BROWNSVILLE

INDEPENDENT SCHOOL DISTRICT

Curriculum, Instruction & Accountability Department

2024
ELEMENTARY ACCELERATED LEARNING ACADEMY
PROGRAM HANDBOOK

Table of Contents

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 2024 – 2025 school year
B. ***Prekindergarten 4 and Kindergarten Emergent Bilingual (EB) Students Currently enrolled:***
   1. PREKINDERGARTEN 4: **Currently enrolled** identified Pre-Kindergarten Emergent Bilingual students eligible for kindergarten the 2024 – 2025 school year
   2. KINDERGARTEN: Currently enrolled identified Kindergarten Emergent Bilingual students eligible for 1st grade for the 2024 – 2025 school year
C. **Pre-Registered for Kindergarten and 1st grade for the 2024 – 2025 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 2024 – 2025 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 2024 – 2025 school year** are eligible for the Accelerated Learning Academy.

II. Grades 1-5 Accelerated Learning Academy is for district students who <u>failed to be promoted</u> based on District Policy EIE Local, have 18 or more absences during the 2023- 2024 school year, or 3rd, 4th, 5th grade students not meeting approaches on either 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 not meeting the passing standards on the STAAR exam will be based on the scores released by the Texas Education Agency.   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 4, 2024**
Last Class Day..Wednesday, **June 26, 2024**
Class Sessions...Monday-Friday

ACCELERATED LEARNING ACADEMY SITES (9)

Campus	Site
Aiken Garza Palm Grove Southmost	**Aiken**
Benavides Garden Park Pullam Keller	**Benavides**
Brite Castañeda **Cromack El Jardin	**El Jardin**

Campus	Site
Breeden Gallegos Peña Vermillion	**Gallegos**
Champion Del Castillo Gonzalez Morningside	**Gonzalez**
Egly Hudson Paredes Perez	**Perez**

Campus	Site
Canales Sharp Putegnat	**Putegnat**
Martin Russell Skinner	**Russell**
Burns Ortiz Villa Nueva Yturria	**Villa Nueva**

** 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 Elementary campus. BISD will provide transportation to and from the 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 2023-2024 school year.

Grades 1st-5th Student Eligibility

- BISD students in grades 1 through 5 who <u>failed to be promoted</u> based on district policy EIE Local.
- BISD students in grades 1 through 5 that have eighteen (18) or more absences during the 2023-2024 school year.
- Criteria for students in 3rd to 5th not meeting the passing standards on the STAAR exam will be based on the student scores released by the Texas Education Agency.
- If data are not available to determine eligibility, campuses will make recommendations based on teacher input and student data.
- 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 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 not satisfying the requirements for promotion in the Grades 1-5 Accelerated Learning Academy Program, a folder with sample graded student work must also 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 2023-2024 school year, or provide instructional support for 3rd, 4th, and 5th grade students not meeting approaches on either 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 did not meet the approaches standard on 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 did not meet 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 according to the EB students' proficiency level.

Grades 1st-5th ALA Instructional Resources

Reading Language Arts	Social Studies	Math	Science
Summer Scholars/Focus Reading Booster Pack	Nystrom: Exploring Where and Why	TCM Focused Mathematics Intervention	EduSmart
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 one informal classroom visit will be conducted per teacher per day starting on the second day of class. Classroom visits will also be conducted periodically by program administrators and Curriculum, Instruction and Accountability specialists.

Pupil: Teacher Ratio

	MAXIMUM	MINIMUM
PK4- Kinder Bilingual Enrichment Program	18:1	TBD
Grades 1-5 Accelerated Learning Academy	19:1	10:1

PK4-K: Individual classroom closures and/or consolidations will be made as needed throughout the program based on student attendance.

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

PK4 & 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 - 11:00 am	**Math**
11:00 am - 12:00 pm	**Science**
12:00 pm – 12:30 pm	**LUNCH**
12:30 pm – 1:30pm	**Social Studies**
1:30 pm – 3:35pm	**SEL/Music/Computer Lab**

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

SEL/Music/Computer Lab time may be adjusted as needed.

Staff Schedules

Elementary Certified Personnel and Support Staff Daily Schedules

Administrators …………………………………………………7:15 am – 4:15 pm (8.5 hrs. per day) June 4- June 26
8 hours June 27th

Lead Teachers …………………………………………………7:15 am – 4:15 pm (8.5 hrs. per day) June 4- June 26
8 hours June 27th

PK4-5th Teachers……………………………………………7:30 am – 4:00 pm (8 hrs. per day) June 4- June 26

Nurse……………………………………………………………7:30 am – 4:00 pm (8 hrs. per day) June 4- June 26

1st-5th Literacy Interventionist……………………………7:45 am – 3:45 pm (7.5 hrs. per day) June 4- June 26

Dyslexia Teacher………………………………………………7:45 am – 3:45 pm (7.5 hrs. per day) June 4- June 26

❖ **30-minute lunch**

Elementary Classified Personnel Daily Schedules

Secretaries …………………………………………….. 7:30 am – 4:00 pm (8 hrs. per day, Mon. – Fri.)   June 4- June 26
8 hours June 27th

Data Entry Clerks …………………………………7:30 am – 4:00 pm (8 hrs. per day, Mon. – Fri.)   June 4- June 26
8 hours June 27th

Bilingual Attendance Clerks ……………… 7:30 am – 4:00 pm (8 hrs. per day, Mon. – Fri.)   June 4- June 26

Bilingual PK4/Kinder Inst. Aides …………7:30 am – 4:00 pm (8 hrs. per day, Mon. – Fri.)   June 4- June 26

Bilingual Traveling PK Inst. Aides ……….7:00 am - 4:30 pm (9 hrs. per day, Mon. – Fri.)   June 4- June 26

❖ **30-minute lunch**

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

There is <u>NO</u> 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 and End of Program Campus Report to the home campus principal upon return of campus administrators.
- Accurately submit and upload 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 an 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 daily classroom observation visits per teacher starting on the second day of class 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 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.

