School Board of Miami-Dade County, Florida

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Curriculum and Instruction

Dr. Magaly C. Abrahante, Assistant Superintendent
Title I Administration, Early Childhood Programs and Summer Services

Dr. Sharrie R. Dean, District Director
Title I Administration
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# DISTRICTWIDE INFORMATION CENTERS

Information requests related to procedures and guidelines for the operation of Summer School are to be directed to the individual responsible for coordinating 2011 Educational Summer Services in your Region.

## SCHOOL OPERATIONS OFFICE

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Freddie Woodson, Deputy Superintendent</td>
<td>305-995-2938</td>
</tr>
<tr>
<td>Dr. Frederic E. Conde, Region Administrative Director</td>
<td>305-995-2292</td>
</tr>
<tr>
<td>Ms. Cassandra Green, Instructional Supervisor</td>
<td>305-995-4284</td>
</tr>
</tbody>
</table>

## REGIONAL CENTERS

<table>
<thead>
<tr>
<th>Region</th>
<th>Superintendent</th>
<th>Contact Person</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region I</td>
<td>Dr. Carmen B. Marinelli</td>
<td>Ms. Lucy Iturrey</td>
<td>305-687-6565</td>
</tr>
<tr>
<td>Region II</td>
<td>Mr. Jose L. Dotres</td>
<td>Ms. DanySu F. Pritchett</td>
<td>305-572-2800</td>
</tr>
<tr>
<td>Region III</td>
<td>Dr. Essie S. Pace</td>
<td>Mr. Jorge L. Garcia</td>
<td>305-883-0403</td>
</tr>
<tr>
<td>Region IV</td>
<td>Dr. Alexis Martinez</td>
<td>Ms. Charnosy Korten</td>
<td>305-595-7022</td>
</tr>
<tr>
<td>Region V</td>
<td>Ms. Valtena Brown</td>
<td>Ms. Barbara A. Mendizabal</td>
<td>305-252-3041</td>
</tr>
</tbody>
</table>

## OTHER OFFICES

<table>
<thead>
<tr>
<th>Office</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult and Community Education</td>
<td>Mr. Antonio Martinez</td>
</tr>
<tr>
<td>Adult and Community Education</td>
<td>Mr. Robert Gornto</td>
</tr>
<tr>
<td>Alternative Education</td>
<td>Ms. Martha Montaner</td>
</tr>
<tr>
<td>Assessment, Research, and Data Analysis</td>
<td>Ms. Gisela Feid</td>
</tr>
<tr>
<td>Attendance Services</td>
<td>Ms. Charlene Burks</td>
</tr>
<tr>
<td>Bilingual Education and World Languages</td>
<td>Ms. Karen Spigler</td>
</tr>
<tr>
<td>Career and Technical Education</td>
<td>Dr. Rose Martin</td>
</tr>
<tr>
<td>Certification</td>
<td>Ms. Arlene Diaz</td>
</tr>
<tr>
<td>Charter Schools</td>
<td>Ms. Tiffanie Pauline</td>
</tr>
<tr>
<td>Civil Rights and Diversity Compliance</td>
<td>Mr. Madeleine Rodriguez</td>
</tr>
<tr>
<td>Community Education and Before/After School Programs</td>
<td>Mr. Victor Ferrante</td>
</tr>
<tr>
<td>Community Services</td>
<td>Ms. Lisa Thurber</td>
</tr>
<tr>
<td>Curriculum Bulletin</td>
<td>Mr. John M. Stimson</td>
</tr>
<tr>
<td>Curriculum and Instruction, Language Arts/Reading</td>
<td>Ms. Karen Spigler</td>
</tr>
<tr>
<td>Curriculum and Instruction, Social Sciences and Life Skills</td>
<td>Mr. John Doyle</td>
</tr>
<tr>
<td>Food and Nutrition</td>
<td>Ms. Penny Parham</td>
</tr>
<tr>
<td>Human Resources, Recruiting, Performance Management and Labor Relations</td>
<td>Ms. Enid Weissman</td>
</tr>
<tr>
<td>Information Technology Services</td>
<td>Ms. Deborah C. Karcher</td>
</tr>
<tr>
<td>Instructional Technology</td>
<td>Dr. Sylvia Diaz</td>
</tr>
<tr>
<td>Labor Relations</td>
<td>Ms. Diana T. Urbizu</td>
</tr>
<tr>
<td>Library Media Services</td>
<td>Mr. Alberto Pimienta</td>
</tr>
<tr>
<td>Payroll</td>
<td>Ms. Odalis J. Garces</td>
</tr>
<tr>
<td>Personnel (Instructional)</td>
<td>Mr. Claude Archer</td>
</tr>
<tr>
<td>Personnel (Non-Instructional)</td>
<td>Ms. Tresa Rodgers</td>
</tr>
<tr>
<td>Personnel Operations</td>
<td>Mr. Dennis Carmona</td>
</tr>
<tr>
<td>Psychological Services</td>
<td>Ms. Sue Buslinger-Clifford</td>
</tr>
<tr>
<td>Schools of Choice and Parental Options</td>
<td>Dr. Robert Strickland</td>
</tr>
<tr>
<td>School Volunteer Program</td>
<td>Mr. Vincent Dawkins, II</td>
</tr>
<tr>
<td>Special Education</td>
<td>Mr. Will Gordillo</td>
</tr>
<tr>
<td>Student Services</td>
<td>Ms. Deborah A. Montilla</td>
</tr>
<tr>
<td>Support Services</td>
<td>Ms. Annette Adams</td>
</tr>
<tr>
<td>Title I Administration (Budget)</td>
<td>Mr. Eduardo E. Darde</td>
</tr>
<tr>
<td>Transportation</td>
<td>Mr. Jerry Klein</td>
</tr>
<tr>
<td>Voluntary Pre-Kindergarten</td>
<td>Dr. Marisel Elias-Miranda</td>
</tr>
</tbody>
</table>

1
2011 EDUCATIONAL SUMMER SERVICES CALENDAR OF EVENTS

A calendar of significant events and the dates the events are to occur is presented below. This calendar will assist in the timely implementation of the 2011 Educational Summer Services.

<table>
<thead>
<tr>
<th>DATE OF EVENT/ACTION</th>
<th>DESCRIPTION OF EVENT/ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday May 2 –</td>
<td>NOTIFICATION TO PRINT SUMMER SUBJECT SELECTION FORMS DUE TO ITS</td>
</tr>
<tr>
<td>Friday June 3</td>
<td>Schools must request the Summer Subject Selection Forms from ITS. In addition to the pre-printed forms, each school will receive 100 blank forms. Schools must submit a request to Production Control by submitting a Self Service request at <a href="http://selfservice.dadeschools.net">http://selfservice.dadeschools.net</a> and selecting Production Control from the drop-down list.</td>
</tr>
<tr>
<td>Friday May 6</td>
<td>OFFICE OF HUMAN RESOURCES 2011 AUTOMATED SUMMER SCHOOL PROGRAM HIRING USER’S GUIDE AVAILABLE AT <a href="http://pers.dadeschools.net/summer">HTTP://PERS.DADESCHOOLS.NET/SUMMER</a> UNDER E- HANDBOOKS</td>
</tr>
<tr>
<td></td>
<td>Refer to the Guidelines, Procedures, and Program Information section for information about the automated hiring of instructional/non-instructional Summer School Program personnel. Direct questions to Personnel Operations and Network Services at 305-995-7017.</td>
</tr>
<tr>
<td>Monday May 9</td>
<td>ACCESS SUMMER SCHOOL PROGRAM ELIGIBILITY PERSONNEL WORKSHEETS</td>
</tr>
<tr>
<td></td>
<td>Office of Human Resources Summer School Program Eligibility Worksheets available on-line (CICS, PERS, application 8, option 29).</td>
</tr>
<tr>
<td>Friday May 20</td>
<td>SPECIALIZED FOOD PREPARATION FOR STUDENTS WITH DISABILITIES</td>
</tr>
<tr>
<td></td>
<td>Due to Region District office students with disabilities who require specialized food preparation.</td>
</tr>
<tr>
<td>Thursday May 26</td>
<td>SUMMER SCHOOL/EXTENDED SCHOOL YEAR REGISTRATION BEGINS</td>
</tr>
<tr>
<td></td>
<td>All schools begin the 2011 Educational Summer Services/ESY registration process.</td>
</tr>
<tr>
<td>Friday May 27</td>
<td>SCHOOLS DISTRIBUTE SUPERINTENDENT’S 2011 EDUCATIONAL SUMMER SERVICES LETTER</td>
</tr>
<tr>
<td></td>
<td>All schools distribute Superintendent’s letter to parents/guardians.</td>
</tr>
<tr>
<td>Friday May 27</td>
<td>2011 SUMMER SCHOOL IMPLEMENTATION DOCUMENT AVAILABLE ON LINE</td>
</tr>
<tr>
<td></td>
<td>The 2011 Summer School Implementation Document may be viewed at <a href="http://summerschool.dadeschools.net">http://summerschool.dadeschools.net</a>.</td>
</tr>
<tr>
<td>Friday May 27</td>
<td>PARENTS/GUARDIANS NOTIFIED OF STUDENT ELIGIBILITY</td>
</tr>
<tr>
<td></td>
<td>Each school notifies parents/guardians of students’ eligibility for 2011 Educational Summer Services and Extended School Year Services.</td>
</tr>
<tr>
<td>Wednesday June 1</td>
<td>SPECIALIZED FOOD PREPARATION FOR STUDENTS WITH DISABILITIES</td>
</tr>
<tr>
<td></td>
<td>Due to Region and District office for students with disabilities who require...</td>
</tr>
<tr>
<td>DATE OF EVENT/ACTION</td>
<td>DESCRIPTION OF EVENT/ACTION</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>Wednesday June 1</td>
<td><strong>2011 SUMMER SCHOOL/ EXTENDED SCHOOL YEAR INFORMATION WORKSHEET</strong> Due to Region and District office for students with disabilities who require supplementary or related services including nursing/respiratory services, adaptive equipment and/or assistive technology.</td>
</tr>
<tr>
<td>Wednesday June 1</td>
<td><strong>DEADLINE FOR EXTENDED SCHOOL YEAR (ESY) TRANSPORTATION LISTS</strong> Requests submitted to Transportation after this date may might not receive transportation services for the first two days of summer school. Refer direct questions to Ms. Lilia Yanes at 305-969-2225, or the appropriate Region Center. Transportation form is available for ESY at <a href="http://www.ese.dadeschools.net">www.ese.dadeschools.net</a></td>
</tr>
<tr>
<td>Monday June 6</td>
<td><strong>AUTOMATED SUMMER SCHOOL PROGRAM ROUTING SYSTEM AVAILABLE</strong> The 2011 <em>Summer School Transportation</em> screens will be activated for schools and Regional/District offices. These screens are available through the M-DCPS intranet. Schools and Regional/District offices may view summer and ESY bus route information on these screens.</td>
</tr>
<tr>
<td>Tuesday June 7</td>
<td><strong>REGISTRATION ENDS AT SCHOOLS CLOSED DURING THE SUMMER SESSION</strong> Schools that are closed for the summer will conclude registration.</td>
</tr>
<tr>
<td>Wednesday June 8</td>
<td><strong>PARENT NOTIFICATION OF SUMMER/EXTENDED SCHOOL YEAR TRANSPORTATION ROUTES</strong> Regions and schools must notify parents/guardians in writing how to obtain information regarding summer transportation routes for students who will be provided with bus service. <strong>Schools must contact the parents/guardians of students with disabilities receiving Extended School Year (ESY) services of the summer pick-up and drop-off information.</strong></td>
</tr>
<tr>
<td>Wednesday June 8</td>
<td><strong>2011 SUMMER SCHOOL ESTIMATED ENROLLMENT CAP</strong> Title I Administration distributes 2011 Summer School Estimated Enrollment Caps for opened sites as recommended by School Operations. Region Center adjustments are to be submitted to the Title I Administration no later than <strong>Monday, June 13, 2011.</strong></td>
</tr>
<tr>
<td>Wednesday June 8</td>
<td><strong>2011 SUMMER SCHOOL ESTIMATED ENROLLMENT PROJECTIONS</strong> The Division of Special Education distributes 2011 ESY Estimated Enrollment Projections for open ESY sites based on student registration information.</td>
</tr>
<tr>
<td>Friday June 10</td>
<td><strong>COMPLETED SUMMER SCHOOL SUBJECT SELECTION FORMS DUE TO SUMMER CENTERS</strong> Schools which are closed during the summer session will send completed Summer School Subject Selection Forms to summer center(s), sorted as established by the summer school and its feeder schools.</td>
</tr>
<tr>
<td>Monday June 13 –</td>
<td><strong>LENGTH OF SUMMER SESSION FOR VOLUNTARY PREKINDERGARTEN (VPK)</strong> Instructional Summer Session Classes for all VPK will begin, <strong>Monday, June 13, 2011, and end Monday, August 8, 2011.</strong></td>
</tr>
<tr>
<td>DATE OF EVENT/ACTION</td>
<td>DESCRIPTION OF EVENT/ACTION</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Monday June 13</td>
<td><strong>2011 SUMMER SCHOOL ESTIMATED ENROLLMENT CAP DUE</strong> Regional Center adjustments due to the Title I Administration by noon. Send via fax to 305-995-3083 or email <a href="mailto:T1transfers@dadeschools.net">T1transfers@dadeschools.net</a>.</td>
</tr>
<tr>
<td>Monday June 13</td>
<td><strong>2011 EXTENDED SCHOOL YEAR ADJUSTED ENROLLMENT PROJECTIONS DUE</strong> ESY school site projected enrollment adjustments are due to the respective Region Office SPED Supervisor and the Division of Special Education. Send via fax to 305-995-1760 or email <a href="mailto:mpaz@dadeschools.net">mpaz@dadeschools.net</a>.</td>
</tr>
<tr>
<td>Wednesday June 15</td>
<td><strong>ESTIMATED SUMMER BUDGET ALLOCATION AVAILABLE</strong> Summer school principals receive Initial Summer Budget Allocation reports from the Title I Administration. Regional Centers and the Title I Administration must approve hiring above personnel allocations. The Title I Administration will distribute forms to Region Centers to facilitate interim adjustments between the Initial Budget Allocation and the first day of summer school. The school’s discretionary 02 account will be charged for instructional, non-instructional, and support staff hired above allocations.</td>
</tr>
<tr>
<td>Wednesday June 15</td>
<td><strong>ESTIMATED EXTENDED SCHOOL YEAR BUDGET ALLOCATION AVAILABLE</strong> Extended School Year principals receive initial ESY Budget Allocation information from the Division of Special Education. The Division of Special Education must approve hiring above personnel allocations. The Division of Special Education will facilitate interim adjustments, in collaboration with the Region Office, between the initial Budget Allocation and the first day of ESY based on verified enrollment revisions.</td>
</tr>
</tbody>
</table>
| Tuesday June 21 –  Wednesday June 22 | **PROFESSIONAL DEVELOPMENT DAY FOR TEACHERS** All teachers report to assigned summer work locations and participate in professional development activities provided by the District or by each school as delineated below:  

**Half-day Teachers**  
Teachers of the programs listed below will be afforded two half-days of Professional Development on June 21, 2011, and June 22, 2011.  
- Grade Three Summer Reading Camps, employed for the 22 half-day period; and  
- Grades 6, 7, and 8, employed for the 22 half-day period.  
- Extended School Year Services  

**Tuesday June 21 –  Wednesday June 22** | **PROFESSIONAL DEVELOPMENT FOR HOURLY PARAPROFESSIONAL (EXTENDED SCHOOL YEAR ONLY)** All paraprofessionals report to assigned ESY work location and participate in professional development activities provided by the District or by each school as delineated below:  

