



The Manual

Clay County School Board Members

District I

The Honorable Erin Skipper

District II

The Honorable Mary Bolla, Chairman

District III

The Honorable Beth Clark

District IV

The Honorable Michele Hanson

District V

The Honorable Ashley Gilhousen

Superintendent of Schools

The Honorable David Broskie

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2023 Summer Programs Overview

VPK and Rising K - 5th Grade Summer Reading Camp Calendar

6th - 12th Grade Credit Recovery Calendar

Extended School Year (ESY) Calendar

Program	Dates	Audience	Description of Program	Sites	Funding Source
Voluntary Pre-K Summer Program Program Details pp. 5-7	Teacher & Assistant Training Wed. 5/31/2023 8-3:30 Onsite at DIS Program Dates Teacher, Assistant, & Students Mon-Fri 6/1/2023- 7/31/2023 T & A: 7:30-4:00 S: 8-4:00 (38 Days) No School 7/3/2023-7/7/2023	Children who will be 4 years old on or before September 1, 2022 and have not used any portion of a Certificate of Eligibility from any Florida coalition during the 2022-23 school year. The goal of SVPK is to prepare young scholars for school readiness.	Summer VPK *evidence-based curriculum *evidence-based instruction *breakfast and lunch served *free for eligible students	Doctors Inlet (DIS) Summer VPK teachers must hold a valid and current teaching certificate and must have completed the required three 5-hour emergent literacy courses and the student performance standards training course.	Project 1458 Fund 100
Rising K, K, 1st, 2nd, 3rd, 4th, & 5th Grade Summer Reading Camp Program Details pp. 8-10	Teachers, Counselors, Nurses, & Assistants Rising K-2 Training Wed. 5/31/2023 8-3:30 Grades 3-5 Training Thurs. 6/1/2023 8-3:30 Rising K-5 Planning Thurs. 6/8/2023 9-12:00 Post Planning Thurs. 7/20/2023 12-1:30 Program Dates Teachers, Counselors, Nurses, & Assistants Mon-Fri 6/12/2023-7/20/2023 8:00-12:00 Students Mon-Fri 6/12/2023-7/20/2023 8:30-11:30 (20 Days) No School 7/3/2023-7/7/2023	Eligibility for Summer Reading Camp (SRC) is determined by state and district assessment data. Per state statute, 3rd grade students attending SRC will be assigned to a reading endorsed teacher. The goal of the SRC is to promote the development of foundational reading skills to close achievement gaps to ensure students are developing into proficient readers, writers, speakers, listeners, and thinkers.	Summer Reading Camp *supports rising kindergarten- 5th grade students *evidence-based curriculum *evidence-based instruction *transportation provided *free for eligible students	Coppergate (CGE) Discovery Oaks (DOE) Doctors Inlet (DIS) McRae (MRE) Middleburg (MBE) Montclair (MCE) SBJ Elementary (SBJ) Shadowlawn (SLE) Thunderbolt (TBE) *CVA students who are eligible to attend the SRC will be assigned to a SRC site based on their home address. <i>NOTE: Reading Camp teachers must be either Reading Endorsed or Reading Certified s.1011.62(8)(a)(5). 3rd grade SRC teachers must also be highly effective s.1008.25(7). Inclusion teachers must also be ESE Certified. Reading Camp school counselors are certified or pursuing Master's program level certification in school counseling.</i>	Grant 4813 June and July 2023 Fund 443
6th Grade & Junior High Credit Recovery Program Details pp. 11 - 13	Teachers: Mon-Thurs 6/8/2023-7/12/2023 Students: Mon-Thurs 6/12/2023-7/11/2023	6th-8th grade students* who are seeking to recover one or less credits/courses to be promoted <i>*Standard diploma, including students with disabilities in inclusion and self-contained classrooms</i>	Students will use Edgenuity Software for 14 days in a virtual learning setting.	Program will be offered through a virtual platform. Please contact the school concerning registration and other required information.	Grant 4813 June and July 2023 Fund 443

