



AN EARLY COLLEGE DISTRICT

# BROWNSVILLE

INDEPENDENT SCHOOL DISTRICT

Curriculum, Instruction, & Accountability

A collection of educational icons and supplies including a magnifying glass, a ruler, a pencil, a notebook, a watercolor palette, and various geometric shapes and symbols like lightbulbs, hearts, and stars, all arranged around a central white circle with a dashed border.

## ESSER III

Part A1 (ESEA)

Extended Day/  
Tutorial  
Guidelines

**ESSER III Part A1**  
**Closing the Gaps Extended Day**  
**Guidelines**

**2021-2022**

In Brownsville ISD, every opportunity is extended to help our students become academically successful and working towards closing the academic gaps due to COVID-19. In support of this effort, the Dean of Instruction, in consultation with the Principal and/or appropriate staff, will oversee an extended-day/week learning program for identified students in need of additional assistance to close academic gaps by providing targeted accelerated instruction.

**Each Tutorial/Extended-Day Program, as appropriate, will offer students:**

- accelerated instruction to improve students' achievement on assessment instruments administered including mCLASS, TPRI/TJL, TELPAS, STAAR, EOC, STAAR/EOC BOY Assessments;
- accelerated instruction in subjects in the foundation curriculum (English Language Arts, Mathematics, Science, and Social Studies).

**The supplemental extended-day/week learning time, as appropriate, shall:**

- be outside the regular instructional day (e.g. before school, after school and/or Saturday);
- be held from September through May of the current school year;
- reduce the student and teacher ratio to a minimum of 8:1 and a maximum of 15:1; and
- include the use of research-based instructional strategies that meet the educational needs of students to accelerate instruction with the purpose of closing the learning gaps.

**Prior to the start of the tutorial/extended-day program, the Dean of Instruction shall:**

- submit Supplemental Duty Recommendation Form(s) via *TalentEd* with attached list of teachers recommended. Tutorials/Extended-day program shall not begin until form(s) have all appropriate workflow approval;
- develop a tutorial/extended-day schedule documenting the foundation curriculum area of focus, day(s) of week, and times when tutorials/extended-day will be held. The following course number should be utilized for scheduling purposes (*update the description as needed*);

▪ <b>970030-282</b>	<b>ESSER III Closing the Gap</b>
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- ensure that the tutorial/extended-day schedule is reflected in eSchoolPLUS, the District-mandated student management software program, to maintain documentation of student attendance by teacher;
- advise parents of students attending Tutorial/Extended-Day Program eligibility and schedule;
- advise teachers, as appropriate, of tutorial/extended-day guidelines and attendance procedures, lesson plans, and targeted TEKS and objectives of assessment instruments administered. Maintain auditable documentation;
- ensure that teachers, as appropriate, analyze performance data of assessment instruments administered, including of mCLASS, TPRI/TJL, TELPAS, STAAR, EOC, STAAR/EOC, BOY assessments, relevant to students in assigned tutorial/extended-day classes prior to beginning instruction.

**During the tutorial/extended-day program, the Dean of Instruction shall:**

- ensure that teachers complete lesson plans relevant to targeted TEKS and objectives of assessment instruments addressed during tutorial/extended-day sessions; one (1) per teacher and/or subject in the foundation curriculum. Maintain auditable documentation;
- ensure student attendance is entered on a daily basis via Teacher Access Center, the District-mandated electronic attendance method, and/or eSchoolPLUS. Maintain auditable documentation;
- oversee processes for the verification of student attendance. Maintain auditable documentation;
- conduct classroom observations to monitor the delivery of high-quality supplemental instructional services for students;
- submit an original Payroll Timesheet for each tutorial/extended-day teacher as per BISD Payroll Department Timesheet Instructions. Original Payroll Timesheet(s) shall be hand delivered to the Curriculum, Instruction & Accountability office (funding source) for verification and approval;
- submit a Supplemental Duty Composite form as a cover for all the timesheets. Ensure that all tutorial/extended-day teachers are listed on the composite form in alphabetical order, verify that you have a timesheet for each teacher, and confirm that all appropriate signatures have been obtained prior to submission. Maintain auditable documentation;
- ensure that the original Supplemental Duty Composite sheet and corresponding employee timesheets are hand delivered five (5) days prior to the Supplemental Duty Composite Payroll Schedule to the Curriculum, Instruction & Accountability Department (funding source) for verification and approval;
- **Timesheets not submitted on a timely basis or missing signatures will result in a delay of payment (See C&I payroll schedule due dates)**