HB1416 (HB4545) Responsibilities

- Students failing either the Math, Reading Language Arts and/or Science STAAR in the 2023-2024 school year will require additional hours of accelerated instruction in math, science and/or reading language arts during the 2024-2025 school year.
- The following documentation needs to be monitored and kept at the home campus, readily available as well as uploaded to the Elementary ALA Summer School OneDrive folder by the end of the summer school program:
  - 2023-2024 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
  - HB1416 (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 daily. 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 4th – 7th	Submit on Monday, June 10th by 9:00 am
Week of June 10th – 14th	Submit on Monday, June 17th by 9:00 am
Week of June 17th – 21st	Submit on Monday, June 24th by 9:00 am
FINAL TIMESHEETS AND COMPOSITES DUE ON WEDNESDAY, June 26th 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 2023-2024 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 teachers 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 Grades 1-5 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 2023 – 2024 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 <u>failed</u> 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 4-7	Week 2 June 10-14	Week 3 June 17-21	Week 4 June 24-26	Sample Grade
70	68 and 72	81 and 74	80	70 + 68 + 72 + 81 + 74 + 80 = 445 ÷ 6 = 74.17 *SAMPLE*

<u>The final Accelerated Learning Academy grade</u> 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 did not meet the approaches standard on STAAR will not need grades submitted.

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

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. <u>Only the failed subject(s) will receive a numerical grade.</u> End of program student reports 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**.** <u>Grades must be collected using the district provided Accelerated Learning Academy curriculum.</u>

Reteaching and Mastery Guidelines
(2023-2024 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 2024 TIMELINE

DESCRIPTION	DATE(S)	COMMENTS
Grades 1-5 preliminary #s obtained from eSchool. (Students who failed the first semester in Reading/Language Arts, Math, Science, and/or Social Studies	Wednesday, January 24	Eschool Report
Meeting with Program Administrators for ALA Hosted by Curriculum Department	Wednesday, February 28	**Location:** Special Services Mtg. Room 8:30 am – 9:30 am
Notification of Student Eligibility for Grades PK & K Accelerated Learning Academy Program	Week of March 25-28	Send to parents by all elementary campuses
Eligible Students Participants' List PK - K Accelerated Learning Academy Program	Monday, March 25	**1st Round submission to Google Drive March 28,2024**
1st Round of Permission slips for Grades PK-K Accelerated Learning Academy Program	Week of March 25-28	Send to parents by all elementary campuses **1st Round submission to Google Drive March 28,2024**
2nd Round of Permission slips for Grades PK-K Accelerated Learning Academy Program	Week of April 2-11	Send to parents by all elementary campuses **2nd Round submission to Google Drive April 11, 2024**
Grades 1-5 Memo sent to campus Administrators	Tuesday, April 9	Curriculum and Instruction
All Program administrators & campus principals receive ALA HR procedures, recommendation forms and TalentEd	Thursday, April 11	Email to campus Principals and Program and Department Administrators. Contact HR, Betsy Iglesias, for questions.
3rd Round of Permission slips for Grades PK-K Accelerated Learning Academy Program	Week of April 15-25	Send to parents by all elementary campuses **3rd Round submission to Google Drive April 25, 2024**
Deadline to submit Grades 1-5 ALA Eligibility lists to C & I ONEDRIVE	Friday, April 26	Campus Administrators Campuses will submit into ONEDRIVE folder
Recommendations submitted through PowerSchool for Summer Program Candidates	Monday, April 22	Program Administrators and Campus Principals
1st Round of Permission slips for Grades 1-5 Accelerated Learning Academy Program	Week of April 22-26	Send to parents by all elementary campuses *(End of the 5th six weeks is Friday, April 19th)*
ALA Meeting for 9 Hosting Site Current Campus Principals, ALA Administrators, Lead teachers (3hr. stipend)	Monday, May 6	Elementary ALA Training Section # 16804 CAB 220 4:00 pm - 7:00 pm
Final copy of eligible list of students for PK & K Accelerated Learning Academy Program	Tuesday, May 07	**Final submission to Google Drive May 7, 2024**
Deadline to Submit recommendations for Certified & Classified candidates	Friday, May 10	Program Administrators and Campus Principals
2nd Round of Permission slips for Grades 1-5 ALA Program	Week of May 20-24	Send to parents by all elementary campuses
Deadline to submit final copy of eligible list of students for Grades 1-5 Accelerated Learning Academy Program to C & I ONEDRIVE	Tuesday, May 21	Campus Administrators Campuses will submit into ONEDRIVE folder

Elementary Accelerated Learning Academy Professional Development for Administrators, Lead Teachers and Teachers Day 1	Friday, May 31st	Location: Morningside Elementary Section # 16974 4:00 pm – 7:00 pm
Elementary Accelerated Learning Academy Campus Professional Development Preparation for **Administrators & Lead Teachers Only**	Saturday, June 1st	Location: Hosting Campuses Section # 16976 8:30 pm – 11:30 am
Elementary Accelerated Learning Academy Professional Development for **1-5 Teachers, Administrators** and **Lead Teachers Day 2**	Monday, June 3	Location: Morningside Elementary A.M. Hosting Campuses P.M. Section # 16975 8:30 am –4:00 pm
Accelerated Learning Academy Campus Professional Development PK – KG (3hr Stipend)	Monday, June 3	Location: **ITECC Rm# E104** Pre-Kinder & Kinder Section **Course# 14171** **Section #16579** 8:30 am – 11:30 am
Accelerated Learning Academy Campus Professional Development PK – KG (3hr Stipend)	Monday, June 3	Location: Accelerated Learning Academy Sites Pre-Kinder & Kinder Section **# Campus Provided** 1:00 pm – 4:00 pm
PK-5 Elementary Accelerated Learning Academy Begins	Tuesday, June 4	Hosting Campuses
Grades 1-5 Mid-Term-Summer Progress Report	Thursday, June 13	Send to parents by all hosting campuses
Elementary Accelerated Learning Academy Administrator/Lead Teacher Focus: Master Schedule, Attendance & Payroll Procedures	Thursday, June 13	Elementary End of Accelerated Learning Academy Closing Procedures Meeting 9:30 am - 11:00 am Section # 16978 Location: CAB 220
Accelerated Learning Academy Survey Window to complete digital survey	Week of June 24-26	Completed by all Elementary Accelerated Learning Academy Certified and Classified Personnel
Grades PK-K END of Session Report	Wednesday, June 26	Send to parents by all hosting campuses
Grades 1-5 Accelerated Learning Academy Program Last day for students and teachers	Wednesday, June 26	Hosting Site Campuses Send Student Letters/End of Program Reports to parents
Grades 1-5 Accelerated Learning Academy Campus Clearance (3 hr. Stipend)	Wednesday, June 26	Location: Assigned ALA Sites Grades 1-5 Section # 16979 4:15 pm – 7:15 pm
Grades 1-5 Accelerated Learning Academy Program Clearance	Thursday, June 27	Campus Clearance 8:00 am – 4:00 pm
PK & K Accelerated Learning Academy Final Clearance	Wednesday, June 26	Bilingual Department will Clear summer campuses individually
Grades 1-5 Accelerated Learning Academy Program Student Report Card	Wednesday, June 26	Hosting Site Campuses Send home with students
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
2024 Timeline
Contact person: Annette Harms aharms@bisd.us

