

# Roosevelt Union Free School District

Administrative Manual



*The Relentless Pursuit of Excellence in All that We Do!*

# Summer Program 2010

**Roosevelt Union Free School District  
Board of Education**

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**2010 SUMMER SCHOOL CALENDAR**

**ELEMENTARY**

July 6, 2010 First day of Summer School  
July 30, 2010 Last day of Summer School for Elementary

**MIDDLE SCHOOL**

July 6, 2010 First day of Summer School  
August 12, 2010 Last day of Summer School for Middle Schools

**HIGH SCHOOLS**

July 6, 2010 First day of Summer School  
August 19, 2010 Last day of Summer School  
August 17, 2010 Regents Examinations (See Regents Exam Schedule for subjects)  
August 18, 2010 Regents Examinations (See Regents Exam Schedule for subjects)  
August 19, 2010 Regents Examinations (See Regents Exam Schedule for subjects)

**Rules Limiting the Calendar**

- ◆ Summer school session will follow SED and Regional BOCES guidelines for days of instruction.
- ◆ The State Education Department does not schedule Regents examinations on days of known religious observance.
- ◆ Two days are necessary for Regents examinations because the English Regents Examination requires two three-hour sessions.
- ◆ School districts must report pupil hours of summer school attendance to the State Aid Office on the Pupil Data Form A (completed by the local district business office) by September 2<sup>nd</sup> of the year for which attendance is being reported.



**INTRODUCTION**

School districts may provide summer school, but are not required to do so. Summer school is an additional opportunity to meet the needs of students by providing courses for enrichment, acceleration, and improvement of skills or making up course work from the regular school year.

Schools may offer any course during the summer that could have been offered during the regular school year including courses to prepare for examinations such as the Regents examinations or Regents Competency Tests (RCT). Summer school is also an excellent vehicle for delivering Academic Intervention and Support Services mandated by Sections 100.1(g) and 100.2(ee) of the Commissioner's regulations.

This handbook highlights the Roosevelt's Summer School Program components as it relates to the summer school program requirements contained in Part 110 of the Commissioner's regulations. For complete and specific requirements, refer to the **NYSED: Handbook for Summer School Administrators and Principals 2010**, which is located in the appendix.

**SUMMER SCHOOL REQUIREMENTS**

School districts that operate elementary and secondary summer school programs must:

- ◆ use the building(s) and equipment of such school or other suitable facility as approved by the Commissioner.
- ◆ employ a principal certified in this State, to be present at each school where a summer school program is operated (8 NYCRR 100.2[a]).
- ◆ employ teachers who are appropriately certified to teach in the schools of this State, use paraprofessionals, as needed, and, for secondary summer school, assign such teachers to teach only the courses in which they are certified.
- ◆ provide courses of at least 20 hours of instruction during the months of July and August, exclusive of days used for registration, administration of final examinations or Regents examinations.
- ◆ for elementary schools, provide daily instructional sessions of at least one hour but not more than five hours.
- ◆ for secondary schools, provide daily instructional sessions of at least one hour but not more than five and one half-hours.
- ◆ when administering Regents examinations and Regents Competency Tests, do so in full compliance with applicable Commissioner's regulations and department policy.

**SUMMER SCHOOL LOCATIONS**

- ◆ This year the locations of the Summer Programs are Centennial Ave. site: 180 students
- ◆ Grades 6<sup>th</sup> through 8<sup>th</sup> will be held at the current MIDDLE SCHOOL site: 120 students
- ◆ High School Courses will be held at the current MIDDLE SCHOOL site: 150 students

**SUMMER SCHOOL ELIGIBILITY**

Resident children, who live in Roosevelt and attend the Roosevelt Union Free School District, in addition:

- ◆ Will be enrolled in Grades 2 through 12 in September 2010,
- ◆ No more than **(20) absences**, and
- ◆ No more than **(3) suspensions**.

Note: Residents who attend non-public schools are eligible to attend, but must obtain a permission letter from their home school.

**FEES**

There is no fee for Roosevelt residents.

**REGISTRATION**

Elementary School registration will be held at **Centennial Avenue Elementary School:**

- ◆ **June 21, 2010** - 12:00 p.m. – 3:00 p.m.
- ◆ **June 22, 2010** - 12:00 p.m. – 3:00 p.m.
- ◆ **June 23, 2010** - 12:00 p.m. – 3:00 p.m. and 5:00 p.m.-7:00 p.m.
- ◆ **June 24, 2010** - 12:00 p.m. – 3:00 p.m. and 5:00 p.m.-7:00 p.m.