High School Credit Recovery Program Details pp. 14 - 16	Teachers: Mon-Thurs 6/8/2023-7/12/2023 Students: Mon-Thurs 6/12/2023-7/11/2023	9th-12th grade students* who are seeking to recover one or less credits/courses to be promoted <i>*Standard diploma, including students with disabilities in inclusion and self-contained classrooms</i>	Students will use Edgenuity software for 14 days in a virtual learning setting.	Program will be offered through a virtual platform. Please contact the school concerning registration and other required information.	Grant 4813 June and July 2023 Fund 443
Program	Dates	Audience	Description of Program	Sites	Funding Source
Algebra I Credit Recovery for ESE ONLY Program Details pp. 17 - 18	Teachers: 6/08/2023- 7/13/2023 Students & Assistants: 6/12/2023- 7/13/2023 No school on 7/3/2023-7/6/2023	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	KHH OHS RHS Transportation will be provided for all students.	Grant 4813 June and July 2023 Fund 443
Algebra I Boot Camp Program Details pp. 19-20	Teachers: 3 Days Planning Day 7/13/2023 7/17, 18, 19/2023 Students: 7/17/2023-19/2023	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 offered face to face that provides students with every opportunity to pass the Algebra 1 End-of-Course (EOC) Assessment	Program will be offered face to face at the home school (high schools only)	Grant 4813 June and July 2023 Fund 443
11th-12th ESOL Summer Language Program Program Details pp. 21-22 11th and 12th Grade ESOL Forms	Teachers: Mon-Thurs 6/8/2023- 6/22/2023 Students: Mon-Thurs 6/12/2023 -6/22/2023	English Language Learners (ELLs) categorized as a new arrival, non-English speaker, or as recommended	A free summer language program offered virtually providing ELLs the opportunity to enhance the English Language skills needed to pass assessments required to earn a high school diploma	Program will be offered virtually via synchronous sessions	Grant 4813 June and July 2023 Fund 443
ESE Extended School Year Program Details pp. 23-27 ESE ESY Calendar	Teacher Planning 6/7/2023 - 6/8/2023 Assistant & Nurse Planning 6/8/2023 Program Dates all staff & students Monday/Wednesday 6/12/2023- 7/12/2023 Tuesday/Thursday 6/13/2023- 7/13/2023 No school on 7/3/2023-7/6/2023	Students with disabilities who have been determined to need ESY services based on IEP team determination. The ESY calendar is a 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 McRae Elementary Lake Asbury Jr. High Bannerman Learning Center *Students are assigned to an ESY site based on their geographical location. Students are placed at BLC based on their needs.	Grant 4813 June and July 2023 Fund 443

Summer Voluntary Pre-Kindergarten Program (SVPK)

District Contact

Bianca Montoro

904-336-6965

bianca.montoro@myoneclay.net

Location	Feeders	Meals	Cost
Doctors Inlet Elementary (DIS)	Entire school district	Students will be provided breakfast, lunch, and a snack during the program.	Free with a Valid Certificate of Eligibility

Summer Voluntary Pre-Kindergarten Program Calendar

Teacher & Assistant	<p>Teacher & Assistant Key Pickup, Curriculum Professional Learning, and Planning:</p> <ul style="list-style-type: none"> • Doctors Inlet Elementary • Wednesday, May 31, 2023 • 8:00 a.m.-3:30 p.m. <p>Teacher & Assistant Summer VPK Program Dates:</p> <ul style="list-style-type: none"> • Doctors Inlet Elementary • Thursday, June 1, 2023-Monday, July 31, 2023 • 7:30 a.m.-4:00 p.m. • Monday-Friday
Students	<p>Summer VPK Program</p> <ul style="list-style-type: none"> • Thursday, June 1, 2023-Monday, July 31, 2023 • 8:00 a.m. - 4:00 p.m. • Monday-Friday
Important Dates	No Summer VPK during the week of Monday, July 3-Friday, July 7, 2023

Student Registration

Student Eligibility

The SVPK is a free, eight-week (38 days) summer learning program that provides instruction to students, preparing them for kindergarten readiness. The SVPK program enhances students' language and literacy, math, and social skills.

Eligible participants must be 4 years old on or before September 1, 2022 and have not used any portion of a Certificate of Eligibility from any Florida coalition during the 2022-2023 school year.