**Hourly Paraprofessionals**  
Paraprofessionals of the program listed below will be afforded two 3-hour days of Professional Development on June 21, 2011, and June 22, 2011.  
- Extended School Year Services  
<p>| Thursday June 23 | <strong>SUMMER SESSION BEGINS FOR STUDENTS</strong> First day of 20 half-day summer session. |</p>
<table>
<thead>
<tr>
<th>DATE OF EVENT/ACTION</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Thursday June 23</td>
<td><strong>REGION CENTERS – ENROLLMENT AND TEACHER ALLOCATION REVIEW</strong></td>
</tr>
<tr>
<td></td>
<td>All Region Centers are to review enrollment caps and teacher allocations.</td>
</tr>
<tr>
<td>Thursday June 23</td>
<td><strong>SUMMER SCHOOLS CREATE “NEW” STUDENT CUMULATIVE FOLDERS</strong></td>
</tr>
<tr>
<td></td>
<td>Summer school staff must create cumulative folders for all “new” students who register for the 2011 Educational Summer Services after Thursday, June 23, 2011. Additionally, staff must verify that “new” students have met all requirements for initial entry into Miami-Dade County Public Schools.</td>
</tr>
<tr>
<td>Thursday June 23 –</td>
<td><strong>LENGTH OF SUMMER SESSION/EXTENDED SCHOOL YEAR SERVICES</strong></td>
</tr>
<tr>
<td>Thursday July 21</td>
<td><strong>Instructional Summer Session</strong></td>
</tr>
<tr>
<td></td>
<td>The 2011 Educational Summer Services will operate for one half day from June 23, 2011, through July 21, 2011.</td>
</tr>
<tr>
<td></td>
<td>• Extended School Year (ESY) Services as specified in the Individual Educational Plan for special education students</td>
</tr>
<tr>
<td></td>
<td>• Grade Three Summer Reading Camps for retained third grade students</td>
</tr>
<tr>
<td></td>
<td>• Sixth, seventh, and eighth grade students who are either in need of retaking one failed course or taking one missing course required for promotion</td>
</tr>
<tr>
<td></td>
<td><strong>Length of School Day</strong></td>
</tr>
<tr>
<td></td>
<td>• Elementary schools (Florida Department of Education Summer Reading Camp)</td>
</tr>
<tr>
<td></td>
<td>Grade 3 8:30 a.m. – 11:30 a.m.</td>
</tr>
<tr>
<td></td>
<td>• Middle schools (Housed at designated summer school centers)</td>
</tr>
<tr>
<td></td>
<td>Grades 6, 7, and 8 9:15 a.m. – 12:15 p.m. (Provides one 180-minute period)</td>
</tr>
<tr>
<td></td>
<td>Students are required to attend the summer school center serving their actual residence. The receiving principal may accept a student from out of the school’s actual attendance boundaries based upon documented need and space availability. Note, if the legal residence school is closed for the summer, the student will attend the open summer school designated as a clustered or receiving open summer school.</td>
</tr>
</tbody>
</table>

<p>| Friday June 24            | <strong>REGISTRATION AFTER DEADLINE</strong>                                                                                                                                                                                                                                                                                                                     |
|                           | Any student registrations after this deadline must be approved by the receiving principal.                                                                                                                                                                                                                                                         |
| Friday June 24            | <strong>SCHOOLS OPEN FOR SUMMER – REGISTRATION DEADLINE</strong>                                                                                                                                                                                                                                                                                               |
|                           | Last day for school-based 2011 Educational Summer Services registration except ESY.                                                                                                                                                                                                                                                               |
| Friday June 24            | <strong>ITS – NO SHOWS</strong>                                                                                                                                                                                                                                                                                                                             |
|                           | On this date, ITS will inactivate students remaining on-line as No Shows. On Friday, June 24, 2011, students in grades PK-12 will be withdrawn with the date of 06/27/11 and “DNE” as the withdrawal code.                                                                                                           |
| Friday June 24            | <strong>SCHOOLS – SUMMER ENROLLMENT</strong>                                                                                                                                                                                                                                                                                                                 |
|                           | Enrollment Summer budget allocations will be based on enrollment as of 4:30 p.m.; all schedules and special program information must be completed by 4:30 p.m.                                                                                                                               |</p>
<table>
<thead>
<tr>
<th>DATE OF EVENT/ ACTION</th>
<th>DESCRIPTION OF EVENT/ ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday June 24 –</td>
<td>SCHOOLS – 2011 EDUCATIONAL SUMMER SERVICES FTE – 2010-11 SURVEY 4</td>
</tr>
<tr>
<td>Thursday June 30</td>
<td>SUMMER SCHOOL PROGRAM FTE – 2010-11 SURVEY 4</td>
</tr>
<tr>
<td></td>
<td>M-DCPS has been mandated to submit detailed student and course information to the Florida Department of Education five times a year. The individual student and course records are automatically generated from the STUDENT SCHEDULES. The special program information for ESY, PK-ESY, and VPK must be entered. <strong>NOTE:</strong> Refer to Summer Section Informational Bulletin for Elementary Schools @ e-handbooks. Therefore, in order for M-DCPS to report FTE for the 2011 summer terms, it is imperative that all SCHEDULES and SPECIAL PROGRAM INFORMATION be recorded online <strong>BY THE END OF THE FTE SURVEY WEEK</strong> Thursday, June 30, 2011. If this information is <strong>NOT RECORDED</strong> by Thursday, June 30, 2011, schools will need to use the FDOE Data Edit Correction System (DECO) to amend FTE information on an individual student/course basis. For information about the Summer FTE process or DECO, contact Attendance Services at <a href="mailto:FTEoffice@dadeschools.net">FTEoffice@dadeschools.net</a>.</td>
</tr>
<tr>
<td>Monday June 27</td>
<td>EXTENDED SCHOOL YEAR ACTUAL ATTENDANCE REPORT</td>
</tr>
<tr>
<td></td>
<td>ESY school sites submit the ESY 2011 Student Enrollment and Paraprofessionals' Schedule forms to the respective Region Office SPED Supervisor and the Division of Special Education. Send via fax to 305-995-1760 or email <a href="mailto:mpaz@dadeschools.net">mpaz@dadeschools.net</a>. Forms are available at ese.dadeschools.net. Attendance will be monitored regularly.</td>
</tr>
<tr>
<td>Wednesday June 29</td>
<td>BUDGET – FINAL BUDGET ALLOCATION</td>
</tr>
<tr>
<td></td>
<td>2011 Educational Summer Services principals receive their Final budget allocation from the Title I Administration. <strong>The Final budget allocation will be based on the enrollment as of Friday, June 24, 2011, at 4:30 p.m.</strong> If a school exceeds its instructional and support staff allocation, the 02 account will be charged.</td>
</tr>
<tr>
<td>Monday July 11 –</td>
<td>SCHOOLS – 2011 EDUCATIONAL SUMMER SERVICES FTE – 2011-12 SURVEY 1</td>
</tr>
<tr>
<td>Friday July 15</td>
<td>SUMMER SCHOOL PROGRAM FTE – 2011-12 SURVEY 1</td>
</tr>
<tr>
<td></td>
<td>The individual student and course records are automatically generated from the STUDENT SCHEDULES from Summer 2010-11 Survey 4. For information about the Summer FTE process or DECO, contact Attendance Services at <a href="mailto:FTEoffice@dadeschools.net">FTEoffice@dadeschools.net</a>.</td>
</tr>
<tr>
<td>Monday July 18 –</td>
<td>ADMINISTRATION OF THE ALTERNATIVE ASSESSMENT FOR GRADE 3 PROMOTION (AAGTP)</td>
</tr>
<tr>
<td>Tuesday July 19</td>
<td>Eligible grade 3 students who are enrolled in summer school will participate in the summer administration of the Alternative Assessment for Grade 3 Promotion on July 18-19, 2011.</td>
</tr>
<tr>
<td>Tuesday July 19 –</td>
<td>EXTENDED SCHOOL YEAR CLOSING PROCEDURE</td>
</tr>
<tr>
<td>Wednesday July 20</td>
<td>The original ESY Services Logs and Participation Notes forms (FM-6574) are to be filed in the students’ record folders and a copy is to be sent to the Region Office Instructional Supervisor for SPED.</td>
</tr>
<tr>
<td>DATE OF EVENT/ACTION</td>
<td>DESCRIPTION OF EVENT/ACTION</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>Tuesday July 19 –</td>
<td>EXTENDED SCHOOL YEAR PROGRESS REPORT</td>
</tr>
<tr>
<td>Wednesday July 20</td>
<td>Email the completed pre-post status report based on the IEP goals for ESY and individual student attendance to <a href="mailto:cleary@dadeschools.net">cleary@dadeschools.net</a></td>
</tr>
<tr>
<td>Thursday July 21</td>
<td>SCHOOLS – LAST DAY FOR ALL STUDENTS – ELEMENTARY AND MIDDLE</td>
</tr>
<tr>
<td></td>
<td>Last day of 2011 Educational Summer Services for students.</td>
</tr>
<tr>
<td>Thursday July 21</td>
<td>SCHOOLS – GRADE REPORTING – 6-8 ELECTRONIC GRADEBOOK</td>
</tr>
<tr>
<td></td>
<td>Deadline for summer schools using the Electronic Gradebook for 11S to upload final grade reporting for 2011 Educational Summer Services to ITS.</td>
</tr>
<tr>
<td>Thursday July 21</td>
<td>ITS – ATTENDANCE REPORT – K-12</td>
</tr>
</tbody>
</table>
|                      | The attendance report will be generated and will be available via Control D web viewer the evening of July 21, 2011.  
|                      | Note: All attendance corrections must be completed prior to 5:00 p.m. on July 21, 2011. |
| Thursday July 21     | SCHOOLS – PRINCIPAL’S REPORT ON ATTENDANCE |
|                      | The Principal’s Report on Attendance must be certified on-line by the principal. |
| Monday July 25       | ITS – REPORT CARDS 6-8 |
|                      | Schools receive 2011 Educational Summer Services report cards from ITS. |
| Monday July 25       | ITS – REPORT CARDS TO PARENTS |
|                      | Schools will send 2011 Educational Summer Services report cards to parents. |
GUIDELINES, PROCEDURES AND PROGRAM INFORMATION

PROGRAM ELIGIBILITY

Only those programs funded through designated allocations as described in the 2011 Educational Summer Services Board Item C-1, as authorized on April 13, 2011, should be implemented. If any additional programs are considered, they must be approved and have full funding by the sponsoring entity; in addition, they must be approved by District School Operations.

STUDENT ELIGIBILITY CRITERIA

Miami-Dade County Public Schools 2011 Educational Summer Services Program begins the academic year; this coincides with the fiscal year. Students deemed eligible to participate in the 2011 Educational Summer Services Program will be registered through the CICS System in ISIS or VACS for students in grades 9-12. Eligibility Codes have been established and will be automatically assigned as student information is entered on the screens. Therefore, all personnel involved in the registration of students for the 2011 Educational Summer Services Program must be thoroughly familiar with the criteria for eligibility to ensure that students are properly enrolled.

Note: The 2011 Educational Summer Services Program eligibility indicator, either “Y” or “N,” is automatically determined and student records updated, following the input of student information into the system.

The summer instructional program, funded by the Florida Educational Finance Program (FEFP), is designed to serve only those students described in the narrative who, at the beginning of the 2011 Educational Summer Services Program session, will be eligible to earn funding under the state FEFP because they will meet one or more of the eligibility criteria and/or will meet the eligibility requirements of other specially-funded programs.

Students enrolled for the 2011 Educational Summer Services Program will participate in a complement of basic courses, supplemental reading instruction, course recovery (courses designed to facilitate promotion), and/or courses needed for graduation.

Students with disabilities who meet eligibility may participate in a grade appropriate 2011 Educational Summer Services Program in accordance with their Individual Educational Plan (IEP).
**ELEMENTARY 2011 EDUCATIONAL SUMMER SERVICES**

**Enrollment Limitations, Grade 3**

Summer services are limited to intensive supplemental reading services for eligible grade 3 students through the Florida Department of Education Summer Reading Camps funds. The authorized course code is 5010050E1.

**Enrollment Priority, Grade 3**

Students who were retained in grade 3.

**Summer Administration of the Alternative Assessment for Grade 3 Promotion**

1. Eligible grade 3 students who are enrolled in summer school will participate in the July 18-19, 2011, summer administration of the Alternative Assessment for Grade 3 Promotion.
2. Eligible grade 3 students who are not enrolled in summer school may participate in the summer administration of the Alternative Assessment for Grade 3 Promotion.

**SECONDARY 2011 EDUCATIONAL SUMMER SERVICES**

Appropriate supplemental instructional services will be provided for eligible grades 6, 7, and 8 students as described and funded through the Florida Department of Education Supplemental Academic Instruction Program.

**Eligibility Limitations, Grades 6, 7, and 8**

Summer services are limited to 20 half-days of academic instructional services for grades 6, 7, and 8 students who meet eligibility criteria. Grades 6, 7, and 8 students who receive a failing grade may take up to one course to facilitate promotion to grades 7, 8 and 9. Classes will be held at designated middle schools and at selected special education center schools.

**Enrollment Priority, Grades 6, 7, and 8**

Priority for enrollment will be given to grades 6, 7, and 8 students who receive a failing grade; they may take up to one course leading to promotion to grades 7, 8, and 9.

**Enrollment Priority, Grades 9-12**

High school students may attend an adult education program for course recovery and promotion/graduation in core courses only. The summer schedule will be from June 13, 2011 through July 27, 2011 from Monday through Friday from 2:00 p.m. – 5:30 p.m.
In order to process the August 2011 graduation for twelfth grade students who attended the adult program to earn graduation credit, the following action must be taken:

- Schools must enter students into their high school’s summer file with the entry date of 08/05/11 by 5:00 p.m. on Friday, August 5, 2011.
- Prior to 5:00 p.m. on Friday, August 5, 2011, Course and Grade information earned in the adult center will be entered programmatically to the Course Transfer/Credit Evaluation (TRACE) system by ITS. This will ensure the credit and grade earned in the adult course(s) are used in the graduation calculation.
- At 4:00 p.m. on August 6, 2011, ISIS will be inactivated for Rollover processing. Student’s GPAs and Credits earned will be updated prior to graduation processing.
- Schools must verify that each student has met all criteria for graduation. Students who are missing graduation criteria will be withdrawn as a “DNE” (No Show).
- Students that meet the graduation criteria will be withdrawn as a “W06” if no graduation code is entered. If a Graduation Type has been entered, the student will be withdrawn with the appropriate graduation code.
- Students must not be withdrawn from the current school. Do not withdraw students that will be attending the Adult Education Program with a W26.

**SPECIAL EDUCATION**

Students with disabilities who participate in the 2011 Educational Summer Services Program by meeting the eligibility criteria stated on pages 9 and 10 may need support and related services as delineated on the students’ IEPs. Contact the Region Office SPED Instructional Supervisor, as needed, for further information and assistance.

**Extended School Year (ESY) Services for Students with Disabilities**

Students with disabilities, ages 3 to 21, who have an IEP may be eligible for ESY services, even if other 2011 Educational Summer Services Program eligibility criteria are not met. ESY services include special education and related services provided beyond the regular 180-day school year. The determination of ESY services is made by the IEP team and is based on the individual goals delineated on each student’s IEP in accordance with District procedures and federal mandates. Students who are eligible for ESY services can participate at any time within the timeframes specified on the IEP. Services vary in intensity, type, and location depending upon the students’ needs. The ISIS Student Services/Exceptional Ed/Special Programs menu “R” screen is updated to include ESY services delineated on the IEP.

**NOTE:** Students eligible for both 2011 Educational Summer Services Program and ESY services may select to participate in one of the two programs; however, participation in the 2011 Educational Summer Services Program is recommended.
Prekindergarten Program for Children with Disabilities

Only Prekindergarten children with disabilities whose IEPs reflect ESY services will participate. ESY services will be provided at the same sites serving eligible third grade students.

LEGAL RESIDENCE AND SUMMER ATTENDANCE

Students, including eligible charter school students, are required to attend the Summer Center serving their actual residence. The receiving principal may accept a student from outside his/her school's actual attendance boundaries based upon documented need and space availability. If the actual residence school is closed for the summer, the student will attend the designated clustered or receiving Summer Center.

REGISTRATION/ENROLLMENT

REGISTRATION

Registration for the 2011 Educational Summer Services Program will be conducted during the period from May 26, 2011, through June 24, 2011. It is the responsibility of the home school to verify the eligibility of the student and the course(s) or subject area(s) in which the student is to be registered. As part of the registration process, each school must send notices to the parents/guardians of students who may be eligible for the 2011 Educational Summer Services Program. This notice should contain a statement of the consequences of not registering during the registration period. Parents should also be advised that registration does not reserve a seat in the 2011 Educational Summer Services Program.

NON-PUBLIC SCHOOL STUDENT REGISTRATION

Any student enrolled in a private or parochial school or home education program may attend the 2011 Educational Summer Services Program. The student must meet the same eligibility criteria as Miami-Dade County Public Schools’ students. When the student registers at the summer center, he/she must provide an official academic record (report card, transcript, or a signed statement from the principal of his/her school) which must be attached to the completed Summer School Subject Selection Form. This information will enable the principal to establish eligibility of the student.

As a student is entered on the ISIS screen, he/she must be coded "Y" (yes) to indicate entry from a non-public school.
OUT-OF-COUNTY AND OUT-OF-STATE STUDENT REGISTRATION

A student whose parent or legal guardian is not a resident of Miami-Dade County or of Florida may participate in the 2011 Educational Summer Services Program; however, the following conditions must be met:

- The student must meet the same 2011 Educational Summer Services Program eligibility criteria as resident students; this eligibility must be verified by the principal. The student must provide an official academic record or a written statement from the principal of his/her school.
- Students initially entering Miami-Dade County Public Schools must provide the school with the documents described in the *Initial Entry Registration Procedures, 2011*.

