



AN EARLY COLLEGE DISTRICT

# BROWNSVILLE

INDEPENDENT SCHOOL DISTRICT

## Curriculum, Instruction & Accountability Department



# 2024

# Secondary Summer School Handbook



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# Secondary Summer School Academy 2024

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**Grades 6<sup>th</sup> - 8<sup>th</sup> Middle School Summer Academy**

**Overview:** To provide a series of academies for all middle school BISD students who need summer instruction for course recovery.

**I. Regaining of Credit Academy:** This academy is to provide instruction ONLY to currently enrolled BISD students who failed one or two courses during the 2023-2024 school year.

**A. 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade Regaining of Credit Summer School Academy**

1. The district grading procedures require students to pass each of the core subject areas with a yearly average of 70% and pass electives with a 70% (composite) overall yearly average.
2. **ONLY** currently BISD students, who failed to meet district promotion criteria, are eligible to attend the Middle School Regaining of Credit Academy.
3. Currently enrolled BISD 8<sup>th</sup> graders not meeting proficiency (69% or lower) in English I, Algebra I, and/or Biology must enroll in the course(s) during summer school at one of the hosting high school sites (Hanna ECHS or Rivera Memorial ECHS) or repeat the course in Grade 9.

**B. Course Offerings:**

1. Math, Science, Social Studies, ELAR, ESL I, English SL, Art, and Health.
2. **If the student failed an elective during the regular school year, the student will need to select from the summer school electives offered in order to regain the elective credit.**
3. Dyslexia teachers will be available at each site to work in conjunction with summer school teachers to provide additional support for eligible Dyslexia students.

**II. Optional Flexible School Day Program (OFSDP)** is for district students who did not pass all their classes as per district policy EIE local and or failed to meet promotion criteria due to excessive absences.

Registration will be done at home campuses from May 1, 2024 to May 31, 2024.

**III. Middle School Summer Academy Details**

**A. Middle School Summer School Sites (2)**

**B.**

Middle School Regaining of Credit		
Summer Academy Site	Besteiro	Vela
<b>Feeder Campuses</b>	Perkins Besteiro Faulk Garcia Lucio	Stell Manzano Oliveira Stillman Vela

**C. Calendar**

Registration at home campus ..... \*May 1 through May 31, 2024  
 Last day to register at the home campus ..... Friday, May 31, 2024  
 First class day ..... Tuesday, June 4, 2024  
 Regaining of Credit last class day..... Wednesday, June 26, 2024  
 Class Sessions ..... Monday - Friday  
 Report cards mailed ..... June 27, 2024

*\*Registration may be extended upon administrative review. Please contact Dr. Norma Ibarra-Cantu, Executive Director for Secondary Education, at (956) 548-8121.*

**D. Daily Schedule**

Breakfast..... 7:30 am – 8:00 am  
 SEL ..... 8:00 am – 8:15 am  
 1<sup>st</sup> Period ..... 8:15 am – 10:00 am  
 SEL ..... 10:05 am – 10:20 am  
 2<sup>nd</sup> period ..... 10:20 am – 12:05 pm  
 Lunch ..... 12:05 pm – 12:35 pm

**Student’s Schedule may vary depending on individual need.**

**E. Transportation**

1. Parents will be responsible for transporting their children to and from their zoned middle school campus.
2. BISD will provide transportation to and from the zoned middle school campus to the assigned Summer Academy site.
3. For students that are scheduled to attend first period; buses will depart the home campus at 7:00 am.
4. For students that are scheduled to attend second period only; buses will depart the home campus at 9:30 am.

**Grades 9<sup>th</sup>- 12<sup>th</sup> High School Summer Academies**

**Overview:** The purpose of the program is to provide a series of academies for all high school BISD students who need summer instruction for credit recovery.

**I. Regaining of Credit Program:** This academy is to provide instruction ONLY to currently enrolled BISD students who failed one or two courses during the 2023-2024 school year.

**A. Course Offerings:**

1. Language Arts, Math, Science, and Social Studies courses required for graduation are offered in the Regaining of Credit Academy.
2. Dyslexia teachers will be available at each site to work in conjunction with Summer School teachers to provide additional support for eligible dyslexia students.

**II. High School Regaining of Credit Academy Details**

**A. Regaining of Credit Summer Sites (2)**

High School Regaining of Credit		
Summer Academy Site	Hanna ECHS	Rivera ECHS
Feeder Campuses	BECHS Hanna ECHS Lopez ECHS Porter ECHS	Pace ECHS Rivera ECHS Veterans Memorial ECHS

*\* BLA students in need of regainig credit will attend the summer site servicing their home campus.*

**B. Calendar**

- Registration at home campus .....\*May 1 through May 31, 2024
- Last Day to register at the home campus .....Friday, May 31, 2024
- First class day .....Tuesday, June 4, 2024
- Regaining of Credit last class day..... Wednesday, June 26, 2024
- Class Sessions .....Monday - Friday
- Report cards mailed ..... June 28, 2024