**After the tutorial/extended-day program has been completed, the Dean of Instruction shall:**

- submit the final original Supplemental Duty Composite form and Payroll Timesheets. Original Supplemental Duty Composite sheet(s) and corresponding employee timesheets shall be hand delivered five (5) days prior to the Supplemental Duty Composite Payroll Schedule to the Curriculum, Instruction & Accountability Department (funding source) for verification and approval. Ensure a copy of submitted documents are maintained at the campus. Maintain auditable documentation. **The documentation is to be maintained as per guidelines set forth by the Records Management Department;**
- ensure that all attendance and/or grade sheets are submitted, verified, and signed by each tutorial/extended-day teacher to maintain documentation of supplemental instructional services rendered to students. **The documentation is to be maintained as per guidelines set forth by the Records Management Department;**
- ensure that all tutorial/extended-day lesson plans are maintained as documentation of supplemental instructional services rendered to students. **The documentation is to be maintained as per guidelines set forth by the Records Management Department;**
- maintain documentation of sample activities, strategies, and/or assessments utilized to address targeted TEKS and objectives of assessment instruments administered during the tutorial/extended-day program. **The documentation is to be maintained as per guidelines set forth by the Records Management Department;**
- each campus will submit a program evaluation at the end of the program.



# BROWNSVILLE INDEPENDENT SCHOOL DISTRICT

Accelerated Instructional Lesson Plan for the Extended Day/Week Tutorial Program  
Week of \_\_\_\_\_

Campus: \_\_\_\_\_

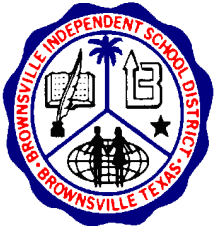
Teacher Name: \_\_\_\_\_ Tutorial/Extended-Day Subject: \_\_\_\_\_ Grade Level: \_\_\_\_\_

State Assessment Objective: \_\_\_\_\_

DATE	TEKS	ACTIVITIES/STRATEGIES/MATERIALS	EVALUATION

NOTES:

- ❖ *Documentation shall be maintained by the Dean of Instruction*
- ❖ *Lesson plan(s) shall be submitted per teacher and/or subject in the foundation curriculum*
- ❖ *The documentation is to be maintained as per guidelines set forth by the Records Management Department.*



# Brownsville Independent School District

Insert Campus Name

Insert Campus Phone Number

\_\_\_\_\_  
(DATE SENT)

Dear Parents or Guardian,

Your child is eligible to participate in the Brownsville Independent School District's Tutorial/Extended-Day Program. The purpose of this program is to provide students with opportunities to receive high-quality supplemental accelerated instruction to improve academic achievement on state assessments and in the foundation curriculum.

We recommend that your child take advantage of this opportunity to receive additional help and preparation in the areas of \_\_\_\_\_ and \_\_\_\_\_.  
(SUBJECT) (SUBJECT)

Classes will be held on \_\_\_\_\_ from \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm)  
(DAY OR DAYS OF THE WEEK)  
beginning on \_\_\_\_\_ and ending on \_\_\_\_\_.  
(DATE) (DATE)

Please complete and return this form to your child's teacher.

## EXTENDED DAY/WEEK TUTORIAL PROGRAM

Campus: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_

Grade/Course: \_\_\_\_\_

Teacher: \_\_\_\_\_

Room No: \_\_\_\_\_

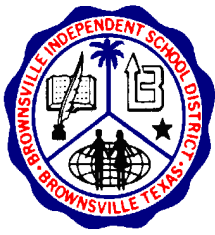
### PLEASE CHECK ONE:

\_\_\_\_\_ Yes, my child will attend the tutorial/extended-day classes.

\_\_\_\_\_ No, my child will be unable to attend the tutorial/extended-day classes and I take full responsibility for his/her academic progress.

