



Summer Programs Manual



Summer 2020
Clay County District Schools

Clay County School Board Members

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[Instructional and Support Application and Hiring](#)

2020 Virtual Summer Programs Overview

Calendar for the Public

[Summer Programs Website](#)

Program	Dates	Audience	Description of Program	Sites	Funding Source
Voluntary Pre-K Summer Program Program Details pp. 5-9 VPK Forms	Teachers: 6/8/20- 7/28/20 Students & Assistants: 6/9/20- 7/28/20 No school on 7/2 and 7/3	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	Project 1458 Fund 100
3rd Grade Summer Reading Camp Program Details pp. 23-27 3rd Grade Reading Forms	Teachers: 6/15/20- 7/22/20 Students: 6/16/20- 7/22/20 No school on 7/2	3rd grade students will be recommended by teachers based on their mid year iReady diagnostic, attendance and work habits for the first three quarters and report card grades.	A free program providing 3rd grade students additional support in the area of reading through a virtual program.	Program will be offered through a virtual platform. Please contact the school concerning registration and other required information.	Project 1430 Fund 100
6th Grade & Junior High Credit Recovery Program Details pp. 32-36 6th Grade and JR High Forms	Teachers: 6/16/-7/10/20 Students: 6/17/-7/10/20	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>	Students will use Edgenuity Software for 16 days in a virtual learning setting, with instruction delivered virtually.	Program will be offered through a virtual platform. Please contact the school concerning registration and other required information.	Project 1130 Fund 100
High School Credit Recovery Program Details pp. 39-43 High School Credit Recovery Forms	Teachers: 6/16/-7/10/20 Students: 6/17/-7/10/20	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 16 days, 8 days if only a ½ credit is needed, in a virtual learning setting, with instruction delivered virtually.	Program will be offered through a virtual platform. Please contact the school concerning registration and other required information.	Project 1130 Fund 100

Program	Dates	Audience	Description of Program	Sites	Funding Source
Algebra I Credit Recovery for ESE ONLY Program Details pp. 45-49 Alg 1 ESE Forms	Teachers: 6/16/2020-7/15/2020 Students & Assistants: 6/17/2020-7/15/2020 No school on 7/2	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	Program will be offered virtually.	Project 1130 Fund 100
Algebra I Boot Camp Program Details pp. 51-54 Alg 1 Boot Camp Forms	Teachers: 7/9/20-7/16/20 Students: 7/13/20-7/16/20	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 virtually that provides students with every opportunity to pass the Algebra 1 End-of-Course (EOC) Assessment	Program will be offered virtually. IF SUMMER EOC'S ARE CANCELED THIS OFFERING WILL NOT TAKE PLACE.	
11th-12th ESOL Summer Reading Program Details pp. 57-61 11th and 12th Grade ESOL Forms	Teachers: 6/11/2020-6/25/2020 Students & Assistants: 6/15/2020-6/25/2020	English Language Learners (ELLs) scoring a level 1 or 2 on English Language Arts Florida State Assessment (ELA FSA)	A free summer language program offered virtually providing ELLs the opportunity to enhance their English Language to pass the required assessments to earn a high school diploma	Program will be offered virtually	Federal Grant 4030 Year 0 Fund 420
ESE Extended School Year Program Details pp. 63-67 ESE ESY Forms	Teachers & Nurses: 6/11/2020-7/16/2020 Students & Assistants: Monday/Wednesday 6/15/2020-7/15/2020 Tuesday/Thursday 6/16/2020-7/16/2020	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	Program will be offered virtually.	Project 1130 Fund 100

Summer Voluntary Pre-Kindergarten Program (SVPK)

District Contact

Michael Wingate

904-336-6918

michael.wingate@myoneclay.net

Location	Feeders	Meals	Cost
Fleming Island Elementary	Entire school district	Students will be provided breakfast, lunch, and a snack during the program.	Free