*\*Registration may be extended upon administrative review. Please contact Dr. Norma Ibarra-Cantu, Executive Director for Secondary Education, at (956) 548-8121.*

**C. Daily Schedule**

- Breakfast .....8:00 am – 8:30 am
- 1<sup>st</sup> Period SEL ..... 8:30 am – 8:45 am
- First Period.....8:45 am -10:30 am
- 2<sup>nd</sup> Period SEL..... 10:35 am – 10:50 am
- Second Period.....10:50 am -12:35 pm
- Lunch .....12:35 pm – 1:05 pm

**III. End of Course (EOC) Instruction** will be offered to all students who are eligible to retake their EOC(s) in the following areas: English I, English II, Algebra I, Biology and/or US History.

**A. EOC Summer Testing Sites**

High School Regaining of Credit/EOC		
Summer Academy Site	Hanna ECHS	Rivera ECHS
Feeder Campuses	BECHS Hanna ECHS Lopez ECHS Porter ECHS	Pace ECHS Rivera ECHS Veterans Memorial ECHS

\* Students that attend Brownsville Academic Center (BAC) and Brownsville Learning Academy (BLA) and need to take the End of Course (EOC) Exam will have to test at the Summer School Academy that is servicing their home campus.

**B. EOC Testing Calendar**

Registration at home campus .....May 1 through May 31, 2024  
 First class day .....Tuesday, June 4, 2024  
 Last class day.....**Students' last day of summer school will end the day before their respective EOC exam(s)**  
 Class Sessions .....Monday - Friday

**Testing Window**

Dates	EOC
<b>June 18 – June 26</b>	Algebra I English I English II Biology U.S. History

**The summer testing is only for EOC students, who are required to retest.**

**Note:** Students must present a valid school or government issued identification to enter the test site. Electronic devices are **NOT** allowed in the testing rooms. Possessions of an electronic device will invalidate the test.

**C. Daily Schedule**

Breakfast ..... 8:00 am - 8:30 am  
 1<sup>st</sup> Period SEL ..... 8:30 am - 8:45 am  
 First Period.....8:45 am - 10:30 am  
 2<sup>nd</sup> Period SEL..... 10:35 am - 10:50 am  
 Second Period..... 10:50 am – 12:35 pm  
 Lunch ..... 12:35 pm - 1:05 pm  
 3<sup>rd</sup> Period SEL.....1:05 pm – 1:20 pm  
 Third Period..... 1:20 pm – 3:00 pm

**Student's Schedule may vary depending on individual need.**



## Secondary Summer School Academy 2024

### Campus Contact Information

Campus	Contact	Phone Number
Brownsville Early College High School	Isabel Ybarra	(956) 698 – 2945
Hanna Early College High School	Juan Chavez	(956) 698 – 1616
Lincoln Park School	Cynthia Cardenas	(956) 548 – 7880
Lopez Early College High School	Vero Gene Frady	(956) 698 – 7174
Pace Early College High School	Brad Binder	(956) 698 – 6156
Porter Early College High School	Mark Maddox	(956) 698 – 1384
Rivera Early College High School	Olga Renteria	(956) 698 – 0029
Veterans Memorial Early College High School	Denisse Morales	(956) 574 – 5636
Brownsville Learning Academy	Dr. Edward Ude	(956) 548 – 8630
Brownsville Academic Center	Mark Kaull	(956) 698 – 1540

### **D. Transportation for the Regaining of Credit Program and End of Course Program**

1. Parents will be responsible for transporting their children to and from their zoned high school campus.
2. BISD will provide transportation to and from the zoned high school campus to the assigned Summer School Academy.
3. For students that are scheduled to attend first period; buses will depart the home campus at 7:30 am.
4. For students that are scheduled to attend second period; buses will depart the home campus at 10:00am.
5. For students that are scheduled to attend third period; buses will depart the home campus at 12:30 am.

**IV. Optional Flexible School Day Program (OFSDP)** is for district students who did not master their courses as per district policy EIE local and/or failed to earn course credit due to excessive absences.

Registration will be done at home campuses from May 1, 2024 to May 31, 2024.

# Secondary Summer School Academy Contacts

**Dr. Norma Ibarra-Cantu, Curriculum, Instruction, & Accountability**  
**Secondary Director**  
**(956) 548 – 8121 Office**

