

**Dumas Independent
School District**

**Summer School
Remediation Program
for Summer 2010**

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General Guidelines

Planning prior to the start of Summer School:

Campus administrators will turn in a master list of Summer School students to the Summer School Administrator prior to the last day of the school year. This list must include Name, Grade, Address, Phone Number, Reason for Attending Summer School, Transportation Needs, and Special Education Needs. A copy of the form to use may be found in Appendix I.

Summer School Teacher Selection:

Campus administrators along with the Summer School Administrator will select summer school teachers from the pool of applicants. Current classroom teachers for a specific grade level will be considered first to enhance the learning experience of the students.

Parent Notification:

Each campus will notify parents of students who must attend summer school prior to the end of the regular term. This notification may be done by Conferences, Meetings, or Letters. Documentation must be available to support these actions. Letters sent must be signed and returned; conferences or meetings must have sign in sheets. Every effort should be made to involve the parent of every child who must attend summer school. The purpose and requirements of summer school must be explained. This will also be an opportunity for parents to express concerns and needs.

Attendance Requirements:

Students enrolled in required remedial programs must be in attendance 90% of the required time specified. Students who miss more than 10% will be denied credit and will be subject to the consequences imposed by the ad hoc district attendance committee.

Students must be on time to class. Excessive tardiness will be handled as absences and can result in dismissal from summer school. Students who must attend summer school to be promoted and fail to attend should receive two documented phone calls. If after the second call the student still does not attend, nonattendance should be noted on the attendance roster and the student withdrawn.

Students who are unable to attend summer school due to extenuating circumstances may ask for special consideration in writing to the Superintendent of Schools prior to the first day of summer school. These situations will be considered on an individual basis.

Student Discipline:

The appropriate student handbook and the DISD Code of Conduct govern student discipline and dress. The expectations of acceptable student behavior and dress are the same as during the regular school year. The classroom teacher is responsible for implementing classroom management techniques to ensure a quality-learning atmosphere. Severe or habitual disciplinary problems during summer school can result in the student's removal from summer school and/or additional consequences being applied during the regular school year. Students should receive two documented warnings. The second warning should include a phone call to parents. The third incident could be followed with dismissal from summer school classes.

ESL Program

Entering Grades K & 1

June 14 – August 5 (No class on Fridays)

8:00 a.m. – 12:00 noon (Morningside and Cactus Elementary)

ESL Program

Purpose:

This course is designed to help young children understand and speak English. Students who will be starting kindergarten or the first grade during the coming school year, and who are Limited English Proficient (LEP) are eligible to attend.

Course Design:

- ◆ Students will be required to attend 4 hours per day for the duration of the course.
- ◆ There will be one teacher and assistant per 18 students.
- ◆ An enrollment letter will be sent home with students in early May. The enrollment slip is due back at the child's school by May 14. A copy of the letter may be found in Appendix I.

Locations:

The classes will be held at Cactus Elementary for students living in Cactus and Morningside Elementary for students living in Dumas.

Administrative Personnel:

Administrative personnel responsible for the ESL Program is Kelly Legg.

Teacher Responsibilities:

- ◆ Teachers must meet each class on time each day.
- ◆ Teachers must follow the chain or administrator command as prescribed for their course.
- ◆ Teachers must keep all prescribed records. Failure to properly fill out reports could result in the final paycheck being held.
- ◆ Personnel should fill out the supplemental time sheet to be paid.
- ◆ Teachers must follow the general directives provided for their individual class.

Work Hours:

Teachers will be scheduled in a 4 ½ -hour block for the duration of the course. The time block is 7:45 – 12:15.

Deviation from the prescribed schedule will not be allowed without approval from the appropriate administrator.

Pay Information:

- ◆ Teachers will be paid \$25 per hour.
- ◆ Teachers will be paid for 6 clock hours of preparation time prior to the beginning of Summer School.
- ◆ Assistants will be paid \$9 per hour.
- ◆ All personnel will be paid on the 25th of the month for hours turned in by the 10th of the month.
- ◆ Cactus teachers not living in Cactus will receive \$4 per day for transportation.

Budget Information:

Funds: ESL Summer School State and Local Funds

ESL Program

Non-English to Very Limited English Students

June 14 – August 5 (No class on Fridays)

8:00 a.m. – 12:00 noon (Morningside and Cactus Elementary)

ESL Program

Purpose:

This course is designed to help children understand and speak English. Students who will be enrolled in grades 2 through 12 next school year and who are non-English to very limited English are eligible to attend.

