

2009 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 2009 Educational Summer Services 2009.

DATE OF EVENT/ACTION	DESCRIPTION OF EVENT/ACTION
Monday April 13 – Friday June 5	NOTIFICATION TO PRINT SUMMER SUBJECT SELECTION FORMS DUE TO ITS Schools must notify ITS to print Summer Subject Selection Forms. In addition to the pre-printed forms, each school will receive 100 blank forms. Additional copies may be requested from Production Control by submitting a Self Service request at http://selfservice.dadeschools.net and select Production Control from the drop-down list.
Wednesday May 6	2009 SUMMER SCHOOL IMPLEMENTATION DOCUMENT AVAILABLE ON LINE The 2009 Summer School Implementation Document may be viewed at http://summerschool.dadeschools.net .
Thursday May 7	OFFICE OF HUMAN RESOURCES 2009 AUTOMATED SUMMER SCHOOL PROGRAM HIRING USER'S GUIDE AVAILABLE AT WWW.PERS.DADESCHOOLS.NET/SUMMER UNDER E- HANDBOOKS 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 305-995-2964.
Friday May 8	EXTENDED SCHOOL YEAR (ESY) TRANSPORTATION LISTS DUE ESY student lists due to the Department of Transportation, attention Ms. Robin Bentley, via fax to 305-234-9053 or 305-232-2679. Refer to the appropriate Regional Center for procedures.
Monday May 11	ACCESS SUMMER SCHOOL PROGRAM ELIGIBILITY PERSONNEL WORKSHEETS Office of Human Resources <i>Summer School Program Eligibility Worksheets</i> available on-line (CICS, PERS, application 8, option 29).
Monday May 11	SUMMER SCHOOL REGISTRATION BEGINS All schools begin the 2009 Educational Summer Services registration process.
Wednesday May 13	2009 SUMMER SCHOOL ESTIMATED FTE CAP Office of Budget Management distributes 2009 Summer School Estimated FTE Caps for opened sites as recommended by School Operations. Regional Center adjustments are to be submitted to the Office of Budget Management no later than Friday, May 15, 2009 .
Friday May 15	SCHOOLS DISTRIBUTE SUPERINTENDENT'S 2009 EDUCATIONAL SUMMER SERVICES LETTER All schools distribute Superintendent's letter to parents/guardians.

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Friday May 15	PARENTS/GUARDIANS NOTIFIED OF STUDENT ELIGIBILITY Each school notifies parents/guardians of students' eligibility for 2009 Educational Summer Services.
Friday May 15	2009 SUMMER SCHOOL ESTIMATED FTE CAP DUE Regional Center adjustments due to the Office of Budget Management by noon. Send via fax to 305-995-1483 or email aramos1@dadeschools.net .
Friday May 22	ESTIMATED SUMMER CASAS AVAILABLE Summer school principals receive Initial Summer CASAS reports from the Office of Budget Management. Regional Centers and the Office of Budget Management must approve hiring above personnel allocations. The Office of Budget Management will distribute forms to Regional Centers to facilitate interim adjustments between the Initial CASAS 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.
Friday May 29	REGISTRATION ENDS AT SCHOOLS CLOSED DURING THE SUMMER SESSION Schools that are closed for the summer will conclude registration.
Monday June 1	AUTOMATED SUMMER SCHOOL PROGRAM ROUTING SYSTEM AVAILABLE The 2009 <i>Summer School Transportation</i> 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 bus route information on these screens.
Monday June 1	PARENT NOTIFICATION OF SUMMER TRANSPORTATION ROUTES Regional Centers 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. 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.
Monday June 8	PLANNING DAY FOR VOLUNTARY PREKINDERGARTEN (VPK) TEACHERS All teachers report to assigned work locations.
Tuesday June 9 – Tuesday August 4	LENGTH OF SUMMER SESSION FOR VOLUNTARY PREKINDERGARTEN (VPK) Instructional Summer Session Classes for all VPK will begin, Tuesday, June 9, 2009, and end Tuesday, August 4, 2009.
Friday June 12	COMPLETED SUMMER SCHOOL SUBJECT SELECTION FORMS DUE TO SUMMER CENTERS 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.
Tuesday June 16	2009 EDUCATIONAL SUMMER SERVICES FTE WORKSHOP All schools are required to have personnel experienced in FTE Processing.