Program	Contact	Phone Number(s)
Assessment/Dyslexia/504	Julie Salinas, Director	(956) 554 – 2806
Athletics	Gilbert D. Leal, Director	(956) 548 – 8261
Bilingual	Carlos Olvera, Director	(956) 548 – 8271
Computer Services	Leo Alaniz, MIS Supervisor	(956) 698-8341
Curriculum, Instruction, & Accountability Master Schedule/Attendance	Gabriela Martinez, Alignment Specialist (956) 698-2855	Main Phone # (956) 548 – 8121
Curriculum, Instruction, & Accountability	Armando Sierra, High School Math Specialist (956) 698 – 0027	
Curriculum, Instruction, & Accountability	Jose Caballero, Middle School Math Specialist (956) 698-2742	
Curriculum, Instruction, & Accountability	Ruth Garza, High School ELAR Specialist (956) 698-0172	
Curriculum, Instruction, & Accountability	Oscar Cantu, Jr., Middle School ELAR Specialist (956) 698 – 0826	
Curriculum, Instruction, & Accountability	Roman Gomez, Middle School Science Specialist (956) 698 – 1654	
Curriculum, Instruction, & Accountability	Lorena Lozano, High School Science Specialist (956) 548 – 9845	
Curriculum, Instruction, & Accountability	Rebecca Hinojosa, Secondary Social Studies Specialist (956) 698 – 0808	
Food and Nutrition Services	Audrey Pena, Contact Jackie Cruz, Supervisor for FNS	(956) 647 - 5083 (956) 548 - 8450
Health Services	Alonso Guerrero, Health Services, Director	(956) 548 - 8191
Human Resources	Betsy Iglesias, Human Resources Coordinator	(956) 698 - 1251
Migrant Services	Alejandra Aldrete, Director	(956) 698 - 1760
Payroll	Mary Garza, Director	(956) 548 - 8391
Police/Security Services	Oscar Garcia, BISD Police Officer	(956) 698 - 2085
Special Services	Adrianna Lippa, Director	(956) 548 - 8400
Transportation	Eliud Ornelas, Director	(956) 698 - 0272
PEIMS	Sergio Saenz, Director	(956) 548 - 8284
Pupil Services	Randy Park, Director	(956) 544 - 3966
State Compensatory	Juan Jose De Leon, Director	(956) 548 - 8137

## Summer School Academy Timelines

Administrator Timeline			
Date and Time	Workshop Title	Audience	Point of Contact
4/11/2024	Administrator Recommendation Deadline	N/A	Lorena Lozano Curriculum, Instruction, & Accountability
4/23/2024 MS 3:30 PM HS 4:30 PM	Administrators Teacher Recommendation Meeting	Administrators & Curriculum Specialists	Lorena Lozano Curriculum, Instruction, & Accountability
4/26/2024	Certified/Classified Recommendation Deadline	N/A	Lorena Lozano Curriculum, Instruction, & Accountability
5/02/2024 3:00 PM	Summer School Academy Introductory Meeting	Administrators, Curriculum Specialist and Secretaries	Lorena Lozano, Roman Gomez & Gabriela Martinez Curriculum, Instruction, & Accountability
5/07/2024 3:00 PM	Summer School Academy Handbook	Administrators, Curriculum Specialist and Secretaries	Lorena Lozano, Roman Gomez & Gabriela Martinez Curriculum, Instruction, & Accountability
5/17/2024 4:00 PM	Finalizing Master Schedule	Administrators and Data Entry Clerks	Gabriela Martinez Curriculum, Instruction, & Accountability
5/23/2024	Summer Administrators Meeting	Summer Administrator	Lorena Lozano, Roman Gomez & Gabriela Martinez Curriculum, Instruction, & Accountability
5/31/2024	Secondary Summer School Academy Registration at Home Campuses Ends	N/A	Administrators
June 2024			
6/01/2024	Summer School Academy Professional Development	Faculty and Staff	AM- Handbook/Procedures Content Specialists PM – Campus Planning
06/03/2024	Registration Lists due to District Sites	N/A	Administrators
6/03/2024	Summer School Academy Site Professional Development	Faculty and Staff	AM- Campus Procedures Administration PM – Campus Planning
6/5/2024 3:00 PM	Summer Administrator Meeting Review Z Block and Consolidating Classes	Administrators, Curriculum Specialists	All Specialists Curriculum, Instruction, & Accountability
6/11/2024	Teachers Upload Grades in TAC before 1:00 PM	Teachers	Administrators
6/12/2024	Summer Administrator Meeting Review Closing Procedures	Administrators	Rebecca Hinojosa & Gabriela Martinez, Curriculum, Instruction, & Accountability
6/14/2024	Progress Reports Go Out	Teachers	Administrators
6/19/2024	Summer Administrator Meeting Review Closing Procedures	Administrators	Rebecca Hinojosa & Gabriela Martinez, Curriculum, Instruction, & Accountability
6/24/2024	Teachers Upload Grades in TAC before 1:00 PM	Teachers	Administrators
6/26/2024	Last Day Middle School/High School Regaining of Credit and EOC	Administrators Teachers	Rebecca Hinojosa & Gabriela Martinez, Curriculum, Instruction, & Accountability
6/27/2024	Middle School/High School Regaining of Credit and EOC Clearance	Teachers	Administrators
6/27/2024	Reports Cards Mailed Out	Administrators	Administrators
6/27/2024	Middle School/High School Campus Clearance	Administrators	Rebecca Hinojosa & Gabriela Martinez, Curriculum, Instruction, & Accountability