Course Design:

- ◆ Students will be required to attend 1 hour per day for the duration of the course.
- ◆ Students will be working on the Rosetta Stone and Symphony Math computer programs or other age appropriate materials.
- ◆ There will be one teacher and assistant per each campus with the exception of Cactus who will have one Spanish speaking assistant and one Burmese speaking assistant.
- ◆ An enrollment letter will be sent home with students in April. The enrollment slip is due back at the child's school by May 14. A copy of the letter may be found in Appendix I.

Locations:

The classes will be held at Cactus Elementary for students living in Cactus/Etter and Morningside Elementary for all students living in Dumas.

Administrative Personnel:

Administrative personnel responsible for the ESL Program is Kelly Legg.

Teacher Responsibilities:

- ◆ Teachers must meet each class on time each day.
- ◆ Teachers must follow the chain of command as prescribed for their course.
- ◆ Teachers must keep all prescribed records. Failure to properly fill out reports could result in the final paycheck being held.
- ◆ Personnel should fill out the supplemental time sheet to be paid.
- ◆ Teachers must follow the general directives provided for their individual class.

Work Hours:

Anticipated - Teachers will be scheduled in a 4 ½ -hour block for the duration of the course. The time block is 7:45 – 12:15. ***The time block is subject to change depending on enrollment of students.***

Deviation from the prescribed schedule will not be allowed without approval from the appropriate administrator.

Pay Information:

- ◆ Teachers will be paid \$25 per hour.
- ◆ Assistants will be paid \$9 per hour.
- ◆ All personnel will be paid on the 25th of the month for hours turned in by the 10th of the month.
- ◆ Cactus teachers not living in Cactus will receive \$4 per day for transportation.

Budget Information:

Funds: ESL Summer School Local Funds

Special Education Program

Grades Pre-K - 12

**ARD Committees will determine schedules
June 1st – July 1st
8:00 am – 12:00 pm (Morningside Elementary)**

Special Education Program

Purpose:

Special Education Extended School Year Services are available for students who need extended educational services in order to combat regression, which cannot be recouped within the first eight weeks of the following school year.

Course Design:

- ◆ Individual ARD Committees will determine the eligibility of each student.
- ◆ Individual ARD committees will determine class schedules.

Locations:

The classes will be held at Morningside Elementary.

Administrative Personnel:

Administrative personnel responsible for the Special Education Program is Jessica Sutterfield.

Teacher Responsibilities:

- ◆ Teachers must meet each class on time each day.
- ◆ Teachers must follow the chain or administrator command as prescribed for their course.
- ◆ Teachers must keep all prescribed records. Failure to properly fill out reports could result in the final paycheck being held.
- ◆ Personnel should fill out the supplemental time sheet to be paid.
- ◆ Teachers must follow the general directives provided for their individual class.

Work Hours:

Teachers will be scheduled in a 4 ½ -hour block for the duration of the course. The time block is 7:30 – 12:00.

Deviation from the prescribed schedule will not be allowed without approval from the appropriate administrator.

Pay Information:

- ◆ Teachers will be paid \$25 per hour.
- ◆ Assistants will be paid \$9 per hour.
- ◆ All personnel will be paid on the 25th of the month for hours turned in by the 10th of the month.

Budget Information:

Funds: Special Education

Reading Recovery

Students enrolled in Reading Recovery

Reading Recovery

Purpose:

This course is designed for students who were enrolled in Reading Recovery at the end of the school year and did not complete the course. No new students will be served.

Locations:

The classes will be held as needed. It is anticipated that the district will have no students requiring this service this summer

Administrative Personnel:

Administrative personnel for the Reading Recovery Program is Frances Whitson.

Teacher Responsibilities:

- ◆ Teachers must meet each child on time each day.
- ◆ Teachers must follow the chain or administrator command as prescribed for their course.
- ◆ Teachers must keep all prescribed records. Failure to properly fill out reports could result in the final paycheck being held.
- ◆ Personnel should fill out the supplemental time sheet to be paid.
- ◆ Teachers must follow the general directives provided for their individual class.

Work Hours:

The Reading Recovery teachers will set their own hours.