Summer Voluntary Pre-Kindergarten Program Calendar

Teachers	Teacher Planning, 6/8/2020, 8:00 a.m. - 11:00 a.m. Operating Dates, 6/9/2020-7/28/2020, 7:00 a.m. - 5:00 p.m. (Monday-Friday) Last Day for Teachers, 7/28/2020, 8:00 a.m. - 11:00 a.m.
Students	Operating Dates, 6/9/2020-7/28/2020, 7:30 a.m. - 4:45 p.m. (Monday-Friday) Last Day for Students, 7/28/2020 7:30-10:30
Assistants	Operating Dates, 6/9/2020-7/28/2020, 7:30 a.m. - 4:45 p.m. (Monday-Friday) 7/28/20 Assistants will be released the same time as students (10:30)
Important Dates	No School on 7/2/2020 and 7/3/2020

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, 2019 and have not used any portion of a Certificate of Eligibility from any Florida coalition during the 2019-2020 school year.

Student Notification

Parents can access the [2020 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	7:30 - 4:45
Curriculum	Florida Early Learning and Developmental Standards
Instructional Methodologies	Individual guidance, small group, & exploratory play
Materials	Early Literacy and Learning Model (ELLM)
Assessment	Screening: Florida VPK Assessment Progress Monitoring: Teacher-developed records Outcome Measure: Florida VPK Assessment

Student Policies

Student Code of Conduct

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

Attendance

Students may not be absent for 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.

VPK Budget and Finance

Voluntary Prekindergarten – Project 1458 Function 5500 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

Locations	Feeders	Meals	Cost
Program will be offered virtually. Students will be assigned to a teacher.	Entire school district	No meals provided due to virtual offering of services.	Free

3rd Grade Summer Reading Camp Calendar

Teachers	<p>Teacher Planning, 6/15/20</p> <ul style="list-style-type: none"> • Training at the TTC Lab 1 at FIHS or through a virtual meeting, 8:00 a.m.-11:00 a.m. • Planning at Assigned School or from Home, 11:00 a.m. - 12:00 p.m. <p>Operating Dates, 6/16/20-7/22/20, 7:30 a.m.-12:30 p.m.* (Monday-Thursday) Last Day for Teachers, 7/22/20, 7:30 a.m.-3:30 p.m. NOTE: Reading Camp teachers must be either Reading Endorsed or Reading Certified.</p> <p style="text-align: right;">*except last day for teachers</p>
Students	Operating Dates, 6/16/20-7/22/20, 8:00 a.m.-12:00 p.m. (Monday-Thursday)
Assistants if applicable	Operating Dates, 6/16/20-7/22/20, 8:00 a.m.-12:00 p.m. (Monday-Thursday)
Important Dates	No School on 7/2/20

Student Registration

Eligibility

Students will be recommended by their teachers using the mid year iReady diagnostic as the anchor with additional consideration of attendance, work habits and report card grades.

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://www.oneclay.net/3rd>

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

Student Records

Initiating Summer School Records

Prior to the first day of the program, the district will provide Summer Reading Camp teachers the iReady Diagnostic information of each student. The teachers will then take anecdotal notes on each student throughout Summer Reading Camp to be placed in the student cumulative folder. notify each school with student registration information.

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.

3rd Grade Budget and Finance

3rd Grade Reading Camp – Fund 100 Function 5100 Project 1430

- 100-5100128 cost center -1430-0000-000-0 for teachers
- 100-5100158 cost center -1430-0000-000-0 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](#)