Student Notification

Parents can access the [2023 Summer VPK Flyer](#) with registration information on the District VPK Website, 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.floridaeearlylearning.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	8:00 a.m.-4:00 p.m.
Curriculum	Early Literacy and Learning Model/Plus (ELLM/Plus) Story Champs, KidLips, Lexia Core 5, and Heggerty Florida Early Learning and Developmental Standards
Instructional Methodologies	Direct, explicit, multisensory instruction: oral language, vocabulary, phonological awareness, math (emergent literacy and math)
Materials	Vocabulary rich readers for dialogic reading, manipulatives for phonological awareness and math instruction, letter naming cards, realia for building background and schema
Assessment	Screening: Florida's Star Early Literacy VPK Assessment Progress Monitoring: Lexia Core 5 and the VPK Paper-Based Assessment Outcome Measure: Florida's Star Early Literacy 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 for more than 3 days. In addition, repeated tardy or late pick-up (three or more) may also result in the student being withdrawn from the Summer VPK program.

Student Records

Initiating Summer VPK Student Records

VPK student records will be created upon completion of the district Summer VPK registration process. VPK student records will be stored in digital cum folders and shared electronically with Doctors Inlet Elementary. Doctors Inlet Elementary staff will submit each student's completed Certificate of Eligibility (COE) to Bianca Montoro. The Summer VPK teacher will administer Florida's Star Early Literacy VPK Assessment during the first and last week of the Summer VPK program.

Closing Out Summer VPK Student Records

The Summer VPK teacher will report student progress on Florida's Star Early Literacy VPK Assessment to families.

VPK Budget and Finance

Voluntary Prekindergarten – Fund 100 Function 5500 Project 1458 - June and July 2023

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

Rising K - 5th Grade Summer Reading Camp

District Contact

Bianca Montoro

904-336-6965

bianca.montoro@myoneclay.net

Locations	Feeders	Meals	Cost
The Summer Reading Camp will be hosted at CGE, DOE, DIS, MRE, MBE, MCE, SBJ, SLE, and TBE. Students attending the Summer Reading Camp will be assigned to a teacher at one of the program sites. *CVA students who are eligible to attend the SRC will be assigned to a SRC site based on their home address.	CGE= ROE & TES DOE= OVE & POE DIS= LES & SPC MRE= KHE MBE= CHE & WES MCE=GPE, OPE, RVE SBJ= AES & WEC SLE= CEB & LAE TBE= PES & FIE	Meals are not included. Students will be provided a daily snack during the program.	Free

Rising K, K, 1st, 2nd, 3rd, 4th, & 5th Grade Summer Reading Camp Calendar

Teachers (ESE & General Ed), Counselors, Nurses, & Assistants	<p>Rising K-2 Teachers, Counselors, Nurses, & Assistants SRC Curriculum Professional Learning</p> <ul style="list-style-type: none"> Wednesday, May 31, 2023 MPC in Green Cove Springs, 8:00 a.m.-3:30 p.m. <p>Grades 3-5 Teachers & Assistants SRC Curriculum Professional Learning</p> <ul style="list-style-type: none"> Thursday, June 1, 2023 MPC in Green Cove Springs 8:00 a.m.-3:30 p.m. <p>Rising K-Grade 5 Teachers, Counselors, Nurses, & Assistants Pre Planning & Key Pickup</p> <ul style="list-style-type: none"> Thursday, June 8, 2023 Assigned SRC School Sites 9 a.m. - 12:00 p.m. <p>Rising K-Grade 5 Teachers, Counselors, Nurses, & Assistants SRC Program Dates</p> <ul style="list-style-type: none"> Monday-Thursday June 12, 2023-July 20, 2023 Assigned SRC School Sites 8:00 a.m.-12:00 p.m. <p>Rising K-Grade 5 Teacher, Counselors, Nurses, & Assistants Post Planning & Key Turn-in</p> <ul style="list-style-type: none"> Thursday, July 20, 2023 Assigned SRC School Sites
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	<ul style="list-style-type: none"> 12:00 p.m.-1:30 p.m. <p>NOTE: Reading Camp teachers must be either Reading Endorsed or Reading Certified s.1011.62(8)(a)(5). 3rd grade SRC teachers must also be highly effective s.1008.25(7). Inclusion teachers must also be ESE Certified. Summer Reading Camp school counselors are certified or pursuing Master's program level certification in school counseling.</p>
Students	<p>Summer Reading Camp Program Dates</p> <ul style="list-style-type: none"> Monday June 12, 2023-Thursday, July 20, 2023 8:30 a.m.-11:30 a.m. Monday-Thursday
Important Dates	No Summer Reading Camp during the week of Monday, July 3-Friday, July 7, 2023
Attendance (Per page 44 of the CCDS 2022-23 Student Progression Plan)	The district policy for Summer Reading Camp attendance requires that students not miss more than two days of camp. In the event a student is absent more than two days he/she will be withdrawn from Summer Reading Camp. 3rd grade students who are dropped from the Summer Reading Camp due to attendance will not have the opportunity to take the SAT-10 test at the conclusion of camp. In addition, repeated tardiness or late pick-up (three or more) will also result in the student being withdrawn from the Summer Reading Camp program. This attendance policy is in place to ensure that students are provided with the maximum time for intensive reading instruction and intervention.

