



AN EARLY COLLEGE DISTRICT

BROWNSVILLE
INDEPENDENT SCHOOL DISTRICT

Curriculum, Instruction & Accountability Department



2023
ELEMENTARY ACCELERATED
LEARNING ACADEMY

PROGRAM HANDBOOK

Table of Contents

PK-5 Elementary Accelerated Learning Academy Program Overview, COVID-19 Protocols	3-4
Grades 1 -5 Student Eligibility & Promotion Requirements	5
Grades 1-5 Description and Purpose; Instructional Resources & Classroom and Campus Visits,	6
Pupil: Teacher Ratio & Summer Program Schedules	7
Accelerated Learning Academy PK-5 th Certified teachers, Support Staff and Classified Personnel	8
Accelerated Learning Academy Administrator/Lead Teacher Responsibilities	9-10
Accelerated Learning Academy Standard Operating Procedures	11
Grades 1-5 Grading, Assessment & Re-Teaching	12
Elementary Accelerated Learning Academy Timeline	13-14
Accelerated Learning Academy Data Entry Clerk	15
Accelerated Learning Academy Secretary Timeline	16
Human Resource Department Timeline	16
Accelerated Learning Academy Administrator and Lead Teachers Timeline	17
Accelerated Learning Academy Agendas (Administrators, Lead Teachers & Teachers)	18-21
Accelerated Learning Academy Data Entry Trainings	22
Accelerated Learning Academy Informal Classroom Visit	23-24
Payroll Procedures	25-26
Bilingual Accelerated Learning Academy Administrator and Teacher Clearance Lists	27-28
Grades 1 – 5 Accelerated Learning Academy Administrator and Lead Teacher Clearance List	29
End of Accelerated Learning Academy Program Survey - Certified Personnel	30
End of Accelerated Learning Academy Program Survey - Classified Personnel	31
Appendix A – Bilingual Forms	
Appendix B – Grades 1-5 Forms	
Appendix C – Classroom I Supplies	
Appendix D- Custodial Supplies	
Appendix E – Student Device Pickup Records (Host campus and Home campus)	

PK4-5th Elementary Accelerated Learning Academies (ALA)

PROGRAM OVERVIEW: To provide academies for all students who need summer instruction and credit for grade advancement.

I. Bilingual

- A. **Bilingual Enrichment Program** for *current* and *preregistered identified* Emergent Bilingual students entering Kindergarten and 1st grade in the 2023 – 2024 school year
- B. **Prekindergarten4 and Kindergarten Emergent Bilingual (EB) Students Currently enrolled:**
 - 1. PREKINDERGARTEN4: **Currently enrolled** identified Pre-Kindergarten Emergent Bilingual students eligible for Kindergarten the 2023 - 2024 school year
 - 2. KINDERGARTEN: Currently enrolled identified Kindergarten Emergent Bilingual students eligible for 1st grade for the 2023 - 2024 school year
- C. **Pre-Registered for Kindergarten and 1st grade for the 2023 - 2024 school year and NOT currently enrolled in BISD**
 - 1. PREKINDERGARTEN: Children **identified and preregistered for kindergarten as Emergent Bilingual students with parental approved placement into the BISD Bilingual Program for the 2023 - 2024 school year** are eligible for the Accelerated Learning Academy.
 - 2. KINDERGARTEN: Children **identified and preregistered for first grade as Emergent Bilingual students with parental approved placement into the Bilingual program for the 2023 - 2024 school year** are eligible for the Accelerated Learning Academy.

- II. **Grades 1-5 Accelerated Learning Academy** is for district students who failed to be promoted based on District Policy EIE Local, have 18 or more absences during the 2022- 2023 school year, or 3rd, 4th, 5th grade students in danger of not meeting approaches on the Reading, Math and/or 5th grade Science STAAR exam.

- A. Students must be in grades 1 through 5. New students to the district must have been enrolled the **COMPLETE sixth (6th)** six weeks.
- B. Criteria for students in 3rd to 5th in danger of not meeting the passing standards in the STAAR exam will be based on the “Early Results Guidance Tables” released by the Texas Education Agency. By utilizing the “Early Raw Scores” and the supporting guidance tables, eligibility will be based on the students falling within the zone of uncertainty and likely did not pass. <https://tea.texas.gov/student-assessment/early-results-guidance-tables>
If data is not available to determine eligibility, campuses will make recommendations based on teacher input, and student data.
- C. Dyslexia students failing to meet promotion criteria based on the grading policy (EIE local) will receive additional support by a dyslexia teacher. Dyslexia teachers will be available at each site to work in conjunction with Accelerated Learning Academy teachers.

ALA Calendar

First Class Day.....Tuesday, June 6, 2023
Last Class Day.....Wednesday, June 28, 2023
Class Sessions.....Monday-Friday

ACCELERATED LEARNING ACADEMY SITES (10)

Campus	ALA Site	Campus	ALA Site	Campus	ALA Site
Aiken Garza Palm Grove Southmost	Palm Grove	Canales Sharp Putegnat	Canales	Martin Russell Skinner	Skinner
Benavides Garden Park Pullam Yturria	Garden Park	Egly Hudson Perez	Egly	Keller Ortiz Villa Nueva	Ortiz
Breeden Burns Gallegos Paredes	Paredes	Castaneda **Cromack Del Castillo Morningside	** Castaneda	Gonzalez Peña Vermillion	Vermillion
Brite Champion El Jardin	Champion	** Parents of students from Cromack Elementary who will be participating in the ALA or Bilingual PK4/K summer programs will need to drop off and pick up students at Castaneda Elementary.			

***TRANSPORTATION:** With the exception of Cromack Elementary, parents will be responsible for transporting their children to and from their zoned Elementary campus. BISD will provide transportation to and from the zoned Elementary campus to the assigned Accelerated Learning Academy site. **For questions on the Elementary Accelerated Learning Academy program, please contact Dolores C. Emerson @ 956-698-2309.**

COVID-19 Protocols

Campuses will continue to follow COVID-19 safety protocols that were in place during the 2022-2023 school year.

Grades 1st-5th Student Eligibility

- BISD students in grades 1 through 5 who failed to be promoted based on district policy EIE Local.
- BISD students in grades 1 through 5 that have eighteen (18) or more absences during the 2022-2023 school year.
- Criteria for students in 3rd to 5th in danger of not meeting the passing standards in the STAAR exam will be based on the “Early Results Guidance Tables” released by the Texas Education Agency. By utilizing the “Early Raw Scores” and the supporting guidance tables, eligibility will be based on the students falling within the zone of uncertainty and likely did not pass. <https://tea.texas.gov/student-assessment/early-results-guidance-tables>
- If data are not available to determine eligibility, campuses will make recommendations based on teacher input, and student data (DBM#2 raw score results)
- New students to the district must have been enrolled the **COMPLETE sixth (6th)** six weeks and meet the district’s retention criteria.

BISD does not grant social promotion. In grades 1-5, promotion to the next grade shall be based on a yearly average of 70 or above in each of the following: Reading Language Arts (English, Spelling, and Writing), Mathematics, Science, and Social Studies.

Promotion Requirements

A student (that failed to be promoted based on district policy EIE Local) who attends at least 90% of the Accelerated Learning Academy program and who satisfies the requirements for promotion shall be promoted to the next grade level at the beginning of the next school year. A student that fails to meet the 90% attendance rate and satisfies the requirements for promotion for the failed subject(s), will be individually reviewed by the Accelerated Learning Academy attendance committee to determine if the student’s extenuating circumstances and successful work merit promotion. The attendance committee members (4) shall include:

- Accelerated Learning Academy Administrator
- Accelerated Learning Academy Lead Teacher
- Accelerated Learning Academy Teacher of Record
- Accelerated Learning Academy Teacher from the same program

Procedures to be done after the Attendance Committee recommendations are submitted:

- **A student’s promotion or retention Accelerated Learning Academy status will require written notification (End of Program Student Report Card and End of Program Campus Report) to the home campus principal upon return of administration.**
- **The hosting Accelerated Learning Academy administrator is responsible for submitting this report to the sending campus administrators.**
- **Once received at the sending campus, the data entry clerk will be responsible to input students’ promotion/retention status.**
- **For students who do not satisfy the requirements for promotion in the Grades 1-5 Accelerated Learning Academy Program, a folder with sample graded student work will also be required to be uploaded into a designated OneDrive folder for reference.**

Description and Purpose

The purpose of the Grades 1-5 Accelerated Learning Academy Program is to provide an opportunity for students who failed academically to regain credit and be promoted, for students with 18 or more absences during the 2022-2023 school year, or provide instructional support for 3rd, 4th, and 5th grade students in danger of not meeting approaches on the Reading, Math and or 5th grade Science STAAR exam.

The Accelerated Learning Academy (ALA) **Major Focus:** Prepare students to meet promotion requirements, provide instructional supports for students with excessive absences or are in danger of not passing the STAAR exam by the end of the Accelerated Learning Academy Program.

Goal: Provide targeted instruction in the subject(s) the student did not earn a yearly grade average to be promoted to the next grade level or for students with 18 or more absences or in danger of not meeting STAAR approaches level to gain additional instructional support. Most of the daily schedule will be directed towards the subject(s) that the student failed. Reinforcement of failed subject(s) may be provided through other subjects, for example, science instruction to reinforce Reading Language Arts.

The campus Accelerated Learning Academy administrator will work with Accelerated Learning Academy teachers on differentiation and the grouping of students to maximize instruction, for example, grouping fifth grade students who need science instruction together to better support instruction.

The Emergent Bilingual Proficiency Standards (ELPS) will be used in accordance with the proficiency level of the EB students.

Grades 1st-5th ALA Instructional Resources

Reading Language Arts	Social Studies	Math	Science
Summer Scholars	Nystrom: Exploring Where and Why	TCM Focused Mathematics Intervention	STEMscopes
Florida Center for Reading Research		* Legends of Learning	Legends of Learning
Evan Moor E-Books		* Imagine Math	
Heggerty		* iReady	
SAVVAS Realize			
*iReady			

* Supplemental Resources are available for use after the core summer curriculum provided by the CI & A Department is completed for the day.

Classroom and Campus Visits

Classroom visits will be conducted by the principal, ALA administrator, and the ALA lead teacher. At least two informal classroom visits will be conducted per teacher. Classroom visits will also be conducted on a periodic basis by program administrators and Curriculum, Instruction and Accountability specialists.

Pupil: Teacher Ratio

	MAXIMUM	MINIMUM
PK4- Kinder Bilingual Enrichment Program	18:1	n/a
Grades 1-5 Accelerated Learning Academy	18:1	10:1

Pk4-k Individual classroom closures and/or consolidations will be made as needed throughout the duration of the program.

Grades 1-5 Individual classroom closures and/or consolidations will be made as needed by the end of the first week of classes. Pupil: Teacher Ratio may be adjusted per District needs. The maximum number of students in a class may exceed the maximum number of students stated.

Note: The elementary principal, hosting site administrator, and lead teacher shall NOT release teachers until they are notified by the Curriculum, Instruction and Accountability Department. Teachers will not be allowed to remain on campus as “floaters”. All teachers must have an assigned classroom with students, if the teacher does not have an assigned classroom with students, the Bilingual (PK4-K) or CI&A department(Grades 1-5) must be notified immediately so the teacher is either reassigned to a campus with a need of a teacher or may be released. All teachers of record must have a class roster and be included on the master schedule on eSchool.

Student Schedules

PK & Kindergarten Daily Schedule

7:30 am- 8:00 am	Breakfast
8:00 am- 8:15 am	Calendar Activities
8:15 am - 8:30 am	Phonological Awareness Activities
8:30 am - 9:00 am	Alphabet Activities
9:00 am - 9:30 am	Alphabet Activity Centers
9:30 am – 10:00 am	Writing
10:00 am - 10:30 pm	Writing Seesaw Activity Centers
10:30 am – 11:30 am	Reading
11:30 am – 12:00 pm	LUNCH
12:00 pm – 1:00 pm	Math
1:00 pm – 1:30 pm	Math Seesaw Centers
1:30 pm – 2:30 pm	Science
2:30 pm – 3:35 pm	Art

1ST – 5TH GRADES Daily Schedule

7:30 am- 7:55 am	Breakfast
7:55 am- 8:00 am	Morning Announcements
8:00 am - 9:30 am	Reading & Language Arts (RLA)
9:30 am - 11:15 am	Math
11:15 am - 12:30 pm	Science
12:30 pm – 1:00 pm	LUNCH
1:00 pm – 2:00pm	Social Studies
2:00 pm – 3:35pm	SEL/Music

The daily schedules may be adjusted according to the students' failed subject areas.

Staff Schedules

Elementary Certified Personnel and Support Staff Daily Schedules

Administrators	7:15 am – 4:15 pm (8.5 hrs. per day) June 6- June 28 4 hours June 29th
Lead Teachers	7:15 am – 4:15 pm (8.5 hrs. per day) June 28 4 hours June 29th
PK4-5th Teachers	7:30 am – 4:00 pm (8 hrs. per day) June 6- June 28
Nurse	7:30 am – 4:00 pm (8 hrs. per day) June 6- June 28
1st-5th Literacy Interventionist	7:45 am – 3:45 pm (7.5 hrs. per day) June 6- June 28
Dyslexia Teacher	7:45 am – 3:45 pm (7.5 hrs. per day) June 6- June 28 ❖ 30-minute lunch

Elementary Classified Personnel Daily Schedules

Secretaries	7:15 am – 4:15 pm (8.5 hrs. per day, Mon. – Fri.) June 6- June 28 4 hours June 29th
Data Entry Clerks	7:15 am – 4:15 pm (8.5 hrs. per day, Mon. – Fri.) June 6- June 28 4 hours June 29th
Bilingual Attendance Clerks	7:30 am – 4:00 pm (8 hrs. per day, Mon. – Fri.) June 6- June 28
Bilingual PK4/Kinder Inst. Aides	7:30 am – 4:00 pm (8 hrs. per day, Mon. – Fri.) June 6- June 28
Bilingual Traveling PK Inst. Aides	7:00 am - 4:30 pm (9 hrs. per day, Mon. – Fri.) June 6- June 28 ❖ 30-minute lunch

Teachers are expected to work the duration of the Accelerated Learning Academy program.

**There is NO approved overtime for staff.
Exception: Bilingual Traveling PK4 Paraprofessional Overtime**

ACCELERATED LEARNING ACADEMY ADMINISTRATOR/LEAD TEACHER RESPONSIBILITIES

Administrative Responsibilities

- Schedule all Accelerated Learning Academy programs and activities at their respective campuses.
- Assistance in transitioning personnel, materials, and data from sending campuses in a timely manner to ensure a successful Accelerated Learning Academy program at the host site.
- Ensure instructional materials are available to all staff.
- Implement discipline procedures in place as defined by the Student Code of Conduct.
- Implement arrival and dismissal procedures to ensure the safety of students, including effective communication for students transported to and from their home campus.
- Provide a schedule for staff to assist with morning and afternoon duties.
- Submit the Accelerated Learning Academy Administrator/Lead Teacher Clearance List required documents for each Accelerated Learning Academy program by grade level.
- Provide a completed End of Program Student Report Card and End of Program Campus Report to the home campus principal upon return of campus administrators.
- Accurately submit all End of Program reports to Curriculum, Instruction and Accountability.
- Attend all appropriate staff development sessions and called meetings.
- Comply with additional/assigned duties as needed to implement effective Accelerated Learning Academy, and Bilingual PK4 and Kindergarten programs.
- Complete all required fire drill, campus lockdown and campus evacuation drills.
- Schedule and attend Attendance Committee and Advancement Committee meetings as necessary.
- Ensure different attendance sheets are kept, used and monitored on a daily basis for each of the programs being offered.

Instructional Responsibilities

- Inform selected teachers of Accelerated Learning Academy staff development.
- Implement the Accelerated Learning Academy instructional program adhering to Accelerated Learning Academy Handbook.
- Provide a copy of the IEP for Special Education students, Dyslexia plan for students, and TIER II/Tier III student plans.
- Distribute instructional supplies, materials, and textbooks.
- Provide access to computer lab and/or technology as needed for all Accelerated Learning Academy personnel and students.
- At the beginning of the program, keep accurate record of all distributed technology (laptops/iPads) including technology chargers and peripherals. Secure home-campus issued electronic devices in a secure location.
- Make available copier, supplementary instructional materials, AV equipment, district adopted curriculum, student resources and supplies.
- Conduct 2 classroom observation visits per teacher using the Informal Classroom Visit form.
- Ensure Mid-Term Summer Progress Reports and End of Program Student Report Cards are sent to parents on due dates.
- Ensure End of Program Student Report Cards are completely filled out by teachers with appropriate signatures.
- Ensure Reteach and Reassignment documents are recorded and maintained.
- Ensure all students take their pre/posttests.