DESCRIPTION	DATE(S)	COMMENTS
Session 1: Current Data Entry Clerks Training Bring SS Participants' Lists and review the process of creating the Accelerated Learning Academy 2024 Master Schedule	Monday, May 6	Location: CAB 220 Section # 16793 9:00 am– 12:00 pm
eSchool Window opens for entering SS Participants and Master Schedule	May 6 – May 21	Current Data Entry Clerks
Session 2: Current Data Entry Clerks Finalize inputting Accelerated Learning Academy Master Schedule	Wednesday, May 22	Location: CAB 220 Section # 16795 8:00 am - 4:00 pm
Session 3: Current Data Entry Clerks, eSchool Training, Transition, and Q &A	Thursday, May 23	Location: CAB 220 Section #: 16796 8:00 am - 4:00 pm
Summer Data Entry Clerks & **Summer Attendance Clerks Session 1** Training PEIMS/Attendance Verification Updates	Friday, May 24	Location: CAB 220 Section # 16797 8:00 am – 4:00 pm
Summer Data Entry Clerks & **Summer Attendance Clerks Session 2** Training PEIMS/Attendance Verification Mtg./ Mid-Program Reports	Wednesday, June 5	Location: CAB Cafeteria Section # 16800 2:00 pm – 4:00 pm
Summer Data Entry Clerks & **Summer Attendance Clerks Session 3** eSchool Student Data Report and Teacher Verification Report Closing	Wednesday, June 19	Location: CAB Cafeteria Section # 16801 2:00 pm – 4:00 pm

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

Accelerated Learning Academy Elementary Secretary
2024 Timeline

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

DESCRIPTION	DATE(S)	COMMENTS
Accelerated Learning Academy Secretary Training 1	Tuesday, May 28	Location: CAB 216 Section # 16808 1:30pm – 3:30pm
Accelerated Learning Academy Secretary Training 2	Tuesday, June 11	Location: C&I Conference Room 201B Section # 16809 9:30am – 10:30am
Accelerated Learning Academy Secretary Meeting 3	Monday, June 24	Location: C&I Conference Room 201B Section # 16812 2:00pm - 3:00pm

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

Accelerated Learning Academy Human Resource Department
2024 Timeline

DESCRIPTION	DATE(S)	Department Responsible
Email Accelerated Learning Academy flyer with application deadlines to Campuses and Departments	Friday, January 12	Human Resources
Accelerated Learning Academy Applications go LIVE: 12:00 am	Friday, March 22	Human Resources
Accelerated Learning Academy Application Deadline: 11:59 pm	Thursday, April 11	Human Resources
Accelerated Learning Academy Administrator Recommendation forms due to Curriculum Department	Friday, May 10	Program Administrator and AAs
Administrators notify hired staff	April 23 – May 10	Administrators are responsible to issue Letters of Notification.

Accelerated Learning Academy Elementary Administrator & Lead Teacher 2024 Timeline

DESCRIPTION	DATE(S)	COMMENTS
Accelerated Learning Academy Program Overview for 9 Hosting Sites **Current Principals, Accelerated Learning Academy Administrators,** and **Lead Teachers** (3 hr. Stipend)	Monday, May 6	Elementary Accelerated Learning Academy Training Section # 16804 CAB 220
Elementary Accelerated Learning Academy Professional Development for Administrators, Lead Teachers and Teachers	Friday, May 31st	Location: Morningside Elementary Section # 16974 4:00 pm – 7:00 pm
Elementary Accelerated Learning Academy Campus Professional Development Preparation Training for **Administrators & Lead Teachers Only**	Saturday, June 1st	Location: Hosting Campuses Section # 16976 8:30 pm – 11:30 am
Elementary Accelerated Learning Academy Professional Development for **1-5 Teachers, Administrators** and **Lead Teachers**	Monday, June 3	Location: Morningside Elementary A.M. Hosting Campuses P.M. Section # 16975 8:30 am –4:00 pm
Elementary Accelerated Learning Academy Administrator/Lead Teacher Focus: Master Schedule, Attendance & Payroll Procedures	Thursday, June 13	Elementary End of Accelerated Learning Academy Closing Procedures Meeting 9:30 am - 11:00 am Section # 16978 Location: CAB 220
Elementary Accelerated Learning Academy Campus Clearance	Wednesday, June 26	Location: Assigned Accelerated Learning Academy Sites Grades 1-5 Section # 16979 4:15 pm – 7:15 pm Administrators Hourly Pay

Elementary Accelerated Learning Academy 2024 Professional Development for Administrators, Lead Teachers and Grades 1-5 Teachers

Day 1: Friday, May 31, 2024
4:00 pm – 7:00 pm
Location: Morningside Elementary
Section # 16974

Day 2: Monday, June 3, 2024
8:30 am – 11:30 am Location: Morningside Elementary
1:00 pm – 4:00 pm Location: Campus Hosting Site
Section # 16975

Purpose: Present the curriculum and resources for Social Studies, Mathematics, Reading Language Arts, Science, Fine Arts, ACE, and SEL as well as the expectations and procedures for summer programs.

