



# Summer Programs Manual



Summer 2019  
Clay County District Schools

# **Clay County School Board Members**

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The Honorable Janice Kerekes

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The Honorable Carol Studdard, Chairman

## **District III**

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The Honorable Mary Bolla

## **District V**

The Honorable Ashley Gilhousen

## **Superintendent of Schools**

The Honorable Addison Davis

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# 2019 Summer Programs Overview

## Calendar for the Public

[Summer Programs Website](#)

Program	Dates	Audience	Description of Program	Sites	Funding Source
<a href="#">Voluntary Pre-K Summer Program</a>  <b>Program Details pp. 5-9</b>  <a href="#">VPK Forms</a>	<b>Teachers:</b> 6/7/2019-7/26/2019  <b>Students &amp; Assistants:</b> 6/10/2019-7/26/2019  No school on 7/4	Children who will be 4 years old on or before September 1, 2018 and have not used any portion of a Certificate of Eligibility from any Florida coalition during the 2018-19 school year	A free, seven-week summer learning program that provides instruction to students, preparing them for school readiness and success	Fleming Island Elementary	<a href="#">Project 1458</a>  <a href="#">Fund 100</a>
<a href="#">3rd Grade Summer Reading Camp</a>  <b>Program Details pp. 23-27</b>  <a href="#">3rd Grade Reading Forms</a>	<b>Teachers:</b> 6/17/2019-7/25/2019  <b>Students:</b> 6/18/2019-7/24/2019  No school on 7/4	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.	C.E. Bennett Elementary Keystone Heights Elementary W.E. Cherry Elementary Wilkinson Elementary	<a href="#">Project 1439</a>  <a href="#">Fund 100</a>
<a href="#">6th Grade &amp; Junior High Credit Recovery</a>  <b>Program Details pp. 32-36</b>  <a href="#">6th Grade and JR High Forms</a>	<b>Teachers:</b> 6/13/2019-7/9/2019  <b>Students:</b> 6/17/2019-7/9/2019  No school on 7/3-7/4	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 Edgenuity Software for 12 days in a blended learning setting, with instruction delivered virtually and face-to face	Lake Asbury Junior High Orange Park Junior High Keystone Heights Jr/Sr	<a href="#">Project 1139</a>  <a href="#">Fund 100</a>
<a href="#">High School Credit Recovery</a>  <b>Program Details pp. 39-43</b>  <a href="#">High School Credit Recovery Forms</a>	<b>Teachers:</b> 6/13/2019-7/9/2019  <b>Students:</b> 6/17/2019-7/9/2019  No school on 7/3 and 7/4	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 Edgenuity software for 12 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	<a href="#">Project 1139</a>  <a href="#">Fund 100</a>

Program	Dates	Audience	Description of Program	Sites	Funding Source
<a href="#">Algebra I Credit Recovery for ESE ONLY</a>  <b>Program Details pp. 45-49</b>  <a href="#">Alg 1 ESE Forms</a>	<b>Teachers:</b> 6/13/2019-7/16/2019  <b>Students &amp; Assistants:</b> 6/17/2019-7/16/2019  No school on 7/3-7/4	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	<a href="#">Project 1139</a>  <a href="#">Fund 100</a>
<a href="#">Algebra I Boot Camp</a>  <b>Program Details pp. 51-54</b>  <a href="#">Alg 1 Boot Camp Forms</a>	<b>Teachers:</b> 7/9/18-7/16/2019  <b>Students:</b> 7/10/2017-7/16/2017	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	<a href="#">Project 1139</a>  <a href="#">Fund 100</a>
<a href="#">11th-12th ESOL Summer Reading</a>  <b>Program Details pp. 57-61</b>  <a href="#">11th and 12th Grade ESOL Forms</a>	<b>Teachers:</b> 6/13/2019-6/27/2019  <b>Students &amp; Assistants:</b> 6/17/2019-6/27/2019	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 Oakleaf High School	<a href="#">Federal Grant 4030 Year 9</a>  <a href="#">Fund 420</a>
<a href="#">ESE Extended School Year</a>  <b>Program Details pp. 63-67</b>  <a href="#">ESE ESY Forms</a>	<b>Teachers &amp; Nurses:</b> 6/13/2019-7/18/2019 <b>Students &amp; Assistants:</b> <a href="#">Ridgeview High</a> 6/17/2019-7/17/2019 <a href="#">Keystone Heights Elem &amp; Lake Asbury Jr. High</a> 6/18/2019-7/18/2019	Students with disabilities who have been determined to need ESY services based on IEP team determination. <b>The ESY calendar is general framework for services; The IEP team makes the decision regarding ESY services necessary for the provision of FAPE.</b>	Extended school year services are available to provide a Free Appropriate Public Education (FAPE) for students with disabilities	<b>*ESY Sites</b> Keystone Heights Elem. Lake Asbury Jr. High Ridgeview High  <b>*Students are assigned to an ESY site based on their needs.</b>	<a href="#">Project 1139</a>  <a href="#">Fund 100</a>