Foreign-born students, including permanent residents, will follow the procedures indicated in this document. First time students, both foreign-born and from other states, must register at the school serving their actual residence.

REGISTRATION DEADLINE

Registration ends on June 24, 2011, at all schools – those that are closed for the summer and those that are open/receiving for the summer.

REGISTRATION AFTER DEADLINE

The principal must approve student registration for the 2011 Educational Summer Services Program after the June 24, 2011, deadline. Principals may weigh the following when considering approvals:

- Medical reasons;
- Late arrival to the District;
- Delays in registration caused by address verification;
- Delays in registration caused by medical documentation verification; and
- Other legitimate concerns expressed by the parent.

In the event the late registrant is denied admission to the 2011 Educational Summer Services Program, the school must advise parent(s)/guardian(s) of their right to appeal and provide them with the name and telephone number of the appropriate Region Center Superintendent to whom they may appeal.

SUMMER SCHOOL SUBJECT SELECTION FORM

The computer-generated countywide *Summer School Subject Selection Form* will be used by all schools registering students for Summer 2011, including charter schools. The form serves as (1) a transmittal of student subject selection information, and (2) 2011 Educational Summer Services Program registration.
Pre-Printed Information

Pre-printed Subject Selection Forms are available and may be requested from ITS through Friday, June 3, 2011. Schools must request these cards via Self Service at http://selfservice.dadeschools.net and select “Production Control” from the drop-down list. The forms will be arranged alphabetically, by section. When the cards are received, schools are to:

- Complete the Summer School Subject Selection Form information and
- Begin eligible student registration on Thursday, May 26, 2011.

Principals of school sites that are not designated summer centers, including charter schools, will forward Summer School Subject Selection Forms to the summer center principal in order of registration priority.

School Choice and Parental Options – Charter School Operations will provide Regional Centers with a list of charter school students eligible to participate in the summer program. Charter schools will reimburse the District for eligible students who receive 2011 Educational Summer Services Program services.

Special Education and New Students

The Summer ESE Courses screen (PF21) for BOTH elementary and secondary (K-12) students is programmatically generated from the student’s schedule on PF1.

Students with disabilities participating in the 2011 Educational Summer Services Program may need support and related services as delineated on the students’ IEP. Contact the Region Office SPED Instructional Supervisor, prior to registering students with speech, language, occupational, and/or physical therapy on the IEP into the corresponding course codes. Refer to the Summer Session Informational Bulletin for Elementary Schools and the Summer Session Informational Bulletin for Secondary Schools available through e-handbooks at http://ehandbooks.dadeschools.net.

ESOL Students

The ESOL course information will not be automatically entered on the Summer English Language Learner screen. School personnel must schedule students on the PF1 screen.

MAINTENANCE OF RECORDS

STUDENT ELIGIBILITY INFORMATION

The guidelines from the Florida Department of Education regarding summer eligibility clearly indicate the necessity for establishing an audit trail for students generating FTE funding. Audits will originate at summer centers; therefore, all records showing the placement of students according to eligibility criteria are to be compiled and maintained at the summer center.
ATTENDANCE

It is imperative that the attendance recording and reporting for the 2011 Educational Summer Services Program be as accurate as the records maintained during the regular 180-day school year. The attendance records and reporting procedures for all summer centers are subject to audit by the Auditor General's Office. Student Attendance Recording Procedures will be used as follows:

On-Line Attendance System

All schools must use the on-line attendance system beginning on the first day of the 2011 Educational Summer Services Program and continue through the last day to produce the Principal's Report on Attendance.

The On-line Attendance Data is the Official FTE audit trail. The Electronic Gradebook is to be used by the homeroom teacher to submit attendance data to the main office. Teachers must record all homeroom attendance data in the Electronic Gradebook using the standardized attendance codes. Teacher gradebooks must be maintained for FTE audits. (Refer to the document, Student Attendance Reporting Procedures Grades Handbook PK-12, 2010-11).

Computer-generated letters will be available in English, Spanish, and Haitian-Creole notifying parents/guardians that their child has been absent from the 2011 Educational Summer Services Program for one day. If the parents fail to respond the next school day, the student may be withdrawn from the 2011 Educational Summer Services Program. Any student who does not complete the 2011 Educational Summer Services Program must be withdrawn from ISIS with the applicable withdrawal code (same codes as regular school year). Updating the ISIS file is as important during the 2011 Educational Summer Services Program as it is during the regular school year.

Absences

All absences will initially be recorded as “U” unexcused absences in the ISIS on-line attendance system. The school will change the status, if appropriate, to “A” excused on receipt of a valid reason for the absence. Any student attending the 2011 Educational Summer Services Program who accumulates two or more absences will be subject to withholding of final grade(s), pending a student requested administrative screening and/or review of all absences by schools administration. If you have questions, contact Ms. Charlene Burks, Administrative Director, Attendance Services, at 305-883-5323.
Principal's Report Calendar

The Principal's Attendance Report Calendar for the summer follows:

<table>
<thead>
<tr>
<th>GRADE LEVEL</th>
<th>BEGINNING DATE</th>
<th>ENDING DATE</th>
<th>NO. OF DAYS IN REPORTING PERIODS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td>6/23/11</td>
<td>7/21/11</td>
<td>20</td>
</tr>
<tr>
<td>Secondary</td>
<td>6/23/11</td>
<td>7/21/11</td>
<td>20</td>
</tr>
</tbody>
</table>

**FTE REPORTING**

The FTE Surveys will be conducted during the weeks of June 24-30, 2011 (2010-11 Survey 4) and July 11-15, 2011 (2011-12 Survey 1), for the 2011 Educational Summer Services Program. Procedures will be forwarded to schools prior to the survey. **ALL SCHOOLS ARE REQUIRED TO HAVE PERSONNEL EXPERIENCED IN FTE PROCESSING.**

**Students Initially Entering Miami-Dade County Public Schools**

Students initially entering Florida schools, PK-12, must provide the school with:

- Birth certificate or other acceptable documentation.
- Evidence of a health examination accomplished within 12 months of entry, preferably on Department of Health yellow or white DH 3040 form.
- Proof of a Tuberculosis Clinical Screening and/or a P.P.D. with follow up, if required.
- In order to enroll in and attend Miami-Dade County Public Schools, updated immunizations are required on a Florida Immunization Certificate, form DH 680, F.A.S.T.E.R. document, or Florida Shots form. For school year 2011-2012, the following immunization guidelines will be in effect in addition to the immunizations the student has already received.
  - Pre-kindergarten and fourth through tenth grade children entering, attending, or transferring into school are required to have one dose of varicella (chicken pox).
  - Kindergarten, first, second and third grade children entering, attending, or transferring into school are required to have two doses of varicella (chicken pox).
  - Varicella (chicken pox) vaccine is not required if the child has a documented history of varicella disease.
  - Kindergarten through twelfth grade students entering or attending school are required to have two valid measles doses preferably in the form of the Measles, Mumps and Rubella Vaccine (MMR).
  - Pre-kindergarten through twelfth grade students entering or attending school are required to have the Hepatitis B vaccine series.
  - Seventh through twelfth grade students in attendance are required to have had the (TD or TDaP) Tetanus-Diphtheria Booster administered with the past five years.
CUMULATIVE FOLDERS

Cumulative Folders for "New" Students and Students from Parochial, Private Schools, or Home Education Programs

Students are to register at the home school (legal residence school) for the 2011 Educational Summer Services Program. The home school will be responsible for the preparation of a cumulative folder for all students. All students registering for the 2011 Educational Summer Services Program are to follow the normal entry procedures. Transmittal lists from the home school to the Summer School must indicate that all students have met the requirements for initial entry into Miami-Dade County Public Schools.

The open/receiving summer schools will be responsible for the preparation of the cumulative folder for all "new" students who register after June 7, 2011, and for determining that all those students have met the requirements for initial entry into Miami-Dade County Public Schools. Upon completion of the 2011 Educational Summer Services Program, the Summer School will forward to the appropriate school the cumulative folders and an accompanying transmittal list.

REPORT CARDS

Elementary programs will not implement a grade reporting process. Secondary schools will upload grades to ITS; the report cards will be available for pick up from ITS based on the following schedule:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>File Freeze</th>
<th>End of Period</th>
<th>Gradebook Upload to ITS</th>
<th>Report Cards to Schools</th>
<th>Report Cards to Parents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary</td>
<td>7/20/11</td>
<td>7/21/11</td>
<td>7/21/11</td>
<td>7/25/11</td>
<td>7/25/11</td>
</tr>
</tbody>
</table>

Regardless of a student’s exceptionality, all teachers must assign grades utilizing the same report card that is used for general education students.

For additional information or questions related to Attendance/FTE Reporting, contact Attendance Services at 305-883-5648 or 305-882-1855.
2011 EDUCATIONAL SUMMER SERVICES
OPERATIONS INFORMATION

COURSE SCHEDULING

It should be noted that the description of course offerings must be considered tentative and may be revised based on student enrollment for selected 2011 Educational Summer Services.

FOOD SERVICES

The Department of Food and Nutrition may provide breakfast and/or lunch meal service, as determined, in all open summer schools under two (2) separate programs. The determination will be made based on the percent of students approved for free/reduced priced lunch during the 2010-11 school year. Schools with 50% or greater free and reduced approved applications will have no charge lunch available, and operate under the Summer Food Service Program for Children. Schools with less than 50% free/reduced approved applications will continue on the National School Lunch Program and lunch will be served according to the child’s eligibility. Breakfast will be at no charge as it is during the year. All meals available will be cold (breakfast and lunch). The receiving, distribution, and accountability of the meals will be done by school personnel – breakfast and lunch (see the Daily Meal Count Record form on page 23). Delivery of meals to the school will be determined after the level of service (number of students) is determined. Senior high schools will not have any meal service available. Elementary and middle schools will receive breakfast and lunch service, using the provisions stipulated above.

PROGRAM I: NATIONAL SCHOOL BREAKFAST AND LUNCH PROGRAM

Through Program I, students eligible for free or reduced priced lunch during the regular school year will continue to receive summer lunch using the appropriate eligibility. ITS will download free and reduced priced meal information to summer schools. Breakfast will continue to be at no charge. Breakfast and/or lunch service, as determined, may be offered, as per the stipulations mentioned above.
PROGRAM II: SUMMER FOOD SERVICE PROGRAM FOR CHILDREN
(All Meals Free to Students)

Participation in Program II is dependent upon criteria established by the Department of Education. Program II provides for free breakfast and/or lunch to all students, 18 years of age and under, enrolled in summer school. The Summer Food Service Program for children regulations require that breakfast and lunch serving times is scheduled prior to the program’s start date. Breakfast and/or lunch service, as determined, may be offered, as per the stipulations mentioned above.

SPECIALIZED FOOD PREPARATION FOR STUDENTS WITH DISABILITIES

Specialized food preparation for students with disabilities must be coordinated with the Division of Special Education. Please complete page 3 of the 2011 ESY Services and Information Worksheet for any SPED student requiring specialized food preparation and submit to the Region and District Office by May 20, 2011.

TRANSPORTATION

TRANSPORTATION ELIGIBILITY

Transportation for the 2011 Educational Summer Services will be provided to the following students:

1. **Extended School Year (ESY) students** who have a requirement in their IEP for transportation as a related service. Refer to Chapter 9 for Extended School Year (ESY) special transportation procedures.

2. **Students in Third Grade Summer Reading Camps** and students in grades 6, 7, and 8 (course recovery and/or promotion) will receive transportation as follows:
   - Students with disabilities will receive transportation in accordance with the requirements of their IEP.
   - Regular education students who live less than two (2) miles from their assigned summer school will NOT receive transportation.
   - Regular education students who live less than two (2) miles from their home school but more than two (2) miles from their summer school will receive a shuttle bus from their home school to their assigned summer school.
   - Regular education students who live more than two (2) miles from their home school and more than two (2) miles from their assigned summer school will receive transportation from neighborhood bus stops. However,
parents should be advised that bus stops may not be in the same locations as they were during the regular school year, and some students may have to walk a longer distance to get to and from their summer bus stop.

**SPECIALIZED TRANSPORTATION FOR 2011 EDUCATIONAL SUMMER SERVICES**

Some SPED students may qualify to attend the 2011 Educational Summer Services programs even though they are not eligible for Extended School Year (ESY) services. These are students who may need to attend the following programs:

- Third Grade Summer Reading Camp (students retained in grade 3 only);
- Course Recovery and Promotion (students in grades 6, 7, and 8 only).

All such students shall receive transportation in accordance with the requirements of their IEP. If the IEP does not require transportation as a related service, then the students shall receive transportation on the same basis as regular education students (see previous Section of this document on **TRANSPORTATION ELIGIBILITY**). If the IEP does require transportation as a related service, then:

- The student’s current school must complete the **2011 SPED Summer Services Transportation List**. This form is to be used only for SPED students who do not qualify for ESY services (see Chapter 9 of this document for procedures for ESY students).
- Copies of the **2011 SPED Summer Services Transportation List** can be printed from the **Records and Forms** link at **dadeschools.net** (form number 7466).
- The completed 2011 SPED Summer Services Transportation List must be faxed to the attention of Ms. Lilia Yanes at the Department of Transportation South School Bus Routing Office. The fax numbers for the South School Bus Routing Office are **305-234-9053 or 305-232-2679**.
- The completed 2011 SPED Summer Services Transportation List must also be faxed to the appropriate Region Instructional Supervisor for SPED, as noted on the form.

**HAZARDS OF EXPOSURE TO THE SUMMER SUN**

In previous summers, there have been several instances of parents'/guardians’ complaints concerning their children becoming badly sunburned during extended outdoor activities such as marching band practice, athletic practice, water safety activities, and field trips.

The following is recommended:

- Except for regularly scheduled Physical Education classes, student exposure during the peak sun hours, 10:00 a.m. to 3:00 p.m. should be limited. Students should be out of the sun at regular intervals. If possible,
shaded areas for activities should be utilized.

- Encourage students to apply sunscreen at least 15 to 30 minutes before going outside for extended periods of time for band practice and athletic practice. The extra time allows the active ingredients to sink into the skin. They should apply sunscreen frequently while in the sun.

- Students should not stop using sunscreen even after they have begun to tan. Tanned skin is no protection against ultraviolet rays of the sun.

- All students should be fully hydrated prior to participation in prolonged physical activity. Drinking 12 to 20 ounces of fluid 10 to 20 minutes prior to exercise is recommended.

- Throughout prolonged exercise, students should consume at least eight (8) ounces of fluid every 15 to 20 minutes.

- Clothing should be lightweight and absorbent to facilitate the evaporation of sweat.

- Acclimate the students to exercising in hot humid conditions; DO NOT ELIMINATE the activity.

- Permit students to wear hats while outdoors during physical education classes; this does not conflict with the school’s no hat policy.

- Recommend to parents that students apply sunscreen with a SPF 30 or higher prior to leaving home when the students will be participating in outdoor activities.

Your cooperation in bringing this information to the attention of staff members involved in band practice, athletics, and field trips in your 2011 Educational Summer Services is strongly recommended.

**SCHOOL MONITORS**

School monitors will be allocated as indicated in Chapter 6, page 33. All requests must be approved by the Regional Center and the Title I Administration. Expenditures for part-time should not exceed the value of the allocation.