Topics include:

RLA Curriculum/Resources	HB1416
Social Studies Curriculum/Resources	Fine Arts
Science Curriculum/Resources	SEL
Math Curriculum/Resources	ALA Handbook
Pre/Post Tests	Schedules
Attendance	Grades and Graded Work
OneDrive	Clearance
Materials Needed (Color Coding, Extras)	Forms: Electronic Device, Mid Term, End of Program, Attendance Committee

Elementary ALA Training for Administrators and Lead Teachers
Monday, June 3, 2024
Agenda
Section #16975
Location: Morningside Elementary/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, HB1416, 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/Curriculum Staff
10:25 am – 11:45 am	**Summer School Master Schedule; Attendance Information; OFSDP App; ADSY; Forms** Computer Services PEIMS Pupil Services ACE Program Annette Harms – Curriculum, Instruction and Accountability Sandra Garcia– Curriculum, Instruction and Accountability Presenter: Curriculum & Instruction
11:45 am – 12:00 pm	**Questions and Wrap up**
1:00 pm – 4:00 pm	**Campus Professional Development @ Hosting Site**

Accelerated Learning Academy for Summer 2024

PK & KG Teacher Professional Staff Development

Monday, June 4, 2024, 8:30 am – 11:30 am

TSC ITEEC rm E104

Course # 14171

Section # 16579

Agenda

8:00 am-8:30 am................................. **Sign-in**

8:30 am .... **Welcome**

8:35 am-9:35 am .... **Housekeeping**
      Communication & TEAMS
      Time Clock Plus
      Attendance

9:35 am-9:45 am .... Q & A/RR

9:45 am –11:30 am .... **Curriculum**
      Student Kit / Teacher Kit
      Calendar & Schedules
      Lesson Plans
      Pre-Test & Post Test/End of session Report
          Practice of Phonemic Awareness
      Digital Teacher Curriculum components

1:00 pm- 4:00 pm .... Report for Campus session at assigned Summer Site
 Sign- in sheet procedures

Elementary Accelerated Learning Academy Orientation and Preparation
AGENDA
Monday, June 3, 2024
1:00 pm – 4:00 pm
Grades 1 – 5 Section # 16975
PK4/KG Section # Hosting Campus Generated

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, OneDrive Reminders
   ➢ Excessive Absence Students
   ➢ Review Recommended List of Students
   ➢ HB 1416 Tracking Reminders
   ➢ 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 Reminders
   ➢ Progress Reports and Excessive Absence Student Reports
   ➢ End of Program Reports Reminders
   ➢ Attendance Committee Reminders
   ➢ 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 reminders
   ➢ 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 Reminders
   ➢ Attendance Committee Forms Reminders
   ➢ Original Attendance Sheets Reminders
   ➢ Payroll Composites and Timesheets Reminders
   ➢ Instructional Material
   ➢ Graded work for students who are not promoted

VII. Questions / Reflection

PREKINDERGARTEN / KINDERGARTEN SUMMER SCHOOL 2024
INFORMAL CLASSROOM VISITS
Minimum One Daily Classroom Visits per Teacher

CAMPUS: _____   Summer School Administrator/Lead Teacher: _____

GRADE: _____PK _____KG   ROOM NO: _____

TEACHER: _____   SUBJECT: ___Reading ___Language Arts ___Math ____Science ____Social Studies ____Art

DATE: _____ TIME IN: _____ TIME OUT: _____	Students are actively participating	Teacher differentiates instruction	Number of students present	Lesson Plans implemented	Instructional Resources utilized	Bilingual PK-K Curriculum Alignment	
Method of Instruction: whole group sm. group individual	YES NO	YES NO	YES NO	YES NO	YES NO	YES	NO

COMMENTS	__ Calendar Activities __ Phonological Awareness __ Ind. Alphabet Activities __ Alphabet Activities __ Writing Activities __ Ind. SeeSaw Writing Activities __ Reading Activities __ Math Activities __ Ind. SeeSaw Math Activities __ Science Activities __ Art Activities

Original – Appropriate Program   **Copy – Teacher**

GRADES 1-5 ACCELERATED LEARNING ACADEMY 2024
INFORMAL CLASSROOM VISITS

Minimum One Daily Classroom Visit per Teacher   CAMPUS:_____

ADMINISTRATOR/LEAD TEACHER:_____   GRADE:_____

ROOM NO:_____   TEACHER:_____   SUBJECT:_____

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	RLA Summer Scholars Focused Reading Booster Pack Evan Moor E-Books Writing Fast Focus Florida Center for Reading Research Heggerty SAVVAS Realize I-Ready STAAR Practice **Math:** TCM Focused Mathematics Intervention **Science:** EduSmart Legends of Learning **Social Studies:** Nystrom: Exploring Where and Why

Original – Appropriate Program   **Copy – Teacher**

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 6/4/24 ending 6/26/24 due 6/26/24

- **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.**

DEPARTMENT *of* CURRICULUM, INSTRUCTION & ACCOUNTABILITY

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

SUPPLEMENTAL DUTY COMPOSITES SUMMER ALA SCHEDULE 2024

BEGINNING	ENDING	DUE IN PAYROLL	PAY DATE
6/4/2024	6/26/2024	7/1/2024	7/25/2024

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

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

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

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

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*

There is <u>NO</u> approved overtime for staff.   Exception: Bilingual PK4 Paraprofessional Overtime