# Summer Voluntary Pre-Kindergarten Program (SVPK)

## District Contact

Kim Bays

904-336-6906

kim.bays@myoneclay.net

Location	Feeders	Meals	Cost
Fleming Island Elementary	Entire school district	Students will be provided breakfast, lunch, and a snack during the program.  *No lunch served on 7/26	Free

## Summer Voluntary Pre-Kindergarten Program Calendar

<b>Teachers</b>	Teacher Planning, 6/7/2019, 8:00 a.m. - 11:00 a.m. Operating Dates, 6/10/2019-7/26/2019, 7:00 a.m. - 5:00 p.m. (Monday-Friday) Last Day for Teachers, 7/26/2019, 7:00 a.m. - 11:00 a.m.
<b>Students</b>	Operating Dates, 6/10/2019-7/26/2019, 7:30 a.m. - 4:30 p.m. (Monday-Friday) Last Day for Students, 7/26/2019, 7:30 a.m. - 10:30 a.m.
<b>Assistants</b>	Operating Dates, 6/10/2019-7/26/2019, 7:30 a.m. - 4:30 p.m. (Monday-Friday) Last Day for Assistants, 7/26/2019, 7:30 a.m. - 10:30 a.m.
<b>Important Dates</b>	No School on 7/4/2019, Half Day 7/26/19

## 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, 2018 and have not used any portion of a Certificate of Eligibility from any Florida coalition during the 2018 -19 school year.

## Student Notification

Parents can access the [2019 Summer VPK Flyer](#) with registration information on the District VPK Website, [www.oneclay.net/vpk](http://www.oneclay.net/vpk)

## Student Registration

To register, parents must obtain a Summer Certificate of Eligibility from the Florida Early Learning Coalition at <https://familyservices.floridaearlylearning.com/>. The parent must then take the Certificate of Eligibility, along with the other required [Clay County registration documents](#), to the VPK Summer School location 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	<b>Screening:</b> Florida VPK Assessment <b>Progress Monitoring:</b> Teacher-developed records <b>Outcome Measure:</b> 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 Fleming Island Elementary upon registration.

### Closing Out Summer School Records

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

**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. Support applicants are required to submit the Support **ESE ESY School Year Employment Application (HRD-2-4122)**. **All applications** should be submitted to Michelle Bily, 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 substitute. 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 from Episcopal Children's Services at [www.myflfamilies.com/service-programs/child-care/training](http://www.myflfamilies.com/service-programs/child-care/training). 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, 2019 – July 6, 2019) and Summer B (July 9, 2019 – July 27, 2019) 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.