**ATHLETIC ELIGIBILITY**

Senior high school and middle school principals are hereby informed that students in grades 9-12 who have enrolled during the 2011 summer session and plan to participate in interscholastic athletics during the first semester of 2011-2012 will have their eligibility for participation determined by:
1. Florida High School Athletic Association (FHSAA) 2010-11, Operational By Law, Article 9.2 Attendance Requirements: 9.2.1 through 9.2.5. Article 9.4 Academic Requirements: 9.4.1 through 9.5.3; and

2. Receive a minimum 2.0 in conduct for the previous semester (second semester).

Middle school and senior high school principals and counselors should make every effort to inform students of these eligibility requirements during the summer registration period. Information relative to this matter may be obtained from the Division of Athletics/Activities and Accreditation, by calling 305-995-1250.
Daily Meal Count Record

Sponsor: 
Agreement # 04-

Meal Type (check one): [ ] Breakfast [ ] A.M. Supplement [ ] Lunch [ ] P.M. Supplement [ ] Supper

Site Name: 
Site #: 

Site Address: 

Site Supervisor: 
Site Phone #: 

Date Delivered: 
Time Delivered: 

Meal Service:

1. Number of meals delivered
   (Attach Vendor Delivery Slip):

2. Number of meals left over from previous day:

3. Number of meals transferred to:* 
   (Site Name)

4. Number of meals transferred from:* 
   (Site Name)

5. Total number of meals available:

6. Total number of meals served:
   (First Servings) + (Second Servings)

7. Meals Served to Adults:
   (Program) + (Non-Program)

8. Number of Meals Damaged

9. Test meal for quality control**

10. Total meals served/damaged/tested:

11. Number of meals left over:

Reference: \[1 + 2 - 3 + 4 = 5 \quad 5 - 10 = 11\]

Date Meals Served:
As meals are served, mark through each number beginning with #1

<table>
<thead>
<tr>
<th>First Servings</th>
<th>Second Servings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  2  3  4  5  6  7  8  9  10</td>
<td>1  2  3  4  5  6  7  8  9  10</td>
</tr>
<tr>
<td>11 12 13 14</td>
<td>11 12 13 14</td>
</tr>
</tbody>
</table>

**Do not mark test meals as meals served** as sponsors may only claim the cost for testing a meal. If a meal is tested, justification must be provided under comments below. Routine testing of meals is not reasonable or justified.

Comments:

Certification: I hereby certify that the above information is true and correct without any deliberate misrepresentation.

Site Supervisors Signature

*Must be Signed*

Revised 11/9/06

SFSP-E6
GENERAL DISTRICTWIDE
INSTRUCTIONAL PROGRAMS

COURSE OFFERINGS

In order to facilitate the planning of student summer schedules, each secondary
summer center is to develop and transmit a description of anticipated course offerings
to all its feeder schools. This description of course offerings must include the
course number, course sequence number, and course title in order that the
sending school may correctly fill in the 2011 Educational Summer Services
Subject Selection Form. Also, they need to be sure to indicate on the form
whether the course is being taken as a make-up course or for purposes of
acceleration. Midterm and final examinations ensuring mastery of course
competencies will be developed and utilized at the school site.

Sixth, Seventh, and Eighth grade students will be able to take one course during the
summer. The school day will be composed of a half-day of instruction.

CREDITS TO BE EARNED

Students may be able to earn credits by attending sessions of the adult education
program, pending availability.

DIVISION OF ALTERNATIVE EDUCATION

The Division of Alternative Education is under the auspices of the Bureau of School
Operations/Alternative Education. The Division supervises and monitors the Juvenile
Justice Center School and the Educational Alternative Outreach Program (EAOP).

EDUCATIONAL ALTERNATIVE OUTREACH PROGRAMS (EAOP)

The Educational Alternative Outreach Programs are comprised of programs and centers
which serve students who are outside the mainstream of the traditional school program.
The EAOP is comprised of four major types: detention centers, drug/alcohol
rehabilitation centers, alternative programs, and shelters.

Department of Juvenile Justice (DJJ) detention, residential, and day treatment centers
are bound by state statute to remain open for 240 instructional days. Selected EAOP
centers serve students awaiting trial and are under the Department of Corrections and
Rehabilitation of Miami-Dade County.
For more information regarding these programs, contact the Division of Alternative Education at 305-995-1270.

COMMUNITY SCHOOLS

Community Education Centers operate on a 12-month basis as part of Miami-Dade County Public Schools. Each site offers a variety of educational, recreational, cultural, social, and enrichment programs for people of all ages. Community Education Centers also provide opportunities for all community members to participate and make maximum use of public school facilities. Presently, there are 13 Community Education Centers and 22 Adult and Community Education Centers in operation during the school term. A list of all Community Education Centers may be found at www.dadecommunityschools.net. For additional information, please contact your neighborhood Community Education Center or call the Office of Community Education and Before/After School Programs at 305-817-0014, Monday through Friday, from 8:00 a.m. until 4:30 p.m.

BEFORE/AFTER SCHOOL PROGRAMS

Before/After School Programs are offered at 231 elementary schools and middle school locations through the Office of Community Education programs and Before/After School programs. During the summer, sites may offer fee-supported before and after school programs and full-day summer camps. A list of all before/after school sites and 2011 Summer Camp sites may be found at www.dadecommunityschools.net.

Middle School Enrichment Programs will not be operational during the summer but will resume in September 2011. Please call Ms. Estrella Diaz at 305-995-2304 or Mr. Victor Ferrante at 305-817-0014 for further information.

BILINGUAL EDUCATION AND WORLD LANGUAGES PROGRAM

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

This program provides maximum opportunity for the rapid acquisition of English and a smooth transition into the regular English Language Arts program. The ESOL program for English Language Learner (ELL) students who meet the 2011 Educational Summer Services eligibility criteria will be offered at all summer school centers where such students are in membership (Funded through Title I).

Staff Selection/Assignment/Qualifications

All ESOL teachers will have prior training and/or experience in the teaching of English for Speakers of Other Languages. The same certification and training requirements that apply during the regular school year apply during the summer. ESOL assignments during the summer will generate the same training requirements as those
required during the regular school year that is the ESOL endorsement. Eligible students will be counted within the basic FTE Cap.

Program Features

Some of the major features of the 2011 summer ESOL program are:

Grade 3

<table>
<thead>
<tr>
<th>Grade</th>
<th>ELL Students – Eligibility Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Grade Failure</td>
</tr>
</tbody>
</table>

**Course for Retained ELL Students in Grade 3**

- 5010010E1 for Grade 3
  English for Speakers of Other Languages

**Grouping Students**

ELL students, Levels I-IV, are grouped when possible, according to English proficiency. If a school does not have sufficient limited English proficient students to form self-contained classes at the third grade level, English for Speakers of Other Languages will be provided by the basic classroom teacher who is ESOL endorsed or within training timelines.

**Special Allocations**

ESOL self-contained will be served under the same program as Grade 3 Summer Reading Camps. No units will be allocated under program 6601.

**Grades 6-8**

<table>
<thead>
<tr>
<th>Grade</th>
<th>ELL Students – Eligibility Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>6-8</td>
<td>Course Failure</td>
</tr>
</tbody>
</table>

The Language Arts/ESOL required courses for ELL students are listed below. Any ELL student who failed these courses must be registered for the appropriate grade level course. No allocation will be provided above the FTE Cap.

**Courses for ELL Students in Grades 6-8 Who Failed a Course:**

- 100200002 for Grade 6
  M/J Language Arts 1 Through ESOL

- 100201002 for Grade 7
  M/J Language Arts 2 Through ESOL
• 100202002 for Grade 8  
M/J Language Arts 3 Through ESOL

These courses are recommended for use during the regular school year. In the summer, use these numbers only for those students who failed the course during the regular school year and meet eligibility. No allocation will be provided above the FTE Cap.

**Grouping and Scheduling Students**

If a school does not have sufficient ELL students to form grade-level or consecutive grade level M/J Language Arts through ESOL classes, such students will be scheduled with other students in the appropriate grade-level English Language Arts classes. The teacher will be ESOL endorsed.

**Allocations for Grades 6-8**

The ESOL 2011 Educational Summer Services for grades 6-8 is funded using basic teacher allocations and a class ratio of 1:22.

**FOR ADDITIONAL INFORMATION ON BILINGUAL EDUCATION AND WORLD LANGUAGES PROGRAMS, CALL MS. KAREN SPIGLER AT 305-756-3122.**

**ALTERNATIVE SUMMER PROGRAMS**

**COLLABORATIVE INITIATIVES**

Cooperative academic and recreational services will be provided at paired school sites to the extent practicable. Miami-Dade County Public Schools will work in conjunction with various municipal agencies, community partners, and institutions of higher education in an effort to provide safe and maximized services for the students of Miami-Dade County. A list of the mayors within Miami-Dade County, Florida, and a list of Parks and Recreation Departments are included in Appendix B.

**SUMMER SCHOOL VOLUNTEERS**

Policies and procedures regarding the use of volunteers for the summer remain the same as during the school year. Administrators must first give the designated School Volunteer Liaison Quad A authorization through the employee portal for the application (WSVU-SCHL-VOLUNTEER-USR).

See e-handbooks for further directions regarding the school volunteer registration process at [http://ehandbooks.dadeschools.net/ehome.asp?userguide=Yes](http://ehandbooks.dadeschools.net/ehome.asp?userguide=Yes). Questions may be directed to the School Volunteer Program, Ms. Venada Altheme at 305-995-2995, or Mr. Vincent Dawkins at 305-995-1439.
DUAL ENROLLMENT

Miami-Dade County Public Schools is committed to providing opportunities for students to accelerate course study and to enroll in advanced academic classes. Florida Statute, Title XLVIII, chapter 1007.27, states that it is the Legislature’s intent “that a variety of articulated acceleration mechanisms be available for secondary students attending public educational institutions."

The Summer School Program offers dual enrollment courses, one such mechanism, to allow qualified students to receive high school and college or university credit concurrently. Incoming tenth, eleventh, and twelfth grade students, who meet minimum requirements, as stipulated by state statute and the individual colleges or universities, may enroll in such classes. Minimum requirements may include a 3.0 unweighted grade point average (GPA) and a passing score on the College Placement Test (CPT). Dual enrollment provisions require the college or university to waive tuition and the District to fund the cost of the textbooks. Students are, however, responsible for their own transportation.

The summer semesters at Miami Dade College will be held as follows: First six (6) weeks: May 9, 2011 – June 17, 2011, Second six (6) weeks: June 20, 2011 – July 29, 2011, Twelve (12) weeks: May 9, 2011 – July 29, 2011.

The summer semesters at Florida International University (FIU) will be held as follows: Summer A: May 9, 2011 – June 23, 2011, Summer B: June 27, 2011 – August 13, 2011, Summer C: May 9, 2011 – August 13, 2011.

Standard dual enrollment procedures should be followed when registering students for summer college or university courses, including the completion of the “Dual Enrollment Authorization Form (FM-6477).” This form is available through the school's Dual Enrollment Counselor or by calling the Division of Mathematics, Science, and Advanced Academic Programs at 305-995-1934. All Dual Enrollment courses taken in the summer must be entered in TRACE in order to capture the student and course information. All Dual Enrollment courses taken in the summer 2011 that are entered in TRACE will count in the High School Accountability calculation for the school year 2010-2011. Summer Dual Enrollment courses must be entered via TRACE no later than October (2011) FTE for courses to be credited toward the 2010-2011 school year accountability points.

Additional guidelines and information related to the summer dual enrollment program have been sent directly to schools.

Questions concerning dual enrollment procedures and guidelines should be directed to Mrs. Montserrat Paradelo-Morrison, District Supervisor, Division of Mathematics, Science, and Advanced Academic Programs, at 305-995-1934. Questions related to academic advisement regarding dual enrollment should be directed to Ms. Corina Mills, Curriculum Support Specialist, Division of Students Services, 305-995-7320.
FLORIDA VIRTUAL SCHOOL

The Florida Virtual School (FLVS) provides middle and high school courses to students. Registration is available on their website at [www.flvs.net](http://www.flvs.net) with the approval of the school site counselor.

CHARTER SCHOOLS – STUDENT ELIGIBILITY

Students who meet the third grade and/or FCAT requirement and who attend a Charter School sponsored by Miami-Dade County Public Schools (M-DCPS) will be eligible to receive summer services at the school site serving their assigned M-DCPS home school. Eligible students enrolled will not count toward the public school's summer cap. M-DCPS schools that enroll eligible Charter School students will receive additional funding to support the instruction of these students.

The Alternative Assessment for Grade 3 Promotion will be administered to eligible retained grade three Charter School students at selected summer school sites on July 18-19, 2011. As is true for all eligible M-DCPS students, Charter School students will have to pre-register by the published deadline to participate in the test administration.

SPECIAL EDUCATION – EXTENDED SCHOOL YEAR

For elementary and secondary course names, numbers and information, please refer to Chapter 9, Extended School Year Services for Students with Disabilities.
ALLOCATIONS FOR
2011 EDUCATIONAL SUMMER SERVICES

ELEMENTARY SCHOOLS

<table>
<thead>
<tr>
<th>GRADE LEVEL OR CATEGORY</th>
<th>RATIO</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 3 (Retained)</td>
<td>1:18</td>
<td>Intensive Instructional Services</td>
</tr>
<tr>
<td>School Monitor</td>
<td>1 Hourly</td>
<td>Open Summer School</td>
</tr>
</tbody>
</table>

For budgetary purposes only. The budget will not be adjusted for additional third grade basic enrollees above the cap.

Note: No additional support positions

School Security Monitor

Authorized open summer sites will be allocated 1 hourly monitor to work 5 hours daily for 20 days. Hours worked may not exceed 120 hours.

Materials, Equipment, and Supplies (MESA)

No MESA allocation is provided.

MIDDLE SCHOOLS

<table>
<thead>
<tr>
<th>GRADE LEVEL OR CATEGORY</th>
<th>RATIO</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 6, 7, and 8 (Course Failure)</td>
<td>1:22</td>
<td>Instructional/Course Recovery Services</td>
</tr>
<tr>
<td>School Monitor</td>
<td>1 Hourly</td>
<td>Open Middle School</td>
</tr>
</tbody>
</table>

For budgetary purposes only in secondary schools, as prioritized, grades 6, 7, and 8. The budget will not be adjusted for additional enrollees above the cap.

Counselors

No allocation for 2011 summer is provided.

School Security Monitor

Authorized open summer sites will be allocated 1 hourly monitor to work 5 hours daily for 20 days. Hours worked may not exceed 120 hours.

Materials, Equipment, and Supplies (MESA), Middle Schools

No MESA allocations are provided.
Materials, Equipment, and Supplies (MESA), Alternative Education Schools

No MESA allocations are provided.

Extra Period Teaching Supplements

Based on the proposed summer schedule, NO EXTRA PERIOD TEACHING SUPPLEMENTS WILL BE REQUIRED FOR THE SUMMER SCHOOL PROGRAM. Any extra period supplements paid will be charged to the school's discretionary (02) account.

Activities Directors and Athletic Directors

Funds are not available for Activities Directors and Athletic Directors for the 2011 Educational Summer Services. For additional, clarification please contact Dr. Consuelo V. Dominguez, Administrative Director, School Operations/ABC, at 305-995-7626.

REGION CENTERS

Social Worker Allocations

Funds are not available for Social Workers for the 2011 Educational Summer Services.

SPECIAL EDUCATION (SPED)

The pupil/teacher ratio for the SPED 2011 Educational Summer Services will be 1:18 for Grade Three Summer Reading Camps; 1:22 for 6, 7, and 8 grade.

Extended School Year Program

Extended School Year (ESY) is provided based on the requirements of the Individuals with Disabilities Education Act (IDEA) and implementation of the regulations of 34 CFR 300.309. ESY allocations are based on the unique needs of the individual student and the frequency of specialized instruction and supplementary and related services according to the Individual Educational Plan. Therefore, the pupil/teacher ratio is determined by the services required for those in attendance.

Materials, Equipment, and Supplies (MESA), SPED Schools

No MESA allocation is provided.
PERSONNEL

TEACHERS (INSTRUCTIONAL PERSONNEL)  
(M-DCPS/UTD Contract, Article XVI -- SUMMER EMPLOYMENT)

CRITERIA FOR SUMMER EMPLOYMENT FOR 2011 EDUCATIONAL SUMMER SERVICES

All currently employed instructional staff members, including counselors, are eligible to apply for summer employment. It is the intent of the M-DCPS/UTD contract to offer summer employment to the maximum number of eligible teachers and counselors. Personnel selected for employment in the 2011 Educational Summer Services shall be notified as soon as possible.

Any personnel in a pending investigative status or on a performance improvement plan are not eligible for summer employment.

In accordance with the United Teachers of Dade Contract, Article XVI, Section 2c., teachers who are “beyond training timeline” for META related training are not eligible to teach in the 2011 Educational Summer Services. Teachers who fall into this category will have their names blocked out from 2011 Educational Summer Services employment.

In selecting teaching staff, the principal shall offer summer employment first to those teachers who have submitted the appropriate application on or before the established deadline, are certified in the subject area or are at the level in which they are selected to teach, and who are on a continuing or professional service contract. Principals wishing to hire any annual contract teacher must request an electronic waiver using the summer hiring screen. Instructions for this process are in the Automated Summer School Program Hiring Manual and will be made available at http://pers.dadeschools.net/summer.

The principal responsible for staffing a 2011 Educational Summer Services site shall offer a teaching position on the 2011 Educational Summer Services faculty to the Union lead steward/steward/officer of the 2011 Educational Summer Services site’s regular faculty, provided the lead steward/steward/officer is certified in a program to be offered during the summer. The principal shall give consideration for summer employment to other Union lead stewards/stewards/officers of the 2011 Educational Summer Services site’s regular faculty, provided the lead steward/steward/officer is certified in a program to be offered during the summer. Nothing herein shall require the principal to hire more than one Union lead steward/steward/officer.
ASSIGNMENTS FOR 2011 EDUCATIONAL SUMMER SERVICES

Teachers’ schedules will vary depending upon the grade level they are assigned.