2024 Bilingual PK / K Summer School Administrator Clearance List

Host Campus:_____ Sending Campus: _____ _____ _____ _____	Summer School Administrators Initials	Bilingual Department Initials
Attendance Clerk		
• Attendance Clerk Clearance Form and SS Elem Bilingual Binder		
Teacher Clearance Form: 1 per teacher -(original documents, no copies)		
• eSchools Summer School Student Listing Reports for each teacher		
• Attendance Verification Report signed by each teacher, Week 1 report, and End of Summer session report, including classes closed during summer school (per teacher)		
• Weekly Attendance Audit Report by teacher		
• OneDrive Enrollment/Attendance Report for Summer School (1 per site)		
• eSchoolsPlus Master Schedule Reports OneDrive (active and inactive teachers).(per site)		
• Attendance Sheets Totaled-completed, totaled & corrected per teacher		
• Parent–Teacher Conference Log (paper copy) per teacher		
Academic Reports (1 per teacher):		
• Pre and Post grades form (per teacher) and entered in Google form		
• Copy of Student End of Session Report (1 per student) original for student, 2nd copy for Bil. Department, 3rd copy ss campus binder to be filed in SPF folder		
Reports: (original documents, no copies)		
• Timeware, Correction Logs (signed weekly) and Composite Sheets		
• Walkthroughs (2 per teacher)		
• Program Evaluations: Certified and Classified Google form		
• PK Instructional Aide June Activity Log		
Time and Effort: (original documents, no copies)		
• PK Teachers		
• Kinder Teachers		
• Instructional PK paraprofessional		
• PK/K Attendance Clerk		
Electronic Devices: follow C & I Department protocols		

Summer Program Administrator's Signature: _____ *Date: _____*

Lead Teacher Signature: _____ *Date: _____*

Contact number: _____ Cell Phone Number: _____

PK/K ATTENDANCE DATA ENTRY LAST DAY TO CLEAR AND LAST WORK DAY IS <mark>WED. JUNE 26TH BY 3:45 PM</mark>

PK/K MUST BE CLEARED BY <mark>WED. JUNE 26TH 3:35 PM</mark>, NO OVERTIME OR STIPEND APPROVED

2024 Bilingual PK / K Summer School Teacher Clearance List

Host Campus: _____ Sending Campus: _____ Teacher Name: _____ Gr. _____	*Summer Program Administrator Initials*	*Bilingual Department Initials*
Communication- (original documents, no copies)		
• Parent – Teacher Conference Log		
• Student Work Uploaded to Channel – One classroom sample per day		
Attendance (1 per teacher):(original documents, no copies)		
• *eSchools* Summer School Listing		
• Attendance Verification Report (with teacher signature)		
• Weekly Attendance Audit Report (with teacher signature)		
• Attendance Sheets Totaled-completed, totaled & corrected		
Academic Reports (1 per teacher):		
• Pre and Post Test grades from and entered in Google form		
• Copy of Student End of Session Report (1 per student) o original for student, 2nd copy for Bil. Department, 3rd copy for home campus ss binder to be filed in SPF folder		
Reports:(original documents, no copies)		
• Timeware and Correction Logs (signed weekly)		
• Walkthroughs (2 per teacher)		
• Program Evaluation in Google form		
• PK Instructional Aide June Activity Log- INSTRUCTIONAL AIDE		
Electronic Devices: follow C & I Department protocols		

Summer Program Administrator Signature: _____Date: _____

Summer Lead Teacher Signature: _____Date: _____

Summer Teacher Contact number:

Home Phone: _____ Cell Phone Number: _____

ALL TEACHERS MUST BE CLEARED BY WEDNESDAY, JUNE 26TH 3:35 PM
NO OVERTIME

2024 PK/K Summer School
Elementary Bilingual Attendance Clerk Clearance Form

Host Campus: _____   Elem Bil. Attendance Clerk: _____

	Elementary Bilingual Attendance Clerks Responsibilities	Bil. Lead Teacher Initials	Date
1	• eSchools Summer School Listing Including grade, Summer Building, Home building, and EB category		
2	• Attendance Verification Report signed by each teacher, Week 1 report, and End of Summer session report, including classes closed during summer school (per teacher)		
3	• Weekly Attendance Audit Report by teacher signed		
4	• OneDrive Enrollment/Attendance Report for Summer School (1 per site) Excel file printout		
5	• eSchoolsPlus Master Schedule Reports OneDrive (active and inactive teachers). (per site)		
6	• Attendance Sheets Totaled - completed, totaled & corrected per teacher		
7	• Student End of Session Report (1 per student) o original for the student, 2nd a copy for Bil. Department, 3rd copy for home campus ss binder to be filed in SPF folder		
8	• Original documents will be submitted in the SS Elem Bilingual Attendance Binder		

The clearance form must be initialed upon completion and submitted to the SS Administrator/SS Lead Teacher.

Elem Bilingual Attendance Clerk Signature: _____

Bilingual Department Signature: _____

Date:_____

2024 PK/K Summer School
Elementary Bilingual TimeClock Plus Clearance Form

Host Campus: _____   TimeClock Plus Summer Manager: _____

Documents to be review	1st review	2nd review	3rd review	Final Submission	Comments
TIMEWARE weekly report					
PK/KG teachers					
PK Instructional Aides					
PK Traveling Inst Aide					
Elem Bil Attendance clerk					
Correction logs					
Composites sheets					

Summer Program TimeClock Plus Manager:_____Date:_____

Summer Program Administrator Signature: _____Date: _____

Summer Lead Teacher Signature: _____Date: _____

Cleared by: _____   Date: _____

2024 End of Summer School Program Survey/Certified Personnel

Note: This is to be utilized by teachers being released prior to end of program.

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

2024 SUMMER SCHOOL PROGRAM
End of Summer School Program Survey/Classified Personnel

Note: This is to be utilized by teachers being released prior to end of program.