## VPK Budget and Finance

Voluntary Prekindergarten – Project 1458 and Fund 100

- VPK Summer Teachers 100-5500128-0521-1458-0000-000-0
- VPK Summer Assistant 100-5500158-0521-1458-0000-000-0

## Summer Voluntary Pre-Kindergarten Forms

[Summer VPK Flyer](#)

[Clay County Registration Documents](#)

# 3rd Grade Summer Reading Camp

## District Contact

Jennifer Umbaugh

904-336-6565

[jennifer.umbaugh@myoneclay.net](mailto:jennifer.umbaugh@myoneclay.net)

Locations	Feeders	Meals	Cost
C.E. Bennett Elementary Keystone Heights 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

<b>Teachers</b>	Teacher Planning, 6/17/2019 <ul style="list-style-type: none"> <li>Training at the TTC Lab 1 at FIHS, 8:00 a.m.-11:00 a.m.</li> <li>Planning at Assigned School, 11:00 a.m. - 12:00 p.m.</li> </ul> Operating Dates, 6/18/2019-7/25/2019, 7:30 a.m.-12:30 p.m.* (Monday-Thursday) Last Day for Teachers, 7/25/2019, 7:30 a.m.-3:30 a.m. <p style="text-align: right; font-size: small;">*except last day for teachers</p>
<b>Students</b>	Operating Dates, 6/18/2019-7/24/2019, 8:00 a.m.-12:00 p.m. (Monday-Thursday) <ul style="list-style-type: none"> <li>Breakfast provided 7:30 a.m.-8:00 a.m.</li> <li>Lunch provided 12:00 p.m.- 12:30 p.m.</li> </ul>
<b>Assistants</b> <small>if applicable</small>	Operating Dates, 6/18/2019-7/24/2019, 8:00 a.m.-12:00 p.m. (Monday-Thursday)
<b>Important Dates</b>	No School on 7/4/19

## Student Registration

### Eligibility

In an effort to assure 3<sup>rd</sup> grade students have every opportunity to be promoted, 3<sup>rd</sup> 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		
<b>Time</b>	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
<b>Curriculum</b>	Florida Standards	
<b>Instructional Methodologies</b>	whole class, small group, independent practice	
<b>Materials</b>	<i>Sounds and Letters</i> supplemental materials <i>i-Ready</i> software Complex text	
<b>Assessment</b>	<b>Screening:</b> End of Year FSA data <b>Progress Monitoring:</b> <i>i-Ready</i> data and teacher-developed records <b>Outcome Measure:</b> 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 2018-19 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**

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. Support applicants are required to submit the Support **ESE ESY School Year Employment Application (HRD-2-4122)**. All applications should be submitted to Michelle Bily, 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.

#### 3rd Grade Budget and Finance

3rd Grade Reading Camp – Fund 100 Function 5100 Project 1439

- 100-5100128 cost center -1439-0000-000-0 for teachers
- 100-5100158 cost center -1439-0000-000-0 for assistants

#### 3rd Grade Reading Camp Forms

Click this link to make an editable copy of the  
[Summer Reading Camp Attendance Letter](#)

[Summer Reading Camp Report Card](#)

[Portfolio Score Summary Sheet](#)

[Good Cause Portfolio Attestation Form](#)

## 6th Grade & Junior High Credit Recovery

### District Contact

Michael Wingate

904-336-6918

[michael.wingate@myoneclay.net](mailto:michael.wingate@myoneclay.net)

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

### 6th Grade & Junior High Credit Recovery Calendar

<b>Teachers</b>	Teacher Planning, 6/13/2019 <ul style="list-style-type: none"> <li>Planning at Assigned School, 8:00 a.m. - 10:00 a.m.</li> <li>Software Training at Fleming Island High Media Center, 10:00 a.m. - 11:00 a.m. (If needed)</li> </ul> Operating Dates, 6/17/2019 - 7/9/2019, 7:45 a.m. - 11:45 a.m. (Monday - Thursday) Last Day for Teachers, 7/9/2017, 7:45 a.m. - 11:45 a.m.
<b>Students</b>	Operating Dates, 6/17/2019 - 7/9/2019, 8:00 a.m. - 11:30 a.m. (Monday-Thursday)



<b>Assistants</b> if applicable	Operating Dates, 6/17/2019-7/9/2019, 8:00 a.m. - 11:30 a.m. (Monday-Thursday)
<b>Important Dates</b>	No School on 7/3/2019-7/4/2019 Summer EOCs 7/15/2019-7/26/2019

**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 12 days in a blended learning setting, with instruction delivered virtually and face-to face.