## Secondary Summer School Academy 2024

Certified Timeline			
Date and Time	Workshop Title	Audience	Point of Contact
6/01/2024	Professional Development	Faculty and Staff	AM- Handbook/Procedures Content Specialists PM – Campus Planning
6/03/2024	Summer School Academy Site Professional Development	Faculty and Staff	AM- Summer Procedures Administration PM – Campus Planning
6/04/2024	First Day of Summer School Academy	Faculty and Staff	Administrators
6/11/2024	Teachers Upload Grades in TAC before 1:00 PM	Teachers	Administrators
6/14/2024	Progress Reports Go Out	Teachers	Administrators
6/18/2024	EOC English I	EOC Teachers	Administrators
6/19/2024	EOC Algebra I and Biology	EOC Teachers	Administrators
6/20/2024	EOC English II	EOC Teachers	Administrators
6/21/2024	EOC US History	EOC Teachers	Administrators
6/24-26/2024	EOC Make Up Online Testing Window (Alg. Bio. & US Hist)	EOC Teachers	Administrators
6/27/2024	Last Day Middle School/High School Regaining of Credit and EOC	Teachers	Administrators
6/27/2024	Middle School/High School Regaining of Credit and EOC Clearance	Teachers	Administrators

## Secondary Summer School Academy 2024

Classified Timeline			
Date and Time	Workshop Title	Audience	Point of Contact
5/7/2024 1:00 PM	Current Data Entry Clerks Training	Secondary Data Entry Clerks Training	Gabriela Martinez, Curriculum, Instruction, & Accountability
5/22/2024 2:00 PM	Transitioning Responsibilities	Data Entry Clerks, Counselors	Gabriela Martinez Curriculum, Instruction, & Accountability
5/30/2024 2:00 PM	Secretaries Responsibilities	Secretaries	Curriculum, Instruction, & Accountability
5/31/2024	Secondary Registration at Home Campuses Ends	N/A	Administrators
June 2024			
6/01/2024	Summer School Academy Professional Development	Faculty and Staff	AM- Handbook/Procedures Content Specialists PM – Teacher Planning
06/03/2024	Registration Lists due to District Sites	N/A	Administrators
6/03/2024	Summer School Academy Site Professional Development	Faculty and Staff	AM- Summer Procedures Administration PM – Administration
6/05/2024	Data Entry Clerks Meeting	Secondary Data Entry Clerks Training	Gabriela Martinez, Curriculum, Instruction, & Accountability
6/11/2024	Teachers Upload Grades in TAC before 1:00 PM	Teachers	Administrators
6/12/2024	Data Entry Clerks Meeting	Secondary Data Entry Clerks Training	Gabriela Martinez, Curriculum, Instruction, & Accountability
6/14/2024	Progress Reports Go Out	Teachers	Administrators
6/19/2024	Data Entry Clerks Meeting	Secondary Data Entry Clerks Training	Gabriela Martinez, Curriculum, Instruction, & Accountability
6/27/2024	Last Day Middle School/High School Regaining of Credit and EOC	Teachers	Administrators
6/27/2024	Middle School/High School Regaining of Credit and EOC Clearance	Teachers	Administrators
6/27/2024	Reports Cards Mailed Out	Administrators	Administrators

## SUMMER SCHOOL ACADEMY PRINCIPAL RESPONSIBILITIES

- Recommend Academy teachers with the assistance of the Content Specialists  
Follow procedures in Talent Ed. See p. 30 for instructions
- Schedule all programs and activities at their respective campuses
- Implement the instructional Program, adhering to Summer School Academy Handbook
- Implement payroll procedures concerning personnel, budget, supplemental composite forms, and time sheets
- Attend all appropriate staff development sessions and called meetings
- Inform teachers of June 1<sup>st</sup> staff development
- Make available supplementary instructional materials, AV equipment, district adopted curriculum, student textbooks, calculators and supplies
- Provide access to copier for all teachers as needed
- Distribute and supervise the completion of the following:
  - Attendance Sheets and Daily Enrollment Reports due to Curriculum, Instruction, and Accountability on a daily basis (no exceptions).
  - Ensure all students are enrolled and correctly entered into eSchool.
  - Determination will be made if low enrollment merits release of teachers by the end of the third day
  - Balance classes as needed.
- Ensure Progress Reports (Mid-Term Summer) and End-of-Summer Report Cards are sent out on the due dates
- Ensure all teacher clearance forms are completed by the teacher with appropriate signatures
- Ensure teachers receive IEPs for Special Education students and/or Dyslexia plan for students
- Implement discipline procedures as defined by the Student Code of Conduct
- Implement arrival and dismissal procedures to ensure the safety of students
- **Monitor Time Clock Plus, weekly printouts, and correction log as requested by payroll**
- Submit the Summer School Administrator Clearance List required documents for each school
- Provide a schedule for staff to assist with morning and afternoon duties (if needed).
- Comply with additional/assigned duties as needed to implement an effective Summer School Academy Program whereby all students will achieve success
- Ensure summary report information is submitted
- **Administrator Walkthroughs**  
Each Summer School Academy campus administrator/lead teacher is expected to do a minimum of 2 walkthroughs per teacher assigned to ensure that lesson plans are being followed and effective teaching is taking place in the classroom. (Each teacher should have a total of 6 walkthroughs at the end of the program)