6th Grade & Junior High Credit Recovery

District Contact

Michael Wingate

904-336-6918

michael.wingate@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	

6th Grade & Junior High Credit Recovery Calendar

Teachers	Teacher Planning, 6/16/20 <ul style="list-style-type: none">Planning at Home or Virtually, 8:00 a.m. - 10:00 a.m.Software Training at Fleming Island High Media Center or Virtually, 10:00 a.m. - 11:00 a.m. (If needed) Operating Dates, 6/17/20 - 7/10/20, 7:45 a.m. - 11:45 a.m. (Monday - Friday) Last Day for Teachers, 7/10/20, 7:45 a.m. - 11:45 a.m.
Students	Operating Dates, 6/17/20 - 7/10/20, 8:00 a.m. - 11:30 a.m. (Monday-Friday)
Assistants if applicable	Operating Dates, 6/17/20-7/10/20, 8:00 a.m. - 11:30 a.m. (Monday-Friday)
Important Dates	No School or Teacher Contact on 7/2/20

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 16 days, 8 days if a ½ credit is required, in a virtual learning setting, with instruction delivered virtually.

Each course recovered through the online software program requires 16 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 participate for 8 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 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 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](#).

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: www.oneclay.net/summer

Curriculum & Instruction	
Time	8:00 a.m. – 11:30 a.m.
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

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 2019-20 school year to the school of attendance for summer grade recovery.

Closing Out Summer School Records

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

6th Grade & Junior Budget and Finance

6th Grade & Junior High Credit Recovery- Project 1130 and Fund 100

- 100-5100128 cost center-1130-0000-000-0 for teachers
- 100-5100158 cost center-1130-0000-000-0 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

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Location	Feeders	Meals	Cost
Program is Offered Virtually.	Students should register online. Students will be assigned to the appropriate class and teacher.	Meals not provided	

High School Credit Recovery Calendar

Teachers	Teacher Planning, 6/16/20 <ul style="list-style-type: none">Curriculum Software Training at Fleming Island High Media Center or Virtually, 8:00 a.m. - 10:00 a.m.Virtually, 10:00 a.m. - 11:00 a.m. Operating Dates, 6/17/20 - 7/10/20, 7:45 a.m. - 11:45 a.m. (Monday-Friday) Last Day for Teachers, 7/10/20, 7:45 a.m. - 11:45 a.m.
Students	Operating Dates, 6/17/20 - 7/10/20, 8:00 a.m. - 11:30 a.m. (Monday-Thursday)
Assistants if applicable	Operating Dates, 6/17/20 - 7/10/20, 8:00 a.m. - 11:30 a.m. (Monday-Friday)
Important Dates	No School/Teacher Contact on 7/2/20

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 16 days, 8 days if a ½ credit is required, in a virtual learning setting, with instruction delivered virtually.

Each course recovered through the online software program requires 16 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 8 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.

Registration Link: www.oneclay.net/summer

Curriculum & Instruction	
Time	8:00 a.m. – 11:30 a.m.
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

Student Policies

Course Credit Options

Students needing ½ credit (semester) in order to receive a final passing grade may attend the appropriate 8-day period. If an additional ½ credit is needed the student will enroll in the appropriate course. Students needing a full credit will attend the entire 16-day course. There is only a one-time fee charged to the student.

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 2019-20 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 - Project 1130 Function 5100 Fund 100

- 100-5100128 cost center-1130-0000-000-0 for teachers
- 100-5100158 cost center-1130-0000-000-0 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

Location	Feeders	Meals	Cost
All students will participate through virtual offerings	Entire school district.	Meals not provided	Free

Algebra 1 Credit Recovery for ESE Only	
Teachers	Virtual Training via calendar invite/Google Meets, 8:00 a.m. - 9:30 a.m. Virtual Planning, 9:30 a.m.-11:00 a.m. Operating Dates, 6/16/2020 - 7/15/2020, 7:45 a.m.-11:45 a.m. (Monday - Thursday) Direct Instruction provided through Google Meet as well as the use of collaborative online tools in real time.
Students	Operating Dates, 6/17/2020 - 7/15/2020, 8:00 a.m. - 11:30 a.m. (Monday - Thursday) (Direct Instruction provided through Google Meet as well as the use of collaborative online tools in real time)
Assistants if applicable	Operating Dates, 6/17/2020 - 7/15/2020, 8:00 a.m. - 11:30a.m. (Monday - Thursday)
Important Dates	No School on 7/2/20

Student Registration

Eligibility

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

Notification

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

Registration

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

Curriculum & Instruction	
Time	8:00 a.m.-11:30 a.m.