Each course recovered through the online software program requires 12 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. It is possible that a student only needs a semester of a course. Therefore, they would only need to attend for 6 days. 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.

**Students are expected to bring their own earbuds or headphones in order to participate in the Edgenuity program.**

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

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

### Edgenuity

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

### 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 2018-19 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 . Support applicants are required to submit the Support **ESE ESY School Year Employment Application (HRD-2-4122)**. **All applications** should be submitted to Michelle Bily, 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, Wilkinson Junior High and Lake Asbury Junior High will attend at Lake Asbury Junior High
  - Students from Lakeside Junior High, Oakleaf Junior High, and Orange Park Junior High will attend at Orange Park 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.

#### 6th Grade & Junior Budget and Finance

6th Grade & Junior High Credit Recovery- Project 1139 and Fund 100

- 100-5100128 cost center-1139-0000-000-0 for teachers

- 100-5100158 cost center-1139-0000-000-0 for assistants

## 6th Grade & Junior High Credit Recovery Forms

Click this link to make an editable copy of the  
[6th Grade Course Retake Letter](#)

Click this link to make an editable copy of the  
[Junior High Course Retake Letter](#)

# High School Credit Recovery

## District Contact

Michael Wingate

904-336-6918

[michael.wingate@myoneclay.net](mailto: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

<b>Teachers</b>	Teacher Planning, 6/13/2019 <ul style="list-style-type: none"> <li>Curriculum Software Training at Fleming Island High Media Center, 8:00 a.m. - 10:00 a.m.</li> <li>Planning at Assigned School, 10:00 a.m. - 11:00 a.m.</li> </ul> Operating Dates, 6/17/2019 - 7/9/2019, 7:45 a.m. - 11:45 a.m. (Monday-Thursday) Last Day for Teachers, 7/9/2019, 7:45 a.m. - 11:45 a.m.
<b>Students</b>	Operating Dates, 6/17/2019 - 7/9/2019, 8:00 a.m. - 11:30 a.m. (Monday-Thursday)
<b>Assistants</b> if applicable	Operating Dates, 6/17/2019 - 7/9/2019, 8:00 a.m. - 11:30 a.m. (Monday-Thursday)
<b>Important Dates</b>	No School on 7/3/2019-7/4/2019 Summer EOCs 7/15/2019 - 7/26/2019

## 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 12 days in a blended learning setting, with instruction delivered virtually and face-to face.

Each course recovered through the online software program requires 12 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. It is possible that a student may only need a semester of a course. Therefore, they would only need to attend for 6 days. 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.

**Students are expected to bring their own earbuds or headphones in order to participate in the Edgenuity program.**

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

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

## Student Policies

### Course Credit Options

Students needing  $\frac{1}{2}$  credit (semester) in order to receive a final passing grade may attend the appropriate 6-day period. If an additional  $\frac{1}{2}$  credit is needed the student will enroll in the appropriate course. Students needing a full credit will attend the entire 12-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. Twelve (12) days for a full credit and six (6) days for the completion of a  $\frac{1}{2}$  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 2018-19 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.



**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. Support applicants are required to submit the Support **ESE ESY School Year Employment Application (HRD-2-4122)**. **All applications** should be submitted to Michelle Bily, 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.

**High School Budget and Finance**

High School – Credit Recovery - Project 1139 and Fund 100

- 100-5100128 cost center-1139-0000-000-0 for teachers
- 100-5100158 cost center-1139-0000-000-0 for assistants

**High School Credit Recovery Forms**

Click this link to make an editable copy of the [High School Credit Recovery Letter](#)

## Algebra 1 Credit Recovery for ESE ONLY

### District Contact

Renee' Kemp

904-336-6877

[jacqueline.kemp@myoneclay.net](mailto: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