**Middle and High School** summer registration will be held in the General Purpose room at each respective building on **June 24<sup>th</sup> and 25<sup>th</sup> from 9:00 a.m. until 12 noon.**

**SCHEDULE CHANGES**

Any student in need of a schedule change may come in person during the registration sessions listed above. **NO SCHEDULE CHANGES WILL BE MADE ON THE FIRST DAY OF SUMMER SCHOOL.**

**STUDENTS WITH DISABILITIES**

Students with disabilities are entitled to attend summer school on the same basis as their non-disabled peers. Students who qualify under §504 of the Rehabilitation Act of 1973 are entitled to those accommodations deemed necessary to ensure access to all public school programs and activities. If a student with a disability requires accommodations to participate in a summer school program, the district is required to provide necessary supports and services, including testing accommodations.

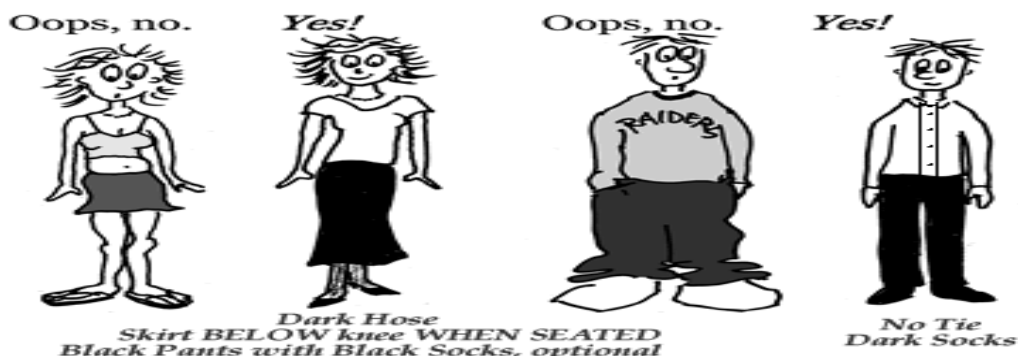
Students with disabilities receive extended school year programs and services (ESY) if the student's CSE determines that the programs and services are required to prevent substantial regression during July and August. ESY operates under different program requirements, funding mechanism and approval process than summer school. Additional information concerning ESY is contained in "Guidelines and Applications for Approval of NEW Extended School Year Programs and Services for Eligible School Age (5-21) Students with Disabilities, July/August 10," available at

[www.vesid.nysed.gov/specialed/publications/policy/esy/schoolage2007.htm](http://www.vesid.nysed.gov/specialed/publications/policy/esy/schoolage2007.htm)

or by contacting VESID Special Education Quality Assurance at (518) 473-6108. Applications are due June 30, 2010.

**DRESS CODE**

Appropriate dress for girls includes skirts, slacks, culottes, blouses, walking shorts (with a leg inseam of at least 6 inches), casual shoes and sandals. Inappropriate dress (for boys or girls) which will not be permitted includes short shorts, visible underwear, tank tops, beachwear, bare midriff outfits, hats, clothing which depicts inappropriate language, pictures, symbols, or advertisements for illegal substances or any other attire which is deemed inappropriate by the administration.



### ATTENDANCE

Students are expected to attend **EVERY** class session. Parents should direct inquiries about attendance and credits to be earned to the respective teacher. Excessive absence (**beyond three days**) will result in the loss of credit. The District uses the same board-approved attendance policy for summer school that is used during the regular school year. Summer school attendance requirements are based on a pro-ration of the regular year attendance requirements. **Note: 15 minutes lateness to a summer class will count towards (1) absence and less than 15 minutes lateness will count towards (1/2) an absence.**

Every elementary, middle and secondary school must use Power School to maintain a record of each pupil's presence, absence, tardiness and early departure in a manner that complies with §104.1 of the Commissioner's regulations. Summer School Teachers are responsible for entering the daily attendance into Power School. **A hard copy of daily attendance must be collected by the administrator daily and forwarded to the Data & State Reporting Office for State Aid reporting.**

### CLOSINGS

In the unlikely event that the Summer Program needs to be closed due to weather conditions, the announcement will be posted on the school district website and broadcast intermittently over the following radio stations: WGBB 1240 AM, WGSM 740 AM, WHLI 1100 AM, WINS 1010 AM, WOR 710 AM, WALK FM 92.5, WBAB 102.3 FM, CW 11 Channel 11, Channel 12 News, WABC Channel 7, WNBC Channel 4, FOX 5 Channel 5, and CBS Channel 2.