HB4545 Responsibilities

- Students failing the Math, Reading Language Arts and/or Science STAAR in the 2022-2023 school year will require additional hours of accelerated instruction in math, science and/or reading language arts during the 2023-2024 school year.
- The following documentation needs to be monitored and kept at the home campus, readily available as well as uploaded to the Elementary Summer School OneDrive folder by the end of the summer school program:
 - 2022-2023 BISD Summer School Math, Reading and/or Science Excel Contact Log (kept on file at home campus) uploaded to the Elementary Summer School OneDrive folder
 - HB4545 Notification of Student Eligibility signed by parent/guardian (kept on file at home campus).

eSchool Responsibilities

- **Update attendance sheets and daily enrollment reports to the Curriculum, Instruction and Accountability One Drive folder by 10:00 am on a daily basis. Link will be provided.**
- Ensure that all students are enrolled and correctly entered into eSchool Master Schedule.
- Monitor enrollment and attendance in all classrooms on a daily basis. **Ensure teachers are entering their attendance on eSchool for ADSY credit and using the OFSDP app accurately.** Collaborate with Computer Services and Attendance departments to maximize the allotted student attendance for funding purposes.
- The Curriculum, Instruction and Accountability Department will notify campus administrators about teachers who will need to be transferred to another hosting site or released.
- Distribute students accordingly as a result of a class closure to ensure student success.
- Ensure different attendance sheets are kept, used and monitored on a daily basis for each of the programs being offered.

Payroll Responsibilities

- Implement payroll procedures concerning personnel, budget, supplemental composite forms, and time sheets.
- Monitor TimeClock Plus, payroll detail report, and correction logs as requested by the Payroll Department.
- Adhere to all deadlines for submitting Accelerated Learning Academy TimeClock Plus and payroll documentation.
- Ensure **Time and Effort** documentation is in place for PK4 – KG ALA positions funded by federal and state programs.

Submit weekly TimeClock Plus composite reports to Curriculum, Instruction and Accountability as per the following schedule:

Week of June 6 th – 9 th	Submit on Monday, June 12 th by 9:00 am
Week of June 12 th – 16 th	Submit on Monday, June 19 th by 9:00 am
Week of June 19 th – 23 rd	Submit on Monday, June 26 th by 9:00 am
FINAL TIMESHEETS AND COMPOSITES DUE ON WEDNESDAY, June 28th by 6:00 PM	

Standard Operating Procedures

Security and Safety Procedures

Accelerated Learning Academy administrators and lead teachers will follow Security and Safety Standard Operating Procedures as noted in the hosting campus handbook. During the ALA program, the administrators will be responsible for the following:

- Provide safe access to parents for arrival and dismissal of students (locked gates, etc...).
- Plan and assist, on a daily basis, the traveling PK instructional aide to ensure all students are safely picked up by parent/guardian from the home campus; to include an effective communication with home campus personnel in case of emergencies or delays.
- Designate a protected area for drop off and pick up of students in case of inclement weather.
- Have available Emergency Student Cards and Student Release Cards for hosting and sending sites.
- Have available administrative staff emergency contact numbers from all Accelerated Learning Academy personnel (hosting and sending sites).
- Conduct at least one campus lockdown, one campus evacuation, and one fire drill during the summer program.

Discipline

All students who participate in a BISD Accelerated Learning Academy program will be held accountable for their behavior and are subject to the disciplinary consequences outlined in the 2022-2023 BISD Student Code of Conduct Student-Parent Handbook.

Summer Responsibilities for All Campuses NOT hosting ALA

- Provide access to campus for BISD buses before and after programming.
- Provide access to a building with TimeClock Plus access, a telephone, restroom facilities and shelter if needed due to inclement weather.
- Provide an emergency contact who is available throughout the summer program.

Accelerated Learning Academy Substitutes

1st Priority:

Teachers hired for Accelerated Learning Academy and the class closes will have priority on the substitute list.

2nd Priority:

2nd priority will be given to teachers who attend Accelerated Learning Academy professional development and were not hired due to enrollment. A campus in need of a substitute will call the C I & A department for a list of substitutes. Substitute teachers will be paid from the budget account that is assigned to the Accelerated Learning Academy teacher's account. **Teachers who are absent are not compensated.**

Teachers are expected to work the duration of the Accelerated Learning Academy program.

Accelerated Learning Academy teachers: TimeClock Plus documentation and composite forms will be completed by each teacher and verified by the Accelerated Learning Academy administrators. These forms will be submitted according to the Accelerated Learning Academy payroll deadlines included in this handbook.

Accelerated Learning Academy substitute teachers: Separate TimeClock Plus documentation and composite forms with the names of substitute teacher will be handled in the same manner as a regular summer teacher. The word, "substitute" will be written next to the substitute's name. This information will be turned in on the same day that all other Accelerated Learning Academy teachers' payroll information is due. Only recommended teachers whose names appear in the Accelerated Learning Academy Elementary Applicant List are eligible to work and receive compensation.

Grades 1st-5th * ALA Grading and Assessment Procedures

Students will receive instruction in **the subject area(s) that they failed**. Instruction in all other subjects may be offered to reinforce the failed subject(s). Students will be assessed and graded **only** in the subject area(s) they failed at the end of the 2022 – 2023 school year (End-of-Year report card with subjects below 70).

Teachers will use the grading system designated below for a minimum of six (6) grades. Grades must be collected using the district provided Accelerated Learning Academy curriculum. Dyslexia grades can be included as part of the average used for promotion or retention if all accommodations are followed in accordance with a student's Section 504 plan.

Reading Language Arts, Math, Science, Social Studies

A minimum of **six (6) grades** per failed subject will be recorded throughout the duration of the program. All grades will be given equal weight and averaged for the Final Grade.

Week 1 June 6-9	Week 2 June 12-16	Week 3 June 19-23	Week 4 June 26-28	Sample Grade
70	68 and 72	81 and 74	80	$70 + 68 + 72 + 81 + 74 + 80 = 445 \div 6 = 74.17$

SAMPLE

The final Accelerated Learning Academy grade for this example is: **74.17 (74)**

***Grade 1-5 teachers: If a student fails the Accelerated Learning Academy in any subject area, the Accelerated Learning Academy teacher is required to submit a folder of graded work samples for that student.**

Students attending the Accelerated Learning Academy due to excessive absences or are in danger of not passing STAAR will not need grades submitted.

Weekly Assignments, Mid-Term Summer Progress Reports, and End of Summer Program Report Cards

Student grades will be part of the composition for a final term grade. Mid-Term summer progress reports will be used to inform parents of the student's academic progress. Only the failed subject(s) will receive a numerical grade. End of program student report card will indicate the final grade the student earned in a given subject area(s). Only those subjects that the student failed during the regular school year will be graded and used for determining the student's promotion. The final grade will be composed of a minimum of six (6) grades based on the grades collected by the Accelerated Learning Academy teacher. Grades must be collected using the district provided Accelerated Learning Academy curriculum.

Reteaching and Mastery Guidelines (2022-2023 BISD Board Approved Elementary Grading Procedures)

If a grade is below 70, reteaching is required. Reteaching is a continuous process; an opportunity to show mastery must be given only once. Reteaching should focus on TEKS that the student did not master satisfactorily. An opportunity to show mastery will be given after reteaching has taken place only for those students who scored below 70% on the initial assignment. The level of difficulty of the assignment must be comparable to that of the original assignment.

The maximum grade for this second opportunity is 70%. The initial non-passing grade will be replaced by the second opportunity grade if higher than the original grade. Evidence of reteaching of failing grades will be documented and maintained via assignments used.

ELEMENTARY ACCELERATED LEARNING ACADEMY 2023 TIMELINE

DESCRIPTION	DATE(S)	COMMENTS
Grades 1-5 Retention preliminary #s obtained from eSchool. (Students who failed the first semester in the area(s) of Reading Language Arts, Math, Science, and/or Social Studies.	Wednesday, January 25	eSchool Report
Meeting with Program Administrators for Accelerated Learning Academy process & deadlines	Tuesday, February 14	Location: Boardroom Curriculum Department 1:30 am – 4:00 am
Notification of Student Eligibility for Grades PK & K Accelerated Learning Academy Program	Monday, April 3	Send to parents by all elementary campuses
Eligible Students Participants' List PK - K Accelerated Learning Academy Program	Monday, April 17	Submit to Bilingual OneDrive Due: Monday, April 17, 2023
Grades 1-5 Memo sent to campus Administrators	Tuesday, April 4	Curriculum and Instruction
All Program administrators and campus principals receive Accelerated Learning Academy HR procedures, recommendation forms and TalentEd	Thursday, April 27	Email to campus Principals and Program and Department Administrators. Contact HR, Betsy Iglesias, for questions.
Deadline to submit Grades 1-5 Accelerated Learning Academy Eligibility lists to C & I ONEDRIVE	Friday, April 21	Campus Administrators Campuses will submit into ONEDRIVE folder
1st Round of Permission slips for Grades PK-K Accelerated Learning Academy Program	Week of April 3-7	Send to parents by all elementary campuses
1st Round of Permission slips for Grades 1-5 Accelerated Learning Academy Program	Week of April 17-21	Send to parents by all elementary campuses (End of the 5 th six weeks is Friday, April 14 th)
Program Administrators may begin querying certified and classified applicants	Friday, April 21	Program Administrators and Campus Principals
Accelerated Learning Academy Meeting for 10 Hosting Sites Current Campus Principals, Accelerated Learning Academy Principals, Lead teachers (3hr. stipend)	Monday, May 15	Elementary Accelerated Learning Academy Training Section # 11663 4:00 pm - 7:00 pm
2nd Round of Permission slips for Grades PK-K Accelerated Learning Academy Program	Week of May 1-5	Send to parents by all elementary campuses 2nd round upload to Bilingual OneDrive <i>Due: Wednesday May 10, 2023</i>
2nd Round of Permission slips for Grades 1-5 Accelerated Learning Academy Program	Week of May 23-26	Send to parents by all elementary campuses
Final copy of eligible list of students for PK & K Accelerated Learning Academy Program	Friday, May 19	Submit to Bilingual Google Drive
Deadline to submit final copy of eligible list of students for Grades 1-5 Accelerated Learning Academy Program to C & I ONEDRIVE	Tuesday, May 23	Campus Administrators Campuses will submit into ONEDRIVE folder

ELEMENTARY ACCELERATED LEARNING ACADEMY 2023 TIMELINE

DESCRIPTION	DATE(S)	COMMENTS
Elementary Accelerated Learning Academy Professional Development for Administrators, Lead Teachers and Teachers	Friday, June 2	Location: Pace ECHS Section # 12009 4:00 pm – 7:00 pm
Elementary Accelerated Learning Academy Professional Development for 1-5 Teachers, Administrators and Lead Teachers	Monday, June 5	Location: AM: Pace ECHS PM: ALA Site Session # 12011 8:00 am – 4:00 pm
Accelerated Learning Academy Campus Professional Development PK – KG (3hr Stipend)	Monday, June 5	Location: ITECC Rm#E104 Pre-Kinder & Kinder Section # 11813 8:30 am – 11:30 pm
Accelerated Learning Academy Campus Professional Development PK – KG (3hr Stipend)	Monday, June 5	Location: Accelerated Learning Academy Sites Pre-Kinder & Kinder Section # 11815 1:00 pm – 4:00 pm
PK-5 Elementary Accelerated Learning Academy Begins	Tuesday, June 6	Hosting Campuses
Grades 1-5 Mid-Term-Summer Progress Report	Thursday, June 15	Send to parents by all hosting campuses
Elementary Accelerated Learning Academy Administrator/Lead Teacher Focus: Master Schedule, Attendance & Payroll Procedures	Thursday, June 15	Elementary End of Accelerated Learning Academy Closing Procedures Meeting Session # 12014 9:30 am - 11:00 am CAB 220
Accelerated Learning Academy Survey Window to complete digital survey	Week of June 26-28	Completed by all Elementary Accelerated Learning Academy Certified and Classified Personnel
Grades PK-K End of Session Report Last day for students and teachers	Wednesday, June 28	Hosting Site Campuses Send End of Session Report to parents
Grades 1-5 Accelerated Learning Academy Program Student End of Program Report Last day for students and teachers	Wednesday, June 28	Hosting Site Campuses Send End of Program Student Report to parents
PK & K Accelerated Learning Academy Final Clearance	Wednesday, June 28	Bilingual Department will Clear summer campuses individually
Grades 1-5 Accelerated Learning Academy Campus Clearance for teachers and lead teachers (3 hr. Stipend).	Wednesday, June 28	Location: Assigned Accelerated Learning Academy Grades 1-5 Section # 12012 4:00 pm – 7:00 pm (teachers)
Grades 1-5 Accelerated Learning Academy Program Clearance for Administrators. Lead Teachers, Data Entry Clerk and Secretary.	Thursday, June 29	Campus Clearance 8:00 am – 12:00 pm
Accelerated Learning Academy program Promotion or Retention report	Upon Return of Administrators	Hosting Accelerated Learning Academy administrators responsible for delivering the reports to the sending campuses
Campus Data Entry Clerk enter student retention /promotion	Upon Return of Administrators	All campus Data Entry Clerks will enter student Promotion / Retention

Accelerated Learning Academy Elementary Data Entry Clerk 2023 Timeline

Contact person: Annette Harms aharms@bisd.us and Roxanne Granado at rgranado2@bisd.us

DESCRIPTION	DATE(S)	COMMENTS
Current Data Entry Clerks Training Bring SS Participants' Lists and review the process of creating the Accelerated Learning Academy 2022 Master Schedule	Friday, April 28	Location: CAB Cafeteria Section # 11661 1:00 pm– 4:00 pm
eSchool Window opens for entering SS Participants and Master Schedule	May 1 – May 25	Current Data Entry Clerks
Current Data Entry Clerks Finalize inputting Accelerated Learning Academy Master Schedule	Tuesday, May 23	Location: CAB 220 Section#12025 8:00 am - 4:00 pm
Current Data Entry Clerks, eSchool Training, Transition, and Q &A	Thursday, May 25	Location: CAB 220 Section #: 11847 8:00 am - 4:00 pm
Current and Summer Data Entry Clerks & Summer Attendance Clerks Training PEIMS/Attendance Verification Updates	Friday, May 26	Location: CAB Cafeteria Section # 11849 1:00 pm – 4:00 pm
Summer Data Entry Clerks & Summer Attendance Clerks Training PEIMS/Attendance Verification Mtg.	Wednesday, June 7	Location: CAB Cafeteria Section # 11874 1:30 pm – 3:30 pm
Summer Data Entry Clerks & Summer Attendance Clerks Training PEIMS/Attendance Verification and Mid-Program Reports	Wednesday, June 14	Location: CAB Cafeteria Section # 11851 1:30 pm – 3:30 pm
Summer Data Entry Clerks & Summer Attendance Clerks Training PEIMS/Attendance Verification Mtg.	Wednesday, June 21	Location: CAB Cafeteria Section # 11852 1:30 pm – 3:30 pm

❖ **Please bring requested documents to the meeting.**

Accelerated Learning Academy Elementary Secretary 2023 Timeline

Contact persons: Annette Harms at: aharms@bisd.us; Raquel Alvarado at: realvarado@bisd.us

DESCRIPTION	DATE(S)	COMMENTS
Accelerated Learning Academy Secretary Training 1	Wednesday, May 24	Location: CAB 107 Section # 11853 1:30pm – 3:30pm
Accelerated Learning Academy Secretary Training 2	Tuesday, June 13	Location: C&I Conference Room 201B Section # 11855 9:30am – 10:30am
Accelerated Learning Academy Secretary Meeting 4	Monday, June 26	Location: C&I Conference Room 201B Section # 11860 2:00pm - 3:00pm

❖ **Please bring requested documents to the meeting.**

Accelerated Learning Academy Human Resource Department 2023 Timeline

DESCRIPTION	DATE(S)	Department Responsible
Email Accelerated Learning Academy flyer with application deadlines to Campuses and Departments	Wednesday, March 29	Human Resources
Accelerated Learning Academy Applications go LIVE: 12:00 am	Wednesday March 29th	Human Resources
Accelerated Learning Academy Application Deadline: 11:59 pm	Thursday, April 20	Human Resources
“Accelerated Learning Academy Administrator” Recommendation forms due to Curriculum Department	Monday, May 1	Program Administrator and AAs
Certified & Classified Accelerated Learning Academy Recommendation forms submitted to program administrators	May 2-May 19	Program Administrators, Bilingual, Curriculum & Instruction, and Campus Principals
Administrators notify hired staff	May 2- May 19	Administrators are responsible to issue Letters of Notification.

