

# Elementary Summer School 2008

## Summer School Information for Administrators and Teachers

The elementary summer school program is designed to remediate students' skills in reading, language arts, and mathematics. Classroom teachers recommend students using multiple criteria including test data and classroom performance. Students will be engaged in highly interactive curriculum proven to raise student achievement and intended for summer school instruction.

### Summer School Schedule:

- **Pre-Planning (Teachers Report)**  
May 29<sup>th</sup> and 30<sup>th</sup> (Thursday and Friday)  
8:00 a.m. to 4:00 p.m.
- **Regular Summer School**  
June 2<sup>nd</sup> through June 27<sup>th</sup>  
(Monday through Friday)  
7:30 a.m. to 12:30 p.m.
- **Extended School Year (ESY)**  
June 3<sup>rd</sup> through July 17<sup>th</sup> (Exclusive of July 4<sup>th</sup> week)  
(Tuesday, Wednesday, and Thursday)  
7:30 a.m. to 12:30 p.m.

### **Student Attendance**

Students are allowed NO unexcused absences and no more than two excused absences. Upon the third excused absence or first unexcused absence, students will be dismissed from the program. Students and parents signed a contract agreeing to the terms of the summer program. Please record daily attendance. If you have a student who has violated the attendance policy, please notify one of the Program Directors immediately.

### **Faculty Attendance**

Your Daily Attendance is vital to the success of the summer program. If you have an emergency, please notify Peggy Baggett of your situation.

Kim is in charge of Subs – Please call her first.

(hm- 770-886-7403) and cell 770-380-0270

(Peggy's numbers - Home Phone – 770-205-2895 or Cell Phone 678-234-7263)

Back up – In the event you are unable to reach Kim or Peggy **Please do not leave a message.** – continue to try to reach us if at all possible.

### **Student Attire**

Students must follow the Forsyth County Schools' Code of Conduct which outlines appropriate dress. Students violating the dress code will be sent home.

### **Faculty Attire**

All faculty and staff are expected to dress in a **professional manner** at all times. No shorts.

### **First Aid**

We have a nurse available when medical attention is needed. The office is also equipped with a first aid kit and basic supplies. Please try to complete a clinic note when sending a student to the nurse or office.

### **Medication**

If a child must take medication during the summer school day, the medication must be left in the school office (not in the classroom) and the parents must provide a completed parental permission form and/or physician's form. Blank forms are available in the office.

### **Copier**

Copier use is for office personnel only. If you have a copying need, please see the office secretary for assistance. (Do not hesitate if you need something that will benefit our learners.)

### **Discipline**

Students should adhere to the Forsyth County Schools' Code of Conduct. Teachers should attempt to handle discipline problems in their classrooms. Please contact a program director when assistance is needed or if the child is disrupting the learning environment. If one of your student's has an IEP, note any behavior accommodations to assist with appropriate disciplining.

### **Food in Classroom/ Snack Breaks**

Fruit or other nutritional snacks may be eaten during a 10 to 15 minute break. Teachers are encouraged to pair this break with a restroom break as well. There will be **no recess**. (Note allergies – peanuts and insect)

### **Instructional Materials**

Summer school instruction will target reading, language arts, and math skills. Coach, Ladders to Success, and Moving with Math will be provided for each classroom to assist with CRCT prep. Read Naturally will be available via network along with best practice and research based flipcharts and to use for instruction during the day. Each student will have access to the **summer** library for book check out. Summer Coach Books will be sent home with each student. (Voyager and Passport will be available, but are not mandatory if researched based leveled readers are being used.) Angel will be a resource for sharing and using materials for instruction.

### **Assessments**

Pre and Post Assessments will be given. (samples shown at Pre-Planning)

### **Communication**

- **To Parents**

Teachers will be responsible for sending home a weekly form of correspondence to parents including student work and a summary of the progress.

- **To Home Schools and for Summer School Records**

Teachers will complete an end of session report on each child. This report will include pre and post assessment data as well as feedback on key learning objectives targeted during the summer. A copy will be given to the program directors for summer school records.

### **Safety Plan**

The Summer School Directors will review the summer school site safety plan during preplanning. Please review the evacuation plan for your assigned classroom. One fire drill must be conducted in June.

### **Special Education**

- Regular Education teachers are required to be knowledgeable of modifications for all inclusion students as well as make any accommodations necessary during the summer program.
- Special Education Teachers are required to follow IEP guidelines and goals. This information is accessible through Infinite Campus.

### **Transportation**

Car Duty: Kim Fox (a.m. duty - Irv and Anna)

Bus Duty: Peggy Baggett (a.m. duty -

Afternoon Duty: All Teachers

Transportation will be provided from each home school and back on each day. Teachers and staff are asked to help monitor arrival and dismissal. Buses will be marked with school names. Each bus will have a list of students for daily record keeping and safety.

### **Technology**

Teachers are expected to integrate the available technology in the summer school program. This includes the promethean boards and desktop computers. Additionally, resources can be saved and shared on the L:drive.

### **Test Preparation**

Any student not participating in the retake will not attend summer school after June 24<sup>th</sup>. Test dates are June 25<sup>th</sup> and 26<sup>th</sup>. Make – ups will be given June 27<sup>th</sup>.

### **Last Day Activities**

We encourage you to allot time on the last day to celebrate the learning. You might consider fun and engaging activities on this day. Collaboration with your grade level is an option where you might rotate through stations. Do NOT show videos or watch television. The playground is off limits due to numbers and time constraints.

### **Close Procedures**

Teachers will be asked to inventory and pack up school materials for return during post planning for storage. A check list will be provided to guide teachers with close procedures.

### **Reflection**

Thank you in advance for teaching summer school. We hope this is a rewarding experience for you. Please know that the program directors and support personnel are here to support you. Please take time to reflect on your work and needs daily and give us feedback on how we can improve the summer school program.