### CITIZENSHIP

Students are expected to cooperate in maintaining an atmosphere conducive to learning. A student may be asked to terminate his or her attendance if there is continued inappropriate behavior. All relevant parties, (parents/guardian, guidance counselor, home school), will also be informed of this action.

### SUMMER MEALS PROGRAM

Summer meals are an integral part of child nutrition. It is important for teachers and administrators to encourage all **elementary children** to eat breakfast when they arrive at school and to eat lunch before they leave school for the day.

At this time the secondary summer school program will not offer a summer meals program due to scheduling needs.

**All** students, regardless whether or not their site is participating in a summer meals program, must be given a **Free & Reduced Lunch Form** at the beginning of the summer program in order to determine whether or not they are eligible for free or reduced lunch cost. **Returned forms must be submitted to the Business Office for review and approval.**

### PHYSICAL EDUCATION

Students in grades 9 through 12 must attend and participate in a physical education program during both semesters of the regular school year that meets the requirements of Part 135.4 of the Commissioner's regulations and must accumulate two units of credit to graduate (8 NYCRR §100.5[a][3]). **Students may not attend a summer school physical education course as a substitute for the physical education requirement in an upcoming regular school year, but they may attend a summer school physical education course to make up for a previous semester for which they did not earn credit or as an elective.**

## LIBRARY SERVICES

All summer schools offering any course other than driver and traffic safety education are required to provide library services in accordance with Part 91 of the Commissioner's regulations. Part 91 requires a library in each school that meets the needs of the students and provides an adequate complement to the instructional program. A certified **School Library Media Specialist** must be employed in secondary schools (grade 7-12). The standards contained in section 91.2(a) through (e) of the Commissioner's regulations define how much time each day the certified school library media specialist should devote to school library work:

- ◆ In a secondary school with an enrollment of not more than 100 students, at least one school period each day;
- ◆ More than 100 but less than 300 students, at least two school periods each day;
- ◆ More than 300 but less than 500 students, at least one-half of each school day;
- ◆ More than 500 but less than 700 students, at least five school periods each day;
- ◆ More than 700 but less than 1,000 students, the entire school day.

One additional full-time assistant certified school library media specialist shall be employed in each secondary school for each additional 1,000 pupils enrolled in the school.

## PROVISION OF HEALTH SERVICES

Public schools must provide a program of health service. Among the several requirements contained in Section 136.3 of the Commissioner's regulations, districts must provide and maintain a continuous satisfactory program of school health service; furnish appropriate instruction to school personnel in procedures to follow in case of accident or illness; and provide suitable supervision of the health and safety aspects of the school plant

## ADMINISTRATION OF MEDICATIONS TO STUDENTS

The administration of medications to students is limited to certain licensed health professionals. Designated staff in the school setting, following assignment and in conjunction with approval by school nursing personnel may assist self-directed students with the taking of their own oral, topical and inhalant medication. Only a health care professional can make the determination that a student is self-directed. An April 2002 memorandum "Guidelines for Administration of Medication in Schools," that provides guidance can be found at [www.emsc.nysed.gov/sss/](http://www.emsc.nysed.gov/sss/).

Administrators must ensure that the Summer School nurses have completed the **MEDICATION NOTIFICATION FORM** prior to the first day of Summer School. This list will have to be monitored and updated as needed based upon registration enrollment.



**CARDIAC AUTOMATED EXTERNAL DEFIBRILLATORS (AED)**

Schools and BOCES must provide and maintain on-site in each instructional school facility sufficient automated external defibrillator (AED) equipment to ensure ready and appropriate access for use during emergencies. Administrators must also ensure the presence of at least one trained staff person. Specific information concerning AED requirements is contained in Education Law §917, §136.4 of the Commissioner's regulations, and is available at [www.emsc.nysed.gov/sss/](http://www.emsc.nysed.gov/sss/).

Administrators must complete the **AED MAINTENANCE CHECKLIST** and submit a copy to the Assistant Superintendent for Curriculum and Instruction upon completion of each drill.