### **Administrator Daily Schedule**

Administrator schedules and assignments will be determined by the hosting site principal and subject to funding. High School Summer Academy administrators: 7:30 a.m. – 4:00 p.m., Middle School Summer Academy Administrators: 7:00 a.m. – 3:30 p.m. Completion of tasks/assignments (8-hour day excludes a 30-minute lunch)

### ***Human Resources Contact Information:***

***Betsy Iglesias, Certified Coordinator, (956) 698 – 1251***

## DAILY OPERATIONS

### Student Bell Schedule

High School Student Daily Schedule				
Activity	Start Time	End Time	Cumulative Time	Total Time
Breakfast	8:00 AM	8:30 AM	30 min.	5 hrs. 5 mins.
SEL	8:30 AM	8:45 AM	15 min.	
Period 1	8:45 AM	10:30 AM	1 hr. 45 min.	
SEL	10:35 AM	10: 50 AM	15 min.	
Period 2	10:50 AM	12: 35 PM	1 hr. 45 min.	
Lunch	12:35 PM	1:05PM	30 min.	
Period 3 EOC	1:05 PM	3:00 PM	*Dependent on need	
Middle School Student Daily Schedule				
Activity	Start Time	End Time	Cumulative Time	Total Time
Breakfast	7:30 AM	8:00 AM	30 min.	5 hrs. 5 mins.
SEL	8:00 AM	8:15 AM	15 min.	
Period 1	8:15 AM	10:00 AM	1 hr. 45 min.	
SEL	10:05 AM	10:20 AM	15 min.	
Period 2	10:20 AM	12:05 AM	1 hr. 45 min.	
Lunch	12:05 AM	12:35 PM	30 min.	

### Attendance Schedule

High School Attendance		
Breakfast	8:00 AM	8:30 AM
1 <sup>st</sup> Period SEL	8:30 AM	8:45 AM
Period 1	8:45 AM	10:30 AM
Period 1 Attendance	9:30 AM	
2 <sup>nd</sup> Period SEL	10:35 AM	10:50 AM
Period 2	10:50 AM	12:35 PM
Period 2 Attendance	11:30 AM	
Lunch	12:35 PM	1:05PM
3 <sup>rd</sup> Period SEL	1:05 PM	1:20 PM
Period 3 (EOC)	1:20 PM	3:00 PM
Period 3 Attendance	2:00 PM	

Middle School Attendance		
Breakfast	7:30 AM	8:00 AM
1 <sup>st</sup> Period SEL	8:00 AM	8:15 AM
Period 1	8:15 AM	10:00 AM
Period 1 Attendance	9:00 AM	
2 <sup>nd</sup> Period SEL	10:05 AM	10:20 AM
Period 2	10:20 AM	12:05 AM
Period 2 Attendance	11:00 AM	
Lunch	12:05 AM	12:35 PM

# Secondary Summer School Academy 2024

## High School Teacher Daily Schedule

Full Time Teacher (Regaining of Credit)			
Clock – In		8:00 AM	
Planning	8:00 AM	8:30 AM	30 min.
1 <sup>st</sup> Period SEL	8:30 AM	8:45 AM	15 min.
Period 1	8:45 AM	10:30 AM	1 hr. 45 min.
Passing	10:30 AM	10:35 AM	5 min.
2 <sup>nd</sup> Period SEL	10:35 AM	10:50 AM	15 min.
Period 2	10:50 AM	12:35 PM	1 hr. 45 min.
Planning	12:35 PM	1:00 PM	25 min.
Clock – Out		1:00 PM	

Full Time Teacher (End of Course)			
Clock – In		8:00 AM	
Planning	8:00 AM	8:30 AM	30 min.
1 <sup>st</sup> Period SEL	8:30 AM	8:45 AM	15 min.
Period 1 EOC	8:45 AM	10:30 AM	1 hr. 45 min.
Passing	10:30 AM	10:35 AM	5 min.
2 <sup>nd</sup> Period SEL	10:35 AM	10:50 AM	15 min.
Period 2 EOC	10:50 AM	12:35 PM	1 hr. 45 min.
Lunch	12:35 PM	1:05 PM	30 min.
3 <sup>rd</sup> Period SEL	1:05 PM	1:20 PM	15 min.
Period 3 (EOC)	1:20 PM	3:00 PM	1 hr. 40 min.
Planning	3:00 PM	3:30 PM	30 min.
Clock – Out		3:30 PM	