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 PK/KG ALA Summer Forms

- Summer Notice of Employment PK Teacher
- Summer Notice of Employment KG Teacher
- Summer Notice of Employment Bilingual Attendance Clerk
- Summer Notice of Employment PK Instructional Aide
- PK Instructional Aide Responsibilities
- Notice of Eligibility-PK/KG ALA Summer Program
- 1st Round PK/KG ALA Summer School Permission Slip
- PK-KG ALA Teacher Student Attendance Sheet
- PK Instructional Aide Summer Activity Log
- Summer School Highlights
- Teacher Parent Conference Log
- Time and Efforts
    - PK/KG Teacher
    - PK Instructional Aide
    - Bilingual Attendance Clerk
- PK End of Session Report-English & Spanish
- KG End of Session Report-English & Spanish

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 2024** 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 4, 2024** and ends on **Wednesday**, **June 26, 2024.**

SUMMER SCHOOL PROGRAM SITES (9)

Campus	Site	Campus	Site	Campus	Site
Aiken Garza Palm Grove Southmost	AIKEN	Benavides Garden Park Pullam Keller	BENAVIDES	Breeden Gallegos Peña Vermillion	GALLEGOS
Brite Castañeda Cromack El Jardin	EL JARDIN	Canales Sharp Putegnat	PUTEGNAT	Egly Hudson Paredes Perez	PEREZ
Gonzalez Del Castillo Morningside Champion	GONZALEZ	Martin Russell Skinner	RUSSELL	Burns Ortiz Villa Nueva Yturria	VILLA NUEVA

REQUIREMENT: You must attend the following staff developments. Register for this session through the Professional Learning System.

Monday, June 3, 2024   **8:30 am – 11:30 am**
WORKSHOP #: Course # 14171 Section # 16579 (3 hr. Stipend)
Location: TSC ITEEC #E104

Monday, June 3, 2024   **1:00 pm – 4:00 pm**
WORKSHOP #:TBD (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 thru Friday

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

xc: Dolores Emerson, Elementary Curriculum and Instruction Administrator

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 2024** 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 4, 2024** and ends on **Wednesday, June 26, 2024.**

SUMMER SCHOOL PROGRAM SITES (9)

Campus	Site	Campus	Site	Campus	Site
Aiken Garza Palm Grove Southmost	AIKEN	Benavides Garden Park Pullam Keller	BENAVIDES	Breeden Gallegos Peña Vermillion	GALLEGOS
Brite Castañeda Cromack El Jardin	EL JARDIN	Canales Sharp Putegnat	PUTEGNAT	Egly Hudson Paredes Perez	PEREZ
Gonzalez Del Castillo Morningside Champion	GONZALEZ	Martin Russell Skinner	RUSSELL	Burns Ortiz Villa Nueva Yturria	VILLA NUEVA

REQUIREMENT: You must attend the following staff developments. Register for this session through the Professional Learning System.

Monday, June 3, 2024   **8:30 am – 11:30 am**
WORKSHOP #: Course # 14171 Section # 16579 (3 hr. Stipend)
Location: TSC ITEEC #E104

Monday, June 3, 2024   **1:00 pm – 4:00 pm**
WORKSHOP #:TBD (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 thru Friday***

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

xc: Dolores Emerson, Elementary Curriculum and Instruction Administrator

TO: Summer School Elementary Bilingual Attendance Clerk

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 4, 2024.** PK / K Summer Program starts **Tuesday, June 4, 2024** and ends on **Wednesday**, **June 26, 2024.**

SUMMER SCHOOL PROGRAM SITES (9)

Campus	Site
Aiken Garza Palm Grove Southmost	AIKEN
Brite Castañeda Cromack El Jardin	EL JARDIN
Gonzalez Del Castillo Morningside Champion	GONZALEZ

Campus	Site
Benavides Garden Park Pullam Keller	BENAVIDES
Canales Sharp Putegnat	PUTEGNAT
Martin Russell Skinner	RUSSELL

Campus	Site
Breeden Gallegos Peña Vermillion	GALLEGOS
Egly Hudson Paredes Perez	PEREZ
Burns Ortiz Villa Nueva Yturria	VILLA NUEVA

REQUIREMENT: You must attend to the following staff developments.

DESCRIPTION	DATE	TIME	LOCATION:	WORKSHOP
eSchools training, Transition and Q&A				
Training PEIMS/Attendance Verification updates				
Training PEIMS/Attendance Verification meeting				
Training PEIMS/Attendance Verification/Mid-Program Reports				
Training PEIMS/Attendance Verification meeting				
eSchools Student Data Report & Teacher Verification Report Closing				

Register for this session through the Professional Learning 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

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 4, 2024**. PK / K Summer Program starts **Tuesday, June 4, 2024** and ends on **Wednesday, June 26, 2024.**

SUMMER SCHOOL PROGRAM SITES (9)

Campus	Site
Aiken *Garza *Palm Grove *Southmost	AIKEN
*Brite *Castañeda Cromack El Jardin	EL JARDIN
Gonzalez *Del Castillo *Morningside *Champion	GONZALEZ

Campus	Site
Benavides *Garden Park *Pullam *Keller	BENAVIDES
*Canales *Sharp Putegnat	PUTEGNAT
*Martin Russell *Skinner	RUSSELL

Campus	Site
*Breeden Gallegos *Peña *Vermillion	GALLEGOS
*Egly *Hudson *Paredes Perez	PEREZ
*Burns *Ortiz Villa Nueva *Yturria	VILLA NUEVA

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 4, 2024**. 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 9 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

Prekindergarten Bilingual Instructional Aide Responsibilities

- Follow daily Prekindergarten teachers' class schedules for bilingual programs which reflect 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-Kindergarten teacher with morning calendar activities.
    b.   Individual /Group Tutoring
    c.   Guided Reading
    d.   Centers
    e.   Instructional Materials Preparation
    f.   Supervision of EB students in non-instruction times
    g.   Create environment for learning
    h.   Any other duties assigned by the campus administrator to service or supervise emergent bilingual / ESL students

- Collect and turn in to the campus administrator the following forms for clearance:
    a.   Prekindergarten Instructional Aide Log
    b.   Time and Effort

*TRAVELING PK INSTRUCTIONAL AIDE
Report to your assigned **TRAVELING** summer campus on **Tuesday, June 4, 2024**.