Student Registration

Eligibility

Eligibility for Summer Reading Camp (SRC) is determined by state and district assessment data. Per state statute, 3rd grade students attending SRC will be assigned to a reading endorsed teacher. The goal of the SRC is to promote the development of foundational reading and literacy skills to close achievement gaps.

Notification

School site administrators will notify and call students and establish the school of attendance via a parent letter: [Sample Rising K-5 Parent Notification Letter](#).

Registration

Once eligible students are invited, parents will complete the online registration, via the link embedded in the notification letter. 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 school will enroll them.

Curriculum & Instruction

Time	8:30 a.m.-11:30 a.m.
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Curriculum	Florida's Benchmarks for Excellent Student Thinking (B.E.S.T.) Standards for English Language Arts (ELA)
Instructional Methodologies	Brick and Mortar Learning Environment: Whole Group: Direct, Explicit Instruction using the Gradual Release of Responsibility Model to support a universal design of learning for inclusivity. Small Group: Direct, Explicit, Systematic Instruction using multisensory modalities for phonological awareness, phonics, vocabulary, fluency, and comprehension.
Materials	<ul style="list-style-type: none"> • Story Champs • Heggerty's Phonological Awareness & Phonemic Awareness • Lexia Core 5 • PRIDE Reading Program • KidLips • Decodables • B.E.S.T. Booklist Books for Read Alouds • Corrective Reading Decoding • Multisensory Foundational Skill Building Manipulatives for Reading • Sound Walls • Social-Emotional Learning Activities
Assessment	<p>Screening: CUBED Assessment and the PAST Assessment</p> <p>Progress Monitoring: Lexia Core 5</p> <p>Summative: CUBED Assessment, PAST Assessment, & SAT-10 (Grade 3 Only)</p>

Student Records

Initiating Summer Reading Camp Records

Prior to the first day of the program, the district will provide Summer Reading Camp teachers with available student academic and registration information. SRC teachers will monitor student growth using a variety of assessments. SRC teachers will update student assessment data in the assessment HUB. SRC teachers will communicate beginning, mid, and end of SRC assessment data with students and their families.

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 Reading Camp Student Screening and Progress Monitoring Records

Summer Reading Camp teachers will ensure beginning and end of SRC assessment data has been entered into the assessment HUB. 3rd grade student performance on the SAT-10 will be provided to the principal to communicate to families.

Rising K - 5th Grade Reading Camp Budget and Finance

Rising K - 5th Grade Reading Camp – Fund 443 Function 5100 Grant 4813 Program 801 - June and July 2023

- 443-5100128-cost center -0000-4813-801-2 for teachers
- 443-5100158-cost center -0000-4813-801-2 for assistants

6th Grade & Junior High Credit Recovery

District Contact

Treasure Pickett

904-336-6918

treasure.pickett@myoneclay.net

Location	Feeders	Meals	Cost
All students will participate in a virtual program and will be assigned to the appropriate class and teacher.	Entire School District	Meals not provided	Free

