

GUIDELINES, PROCEDURES, AND PROGRAM INFORMATION

PROGRAM ELIGIBILITY

Only those programs funded through designated allocations as described in the 2009 Educational Summer Services Board Item C-2, as authorized on April 22, 2009, 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 2009 Educational Summer Services Program begins the academic year; this coincides with the fiscal year. Students deemed eligible to participate in the 2009 Educational Summer Services Program will be registered through the CICS System in ISIS. 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 2009 Educational Summer Services Program must be thoroughly familiar with the criteria for eligibility to ensure that students are properly enrolled.

Note: The 2009 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 2009 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 2009 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 2009 Educational Summer Services Program in accordance with their Individual Educational Plan (IEP).

ELEMENTARY 2009 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 22-23, 2009, 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 2009 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 24 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, Grades 9-12

High school students may attend an adult education program for course recovery and promotion/graduation.

SPECIAL EDUCATION

Students with disabilities who participate in the 2009 Educational Summer Services Program by meeting the eligibility criteria stated on pages 10 will be provided with the appropriate support services and related services delineated on the students' IEPs.

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 2009 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 2009 Educational Summer Services Program and ESY services may select to participate in one of the two programs; however, participation in the 2009 Educational Summer Services Program is encouraged.

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 Summer Center approved by the School Board.

REGISTRATION/ENROLLMENT

REGISTRATION

Registration for the 2009 Educational Summer Services Program will be conducted during the period from May 11, 2009, through June 23, 2009. 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 2009 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 2009 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 2009 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 2009 Educational Summer Services Program; however, the following conditions must be met:

- The student must meet the same 2009 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, 2009*.

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 23, 2009, 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 2009 Educational Summer Services Program after the June 23, 2009, 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 2009 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 Regional 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 2009, including charter schools. The form serves as (1) a transmittal of student subject selection information, and (2) 2009 Educational Summer Services Program registration.

Pre-Printed Information

Pre-printed information will be generated from the ISIS file of each school beginning Monday, April 13, 2009, and will continue through Friday, June 5, 2009, for all students registered in the 2009 Educational Summer Services Program. Schools must request these cards via Self Service at <http://selfservice.dadeschools.net> and select "Production Control" from the down list. The cards 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 Monday, May 11, 2009.

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.

Specialized Programs – 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 2009 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. Pre-K continues to follow the same procedures as in the past.

Students with disabilities participating in the 2009 Educational Summer Services Program are provided with the supports and services designated on the IEP. Register 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 2009 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 2009 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 audit. (Refer to the document, *Student Attendance Reporting Procedures Grades Handbook PK-12, 2008-09*).

Computer-generated letters will be available in English, Spanish, and Haitian-Creole notifying parents/guardians that their child has been absent from the 2009 Educational Summer Services Program for one day. If the parents fail to respond the next school day, the student may be withdrawn from the 2009 Educational Summer Services Program. Any student who does not complete the 2009 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 2009 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.

Non-Credit Grades (NC)

A secondary student attending the 2009 Educational Summer Services Program who accumulates two or more unexcused class absences during the summer session will be subject to withholding of, final grade(s), pending a student requested administrative screening and/or review of all absences by the Attendance Review Committee.

M-DCPS Board Rule 6Gx13- 5A-1.041, Student Attendance - Specific Responsibilities

This rule clearly indicates that a student accumulating five or more unexcused absences during each semester will be subject to withholding of final semester grades. **In an attempt to be consistent with this Board Rule and to allow for consistent administration, the criterion of three (3) days has been established.** If you have questions regarding the implementation of this guideline/rule, 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:

GRADE LEVEL	BEGINNING DATE	ENDING DATE	NO. OF DAYS IN REPORTING PERIODS
Elementary	6/22/09	7/24/09	24
Secondary	6/22/09	7/24/09	24

FTE REPORTING

The FTE Surveys will be conducted during the weeks of June 22-26, 2009 and July 13-17, 2009, for the 2009 Educational 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 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 an original blue Florida Immunization Certificate, form DH 680. For school year 2009-2010, the following immunization guidelines will be in effect in addition to the immunizations the student has already received.
 - Pre-kindergarten and first through seventh grade children entering, attending, or transferring into school are required to have one dose of varicella (chicken pox).
 - Kindergarten 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.
 - 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 2009 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 2009

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 17, 2009, and for determining that all those students have met the requirements for initial entry into Miami-Dade County Public Schools. **Upon completion of the 2009 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; they will receive report cards from ITS based on the following schedule:

GRADE	File Freeze	End of Period	Gradebook Upload to ITS	Report Cards to Schools	Report Cards to Parents
Secondary	7/22/09	7/24/09	7/24/09	7/29/09	7/29/09

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.



2009 Summer Implementation Document