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

TO: Elementary Principals

THRU:

FROM: Carlos Olvera, Bilingual / ESL Director

DATE:

RE: Bilingual/ESL PK / K Summer Program

<div style="border:1px solid black">

SUMMARY

- 2024 Bilingual/ESL PK & K Summer Program
- Attachments: Eligibility Criteria

(First Round)
DUE: 03/28/2024
All signed Eligibility letters must be attached with copy of LPAC minutes.
(Second Round)
DUE: 04/11/2024
All signed Eligibility Permission slips must be attached with copy of LPAC minutes.

</div>

The elementary **Bilingual/ESL Summer Academy** for students in grades Prekindergarten and Kindergarten will start on Tuesday, June 4, 2024 and end on Wednesday June 26, 2024.

To obtain a more accurate projected student participation enrollment count, please submit the **Eligible Student Permission slip by Thursday March 28, 2024** to the Bilingual Department Goggle 2023-2024 Summer School Student From.

We are asking that the campuses make 2 sided copies of the attached **Notification of Student Eligibility Permission slip**: one side in English and the other in Spanish. **Notification** needs to be sent out to active Pre- Kinder and Kinder Bilingual/ESL and newly identified preregistered Kinder or First Grade Emergent Bilingual students to the 2023-2024 school year. **Parental Denial** students are **not eligible** to participate in the Bilingual / ESL summer program.

Please ensure that teachers complete and submit the appropriate student forms for each program. **Submit only** the *Eligible Student Permission slips and LPAC minutes* for each teacher by grade level. If you should have any questions or need further clarification, contact Lucrecia Alanis-Cruz at 698-0083 or Ana Garza at 547- 5072.

Your continued cooperation and attention to this matter is appreciated.

Attachments

xc: Area Superintendents

BILINGUAL/ESL EDUCATION DEPARTMENT

§89.1250 Required Summer School Programs

Establishment of, and eligibility for, the program.

(1) Each school district required to offer a bilingual or English as a second language (ESL) program in accordance with the TEC, §29.053, shall offer the summer program.

(2) To be eligible for enrollment:

    (i) a student must be eligible for admission to kindergarten or to Grade 1 at

    the beginning of the next school year and must be an Emergent Bilingual; and

    (ii) a parent or guardian must have approved placement of the Emergent Bilingual in the required bilingual or ESL program following the procedures described in §89.1220(g) of this title (relating to Language Proficiency Assessment Committee) and §89.1226(b)-(f) of this title (relating to Testing and Classification of Students).

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 4, 2024**, and ending **Wednesday, June 26, 2024**.

Your child _____ **will be attending** _____ **Elementary for summer.**

<u>Transportation</u>**: 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 Thursday March 28, 2024.

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

**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, 4 de junio del 2024** y termina el **miércoles, 26 de junio del 2024**. 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 jueves 28 de Marzo del 2024.

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)

2024 PK / K Summer School Attendance

Teacher:_____ Campus/Grade_____

Summer 2024

Period Beginning: ___/___/___ Period Ending: ___/___/___		1st Week					2nd Week					3rd Week					4th Week				Total Enrolled	Total Absent	Total Present
		T	W	T	F		M	T	W	T	F		M	T	W	T	F		M	T	W			
Student Name		Jun 04	Jun 05	Jun 06	Jun 07		Jun 10	Jun 11	Jun 12	Jun 13	Jun 14		Jun 17	Jun 18	Jun 19	Jun 20	Jun 21		Jun 24	Jun 25	Jun 26			
	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:_____   Attendnce Clerk:_____

Summer School Administrator: _____

Brownsville Independent School District
Bilingual/ESL Title III Education Program

Summer Bilingual PK Instructional Aide
2024 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
2024 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.

PK SUMMER INSTRUCTIONAL AIDE: _____   **DATE:** _____

RESPONSIBILITIES

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
Lunch Time:	Lunch Time:	Lunch Time:	Lunch Time:	Lunch Time:
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.

2023-2024
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 4th to Wednesday, June 26th 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, 4 de junio al miércoles, 26 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

Bilingual/ESL/Title III Department

1900 E. Price Rd. Rm. 210
Brownsville, Texas 78520
Office (956) 548-8271

2024 Summer School

PARENT-TEACHER CONFERENCE PHONE LOG

TEACHER:_____**Grade level:**_____

DATE	TIME	STUDENT	PERSON CONTACTED	CONTACT NUMBER	REASON	OUTCOME

Pre-Kinder / Kinder Summer School Program
2023-2024 PK /K Teacher Time & Effort Form
Summer 2024

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
2023-2024 Prekindergarten Instructional Aides
Time & Effort Form
Summer 2024

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
2023-2024 Summer Bilingual Attendance Clerk
Time & Effort Form
Summer 2024

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

2024 Bilingual Prekindergarten
Summer Program
End of Session Report

June 26, 2024

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   ***2nd Copy*** Bilingual SPF Folder

Programa de Educación Bilingüe de Verano
Prekinder del año 2024
Informe de Progreso Final

26 de junio del 2024

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		
Resumen de la historia		
Secuencia cronológica		
Comparar y contrastar		
Conciencia fonémica		
Sonidos Iniciales y Finales		
Conciencia fonológica		
Aliteración y Rimas		
Deletreo		
Letras – mayúsculas y minúsculas		
Matemáticas:		
Reconoce números 1-100		
Números y operaciones		
Progreso sobre las habilidades del idioma	**PRE-EXAMEN**	**POST-EXAMEN**
Asistencia:		
Presente	**Días total_____**	
Ausente	**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 padre   1ª *Copia:* Departamento de Educación Bilingüe   *2ª copia* expediente SPF

2024 Bilingual Kindergarten
Summer Bilingual Program
End of Session Report

June 26, 2024

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   *2ⁿᵈ Copy* Bilingual SPF Folder

Programa de Educación Bilingüe de Verano
Kinder del año 2024
Informe de Progreso Final

26 de junio del 2024

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 *Volver a contar historias*		
Tema principal/Idea principal		
Vocabulario		
Conciencia Fonémica *Juntando sonidos*		
Conciencia Fonológica: *Segmentación de oraciones*		
Deletreo		
Matemáticas *Números y operaciones*		
Tiempo- hora		
Dinero- valor de monedas		
Progreso sobre las habilidades del idioma	**PRE-EXAMEN**	**POST-EXAMEN**
Asistencia: *Presente*	**Días total_____**	
Ausente	**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 de que tenga preguntas.