First Period Only			
Clock – In		8:00 AM	
Planning	8:00 AM	8:30 AM	30 min.
1 <sup>st</sup> Period SEL	8:30 AM	8:45 AM	15 min.
Period 1	10:15 AM	10:30 AM	1 hr. 45 min.
Planning	10:30 AM	11:00 AM	30 min.
Clock – Out		11:00 AM	

Second Period Only			
Clock – In		10:05 AM	
Planning	10:05 AM	10:35 AM	30 min.
2 <sup>nd</sup> Period SEL	10:35 AM	10:50 AM	1 hr. 45 min.
Period 2	10:50 AM	12:35 PM	15 min.
Planning	12:35 PM	1:05 PM	30 min.
Clock – Out		1:05 PM	

## Middle School Teacher Daily Schedule

Full Time Teacher			
Clock – In		7:30 AM	
Planning	7:30 AM	8:00 AM	30 min.
SEL/Enrichment	8:00 AM	8:15 AM	15 min.
Period 1	8:15 AM	10:00 AM	1 hr. 45 min.
Passing	10:00 AM	10:05 AM	5 min.
SEL/Enrichment	10:05 AM	10:20 AM	15 min.
Period 2	10:20 AM	12:05 PM	1 hr. 45 min.
Planning	12:05 PM	12:30 PM	25 min.
Clock – Out		12:30 PM	

First Period Only			
Clock – In		7:30 AM	
Planning	7:30 AM	8:00 AM	30 min.
SEL/Enrichment	8:00 AM	8:15 AM	15 min.
Period 1	8:15 AM	10:00 AM	1 hr. 45 min.
Planning	10:00 AM	10:30 AM	30 min.
Clock – Out		10:30 AM	

Second Period Only			
Clock – In		9:35 AM	
Planning	9:35 AM	10:05 AM	30 min.
SEL/Enrichment	10:05 AM	10:20 AM	15 min.
Period 2	10:20 AM	12:05 PM	1 hr. 45 min.
Planning	12:05 PM	12:35 PM	25 min.
Clock – Out		12:35 PM	



**Clocking in Templates for Support Staff**

**Support Staff Daily Schedule To be scheduled as per campus' needs**

**Anyone who works more than 5 hours should "break in" and "break out" for lunch.**

Middle School			High School		
Secretaries	June 1 – June 27, 2024	8 hr.	Secretaries	June 1 – June 27, 2024	8 hr.
Clerks	June 1 – June 27, 2024	8 hr.	Clerks	June 1 – June 27, 2024	8 hr.
Counselor	June 1 – June 26, 2024	5 hr.	TST	June 1 – June 26, 2024	7 hr.
TST	June 1 – June 26, 2024	5 hr.	Counselor/Librarian	June 1 – June 26, 2024	5 hr.
Nurse	June 3 – June 26, 2024	5 hr.	Nurse	June 3 – June 26, 2024	7 hr.
			Parent Liaison	June 3 – June 26, 2024	5 hr.
<b>*Lunch is not compensated.</b>					

**SAMPLE TEMPLATES FOR CLERICAL STAFF**

Middle School Clerical Staff		
Clock – In	7:00 AM	8 hrs.
Clock – Out	3:30 PM	

High School Clerical Staff		
Clock – In	7:30 AM	8 hrs.
Clock – Out	4:00 PM	

Middle School Counselor Nurse/TST		
Clock – In	7:30 AM	5 hrs.
Clock – Out	12:30 PM	

High School Nurse/TST		
Clock – In	8:00 AM	7 hrs.
Clock – Out	3:30 PM	

High School Parent Liaison/Counselor/Librarian		
Clock – In	8:00 AM	5 hrs.
Clock – Out	1:00 PM	

# **Standard Operating Procedures**

**Standard Operating Procedures**

**Student Absences**

- A. After two unexcused absences during the Summer Academy the student will lose credit for the course.
- B. Excused absences must be documented with a note from a **Certified United States** doctor.
- C. **Procedures:**
  1. When the student is absent, the teacher will use ESCHOOL to mark student absent in Class Attendance and call parent/guardian on the day of the absence
  2. The Summer School Academy attendance clerk will verify attendance posting for every period and post the absences in Daily Attendance every day.
  3. The student will submit documentation to justify an ABSENCE to the Summer School Academy attendance clerk on the following day before classes begin or after classes end.
  4. The Summer School Academy attendance clerk will replace ABS code with EXA code in the respective ESCHOOL screens to indicate absence is excused.
  5. The Summer School Academy administrator will generate attendance report and will notify the parent(s) of the student(s) who are absent and have exceeded the number (2) of allowable unexcused absences.
  6. The Summer School Academy administrator will notify parents when a student is withdrawn from summer school due to excessive absences.

**Attendance Procedures**

Teachers must call the student’s home after each absence and keep a log of the calls made during the Summer School Academy. This log will be part of the checkout procedure for teachers at the end of the respective Summer School Academy: Regaining of Credit and/or EOC program.