Curriculum	Florida Standards
Instructional Methodologies	Direct Instruction provided through Google Meet as well as the use of collaborative online tools in real time, whole class, small group, independent practice
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.

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 2019-2020 school year.

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.

Alg 1 ESE Budget and Finance

High School – Algebra I Credit Recovery – for ESE ONLY - Project 1130 Func 5200 Fund 100

- 100-5200128 cost center-1130-0000-000-0 for teachers
- 100-5200158 cost center-1130-0000-000-0 for assistants

Algebra 1 Credit Recovery for ESE ONLY Forms

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

Algebra 1 Boot Camp

District Contact

Michael Wingate

904-336-6918

michael.wingate@myoneclay.net

Location	Feeders	Meals	Cost
Program will be offered through a virtual setting (IF SUMMER EOC's ARE NOT OFFERED, THIS PROGRAM WILL BE CANCELED)	Students will register online	Meals not provided	

Algebra 1 Boot Camp Calendar

Teachers	Teacher Virtual Planning, 7/9/20; 8:30-11:30. Operating Dates, 7/13/20 - 7/16/20, 7:45 a.m. - 11:15 a.m.
Students	Operating Dates, 7/13/20 - 7/16/20, 8:00 a.m. - 11:00 a.m. (Contract time with Teacher)
Assistants if applicable	Operating Dates, 7/13/20 - 7/16/20, 8:00 a.m. - 11:00 a.m.
Important Dates	

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://www.oneclay.net/algebra1>

Curriculum & Instruction	
Time	8:00 a.m. - 11:00 a.m.
Curriculum	Florida Standards
Instructional Methodologies	virtual instruction, independent practice
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 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 2019-20 school year.

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.

Alg 1 Boot Camp Budget and Finance

High School – Algebra I Boot Camp Project 1130 and Fund 100

- 100-5100128 cost center-1130-0000-000-0 for teachers
- 100-5100158 cost center-1130-0000-000-0 for assistants

Algebra 1 Boot Camp Forms

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

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

Registration Link: <https://www.oneclay.net/algebra1>

11th- 12th Grade ESOL Summer Reading Program

District Contact

Renee Hatcher

904-336-6962

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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 , 6/11/2020, 7:30 a.m. - 12:00 p.m. Operating Dates, 6/11/2020 - 6/25/2020, 7:30 a.m. - 12:00 p.m. (Monday - Thursday)
Students	Operating Dates, 6/15/2020 - 6/25/2020 (Teacher Contact Times) 8:00 a.m. - 12:00 p.m.
Important Dates	

Student Registration

Eligibility

The ESOL Summer Reading Program is a language program that offers currently enrolled ESOL students entering 11th or 12th grade, or exiting 12th graders who will earn a certificate of completion in 2020, 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.

Registration Link: <https://www.oneclay.net/esol>

Curriculum & Instruction	
Time	8:00 a.m. - 12:00 p.m.
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 from the 2019-20 school year.

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 ESOL Summer Reading - Federal Grant 4030 Year 0 Fund 420

- 420-5100128-cost center-0000-4030-000-0 for teachers
- 420-5100158-cost center-0000-4030-000-0 for assistants

11th- 12th Grade ESOL Summer Reading 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
Program will be offered virtually	Entire school district	Meals not provided	Free