Pay Information:

- ◆ Teachers will be paid \$25 per hour.
- ◆ All personnel will be paid on the 25th of the month for hours turned in by the 10th of the month.

Budget Information:

Funds: Local funds

**Fifth Grade Reading, Fifth Grade
Math, Eighth Grade Reading and
Eighth Grade Math
Accelerated Instruction
(SSI)**

Cactus and Hillcrest Elementary

June 7 – June 28 (No class on Fridays)

8:00 a.m. – 12:00 noon

SSI Remediation

Purpose:

This course is designed to provide intensive math and reading intervention to Fifth Grade and Eighth Grade students who need to take the TAKS retest on June 29th and 30th in order to be promoted to the next grade.

Course Design:

- ◆ Students will be required to attend 2 hours per day per subject for 13 days.
- ◆ There will be one teacher per 10 students.

Locations:

Classes will be conducted at Cactus Elementary for all students living in Cactus/Etter and at Hillcrest Elementary for students living in Dumas.

Administrative Personnel:

Administrative personnel responsible for SSI is Nancy Grundy.

Teacher Responsibilities:

- ◆ Teachers must meet each class on time each day.
- ◆ Teachers must follow the chain or administrator command as prescribed for their course.
- ◆ Teachers must keep all prescribed records. Failure to properly fill out reports could result in the final paycheck being held.
- ◆ Personnel should fill out the supplemental time sheet to be paid.
- ◆ Teachers must follow the general directives provided for their individual class.

Work Hours:

Teachers will be scheduled in a 4 ½ -hour block for the 13 day period. They will report 15 minutes prior to start of class and stay 15 minutes after. Deviation from the prescribed schedule will not be allowed without approval from the appropriate administrator.

Pay Information:

- ◆ Teachers will be paid \$25 per hour.
- ◆ Teachers will be paid for 6 clock hours of preparation time prior to the beginning of Summer School.
- ◆ All personnel will be paid on the 25th of the month for hours turned in by the 10th of the month.
- ◆ Cactus teachers not living in Cactus will receive \$4 per day for transportation.

Budget Information:

Funds: SSI/Local

UIL Math Camp

June 21 – July 2
Location to be determined

UIL Math Camp

Purpose:

During this camp, entering 6th-8th grade students will be learning number sense skills, and will be introduced to the calculator and math arenas.

Course Design:

- ◆ 16-20 students will be chosen from applicants from each of the campuses. Students will work 3 ½ hours per day with Pam Wood. The current high school math team is also volunteering their time to help during the camp. They will be working with students in their area of expertise.

Locations:

To be determined

Administrative Personnel:

Personnel responsible for the UIL Math Camp is Pam Wood at the High School.

Teacher Responsibilities:

- ◆ Teachers must meet each class on time each day.
- ◆ Teachers must follow the chain or administrator command as prescribed for their course.
- ◆ Teachers must keep all prescribed records. Failure to properly fill out reports could result in the final paycheck being held.
- ◆ Personnel should fill out the supplemental time sheet to be paid.
- ◆ Teachers must follow the general directives provided for their individual class.

Work Hours:

Teachers will set their own hours in accordance with the needs of the camp.

Pay Information:

- ◆ Teachers will be paid \$75 per day.
- ◆ All personnel will be paid on the 25th of the month for hours turned in by the 10th of the month.

Budget Information:

Funds: HSA

TAKS Remediation Exit Level Retest

TAKS Remediation Exit Level Retest

Purpose:

This course is designed to provide a basic review for students who will take any section of Exit Level TAKS on July 12 - July 15.

Course Design:

- ◆ Students will be provided with a two-hour review the afternoon prior to the test:
 - Monday, July 12 -- review for ELA Exit
 - Tuesday, July 13 -- review for Math Exit
 - Wednesday, July 14 -- review for Science Exit
 - Thursday, July 15 -- review for Social Studies Exit
- ◆ There will be one teacher per subject per day.

Locations:

Classes will be conducted in the Central Office Board Room from 2:00 p.m. to 4:00 p.m.

Administrative Personnel:

Administrative personnel responsible for TAKS Remediation, Exit Level is Nancy Grundy.