- **Grade Three Summer Reading Camp**
  - 22 half-days (8:20 a.m. – 11:50 a.m.) – 20 instructional half-days and 2 professional development half-days (Tuesday, June 21, 2011 and Wednesday, June 22, 2011)

- **Grades 6, 7, and 8**
  - 22 half-days (9:05 a.m. – 12:35 p.m.) – 20 instructional half-days and 2 professional development half-days (Tuesday, June 21, 2011 and Wednesday, June 22, 2011)

AGREEMENT FOR HALF-DAY TEACHING ASSIGNMENT

- The rate of pay for half-day teachers will be one-half of their regular daily rate as full-time teachers.

- The duty day for half-day teachers assigned to Grade Three Summer Reading Camps will be from 8:30 a.m. – 11:30 a.m.

- The duty day for half-day teachers assigned to grades 6, 7, or 8 will be from 9:15 a.m. – 12:15 p.m.

- Assignment of planning is available 10 minutes before and after students are in elementary and middle schools.

- Half-day teachers will accrue sick leave at one-half the rate it is accrued for full-time teachers.

- Criteria for summer employment, as stipulated in Section 1 (B) of Article XVI of the M-DCPS/UTD contract, shall apply to half-day teachers.

TEMPORARY INSTRUCTIONAL PERSONNEL

Any instructional staff member who was employed as a contract teacher during the 2010-2011 school year may be used as an emergency temporary instructor during the 2011 Educational Summer Services whenever a temporary instructor is authorized. In addition, those emergency temporary instructors whose names appear on the electronic emergency temporary instructor list (CICS, SUBS) may be used as summer substitutes providing they hold a degreed temporary instructor certificate. **Non-degreed substitutes may not be used.** Emergency temporary instructors shall be paid pursuant to salary schedule as in the M-DCPS/UTD contract. **Note that some Pool Substitutes are non-degreed.** Verify their status prior to beginning the employment of any individual.
The names of those emergency temporary instructors who are eligible for employment as emergency temporary instructors during the summer session will be set up in the personnel/payroll system at Work Location 9971-Z at the approved hourly rate. Teachers employed to work during the summer shall be notified as soon as possible. Interim teachers, 3100s, are not to be used to cover absences of teachers. **Do not hire a temporary instructor who is not on the temporary instructor’s list or who is not a full-time teacher.** Failure to comply with this directive will result in non-payment to the persons incorrectly used to substitute. **EXPENDITURES TO PROGRAM 9764 – OPEN POSITION WILL NOT BE PERMITTED. THE PROGRAM WILL BE CLOSELY MONITORED AND EXPENDITURES WILL BE CHARGED TO SCHOOLS’ DISCRETIONARY ACCOUNT.**

**PROCEDURES FOR AUTOMATED HIRING OF INSTRUCTIONAL/NON-INSTRUCTIONAL EMPLOYEES WILL BE MADE AVAILABLE AT HTTP://PERS.DADESCHOOLS.NET/SUMMER FROM THE OFFICE OF HUMAN RESOURCES, RECRUITING AND PERFORMANCE MANAGEMENT.**

**PROVIDING ESOL/LANGUAGE ARTS/READING FOR ENGLISH LANGUAGE LEARNER (ELL) STUDENTS**

Teachers employed during the summer session who are responsible for the ESOL/Language Arts/Reading for ELL students must have an ESOL endorsement/certificate or be within the training timeline in their training to acquire the ESOL endorsement as mandated by the League of United Latin American Citizens (LULAC) Consent Decree. This is applicable for teachers hired to teach in a self-contained or pull-out classroom. This requirement is also applicable for secondary teachers who instruct one or more periods of ESOL/Language Arts/Reading during the summer session.

The first priority for hiring teachers responsible for instructing ELL students must be given to those teachers who have already completed the ESOL endorsement (ESOL training status: “Y”). The second priority for hiring must be given to teachers who are within the training timeline established for the completion of the ESOL endorsement (ESOL training status: “T”). **Under no circumstances is a teacher to be given a first time ESOL assignment unless that teacher has already completed the ESOL endorsement or is within the training timeline established for the completion of the ESOL endorsement.**

- All ELL students, Levels I-IV, are to be grouped in ESOL self-contained classrooms according to grade level and the level of English proficiency.

- Schools which do not have sufficient ELL students to form self-contained classes will provide ESOL using a combination of teachers allocated under Program 6600 and classroom teachers who meet the ESOL training requirements as stated above (“Y” or “T”).

All personnel employed for the summer must be advised that the personnel allocations, as reflected in the Initial Summer CASAS, are based on estimated FTEs. This initial allocation of personnel will be adjusted on the Final Summer CASAS report.
Staff members employed on a full-time basis during the 2011 Educational Summer Services who will be participating in workshops or who may be assigned to Regional Centers and/or other administrative divisions or departments shall be expected to work the same hours as are normally required for administrative divisions and departments. Workshops shall be scheduled accordingly.

**NON-INSTRUCTIONAL PERSONNEL**

**PRINCIPALS**

All principals are employed on a twelve-month basis; therefore, no special personnel allocations are to be made for the summer session. Assignments to summer centers will take into consideration such factors as vacation schedules, inservice programs, and special assignments.

**ASSISTANT PRINCIPALS’ EMPLOYMENT CRITERIA/PROCEDURES**

Summer employment for assistant principals is not authorized.

**PARAPROFESSIONALS’ CRITERIA/PROCEDURES**

The summer employment of Paraprofessionals and School Support Personnel is governed by Article XVI, Sections 3 and 4 respectively, of the Contract between Miami-Dade County Public Schools and the United Teachers of Dade. Those provisions are summarized as follows:

Each hourly paraprofessional will have the opportunity to indicate whether or not he/she desires employment in the 2011 Educational Summer Services by annotating and signing a computer printout provided by the school principal. The information will be entered into the automated Summer School Program application and hiring system by the school.

A Union officer/designated steward who is a paraprofessional shall be offered a position on the 2011 Educational Summer Services staff at his/her current work location provided that the officer/steward is qualified for a position vacancy. Employment shall first be offered to such officers in order of seniority as an officer and then to the designated steward. When employed in the 2011 Educational Summer Services under this provision, the Union officer shall perform the duties of a Union steward. Only one bargaining unit member per work location shall be granted this right.

Qualified incumbents will be given first consideration to fill any open paraprofessional position in the 2011 Educational Summer Services at their current work location. Any remaining vacancies may be offered to qualified employees from other M-DCPS work locations.
EMPLOYMENT CRITERIA/PROCEDURES FOR SCHOOL SUPPORT PERSONNEL

There are no 10-month School Support Personnel allocations for the Summer Session.

CLERICAL/SECRETARIAL EMPLOYMENT CRITERIA/PROCEDURES

There are no 10-month clerical allocations for the Summer Session.

TWELVE-MONTH CLERICAL EMPLOYEE RELIEF

Vacations for 12-month personnel in schools should be carefully scheduled. They should be staggered to eliminate the need for substitutes. Under no circumstances will permission be granted to use substitutes to fill in for vacationing 12-month employees. Any employees hired to replace vacationing 12-month personnel will be paid from the school’s 02 Discretionary Account at their regular ten-month pay rate.

SALARY SUPPLEMENTS

Special Education (SPED) Salary supplements are not authorized during the summer session because the majority of eligible students with disabilities are served in inclusive settings or mixed exceptionality groupings. Exceptional Student Education supplement code 804 will be provided only to Instructional personnel teaching students with disabilities in separate class settings comprised exclusively of students with Intellectual Disabilities, Orthopedically Impaired, Autism Spectrum Disorders and Emotional Behavioral Disabilities during summer school or Extended School Year. SPED summer supplements are not programmatically assigned during the summer; the school must input a supplement RPA. Supplements are not given to hourly personnel during the summer session.

All employees who are assigned the primary responsibility of arranging for temporary instructors during the summer session shall be paid a supplement as follows:

$250-Code 543: Temporary Instructor - Summer (12 months); for use on Paycode “C” for 12-month employees that call temporary instructors only during the summer and not during the regular school year.

Code 543 will display an inflated dollar amount in the computer; however, these amounts are equal to $250 in salary.

NOTE: Code 542 is used for twelve month employees that call temporary instructors year-round. Twelve month employees who do not call temporary instructors during the summer are not entitled to that supplement during the summer session.
Requests for the 2011 Educational Summer Services Supplement must be submitted through the Personnel Reporting System-Application 8, Option 06 for review and approval by the appropriate administrative office. Summer Salary Supplements can be entered beginning on June 21, 2011.

Approval for all supplements to be issued during the summer session shall be reviewed by the same Bureau/Office as during the regular school year.

**TRANSPORTATION, TECHNICAL, AND FOOD SERVICE PERSONNEL REGULARLY EMPLOYED ON A LESS THAN TWELVE-MONTH BASIS (M-DCPS AFSCME Contract, Appendix III, N)**

Non-instructional employees who regularly work on a ten-month or less basis and who indicate a desire for summer employment prior to the end of May shall, all things being equal, be given priority consideration for temporary summer job openings for which they qualify.

No guarantee can be made that every such applicant for summer assignment will be employed. Every effort shall, however, be made to offer work opportunities equitably, within the limits of geographic availability and the skills and abilities of applicants for summer employment. Salaries for such additional summer employment shall be at the regular rate of pay received during the preceding school year if the summer job assignment is on the same salary schedule. In no case shall such an employee be compensated less than the rate of the minimum scheduled pay for that assignment.

Employees on temporary summer assignments will work the same hours and days as other employees at the work location to which they are assigned.

Other than sick leave or military leave in accordance with School Board policy, no leave of absence with pay will be approved.

Overtime compensation must be paid to all nonexempt employees who work over forty hours per week in one or more positions, at one or more work locations. Please review the Fair Labor Standards Act in the Salary Handbook for specific regulations.

For additional information or questions related to employment during the 2011 Educational Summer Services, non-instructional personnel are to contact the Division of Non-instructional Staffing at 305-995-7235 or email trodgers@daleschools.net.
PAYROLL SCHEDULE AND PROCEDURES

SUMMER STAFF MORALE

The morale of the summer center staff is an important factor in the success of the 2011 Educational Summer Services. Compensation of salary earned WHEN EXPECTED contributes a great deal to maintaining good staff morale. Therefore, it is imperative that the summer center administrators take the responsibility of ensuring that documents (e.g., summer pay rosters, RPAs, substitute reports) are properly completed and submitted in a timely manner. Failure to comply with processing deadlines for submission of documents will delay the employee’s payment.

It is essential that the person(s) assigned the responsibility for payrolls have access to the Payroll Procedures Manual as well as the Automated Summer School Program Procedures and that they be thoroughly familiar with them. In addition, it is important to know the name and the telephone number of the payroll specialist in the Payroll Department who will handle each summer center payroll. The use of these manuals and the Payroll Department telephone contact should keep payroll problems from occurring.

PAYROLL PROCESSING SCHEDULE

The payroll processing schedule presented below is for your assistance in the prompt processing of payrolls. The following payroll codes will be used for the 2011 Educational Summer Services:

<table>
<thead>
<tr>
<th>PAYROLL CODES</th>
<th>TITLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;G&quot;</td>
<td>Hourly Rated: Community School Hourly (Non-Inst.)</td>
</tr>
<tr>
<td>&quot;Q&quot;</td>
<td>Daily Rated: Instructional</td>
</tr>
<tr>
<td>&quot;R&quot;</td>
<td>Daily Rated: Non-Instructional</td>
</tr>
<tr>
<td>&quot;P&quot;</td>
<td>Hourly Rated: Non-Instructional/Instructional</td>
</tr>
<tr>
<td>&quot;W&quot;</td>
<td>Hourly Rated: Bus Driver</td>
</tr>
<tr>
<td>&quot;Z&quot;</td>
<td>Hourly Rated: Substitute (Temporary Instructor)</td>
</tr>
</tbody>
</table>
## 2011 Educational Summer Services - 2011 Payroll Codes P, R, Q, W and Z and (G – Community School)

<table>
<thead>
<tr>
<th>Leave Accrual</th>
<th>Pay Period From - Through</th>
<th>Payroll Processing Schedule</th>
<th>Distribution</th>
<th>Paydate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Standard Days in Pay Period</td>
<td>Payroll strip date by ITS</td>
<td>Daily Attendance sheets available online</td>
</tr>
<tr>
<td>06/10-06/23</td>
<td>1</td>
<td>06/20</td>
<td>06/21</td>
<td>06/24</td>
</tr>
<tr>
<td>06/24-07/07</td>
<td>9</td>
<td>07/01</td>
<td>07/05</td>
<td>07/08</td>
</tr>
<tr>
<td>07/08-07/21</td>
<td>10</td>
<td>07/18</td>
<td>07/19</td>
<td>07/22</td>
</tr>
</tbody>
</table>
TEMPORARY INSTRUCTORS

Temporary Instructors are paid at an hourly rate ($15.67) in the 2011 Educational Summer Services; but, their time must be reported in half-day increments.

FOOD SERVICE EMPLOYEES

The schedule for Food Service employees reporting to work at the Production Centers for the 2011 Educational Summer Services will be determined.

PROFESSIONAL DEVELOPMENT DAYS

All teachers report to their summer work location and participate in Professional Development Activities provided by the District or by each school.

Grade Three Summer Reading Camps teachers will report for training on Tuesday, June 21, 2011, to a single school site to be announced in an upcoming Weekly Briefing. On Wednesday, June 22, 2011, teachers will report to their summer work locations.

Half-day Teachers working the 20 half-day period of the Grade Three Summer Reading Camps for retained third grade students and the 20 half-day period for grades 6, 7, and 8 will be afforded two half-days of Professional Development on the mornings of Tuesday, June 21, 2011, and Wednesday, June 22, 2011. Half-day teachers will accrue sick leave at one-half the rate it is accrued for full-time teachers.
Summer Implementation Document
EXTENDED SCHOOL YEAR (ESY) SERVICES FOR STUDENTS WITH DISABILITIES

Students with disabilities, ages 3-21, may be considered for ESY services that include special education and related services that are provided beyond the 180-day school year through the Individual Educational Plan (IEP) process. The determination of whether a student receives ESY services, the type of services, and the duration and frequency of services is an individual decision made by the IEP team. Services should be provided using the same time allotted for the basic summer program.

To prepare for the registration, scheduling, and delivery of services, the current school is to verify that ESY services are documented on the corresponding student's IEP and that services are entered in ISIS “R” screen. Schools not designated as ESY sites are no longer required to provide the Region Office Instructional Supervisor for SPED with a copy of the full IEP for each student with ESY services, however, the IEP copy must be available in EMS and include the end of year status reports on IEP goals.

Periodic updates and additional information including enrichment activities are available though the special education website at http://ese.dadeschools.net; select “Site Directory/Services and Programs,” then scroll down to find “ESY.”

ESY REPORT

The list of students to receive ESY services is accessed through the ESY report, product #T0543E10. This report is available through CTRL-D Web Viewer. A comprehensive listing of the students designated for ESY services and the corresponding services are listed utilizing the data entered on the ESY ISIS “R” screen. This report is helpful for completing the student request lists for special transportation, planning for the delivery of services, and scheduling the required services.

All schools are encouraged to keep their copy of the ESY reports generated for the month of April. In May, only the ESY sites will generate an ESY report and it will include all students in the District assigned to that site as designated on the ISIS “R” screen. Therefore, schools that are not ESY sites will not receive a report after the month of April. Schools not designated as ESY sites that still generate a report must update the ESY “R” screen with the correct ESY site work location number for each student listed.

Projected staff allocations will be calculated based on the data in the ESY report. Contact your Region Office for updated information.
REGISTRATION PROCEDURES FOR STUDENTS RECEIVING ESY SERVICES

Specific courses were created for ESY in order to identify students with disabilities receiving ESY services versus those in the Summer Services Program. The following is provided to assist in the completion of the registration of students receiving ESY services.

The current school is to future into summer all ESY students receiving school based services. For students receiving only one (1) – three (3) days per week, including walk-in, registration is to be completed at the ESY site on the first day the student is present. All other students should be pre-registered.

**GRADES PK – 5 (elementary)**

All elementary school courses must be reported to the Florida Department of Education from the students’ schedules. The ESY and homeroom courses must be entered on the Student Record/Subject screen (PF1).