Atentamente,

_____   _____   _____
Maestro(a) de verano   Fecha   Administrador del Programa de Verano

_____
Escuela de Zona

(1) ***Original***: Para los padre   1ª ***Copia:*** Departamento de Educación Bilingüe   ***2ª copia*** expediente

Appendix B

Grades 1-5 Forms

Mid and End of Summer Student Reports
Professional Development Sign in Sheet
Grade Sheet
Summer ALA Attendance Requirement Form
Teacher Clearance Form
Electronic Device Form

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

June 13, 2024

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

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

13 de junio del 2024

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

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

June 26, 2024

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.)*

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

26 de junio del 2024

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 reprobar _____
                                                                       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*

Grades 1-5 ALA Summer Program
End of Program Student Report
Excessive Absences/3rd – 5th Accelerated Instruction

June 26, 2024

Dear Parent(s):

The First through Fifth Grade ALA summer School Program has ended. The purpose of the summer program was to provide added learning opportunities for students. Participation and attendance to the program was essential to maximize educational learning. We are providing this information regarding the attendance of your child during summer.

Student Name: _____   **Home Campus: _____**

Attendance: Days Present_____   **Days Absent _____**

If you have any questions regarding your child's attendance during summer school, please contact your child/children home campus principal.

Respectfully,

_____   _____
  Summer School Teacher   **Summer School Administrator**

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

Programa de verano ALA de grados 1-5
Informe de Progreso Final
Basado en la Asistencia/3º - 5º Instrucción Acelerada

26 de junio, del 2024

Estimado(s) Padre(s):

El Programa de Escuela de Verano ALA de Primero a Quinto Grado ha terminado. El propósito del programa de verano era proporcionar oportunidades de aprendizaje adicionales para los estudiantes. Participación y asistencia al programa ha sido esencial para aumentar el aprendizaje educativo. Le presentamos el informe con respecto a la asistencia de su hijo/a durante este verano.

Nombre del estudiante: _____   **Escuela de origen:** _____

Asistencia   **Días Presente_____**   **Días Ausente: _____**

Si tiene alguna pregunta sobre la asistencia de su hijo/a durante la escuela de verano, por favor comuníquese con el director de la escuela de origen de su hijo/a.

Respetuosamente,

_____   _____
Maestro/a de la Escuela de Verano   **Administrador de la Escuela de Verano**

CC: Administrador de la Escuela de origen (Estos datos deben ingresarse en el PRC).

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	☐ Elementary ☐ All Levels ☐ Secondary	No. of CPE Hours:	☐ CPE ☐ Stipend

	Employee Number	Name (PRINT)	Campus Name	Signature	IN	OUT	IN	OUT
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

- **ORIGINAL SIGN IN SHEETS FOR REQUIRED DISTRICT & CAMPUS STAFF DEVELOPMENT DAYS & TEA TOPICS MUST BE SENT TO THE PROFESSIONAL DEVELOPMENT DEPT.**
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.

Page _____ of _____

Grades 1-5 Summer School Grade Sheet

Subject:			Week 1				Week 2					Week 3					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			
			June				June					June					June					
Calendar Dates: -----> JUNE 4-26, 2024		4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26			
ID#	**Student Name**																				
	Total Class Average																				

Ensure grades are recorded on eSchool and reassignments are noted for any grade below 70

Department *of* Curriculum & Instruction

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

2024 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: <u>June 26, 2024</u> (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.

<u>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.</u>

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.

2024 Teacher Clearance List
Summary Administrator and Lead Teacher Clearance List

Hosting Site:_____Teacher Name:_____Phone #:_____

*Please organize the following.

Teacher Initials/
Lead Teacher Initials

Program Evaluation/Survey .... _____

Informal Classroom Visit Forms .... _____

End of Program Reports PR, EA, AL (*Only Teachers who Finish Program*)... _____

Attendance Sheets totaled (originals).. _____

Computerized Student Listings (End of Day)................................ _____

Payroll Timesheets .... _____

Stipends – Sign-In Sheet .... _____

Pre and **Post** Test Data Sheet ……(**RLA/M** As Applicable)………….. _____

Grade Sheet and Graded Work Folder For Students Originals and

Uploaded to OneDrive (As Applicable)... _____

Electronic Device Record ….(As Applicable)………………………………….. _____

HB1416 3rd - 5th Summary Report & OneDrive (As Applicable)… _____

Student Mid Progress Report (As Applicable) .... _____

Instructional Materials (RLA, M, SS, Sc see attached) .... _____

ALA Administrator

Signature:_____Cell Phone:_____Home Phone:_____Date:_____

ALA Lead Teacher

Signature:_____Cell Phone:_____Home Phone:_____Date:_____

ALL TEACHERS MUST BE CLEARED BY WEDNESDAY, JUNE 26TH at 7:00 PM

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 2024 – 2025 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.

BISD Elementary Summer School
Student Electronic Device
Home Campus Record

Home Campus: _____

Summer School Site: _____

Student	Grade	Device	Charging Cord	BISD Tag #	Condition	Date Delivered	Date Returned
Total Students:		**Total:**	**Total:**				

Total Devices Assigned: _____

Total Cords Assigned: _____

_____ _____
Home Campus Administrator   Date

_____ _____
Summer School Admin/Lead Teacher   Date

BISD Elementary Summer School
Student Electronic Device
Host Campus Record

Home Campus: _____   Summer School Site: _____

Student	Grade	Device	Charging Cord	BISD Tag #	Condition	Date Received	Date Returned
Total Students:		**Total:**	**Total:**				

Total Devices Picked-up: _____   Total Cords Picked-up: _____

_____   _____   _____   _____
Summer School Teacher   Date   Summer School Admin/Lead Teacher   Date

Summer School Hosting Site Storage Location: _____