6th Grade & Junior High Credit Recovery Calendar

Teachers	Teacher Planning, 6/8/23; Postplanning 7/12/23 <ul style="list-style-type: none"> • Training/preplanning 8:30 a.m. - 11:30 a.m. at FIHS Lab 237 (mandatory) • Virtual post planning to finalize and post grades 8am-11am.
Support Facilitators	Support Facilitator Planning, 6/8/23 <ul style="list-style-type: none"> • Face-to-face Training/preplanning (includes 30 minute lunch break) • 8:30 a.m. - 3:30 p.m. at FIHS Lab 237 (mandatory) Program Dates & times all staff & students <ul style="list-style-type: none"> • 6/12/2023- 7/11/2023 • Monday/Wednesday, 2:00 p.m. - 7:00 p.m. • Tuesday/Thursday, 8:00 a.m. - 1:00 p.m. • No school on 7/3/2023-7/6/2023 Extended Work Days Support Facilitators <ul style="list-style-type: none"> • 7/12/23, Wednesday, 2:00 p.m. - 7:00 p.m. • 7/13/23, Thursday, 8:00 a.m. - 1:00 p.m. • 7/17/23, Monday, 8:00 a.m. - 1:00 p.m.
School Counselor (504 Support)	School Counselor Planning, 6/8/2023 <ul style="list-style-type: none"> • Face-to-Face at TTC • 10:00a.m.-12:00p.m. School Counselor Virtual Hours <ul style="list-style-type: none"> • 6/12/2023 - 7/11/2023 • 10:00a.m.- 2:00p.m. Extended Time/Days <ul style="list-style-type: none"> • 7/12/2023 - 7/13/2023, 9:00 a.m. - 3:00 p.m. • 7/17/2023, 10:00 a.m.-12:00 p.m.

Students	Operating Dates, 6/12/23 - 7/11/23 Mon & Wed - 2 pm - 7 pm Tues & Thurs - 8 am - 1 pm NOTE: Students will have course access on July 3rd-July 6th, but no teacher contact due to holiday. These dates are NOT included in the 14 days of teacher contact.
Assistants if applicable	Operating Dates, 6/12/23-7/11/23, Mon & Wed- 2 pm-7 pm Tues & Thurs- 8 am-1 pm
Important Dates	No School or Teacher Contact on 7/3-7/6.

Student Registration

Eligibility

The secondary summer program is for 6th - 8th grade students who are seeking to recover one or fewer credits/courses for promotional purposes. Summer grade recovery or course retake will be provided using an online software program for 14 days, in a virtual learning setting, with instruction delivered virtually.

If more than 2 half credits are needed, students may retake a failed course through CVA.

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 virtual teachers. Elementary schools will provide parents with the information via a parent letter (see link to a sample letter in the notification section below).

Notification

The district will identify eligible students by June 6th. Schools will contact students and parents who qualify via a parent email 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 start date. Sample parent letters are provided for: 6th graders, and junior high students.

Registration

School counselors and school administrators will register students who earned a "D" or an "F" for summer school. Parents and students will be notified by email that they qualify for summer school.

Curriculum & Instruction	
Time	Mon & Wed- 2 pm-7pm; Tues & Thurs-8 am-1 pm
Curriculum	Florida Standards
Instructional	Individualized teacher facilitation, and independent practice

Methodologies	
Materials	Edgenuity
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 Records

Closing Out Summer School Records

The summer school teacher will report the student's end-of-course grades in a shared Google Doc for summer school coursework. School counselors will sort the Google Doc to capture their school's students and input grades into Synergy.

6th Grade & Junior Budget and Finance

6th Grade & Junior High Credit Recovery- Fund 443, Grant 4813, and Program 801 - June and July 2023

- 443-5100128-cost center-0000-4813-801-2 for teachers
- 443-5100158-cost center-0000-4813-801-2 for assistants

High School Credit Recovery

District Contact

Treasure Pickett

904-336-6918

treasure.pickett@myoneclay.net

Location	Feeders	Meals	Cost
Program is Offered Virtually.	Entire school district	Meals not provided	Free