Attendance will be taken by 9 a.m. as per daily operations p.14. A designated person will be responsible for picking up all attendance sheets and submitting them to the attendance clerk shortly thereafter. Attendance Clerks will need to fill out the Campus Daily Attendance spreadsheet in the Secondary One Drive Folder everyday by the following times.

Middle School:	First Period - 9 a.m.
	Second Period – 11 a.m.
High School:	First Period 9:30 a.m.
	Second Period – 11:30 a.m.
	Third Period – 2 p.m.

**Make Up Work**

Students shall be permitted to complete assignments or tests after absences. The teacher shall inform his/her students of the time allotted for completing make-up work after an absence; however, the student shall be responsible for identifying the assignments and completing the work within the allotted time.

**Discipline**

All Summer School Academy students should have a signed copy of the 2023 -2024 Standards of Conduct brochure. Violations of the Code of Conduct and district policy, for which discretionary removal is recommended during the school year, will result in dismissal from the summer school program and/or possible placement at BAC at the beginning of the school year after due process procedures have been followed. The [student code of conduct](#) can be found on the Brownsville Independent School District Website.

### **Substitute Procedures**

Teachers need to inform the appropriate administrator in advance, so arrangements for a substitute can be made. A daily lesson plan **must be available** when the teacher is absent. Administrators will use the Human Resources list of eligible teachers who were approved but were not hired for the Summer School Academy as candidates to substitute.

### **Supplies**

Teachers will receive supplies from content specialists. If a teacher needs additional supplies, please see the Summer School Administrator. Supply requests will be handled as soon as possible and as available.

### **Audio Visual Equipment**

Teachers will submit requests for AV equipment at least 3 days in advance. Equipment is limited, and this will allow the librarian and or Administrator an opportunity to inform teachers if something is not available.

### **Library [not applicable to the middle school campuses]**

The library will be open from 8:00 a.m. until 1:00 p.m. High School teachers, who check out a class set of supplementary books, will be responsible for the books. All books should be monitored while in use in the classroom. Teachers should keep accurate records and schedule the use of the library at least one day in advance. No more than one class should be scheduled in the library at one time. Teachers should not schedule their classes in the library more than once a week.

### **Textbook/Calculator Checkout Procedures**

1. Request slips may be obtained from the administrative or clerical staff.
2. Requests may be submitted by the first day of the session.
3. Books/Calculators will be delivered to rooms.
4. Additional requests may be submitted on a daily basis for the first week. Teachers must keep accurate records of textbooks/calculators (or anything else issued to students).
  - a. Teachers must write student's name and teacher's name on inside cover of textbook.
  - b. Students must maintain textbooks covered at all times.
  - c. Teachers must examine textbooks for damage as they are provided to students. The Summer School Academy administrator in charge of textbooks will assess damage fines.
  - d. Teachers must conduct textbook checks every week.
5. Extra books/calculators may be returned during the second week by completing the return slips in the same manner as the request procedure.

### **Copier**

Copies will be requested from the office one day in advance. Summer School Academy administrators will determine if teachers will be authorized to use the copy machines, or if teachers will need to submit work to be copied.

### **Lesson Plans**

Lesson plans will be required and reviewed during the Summer School Academy sessions for all subjects. All lesson plans will be turned in for the duration of summer on the first day of class. Administrators will conduct walkthrough observations to ensure lesson plans are being followed.

### **Grade Books**

Teachers will use ESCHOOL to post attendance and grades. All grades must be posted and submitted by:

- June 11, 2024 (Regaining of Credit Program – Progress Reports)
- June 24, 2024 (Regaining of Credit Program – Report Cards)

### **Grading Procedures Summer School Academy Students**

Student grades will be determined by mastery of the course's TEKS required by Brownsville I.S.D. policy. A grade of 70 or above constitutes a passing grade. Credit for the course will be awarded if the student's average is 70 or above. The B.I.S.D. grading policy will be in effect during the summer school sessions.

Teachers are required to record:

1. A minimum of six (6) daily assignments
2. A minimum of three (3) major assessments

### **Progress Reports**

Teachers must use ESCHOOL to upload gradebook on **Tuesday, June 11<sup>th</sup>, 2024**, so campus staff can generate a progress report for each student and distribute them by **Friday, June 14, 2024 (5-day progress)**.

### **Final Average Calculation:**

The teacher shall calculate the following corresponding "Final Reporting Average":

**Regain Credit/EOC Program:**

Daily Work Average (40%)

+

Major Assessment Average (60%)

Sum ÷ 2 = "Final Reporting Average."

**All final grades need to be verified by the teacher of record and administrator.**

### **Pre and Post Test (Excludes EOC and OFSDP)**

Students will receive a pre and post test supplied by the curriculum specialists. Each teacher will be required to fill out the Pre/Post Results excel spreadsheet as part of their checkout. Administrators will be required to compile Pre/Post test data in an excel spreadsheet provided by Curriculum and upload it to the OneDrive folder for their campus as part of their checkout.