ESY sites (PK-5) are to create a Master Schedule with the “EY” and homeroom courses listed below; then enter them on the PF1 student schedule screen in accordance with the IEP. This schedule must include a homeroom course as this course will be used to take Electronic Gradebook attendance.

1. Use the specific subject course number for grades PK – 5 and 6 (elementary) to schedule all students into the corresponding homeroom course.

<table>
<thead>
<tr>
<th>Homeroom Course #</th>
<th>Grade</th>
<th>Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>5400000A000</td>
<td>PK</td>
<td>0000</td>
</tr>
<tr>
<td>5400000B000</td>
<td>KG</td>
<td>0001</td>
</tr>
<tr>
<td>5400000C000</td>
<td>1st</td>
<td>1001</td>
</tr>
<tr>
<td>5400000D000</td>
<td>2nd</td>
<td>2001</td>
</tr>
<tr>
<td>5400000E000</td>
<td>3rd</td>
<td>3001</td>
</tr>
</tbody>
</table>

2. Use the following course numbers for grades PK – 5 to create a master schedule and schedule students based on the ESY Report (product #T0543E10). This report provides the list of appropriate courses for each student. The course schedule must be verified with the actual IEP.

<table>
<thead>
<tr>
<th>Homeroom Course #</th>
<th>Grade</th>
<th>Sequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>5400000F000</td>
<td>4th</td>
<td>4001</td>
</tr>
<tr>
<td>5400000G000</td>
<td>5th</td>
<td>5001</td>
</tr>
</tbody>
</table>
For grade 6, use the secondary level ESY course numbers. ITS will programmatically update the PF21 screen with the ESE course information from the Master Schedule and student schedule.

Please note the various delivery models listed on the ESY report. For registration purposes, target the students receiving school based services ("S"). All courses are to be cross-referenced with the IEP insert. Note that all academic services are provided either through the “Prekindergarten Disabilities Instructional Support” course or the “Therapeutic Instructional Support” course as listed below.

<table>
<thead>
<tr>
<th>ESY Course Names &amp; Numbers</th>
<th>PK-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prekindergarten Disabilities Instructional Support</td>
<td>7650130AP00</td>
</tr>
<tr>
<td>Therapeutic Instructional Support (grades K-5)</td>
<td>7700010EY00</td>
</tr>
<tr>
<td>Speech Therapy (F)</td>
<td>7763030EY00</td>
</tr>
<tr>
<td>Language Therapy (G)</td>
<td>7763040EY00</td>
</tr>
<tr>
<td>Occupational Therapy (D)</td>
<td>7763050EY00</td>
</tr>
<tr>
<td>Physical Therapy (E)</td>
<td>7763070EY00</td>
</tr>
</tbody>
</table>

Additional instructions are available from the Summer Session Informational Bulletin for Elementary Schools available through e-handbooks at http://ehandbooks.dadeschools.net.

**SECONDARY**

ESY sites are to create a Master Schedule with the “EY” courses as follows:

<table>
<thead>
<tr>
<th>ESY Course Names &amp; Numbers</th>
<th>6-8</th>
<th>9-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Therapeutic Instructional Support</td>
<td>7800010EY00</td>
<td>7900010EY00</td>
</tr>
<tr>
<td>Speech Therapy (F)</td>
<td>7866030EY00</td>
<td>7966030EY00</td>
</tr>
<tr>
<td>Language Therapy (G)</td>
<td>7866040EY00</td>
<td>7966040EY00</td>
</tr>
<tr>
<td>Occupational Therapy (D)</td>
<td>7866050EY00</td>
<td>7966020EY00</td>
</tr>
<tr>
<td>Physical Therapy (E)</td>
<td>7866070EY00</td>
<td>7966010EY00</td>
</tr>
</tbody>
</table>
Enter the courses on the PF1 student schedule screen in accordance with the IEP. ITS will programatically update the PF21 screen, the Summer ESE Courses screen, with the course information from the Master Schedule and student schedules (PF1).

The ESY Report (product #T0543E10) is a valuable resource in this process. Please note the various delivery models listed on the ESY report. For registration purposes, target the students receiving school based services (“S”).

Additional instructions are available from the Summer Session Informational Bulletin for Secondary Schools available through e-handbooks at http://ehandbooks.dadeschools.net.

SPECIAL TRANSPORTATION FOR EXTENDED SCHOOL YEAR

A transportation form has been developed to communicate information regarding SPED students who require specialized transportation to access school based ESY services. The forms may be accessed through the SPED website at http://ese.dadeschools.net; select “Site Directory/Services and Programs” then scroll down to find “ESY.”

2011 ESY Transportation List - The current school is to complete and submit the 2011 ESY TRANSPORTATION LIST as soon as receiving schools have been identified. Fax the completed forms to Ms. Lilia Yanes at 305-234-9053 or 305-232-2679 and to the appropriate Region/Instructional Supervisor for SPED. This form is to be completed and submitted for initial requests and any subsequent revisions or deletions.

Note: Please refer to chapter 4 of this document for special transportation procedures for students with disabilities accessing 2011 Educational Summer Services.

DELIVERY OF ESY SERVICES

Teachers providing ESY services are required to maintain attendance and participation logs utilizing the School Based ESY Services Log (FM-6574). Teachers must access a copy of each student’s IEP in EMS and utilize it to provide the designated services. Recommended activities and support materials are available through the ESY website at http://ese.dadeschools.net. Select “Site Directory/Services and Programs” then scroll down to find “ESY.”

At the close of ESY services, the original ESY Services Logs are to be filed in the students’ record folders, if the cumulative file is available, and a copy is to be sent to the Region Office SPED Instructional Supervisor. If the cumulative file is not available, both the original and the copy are to be sent to the Region Office; the original is forwarded to the school with the student’s record folder.
ESY materials and supplies remaining at the end of the services are to be boxed and labeled. Inform the Region Office as to the location of the materials and supplies so that they may be available for future use.
Summer Implementation Document
VOLUNTARY PREKINDERGARTEN (VPK)
2011 EDUCATIONAL SUMMER SERVICES

The Miami-Dade County Public Schools Summer Voluntary Prekindergarten (VPK) Program will be housed at Kensington Park Elementary School.

**Weekdays:** June 13, 2011 – August 8, 2011 (300 hours) 7:30 a.m. – 4:00 p.m.
No school on July 4, 2011

**Instructional Time:** 300 Instructional Hours for Students – 40 days (7.5 hours of instruction per day and 60 minutes for rest/quiet time)

**CURRICULUM**

The prekindergarten program of Miami-Dade County Public Schools (M-DPCS) utilizes the High/Scope Preschool Curriculum which provides experiences for oral language and concept and skills development through active manipulation of materials. The curriculum provides opportunities for children to make decisions, initiate activities, solve problems, develop a positive sense of self, and practice critical and creative thinking.

Additionally, the literacy instruction will be provided through the use of the Houghton-Mifflin Pre-K program. This program focuses on these four major areas of literacy development: oral language and vocabulary, phonological awareness, comprehension, letter recognition. The components foster the cognitive and literacy learning skills needed for success in kindergarten. The themes that will be used for the summer are:

Theme 6: Construction Zone
Theme 9: Growing and Changing
Theme 10: Ready for Kindergarten!

**STAFFING**

- Certified teachers, with priority given to those certified in early childhood and experience in prekindergarten. Each teacher will have a class with a maximum of 12 children and will teach either Block 1 or Block 2. This means that a given class of students will have two teachers throughout the day.

  Teacher Block 1 Hourly Rate on P payroll 7:15 a.m. – 12:15 p.m.
  Teacher Block 2 Hourly Rate on P payroll 11:15 a.m. – 4:15 p.m.
  - Minimum of 4 students in a class
  - Maximum of 12 students in a class
If enrollment exceeds the maximum per class (12), another teacher must be hired. The number of children enrolled and in attendance must be divided among all of the teachers to ensure that at least 4 children are in each class.

If enrollment drops below the minimum of 4 children per teacher, classes must be consolidated and appropriate personnel reduction action taken. VPK Summer Program employment is contingent upon student enrollment.

NOTE: Two classes (2 teachers/maximum 24 children) may share a classroom. Student Instructional Hours: 7:30 a.m. – 4:00 p.m. Monday through Friday.

**PAYROLL SCHEDULE AND PROCEDURES**

All personnel for the VPK Summer Program must be hired using program number 8504 with the following payroll codes.

<table>
<thead>
<tr>
<th>PAYROLL CODES</th>
<th>TITLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Hourly Rated Instructional/Non-instructional</td>
</tr>
</tbody>
</table>

**SUMMER SERVICES AT PRE-K (VPK) CENTERS – 2011 PAY CODE: P**

Payroll clerks must enter write-ins for hours worked during the last two pay periods, as pay code “P” will not appear in the automated summer payroll (PARS). To properly identify these transactions, they must indicate “VPK” in the comments section of the write-in transactions.

<table>
<thead>
<tr>
<th>PAY PERIOD</th>
<th>PAY CODES</th>
<th>AUTOMATED SUMMER PAYROLL AVAILABLE</th>
<th>WRITE-INS REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/10-6/23/11</td>
<td>P*</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>6/24-7/07/11</td>
<td>P*</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>7/08-7/21/11</td>
<td>P*</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>7/22-8/04/11</td>
<td>P</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>8/05-8/18/11</td>
<td>P</td>
<td>NO</td>
<td>YES</td>
</tr>
</tbody>
</table>

*There will not be the need for write-ins for these pay periods as the “P” will be included in the “Automated Summer Payroll” (PARS). The locations must report all hours worked in the Automated Summer Payroll (PARS) System.

**STUDENT ATTENDANCE**

Students must be entered into Location Number 9003.

When entering the students into ISIS, the school must utilize program code “V” and course code number 5100590. The “O” status code indicates that the student is not
accounted in the school’s attendance for FTE purposes. The VPK Summer Program does not generate FTE/FEFP. The Certificate of Eligibility (COE) number must be entered into ISIS to complete the child’s registration.

**PARENT ACTION**

- Parents must get a Certificate of Eligibility (COE) from CDS by calling 305-373-3521 or visiting [www.vpkhelp.org](http://www.vpkhelp.org) for current locations and procedures.
- Parents must present a COE for the 2010-2011 school year for children who turned 4 years old on or before September 1, 2010. Children attending the program are entering kindergarten for the 2011-2012 school year and have never attended a 2010-2011 public or private VPK program.
- Parents must present complete school registration documents.

**TRANSPORTATION**

No transportation will be provided for prekindergarten students.

**FOOD SERVICES**

Meal services will be provided.

**CHILDREN WITH SPECIAL NEEDS**

The Summer VPK Program is not equipped to provide services prescribed on an Individual Education Plan (IEP) or ESY. Please refer to Chapter 3, page 11 for ESY services from the Prekindergarten Program for Children with Disabilities. Other questions regarding Summer VPK for students with disabilities may be answered at [www.vpkhelp.org](http://www.vpkhelp.org).

**VPK SUMMER PROGRAM 2011 PRE-K CENTERS**

<table>
<thead>
<tr>
<th>Head Start Center</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kensington Park Elementary School</td>
<td>711 N.W. 30 Avenue</td>
</tr>
<tr>
<td></td>
<td>Miami, FL 33126</td>
</tr>
</tbody>
</table>
Summer Implementation Document
Summer Implementation Document
| Region I |
|-------------------|------------------|-----------------|
| **Open Summer Centers** | **Feeder Schools** | **Eligible Services** |
| **ELEMENTARY SCHOOLS** | | |
| Joella C. Good Elementary | • Charles D. Wyche Elementary | Grade 3 Summer Reading Camp for retained third grade students |
| | • Dr. Robert B. Ingram Elementary | M-DCPS Principal Operated Summer Camp |
| | • Golden Glades Elementary | |
| | • Bunch Park Elementary | |
| | • Nathan B. Young Elementary | |
| | • North Dade Center for Modern Languages | |
| | • Rainbow Park Elementary | |
| West Hialeah Gardens Elementary | • Bob Graham Education Center | Grade 3 Summer Reading Camp for retained third grade students |
| | • Ernest R. Graham Elementary | M-DCPS Principal Operated Summer Camp |
| | • Hialeah Gardens Elementary | |
| | • James H. Bright/J. W. Johnson Elementary | |
| | • John I. Smith Elementary | |
| | • Marcos A. Milam K-8 Center (3) | |
| | • Miami Lakes K-8 Center (3) | |
| | • Palm Springs North Elementary | |
| | • Eugenia B. Thomas Elementary | |
| | • Dr. Rolando Espinosa K-8 Center (3) | |
| | • Ben Sheppard Elementary | |
| John G. Dupuis Elementary | • Flamingo Elementary | Grade 3 Summer Reading Camp for retained third grade students |
| | • Amelia Earhart Elementary | M-DCPS Principal Operated Summer Camp |
| | • Mae Walters Elementary | |
| | • Meadowlane Elementary | |
| | • North Hialeah Elementary | |
| | • North Twin Lakes Elementary | |
| | • Palm Lakes Elementary | |
| | • Palm Springs Elementary | |
| | • Spanish Lake Elementary | |
| | • Twin Lakes Elementary | |
| Arcola Lake Elementary | • Benjamin Franklin Elementary | Grade 3 Summer Reading Camp for retained third grade students |
| | • Broadmoor Elementary | FCAA – Outside Agency Operated Summer Camp |
| | • Carrie P. Meek/Westview Elementary | ESY |
| | • Henry E. S. Reeves Elementary | |
| | • Lakeview Elementary | |
| | • Miami Park Elementary | |
| | • Van E. Blanton Elementary | |
2011 DISTRICT SUMMER CENTERS

Region I Continued

<table>
<thead>
<tr>
<th>Open Summer Centers</th>
<th>Feeder Schools</th>
<th>Eligible Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MIDDLE SCHOOLS</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Palm Springs Middle | • Henry Filer Middle  
                      • Lawton Chiles Middle  
                      • Madison Middle  
                      • Miami Lakes Middle  
                      • North Dade Middle  
                      • Westview Middle  
                      • Hialeah Middle | Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion  
No Summer Camp provider at this location. |

| Hialeah Gardens Middle | • Bob Graham Education Center  
                        • Country Club Middle  
                        • Doral Middle  
                        • Dr. Rolando Espinosa K-8 Center (6,7,8)  
                        • Eugenia B. Thomas K-8 Center (6,7,8)  
                        • Marcos A. Milam K-8 Center (6,7,8)  
                        • Miami Lakes K-8 Center (6,7,8)  
                        • Jose Marti Middle | Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion  
No Summer Camp provider at this location.  
ESY |

**SENIOR HIGH SCHOOL SERVICES**

<table>
<thead>
<tr>
<th><strong>Adult/Vocational Schools</strong></th>
</tr>
</thead>
</table>

*Eligible students in grades 9-12 may attend an adult education program for course recovery and promotion/graduation in core courses only.*
## 2011 DISTRICT SUMMER CENTERS

### Region II

<table>
<thead>
<tr>
<th>Open Summer Centers</th>
<th>Feeder Schools</th>
<th>Eligible Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ELEMENTARY SCHOOLS</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Norwood Elementary
- Crestview Elementary
- Fulford Elementary
- Greynolds Park Elementary
- Hibiscus Elementary (3)
- Hibiscus Elementary** (I Have A Dream)
- Virginia A. Boone/HIGHLAND Oaks Elem.
- Madie Ives Elementary
- Myrtle Grove Elementary
- Norland Elementary
- Ojus Elementary
- Parkview Elementary
- Parkway Elementary
- Scott Lake Elementary

- Grade 3 Summer Reading Camp for retained third grade students
- YWCA - Outside Agency Operated Summer Camp
- ESY

#### Miami Gardens Elementary
- Brentwood Elementary
- Carol City Elementary
- Barbara Hawkins Elementary
- Lake Stevens Elementary
- North Glade Elementary
- Skyway Elementary

- Grade 3 Summer Reading Camp for retained third grade students
- M-DCPS Principal Operated Summer Camp

#### Shadowlawn Elementary
- Edison Park Elementary
- Miami Shores Elementary
- Phyllis R. Miller Elementary
- Touissant L’Ouverture Elementary
- Morningside Elementary
- Thena C. Crowder Elementary

- Grade 3 Summer Reading Camp for retained third grade students
- M-DCPS Community School Principal Operated Summer Camp

#### Biscayne Gardens Elementary
- David Lawrence, Jr. K-8 Center (3)
- Arch Creek Elementary
- North Miami Elementary
- William J. Bryan Elementary
- Gratigny Elementary
- Oak Grove Elementary
- Natural Bridge Elementary
- Hubert O. Sibley Elementary
- Linda Lentin K-8 Center (3)

- Grade 3 Summer Reading Camp for retained third grade students
- SFASAS – Outside Agency Operated Summer Camp