High School Credit Recovery Calendar	
Teachers	<p>Teacher Planning, 6/8/23; 7/12/23</p> <ul style="list-style-type: none"> 6/8- Planning Meeting for training, 8:30 a.m. - 11:30 a.m. at FIHS Lab 237 (mandatory) 7/12- Virtual Final Planning day to finalize and post grades (8 am-11am)
Support Facilitators	<p>Support Facilitator Planning, 6/8/23</p> <ul style="list-style-type: none"> Face-to-face Training/preplanning (includes 30 minute lunch break) 8:30 a.m. - 3:30 p.m. at FIHS Lab 237 (mandatory) <p>Program Dates & times all staff & students</p> <ul style="list-style-type: none"> 6/12/2023- 7/11/2023 Monday/Wednesday, 2:00 p.m. - 7:00 p.m. Tuesday/Thursday, 8:00 a.m. - 1:00 p.m. No school on 7/3/2023-7/6/2023 <p>Extended Work Days Support Facilitators</p> <ul style="list-style-type: none"> 7/12/23, Wednesday, 2:00 p.m. - 7:00 p.m. 7/13/23, Thursday, 8:00 a.m. - 1:00 p.m. 7/17/23, Monday, 8:00 a.m. - 1:00 p.m.
School Counselor (504 Support)	<p>School Counselor Planning, 6/8/2023</p> <ul style="list-style-type: none"> Face-to-Face at TTC 10:00a.m.-12:00p.m. <p>School Counselor Virtual Hours</p> <ul style="list-style-type: none"> 6/12/2023 - 7/11/2023 10:00a.m.- 2:00p.m. <p>Extended Time/Days</p> <ul style="list-style-type: none"> 7/12/2023 - 7/13/2023, 9:00 a.m. - 3:00 p.m. 7/17/2023, 10:00 a.m.-12:00 p.m.
Students	<p>Operating Dates: 6/12/23 - 7/11/23, Mon & Wed: 2 pm - 7 pm;</p>

	Tues & Thurs: 8am - 1 pm. NOTE: Students will have course access on July 3rd-July 6th, but no teacher contact due to holiday. These dates are NOT included in the 14 days of teacher contact.
Assistants if applicable	Operating Dates: 6/12/23 - 7/11/23, Mon & Wed: 2 pm - 7 pm; Tues & Thurs: 8am - 1 pm.
Important Dates	No School/Teacher Contact on 7/3-7/6

Student Registration

Eligibility

The secondary summer program is for 9th-12th grade students who are seeking to recover one or fewer credits/courses for promotional purposes. Summer grade recovery or course retake will be provided using an online software program for 14 days, in a virtual learning setting, with instruction delivered virtually.

Each course recovered through the online software program requires 14 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 (CVA). 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 6th. Schools will contact students who qualify via a parent email 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

School counselors and school administrators will register students who earned a “D” or an “F” for summer school. Parents and students will be notified by email that they qualify for summer school.

Curriculum & Instruction	
Time	Mon & Wed- 2 pm-7 pm; Tues & Thurs- 8 am-1 pm
Curriculum	Florida Standards
Instructional Methodologies	virtual 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

High School Eligibility

Course Credit Options

Students needing to recover a credit may take one ½ credit or two ½ credits during the 14-day summer school session.

Student Code of Conduct

The “Student Code of Conduct” policies concerning appropriate technology usages 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 2022-23 school year for each student.

Closing Out Summer School Records

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

High School Budget and Finance

High School – Credit Recovery - Fund 443 Function 5100 Grant 4813 Program 801 - June and July 2023

- 443-5100128-cost center-0000-4813-801-2 for teachers
- 443-5100158-cost center-0000-4813-801-2 for assistants

Algebra 1 Credit Recovery for ESE ONLY

District Contact

Renee' Kemp

904-336-6877

jacqueline.kemp@myoneclay.net

Location	Feeders	Meals	Cost
KHH OHS RHS Transportation will be provided for all students	Entire school district	Meals not provided	Free

Algebra 1 Credit Recovery for ESE Only

Teachers	6/08/2023 Report to assigned school for virtual training 8:00 - 9:00 a.m. Planning at assigned school 9:00 a.m.-3:00 p.m (includes 30 min. lunch break) Operating Dates, 6/08/2023 - 7/13/2023, 7:45 a.m.-12:15 p.m. (Monday - Thursday)
Students	Operating Dates, 6/12/2023 - 7/13/2023, 8:00 a.m. - 11:30 a.m. (Monday - Thursday)
Assistants if applicable	Operating Dates, 6/12/2023 - 7/13/2023, 8:00 a.m. - 11:30 a.m. (Monday - Thursday)
Important Dates	No School on 7/3/2023 - 7/6/2023

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 along with the location for 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

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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	Direct Instruction provided through whole class, small group, independent practice as well as the use of collaborative online tools in real time
Materials	Textbooks & standards-based materials, online tools
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.