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date



# Brownsville Independent School District

Insert Campus Name

Insert Campus Phone Number

\_\_\_\_\_  
(FECHA DE ENVÍO)

Estimados Padres de Familia o Tutor,

Su hijo(a) es elegible para participar en el programa de Tutoría del Distrito Escolar Independiente de Brownsville. El objetivo de este programa es proporcionar a los estudiantes las oportunidades para recibir instrucción acelerada suplementaria de calidad, con el propósito de mejorar su aprovechamiento académico en las evaluaciones del Estado y en el plan de estudios básico.

Recomendamos que su hijo(a) aproveche esta oportunidad para recibir ayuda y preparación adicional en el área(s) de \_\_\_\_\_ y \_\_\_\_\_.  
(TEMA) (TEMA)

Las clases se llevarán acabo los \_\_\_\_\_ de \_\_\_\_\_ (a.m. /p.m.) a  
(DIA O DÍAS DE LA SEMANA)

\_\_\_\_\_ (a.m. /p.m.) empezando el \_\_\_\_\_ y se terminarán el \_\_\_\_\_.  
(FECHA) (FECHA)

Favor de completar y devolver esta forma al maestro(a) de su hijo(a).

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## PROGRAMA DE PREPARACIÓN ACADÉMICA (Extensión de Día/Semana)

Escuela: \_\_\_\_\_

Fecha: \_\_\_\_\_

Nombre de Alumno: \_\_\_\_\_

Grado/Curso: \_\_\_\_\_

Maestro(a): \_\_\_\_\_

Numero de Cuarto: \_\_\_\_\_

**FAVOR DE MARCAR UNO:**

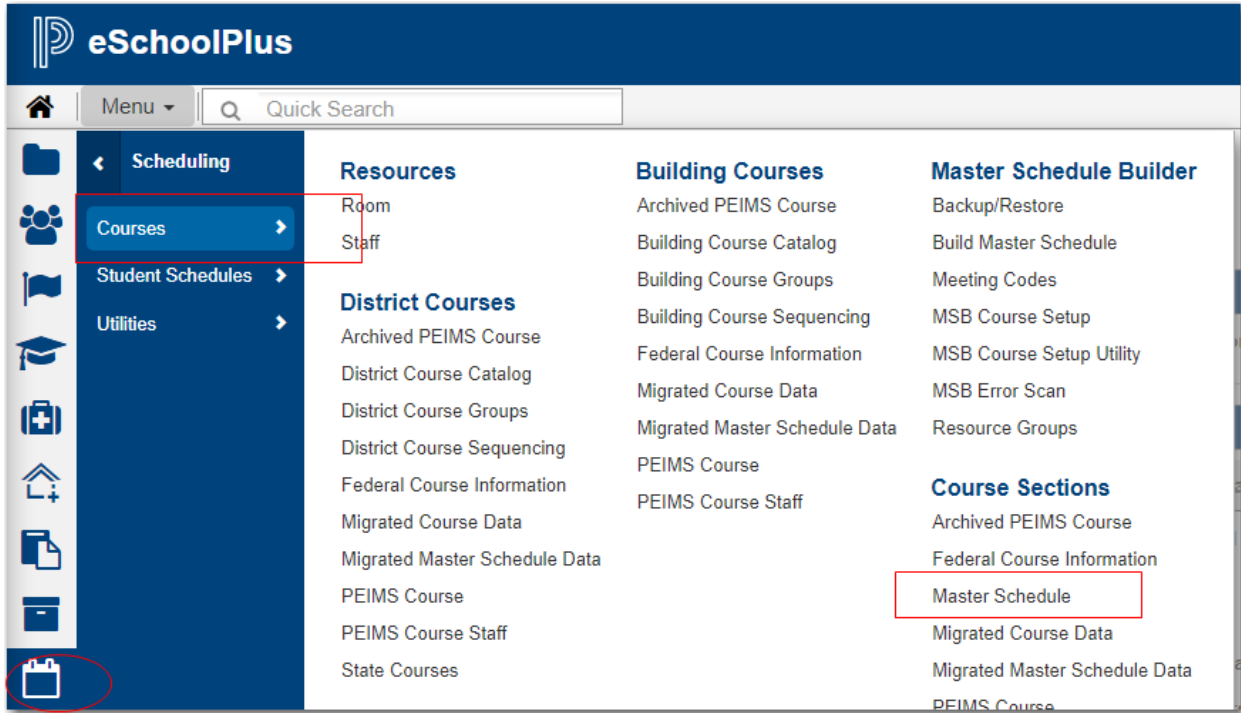
\_\_\_\_\_ **Sí, mi hijo(a) asistirá las clases de Programa de Preparación académica.**  
\_\_\_\_\_ **No, mi hijo(a) no asistirá las clases de Programa de Preparación académica y  
seré responsable de su progreso académico.**

\_\_\_\_\_  
Firma del Padre de Familia o Tutor

\_\_\_\_\_  
Fecha

# eSchoolPLUS Tutorial Setup Guide

1. Open your eSchoolPLUS account
2. Go to Scheduling Courses >> Master Schedule



3. Add the 970030-282 ESSER III Closing the Gap to your Campus Master Schedule
4. Click on the + Sign



5. Type 970030-282 and start with Section 1. “Description” will populate to course description (e.g. ESSER III – Closing the Gaps)

Master Schedule

Course

Building\* 137 - Paredes Elementary Course\* 970030-282 Section\* 1

Master Schedule

Changes Saved

Course

Building\* 137 - Paredes Elementary Course\* 970030-282 Section\* 1 Section Key 2252655

Course-Section Information

General Information	Scheduling Information	Mark Reporting Information
Description* ESSER III Closing the Gap	Gender Restriction* B - Both	Grad Requirement Credit Rule E - Evenly divide credit among all subject areas
Department LA - LANGUAGE ARTS	Grade Restriction	Average ID
Fee* 0.00	Lock	Course Credit Basis
VoTec	House Team	NCES Code
Block Type* N - Regular Course	Maximum Seats* 30	Gradebook Category Type ES - Elementary Grading Policy
Study Hall	Duration Type M - MARKING PERIOD	Teacher Qualifications
	Classified Students Maximum	Qualifications
	<input type="radio"/> Number <input type="radio"/> Percent	



## 6. Setup your session information

**Session Information**

Session 1

**General Information**  
 Description\* ESSER III Closing the Gap  
 Used Seats 0  
 Classification Weight 0.000

**Scheduling Information**  
 Periods\* 16 - 16  
 Marking Periods MP1-MP2-MP3-MP4-MP5-MP6  
 Cycles M T W R F

**Staff and Room Information**  
 Primary Staff\* 0 - STAFF  
 Secondary Staff  
 Room\* N/A - N/A

**Mark Reporting and Attendance Information**  
 Marks Are N - Not issued  
 Credit 0.0000  
 Building Types  
 Course Level

**Honor Rolls**  
 Type\* Level\*  
 Type\* Level\*

**GPAs**  
 Type\* Level\*

**Graduation Requirement Areas**  
 Area Tags  
 No Subject Areas are defined for the session.

### SUPPLEMENTAL DUTY COMPOSITES PAYROLL SCHEDULE DUE TO C&I 2021-2022

DUE IN C&I OFFICE	DUE IN PAYROLL	PAY DATE
September 20, 2021	September 24, 2021	October 25, 2021
October 25, 2021	October 29, 2021	November 19, 2021
November 8, 2021	November 12, 2021	December 17, 2021
December 10, 2021	December 15, 2021	January 25, 2022
January 17, 2022	January 21, 2022	February 24, 2022
February 17, 2022	February 23, 2022	March 25, 2022
March 28, 2022	March 30, 2022	April 25, 2022
April 25, 2022	April 29, 2022	May 25, 2022
May 23, 2022	May 27, 2022	June 24, 2022
June 24, 2022	June 29, 2022	July 25, 2022

\*\*\*DUE DATES ARE SUBJECT TO CHANGE\*\*\*

**PLEASE NOTE:** All appropriate signatures are needed on the supplemental duty composite forms before submitting to the Payroll Department.

**VERIFY AND REVIEW:** All employee ID#, Account # and that back up information matches with composite.

**LATE COMPOSITES:** Will be processed the following scheduled payroll.