#### Fienberg/Fisher K-8 Center
- Aventura Waterways K-8 Center
- Biscayne Elementary
- Ruth K. Broad/Bay Harbor K-8 Center
- Sunny Isles Beach Community School
- North Beach Elementary
- South Pointe Elementary
- Treasure Island Elementary
- Nautilus Middle

- Grade 3 Summer Reading Camp for retained third grade students
- Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion
- M-DCPS - Adult Community School Principal Operated Summer Camp
- ESY

*ESY Only
**VPK Only
***I Have a Dream
****I Choose Laboratory Project
## 2011 DISTRICT SUMMER CENTERS

### Region II Continued

<table>
<thead>
<tr>
<th>Open Summer Centers</th>
<th>Feeder Schools</th>
<th>Eligible Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-8 Centers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### MIDDLE SCHOOLS

<table>
<thead>
<tr>
<th>School</th>
<th>Feeder Schools</th>
<th>Eligible Services</th>
</tr>
</thead>
</table>
| Norland Middle       | • Andover Middle  
• Carol City Middle  
• Highland Oaks Middle  
• Lake Stevens Middle  
• Parkway Middle      | Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion  
No Summer Camp provider at this location. |

<table>
<thead>
<tr>
<th>School</th>
<th>Feeder Schools</th>
<th>Eligible Services</th>
</tr>
</thead>
</table>
| Thomas Jefferson     | • Gratigny Elementary (6)  
• Hubert O Sibley Elementary (6)  
• David Lawrence, Jr. K-8 Center (6,7,8)  
• Oak Grove Elementary (6)  
• Horace Mann Middle  
• John F. Kennedy Middle  
• Linda Lentin K-8 Center (6, 7, 8) | Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion  
No Summer Camp provider at this location.  
ESY |

### SENIOR HIGH SCHOOLS SERVICES

#### Adult/Vocational Schools

*Eligible students in grades 9-12 may attend an adult education program for course recovery and promotion/graduation in core courses only.*
## 2011 DISTRICT SUMMER CENTERS

### Region III

<table>
<thead>
<tr>
<th>Open Summer Centers</th>
<th>Feeder Schools</th>
<th>Eligible Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ELEMENTARY SCHOOLS</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Charles R. Drew Elementary | • Liberty City Elementary  
• Orchard Villa Elementary  
• Poinciana Park Elementary  
• Lillie C. Evans Elementary (3)  
• Earlington Heights Elementary  
• Olinda Elementary | Grade 3 Summer Reading Camp for retained third grade students  
M-DCPS Community School Principal Operated Summer Camp |
| South Hialeah Elementary | • Lorah Park Elementary  
• Hialeah Elementary  
• Springview Elementary  
• Miami Springs Elementary | Grade 3 Summer Reading Camp for retained third grade students  
M-DCPS Principal Operated Summer Camp |
| Maya Angelou Elementary | • Comstock Elementary  
• Lenora Braynon Smith Elementary  
• Kelsey Pharr Elementary  
• Santa Clara Elementary  
• Melrose Elementary | Grade 3 Summer Reading Camp for retained third grade students  
YWCA – Outside Agency Operated Summer Camp |
| Auburndale Elementary | • Fairlawn Elementary  
• Kensington Park Elementary (3)  
• Kensington Park Elementary**  
VPK (June 13 – August 8)  
• Kensington Park Elementary* (ESY)  
• Kinloch Park Elementary  
• Henry M. Flagler Elementary | Grade 3 Summer Reading Camp for retained third grade students  
M-DCPS – Community School Principal Operated Summer Camp |
| Frances S. Tucker Elementary | • George Washington Carver Elementary  
• Sunset Elementary  
• Silver Bluff Elementary  
• Henry S. West Laboratory Elementary (3)  
• Coconut Grove Elementary  
• Coral Gables K-8 Preparatory Academy (3) | Grade 3 Summer Reading Camp for retained third grade students  
YWCA – Outside Agency Operated Summer Camp |
| Riverside Elementary housed at Southside Elementary | • Ada Merritt K-8 Center (3)  
• Key Biscayne K-8 Center (3)  
• Citrus Grove Elementary  
• Shenandoah Elementary  
• Southside Elementary  
• Riverside Elementary  
• Coral Way K-8 Center (3) | Grade 3 Summer Reading Camp for retained third grade students  
Sixth, seventh, and eight grade students who are either in need of retaking one failed course OR are missing one course required for promotion  
M-DCPS – Principal Operated Summer Camp |
| Eneida M. Hartner Elementary | • Phillis Wheatley Elementary  
• Paul Laurence Dunbar Elementary | Grade 3 Summer Reading Camp for retained third grade students  
M-DCPS Community School Principal Operated Summer Camp |

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* ESY Only  
** VPK Only  
*** I Have a Dream  
**** I Choose Laboratory Project
## 2011 DISTRICT SUMMER CENTERS

### Region III Continued

<table>
<thead>
<tr>
<th>Open Summer Centers</th>
<th>Feeder Schools</th>
<th>Eligible Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ELEMENTARY SCHOOLS</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Flagami Elementary  | - Coral Terrace Elementary  
                      | - Emerson Elementary  
                      | - Ludlam Elementary  
                      | - Sylvania Heights Elementary  
                      | - South Miami K-8 Center (3)  
                      | - David Fairchild Elementary | Grade 3 Summer Reading Camp for retained third grade students  
                      |               | M-DCPS Community School Principal Operated Summer Camp |
| **MIDDLE SCHOOLS**   |                |                   |
| Brownsville Middle  | - Miami Springs Middle  
                      | - Lillie C. Evans Elementary (6,7) | Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion  
                      |               | No Summer Camp provider at this location. |
| Shenandoah Middle   | - Kinloch Park Middle  
                      | - George Washington Carver Middle  
                      | - Citrus Grove Middle  
                      | - Coral Way K-8 Center (6,7,8)  
                      | - Key Biscayne K-8 Center (6,7,8)  
                      | - Ada Merritt K-8 Center (6,7,8) | Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion  
                      |               | SFASAS – Outside Agency Operated Summer Camp |
| Allapattah Middle   | - Jose de Diego Middle* (ESY) | Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion  
                      |               | No Summer Camp provider at this location. |
| West Miami Middle   | - Ponce de Leon Middle  
                      | - South Miami K-8 Center (6,7,8)  
                      | - South Miami Middle  
                      | - Coral Gables K-8 Center Preparatory Academy (6,7) | Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion  
                      |               | No Summer Camp provider at this location. |

### SENIOR HIGH SCHOOL SERVICES

#### Adult/Vocational Schools

*Eligible students in grades 9-12 may attend an adult education program for course recovery and promotion/graduation in core courses only.*
## 2011 DISTRICT SUMMER CENTERS

<table>
<thead>
<tr>
<th>Region IV</th>
<th>Open Summer Centers</th>
<th>Feeder Schools</th>
<th>Eligible Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEMENTARY SCHOOLS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Royal Palm Elementary</td>
<td>• Banyan Elementary</td>
<td>Grade 3 Summer Reading Camp for retained third grade students</td>
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<tr>
<td></td>
<td>• Charles R. Hadley Elementary</td>
<td>M-DCPS – Principal Operated Summer Camp</td>
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<td></td>
<td>• Coral Park Elementary</td>
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<td></td>
<td>• E. W. F. Stirrup Elementary</td>
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<tr>
<td></td>
<td>• Everglades K-8 Center (3)</td>
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<td></td>
<td>• Rockway Elementary</td>
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<td>• Seminole Elementary</td>
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<td>• Sweetwater Elementary</td>
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<tr>
<td>Tropical Elementary</td>
<td>• Marjory Stoneman Douglas Elementary</td>
<td>Grade 3 Summer Reading Camp for retained third grade students</td>
<td></td>
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<tr>
<td></td>
<td>• Dr. Carlos J. Finlay Elementary</td>
<td>M-DCPS – Principal Operated Summer Camp</td>
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<td></td>
<td>• Greenglade Elementary</td>
<td>ESY</td>
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<td>• Olympia Heights Elementary</td>
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<td>• Cypress Elementary</td>
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<td>• Blue Lakes Elementary</td>
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<td>• Snapper Creek Elementary</td>
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<td></td>
<td>• Village Green Elementary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunset Park Elementary housed at Joe Hall Elementary</td>
<td>• Joe Hall Elementary</td>
<td>Grade 3 Summer Reading Camp for retained third grade students</td>
<td></td>
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<td></td>
<td>• Royal Green Elementary</td>
<td>M-DCPS – Principal Operated Summer Camp</td>
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<td></td>
<td>• Zora Neale Hurston Elementary</td>
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<td></td>
<td>• Dr. Manuel Barreiro Elementary</td>
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<td></td>
<td>• Ethel K. Beckham Elementary</td>
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<td></td>
<td>• Dante B. Fascell Elementary</td>
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<td></td>
<td>• Dr. Bowman F. Ashe Elementary</td>
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<td></td>
<td>• Wesley Matthews Elementary</td>
<td></td>
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<tr>
<td></td>
<td>• Jane S. Roberts K-8 Center (Elem) (3)</td>
<td></td>
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<tr>
<td></td>
<td>• Kendale Lakes Elementary</td>
<td></td>
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<td></td>
<td>• Bent Tree Elementary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colonial Drive Elementary housed at Calusa Elementary</td>
<td>• Christina M. Eve Elementary</td>
<td>Grade 3 Summer Reading for retained third grade students</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Calusa Elementary</td>
<td>M-DCPS – Principal Operated Summer Camp</td>
<td></td>
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<tr>
<td></td>
<td>• Devon Aire K-8 Center (3)</td>
<td></td>
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<tr>
<td></td>
<td>• Dr. Gilbert L. Porter Elementary</td>
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<td></td>
<td>• Gloria Floyd Elementary</td>
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<td></td>
<td>• Kendale Elementary</td>
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<td></td>
<td>• Leewood K-8 Center (3)</td>
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<td></td>
<td>• Kenwood K-8 Center (3)</td>
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<tr>
<td></td>
<td>• Norma Butler Bossard Elementary</td>
<td></td>
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<td></td>
<td>• Oliver Hoover Elementary</td>
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<td></td>
<td>• William Lehman Elementary</td>
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<td></td>
<td>• Winston Park K-8 Center (3)</td>
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<tr>
<td></td>
<td>• Claude Pepper Elementary</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*ESY Only
**VPK Only
***I Have a Dream
****I Choose Laboratory Project
### Region IV Continued

<table>
<thead>
<tr>
<th>Open Summer Centers</th>
<th>Feeder Schools</th>
<th>Eligible Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MIDDLE SCHOOLS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zelda Glazer Middle</td>
<td>• Jorge Mas Canosa Middle&lt;br&gt;• Herbert A. Ammons Middle&lt;br&gt;• Devon Aire K-8 Center (6,7,8)&lt;br&gt;• Hammocks Middle&lt;br&gt;• Winston Park K-8 Center (6,7,8)&lt;br&gt;• Arvida Middle****(I Choose)&lt;br&gt;• Lamar Louise Curry Middle&lt;br&gt;• Howard Doolin Middle&lt;br&gt;• Jane Roberts K-8 Center (6,7,8)</td>
<td>Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion&lt;br&gt;M-DCPS – MSE Principal Operated Summer Camp</td>
</tr>
<tr>
<td>Riviera Middle</td>
<td>• Howard D. McMillan Middle&lt;br&gt;• W. R. Thomas Middle&lt;br&gt;• Paul W. Bell Middle&lt;br&gt;• Everglades K-8 Center (6,7,8)&lt;br&gt;• Rockway Middle&lt;br&gt;• Ruben Dario Middle&lt;br&gt;• Glades Middle&lt;br&gt;• Kenwood K-8 Center (6,7,8)&lt;br&gt;• Leewood K-8 Center (6,7,8)</td>
<td>Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion&lt;br&gt;No Summer Camp provider at this location.&lt;br&gt;ESY</td>
</tr>
</tbody>
</table>

### SENIOR HIGH SCHOOLS SERVICES

**Adult/Vocational Schools**

*Eligible students in grades 9-12 may attend an adult education program for course recovery and promotion/graduation in core courses only.*
## 2011 DISTRICT SUMMER CENTERS

<table>
<thead>
<tr>
<th>Region V</th>
<th>Open Summer Centers</th>
<th>Feeder Schools</th>
<th>Eligible Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ELEMENTARY SCHOOLS</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Bel-Aire Elementary</td>
<td>- Gulfstream Elementary* (ESY)</td>
<td>- Cutler Ridge Elementary</td>
<td>Grade 3 Summer Reading Camp for retained third grade students</td>
</tr>
<tr>
<td></td>
<td>- Dr. E. L. Whigham Elementary</td>
<td>- Whispering Pines Elementary</td>
<td>SFASAS – Outside Agency Operated Summer Camp</td>
</tr>
<tr>
<td></td>
<td>- Goulds Elementary</td>
<td>- Robert Russa Moton Elementary</td>
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</tr>
<tr>
<td>Miami Heights Elementary</td>
<td>- Caribbean Elementary</td>
<td>- South Miami Heights Elementary</td>
<td>Grade 3 Summer Reading Camp for retained third grade students</td>
</tr>
<tr>
<td></td>
<td>- Jack D. Gordon Elementary</td>
<td>- Pine Lake Elementary</td>
<td>M-DCPS – Principal Operated Summer Camp</td>
</tr>
<tr>
<td>Ethel F. Beckford/Richmond Elementary housed at Howard Drive Elementary</td>
<td>- Howard Drive Elementary</td>
<td>- Coral Reef Elementary</td>
<td>Grade 3 Summer Reading Camp for retained third grade students</td>
</tr>
<tr>
<td></td>
<td>- Palmetto Elementary</td>
<td>- Pinecrest Elementary</td>
<td>M-DCPS – Principal Operated Summer Camp</td>
</tr>
<tr>
<td></td>
<td>- Frank C. Martin K-8 Center (3)</td>
<td>- Vineland K-8 Center (3)</td>
<td></td>
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<tr>
<td></td>
<td>- Perrine Elementary</td>
<td></td>
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<tr>
<td>Dr. William A. Chapman Elementary</td>
<td>- Air Base Elementary</td>
<td>- Irving &amp; Beatrice Peskoe Elementary</td>
<td>Grade 3 Summer Reading Camp for retained third grade students</td>
</tr>
<tr>
<td></td>
<td>- Redland Elementary</td>
<td>- Leisure City K-8 Center (3)</td>
<td>YMCA – OUTSIDE AGENCY OPERATED SUMMER CAMP</td>
</tr>
<tr>
<td></td>
<td>- Coconut Palm K-8 Academy (3)</td>
<td>- Mandarin Lakes K-8 Academy (3)</td>
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<tr>
<td>Avocado Elementary</td>
<td>- Laura C. Saunders Elementary</td>
<td>- Campbell Drive Elementary</td>
<td>Grade 3 Summer Reading Camp for retained third grade students</td>
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<td></td>
<td>- Florida City Elementary</td>
<td>- Redondo Elementary</td>
<td>M-DCPS – Principal Operated Summer Camp</td>
</tr>
<tr>
<td></td>
<td>- West Homestead Elementary</td>
<td>- Gateway Environmental K-8 Center (3)</td>
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</tr>
<tr>
<td>Centennial Middle</td>
<td>- Arthur &amp; Polly Mays Middle</td>
<td>- Palmetto Middle</td>
<td>Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion</td>
</tr>
<tr>
<td></td>
<td>- Richmond Heights Middle</td>
<td>- Southwood Middle</td>
<td>No Summer Camp provider at this location.</td>
</tr>
<tr>
<td></td>
<td>- Frank C. Martin K-8 Center (6,7,8)</td>
<td>- Vineland K-8 Center (6,7,8)</td>
<td>ESY</td>
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<tr>
<td></td>
<td></td>
<td>- Cutler Ridge Middle</td>
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## 2011 DISTRICT SUMMER CENTERS

### Region V Continued

<table>
<thead>
<tr>
<th>Open Summer Centers</th>
<th>Feeder Schools</th>
<th>Eligible Services</th>
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<tr>
<td><strong>MIDDLE SCHOOLS</strong></td>
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<tr>
<td>Campbell Drive Middle</td>
<td>Homestead Middle</td>
<td>Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion</td>
</tr>
<tr>
<td></td>
<td>Redland Middle</td>
<td>No Summer Camp provider at this location.</td>
</tr>
<tr>
<td></td>
<td>Coconut Palm K-8 Academy (6,7,8)</td>
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<td>Leisure City K-8 Center (6,7,8)</td>
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<td>Mandarin Lakes K-8 Academy (6,7,8)</td>
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<td></td>
<td>South Dade Middle</td>
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</table>