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 2022-2023 school year.

Closing Out Summer School Records

The Support Facilitator and/or ESE teacher 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.

Alg 1 ESE Budget and Finance

High School – Algebra 1 Credit Recovery – for ESE ONLY - Func 5200 Grant 4813 Program 801 - June and July 2023

- 443-5200128-cost center-0000-4813-801-2 for teachers
- 443-5200158-cost center-0000-4813-801-2 for assistants

Algebra 1 Boot Camp

District Contact

Treasure Pickett

904-336-6918

Treasure.Pickett@myoneclay.net

Location	Feeders	Meals	Cost
Program will be offered face-to-face (if spring scores have not been released, this camp may not be applicable)	Students will register online	Meals not provided	Free

Algebra 1 Boot Camp Calendar

Teachers	Teacher Planning, 7/13/23; 9:00-12:00 Operating Dates, 3 days-7/17,18,19- 7:45 a.m. - 11:15 a.m.
Students	Operating Dates, 3 days- 7/17,18,19- 8:00 a.m. - 11:00 a.m. (Contact time with Teacher)
Assistants if applicable	Operating Dates, 7/17, 18, 19- 8:00 a.m. - 11:00 a.m.
Important Dates	Retake assessment on 7/20.

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/or a phone call.

Registration

School counselors and school administrators will register students who earned a “D” or an “F” for summer school. Parents and students will be notified by email that they qualify for summer school.

Curriculum & Instruction	
Time	8:00 a.m. - 11:00 a.m. Contact Time with Teacher
Curriculum	Florida Standards
Instructional Methodologies	face to face instruction
Materials	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 Records

Initiating Summer School Records

Prior to the first day of the program, the school 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 2022-23 school year.

Alg 1 Boot Camp Budget and Finance

High School – Algebra 1 Boot Camp Fund 443 Grant 4813 Program 801 - June and July 2023

- 443-5100128-cost center-0000-4813-801-2 for teachers
- 443-5100158-cost center-0000-4813-801-2 for assistants

11th- 12th Grade ESOL Summer Language Program

District Contact

Renee Hatcher

904-336-0306

renee.hatcher@myoneclay.net

Location	Feeders	Meals	Cost
Program Offered Virtually	Entire school district	Meals not provided	Free

11th - 12th Grade ESOL Summer Reading Program

Teachers	Virtual Teacher Planning: 6/8/2023, 8:00 a.m. - 12:00 p.m. Operating Dates: 6/12/2023 - 6/22/2023, 7:45 a.m. - 12:15 p.m. (Monday - Thursday)
Students	Operating Dates: 6/12/2023 - 6/22/2023 (Teacher Contact Times) 8:00am - 12:00pm

Student Registration

Eligibility

The ESOL Summer Reading Program is a language program that offers currently enrolled ESOL students entering 11th or 12th grade, or existing 12th graders who will earn a certificate of completion in 2023, 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 are new arrivals, non-English speakers, or those students who have not passed the required assessments will be eligible to attend.

Notification

Schools will provide eligible students with an [informational flyer](#) to apply for the program. School 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 translation tool for words and phrases.

Registration

School sites will assist parents with registration if needed.

Curriculum & Instruction	
Time	8:00 a.m. - 12:00 p.m. Contact Time with Teacher
Curriculum	Florida Standards
Instructional Methodologies	Virtual 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 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.