**FIRE DRILLS**

Two fire drills must be held during summer school in buildings where summer school is conducted. One of the two must be held during the first week of summer school. Summer school supervisors/administrators are to report the fire drill on line, in exactly the same manner as done during the school year.

Administrators must complete the **SUMMER SCHOOL FIRE DRILL COMPLIANCE FORM** and submit a copy to the Assistant Superintendent for Curriculum and Instruction upon completion of each drill.



<b>ROLES AND RESPONSIBILITIES</b>
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**Administrators:**

- ◆ Attend Summer School Trainings:
  - NYSED
  - Nassau BOCES
  - Roosevelt
- ◆ Facilitate registration process
- ◆ Recruit level 1, 2 and low level students
- ◆ Monitor and supervise teaching staff attendance and instruction
- ◆ Collect data:
  - Attendance
  - Free & Reduced Lunch Forms
- ◆ Conduct all drills and inspections
- ◆ Complete all required summer school forms as outlined in the manual
- ◆ Insure student safety
- ◆ Monitor curriculum
- ◆ Order curriculum and instructional supplies
- ◆ Monitor grades
- ◆ Supervise and facilitate the administration, scoring of the August Regents

**School Counselors:**

- ◆ Address all participating secondary summer school students caseloads
- ◆ Summer School pre-registration
- ◆ Summer School course recommendation
- ◆ Transcript Reviews and verifications for August Graduation
- ◆ Assist in the verification of meeting the District Promotion Guidelines

**Clerical:**

- ◆ Enter summer school registration information into Power School
- ◆ Enter/verify daily attendance
- ◆ Attend Nassau BOCES Summer Data Collection training
- ◆ Complete all Nassau BOCES data reports

**Monitors**

- ◆ Student arrivals and departures
- ◆ Monitor students during breakfast/lunch
- ◆ Monitor students during transitions in the hallways

<b>ELEMENTARY SUMMER ACADEMY PROGRAM DESCRIPTION</b>
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**PROGRAM:**

The Elementary Summer School Program will be offered **to all students entering 2<sup>nd</sup> through 5<sup>th</sup> grades**, who are in need of **Academic Intervention and Support Services**. The program is designed to build academic skills and enhance each child's motivation and confidence over the course of the summer and is designed to work with low performing elementary students in an effort to improve their academic skills and performance in the areas of English Language Arts (ELA) and Mathematics. Teachers in the program use a combination of cooperative learning, team teaching, and project based activities to motivate and engage students and to create a high level of interest in the lessons and learning. As part of the program's design, students are administered pre and post assessments to determine levels of growth and achievement throughout the summer program. Students with disabilities who are at-risk of being retained because they have not met their IEP promotion criteria (either standard or modified criteria) and ELL students must have equal access to the summer program and must be integrated into the school's instructional program. This additional instructional time is provided as part of an effort to help students meet grade level performance standards.

**SCHEDULE:**

- ◆ July 6, 2010 through July 30, 2010
- ◆ 4 hours instructional day
- ◆ 16 instructional days
- ◆ 4 days per week, Monday through Thursday
- ◆ Daily schedule:
  - Breakfast: 7:45-8:00 a.m.
  - Summer Instructional Program: 8:00 to 11:45 a.m.
  - Lunch: 11:45-12 noon\*

**INSTRUCTION:**

- ◆ 1 ½ hours of literacy; 1 ½ hours of math;
- ◆ ¾ hour of academic intervention services, (i.e., the Wilson Reading Program)
- ◆ On-site coaching support for teachers of literacy and math (optional)

**FIELD TRIP:**

- ◆ Culminating activity for participating students
- ◆ Exposure to authentic learning experience in Long Island
- ◆ Grant funded to address student registration fee and busing
- ◆ Must be scheduled no later than the first week with the Guidance Department

**ADMINISTRATIVE:**

- ◆ Class size minimum of 12 students

**MIDDLE SCHOOL SUMMER SCHOOL PROGRAM DESCRIPTION**

**PROGRAM:**

The Middle School Summer Program will be offered to all current 6<sup>th</sup> and 8<sup>th</sup> Grade students, who are in need of Academic Intervention and Support Services. The program is designed to build academic skills and enhance each child’s motivation and confidence over the course of the summer. Students with disabilities, who are at-risk of being retained because they have not met their IEP promotion criteria (either standard or modified criteria), and ELL students must have equal access to the summer program and must be integrated into the school’s instructional program. This additional instructional time is provided as part of an effort to help students meet grade level performance standards.