Teacher Responsibilities:

- ◆ Teachers must meet each class on time each day.
- ◆ Teachers must follow the chain or administrator command as prescribed for their course.
- ◆ Teachers must keep all prescribed records. Failure to properly fill out reports could result in the final paycheck being held.
- ◆ Personnel should fill out the supplemental time sheet to be paid.
- ◆ Teachers must follow the general directives provided for their individual class.

Work Hours:

Teachers will be scheduled a 2-hour block each day. They will report 15 minutes prior to start of class. Deviation from the prescribed schedule will not be allowed without approval from the appropriate administrator.

Pay Information:

- ◆ Teachers will be paid \$25 per hour.
- ◆ Teachers will be paid for 1 clock hour of preparation time prior to the beginning of Summer School.
- ◆ Teachers will be paid on the 25th of the August for hours turned in by the 10th of August.

Budget Information:

Funds: HSA

Projected Summer School Costs

Projected Summer School Costs

K-1 ESL Summer School

		Number	Pay per hour	Number of hours per day	Number of Days	Total Estimated Cost
Teacher Pay	Teachers	4	\$25	4.5	32	\$14,400
	Assistants	4	\$9	4.5	32	\$5,184
	Mileage Estimate	4	\$4		32	\$512
Miscellaneous	Supplies					\$500
Total Estimated Cost						\$20,596
Approximate State Funds (\$1100/class)						\$4,400
Local Budget (\$40,000)						\$16,196

ESL Summer School

		Number	Pay per hour	Number of hours per day	Number of Days	Total Estimated Cost
Teacher Pay	Teachers	3	\$25	4.5	32	\$10,800
	Assistants	4	\$9	4.5	32	\$5,184
	Mileage Estimate	3	\$4		32	\$384
Total Estimated Cost						\$16,368
Local Budget (\$40,000)						\$16,368

5-8 TAKS Summer School

		Number	Pay per hour	Number of hours per day	Number of Days	Total Estimated Cost
Teacher Pay	Teachers	9	\$25	4.5	13	\$13,162.50
	Mileage Estimate	3	\$4		12	\$144
Total Estimated Cost						\$13,306.50
Local Budget (\$20,000)						\$13,306.50

TAKS Remediation - Exit Level

		Number	Pay per hour	Number of hours per day	Number of Days	Total Estimated Cost
Teacher Pay	Teachers	4	\$25	3	1	\$300
Total Estimated Cost						\$300
Approximate HSA funds						\$300
Cost to be picked up locally						\$0

UIL Math Camp

		Number	Pay per day		Number of Days	Total Estimated Cost
Teacher Pay	Teachers	2	\$75		8	\$1,200
Total Estimated Cost						\$1,200
Approximate HSA funds						\$1,200
Cost to be picked up locally						\$0

Appendix I

DUMAS INDEPENDENT SCHOOL DISTRICT
Summer School 2010
Summer School for Limited English Speaking Students

Dear Parents:

Dumas ISD will conduct a summer school program for students who will be in kindergarten or first grade during the next school year. The program is for students who are limited English proficient. Enrollment will be limited to 18 students per class.

This program will help your child to understand and speak English better so that he or she will be more successful in school.

The summer school will last eight (8) weeks. It will begin June 14 and end August 5. Classes will be from 8:00 a.m. to 12:00 noon each weekday morning except Friday. The classes will be held at Cactus Elementary for students living in Cactus and Morningside Elementary for students living in Dumas.

If you are interested in your child attending summer school, please fill out the form below and return it to the principal's office at your neighborhood school.

If you have any questions, please contact your principal.

Sincerely,

Kelly Legg
Bilingual/ESL Director

Summer School Registration Form
Limited English Speaking Students

My child, _____, will attend the kindergarten and first grade summer school for eight (8) weeks, beginning June 14 and ending August 5. I agree to have my child at school by 8:00 a.m. each morning during this time. **Please return by May 14th.**

Student's Name: _____ Grade: _____ School: _____

Parent's Name: _____

Address: _____

Phone Number: _____

Distrito Independiente de las Escuelas de Dumas
Escuela de Verano 2010
Escuela de Verano para Estudiantes Limitados en Inglés

Estimados Padres:

Dumas ISD conducirá un programa de escuela de verano para los estudiantes que estarán en Kindergarten o primer grado durante el próximo año escolar. El programa es para estudiantes que están limitados en Inglés. La inscripción será limitada a 18 estudiantes por clase.