Accelerated Learning Academy Elementary Administrator & Lead Teacher 2023 Timeline

DESCRIPTION	DATE(S)	COMMENTS
Accelerated Learning Academy Program Overview for 10 Hosting Sites Current Principals, Accelerated Learning Academy Administrators, and Lead Teachers (3 hr Stipend)	Monday, May 15	Elementary Accelerated Learning Academy Training Section# 11663 4:00 pm - 7:00 pm
Elementary Accelerated Learning Academy Professional Development for Accelerated Learning Academy Administrators, Lead Teachers	Friday, June 2	Location: Pace ECHS Section # 12009 4:00 pm – 7:00 pm
Elementary Accelerated Learning Academy Professional Development for 1-5 Teachers, Administrators and Lead Teachers	Monday, June 5	Location: Pace ECHS Section # 12011 8:00 am –4:00 pm
Elementary Accelerated Learning Academy Administrator/Lead Teacher Focus: Master Schedule, Attendance & Payroll Procedures	Thursday, June 15	Elementary End of Accelerated Learning Academy Closing Procedures Meeting Section # 12014 9:30 am - 11:00 am CAB 220
Elementary Accelerated Learning Academy Campus Clearance	Wednesday, June 28	Location: Assigned Accelerated Learning Academy Sites Grades 1-5 and Lead Teachers Session # 12012 4:15 pm – 7:15 pm Administrators Hourly Pay



DEPARTMENT *of* CURRICULUM, INSTRUCTION & ACCOUNTABILITY

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Elementary Accelerated Learning Academy 2023
Professional Development for
Administrators, Lead Teachers and Teachers
Friday, June 2, 2023 4:00 pm – 7:00 pm
Location: Pace ECHS
Section # 12009

Purpose: Present the curriculum for Social Studies, Mathematics and Science to the summer school teachers, administrators, and lead teachers.

Time	Topic	Presenters
4:00 pm- 4:15 pm	Attendance	Annette Harms
4:15 pm- 5:15 pm	Social Studies	Katheryn Allala King
5:15 pm- 5:45 pm	Science	Dr. Sonia Saenz / Diana Vasquez
5:45 pm- 6:15 pm	Math	Sally Legault / Roxanne Granado
6:15 pm- 7:00 pm	Legends of Learning for Science and Math	Aryah Fradkin



DEPARTMENT *of* CURRICULUM, INSTRUCTION & ACCOUNTABILITY

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ALA Training for Administrators and Lead Teachers

Monday, June 5, 2023

Agenda

Section #12011

Location: PACE ECHS/Hosting Site

8:00 am – 4:00 pm

7:45 am – 8:00 am	Registration
8:00 am – 9:25 am	Welcome and Elementary Summer School Handbook, Pre/Post Test Information, HB4545, Bilingual Department, and Campus Staff Development Review Presenters: Curriculum & Instruction/Bilingual Department
9:30 am – 10:15 am	Payroll Procedures – Sample Composites / Reports Presenter: Payroll Department Staff
10:25 am – 11:45 am	Summer School Master Schedule; Attendance Information; OFSDP App; ADSY Computer Services Sergio Saenz – PEIMS Randy Park – Pupil Services ACE Program- Luis Troncoso Annette Harms – Curriculum, Instruction and Accountability Dr. Sonia Saenz– Curriculum, Instruction and Accountability New Materials Presentation Presenter: Curriculum & Instruction
11:45 am – 12:00 pm	Questions and Wrap up
1:00 pm – 4:00 pm	Campus Professional Development @ Hosting Site



DEPARTMENT of CURRICULUM, INSTRUCTION & ACCOUNTABILITY

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Accelerated Learning Academy for Summer 2023 **First – Fifth Grade Professional Staff Development** **Monday, June 5, 2023, 8:00 am – 12:00 pm** **Pace Auditorium** **Section # 12011** **Agenda**

7:45 am – Registration in Pace Auditorium

Morning Session:

- I. Summer School Overview
 - A. 8:00 – 8:30 am - ALA Handbook and Programs – Mrs. Sandra Garcia
 - B. 8:30 – 9:00 am - Instructional Enrichment Programs:

I

<i>Topic</i>	<i>Presenters</i>
Fine Arts	Pam Ramirez
Social Emotional Learning	Sara Garza

- C. 9:00 – 9:30 am – Attendance Procedures

ADSY Attendance through eSchool	Sergio Saenz
OFSDP App	Randy Park

- II. 9:30 am - Break
- III. 10:00 am – Curriculum

RLA	Sandra Garcia/ Raquel Alvarado
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12 noon – Lunch

Afternoon Session: 1:00 pm- 4:00 pm Report to assigned ALA Campus
Orientation & Classroom Preparation at assigned ALA Site



DEPARTMENT of CURRICULUM, INSTRUCTION & ACCOUNTABILITY

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Elementary Accelerated Learning Academy Orientation and Preparation

AGENDA

Monday, June 5, 2023

1:00 pm – 4:00 pm

Grades 1 – 5 Section # 12011

PK4/KG Section # 11815

- I. Elementary Summer School Program Handbook
- II. Instructional Programs
 - Daily Schedule (i.e. Campus Schedule: Arrival, Breakfast, Lunch, Dismissal)
 - Instructional Resources (ALA, SEL, Fine Arts)
 - Material and Supplies
 - eSchool Grading, Grade Sheets, Lesson Plans
 - Excessive Absence Students
 - Review Recommended List of Students
 - HB 4545
 - Monitoring Classroom Instruction
- III. Reports
 - Attendance due by 8:30 AM Daily and recorded on eSchool
 - Attendance on the APP will be done at 11:00 to log students in for OFSDP (Grades 1st-5th)
 - Electronic Devices Forms
 - Progress Reports and Excessive Absence Student Reports
 - End of Program Reports
 - Attendance Committee
 - Promotion / Retention / Communication to sending campuses and parents
 - Pre / Post Test Data Sheet
- IV. Campus Procedures
 - Covid-19 Protocols
 - Time Clock Plus system with procedures
 - Certified and Classified Summer Work Schedule
 - Student Emergency Health Cards
 - Campus Safety Operating Procedures – Lockdown and Fire Drill
 - Dress Code
 - Duty – Morning, Lunch and Dismissal
 - Room Assignments
 - Resources Distribution
- V. Classroom Composition
 - Combination of classes to balance enrollment
 - Class closures and Substitutes
- VI. Clearance at the Summer School Site
 - Program Evaluation/ Survey
 - Electronic Device Record
 - End of Program Student and Campus Reports
 - Attendance Committee Forms
 - Original Attendance Sheets
 - Payroll Composites and Timesheets
 - Instructional Material
 - Graded work for students who are not promoted
- VII. Questions / Reflection



Elementary Accelerated Learning Academy 2023 Data Entry Clerk Trainings

Focus: eSchool Training, Transition and Q & A
Audience: Summer School Data Entry Clerk
Expectation: Summer School Roles and Responsibilities
Date/ Time: Friday, May 26, 2023 / 1:00pm - 4:00pm
Location: CAB Cafeteria
SECTION #: **11849**

Focus: **Accelerated Learning Academy Preparation**
Audience: Summer School Data Entry Clerk
Expectation: Training on PEIMS/Attendance Verification Updates
Date/Time: Wednesday, June 7, 2023 / 1:30pm - 3:30pm
Location: CAB Cafeteria
SECTION #: **11874**

Focus: **Accelerated Learning Academy First Week Update**
Audience: Summer School Data Entry Clerk
Expectation: Training on PEIMS/Attendance Verification and Mid-Program Reports
Date/Time: Wednesday, June 14, 2023 / 1:30pm - 3:30pm
Location: CAB Cafeteria
SECTION #: **11851**

Focus: **Accelerated Learning Academy Mid-Program Reports /End of Year Preparation**
Audience: Summer School Data Entry Clerk
Expectation: Training PEIMS/Attendance Verification
Date/Time: Wednesday, June 21, 2023 / 1:30pm - 3:30pm
Location: CAB Cafeteria
SECTION #: **11852**

Contact: Annette Harms at (956) 548-9840 or aharms@bisd.us
Roxanne Granado at (956) 548-9846 or rgranado2@bisd.us

PREKINDERGARTEN / KINDERGARTEN ACCELERATED LEARNING ACADEMY 2023
INFORMAL CLASSROOM VISITS
Minimum Two Classroom Visits per Teacher

CAMPUS: _____

Accelerated Learning Academy Administrator/LT: _____

GRADE: _____

ROOM NO: _____

TEACHER: _____

SUBJECT: ____ Reading ____ Language Arts ____ Math ____ Science ____ Social Studies

DATE: TIME IN: TIME OUT: Method of Instruction: whole group sm. group individual	Students are actively participating		Teacher differentiates instruction		Number of students present	Lesson Plans implemented		Instructional Resources utilized		Alignment to TLI Grant Routines		
	YES	NO	YES	NO		YES	NO	YES	NO	YES	NO	
COMMENTS											____ Reading Activities ____ Phonological Awareness ____ Math Activities ____ Science Lesson ____ Technology	

Original – Appropriate Program

Copy – Teacher



PREKINDERGARTEN / KINDERGARTEN ACCELERATED LEARNING ACADEMY 2023
INFORMAL CLASSROOM VISITS
Minimum Two Classroom Visits per Teacher

CAMPUS: _____

Accelerated Learning Academy Administrator/LT: _____

GRADE: _____

ROOM NO: _____

TEACHER: _____

SUBJECT: ____ Reading ____ Language Arts ____ Math ____ Science ____ Social Studies

DATE: TIME IN: TIME OUT: Method of Instruction: whole group sm. group individual	Students are actively participating		Teacher differentiates instruction		Number of students present	Lesson Plans implemented		Instructional Resources utilized		Alignment to TLI Grant Routines		
	YES	NO	YES	NO		YES	NO	YES	NO	YES	NO	
COMMENTS											____ Reading Activities ____ Phonological Awareness ____ Math Activities ____ Science Lesson ____ Technology	

Original – Appropriate Program

Copy – Teacher

GRADES 1-5
ACCELERATED LEARNING ACADEMY 2023
INFORMAL CLASSROOM VISITS
Minimum Two Classroom Visits per Teacher

CAMPUS: _____

ADMINISTRATOR/LEAD TEACHER: _____

GRADE: _____

ROOM NO: _____

TEACHER: _____

SUBJECT: _____

DATE:	Students are actively participating		Teacher differentiates instruction		Number of students present	Lesson Plans implemented		Instructional Resources utilized		Alignment to TLI Grant Routines	
TIME IN:	YES	NO	YES	NO		YES	NO	YES	NO	YES	NO
TIME OUT:											
Method of Instruction: whole group sm. group individual											
COMMENTS										RLA Summer Scholars Evan Moor E-Books Florida Center for Reading Research Heggerty SAVVAS Realize	
										Math: TCM Focused Mathematics Intervention	
										Science: STEMscopes Legends of Learning	
										Social Studies: Nystrom: Exploring Where and Why	

Original – Appropriate Program

Copy – Teacher



GRADES 1-5
ACCELERATED LEARNING ACADEMY 2023
INFORMAL CLASSROOM VISITS
Minimum Two Classroom Visits per Teacher

CAMPUS: _____

ADMINISTRATOR/LEAD TEACHER: _____

GRADE: _____

ROOM NO: _____

TEACHER: _____

SUBJECT: _____

DATE:	Students are actively participating		Teacher differentiates instruction		Number of students present	Lesson Plans implemented		Instructional Resources utilized		Alignment to TLI Grant Routines	
TIME IN:	YES	NO	YES	NO		YES	NO	YES	NO	YES	NO
TIME OUT:											
Method of Instruction: whole group sm. group individual											
COMMENTS										RLA Summer Scholars Evan Moor E-Books Florida Center for Reading Research Heggerty SAVVAS Realize	
										Math TCM Focused Mathematics Intervention	
										Science STEMscopes Legends of Learning	
										Social Studies Nystrom: Exploring Where and Why	

Original – Appropriate Program

Copy – Teacher



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Payroll Procedures **Certified and Classified**

- Ensure building number is the summer campus building number.
 - Hourly rate for certified personnel is \$35 per hour. Hourly rate for classified personnel is \$15 per hour.
 - Composites must be divided by assigned payroll clerk. Ensure order of campuses are in numerical order and names on the composites are in alphabetical order (last name, first name).
 - Right corner of composites use drop down menu and choose: "Summer School."
 - Timesheets should be in same order as composite.
 - Both the written and electronic timesheets must be submitted.
 - Ensure employee numbers are correct.
 - All signature must be in blue ink.
 - The ALA administrator MUST sign the composites and sign timesheets for verification purposes.
 - **Ensure account numbers are correct.** An email will be sent with all the account numbers to ALA administrators.
 - Program names should be correct , example: *Academic Learning Academy Hosting Campus Name*
NOT Summer School.
 - Payroll reports must be reviewed weekly with Eva Salazar
 - **Payroll Due dates:**
Beginning 6/6/23 ending 6/29/29 due 6/29/23
 - **ALL TIMESHEETS WILL BE COLLECTED AT MAIN OFFICE CURRICULUM, INSTRUCTION & ACCOUNTABILITY
CONFERENCE ROOM.**
- *** Summer Program Time Clock Plus Manager Request/Delete/User(s) form MUST be completed by the school secretary.

[TimeClockPlusAddRemoveAssignedEmployeeForm.pdf \(finalsite.net\)](#)



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SUPPLEMENTAL DUTY COMPOSITES SUMMER ALA SCHEDULE 2023

BEGINNING	ENDING	DUE IN PAYROLL	PAY DATE
6/6/2023	6/29/2023	7/5/2023	7/25/2023

****Dates are subject to change as determined by the payroll schedule**

PLEASE NOTE:

- ALL APPROPRIATE SIGNATURES ARE NEEDED ON THE SUPPLEMENTAL DUTY COMPOSITE FORMS BEFORE SUBMITTING TO PAYROLL.
- Anything received after 12:00 P.M. will be processed on the next scheduled Payroll.

CERTIFIED and CLASSIFIED summer School staff must use the Bio-Metric system for the following:

- morning start time
- lunch
- after lunch
- end of day

There is NO approved overtime for staff. Exception: Bilingual PK4 Paraprofessional Overtime



2023 Bilingual PK / K Summer School Administrator Clearance List



Host Campus: _____	Sending Campus: _____ _____ _____ _____	Summer School Administrator Initials	Bilingual Department Initials
Attendance Clerk			
• Attendance Clerk Clearance Form			
Teacher Clearance Form: 1 per teacher			
• Student Listing Reports for each teacher			
• Attendance Verification Report signed by each teacher, each week, including classes closed during summer school.			
• End of Day Teacher Status Report by teacher, each week			
• Completed OneDrive Enrollment/Attendance Report for Summer School			
• Updated OneDrive and <i>eSchoolPlus</i> Master Schedule Reports (active and inactive teachers).			
• Original teacher attendance sheets are completed, corrected and totaled for verification			
• Parent – Teacher Conference Log (paper copy)			
Academic Reports (1 per teacher):			
• Pre and Post grades form and entered in <i>Google Form</i>			
Reports:			
• Timeware, Correction Logs and Composite Sheets			
• Walkthroughs (2 per teacher)			
• Program Evaluations: Certified and Classified <i>Google Form</i>			
• PK Instructional Aide June Activity Log			
Time and Effort:			
• PK Teachers			
• Kinder Teachers			
• Instructional PK paraprofessional			
• PK/K Attendance Clerk			
Electronic Devices:			
• Technology storage location: <i>Site:</i> _____ <i>room#</i> _____			
• Student Electronic Device form			
• Box of Student Electronic Devices			

Summer Program Administrator's Signature: _____ Date: _____

Lead Teacher Signature: _____ Date: _____

Contact number: Home _____ Cell Phone Number: _____

PK/K ATTENDANCE DATA ENTRY LAST DAY TO CLEAR AND LAST WORK DAY IS WED. JUNE 28TH BY 3:45 PM

PK/K MUST BE CLEARED BY WED. JUNE 28TH 3:35 PM, NO OVERTIME OR STIPEND APPROVED



2023 Bilingual PK / K Summer School Teacher Clearance List



Clearance Items		Summer Program Administrator Initials	Bilingual Lead Teacher Initials
Host Campus: _____ Teacher Name: _____	Sending Campus: _____ Gr. _____		
Communication-			
Parent – Teacher Conference Log			
Student Work Uploaded to Channel – One classroom sample per day			
Attendance (1 per teacher):			
• Attendance Sheets Totaled			
• Attendance Verification Report (with teacher signature)			
• Summer School Listing			
Academic Reports (1 per teacher):			
• Pre and Post Test grades <i>from and entered in Google form</i>			
• Copy of Student End of Session Report (1 per student)			
Reports:			
• Timeware, Correction Logs and Composite Sheets			
• Walkthroughs (2 per teacher)			
• Program Evaluation in <i>Google form</i>			
• PK Instructional Aide June Activity Log- INSTRUCTIONAL AIDE			

Summer Program Administrator Signature: _____

Date: _____

Summer Lead Teacher Signature: _____

Date: _____

Contact number:

Home Phone: _____ Cell Phone Number: _____

**ALL TEACHERS MUST BE CLEARED BY
WEDNESDAY, JUNE 28TH 3:35 PM
NO OVERTIME**



2023

Grades 1-5 Accelerated Learning Academy Program

Administrator and Lead Teacher Clearance List

Hosting Site: _____

*Please organize the following (I-IX) in labeled folders by sending campus and grade level.

I.	Program Evaluation/Surveys	
II.	Informal Classroom Visit Forms	
III.	End of Program Student Reports PR/AI & EA	1 st) 2 nd) 3 rd) 4 th) 5 th) TOTAL: _____
IV.	End of Program Campus Reports PR/AI & EA	1 st) 2 nd) 3 rd) 4 th) 5 th) TOTAL: _____
V.	Attendance Sheets (original)..... PR/AI & EA	1 st) 2 nd) 3 rd) 4 th) 5 th) TOTAL: _____
VI.	Computerized Student Listings.....	1 st) 2 nd) 3 rd) 4 th) 5 th) TOTAL: _____
VII.	ALA HB4545 - 3 rd -5 th Summary Report	3 rd) 4 th) 5 th) TOTAL: _____
VIII.	Payroll Composites & Timesheets	
IX.	Stipends – Composite and Sign-In Sheet	
X.	Instructional Materials..... Reading Language Arts: Summer Scholars Kit	1 st) 2 nd) 3 rd) 4 th) 5 th) TOTAL: _____
	Math: Focused Mathematics Intervention Kits	1 st) 2 nd) 3 rd) 4 th) 5 th) TOTAL: _____
	Social Studies: Nystrom Map Kits	1 st) 2 nd) 3 rd) 4 th) 5 th) TOTAL: _____
	Science:	1 st) 2 nd) 3 rd) 4 th) 5 th) TOTAL: _____
XI.	Pre and Post Tests Teacher Data Sheets.....	
	Reading Language Arts	1 st) 2 nd) 3 rd) 4 th) 5 th) TOTAL: _____
	Math	1 st) 2 nd) 3 rd) 4 th) 5 th) TOTAL: _____
XII.	Lockdown AND Fire Drill.....	
XIII.	Campus Staff Development agenda and Sign in Sheets.....	
XIV.	Graded work for students who did not meet criteria for promotion	1 st) 2 nd) 3 rd) 4 th) 5 th) TOTAL: _____
XV.	Summer School Attendance Requirement Forms.....	1 st) 2 nd) 3 rd) 4 th) 5 th) TOTAL: _____
XVI.	BISD Elementary Summer School Student Electronic Device Record.....	
XVII.	Campus Promotion/Retention Summary	

PR (Promotion Retention) / AI (Academic Interventions 3rd-5th STAAR) & EA (Excessive Absences)

Hosting Campus Instructional Materials Secure Location: _____

ALA Administrator Signature: _____ Cell Phone: _____ Home Phone: _____ Date: _____

ALA Lead Teacher Signature: _____ Cell Phone: _____ Home Phone: _____ Date: _____

Cleared by: _____ Date: _____



End of Summer School Program Survey Certified Personnel

Check One: ()

Bilingual Enrichment (PRE-KINDER)
 Bilingual Enrichment (KINDER)
 Grade 1-5 Summer School Program Teacher
 Summer School Administrator
 Summer School Lead Teacher

Complete this questionnaire. Circle to indicate your rating of the usefulness and adequacy of the following areas: (Use the comment section to write your remarks for the area that you rate Needs Improvement.)

	O=Outstanding	S=Satisfactory	N = Needs Improvement
Staff Development	O	S	N
Program Effectiveness	O	S	N
Summer School Handbook	O	S	N
Class Size (# of students in your class_____)	O	S	N
ELA / SLA Resources	O	S	N
Social Studies Resources	O	S	N
Science Resources	O	S	N
Math Resources	O	S	N
Lesson Plan Organizer	O	S	N
Instructional Supplies and Materials	O	S	N
Daily Schedule	O	S	N

Were the instructional needs of students appropriately addressed by the curriculum?

☐ YES ☐ NO *Why or why not:*

Comment(s): _____

Recommendation(s): _____

Refer to: Survey Monkey



2023 SUMMER SCHOOL PROGRAM

End of Summer School Program Survey

Classified Personnel

Check One: ()

Secretary

Data Entry Clerk

Attendance Clerk

Pre-K Aide

Complete this questionnaire. Circle to indicate your rating of the usefulness and adequacy of the following areas: (Use the comment section to write your remarks for the area that you rate Needs Improvement.)

	O=Outstanding	S=Satisfactory	N = Needs Improvement
Summer School Trainings	O	S	N
Program Effectiveness	O	S	N
Summer School Handbook	O	S	N
Summer School Attendance Documentation	O	S	N
Summer School Payroll Documentation	O	S	N

Comment(s): _____

Recommendation(s): _____

Refer to: Survey Monkey

Appendix A

Bilingual Forms

Notice of Employment Forms
Notification of Student Eligibility
PK/K Attendance Form
PK Instructional Responsibilities and Log
Summer School Highlights and Phone Log
Time and Effort Forms
Program Reports





DEPARTMENT of CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

TO: Summer School Elementary Prekindergarten Teacher

FROM: Carlos Olvera
Bilingual / ESL / Title III Administrator

DATE: _____

RE: Summer School Notice of Employment

Congratulations! _____

You have been recommended to teach **PK Summer School 2023** at _____ for _____. You will teach the **Prekindergarten** Bilingual Summer Program. Please be advised that this position will be filled based upon student enrollment, needs, and availability of funds. PK / K Summer Program starts **Tuesday, June 6, 2023** and ends on **Wednesday, June 28, 2023**.

SUMMER SCHOOL PROGRAM SITES (10)

Campus	Site	Campus	Site	Campus	Site
Aiken Garza Palm Grove Southmost	Palm Grove	Benavides Garden Park Pullam Yturria	Garden Park	Breeden Burns Gallegos Paredes	Paredes
Brite Champion El Jardin	Champion	Canales Sharp Putegnat	Canales	Egly Hudson Perez	Egly
Castañeda Cromack Del Castillo Morningside	Castañeda	Martin Russell Skinner	Skinner	Keller Ortiz Villa Nueva	Ortiz
Gonzalez Peña Vermillion	Vermillion				

REQUIREMENT: You must attend the following staff developments. Register for these sessions.

Monday, June 5, 2023

8:30 am – 11:30 am

WORKSHOP #: 11813 (3 hr. Stipend)

Location: ITECC Rm# E104

1:00 pm – 4:00 pm

WORKSHOP #: 11815 (3 hr. Stipend)

Location: Assigned Summer School Site

Note: Must commit to work for the entire duration of the program

PK Summer School Teacher work schedule: 7:30am-4:00pm, Monday thur Friday

Please contact the Bilingual Department for any questions at 548-8271.

Attachment

xc: Dolores Emerson, Elementary Curriculum and Instruction Administrator



DEPARTMENT of CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

TO: Summer School Elementary Kindergarten Teacher

FROM: Carlos Olvera
Bilingual / ESL / Title III Administrator

DATE: _____

RE: Summer School Notice of Employment

Congratulations! _____

You have been recommended to teach **KG Summer School 2023** at _____ for _____. You will teach the **Kindergarten** Bilingual Summer Program. Please be advised that this position will be filled based upon student enrollment, needs, and availability of funds. PK / K Summer Program starts **Tuesday, June 6, 2023** and ends on **Wednesday, June 28, 2023**.

SUMMER SCHOOL PROGRAM SITES (10)

Campus	Site
Aiken Garza Palm Grove Southmost	Palm Grove
Brite Champion El Jardin	Champion
Castañeda Cromack Del Castillo Morningside	Castañeda
Gonzalez Peña Vermillion	Vermillion

Campus	Site
Benavides Garden Park Pullam Yturria	Garden Park
Canales Sharp Putegnatt	Canales
Martin Russell Skinner	Skinner

Campus	Site
Breeden Burns Gallegos Paredes	Paredes
Egly Hudson Perez	Egly
Keller Ortiz Villa Nueva	Ortiz

REQUIREMENT: You must attend the following staff developments. Register for these sessions.

Monday, June 5, 2023

8:30 am – 11:30 am

WORKSHOP #: 11813 (3 hr. Stipend)

Location: ITECC Rm# E104

1:00 pm – 4:00 pm

WORKSHOP #: 11815 (3 hr. Stipend)

Location: Assigned Summer School Site

Note: Must commit to work for the entire duration of the program

KG Summer School Teacher work schedule: 7:30am-4:00pm, Monday thru Friday

Please contact the Bilingual Department for any questions at 548-8271.

Attachment

xc: Dolores Emerson, Elementary Curriculum and Instruction Administrator



DEPARTMENT of CURRICULUM, INSTRUCTION & ACCOUNTABILITY

TO: **Summer School Elementary Bilingual Attendance Clerk**
1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

FROM: Carlos Olvera
 Bilingual / ESL / Title III Administrator

DATE: _____

RE: Summer School Notice of Employment

Congratulations! _____

You have been recommended to work with the Bilingual Summer Program as an **Elementary Bilingual Attendance Clerk** at _____. Please be advised that this position will be filled based upon student enrollment, needs, and availability of funds. Report to your assigned summer campus on **Tuesday, June 6, 2023.**

SUMMER SCHOOL PROGRAM SITES (10)

Campus	Site
Aiken Garza Palm Grove Southmost	Palm Grove
Brite Champion El Jardin	Champion
Castañeda Cromack Del Castillo Morningside	Castañeda
Gonzalez Peña Vermillion	Vermillion

Campus	Site
Benavides Garden Park Pullam Yturria	Garden Park
Canales Sharp Putegnat	Canales
Martin Russell Skinner	Skinner

Campus	Site
Breeden Burns Gallegos Paredes	Paredes
Egly Hudson Perez	Egly
Keller Ortiz Villa Nueva	Ortiz

REQUIREMENT: You must attend the following staff developments.

DESCRIPTION	DATE	TIME	LOCATION:	WORKSHOP
eSchools training, Transition and Q&A	Thursday, May 25, 2023	8:00am-4:00pm	CAB Cafeteria	TBD
Training PEIMS/Attendance Verification updates	Friday, May 26, 2023	1:00pm-4:00pm	CAB 220	TBD
Training PEIMS/Attendance Verification meeting	Wednesday, June 7, 2023	11:00am-12:45pm	CAB 220	TBD
Training PEIMS/Attendance Verification/Mid-Program Reports	Tuesday, June 14, 2023	11:00am-12:45pm	CAB 220	TBD
Training PEIMS/Attendance Verification meeting	Tuesday, June 21, 2023	11:00am-12:45pm	CAB 220	TBD

Register for this session through the Professional Development System.

Note: Must commit to work for the entire duration of the program

Elementary Bilingual Attendance Clerk Schedule: 7:30am-4:00pm, Monday thru Friday

Please contact the Bilingual Department for any questions at 548-8271.

Attachment

xc: Dolores Emerson, Elementary Curriculum and Instruction Administrator



DEPARTMENT of CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

TO: Summer School Elementary Prekindergarten Aide

FROM: Carlos Olvera
Bilingual / ESL / Title III Administrator

DATE: _____

RE: Summer School Notice of Employment

Congratulations! _____

You have been recommended to work with the Bilingual Summer Program as a **PK Instructional Aide** at _____ for _____. Please be advised that this position will be filled based upon student enrollment, needs, and availability of funds. Report to your assigned summer campus on **Tuesday, June 6, 2023**.

SUMMER SCHOOL PROGRAM SITES (10)

Campus	Site	Campus	Site	Campus	Site
*Aiken *Garza Palm Grove *Southmost	Palm Grove	*Benavides Garden Park *Pullam *Yturria	Garden Park	*Breedon *Burns *Gallegos Paredes	Paredes
*Brite Champion *El Jardin	Champion	Canales *Sharp *Putegnath	Canales	Egly *Hudson *Perez	Egly
Castañeda Cromack *Del Castillo *Morningside	Castañeda	*Martin *Russell Skinner	Skinner	*Keller Ortiz *Villa Nueva	Ortiz
*Gonzalez *Peña Vermillion	Vermillion				

Note: Must commit to work for the entire duration of the program

Please contact the Bilingual Department for any questions at 548-8271.

***TRAVELING PK INSTRUCTIONAL AIDE**

Report to your assigned **TRAVELING** summer campus on **Tuesday, June 6, 2023**. You will be traveling with your Prekindergarten and Kinder student on the bus the entire duration of the program and must be there on a daily basis by **7:00am** to monitor and ride the bus with those students for the campus you were assigned to.

Traveling PK Instructional Aide Schedule: 7:00am-4:30pm, Monday thru Friday

NON-Traveling PK INSTRUCTIONAL AIDE

If you have been recommended to work for one of the 10 Summer Sites campus, you **DO NOT TRAVEL**. Report to the summer site and follow the schedule below.

PK Instructional Aide Schedule: 7:30am-4:00pm, Monday thru Friday

Attachment

xc: Dolores Emerson, Elementary Curriculum and Instruction Administrator



DEPARTMENT of CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

BILINGUAL EDUCATION SUMMER PROGRAM PREKINDERGARTEN & KINDERGARTEN NOTIFICATION OF STUDENT ELIGIBILITY

Dear Parents,

Your child is eligible to participate in the Brownsville ISD Bilingual Summer Program. The focus of the summer program is to develop oral language, readiness, and literacy skills in Spanish and English. This is a four-week program with a daily schedule of Monday – Friday, 7:30 a.m. – 3:35 p.m. including breakfast beginning **Tuesday, June 6, 2023**, and ending **Wednesday, June 28, 2023**.

Your child _____ will be attending _____ Elementary for summer.

Transportation: Parents will be responsible for transporting their children to and from their zoned Elementary campus. BISD will provide transportation to and from the zoned Elementary campus to the assigned summer school site.

Please inform the school and/or the summer school nurse if your child has any chronic medical problems and/or needs to take medication during summer school.

Please sign and return to your child's teacher by Monday, April 17, 2023.

Please indicate your choice by marking one of the statements below.

_____ Yes, I want my child to attend the Bilingual Summer Program.

_____ No, I do not want my child to attend the Bilingual Summer Program.

My child has a chronic medical problem and/or needs to take medication during summer school.

_____ Yes _____ No

Student's Name

Address

School/Grade

Parent/Guardian Signature

Date

Phone Numbers



DEPARTMENT of CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

EDUCACIÓN BILINGUE PROGRAMA DE VERANO DE PREKINDERGARTEN & KINDERGARTEN AVISO DE ELEGIBILIDAD DEL ESTUDIANTE

Estimados padres,

Su niño/a es elegible para participar en el programa de enriquecimiento de verano del distrito escolar de Brownsville. El enfoque de este programa es el desarrollo de destrezas de lenguaje, aprestamiento y lectura en español é inglés. El programa empieza el **Martes, 6 de junio del 2023** y termina el **miércoles, 28 de junio del 2023**. La escuela de verano son cuatro semanas y tendrá un horario de 7:30 a.m. con desayuno y termina a las 3:35 p.m. de **lunes a viernes**. Las clases de verano se proveerán en la escuela de su hijo(a) o en otra escuela designada.

Su niño/a _____ asistirá a la escuela primaria _____.

Transportación: El distrito escolar proporcionará transporte desde la escuela del alumno/a a la escuela asignada de verano.

Si su niño/a padece de alguna enfermedad crónica o necesita tomar medicamento durante las clases de verano, favor de informarle al director o a la enfermera de su escuela.

Favor de firmar y regresar a la escuela con su hijo/a antes del **Lunes, 17 de abril del 2023.**

Por favor indique su preferencia marcando una de las oraciones siguientes:

_____ Deseo que mi hijo/a participe en el programa de verano de educación bilingüe.

_____ No deseo que mi hijo/a participe en el programa de verano de educación bilingüe.

Mi niño/a padece de una enfermedad crónica y debe tomar medicamento durante las clases de verano.

_____ Sí _____ No

Nombre del estudiante

Dirección

Escuela / Grado

Firma del padre o tutor

Fecha

Número de teléfono(s)



2023 PK / K Summer School Attendance

Teacher: _____ Grade: _____



Period Beginning: ____/____/____ Period Ending: ____/____/____		1 st Week				2 nd Week					3 rd Week					4 th Week			Total Enrolled	Total Absent	Total Present
Student Name		T 6 Jun	W 7 Jun	T 8 Jun	F 9 Jun	M 12 Jun	T 13 Jun	W 14 Jun	T 15 Jun	F 16 Jun	M 19 Jun	T 20 Jun	W 21 Jun	T 22 Jun	F 23 Jun	M 26 Jun	T 27 Jun	w 28 Jun			
	1																				
	2																				
	3																				
	4																				
	5																				
	6																				
	7																				
	8																				
	9																				
	10																				
	11																				
	12																				
	13																				
	14																				
	15																				
	16																				
	17																				
	18																				
Total Enrolled																					
Total Absent																					
Total Present																					

Teacher Signature: _____

Attendance Clerk: _____

Summer School Administrator: _____

Brownsville Independent School District Bilingual/ESL Title III Education Program



Summer Bilingual PK Instructional Aide 2023 Summer School Activity Log (Elem.)

Month: June

PK Summer Instructional Aide: _____

Campus: _____ **Summer School Administrator:** _____



Pre-Kinder Bilingual Instructional Aide Responsibilities

- Follow daily Pre-Kinder teachers' class schedules for bilingual programs which reflects the sample breakdown of subjects/content appropriate for early childhood. The daily schedule for summer school includes a daily time for English language development (ESL).
- Completion of the following:
 - a. Assist Bilingual Pre-Kinder teacher with morning calendar activities.
 - b. Individual / Small Group Tutoring
 - c. Guided Reading
 - d. Centers
 - e. Instructional Materials Preparation
 - f. Supervision of EB students in non-instruction settings
 - g. Create environment for learning
 - h. Any other duties assigned by campus administrator to service or supervise Bilingual /ESL students
- Collect and turn in to the campus administrator the following forms for clearance:
 - a. Pre-K Instructional Aide Log
- Monitor PK and Kinder students during lunch break and dismissal only
- PK Traveling Instructional Aide will monitor PK and Kinder students on the school bus from home campus to hosting school and back.

The Campus/Department Administrator will determine each employee's daily work schedule. All overtime must have prior approval of their immediate Administrator, the Funding Administrator and the Superintendent prior to any overtime worked.

Employee Handbook pg. 31



BROWNSVILLE INDEPENDENT SCHOOL DISTRICT

BILINGUAL/ESL TITLE III EDUCATION PROGRAM 2023 SUMMER TIME/EFFORT ACTIVITY LOG

PK SUMMER INSTRUCTIONAL AIDE (PRINT):	
PK SUMMER INSTRUCTIONAL AIDE SIGNATURE:	
CAMPUS NAME/LOCATION:	EMPLOYEE ID #:
WORK SETTING / PHONE:	EMAIL:

ACTIVITY LOG FOR WEEK OF :				
RESPONSIBILITIES/AREAS OF SUPPORT				
MONDAY _____	TUESDAY _____	WEDNESDAY _____	THURSDAY _____	FRIDAY _____
TIME:	TIME:	TIME:	TIME:	TIME:
____ Assist Bilingual/ ESL Content Teacher ____ Computer LAB Assistance (EB) ____ Individual/Group Tutoring (EB) ____ Classroom Instruction(EB) ____ Instructional Material Preparation ____ Writing Portfolio Assistance (EB) ____ Intervention Plan ____ Create environment for learning	____ Assist Bilingual/ ESL Content Teacher ____ Computer LAB Assistance (EB) ____ Individual/Group Tutoring (EB) ____ Classroom Instruction(EB) ____ Instructional Material Preparation ____ Writing Portfolio Assistance (EB) ____ Intervention Plan ____ Create environment for learning	____ Assist Bilingual/ ESL Content Teacher ____ Computer LAB Assistance (EB) ____ Individual/Group Tutoring (EB) ____ Classroom Instruction(EB) ____ Instructional Material Preparation ____ Writing Portfolio Assistance (EB) ____ Intervention Plan ____ Create environment for learning	____ Assist Bilingual/ ESL Content Teacher ____ Computer LAB Assistance (EB) ____ Individual/Group Tutoring (EB) ____ Classroom Instruction(EB) ____ Instructional Material Preparation ____ Writing Portfolio Assistance (EB) ____ Intervention Plan ____ Create environment for learning	____ Assist Bilingual/ ESL Content Teacher ____ Computer LAB Assistance (EB) ____ Individual/Group Tutoring (EB) ____ Classroom Instruction(EB) ____ Instructional Material Preparation ____ Writing Portfolio Assistance (EB) ____ Intervention Plan ____ Create environment for learning
TIME:	TIME:	TIME:	TIME:	TIME:
____ Assist Bilingual/ ESL Content Teacher ____ Computer LAB Assistance (EB) ____ Individual/Group Tutoring (EB) ____ Classroom Instruction(EB) ____ Instructional Material Preparation ____ Writing Portfolio Assistance (EB) ____ Intervention Plan ____ Create environment for learning	____ Assist Bilingual/ ESL Content Teacher ____ Computer LAB Assistance (EB) ____ Individual/Group Tutoring (EB) ____ Classroom Instruction(EB) ____ Instructional Material Preparation ____ Writing Portfolio Assistance (EB) ____ Intervention Plan ____ Create environment for learning	____ Assist Bilingual/ ESL Content Teacher ____ Computer LAB Assistance (EB) ____ Individual/Group Tutoring (EB) ____ Classroom Instruction(EB) ____ Instructional Material Preparation ____ Writing Portfolio Assistance (EB) ____ Intervention Plan ____ Create environment for learning	____ Assist Bilingual/ ESL Content Teacher ____ Computer LAB Assistance (EB) ____ Individual/Group Tutoring (EB) ____ Classroom Instruction(EB) ____ Instructional Material Preparation ____ Writing Portfolio Assistance (EB) ____ Intervention Plan ____ Create environment for learning	____ Assist Bilingual/ ESL Content Teacher ____ Computer LAB Assistance (EB) ____ Individual/Group Tutoring (EB) ____ Classroom Instruction(EB) ____ Instructional Material Preparation ____ Writing Portfolio Assistance (EB) ____ Intervention Plan ____ Create environment for learning
TIME:	TIME:	TIME:	TIME:	TIME:
____ Assist Bilingual/ ESL Content Teacher ____ Computer LAB Assistance (EB) ____ Individual/Group Tutoring (EB) ____ Classroom Instruction(EB) ____ Instructional Material Preparation ____ Writing Portfolio Assistance (EB) ____ Intervention Plan ____ Create environment for learning	____ Assist Bilingual/ ESL Content Teacher ____ Computer LAB Assistance (EB) ____ Individual/Group Tutoring (EB) ____ Classroom Instruction(EB) ____ Instructional Material Preparation ____ Writing Portfolio Assistance (EB) ____ Intervention Plan ____ Create environment for learning	____ Assist Bilingual/ ESL Content Teacher ____ Computer LAB Assistance (EB) ____ Individual/Group Tutoring (EB) ____ Classroom Instruction(EB) ____ Instructional Material Preparation ____ Writing Portfolio Assistance (EB) ____ Intervention Plan ____ Create environment for learning	____ Assist Bilingual/ ESL Content Teacher ____ Computer LAB Assistance (EB) ____ Individual/Group Tutoring (EB) ____ Classroom Instruction(EB) ____ Instructional Material Preparation ____ Writing Portfolio Assistance (EB) ____ Intervention Plan ____ Create environment for learning	____ Assist Bilingual/ ESL Content Teacher ____ Computer LAB Assistance (EB) ____ Individual/Group Tutoring (EB) ____ Classroom Instruction(EB) ____ Instructional Material Preparation ____ Writing Portfolio Assistance (EB) ____ Intervention Plan ____ Create environment for learning

This log must be maintained for compliance purposes and subject to audit. Required for State Bilingual/ESL funded personnel.

RESPONSIBILITIES	
1. The first responsibility of the manager is to the organization. The manager must ensure that the organization's goals are achieved and that the organization is profitable. This involves setting a vision, developing a strategy, and implementing a plan. The manager must also ensure that the organization is compliant with all applicable laws and regulations.	
2. The second responsibility of the manager is to the employees. The manager must ensure that the employees are treated fairly and that they are provided with a safe and healthy work environment. The manager must also ensure that the employees are motivated and that they are provided with the resources and training they need to be successful.	
3. The third responsibility of the manager is to the customers. The manager must ensure that the customers are satisfied with the products and services they receive. This involves understanding the customer's needs and expectations, and providing a high-quality customer experience.	
4. The fourth responsibility of the manager is to the community. The manager must ensure that the organization is a good citizen and that it contributes to the community. This involves supporting local businesses and organizations, and participating in community activities.	

[illegible]

This log must be maintained for compliance purposes and subject to audit. Required for State Bilingual/ESL funded personnel.



2022-2023

Summer School Highlights

Curriculum focused on developing their Reading, Math and Science skills by the using hands on activities.

The summer school teacher will focus on developing the student's oral language skills in English and providing support in Spanish to better develop their reading skills.

Each student will receive their own box of school supplies, manipulatives, and workbook and will take these supplies home at the end of the program.

The goal of our Summer Enrichment program is to give our students a stronger curriculum from Tuesday, June 6th to Wednesday, June 28th so we can send them better prepared for the next school year.

FOR TRAVELING STUDENTS ONLY:

Transportation from our home campus will be provided, just know that the bus will only pick up from our school and not from your usual bus stop, you are also welcomed to drive and pick your child for the summer school site if you wish.

Un currículo enfocado en el desarrollo de las áreas de Lectura, Matemáticas y Ciencias usando actividades manuales.

La maestra de verano se enfocará en el desarrollo de la destreza de lenguaje oral en Ingles y dará apoyo en español para mejorar sus habilidades de lectura.

Cada estudiante recibirá su propia caja de materiales, manipulativos y libro de trabajo. A finalizar el curso de verano el estudiante se llevará a casa sus materiales.

La meta de nuestro Curso de verano de enriquecimiento durante los días del martes, 6 de junio al miércoles, 28 de junio es darles a nuestros estudiantes un currículo mejorado y actualizado para que estén mejor preparados para el próximo año escolar.

FOR TRAVELING STUDENTS ONLY:

Durante el verano habrá transporte escolar de nuestra escuela a la escuela de verano, el autobús escolar recogerá a los estudiantes aquí en la escuela y no es su ruta normal. Usted también puede llevar y levantar a su hijo si así lo desea de la escuela de verano asignada para ellos este a

PK4-K Summer Program Phone LOG-NO

[illegible]



Pre-Kinder / Kinder Summer School Program
2022-2023 PK /K Teacher Time & Effort Form
Summer 2023

Pre-K /Kinder Teacher Essential Duties and Responsibilities

Perform and support the needs of Emergent Bilingual students by explicitly working with the program's goals, objectives and required 120 instructional hours.

PRE-K /KINDER TEACHER NAME PRINT: _____

PRE-K /KINDER TEACHER NAME SIGNATURE: _____

CAMPUS NAME/LOCATION: _____

Grade Level _____

WORK SETTING / PHONE: _____

SCHEDULE ATTACHED:

This documentation is to verify that I, _____
Printed Employee's Name

I am paid 100% from 199 State Funds. I further attest that I spend 100% of my time and effort on addressing the needs of Emergent Bilingual explicitly associated with the Program's goals and objectives.

Signature of Employee: _____ **Date:** _____

Summer Program Administrator Affirmation: I concur with the reported responsibilities/areas of support work schedule statement of the Employee named above.

Signature of Summer Program Administrator _____ **Date:** _____

Please submit Employee Time and Effort Log to the Bilingual/ESL/Title III Department on a monthly basis.

Form Distribution: Original Bilingual/ESL/Title III Department
 Copy Summer Campus Administrator
 Copy Employee paid with 199 Fund



Pre-Kinder/Kinder Summer School Program
2022-2023 Prekindergarten Instructional Aides
Time & Effort Form
Summer 2023

Prekindergarten Instructional Aide Essential Duties and Responsibilities

Perform and support the needs of Emergent Bilinguals by explicitly working with the program's goals, objectives and required 120 instructional hours.

PREKINDERGARTEN INSTRUCTIONAL AIDE NAME PRINT: _____

PREKINDERGARTEN INSTRUCTIONAL AIDE SIGNATURE: _____

CAMPUS NAME/LOCATION: _____

Grade Level _____

WORK SETTING / PHONE: _____

SCHEDULE ATTACHED:

This documentation is to verify that I, _____
Printed Employee's Name

I am paid 100% from 163 State Funds. I further attest that I spend 100% of my time and effort on addressing the needs of Emergent Bilinguals explicitly associated with the Program's goals and objectives.

Signature of Employee: _____ Date: _____

Summer Program Administrator Affirmation: I concur with the reported responsibilities/areas of support work schedule statement of the Employee named above.

Signature of Summer Program Administrator _____ Date: _____

Please submit Employee Time and Effort Log to the Bilingual/ESL/Title III Department on a monthly basis.

Form Distribution:	Original	Bilingual/ESL/Title III Department
	Copy	Summer Program Administrator
	Copy	Employee paid with 163 Fund



Pre-Kinder / Kinder Summer School Program

**2022-2023 Summer Bilingual Attendance Clerk
Time & Effort Form
Summer 2023**

Summer Bilingual Attendance Clerk Essential Duties and Responsibilities

Monitor and code the daily enrollment for Emergent Bilingual students to comply with the program objectives and required 120 instructional hours.

SUMMER BILINGUAL ATTENDANCE CLERK NAME PRINT: _____

SUMMER BILINGUAL ATTENDANCE CLERK SIGNATURE: _____

CAMPUS NAME/LOCATION: _____

Grade Level _____

WORK SETTING / PHONE: _____

This documentation is to verify that I, _____
Printed Employee's Name

I am paid 100% from 163 State Funds. I further attest that I spend 100% of my time and effort on addressing the needs of Emergent Bilingual explicitly associated with the Program's goals and objectives.

Signature of Employee: _____ Date: _____

Campus Administrator Affirmation: I concur with the reported responsibilities/areas of support work schedule statement of the Employee named above.

Signature of Campus Administrator _____ Date: _____

Please submit Employee Time and Effort Log to the Bilingual/ESL/Title III Department on a monthly basis.

Form Distribution: Original Bilingual/ESL/Title III Department
Copy Campus Administrator/Supervisor
Copy Employee paid with 163 Fund

Rev. 2023



DEPARTMENT of CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

2023 Bilingual Prekindergarten Summer Program End of Session Report

June 28, 2023

Dear Parents,

This is the End of Session Report for your child _____. The following is his/her progress in the areas of ESL, Literacy and Mathematics.

Area	Developed	Still Developing
Literacy:		
Summarizing		
Sequencing		
Comparing and Contrasting		
Phonemic Awareness		
Initial and Final Sound		
Phonological Awareness		
Alliteration & Rhyming		
Spelling		
Letters- upper and lower case		
Mathematics:		
Recognizes numbers 1-100		
Number & Operations		
Progress Monitoring	PRE-TEST	POST-TEST
Attendance:		
Present	Total days _____	
Absent	Total days _____	

Thank you for allowing your child to participate in the Bilingual Summer School Program. Please call the home campus if you have any questions.

Respectfully,

Summer School Teacher

Date

Summer Program Administrator

Home Campus

Original: Parents

1st Copy: Bilingual Department



DEPARTMENT of CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

Programa de Educación Bilingüe de Verano Prekinder del año 2023 Informe de Progreso Final

28 de junio del 2023

Estimados padres,

A continuación, les presentamos el reporte de fin de programa, el cual refleja el desarrollo de inglés como segundo idioma, lectura y matemáticas de su hijo(a) durante este verano.

Áreas	Desarrollado	Está Desarrollando
Lectura		
<i>Resumen de la historia</i>		
<i>Secuencia cronológica</i>		
<i>Comparar y contrastar</i>		
Conciencia fonémica		
<i>Sonidos Iniciales y Finales</i>		
Conciencia fonológica		
<i>Aliteración y Rimas</i>		
<i>Deletreo</i>		
<i>Letras – mayúsculas y minúsculas</i>		
Matemáticas:		
<i>Reconoce números 1-100</i>		
<i>Números y operaciones</i>		
Progreso sobre las habilidades del idioma	PRE-EXAMEN	POST-EXAMEN
Asistencia:	Días total _____	
<i>Presente</i>		
<i>Ausente</i>	Días total _____	

Gracias por permitir que su hijo(a) asista nuestro programa bilingüe de verano. Favor de comunicarse con su campus de zona en caso que tenga preguntas.

Atentamente,

Maestro(a) de verano

Fecha

Administrador del Programa de Verano

Escuela de Zona

Original: Para los padres

Copia: Departamento de Educación Bilingüe



DEPARTMENT of CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

2023 Bilingual Kindergarten Summer Bilingual Program End of Session Report

June 28, 2023

Dear Parents,

This is the End of Session Report for your child _____. The following is his/her progress in the areas of ESL, Reading and Mathematics.

Area	Developed	Still Developing
Reading:		
Retell stories		
Main topic / Main ideas		
Vocabulary		
Phonemic Awareness:		
Blending sounds		
Phonological Awareness:		
Sentence segmenting		
Spelling		
Mathematics		
Number & Operations		
Time- hour		
Money- coin value		
Progress Monitoring	PRE-TEST	POST-TEST
Attendance:		
Present	Total days _____	
Absent	Total days _____	

Thank you for allowing your child to participate in the Bilingual Summer School Program. Please call the home campus if you have any questions.

Respectfully,

Summer School Teacher

Date

Summer School Administrator

Home Campus

Original: Parents

1st Copy: Bilingual Department



DEPARTMENT of CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

Programa de Educación Bilingüe de Verano Kinder del año 2023 Informe de Progreso Final

28 de junio del 2023

Estimados padres,

A continuación, les presentamos el reporte de fin de programa, el cual refleja el desarrollo de inglés como segundo idioma, Lectura y Matemáticas de su hijo(a) _____ durante este verano.

Áreas	Desarrollado	Está Desarrollando
Lectura <i>Volver a contar historias</i>		
<i>Tema principal/Idea principal</i>		
<i>Vocabulario</i>		
Conciencia Fonémica <i>Juntando sonidos</i>		
Conciencia Fonológica: <i>Segmentación de oraciones</i>		
<i>Deletreo</i>		
Matemáticas <i>Números y operaciones</i>		
<i>Tiempo- hora</i>		
<i>Dinero- valor de monedas</i>		
Progreso sobre las habilidades del idioma	PRE-EXAMEN	POST-EXAMEN
Asistencia: <i>Presente</i>	Días total _____	
<i>Ausente</i>	Días total _____	

Gracias por permitir que su hijo(a) asista nuestro programa bilingüe de verano. Favor de comunicarse con su campus de zona en caso que tenga preguntas.

Atentamente,

Maestro(a) de verano

Fecha

Administrador del Programa de Verano

Escuela de Zona

Original: Para los padres

Copia: Departamento de Educación Bilin

Appendix B

Grades 1-5 Forms

Notice of Employment

1st Round Letter to the Principal

1st Round Notification of Student Eligibility

2nd Round Letter to the Principal

2nd Round Notification of Student Eligibility

Mid and End of Summer Reports

Professional Development Sign in Sheet

Grade Sheet

HB4545 3rd-5th Eligibility Roster

End of Program Reports

Summer ALA Attendance Requirement Form





DEPARTMENT of CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

To:

From: Dolores Cisneros-Emerson
Elementary Curriculum, Instruction & Accountability Director

Date: May _____, 2023

RE: Grades 1-5 Accelerated Learning Academy Notice of Employment

Congratulations!

You have been recommended as a **Grades 1-5 Accelerated Learning Academy teacher** at _____.
Elementary. Please be advised that this position will be filled based upon student enrollment, needs, and availability of funds.

REQUIREMENT:

You must commit to work for the entire duration of the program and attend all mandatory ALA trainings and planning sessions listed below. Please register through the Professional Learning System.

SUMMER SCHOOL STAFF DEVELOPMENT:

Friday, June 2, 2023	4:00-7:00 pm Section#: 12009	Pace ECHS (3 hr. Stipend)
Monday, June 5, 2023	8:00 am- 12:00 Section #12011	AM: Pace ECHS PM: ALA Site (6 hr. Stipend)
Wednesday, June 28, 2023	Campus Clearance	ALA Site 4:00-7:00 (3 hr. Stipend)

Please contact your campus principal for questions.

Xc: Human Resource
Dolores Cisneros-Emerson
Alma Cardenas-Rubio



DEPARTMENT of CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

To:

From: Dolores Cisneros Emerson
Director for Curriculum, Instruction and Accountability

Date: May_____, 2023

RE: Summer School Notice of Employment

Congratulations!

You have been recommended as the **Elementary Accelerated Learning Academy Secretary** at _____
Elementary. Please be advised that this position will be filled based upon district needs, student enrollment and availability of funds.

Campus	Site
*Aiken *Garza Palm Grove *Southmost	Palm Grove
*Brite Champion *El Jardin	Champion
Castañeda Cromack *Del Castillo *Morningside	Castañeda
*Gonzalez *Peña Vermillion	Vermillion

Campus	Site
*Benavides Garden Park *Pullam *Yturria	Garden Park
Canales *Sharp *Putegnath	Canales
*Martin *Russell Skinner	Skinner

Campus	Site
*Breedon *Burns *Gallegos Paredes	Paredes
Egly *Hudson *Perez	Egly
*Keller Ortiz *Villa Nueva	Ortiz

Note: You must commit to work for the entire duration of the program.

Before starting to work, you will be required to have an Authority to Report to Work letter from that is provided to you by your campus administrator.

Summer School Secretaries are required to attend four meetings on the following dates:

Date: May 25, 2023 Time: 1:30pm – 3:30pm Location: CAB 107 SECTION #: 223245	Date: June 13, 2023 Time: 9:30am – 10:30am Location: CIA Conference Room 201B SECTION #: 223249	Date: June 20, 2023 Time: 9:30am – 10:30am Location: CIA Conference Room 201B SECTION #: 223250	Date: June 27, 2023 Time: 2:00pm - 3:00pm Location: CIA Conference Room 201B SECTION #: 223256
--	--	--	---

xc: Assistant Superintendents



DEPARTMENT of CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

To:

From: Dolores Cisneros Emerson
Director for Curriculum, Instruction and Accountability

Date: May_____, 2023

RE: Summer School Notice of Employment

Congratulations!

You have been recommended as **Elementary Accelerated Learning Academy Data Entry Clerk** at _____ Elementary. Please be advised that this position will be filled based upon district needs, student enrollment and availability of funds.

Campus	Site
*Aiken *Garza Palm Grove *Southmost	Palm Grove
*Brite Champion *El Jardin	Champion
Castañeda Cromack *Del Castillo *Morningside	Castañeda
*Gonzalez *Peña Vermillion	Vermillion

Campus	Site
*Benavides Garden Park *Pullam *Yturria	Garden Park
Canales *Sharp *Putegnath	Canales
*Martin *Russell Skinner	Skinner

Campus	Site
*Breedon *Burns *Gallegos Paredes	Paredes
Egly *Hudson *Perez	Egly
*Keller Ortiz *Villa Nueva	Ortiz

Note: You must commit to work for the entire duration of the program.

Before starting to work, you will be required to have an Authority to Report to Work letter from that is provided to you by your campus administrator.

Summer School Data Entry Clerks are required to attend four meetings on the following dates:

Date: Friday, May 26, 2023 Time: 8:00 am - 4:00pm Location: CAB Cafeteria SECTION #: 11849	Date: Wednesday, June 7, 2023 Time: 1:30pm - 3:30pm Location: CAB Cafeteria SECTION #: 11874	Date: Wednesday, June 14, 2023 Time: 1:30pm - 3:30pm Location: CAB Cafeteria SECTION #: 11851	Date: Wednesday, June 21, 2023 Time: 1:30pm - 3:30pm Location: CAB Cafeteria SECTION #: 11852
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Assistant Superintendents

XC:



DEPARTMENT of CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

TO: Elementary Principals

FROM: Dr. Anyisia R. Treviño

Deputy Superintendent for Curriculum, Instruction & Accountability and HR

THRU: Dolores C. Emerson

Director for Elementary Curriculum & Instruction

DATE: April 18, 2023

RE: First – Fifth Grade Accelerated Learning Academy

SUMMARY

- Attachments:
 - Student Permission Slips- Preliminary
 - List of Eligible Students
- Preliminary Notification of Student Eligibility

DUE: Week of April 18-21, 2023

(Upload to the Grade 1-5 ONEDRIVE folder)

- Eligible List of Students

Due: May 23, 2023

(Final List to Grade 1-5 ONEDRIVE folder)

The Elementary **First-Fifth Grade Accelerated Learning Academy** will start on Tuesday, June 6th and end on Wednesday, June 28th.

In order to obtain projected student participation, please upload your preliminary **Grades 1-5 Eligible List of Students** to the Grades 1-5 Accelerated Learning Academy OneDrive folder **during the week of April 18-21, 2023**. Know the permission slips are different to ensure the students do their best on the upcoming STAAR exam.

Grades 1-5 Accelerated Learning Academy projected enrollment and teacher allotment will be based on the **following eligibility criteria**, and should be included on the preliminary eligibility list:

- The cumulative average in the following subjects, **please insert the failed subject(s) average in the student eligibility letter**.
Reading/Language Arts _____ Mathematics _____ Science _____ Social Studies _____
- Excessive Absences (18 or more)
- In danger of not meeting the Approaches Performance Requirements on the 2023 STAAR Reading, Math, and/or 5th grade Science State Assessments.

The attached preliminary permission slips should only include students meeting the first two criteria for eligibility. Final permission slips will include all three criteria and will be shared before the final due date.

In order to finalize projected student participation, please upload your final **Grades 1-5 Eligible List of Students** to the Grades 1-5 Accelerated Learning Academy OneDrive folder by **Tuesday, May 23, 2023**.

We are asking that campuses make two sided copies of the **Notification of Student Eligibility permission slips** which are attached to this memo. We will post all of the Accelerated Learning Academy forms on the Curriculum and Instruction Accelerated Learning Academy Link in the One Drive.

Please make sure teachers fill out and submit the appropriate student forms. *It is important that all Accelerated Learning Academy permission slips be kept on file at the campus.* Please **upload** the eligible list of students for each teacher by individual grade levels by Tuesday, May 23, 2023 to the Grades 1-5 Accelerated Learning Academy OneDrive folder. If you should have any questions or need additional information, contact Sally Legault at 698-2121.

Your continued cooperation and attention to this matter is appreciated.

Attachments

xc: Assistant Superintendents



DEPARTMENT of CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

SUMMER 2023 GRADES 1-5 ACCELERATED LEARNING ACADEMY PRELIMINARY NOTIFICATION OF STUDENT ELIGIBILITY

Dear Parents:

April 18, 2023

Your child may be eligible to participate in the Brownsville Independent School District Accelerated Learning Academy (ALA). Eligibility requirements include if the student failed to be promoted (below a 70 average).

BISD does not grant social promotions. In grades 1-5, promotion to the next grade shall be based on a yearly average of 70 or above in each of the subject areas: **Reading/Language Arts, Mathematics, Science, and Social Studies.**

A student must attend at least 90% of the ALA Program (16 days) and satisfy the requirements for promotion as per BISD district policy.

Your child may be eligible for ALA based on the following criteria:

☐ Based on the cumulative average in the following subjects, please insert the failed subject(s) average in the student eligibility letter.

Reading/Language Arts _____ Mathematics _____ Science _____ Social Studies _____

☐ Excessive Absences (18 or more)

*** Please contact your child's school to update your contact information including any changes and additional contact numbers, email addresses, etc. so that your child's teacher is able to reach you regarding the summer program.

The ALA Program will start **Tuesday, June 6** and end on **Wednesday, June 28**. The schedule is as follows:

Accelerated Learning Academy (ALA)	7:30 AM – 3:35 PM	Monday-Friday
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(Breakfast and lunch will be provided.)

If eligible, your child _____ will be attending _____ Elementary

Transportation: BISD will provide transportation to and from the home campus to the assigned summer program site.

Return this form to your child's teacher by _____.

Please indicate your choice by marking one of the following statements:

_____ **Yes**, I want my child to attend the Grades 1-5 Accelerated Learning Academy.

_____ **No**, I do not want my child to attend the Grades 1-5 Accelerated Learning Academy.

My child has a chronic medical problem and/or needs to take medication during the summer program. _____ Yes _____ No

Print Student's Name

School

Grade

Parent's Signature

Address

Phone Number



DEPARTMENT of CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

SUMMER 2023 GRADES 1-5 ACCELERATED LEARNING ACADEMY CROMACK ELEMENTARY PRELIMINARY NOTIFICATION OF STUDENT ELIGIBILITY

Dear **Cromack Parents:**

April 18, 2023

Your child may be eligible to participate in the Brownsville Independent School District Accelerated Learning Academy (ALA). Eligibility requirements include: if the student failed to be promoted (below a 70 average).

BISD does not grant social promotions. In grades 1-5, promotion to the next grade shall be based on a yearly average of 70 or above in each of the subject areas: **Reading/Language Arts, Mathematics, Science, and Social Studies.**

A student must attend at least 90% of the ALA Program (16 days) and satisfy the requirements for promotion as per BISD district policy.

Your child may be eligible for ALA based on the following criteria:

☐ Based on the cumulative average in the following subjects, please insert the failed subject(s) average in the student eligibility letter.

Reading/Language Arts _____ Mathematics _____ Science _____ Social Studies _____

☐ Excessive Absences (18 or more)

*** Please contact your child's school to update your contact information including any changes and additional contact numbers, email addresses, etc. so that your child's teacher is able to reach you regarding the summer program.

The ALA Program will start **Tuesday, June 6** and end on **Wednesday, June 28**. The schedule is as follows:

Accelerated Learning Academy (ALA)	7:30 AM – 3:35 PM	Monday-Friday
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(Breakfast and lunch will be provided.)

If eligible, your child _____ will be attending _____ Elementary

Parents are to drop off and pick up their child at the assigned summer program site **Castaneda Elementary School**.

Return this form to your child's teacher by _____.

Please indicate your choice by marking one of the following statements:

_____ **Yes**, I want my child to attend the Grades 1-5 Accelerated Learning Academy.

_____ **No**, I do not want my child to attend the Grades 1-5 Accelerated Learning Academy.

My child has a chronic medical problem and/or needs to take medication during the summer program. _____ Yes _____ No

Print Student's Name

School

Grade

Parent's Signature

Address

Phone Number



DEPARTMENT of CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

ACADEMIA DE APRENDIZAJE ACELERADO VERANO 2023 para 1º - 5º grado NOTIFICACIÓN DE ELEGIBILIDAD DEL ESTUDIANTE

Estimados padres,

18 de abril del 2023

Su hijo/a puede ser elegible para participar en la Academia de Aprendizaje Acelerado (ALA) del Distrito Escolar Independiente de Brownsville. El requisito de elegibilidad incluye si el estudiante no logró ser promovido (por un promedio menor de 70).

BISD no otorga promociones sociales. En los Grados 1º - 5º, la promoción al siguiente grado se basará en un promedio anual de 70 o más en cada una de las materias: **Lectura/Artes del Lenguaje, Matemáticas, Ciencias Naturales y Ciencias Sociales.**

El estudiante debe asistir el 90% del Programa (ALA) Academia de Aprendizaje Acelerado (16 días) y satisfacer los requisitos de promoción del distrito escolar.

Su hijo/a puede ser elegible para ALA según los siguientes criterios:

☐ Basado en el promedio cumulativo en la(s) siguiente(s) materia(s) favor de escribir el promedio de la materia reprobada en la carta de elegibilidad del estudiante.

Lectura/Artes del Lenguaje _____ Matemáticas _____ Ciencias Naturales _____ Ciencias Sociales _____

☐ Por ausencias excesivas (18 días o más)

***Favor de comunicarse con la escuela de su hijo/a para actualizar su información de contacto, incluyendo cualquier cambio y los números de contacto adicionales, direcciones de correo electrónico, etc. para que el maestro/a de su hijo/a pueda comunicarse con usted con respecto al programa de verano.