**SCHEDULE:**

- ◆ July 6, 2010 through August 12, 2010
- ◆ 25 instructional days
- ◆ Two (113) minute instructional periods = 226 minutes (two 45 hour courses)
- ◆ *Recommended* daily schedule:
  - Period 1: 8:00 to 9:53 a.m.
  - Break: 9:53 to 10:00 a.m.
  - Period 2: 10:00 to 11:53 a.m.

English 6                      Math 6                      Social Studies 6General                      Science 7                      Spanish 7/8

English 7/8                      Math 7/8                      Social Studies 7/8                      General Science 7/8                      French 6

<b>TENTATIVE SCHEDULE</b>		
<b>Subject Area</b>	<b>Period 1</b>	<b>Period 2</b>
<b>English</b>	English 6	English 7/8
<b>Math</b>	Math 7/8	Math 6
<b>Science</b>	Science 6	Science 7/8
<b>Social Studies</b>	Social Studies 8	Social Studies 6
<b>Spanish</b>	Spanish 7/8	
<b>French</b>		French 6/7

**INSTRUCTION:**

- ◆ Course offerings in Math, Science, English, Social Studies and Language
- ◆ If there exists in schools a critical mass of ELL students speaking the same language, courses *may* be offered in the native language
- ◆ Additional courses are tailored to school needs

**ADMINISTRATIVE:**

- ◆ Class size of 15-20 students

**8<sup>TH</sup> GRADE REVIEW COURSES**

The Roosevelt High School Summer Program will offer courses in the following subjects. 8<sup>th</sup> Graders may register for these courses.

- ◆ **Integrated Algebra** – For students who have failed the course and/or the Regents exam given in June 2009. The student must take this review course and retake the Regents exam in August if he/she failed the course.
- ◆ **Living Environment** - Students will be presented with a review of the required topics and practice with actual exam questions. This class is designed for students who have already taken Living Environment and have failed the course and/or the Regents exam given in June 2009. The student must take this review course and retake the Regents exam in August if he/she failed the course.

Eighth grade students are required to attend summer school in order to matriculate to ninth grade when they have excessive failures.

<b>HIGH SCHOOL REGENTS SUMMER SCHOOL PROGRAM DESCRIPTION</b>
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**PROGRAM:**

The Roosevelt Secondary Summer School Program is designed to offer to all current 9<sup>th</sup> and 12<sup>th</sup> Grade students, who have failed courses and/or Regents exams intensive remediation for the purpose of fulfilling requirements for advancement and graduation. If a student takes a Regents course, Regents/RCT test preparation will be integrated into the offering. Students with disabilities who are at-risk of being retained because they have not met their IEP promotion criteria (either standard or modified criteria) and ELL students must have equal access to the summer program and must be integrated into the school’s instructional program. Students on the secondary level, **grades 9<sup>th</sup> -12<sup>th</sup>**, are provided with remediation opportunities in all major academic disciplines required for diplomas according to local and NYS requirements. During the summer, students with their principal's permission may retake courses which they failed during the school year. They can also receive help in preparation for State examinations and may retake these examinations in summer school.

**SCHEDULE:**

- ◆ July 6, 2010 through August 19, 2010
- ◆ 25 instructional days
- ◆ Two (113)minute instructional periods = 226 minutes (two 45 hour courses)
- ◆ *Recommended* daily schedule:
  - Period 1: 8:00 to 9:53 a.m.
  - Break: 9:53 to 10:00 a.m.
  - Period 2: 10:00 to 11:53 a.m.
- ◆ Regents’ Prep: August 2, 2010 – August 16, 2010

The following courses will be offered this summer:

English 9	Global History & Geography 9	Geometry	Living Environment
English 10	Global History & Geography 10	Integrated Algebra	Earth Science
English 11/12	U.S History & Government	Language	
Physical Education	Economics/PIG	Chemistry	

**INSTRUCTION:**

- ◆ Course offerings in math, science, English, and social studies
- ◆ If there exists in schools a critical mass of ELL students speaking the same language, courses *may* be offered in the native language
- ◆ Additional courses are tailored to school needs

**TESTING:**

- ◆ Regents will be administered on August 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup>