to the ESE Secretary no later than Thursday, March 29, 2018 and due to Special Transportation no later than Thursday, April 05, 2018.**

☐ **Section I**

- Complete for **all** students considered for ESY - **this form should be completed and faxed to transportation for students whose parents declined services also**
- Teacher completes this section after the IEP meeting indicating whether the student will attend ESY by checking Yes or No and require Special Transportation
- ESE teacher submits the special transportation form to the ESE Secretary no later than **Thursday, March 29, 2018** with section I completed for **all** students considered for ESY
- ESE Secretary faxes (336-0020) the Special Transportation form (for all students considered for ESY) with section I of the form completed to the transportation department no later than **Thursday, April 05, 2018**

☐ **Section II**

- Complete along with Section I for students **attending** ESY that require Special Transportation
 - ESE teacher circles ESY site (Note: students are assigned to an ESY site based on their needs – if unsure of assigned site ESE teacher should contact district office at 336-6877 for site verification)
 - Parent completes section II of the form after the IEP meeting. Emergency contact information must be provided.
- ESE teacher submits completed special transportation form (section I and II) along with the required attachments to the ESE Secretary no later than **Thursday, March 29, 2018**
- ESE Secretary faxes (336-0020) the special transportation form completed and signed by the parent along with the attachments to the transportation department no later than **Thursday, April 05, 2018**

- **ESY Student Packet**

- **Due to the ESE Staffing Specialist no later than Friday, May 18, 2018**

- ESE teacher compiles an ESY Student Packet to include the following forms and submits to the school's ESE Staffing Specialist no later than **Friday, May 18, 2018**:
 - **Extended School Year Services Determination of Need form**
 - **ESY Special Transportation form**
 - **ESE Data sheet reflecting the ESY recommendation**
 - **ESY IEP**
 - **Emergency Medical Card - Copy only**
 - **Student Information Sheet (completed by classroom/ESE teacher)**
- ❑ ESE Staffing Specialist forwards the ESY Student Packet to the ESY administrator at the designated ESY site and files the original ESY Student Packet in the student's cumulative file no later than **Wednesday, June 6, 2018**

• **Student Health Care Folder, if applicable**

- ❑ **Due to the ESE Secretary no later than Wednesday, June 6, 2018**
- ❑ School Nurse compiles an ESY Student Health Care Folder to include the following forms and submits to the school's ESE Secretary in a blue folder no later than **Wednesday, June 6, 2018**:
 - Medication Administration Record(s) - **original**
 - A copy of the Medication Administration Record(s) form must be made and placed in the health cum folder with "copy" noted on it.
 - Emergency Medical Card (**Mandatory**) - copy only
 - **Copy** of any of the following that apply:
 - Medical Management Plan
 - Individual Health Care Plan
 - Emergency Care Plan
 - Any procedure form
 - Parent Authorization of Medication form, etc.
- ❑ ESE Secretary labels the Student Health Care folder with the following information:
 - Confidential - ESE ESY Student Medical Records Enclosed
 - Name of ESY Site student will attend
 - Name of sending school
- ❑ No later than **Thursday, June 7, 2018** ESE Secretary notifies ESE District Office Specialist (Reneé Kemp) and ESE County Nurse (Kris Riebe) via e-mail where to pick up Student Health Care folders. **DO NOT SEND STUDENT HEALTH CARE FOLDERS VIA COUNTY MAIL**

• **Boxed Materials**

- ❑ **Due to the ESE Secretary no later than Thursday, June 7, 2018**
- ❑ ESE teacher **must** provide and box all materials needed for each student attending ESY. Materials **should** include teacher editions, student books/workbooks, puzzles, etc.
- ❑ Teacher notifies ESE Program Specialist of any special equipment that the student needs at the receiving school.
- ❑ ESY Materials
 - All materials contained in the box should be listed on the ESY materials form, placed in the box, and a copy kept on file at the sending school.
 - Note to whom the materials should be returned to at the close of ESY.
- ❑ Affix the attached label to the box with packing tape ensuring that all information is completed
- ❑ Boxed materials are given to the school's ESE Secretary and held for pick-up.

- ☐ ESE teacher notifies the ESE District Office Staffing Specialist (Reneé Kemp) via e-mail where to pick up boxed materials.