El Programa ALA comenzará **el martes 6 de junio** y finalizará **el miércoles 28 de junio**. El horario es el siguiente:

Academia de aprendizaje acelerado (ALA)	7:30 AM – 3:35 PM	de lunes a viernes
--	--------------------------	---------------------------

(Se proveerá desayuno y almuerzo.)

Su hijo/a _____ asistirá a la escuela primaria: _____

Transporte: BISD proporcionará transporte hacia y desde la escuela de origen hasta el sitio del programa de verano asignado.

Favor de entregar esta forma al maestro/a de su hijo/a antes del _____

Indique su elección marcando una de las siguientes afirmaciones:

____ **Sí** deseo que mi hijo/a asista a la Academia de Aprendizaje Acelerado de los grados 1º - 5º.

____ **No** deseo que mi hijo/a asista a la Academia de Aprendizaje Acelerado de los grados 1º - 5º.

Mi hijo/a tiene un problema médico crónico y debe tomar medicamentos durante las clases de verano. ____ **Sí** ____ **No**

Nombre del estudiante

Escuela

Grado

Firma del padre/tutor

Dirección

Número de teléfono



DEPARTMENT of CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

ACADEMIA DE APRENDIZAJE ACELERADO VERANO 2023 para 1º - 5º grado NOTIFICACIÓN DE ELEGIBILIDAD DEL ESTUDIANTE (CROMACK)

Estimados padres de la **Primaria Cromack**,

18 de abril del 2023

Su hijo/a puede ser elegible para participar en la Academia de Aprendizaje Acelerado (ALA) del Distrito Escolar Independiente de Brownsville. El requisito de elegibilidad incluye si el estudiante no logró ser promovido (por un promedio menor de 70).

BISD no otorga promociones sociales. En los Grados 1º - 5º, la promoción al siguiente grado se basará en un promedio anual de 70 o más en cada una de las materias: **Lectura/Artes del Lenguaje, Matemáticas, Ciencias Naturales y Ciencias Sociales.**

El estudiante debe asistir el 90% del Programa (ALA) Academia de aprendizaje acelerado (16 días) y satisfacer los requisitos de promoción del distrito escolar.

Su hijo/a puede ser elegible para ALA según los siguientes criterios:

- ☐ Basado en el promedio cumulativo en la(s) siguiente(s) materia(s) favor de escribir el promedio de la materia reprobada en la carta de elegibilidad del estudiante.
Lectura/Artes del Lenguaje _____ Matemáticas _____ Ciencias Naturales _____ Ciencias Sociales _____
- ☐ Por ausencias excesivas (18 días o más)

***Favor de comunicarse con la escuela de su hijo/a para actualizar su información de contacto, incluyendo cualquier cambio y los números de contacto adicionales, direcciones de correo electrónico, etc. para que el maestro/a de su hijo/a pueda comunicarse con usted con respecto al programa de verano

El Programa ALA comenzará **el martes 6 de junio** y finalizará **el miércoles 28 de junio**. El horario es el siguiente:

Academia de aprendizaje acelerado (ALA)	7:30 AM – 3:35 PM	de lunes a viernes
--	--------------------------	---------------------------

(Se proveerá desayuno y almuerzo.)

Su hijo/a _____ asistirá a la escuela de primaria: _____

Los padres deben dejar y recoger a sus hijos en el lugar asignado para el programa de verano en la Escuela Primaria Castaneda.

Favor de entregar esta forma al maestro/a de su hijo/a antes del _____

Indique su elección marcando una de las siguientes afirmaciones:

____ **Sí** deseo que mi hijo/a asista a la Academia de aprendizaje acelerado de los grados 1º - 5º.

____ **No** deseo que mi hijo/a asista a la Academia de aprendizaje acelerado de los grados 1º - 5º.

Mi hijo/a padece de una enfermedad crónica y debe tomar medicamento durante las clases de verano. ____ **Sí** ____ **No**

_____ Nombre del estudiante	_____ Escuela	_____ Grado
_____ Firma del padre/tutor	_____ Dirección	_____ Número de teléfono



DEPARTMENT of CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

TO: Elementary Principals

FROM: Dr. Anyisia R. Treviño

Deputy Superintendent for Curriculum, Instruction & Accountability and HR

THRU: Dolores C. Emerson
Director for Elementary Curriculum & Instruction

DATE: May 8, 2023

RE: 1st – 5th Grade 2nd Round Accelerated Learning Academy

2ND ROUND

SUMMARY

- Attachments:
 - Student Permission Slips
 - List of Eligible Students
- Final Notice of Eligible List of Students

Due: May 23, 2023
(Final List to Grade 1-5 ONEDRIVE folder)

The Elementary **First-Fifth Grade Accelerated Learning Academy** will start on Tuesday, June 6th and end on Wednesday, June 28th.

In order to finalize projected student participation, please upload your final **Grades 1-5 Eligible List of Students** to the Grades 1-5 Accelerated Learning Academy OneDrive folder **by Friday, May 23, 2023.**

Grades 1-5 Accelerated Learning Academy projected enrollment and teacher allotment **will be based on the following criteria:**

1. The cumulative average in the following subjects, **please insert the failed subject(s) average in the student eligibility letter.**
Reading/Language Arts _____ Mathematics _____ Science _____ Social Studies _____
2. Excessive Absences (18 or more)
3. In danger of not meeting the Approaches Performance Requirements on the 2023 STAAR Reading, Math, and/or 5th grade Science State Assessments.

We are asking that campuses make two sided copies of the **Notification of Student Eligibility permission slips** which are attached to this memo. We will post all of the Accelerated Learning Academy forms on the Curriculum and Instruction Accelerated Learning Academy Link in the One Drive.

Please make sure teachers fill out and submit the appropriate student forms. *It is important that all Accelerated Learning Academy permission slips be kept on file at the campus.* Please **upload** the eligible list of students for each teacher by individual grade levels by Tuesday, May 23, 2023 to the Grades 1-5 Accelerated Learning Academy OneDrive folder. If you should have any questions or need additional information, contact Sally Legault at 698-2121, Sandra Garcia at 698-2406 or Martha Delgado at 698-3196.

Your continued cooperation and attention to this matter is appreciated.

Attachments

xc: Assistant Superintendents



DEPARTMENT of CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

2023 GRADES 1-5 ACCELERATED LEARNING ACADEMY NOTIFICATION OF STUDENT ELIGIBILITY

2nd Round

Dear Parents:

May 8, 2023

Your child is eligible to participate in the Brownsville Independent School District Accelerated Learning Academy (ALA). Eligibility requirements include: if the student failed to be promoted (below a 70 average), excessive absences (18 or more), or are in danger of not meeting the Approaches Performance Requirements on the 2023 3rd – 5th grade STAAR Reading or Math, or 5th grade Science State Assessments.

Your child is eligible for ALA based on the following criteria:

☐ Based on the cumulative final average in the following subject (s), your child qualifies for:

Reading/Language Arts _____ Mathematics _____ Science _____ Social Studies _____

IMPORTANT: BISD does not grant social promotions. In grades 1-5, promotion to the next grade shall be based on a yearly average of 70 or above in each of the subject areas: **Reading/Language Arts, Mathematics, Science, and Social Studies**. A student must attend at least 90% of the ALA Program (16 days) and satisfy the requirements for promotion as per BISD district policy.

☐ Excessive Absences (18 or more).

ATTENDANCE OPTIONAL WITH THE EXCEPTION of students losing credit due to excessive absences based on the campus attendance committee decision.

☐ Is in danger of not meeting the Approaches Performance Requirements on the 2023 STAAR Reading, Math, and/or 5th Grade Science State Assessments. **ATTENDANCE OPTIONAL**

*** Please contact your child's school to update your contact information including any changes and additional contact numbers, email addresses, etc. so that your child's teacher is able to reach you regarding the summer program.

The ALA Program will start **Tuesday, June 6** and end on **Wednesday, June 28**. The schedule is as follows:

Accelerated Learning Academy (ALA)	7:30 AM – 3:35 PM	Monday-Friday
(Breakfast and lunch will be provided.)		

Your child _____ will be attending _____ Elementary

Transportation: BISD will provide transportation to and from the home campus to the assigned summer program site.

Return to your child's teacher by _____.

Please indicate your choice by marking one of the following statements:

_____ **Yes**, I want my child to attend the Grades 1-5 Accelerated Learning Academy.

_____ **No**, I do not want my child to attend the Grades 1-5 Accelerated Learning Academy.

My child has a chronic medical problem and/or needs to take medication during the summer program. _____ Yes _____ No

Print Student's Name

School

Grade

Parent's Signature

Address

Phone Number



DEPARTMENT of CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

2023 GRADES 1-5 ACCELERATED LEARNING ACADEMY

CROMACK ELEMENTARY

NOTIFICATION OF STUDENT ELIGIBILITY

2nd Round

Dear Cromack Parents:

May 8, 2023

Your child is eligible to participate in the Brownsville Independent School District Accelerated Learning Academy (ALA). Eligibility requirements include: if the student failed to be promoted (below a 70 average), excessive absences (18 or more), or are in danger of not meeting the Approaches Performance Requirements on the 2023 3rd – 5th grade STAAR Reading or Math, or 5th grade Science State Assessments.

Your child is eligible for ALA based on the following criteria:

☐ Based on the cumulative final average in the following subject (s), your child qualifies for:

Reading/Language Arts _____ Mathematics _____ Science _____ Social Studies _____

IMPORTANT: BISD does not grant social promotions. In grades 1-5, promotion to the next grade shall be based on a yearly average of 70 or above in each of the subject areas: **Reading/Language Arts, Mathematics, Science, and Social Studies**. A student must attend at least 90% of the ALA Program (16 days) and satisfy the requirements for promotion as per BISD district policy.

☐ Excessive Absences (18 or more).

ATTENDANCE OPTIONAL WITH THE EXCEPTION of students losing credit due to excessive absences based on the campus attendance committee decision.

☐ Is in danger of not meeting the Approaches Performance Requirements on the 2023 STAAR Reading, Math, and/or 5th Grade Science State Assessments. **ATTENDANCE OPTIONAL**

*** Please contact your child's school to update your contact information including any changes and additional contact numbers, email addresses, etc. so that your child's teacher is able to reach you regarding the summer program.

The ALA Program will start **Tuesday, June 6** and end on **Wednesday, June 28**. The schedule is as follows:

Accelerated Learning Academy (ALA)	7:30 AM – 3:35 PM	Monday-Friday
(Breakfast and lunch will be provided.)		

Your child _____ will be attending **Castaneda Elementary**.

Parents are to drop off and pick up their child at the assigned summer program site **Castaneda Elementary School**.

Return to your child's teacher by _____.

Please indicate your choice by marking one of the following statements:

_____ **Yes**, I want my child to attend the Grades 1-5 Accelerated Learning Academy.

_____ **No**, I do not want my child to attend the Grades 1-5 Accelerated Learning Academy.

My child has a chronic medical problem and/or needs to take medication during the summer program. _____ Yes _____ No

Print Student's Name

School

Grade

Parent's Signature

Address

Phone Number



DEPARTMENT of CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

ACADEMIA DE APRENDIZAJE ACCELERADO DE 2023 PARA 1° - 5° GRADOS NOTIFICACIÓN DE ELEGIBILIDAD DEL ESTUDIANTE

2nd Ronda

Estimados padres,

8 de mayo del 2023

Su hijo/a es elegible para participar en la Academia de Aprendizaje Acelerado (ALA) del Distrito Escolar Independiente de Brownsville. Los requisitos para calificar incluyen: si el estudiante no logró ser promovido (por debajo de un promedio de 70), ausencias excesivas (18 o más) o está en peligro de no cumplir con los requisitos de rendimiento de enfoques en el examen STAAR de lectura o matemáticas de 3.º a 5.º grado de 2023, o Evaluaciones Estatales de Ciencias de 5to grado.

Su hijo/a puede ser elegible para ALA según los siguientes criterios:

☐ Basado en el promedio final acumulativo en la(s) siguiente(s) materia(s), su hijo(a) califica para:

Lectura/Artes del Lenguaje _____ Matemáticas _____ Ciencias Naturales _____ Ciencias Sociales _____

IMPORTANTE: BISD no otorga promociones sociales. En los grados 1-5, la promoción al siguiente grado se basará en un promedio anual de 70 o más en cada una de las materias: **Lectura/Artes del Lenguaje, Matemáticas, Ciencias y Estudios Sociales**. Un estudiante debe asistir al menos al 90% del Programa ALA (16 días) y cumplir con los requisitos para la promoción según la política del distrito de BISD.

☐ Por ausencias excesivas (18 días o más)

ASISTENCIA OPCIONAL CON LA EXCEPCIÓN de estudiantes que pierden crédito debido a ausencias excesivas basadas en la decisión del comité de asistencia.

☐ Está en peligro de no cumplir con los Requisitos de rendimiento de enfoques en el examen STAAR de lectura, matemáticas y/o 5º de 2023 Evaluaciones Estatales de Ciencias de Grado. **ASISTENCIA OPCIONAL**

*** Comuníquese con la escuela de su hijo/a para actualizar su información de contacto, incluidos los cambios y números de contacto adicionales, direcciones de correo electrónico, etc. para que el maestro de su hijo pueda comunicarse con usted con respecto al programa de verano.

El Programa ALA comenzará **el martes 6 de junio** y finalizará el **miércoles 28 de junio**. El horario es el siguiente:

Academia de aprendizaje acelerado (ALA)	7:30 AM – 3:35 PM	de lunes a viernes
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(Se proveerá desayuno y almuerzo.)

Su hijo/a _____ asistirá a la escuela primaria: _____.

Transporte: BISD proporcionará transporte hacia y desde la escuela de origen hasta el sitio del programa de verano asignado.

Favor de entregar esta forma al maestro/a de su hijo/a antes del _____.

Indique su elección marcando una de las siguientes afirmaciones:

____ Sí deseo que mi hijo/a asista a la Academia de Aprendizaje Acelerado de los grados 1º - 5º.

____ No deseo que mi hijo/a asista a la Academia de Aprendizaje Acelerado de los grados 1º - 5º.

Mi hijo/a padece de una enfermedad crónica y debe tomar medicamento durante las clases de verano. ____ Sí ____ No

Nombre del estudiante

Escuela

Grado

Firma del padre/tutor

Dirección

Número de teléfono



DEPARTMENT of CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

ACADEMIA DE APRENDIZAJE ACELERADO DE VERANO 2023 PARA 1° - 5° GRADOS NOTIFICACIÓN DE ELEGIBILIDAD DEL ESTUDIANTE (CROMACK)

2nd Ronda

Estimados padres de la **Primaria Cromack**,

8 de mayo del 2023

Su hijo/a es elegible para participar en la Academia de Aprendizaje Acelerado (ALA) del Distrito Escolar Independiente de Brownsville. Los requisitos para calificar incluyen: si el estudiante no logró ser promovido (por debajo de un promedio de 70), ausencias excesivas (18 o más) o está en peligro de no cumplir con los requisitos de rendimiento de enfoques en el examen STAAR de lectura o matemáticas de 3.º a 5.º grado de 2023, o Evaluaciones Estatales de Ciencias de 5to grado.

Su hijo/a puede ser elegible para ALA según los siguientes criterios:

☐

Basado en el promedio final acumulativo en la(s) siguiente(s) materia(s), su hijo(a) califica para:

Lectura/Artes del Lenguaje _____ Matemáticas _____ Ciencias Naturales _____ Ciencias Sociales _____

IMPORTANTE: BISD no otorga promociones sociales. En los grados 1-5, la promoción al siguiente grado se basará en un promedio anual de 70 o más en cada una de las materias: **Lectura/Artes del Lenguaje, Matemáticas, Ciencias y Estudios Sociales**. Un estudiante debe asistir al menos al 90% del Programa ALA (16 días) y cumplir con los requisitos para la promoción según la política del distrito de BISD.

☐

Por ausencias excesivas (18 días o más)

ASISTENCIA OPCIONAL CON LA EXCEPCIÓN de estudiantes que pierden crédito debido a ausencias excesivas basadas en la decisión del comité de asistencia.

☐

Está en peligro de no cumplir con los Requisitos de rendimiento de enfoques en el examen STAAR de lectura, matemáticas y/o 5º de 2023. Evaluaciones Estatales de Ciencias de Grado. **ASISTENCIA OPCIONAL**

*** Comuníquese con la escuela de su hijo/a para actualizar su información de contacto, incluidos los cambios y números de contacto adicionales, direcciones de correo electrónico, etc. para que el maestro de su hijo pueda comunicarse con usted con respecto al programa de verano.