Este programa ayudará a su niño a entender y hablar mejor el Inglés para que el o ella pueda ser más exitoso en la escuela.

La escuela de verano durará (8) semanas. Comenzará el 14 de junio y terminará el 5 de agosto. Las clases serán de las 8:00 a.m. hasta las 12:00 del mediodía, en las mañanas cada día de la semana excepto en los viernes. Las clases serán en la escuela primaria de Cactus para los estudiantes que viven en Cactus y en la escuela Morningside para los que viven en Dumas.

Si usted está interesado que su niño asista a la escuela de verano, por favor llene la forma abajo y entreguela a la oficina del principal en su escuela de la vecindad.

Si usted tiene cualquiera pregunta por favor pongase en contacto con su principal.

Sinceramente,

Kelly Legg
Directora de ESL

Forma de Registro de la Escuela de Verano
Estudiantes Limitados en Inglés

Mi niño, _____, asistirá la escuela de verano de Kindergarten y primer grado por (8) semanas, comensando el 14 de junio y terminando el 5 de agosto. Yo estoy de acuerdo de llevar a mi niño a la escuela a las 8:00 a.m. cada mañana durante éste tiempo. **Por favor entregue antes del 14 de mayo.**

Nombre de Estudiante: _____ Grado: _____ Escuela: _____

Nombre de Padres: _____

Dirección: _____

Numero de Teléfono: _____

DUMAS INDEPENDENT SCHOOL DISTRICT
Summer School 2010
Summer School for Limited English Speaking Students

Dear Parents:

Dumas ISD will conduct a summer school program for students who are non-English or very limited English proficient. This program will help your child to understand and speak English better so that he or she will be more successful in school.

The summer program will last eight (8) weeks. It will begin June 14 and end August 5. Students will be scheduled into an hour long block each weekday morning except Friday. The classes will be held at Cactus Elementary for students living in Cactus/Etter and Morningside Elementary for all students living in Dumas. Transportation will be provided for students who live in Etter in order to attend summer school at Cactus Elementary.

If you are interested in your child attending summer school, please fill out the form below and return it to the principal's office at your child's school.

If you have any questions, please contact your principal.

Sincerely,

Kelly Legg
Bilingual/ESL Director

Summer School Registration Form
Limited English Speaking Students

My child, _____, will attend the ESL summer school for eight (8) weeks, beginning June 14 and ending August 6. I agree to have my child at school on time each morning during this time. **Please return by May 14th.**

Student's Name: _____ Grade: _____ School: _____

Parent's Name: _____

Address: _____

Phone Number: _____

Distrito Independiente de las Escuelas de Dumas
Escuela de Verano 2010
Escuela de Verano para Estudiantes Limitados en Inglés

Estimados Padres:

Dumas ISD conducirá un programa de escuela de verano para los estudiantes que no saben el Inglés o que están muy limitados con el Inglés. Éste programa ayudará a su niño a entender y hablar mejor el Inglés para que el o ella pueda ser más exitoso en la escuela.

La escuela de verano durará (8) semanas. Comenzará el 14 de junio y terminará el 5 de agosto. Los estudiantes serán programados para tomar una cierta hora de clases en la mañana, cada día de la semana excepto los viernes. Habrá clases en la escuela de Cactus para los estudiantes que viven en Cactus/Etter y en la Morningside para todos los estudiantes que viven en Dumas. Se proveerá transportación para los estudiantes que viven en Etter a fin de que puedan asistir las clases de verano en Cactus.

Si usted está interesado que su niño asista a la escuela de verano, por favor llene la forma abajo y entregüela a la oficina del director(a) a la escuela donde pertenece su niño.

Si usted tiene cualquiera pregunta por favor póngase en contacto con su director(a).

Sinceramente,

Kelly Legg
Directora de ESL

Forma de Registro de la Escuela de Verano
Estudiantes Limitados en Inglés

Mi niño, _____, asistirá la escuela de verano de ESL por (8) semanas, comenzando el 14 de junio y terminando el 5 de agosto. Consiento que llevare a mi niño a la escuela a tiempo cada mañana durante estas clases de verano. **Por favor entregue esta forma para el 14 de mayo.**

Nombre de Estudiante: _____ Grado: _____ Escuela: _____

Nombre de Padres: _____

Dirección: _____

Número de Teléfono: _____