**School Board of Clay County
Exceptional Student Education
23 South Green St. Green Cove Springs, FL, 32043 (904) 284-6509**

**EXTENDED SCHOOL YEAR SERVICES (ESY) 2018:
DETERMINATION OF NEED
FOR STUDENTS WITH DISABILITIES**

SECTION I:

Date: _____

School Enrolled: _____ Student #: _____ Current Grade: _____

Student Name: _____

Exceptionalities (list all): Primary: _____ Other(s): _____

ESE Contact Teacher: _____

Is an Assistant/Nurse assigned to student (circle one): Yes _____ No: _____

If yes, name of Assistant/Nurse: _____

Current Setting (Check one) and attach a copy of the current schedule from FOCUS (required):

- | | | |
|--|-----------------------------------|---|
| <input type="checkbox"/> Self -Contained | <input type="checkbox"/> Resource | <input type="checkbox"/> General Education with Support |
|--|-----------------------------------|---|

Proposed ESY Services – Check all that apply

- | | | |
|--|---|---|
| <input type="checkbox"/> Direct Instruction
Subject(s): _____

(____x per wk/____mins) | <input type="checkbox"/> Visual Impairment Services

(____x per wk/____mins) | <input type="checkbox"/> Physical Therapy

(____x per wk/____mins) |
| <input type="checkbox"/> Speech Therapy
(____x per wk/____mins) | <input type="checkbox"/> Deaf/Hard of Hearing
Services
(____x per wk/____mins) | <input type="checkbox"/> Take Home Instructional
Materials |
| <input type="checkbox"/> Language Therapy
(____x per wk/____mins) | <input type="checkbox"/> Occupational Therapy
(____x per wk/____mins) | <input type="checkbox"/> Other: _____ |

ESE Teacher or Therapist Signature: _____

Administrator Signature: _____

Director/Designee Signature: _____

Note: Each teacher considering ESY services (i.e., Speech, VI, ESE, etc.) must complete a separate form.

Student Name: _____ Current Grade: _____ School: _____

SECTION II:

Extended school year (ESY) services are required if the IEP team or family support plan (FSP) has reason to believe that the provision of a free appropriate public education (FAPE) for an individual student would be jeopardized without such services. The following questions are intended to assist IEP and FSP teams in making decisions regarding the necessity for ESY services. Parents, teachers, and other professionals are all valuable sources of information. For each question, provide the rationale for determining YES/NO for each area (write N/A if the student has no goals in this area). If "YES" is indicated for one or more questions, ESY services may be needed.

Appropriate data to be reviewed includes, but is not limited to, the following:

- Pattern of regression after past breaks in service
- Pre/post-test before/after breaks
- Progress on annual goals
- Point sheets
- Report cards
- Work Samples
- Teacher-made checklists
- Anecdotal records from home/school
- Therapy logs
- Probes/running records
- Frequency charts
- Referrals/discipline file
- Other documentation related to extenuating circumstances

1. Do the data indicate the likelihood that **significant regression** will occur in critical life skills related to the following areas and that those skills cannot be recouped within a reasonable amount of time without ESY services?

a. Academics, or, for Pre-K students, developmentally appropriate pre-academic skills

Yes ___ No ___ Supporting Data Reviewed: _____

Rationale: _____

b. Communication

Yes ___ No ___ Supporting Data Reviewed: _____

Rationale: _____

c. Independent functioning and self-sufficiency

Yes ___ No ___ Supporting Data Reviewed: _____

Rationale: _____

d. Social/emotional development or behavior

Yes ___ No ___ Supporting Data Reviewed: _____

Rationale: _____

Student Name: _____	Current Grade: _____	School: _____
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2. Do the data indicate the likelihood that the student is at a **crucial stage** in the development of a critical life skill, and that a lapse in services would substantially jeopardize the student's chances of learning that skill? This may include **emerging skills** as well as **critical points of instruction** on existing skills.

Yes ___ No ___ Supporting Data Reviewed: _____

Rationale: _____

3. Is the **nature or severity** of the student's disability such that the student would be unlikely to benefit from his or her education without the provision of ESY services? The nature of the disability may include the student's **rate of progress**.

Yes ___ No ___ Supporting Data Reviewed: _____

Rationale: _____

4. Are there **extenuating circumstances** pertinent to the student's current situation that indicate the likelihood that FAPE would not be provided without ESY services? Examples of students who may require ESY services under this criterion include, but are not limited to, the following:

- a student who has recently obtained paid employment and requires the services of a job coach in order to maintain successful employment
- a student who requires ESY services in order to remain in his or her existing LRE and prevent movement to a more restrictive setting
- a student whose frequent health-related absences have significantly impeded progress on goals related to critical life skills

Yes ___ No ___ Supporting Data Reviewed: _____

Rationale: _____

School Board of Clay County – ESY 2018
Special Transportation Form

Section I (completed for all ESE Students):

Student: _____ Date: _____ Current Grade: _____
Current School: _____ Exceptionalities: _____

Please read the following options carefully and check all that apply.

YES NO

____ My child will attend ESY

____ My child will ride the Special Transportation bus: _____ morning _____ afternoon

____ My child will take medication during school hours*.

*(*If yes, **a new medication form will have to be signed** and medication must be brought in by an adult to the ESY school site clinic.)*

Section II (completed for students attending ESY that require special transportation):

Your child's IEP (Individual Education Plan) indicates that he/she should receive services this summer. Exceptional Student Education Services will be available for your child at the following location:

ESY Site (based on student needs)
RHS MHS KHE Other _____

Dates & Times: Refer to the
2018 ESY Summer Calendars for
a framework of services.

Special Transportation Information:

Student: _____ Student #: _____

Address: _____

Pick-up Location: _____ Drop-off Location: _____

Parent(s) Name: _____

Lives with: _____ Relationship: _____

Home phone: _____ Work/Cell phone: Father: _____ Mother: _____

☐ Student can be left unattended

☐ Student cannot be left unattended – list all others, 16 years old and over, who may receive my child from the bus

Special needs/instructions/medical issues/equipment for transportation:

The following people have permission to pick up my child and/or be called in case of an emergency.

Name

Telephone

Parent Signature: _____ Date: _____

Attachments: ESY IEP with transportation addressed.

2018 ESY

STUDENT INFORMATION SHEET
(Only completed for students attending ESY)

Student Name: _____ **Current Grade** _____ **School:** _____

Contact Teacher: _____

What is student's primary focus for ESY?

Student strengths:

Self Help Info:

____ Student is independent (toileting, eating)

____ Student is on a toileting schedule _____

____ Student wears diaper/pull up but has had success on toilet

____ What level of assistance does student require with toileting

____ complete assistance

____ monitored

**Please indicate any specific information that will assist ESY teacher with this student's self-help needs.
(Include eating habits as well as likes and dislikes of food items)**

____ Student uses a picture schedule during the school year.

____ Work is reinforced with preferred activity immediately

Student Name: _____ Current Grade: _____ School: _____

Work Habits

- ____ sits at desk and completes work independently
- ____ Requires one- on- one assistance for paper/pencil task
- ____ Roams around room and works at own pace (self-directed)
- ____ Avoids paper/pencil task

Behaviors

What specific behavior does the student exhibit

What helps the student get back on track?

- | | |
|-------------------------|------------------------|
| ____ redirection | ____ use of reinforcer |
| ____ removal from table | ____ turn chair around |
| ____ time out | ____ ignore behavior |

What activities does the student enjoy?

- | | |
|------------------------|----------------|
| ____ Computer | ____ Free time |
| ____ Recess | |
| ____ Specific activity | |

Circle Time

- ____ student will sit and participate
- ____ student moves around the room during circle time

Additional information that may assist the ESY teacher in optimizing the instructional learning environment this summer:

**School Board of Clay County – ESY 2018
ESE Summary of Progress**

Student Name: _____ **ESY Teacher:** _____

Sending School: _____ **Self-Contained or Non Self-Contained** ESY placement (circle one)

ESY progress toward IEP goals: Indicate below how the student performed in each area:

Academics

Social Personal Skills

Therapy (Specify type)

Student Strengths

Teacher / Therapist Signature _____

This completed form must be attached to the Summer School/ESY IEP and returned to the student's home school for inclusion in the cumulative file at the end of ESY.

ESY 2018 – Materials List

ESY Site: _____

RETURN BELOW ITEMS TO:

Home School: _____

Return to (Teacher Name): _____

Current ESE Teacher Signature: _____

[illegible]

ESY Teacher: _____

Signature: _____

Date of Return: _____

****2018 ESY Materials Enclosed****

(Materials will be picked up by the ESE District Office -

Do not place in the County Mail)

Deliver to (ESY Site):

Box _____ of _____

Student # & Initials: _____

Teacher Sending Materials: _____