El Programa ALA comenzará **el martes 6 de junio** y finalizará el **miércoles 28 de junio**. El horario es el siguiente:

Academia de aprendizaje acelerado (ALA)	7:30 AM – 3:35 PM	de lunes a viernes
--	--------------------------	---------------------------

(Se proveerá desayuno y almuerzo.)

Su hijo/a _____ asistirá a la Escuela Primaria Castañeda.

Los padres deben dejar y recoger a sus hijos en el lugar asignado para el programa de verano en la Escuela Primaria Castañeda.

Favor de entregar esta forma al maestro/a de su hijo/a antes del _____.

Indique su elección marcando una de las siguientes afirmaciones:

____ **Sí** deseo que mi hijo/a asista a la Academia de aprendizaje acelerado de los grados 1º - 5º.

____ **No** deseo que mi hijo/a asista a la Academia de aprendizaje acelerado de los grados 1º - 5º.

Mi hijo/a padece de una enfermedad crónica y debe tomar medicamento durante las clases de verano. ____ **Sí** ____ **No**

Nombre del estudiante

Escuela

Grado

Firma del padre/tutor

Dirección

Número de teléfono



DEPARTMENT *of* CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

Grades 1-5 Summer School Program Mid-Term Summer Progress Report

June 16, 2023

Dear Parent(s)/Guardian(s):

Your child, _____ is participating in the Grades 1-5 Summer School Program. This mid-term grade(s) are only for the failed subject area(s).

Student Name: _____

Home Campus: _____

Reading Language Arts _____

Mathematics _____

Science _____

Social Studies _____

Attendance Days Present: _____ Days Absent: _____

There are 8 instructional days remaining in the summer School program. It is critical that your child be present every day for the remaining days.

Teacher' Comments: _____

If you wish to have a conference with your child's teacher, please call _____ as soon as you receive this letter.

Respectfully,

Summer School Teacher

Summer School Administrator



DEPARTMENT *of* CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

Programa escolar de verano de grados 1- 5 Informe de Progreso

16 de junio del 2023

Estimados padres,

Su hijo(a), _____, está participando en el programa escolar de verano. Este es un informe de progreso académico de medio curso del programa de verano. La(s) calificación(es) son **únicamente** en la(s) materia(s) que su hijo/a reprobó.

Nombre de alumno(a): _____ Escuela de origen: _____

Lectura/Artes de Lenguaje _____

Matemáticas _____

Ciencias _____

Estudios Sociales _____

Asistencia Días presente: _____ Días ausente: _____

Solamente quedan 8 días de instrucción en el programa de verano. Es muy importante que su hijo (a) este presente durante estos últimos días para finalizar el programa.

Comentarios del maestro (a): _____

Si desea una conferencia con el maestro (a), favor de llamar al _____ tan pronto reciba este informe.

Atentamente,

Maestro/a del Programa Académico de Verano

Administrador/a del Programa Académico de Verano



DEPARTMENT *of* CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

Grades 1-5 Summer School Program End of Program Student Report

June 28, 2023

Dear Parent(s)/Guardian(s):

The First through Fifth Grade Summer School Program has ended. The grade(s) are only for the failed subject area(s).

Student Name: _____

Home Campus: _____

Reading Language Arts _____

Mathematics _____

Science _____

Social Studies _____

Attendance Days Present: _____ Days Absent: _____

Your child is **promoted** to: _____

Your child is **retained** in: _____ due to a failing grade(s) in: _____
(Subjects)

If you have any questions regarding your child's promotion or retention, please contact the student's home campus principal.
A copy of this report will be sent to the student's home campus.

Respectfully,

Summer School Teacher

Summer School Administrator

CC: Home Campus Principal (This data must be entered in PRC.)



DEPARTMENT of CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road * Brownsville, Texas 78521 * Ph: (956) 548-8121

Programa escolar de verano de grados 1- 5 Informe de Progreso Final

28 de junio del 2023

Estimados padres,

Nuestro programa escolar de verano ha terminado. Le presentamos el informe de progreso final cual refleja el progreso académico de su hijo/a durante este verano. Hemos incluido calificación(es) **únicamente** en la(s) materia(s) que su hijo/a reprobó.

Nombre de alumno(a): _____ Escuela de origen: _____

Lectura/ Artes de Lenguaje _____

Matemáticas _____

Ciencias _____

Estudios Sociales _____

Asistencia Días presente: _____ Días ausente: _____

Su hijo/a ha sido **promovido/a** a: _____

Su hijo/a ha sido **retenido/a** en: _____ por reprobado _____
Materia(s)

Solamente quedan 8 días de instrucción en el programa de verano. Es muy importante que su hijo (a) esté presente durante estos últimos días para finalizar el programa.

Si tiene preguntas respecto a la promoción o retención de su hijo/a, favor de comunicarse con el director/a de su escuela. Una copia de este reporte será entregada a la escuela del estudiante.

Atentamente,

Maestro/a del Programa Académico de Verano

Administrador/a del Programa Académico de Verano

CC: *Director/a Escuela de domicilio*



Brownsville Independent School District Professional Development Department Sign-In Sheet



In-Service Title:					Scheduled Time:			
Date:			Campus/Department:					
Workshop#:			Site / Room:					
Contact Person:			Audience:					
Administrators' Signature			<input type="checkbox"/> Elementary <input type="checkbox"/> All Levels		No. of CPE Hours:	<input type="checkbox"/> CPE		
			<input type="checkbox"/> Secondary			<input type="checkbox"/> Stipend		
	Employee Number	Name (PRINT)	Campus Name	Signature	IN	OUT	IN	OUT
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
<ul style="list-style-type: none">ORIGINAL SIGN IN SHEETS FOR REQUIRED DISTRICT & CAMPUS STAFF DEVELOPMENT DAYS & TEA TOPICS MUST BE SENT TO THE PROFESSIONAL DEVELOPMENT DEPT. <p>Sign-in sheet is recommended for documentation of attendance at all BISD sessions. This record will be retained for 5 years. BISD RECORD: Item 1050-28sig.</p>								

Page ____ of ____



Grades 1-5 Summer School Grade Sheet

Subject:		Week 1														Week 4			Daily Average	End of Term Average	Promoted or Retained
Grade Level:		T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W			
Calendar Dates: -----> JUNE 6-28, 2023		June														June					
#	Student Name	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28			
1																					
2																					
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
12																					
13																					
14																					
15																					
16																					
17																					
Total Class Average																					

Ensure grades are recorded on eSchool and reassignments are noted for any grade below



HB4545 Student Intervention Eligibility Roster

Grade Level: _____

Campus: _____

Principal Signature: _____

Only students who are eligible for the ALA program should be included in this roster.

	Student ID	Student's Name Last Name, First Name, MI (in alphabetical order)	Grade Level	*Parent Permission for Intervention Group <3	*Intervention Group of 3	Reading	Math	Science
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								

*Only ONE form per grade level.

Upload the eligible list of students for each campus by May 23, 2023 to the Elementary Accelerated Learning Summer Program ONEDRIVE folder.



Grades 1 -5 Accelerated Learning Academy Program **2023 End of Program Campus Report** **(Promotion/Retention)**

Grade Level: _____

Host Campus: _____

ALA Teacher Signature: _____

Date: _____

**Notes: Please
list all students
who attended**

Home Campus: _____

Date Entry Clerk's Signature: _____

Date: _____

Teacher: _____

Principal/Designee Signature: _____

Date: _____

PEIMS ID	NAME OF STUDENT ALPHABETICAL ORDER (Last Name, First, MI)	ATTENDANCE [v]		If a student withdrew, did she/he attend at least one day? (Y) YES or (N) NO	FINAL SUMMER GRADES (failed subject) Use Required Numerical Grades Only				Promotion [v]	Promotion by Attendance Committee [v]	Retention [v]
		90% +	< 90%		Reading Language Arts	Math	Science	Social St.			
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											

Notes: Please list all students who attended summer school including the students who withdrew during the program.
 Provide a copy to Curriculum and Instruction Department on June 30th End of Summer Program Clearance Day.
 Provide original to home campus principal upon return of campus administrators.
 The Data Entry Clerk's signature verifies that: (1) every student enrolled appears in the attendance sheets and is listed above; (2) the PEIMS ID for each student is correct



Summer 2023 Accelerated Learning Academy

Students with Excessive Absences & Academic Intervention End of Program Report

Host Campus _____		
Home Campus: _____	Teacher Name: _____	_____
Grade Level: _____	Teacher Signature: _____	Date: _____
	Principal/Designee Signature: _____	Date: _____

PEIMS ID		NAME OF STUDENT ALPHABETICAL ORDER (Last Name, First, MI)	ALA Enrollment June 6-June 28, 2023		
			Days Present	Days Absent	Total Enrollment
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					



Summer 2023 Accelerated Learning Academy HB4545 3rd-5th Summary Report

Host Campus _____

Home Campus: _____

Grade Level: _____

Teacher Name: _____

Teacher Signature: _____

Principal/Designee
Signature: _____

Date: _____

Date: _____

PEIMS ID	NAME OF STUDENT ALPHABETICAL ORDER (Last Name, First, MI)	Reading Intervention Cumulative Time		Math Intervention Cumulative Time		Science Intervention Cumulative Time (5 th only)		*Parent Permission for Intervention Group <3 [v]	*Intervention Group of 3 [v]
		Hours	Minutes	Hours	Minutes	Hours	Minutes		
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

Notes: Please list all 3rd-5th grade students who attended ALA Summer 2023. To be following HB4545 compliance, intervention contact time **MUST** be documented.



Department of Curriculum & Instruction

1900 Price Road Brownsville, Texas 78521 Ph: (956) 548-8121 Fax: (956) 548-8167

2023 Elementary Summer ALA Attendance Requirement Form

Student Name: _____

Student Id #: _____

Student's Home Campus: _____

Hosting Campus Name: _____

Reason for Absences:

(Include excuses ex. Parental Notes, Funeral Excuses, Doctor Excuses, etc.)

Decision:

Promotion May Granted Due to Extenuating Circumstances Pending Student Grades _____

Retained due to excessive absences _____

Reason For Decision:

Attendance Committee Members

Summer Teacher's Name: _____ Teacher Signature: _____

Date: _____

Lead Teacher's Signature: _____ Date: _____

Summer Administrator's Signature: _____ Date: _____

4th Committee Member Name: _____ Signature: _____

Due to Curriculum and Instruction Dept. by: June 29, 2023 (Specialists will collect a copy of forms)

Elementary C&I Administrator/Specialist Signature: _____

- Please include a copy of the student's End of Program Report.
- Staple Excuses for every absence to this form.

Approval of this form does not guarantee student promotion. Each student will still be required to meet the requirements for promotion based on District Policy EIE Local.

BISD does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or provision of services, programs or activities.

Appendix C

Classroom Supplies



	Item	Quantity		Grade Levels
1	White Copy Paper 10 reams	BX	5	Teachers 1st-5th
2	Chart Paper	EA	36	Teachers 1st-5th
3	Sentence Strips	PK	72	Teachers 1st-5th
4	Black Expo Dry Erase Markers 36ct	BX	6	Teachers/Students 1st-5th
5	Black Permanent Markers	DZ	36	Teachers 1st-5th
6	Blue Ballpoint Pens	DZ	48	Teachers 1st-5th
7	Masking Tape	RL	108	Teachers 1st-5th
8	Manila Folders	BX	5	Office
9	Assorted Construction Paper	PK	96	1st-5th
10	Filler Paper 100 Sheet	PK	36	3rd-5th
11	Handwriting Paper 500 Sheet .63"	PK	40	1st
12	Handwriting Paper 500 Sheet .50"	PK	40	2nd
13	Wide-Ruled Composition Book	EA	624	1st-5th
14	Portfolio 2 Pocket 25 CT	BX	20	1st-5th
15	Colored Pencils 12CT	EA	456	1st-5th
16	#2 Pencils	DZ	48	1st-5th
17	Assorted Color Markers 8ct	EA	456	1st-5th
18	Crayola Crayons 8ct	BX	480	1st-5th
19	Eraser Caps 144 BX	BX	24	1st-5th
20	Pencil Sharpeners	EA	408	1st-5th
21	Glue Sticks 12ct	PK	408	1st-5th
22	Scissors 5"	EA	408	1st-5th
23	Rulers	EA	576	1st-5th

	Count	Grade Levels
Teachers	112	1st-5th
Students	2200 5th SW	1st-5th
SS Campus Sites	10	Elementary

Appendix D

Custodial Supplies



Summer School Hosting Site:		Completed by:		
Description	Product ID	Unit Price	# Requested	Total per Product
Free Lysol Wipes 6 packs per Case (order by Case)	Free	Free		
Trash Liner Bags 11 Gallons	303012	\$27.00	0	\$0.00
Trash Liner Bags 20/32 Gallons	303013	\$27.87	0	\$0.00
Trash Liner Bags 55 Gallons	303014	\$29.03	0	\$0.00
Mop Finish –Mop Head	302018	\$5.87	0	\$0.00
Mop Wet –Mop Head 16 oz	302019	\$2.61	0	\$0.00
Paper, C-Fold Hand Towel	304011	\$23.98	0	\$0.00
Paper, Hand Roll Towels	304012	\$30.52	0	\$0.00
Paper, Hand Roll Towels (NEW)	304017	\$37.00	0	\$0.00
Paper, Toilet Jumbo	304013	\$34.16	0	\$0.00
Paper, Toilet RL 2 Ply GP-19880	304014	\$46.21	0	\$0.00
Paper, Toilet Tissue (New Item)	304016	\$32.68	0	\$0.00
Soap, Liquid Refill	301009	\$2.58	0	\$0.00
Hand Foam Soap Deb Aero Blue	301016	\$42.40	0	\$0.00
CNABC1 NONACID BATHROOM CLEANER	305031	\$77.95	0	\$0.00
HPC15 PEROXY ALL PURPOSE	305032	\$53.62	0	\$0.00
TB17 TRIBASE MULTIPURPOSE	305033	\$43.03	0	\$0.00
NDC103 DISINFECTANT NEUTRAL	305034	\$32.33	0	\$0.00
Gloves, Latex Powder Free Med	305010	\$11.41	0	\$0.00
Gloves, Latex Powder Free LG	305011	\$12.47	0	\$0.00
Alcohol Wipes (Case 6 Buckets 250 Per Bucket)	306071	\$91.00	0	\$0.00
Vital Oxide (360 Clorox) 4 gallon	306070	\$106.89	0	\$0.00
TOTALS			0	

Vendor Information

Instructions

BISD Warehouse	<i>Prices of 3/31/23 Prices can go up.</i>	Complete form by entering the quantity per item (Highlighted Yellow). The total will calculate at the bottom. DO NOT EXCEED \$675.00
		Custodial Supplies will be replenished in July.

Appendix E

Student Devices Form





BISD Elementary Summer School Student Electronic Device

Home Campus

1. Home campus is responsible for assigning an electronic device for each student attending the Accelerated Learning Academy and delivering it to the Host Campus.
2. Home campus must record the electronic device information on the “**BISD Elementary Summer School Student Electronic Device Home Campus Record**” and give the record to the Host Campus Administrator when devices are delivered. Home campus will then receive a signed copy of the record from the Host Campus Administrator as a receipt.
3. Home campus will make arrangements to retrieve the electronic devices from the Host campus prior to the beginning of the 2023 – 2024 school year.

Host Campus

1. Host campus will receive the electronic devices from the Home Campus, review the information noted on the “**BISD Elementary Summer School Student Electronic Device Home Campus Record**” and sign the record acknowledging the receipt of the devices.
2. Host campus administrator will assign the appropriate devices to the Accelerated Learning Academy teacher. Teacher will complete the “**BISD Elementary Summer School Student Electronic Device Host Campus Record**” for each campus that she/he receives students from.
3. Electronic devices are not to leave campus during the duration of the Accelerated Learning Academy.
4. Prior to the completion of the Academy, the teacher will return the devices and the record, to the summer administrator or lead teacher.
5. Host campus administrator is responsible for the collection of the electronic devices and teacher records.
6. Host campus administrator will provide a safe location for the electronic devices until the Home Campus retrieves the devices and records.
7. Host campus administrator will provide a copy of all documentation to CIA at the end of the summer program.



Summer School Site:

Total Devices Assigned:

Total Cords Assigned:

Date _____



Summer School Site:

Total Devices Picked-up: **Total Cords Picked-up:**

Date _____

85