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Wednesday June 17	<p>SUMMER SCHOOLS CREATE “NEW” STUDENT CUMULATIVE FOLDERS</p> <p>Summer school staff must create cumulative folders for all “new” students who register for the 2009 Educational Summer Services after Wednesday, June 17, 2009. Additionally, staff must verify that “new” students have met all requirements for initial entry into Miami-Dade County Public Schools.</p>
Thursday June 18 – Friday June 19	<p>PROFESSIONAL DEVELOPMENT DAY FOR TEACHERS</p> <p>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:</p> <p>Half-day Teachers</p> <p>Teachers of the programs listed below will be afforded two half-days of Professional Development on June 18, 2009, and June 19, 2009.</p> <ul style="list-style-type: none"> • Grade Three Summer Reading Camps, employed for the 24 half-day period; and • Grades 6, 7, and 8, employed for the 24 half-day period.
Monday June 22	<p>SUMMER SESSION BEGINS FOR STUDENTS</p> <p>First day of 24 half-day summer session.</p>
Monday June 22	<p>REGIONAL CENTERS – ENROLLMENT AND TEACHER ALLOCATION REVIEW</p> <p>All Regional Centers are to review enrollment caps and teacher allocations.</p>
Monday June 22 – Friday June 26	<p>SCHOOLS – 2009 EDUCATIONAL SUMMER SERVICES FTE – 2008-09 SURVEY 4</p> <p>SUMMER SCHOOL PROGRAM FTE – 2008-09 SURVEY 4</p> <p>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. NOTE: Refer to Summer Section Informational Bulletin for Elementary Schools @ e-handbooks. Therefore, in order for M-DCPS to report FTE for the 2009 summer terms, it is imperative that all SCHEDULES and SPECIAL PROGRAM INFORMATION be recorded online BY THE END OF THE FTE SURVEY WEEK Friday, June 26, 2009. If this information is NOT RECORDED by Friday, June 26, 2009, schools will need to use the FDOE Edit Correction System (DECO) to amend FTE information on an individual student/course basis. For information about the Summer FTE process or DECO, call Attendance Services at 305-883-5648.</p>
Monday June 22 – Friday July 24	<p>LENGTH OF SUMMER SESSION</p> <p>Instructional Summer Session</p> <p>The 2009 Educational summer services will operate for one half day from June 22, 2009, through July 24, 2009.</p> <ul style="list-style-type: none"> • Extended School Year (ESY) Services as specified in the Individual Educational Plan for special education students • Grade Three Summer Reading Camps for retained third grade students • Sixth, seventh, and eighth grade students who are either in need of retaking one failed course or taking one missing course required for promotion

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	<ul style="list-style-type: none"> • Students in grades 9-12 will be co-enrolled in Adult Education for course recovery and promotion/graduation. <p>LENGTH OF SCHOOL DAY</p> <ul style="list-style-type: none"> • Elementary schools (Florida Department of Education Summer Reading Camp) Grade 3 8:30 a.m. – 11:30 a.m. • Middle schools (Housed at designated summer school centers) Grades 6, 7, and 8 8:30 a.m. – 11:30 a.m. (Provides one 180-minute period) • Senior high schools (Courses offered through Adult Education on a limited basis because of limited funding). Scheduling and offerings will be at the discretion of individual adult education centers. For participating high school students the summer schedule will vary based on the operating hours of the Adult Education program and the course(s) needed by the student). Grades 9, 10, 11, and 12 2:00 p.m. – 10:00 p.m.
<p>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 approved by the Board as a clustered or receiving open summer school.</p>	
<p>Tuesday June 23</p>	<p>SCHOOLS OPEN FOR SUMMER – REGISTRATION DEADLINE Last day for school-based 2009 Educational Summer Services registration except ESY.</p>
<p>Tuesday June 23</p>	<p>REGISTRATION AFTER DEADLINE Any student registrations after this deadline must be approved by the receiving principal.</p>
<p>Tuesday June 23</p>	<p>ITS – NO SHOWS On this date, ITS will inactivate students remaining on-line as No Shows. On Wednesday, June 23, 2009, students in grades PK-12 will be withdrawn with the date of 06/22/09 and “DNE” as the withdrawal code.</p>
<p>Wednesday June 24</p>	<p>SCHOOLS – SUMMER CASAS FTE FTE calculation of Final Summer CASAS allocations will be based on FTE as of 4:30 p.m.; all schedules and special program information must be completed by 4:30 p.m. in order for the Final CASAS to reflect the appropriate staff entitlements.</p>
<p>Wednesday July 1</p>	<p>BUDGET – FINAL SUMMER CASAS 2009 Educational Summer Services principals receive their Final Summer CASAS from the Office of Budget Management. The Final CASAS will be based on the FTE as of Wednesday, June 24, 2009, at 4:30 p.m. If a school exceeds its instructional and support staff allocation, the 02 account will be charged.</p>
<p>Monday July 13 – Friday July 17</p>	<p>SCHOOLS – 2009 EDUCATIONAL SUMMER SERVICES FTE – 2009-10 SURVEY 1 SUMMER SCHOOL PROGRAM FTE – 2009-10 SURVEY 1 The individual student and course records are automatically generated from the STUDENT SCHEDULES from Summer 2008-09 Survey 4. For information about the Summer FTE process or DECO, call Attendance Services at 305-883-5648.</p>

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Wednesday July 22	FILE FREEZE FOR MIDDLE SCHOOL SCHEDULE CHANGES TO APPEAR IN GRADEBOOK FOR GRADES TO BE UPLOADED Gradebook file freeze.
Wednesday July 22 – Thursday July 23	ADMINISTRATION OF THE ALTERNATIVE ASSESSMENT FOR GRADE 3 PROMOTION (AAGTP) 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 22-23, 2009.
Friday July 24	SCHOOLS – GRADE REPORTING – 6-8 ELECTRONIC GRADEBOOK Deadline for summer schools using the Electronic Gradebook for 09S to upload final grade reporting for 2009 Educational Summer Services to ITS.
Friday July 24	SCHOOLS – LAST DAY FOR ALL STUDENTS – ELEMENTARY AND SECONDARY Last day of 2009 Educational Summer Services for students.
Friday July 24	ITS – ATTENDANCE REPORT – K-12 The attendance report will be printed the evening of July 24, 2009. Note: All attendance corrections must be completed prior to 5:00 p.m. on July 24, 2009.
Monday July 27	SCHOOLS – PRINCIPAL'S REPORT ON ATTENDANCE The Principal's Report on Attendance must be certified on-line by the principal.
Wednesday July 29	ITS – REPORT CARDS 6-8 Schools receive 2009 Educational Summer Services report cards from ITS.
Wednesday July 29	ITS – REPORT CARDS TO PARENTS Schools will send 2009 Educational Summer Services report cards to parents.



2009 Summer Implementation Document