<b>Teachers</b>	Teacher planning in the Fleming Island High School Media Center, 6/13/2019, 8:00 a.m. - 9:30 a.m., Planning in classroom 9:30 - 11:00 a.m. Operating Dates, 6/13/2019 - 7/16/2019, 7:45 a.m.-11:45 a.m. (Monday - Thursday)
<b>Students</b>	Operating Dates, 6/17/2019 - 7/16/2019, 8:00 a.m. - 11:30 a.m. (Monday - Thursday)
<b>Assistants</b> <small>if applicable</small>	Operating Dates, 6/17/2019 - 7/16/2019, 8:00 a.m. - 11:30a.m. (Monday - Thursday)
<b>Important Dates</b>	No School on 7/3/2019 and 7/4/2019 Summer EOCs 7/15/2019 - 7/26/2019

### 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.

**Students are expected to bring their own earbuds or headphones in order to participate in the Edgenuity program.**

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

**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 2018-19 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. Support applicants are required to submit the Support **ESE ESY School Year Employment Application (HRD-2-4122)**. All applications should be submitted to Michelle Bily, 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.

**Alg 1 ESE Budget and Finance**

High School – Algebra I Credit Recovery – for ESE ONLY - Project 1139 and Fund 100

- 100-5200128 cost center-1139-0000-000-0 for teachers
- 100-5200158 cost center-1139-0000-000-0 for assistants

## Algebra 1 Credit Recovery for ESE ONLY Forms

### [Algebra 1 Credit Recovery for ESE Only Task Instructions](#)

## Algebra 1 Boot Camp

### District Contact

Michael Wingate

904-336-6918

[michael.wingate@myoneclay.net](mailto: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

<b>Teachers</b>	Teacher Planning at assigned school, 7/9/2019, 12:15 p.m. - 3:15 p.m. Operating Dates, 7/10/2019 - 7/16/2019, 7:45 a.m. - 11:15 a.m.
<b>Students</b>	Operating Dates, 7/10/2019 - 7/16/2019, 8:00 a.m. - 11:00 a.m.
<b>Assistants</b> if applicable	Operating Dates, 7/10/2019 - 7/16/2019, 8:00 a.m. - 11:00 a.m.
<b>Important Dates</b>	Summer EOCs 7/15/2019 - 7/26/2019

### 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>

**Students are expected to bring their own earbuds or headphones in order to participate in the Edgenuity program.**

Curriculum & Instruction	
<b>Time</b>	8:00 a.m. - 11:00 a.m.
<b>Curriculum</b>	Florida Standards
<b>Instructional Methodologies</b>	whole class, small group, independent practice
<b>Materials</b>	Textbooks & standards-based materials
<b>Assessment</b>	<b>Screening:</b> Most recent Algebra 1 EOC data <b>Progress Monitoring:</b> Formative Assessment data and teacher-developed records <b>Outcome Measure:</b> 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 2018-19 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. Support applicants are required to submit the Support **ESE ESY School Year Employment Application (HRD-2-4122)**. All applications should be submitted to Michelle Bily, 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.

**Alg 1 Boot Camp Budget and Finance**

High School – Algebra I Boot Camp Project 1139 and Fund 100

- 100-5100128 cost center-1139-0000-000-0 for teachers
- 100-5100158 cost center-1139-0000-000-0 for assistants

## Algebra 1 Boot Camp Forms

[Junior High Algebra 1 Boot Camp Letter](#)

[High School Algebra 1 Boot Camp Letter](#)

## 11th- 12th Grade ESOL Summer Reading Program

### District Contact

Renee Hatcher

904-336-6962

[renee.hatcher@myoneclay.net](mailto:renee.hatcher@myoneclay.net)

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

### 11th - 12th Grade ESOL Summer Reading Program

<b>Teachers</b>	Teacher Planning at OPHS and OLHS, 6/13/2019, 7:30 a.m. - 12:00 p.m. Operating Dates, 6/17/2019 - 6/27/2019, 7:30 a.m. - 12:00 p.m. (Monday- Thursday)
<b>Students</b>	Operating Dates, 6/17/2019 - 6/27/2019, 8:00 a.m. - 12:00 p.m.
<b>Assistants</b>	Operating Dates, 6/17/2019 - 6/27/2019, 8:00 a.m. - 12:00 p.m.
<b>Important Dates</b>	Summer EOCs 7/15/2019 - 7/26/2019

### Student Registration

#### Eligibility

The ESOL Summer Reading Program is a language program that offers currently enrolled ESOL students entering 11<sup>th</sup> or 12<sup>th</sup> grade, or exiting 12th graders who will earn a certificate of completion in 2019, the opportunity to enhance their English Language proficiency 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, they can contact the district ESOL office, or [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.