ESE Extended School Year Calendar*

Teachers & Nurses	<ul style="list-style-type: none"> • Virtual Planning Day, 6/11//2020, 7:30 a.m. - 12:30 • Virtual Training, 7:30 - 9:00 (Via calendar invite/ Google Meets) • Virtual Planning, 9:00 a.m. - 12:30 p.m.. • Monday/Wednesday Classes Operating Dates, 6/15/2020 - 7/15/2020, Monday/Wednesday, 7:30 a.m. - 12:00 p.m. (Does Not Include Lunch) • Tuesday/Thursday Classes Operating Dates, 6/16/2020 - 7/16/2020, Tuesday/Thursday, 7:30 a.m. - 12:00 p.m. (Does Not Include Lunch) • Direct Instruction provided through Google Meet as well as the use of collaborative online tools in real time.
Students	<ul style="list-style-type: none"> • Monday/Wednesday Classes Operating Dates, 6/15/2020 - 7/15/2020, Monday/Wednesday, 7:50 a.m. - 11:50 a.m. (includes a 15 minute break) • Tuesday/Thursday Classes Operating Dates, 6/16/2020 - 7/16/2020, Tuesday/Thursday, 7:50 a.m. - 11:50 a.m. (includes a 15 minute break) • Direct Instruction provided through Google Meet as well as the use of collaborative online tools in real time.

Assistants	<ul style="list-style-type: none"> Monday/Wednesday Classes Operating Dates, 6/15/2020 - 7/15/2020, Monday/Wednesday, 7:30 a.m. - 12:00 p.m. (Does not include Lunch) Tuesday/Thursday Classes Operating Dates, 6/16/2020 - 7/16/2020, Tuesday/Thursday, 7:30 a.m. - 12:00 p.m. (includes a 15 minute break)
Important Dates	<ul style="list-style-type: none"> No School 6/29/2020 - 7/2/2020

*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 services through ESY programs will be served virtually based on their needs. Please refer to the ESY Virtual summer calendar for a general framework of services.

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.

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 ESY Task Instructions.

ESE Budget and Finance

ESE Summer School/Extended School Year – Project 1130 Function 5200 Fund 100

- ESE Summer Teachers 100-5200128-cost center-1130-0000-000-0

- ESE Summer PTs, OTs 100-5200138-cost center-1130-0000-000-0
- ESE Summer Assistants 100-5200158-cost center-1130-0000-000-0
- ESE Summer BRT/BLC 100-5200128-cost center-1130-0000-000-0
- ESE Summer Nurses 100-5200168-cost center-1130-0000-000-0

ESE Extended School Year Forms

[Virtual ESY Calendar & Framework for Services](#)

ESY Task Instructions

Instructional and Support Application & Hiring

Instructional

The following are the instructional qualifications for summer school:

ARTICLE XIV

PROFESSIONAL QUALIFICATIONS AND ASSIGNMENTS

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

1. All teachers who apply shall apply for summer school classroom positions which are open at centers affecting their school. Requests to teach summer school shall be presented to the district Human Resources Division.
2.
 - a. Only teachers under contract in the county for the year preceding or for the next year will be considered for summer school employment.
 - b. No teacher receiving an unsatisfactory evaluation during the regular school year will be eligible for summer school employment.
3. Assignments to such positions in each summer school center shall be made according

to the following ranked criteria:

- a. Proper certification and qualifications are held by the employee.
 - b. Employee has taught one (1) year in the subject applied for within the past three (3) years or is assigned to teach the subject for the next school year.
 - c. Uninterrupted seniority in the district.
4. During the first three days of summer school, the following ranked criteria shall be used should there be a need to reduce the number of teachers in a specific subject area within the school, or, for exceptional education teachers on a district-wide basis:
- a. Teachers who do not hold proper certification or qualifications.
 - b. Teachers who have not taught one (1) year in the subject within the past three (3) years or is not assigned to teach the subject for the next school year.
 - c. Teachers with least uninterrupted district seniority.
5. Summer school teachers shall not be required to teach less than two (2) hours per day.

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 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. 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.

ADDITIONAL REQUIREMENTS FOR SUMMER READING CAMP

- Summer Reading Camp teachers must be either Reading Endorsed or Reading Certified.

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.