### SENIOR HIGH SCHOOL SERVICES

**Adult/Vocational Schools**

*Eligible students in grades 9-12 may attend an adult education program for course recovery and promotion/graduation in core courses only.*
### Alternative Education

<table>
<thead>
<tr>
<th>Open Disciplinary Summer Centers</th>
<th>Eligible Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miami Douglas MacArthur South</td>
<td>Open from 9:05 a.m. – 12:35 p.m. for students in grades 6-12 meeting criteria for enrollment. JRE Lee Opportunity School students will attend Miami Douglas MacArthur South. Miami Douglas MacArthur North Students will attend Jan Mann Opportunity School. Disciplinary students assigned to the 500 Role Model Academy who meet criteria for enrollment may attend the open disciplinary school closest in proximity to their residence.</td>
</tr>
<tr>
<td>Jan Mann Opportunity School</td>
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### Specialized Centers

<table>
<thead>
<tr>
<th>Open Summer Centers</th>
<th>Eligible Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Renick Educational Center</td>
<td>Open from 8:30 a.m. – 1:30 p.m. for identified students with disabilities whose days and/or minutes of ESY services do not conform to the District’s summer services timeline. This extended day information has been provided to transportation.</td>
</tr>
<tr>
<td>Ruth Owens Kruse Educational Center</td>
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<tr>
<td>Instructional Systemwide Center</td>
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<tr>
<td>Merrick Educational Center</td>
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<tr>
<td>Neva King Cooper Educational Center</td>
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### Charter Schools

<table>
<thead>
<tr>
<th>Open Summer Centers</th>
<th>Eligible Services</th>
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<tbody>
<tr>
<td>Advanced Learning</td>
<td>Parents/Guardian may contact Charter School to determine services.</td>
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<tr>
<td>Mater Academy of International Studies</td>
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<tr>
<td>Florida International Academy</td>
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<tr>
<td>Florida International Middle</td>
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<tr>
<td>Lawrence Academy Senior High</td>
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<tr>
<td>Mater Academy Middle</td>
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<tr>
<td>Mater Academy East Middle</td>
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<tr>
<td>Mater Academy East Senior High</td>
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<tr>
<td>Aspira Maria de Hostos</td>
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<tr>
<td>Life Skills Center Miami Dade</td>
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<tr>
<td>School of Integrated Academics</td>
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<tr>
<td>Mavericks North</td>
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<tr>
<td>Mavericks South</td>
<td></td>
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<tr>
<td>Mater Academy Middle School of International Studies</td>
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### 2011 DISTRICT SUMMER CENTERS

<table>
<thead>
<tr>
<th>Extended School Year/Specialized Programs</th>
<th>Program</th>
<th>Eligible Services</th>
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<tbody>
<tr>
<td><strong>Open Summer Centers</strong></td>
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<tr>
<td>Kensington Park Elementary <em>(ESY)</em></td>
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<tr>
<td>Jose de Diego Middle <em>(ESY)</em></td>
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<tr>
<td>Gulfstream Elementary <em>(ESY)</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Extended School Year Centers (ESY)</strong></td>
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</tr>
<tr>
<td>Extended School Year (ESY) services, as specified in the individual Educational Plan (IEP), for eligible students with disabilities</td>
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<tr>
<td>Kensington Park Elementary <strong>(VPK)</strong></td>
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<tr>
<td>(June 13 – August 8)</td>
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<tr>
<td>Voluntary Pre-Kindergarten Program (VPK)</td>
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<tr>
<td>Summer Voluntary Pre-Kindergarten for those four/five year old students who did not participate in the regular school year program</td>
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<tr>
<td>Hibiscus Elementary *** (I Have A Dream)</td>
<td></td>
<td>Eligible Program Participants Only</td>
</tr>
<tr>
<td>Arvida Middle **** (I Choose Program)</td>
<td></td>
<td>Eligible Program Participants Only</td>
</tr>
</tbody>
</table>

### SENIOR HIGH SCHOOLS SERVICES

**Adult/Vocational Schools**

*Eligible students in grades 9-12 may attend an adult education program for course recovery and promotion/graduation in core courses only.*
APPENDIX B

PARKS AND RECREATION AGENCIES AND LIST OF MAYORS WITHIN MIAMI-DADE COUNTY, FLORIDA
PARKS AND RECREATION AGENCIES WITHIN MIAMI-DADE COUNTY, FLORIDA

Aventura Community Services
3375 N.E. 188 Street
Aventura, Florida 33180
Phone: 305-466-3883
www.cityofaventura.com

Bal Harbour Village
655 96 Street
Bal Harbour, Florida 33154
Phone: 305-866-8597
www.park@balharbour.org

Village of Biscayne Park
11400 N.E. 9 Court
Biscayne Park, Florida 33161
Phone: 305-893-3711
www.recreation@biscayneparkfl.gov

Coral Gables Parks and Recreation
405 University Drive
Coral Gables, Florida 33134
Phone: 305-460-5600
www.coralgables.com

Cutler Ridge Parks and Recreation
10100 S.W. 200 Street
Cutler Bay, Florida 33189
Phone: 305-238-4166
www.cutlerbay-fl.gov

The City of Florida City
404 West Palm Drive
Florida City, Florida 33034
Phone: 305-248-6467
www.floridacityfl.us

City of Hialeah Parks and Recreation
900 East 56 Street, Building #4
Hialeah, Florida 33013
Phone: 305-687-2650
www.hialeahfl.gov

City of Hialeah Gardens
13501 N.W. 107 Avenue
Hialeah Gardens, Florida 33018
Phone: 305-558-2331
www.cityofhialeahgardens.com

Homestead Parks and Recreation
350 S.E. 6 Avenue
Homestead, Florida 33030
Phone: 305-224-4570
www.cityofhomestead.com

Town of Golden Beach Recreation
10 Village Green Way
Golden Beach, Florida 33160
Phone: 305-932-0744, ext. 221
www.goldenbeach.us

Village of Key Biscayne Recreation
10 Village Green Way
Key Biscayne, Florida 33149
Phone: 305-365-8900
www.activeislander.org

Town of Medley
7777 N.W. 72 Avenue
Medley, Florida 33166
Phone: 305-887-9541
www.townofmedley.com

City of Miami Parks and Recreation
444 S.W. 2 Avenue
Miami, Florida 33130
Phone: 305-416-1320
www.cityofmiami.org

Miami Beach Parks and Recreation
2100 Washington Avenue
Miami Beach, Florida 33139
Phone: 305-673-7730
www.miamibeachpark.com
<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miami-Dade Parks and Recreation</td>
<td>275 N.W. 2 Street, 5th Floor</td>
<td>305-755-7800</td>
<td><a href="http://www.miami.dade.gov">www.miami.dade.gov</a></td>
</tr>
<tr>
<td>Miami Lakes Parks and Recreation</td>
<td>15150 N.W. 79 Court</td>
<td>305-558-0382</td>
<td><a href="http://www.miamilakes-fl.gov">www.miamilakes-fl.gov</a></td>
</tr>
<tr>
<td>Miami Shores Village Recreation</td>
<td>9617 Park Drive</td>
<td>305-758-8103</td>
<td><a href="http://www.miamishoresvillages.com">www.miamishoresvillages.com</a></td>
</tr>
<tr>
<td>City of South Miami Parks and Recreation</td>
<td>5800 S.W. 66 Street</td>
<td>305-668-7232</td>
<td><a href="http://www.cityofsouthmiami.net">www.cityofsouthmiami.net</a></td>
</tr>
<tr>
<td>Sunny Isles Beach Parks and Recreation</td>
<td>18115 North Bay Road</td>
<td>305-792-1706</td>
<td><a href="http://www.sibfl.net">www.sibfl.net</a></td>
</tr>
<tr>
<td>Surfside Recreation</td>
<td>9301 Collins Avenue</td>
<td>305-866-3635</td>
<td><a href="http://www.townofsurfsidefl.gov">www.townofsurfsidefl.gov</a></td>
</tr>
<tr>
<td>Sweetwater Parks and Recreation</td>
<td>250 S.W. 114 Avenue</td>
<td>305-551-4774</td>
<td><a href="http://www.cityofsweetwater.fl.gov">www.cityofsweetwater.fl.gov</a></td>
</tr>
<tr>
<td>Virginia Gardens Parks and Recreation</td>
<td>6498 N.W. 38 Terrace</td>
<td>305-871-6104</td>
<td><a href="http://www.virginiagardens-fl.gov">www.virginiagardens-fl.gov</a></td>
</tr>
<tr>
<td>West Miami Recreation Center</td>
<td>1700 S.W. 62 Avenue</td>
<td>305-261-5566</td>
<td></td>
</tr>
</tbody>
</table>
LIST OF MAYORS WITHIN MIAMI-DADE COUNTY, FLORIDA

The Honorable Susan Gottlieb  
City of Aventura  
19200 West Country Drive  
Aventura, Florida 33180  
Ph: 305-466-8900  
www.cityofaventura.com

The Honorable Jean Rosenfield  
Village of Bal Harbour  
655 96 Street  
Bal Harbour, Florida 33154  
Ph: 305-866-4633  
www.balharbourgov.com

The Honorable Elene Wallace  
Town of Bay Harbour Islands  
9665 Bay Harbour Terrace  
Bay Harbour, Florida 33154  
Ph: 305-866-6241  
www.bayharbourislands.org

The Honorable Roxanna Ross  
Village of Biscayne Park  
640 N. E. 114 Street  
Biscayne Park, Florida 33161  
Ph: 305-899-8000  
www.biscayneparkfl.gov

The Honorable Jim Cason  
City of Coral Gables  
405 Biltmore Way  
Coral Gables, Florida 33134  
Ph: 305-460-5220  
www.coralgables.com

The Honorable Edward McDougall  
Town of Cutler Bay  
10720 Caribbean Blvd., Suite 110  
Cutler Bay, FL 33189  
Ph: 305-234-4262  
www.cutlerbay-fl.gov

The Honorable Juan Carlos Bermudez  
City of Doral  
8300 N.W. 53 Street, Suite 100  
Doral, Florida 33166  
Ph: 305-593-6725  
www.cityofdoral.com

The Honorable Daisy M. Black  
Village of El Portal  
500 N. E. 87 Street  
El Portal, Florida 33138  
Ph: 305-795-7880  
www.elportalvillage.com

The Honorable Otis T. Wallace  
City of Florida City  
404 West Palm Drive  
Florida City, Florida 33034  
Ph: 305-242-8128  
www.floridacityfl.us

The Honorable Glenn Singer  
Town of Golden Beach  
One Golden Beach Drive  
Golden Beach, Florida 33160  
Ph: 305-932-0744  
www.goldenbeach.us

The Honorable Julio Robaina  
City of Hialeah  
501 Palm Avenue  
Hialeah, Florida 33010  
Ph: 305-883-5800  
www.hialeahfl.gov

The Honorable Yioset De La Cruz  
City of Hialeah Gardens  
10001 N. W. 87 Avenue  
Hialeah Gardens, Florida 33016  
Ph: 305-558-4114  
www.cityofhialeahgardens.com

The Honorable Steven C. Bateman  
City of Homestead  
790 N. Homestead Boulevard  
Homestead, Florida 33030  
Ph: 305-247-1801  
www.cityofhomestead.com
LIST OF MAYORS WITHIN MIAMI-DADE COUNTY, FLORIDA

The Honorable Bernard Klepach
Indian Creek Village
9080 Bay Drive
Indian Creek Village, Florida 33154
Ph: 305-865-4121
www.icvps.org

The Honorable Franklin Caplan
Village of Key Biscayne
88 West McIntyre Street
Key Biscayne, Florida 33149
Ph: 305-365-5511
www.keybiscayne.fl.gov

The Honorable Ramon Rodriguez
Town of Medley
7777 N. W. 72 Avenue
Medley, Florida 33166
Ph: 305-887-9541
www.townofmedley.com

The Honorable Tomas P. Regalado
City of Miami
3500 Pan American Drive
Miami, Florida 33133
Ph: 305-250-5300
www.ci.miami.fl.us

The Honorable Matti H. Bower
City of Miami Beach
1700 Convention Center Drive
Miami Beach, Florida 33139
Ph: 305-673-7035
www.miamibeachfl.gov

The Honorable Carlos A. Alvarez
Miami-Dade County
111 N.W. 1 Street
Miami, Florida 33128
Ph: 305-375-5071
www.miamidade.gov

The Honorable Shirley Gibson
City of Miami Gardens
1515 N.W. 167 Street, Building 5, Suite 200
Miami, Florida 33169
Ph: 305-662-8000
www.miamigardens-fl.gov

The Honorable Michael Pizzi
Town of Miami Lakes
151500 N.W. 79 Ct
Miami Lakes, Florida 33016
Ph: 305-364-6100
www.miamilakes-fl.gov

The Honorable Jim McCoy
Village of Miami Shores
10050 N. E. 2 Avenue
Miami Shores, Florida 33138
Ph: 305-795-2207
www.miamishoresvillage.com

The Honorable Zavier Garcia
City of Miami Springs
201 Westward Drive
Miami Springs, Florida 33166
Ph: 305-805-5010
www.miamisprings-fl.gov

The Honorable Colley Billie
Miccosukee Tribe of Indians of Florida
Mile Marker 70, U.S. 41 Tamiami Trail
Miami, Florida 33144
Ph: 305-552-8365
www.miccosukee.com

The Honorable Corina Esquijarosa
City of North Bay Village
1666 Kennedy Causeway, Suite 700
North Bay Village, Florida 33141
Ph: 305-756-7171
www.nbvillage.com

The Honorable Andre Pierre
City of North Miami
776 N. E. 125 Street
North Miami, Florida 33161
Ph: 305-895-9815
www.northmiamifl.gov

The Honorable Myron Rosner
City of North Miami Beach
17011 N. E. 19 Avenue
North Miami Beach, Florida 33162
Ph: 305-948-2986
www.citynmb.com
LIST OF MAYORS WITHIN MIAMI-DADE COUNTY, FLORIDA

The Honorable Myra Taylor
City of Opa-Locka
780 Fisherman Street, 4th Floor
Opa-Locka, Florida 33054
Ph: 305-953-2896
www.opalockafl.gov

The Honorable Shelley Stanczyk
Village of Palmetto Bay
9705 East Hibiscus Street
Palmetto Bay, Florida 33157
Ph: 305-259-1234
www.palmettobay-fl.gov

The Honorable Cindy Lerner
Village of Pinecrest
12645 Pincrest Parkway
Pinecrest, Florida 33156
Ph: 305-234-2121
www.pinecrest-fl.gov

The Honorable Phillip K. Stoddard, Ph. D.
City of South Miami
6130 Sunset Drive
South Miami, Florida 33143
Ph: 305-668-2484
www.cityofsouthmiami.net

The Honorable Norman S. Edelcup
City of Sunny Isles Beach
18070 Collins Avenue
Sunny Isles Beach, Florida 33160
Ph: 305-947-0606
www.sibfl.net

The Honorable Daniel Dietch
Town of Surfside
9293 Harding Avenue
Surfside, Florida 33154
Ph: 305-861-4863
www.townofsurfsidefl.gov

The Honorable Manuel Maroño
City of Sweetwater
500 S.W. 109 Avenue
Sweetwater, Florida 33174
Ph: 305-221-0411
www.cityofsweetwater.fl.gov

The Honorable Fred Spencer Deno, IV
Village of Virginia Gardens
6498 N. W. 38 Terrace
Virginia Gardens, Florida 33166
Ph: 305-871-6104
www.virginiagardens-fl.gov

The Honorable Eduardo Muhina
City of West Miami
901 S. W. 62 Avenue
West Miami, Florida 33144
Ph: 305-266-1122
The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

**Title VI of the Civil Rights Act of 1964** - prohibits discrimination on the basis of race, color, religion, or national origin.

**Title VII of the Civil Rights Act of 1964 as amended** - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

**Title IX of the Education Amendments of 1972** - prohibits discrimination on the basis of gender.

**Age Discrimination in Employment Act of 1967 (ADEA) as amended** - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

**The Equal Pay Act of 1963 as amended** - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

**Section 504 of the Rehabilitation Act of 1973** - prohibits discrimination against the disabled.

**Americans with Disabilities Act of 1990 (ADA)** - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

**The Family and Medical Leave Act of 1993 (FMLA)** - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.


**Florida Educational Equity Act (FEEA)** - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

**Florida Civil Rights Act of 1992** - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

**Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)** - Prohibits discrimination against employees or applicants because of genetic information.

**School Board Rules 6Gx13- 5D-1.10, 6Gx13- 4A-1.01, and 6Gx13- 4A-1.32** prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference or disability.

_Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 205.07 (Florida Statutes), which stipulate categorical preferences for employment._

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