



AN EARLY COLLEGE DISTRICT

BROWNSVILLE

INDEPENDENT SCHOOL DISTRICT

Curriculum, Instruction, & Accountability

A collection of educational icons including a backpack, lightbulb, heart, globe, pencil, ruler, notebook, scissors, magnifying glass, and watercolor palette, scattered across a purple background.

ESSER III

Part A1 (ESEA)

Extended Day/ Tutorial Guidelines

ESSER III Part A1 Closing the Gaps Extended Day Guidelines

2023-2024

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

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

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

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

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

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

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

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

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

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

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

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



BROWNSVILLE INDEPENDENT SCHOOL DISTRICT

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

Campus: _____

Teacher Name: _____ Tutorial/Extended-Day Subject: _____ Grade Level: _____

State Assessment Objective: _____

DATE	TEKS	ACTIVITIES/STRATEGIES/MATERIALS	EVALUATION

NOTES:

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



Brownsville Independent School District

Insert Campus Name

Insert Campus Phone Number

(DATE SENT)

Dear Parents or Guardian,

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

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

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

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

EXTENDED DAY/WEEK TUTORIAL PROGRAM

Campus: _____

Date: _____

Student Name: _____

Grade/Course: _____

Teacher: _____

Room No: _____

PLEASE CHECK ONE:

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

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

Parent or Guardian's Signature

Date



Brownsville Independent School District

Insert Campus Name

Insert Campus Phone Number

(FECHA DE ENVÍO)

Estimados Padres de Familia o Tutor,

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

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

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

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

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

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PROGRAMA DE PREPARACIÓN ACADÉMICA (Extensión de Día/Semana)

Escuela: _____

Fecha: _____

Nombre de Alumno: _____

Grado/Curso: _____

Maestro(a): _____

Numero de Cuarto: _____

FAVOR DE MARCAR UNO:

_____ **Sí, mi hijo(a) asistirá las clases de Programa de Preparación académica.**

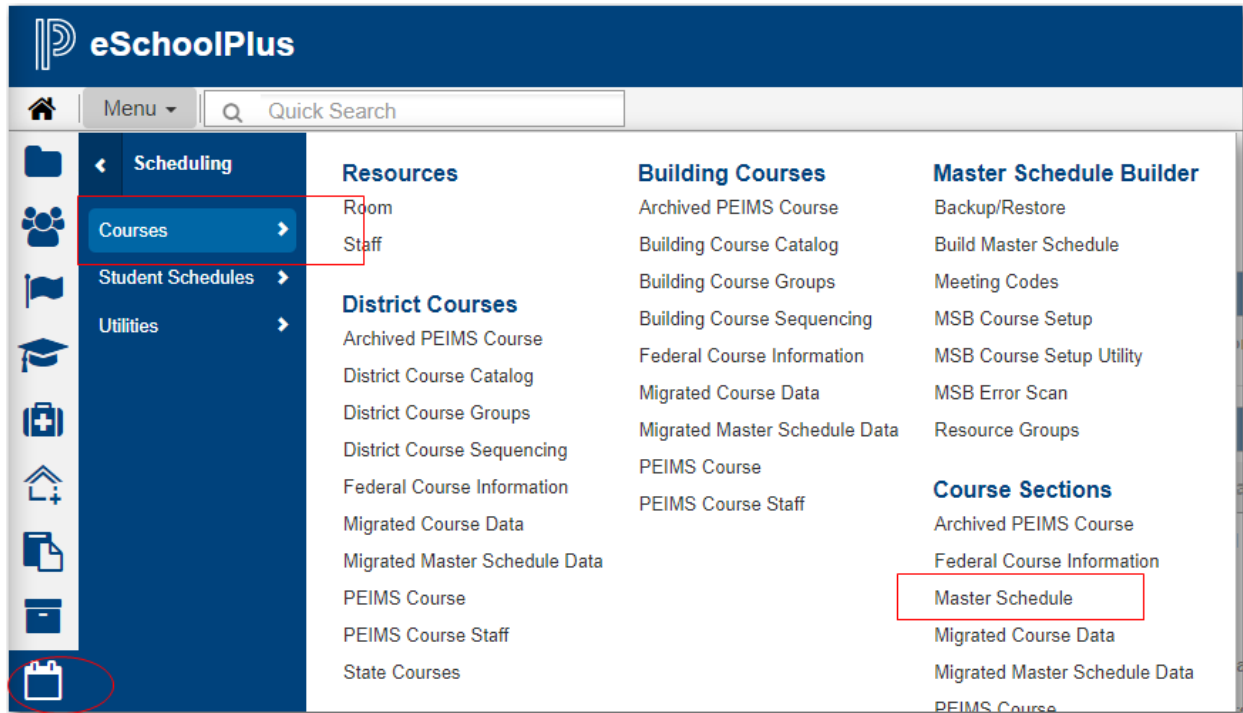
_____ **No, mi hijo(a) no asistirá las clases de Programa de Preparación académica y será responsable de su progreso académico.**

Firma del Padre de Familia o Tutor

Fecha

eSchoolPLUS Tutorial Setup Guide

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



1. Add the 970030 ESSER III Closing the Gap to your Campus Master Schedule
2. Click on the + Sign



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

Master Schedule

Course

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

Master Schedule

Changes Saved

Course

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

Course-Section Information

General Information

Description* ESSER III Closing the Gap

Department LA - LANGUAGE ARTS

Fee* 0.00

VoTec

Block Type* N - Regular Course

Study Hall

Scheduling Information

Gender Restriction* B - Both

Grade Restriction

Lock

House Team

Maximum Seats* 30

Duration Type M - MARKING PERIOD

Classified Students

Maximum Number Percent

Mark Reporting Information

Grad Requirement Credit Rule E - Evenly divide credit among all subject areas

Average ID

Course Credit Basis

NCES Code

Gradebook Category Type ES - Elementary Grading Policy

Teacher Qualifications

Qualifications

3. Setup your session information

Session Information

Session 1

General Information

Description* ESSER III Closing the Gap

Used Seats 0

Classification Weight 0.000

Scheduling Information

Periods* 16 - 16

Marking Periods MP1 MP2 MP3 MP4 MP5 MP6

Cycles M T W R F

Staff and Room Information

Primary Staff* 0 - STAFF

Secondary Staff

Room* N/A - N/A

Mark Reporting and Attendance Information

Marks Are N - Not issued

Credit 0.0000

Building Types

Mark Types

Course Level

Honor Rolls

GPA's

Graduation Requirement Areas

Area Tags

No Subject Areas are defined for the session.