Closing Out Summer School Records

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

ESOL Budget and Finance

11th - 12th Grade ESOL Summer Reading - Fund 443 Grant 4813 Program 801 - June and July 2023

- 443-5100128-cost center-0000-4813-801-2 for teachers
- 443-5100158-cost center-0000-4813-801-2 for assistants

11th- 12th Grade ESOL Summer Language Program Forms

[ESOL Informational Flyer \(English\)](#)

[ESOL Informational Flyer \(Espanol\)](#)

[ESOL Informational Flyer \(Haitian Creole\)](#)

ESE Extended School Year

District Contact

Renee' Kemp

904-336-6877

jacqueline.kemp@myoneclay.net

Locations*	Feeders	Meals	Cost
McRae Elementary Lake Asbury Jr. High Bannerman Learning Center	Entire school district	Meals not provided	Free

ESE Extended School Year Calendar*

Teachers	<ul style="list-style-type: none"> Planning Days, 6/07/2023 and 6/08/2023, 7:30 a.m. - 12:30 p.m., report to assigned school Lake Asbury Jr. High & Bannerman Learning Center Operating Dates, 6/12/2023 - 7/12/2023 Monday/Wednesday 7:45 a.m. - 12:15 p.m. (Does Not Include Lunch) McRae Elementary School Operating Dates, 6/13/2023 - 7/13/2023 Tuesday/Thursday 7:45 a.m. - 12:15 p.m. (Does Not Include Lunch) Direct Instruction provided through whole class, small group, independent practice as well as the use of collaborative online tools in real time
Students	<ul style="list-style-type: none"> Lake Asbury Jr. High & Bannerman Learning Center Operating Dates, 6/12/2023 - 7/12/2023 Monday/Wednesday 8:00 a.m. - 12:00 p.m. (includes a 15 minute break) McRae Elementary School Operating Dates, 6/13/2023 - 7/13/2023 Tuesday/Thursday 8:00 a.m. - 12:00 p.m. (includes a 15 minute break) Direct Instruction provided through whole class, small group, independent practice as well as the use of collaborative online tools in real time
Assistants & Nurses	<ul style="list-style-type: none"> Planning Days, 6/08/2023, 7:30 a.m. - 12:30 p.m., report to assigned school Lake Asbury Jr. High & Bannerman Learning Center Operating Dates, 6/12/2023 - 7/12/2023 Monday/Wednesday 7:45 a.m. - 12:15 p.m. (Does Not Include Lunch) McRae Elementary School Operating Dates, 6/13/2023 - 7/13/2023 Tuesday/Thursday 7:45 a.m. - 12:15 p.m. (Does Not Include Lunch)
Important Dates	<ul style="list-style-type: none"> No School Monday, July 3, 2023 - Thursday, July 6, 2023

*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 and location of those 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 direct instruction; 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. The ESY Calendar is a framework for services can be located on page three of this manual.

Registration

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

Location

Students who require services through ESY programs will be served at a site based on their geographical location and needs. Please refer to the ESY calendar for a general framework of services.

Student Policies

Attendance

Students are encouraged to attend each day of the 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

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

Closing Out Summer School Records

The ESY 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 ESY Task Instructions.

ESE Budget and Finance

ESE Summer School/Extended School Year – Fund 443 Function 5200 Grant 4813 Program 801 - June and July 2023

- ESE Summer Teachers 443-5200128-cost center-0000-4813-801-2
- ESE Summer PTs, OTs 443-5200138-cost center-0000-4813-801-2
- ESE Summer Assistants 443-5200158-cost center-0000-4813-801-2
- ESE Summer BRT/BLC 443-5200128-cost center-0000-4813-801-2
- ESE Summer Nurses 443-6100168-cost center-0000-4813-801-2

ESE Extended School Year Calendar

[Extended School Year \(ESY\) Calendar](#)

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.

Notes:

- Positions are based on open enrollment. Once positions are determined, the positions will be subject to minimum required enrollment.
- 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, 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 have the following training listed on their DCF transcripts: Implementing the Florida Standards in Preschool Classrooms: 3 Years Old to Kindergarten (VFSP) and 15 Hours of Emergent Literacy training in alignment with House Bill (HB) 419 and HB 7011). The training **must be completed prior** to the determined summer school VPK placements: [Training and Registry Login](#).
- Job sharing will be allowed for the Summer Pre-Kindergarten Program as long as both teachers and the administrator agree to work a Summer A (May 31, 2023 – June 30, 2023) and Summer B (July 1, 2023 – July 31, 2023) prior to the first day of the program.

Additional Requirements for Summer Reading Camp

Summer Reading Camp teachers must be either Reading Endorsed or Reading Certified and rated highly effective.

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.