**Students are expected to bring their own earbuds or headphones in order to participate in the Edgenuity program.**

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

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

### 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. Support applicants are required to submit the Support **ESE ESY School Year Employment Application (HRD-2-4122)**. **All applications** should be submitted to Michelle Bily, 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.

### **ESOL Budget and Finance**

11th-12th ESOL Summer Reading - Federal Grant 4030 Year 9 Fund 420

- 420-5100128-0252-0000-4030-000-9 for teachers
- 420-5100158-0252-0000-4030-000-9 for assistants

### **11th- 12th Grade ESOL Summer Reading Program Forms**

[ESOL Informational Flyer](#) (English)

[ESOL Informational Flyer](#) (Spanish)

## ESE Extended School Year

<b>District Contact</b>
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Renee' Kemp

904-336-6877

[jacqueline.kemp@myoneclay.net](mailto:jacqueline.kemp@myoneclay.net)

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

ESE Extended School Year Calendar*	
<b>Teachers &amp; Nurses</b>	<ul style="list-style-type: none"> <li>● Planning Day, 6/13/2019, 7:30 a.m. - 12:30 p.m.</li> <li>● Ridgeview High Operating Dates, 6/17/2019 - 7/17/2019, Monday/Wednesday, 7:30 a.m. - 12:00 p.m. (Does Not Include Lunch)</li> <li>● Keystone Heights Elem &amp; Lake Asbury Jr. High Operating Dates, 6/18/2019 - 7/18/2019, Tuesday/Thursday, 7:30 a.m. - 12:00 p.m. (Does Not Include Lunch)</li> </ul>
<b>Students</b>	<ul style="list-style-type: none"> <li>● Ridgeview High Operating Dates, 6/18/2019 - 7/18/2019, Monday/Wednesday, 7:50 a.m. - 11:50 a.m. (includes a 15 minute break)</li> <li>● Keystone Heights Elem &amp; Lake Asbury Jr. High Operating Dates, 6/18/2019 - 7/18/2019, Tuesday/Thursday, 7:50 a.m. - 11:50 a.m. (includes a 15 minute break)</li> </ul>
<b>Assistants</b>	<ul style="list-style-type: none"> <li>● Ridgeview High Operating Dates, 6/17/2019 - 7/17/2019, Monday/Wednesday, 7:30 a.m. - 12:00 p.m. (Does not include Lunch)</li> <li>● Keystone Heights Elem &amp; Lake Asbury Jr. High Operating Dates, 6/18/2019 - 7/18/2019, Tuesday/Thursday, 7:30 a.m. - 12:00 p.m. (includes a 15 minute break)</li> </ul>
<b>Important Dates</b>	<ul style="list-style-type: none"> <li>● No School 7/1/2019 - 7/4/2019</li> </ul>



\*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. Support

applicants are required to submit the Support **ESE ESY School Year Employment Application (HRD-2-4122)**. All applications should be submitted to Michelle Bily, 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.

**ESE Budget and Finance**

ESE Summer School/Extended School Year – Project 1139 and Fund 100

- ESE Summer Teachers 100-5200128-cost center-1139-0000-000-0
- ESE Summer PTs, OTs 100-5200138-cost center-1139-0000-000-0
- ESE Summer Assistants 100-5200158-cost center-1139-0000-000-0
- ESE Summer BRT/BLC 100-5200128-cost center-1139-0000-000-0
- ESE Summer Nurses 100-5200168-cost center-1139-0000-000-0

**ESE Extended School Year Forms**

[ESY Calendar & Framework for Services](#)

[ESY Task Instructions](#)