### **Awarding Credit for a Course**

In order to be awarded credit for a course a student must obtain an overall average of 70% at the end of the Summer School Academy. BISD re-teach, retest, and grading policies and procedures are in effect for all Summer School Academies and programs.

### **Promotion Requirements**

A student who attends at least 90% of the summer school program and who satisfies the requirements for promotion shall be promoted to the next grade level and/or receive credit for a course taken. A student that fails to meet the 90% attendance rate and satisfies the requirements for promotion for a subject(s), will be individually reviewed by the Summer School Academy attendance committee to determine if the student's extenuating circumstances and successful work merit promotion. The attendance committee members (4) shall include:

- Administrator
- Counselor
- Academy teacher of record
- Teacher from the same content area

### **Transportation**

BISD will provide transportation to and from the zoned middle and high school campuses to the assigned Summer School Academy site.

### **Teacher Paperwork Requirements**

1. Lesson Plans will be turned in the first day of school for the duration of the 17 days.
2. **Grade verification sheets (signed)**
3. Attendance verification sheets (eSchool)
4. Textbook Documentation (if textbooks are issued)
5. Parent Contact Log (Daily Logs)
6. **No Shows lists**
7. Pre and Post Assessment results (Excluding EOC classes)
8. Program Evaluation Documentation
9. Payroll Signed Time Sheets
10. File of Work (Master & Key, 1 per period or per course)
11. Teacher Clearance List

### **Teacher – Pupil Ratio**

Teacher – Pupil ratio for all secondary courses will be set to a minimum of 15 students. If at the end of the third day of school, a class does not have a minimum of 15 students the class may be closed.

Note: The administrators 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 of record must have a class roster and be included on the master schedule on eSchool.

### **House Bill 1416 (HB4545) Responsibilities**

Students failing the Math, Reading, Science, and or Social Studies STAAR/EOC in the 2023 – 2024 school year will require 30 hours of accelerated instruction in Math, ELAR, Science, and or Social Studies during the 2024 – 2025 school year. The following documentation needs to be monitored and kept at the campus.

**REGISTRATION PROCEDURES**

Students should register for summer school courses with the counselor normally responsible for their records. **Counselors must request Summer School Academy logins prior to entering the student schedules with Computer Services Department at (956) 548-7953.**

1. **Counselor** will complete the registration form in the CIA excel spreadsheet (including date of parent contact), issue the student a copy of the **Summer School Academy 2023-2024 Student’s Standards of Conduct.**

Middle School Regaining of Credit		
Summer Academy Site	Besteiro (Summer Building #1048)	Vela (Summer Building #1047)
Feeder Campuses	Perkins Besteiro Faulk Garcia Lucio	Stell Manzano Oliveira Stillman Vela

High School Regaining of Credit/EOC			
Summer Academy Site	Hanna ECHS (Summer Building #1001)	Rivera ECHS (Summer Building #1004)	Brownsville Academic Center (Summer Building #1033)
Feeder Campuses	BECHS Hanna ECHS Lopez ECHS Porter ECHS	Pace ECHS Rivera ECHS Veterans Memorial ECHS	BAC

2. Counselors will take the completed registration excel list to the data entry clerk who will activate the student in the appropriate Summer School Academy building.
3. Data Entry Clerk will add a 2024 enrollment vector for the summer building in the 2023-2024 School Year Summer Environment.
4. Registration lists with the student registration choice of class is to be turned in to the district sites for summer school **by Monday, June 3<sup>rd</sup>, 2024.**
5. Upon receipt of the registration list(s), the **Counselor** will enter the student schedule directly into the **ESCHOOL Summer School Environment.**

**Note: Do not register students into classes that are listed as STAFF.**

6. The counselor may issue a copy of the schedule to the student; however, if a student is given a copy of the schedule, the counselor must advise the student that the schedule is subject to change based on enrollment and teacher assignments.
7. Student schedules must be finalized **by Friday, May 31, 2024** in preparation for the first day of the Summer School Academy.
8. All registration forms will be kept in a Microsoft One Drive File so that all Administrators will have access throughout the duration of the program. Lists will be kept by grade level and shared with the respective Summer School Academy site prior to the beginning of the respective summer Program.

EOC Program

Hanna ECHS and Rivera Memorial ECHS will be hosting an EOC Program and are expected to:

- Maintain the documentation of students that registered/enrolled in the respective program.
- Create a master schedule in ESCHOOL
- Post attendance in ESCHOOL
- EOC documentation is due to Campus Testing Coordinator upon completion of program. All EOC documentation is due to Curriculum, Instruction, and Accountability by Thursday, June 27, 2024

Academies	Campus Site	Summer Building	Students
EOC Program	Hanna ECHS	1001	Hanna Students
EOC Program	Porter ECHS	1001	Porter Students
EOC Program	Pace ECHS	1004	Pace Students
EOC Program	Rivera ECHS	1004	Rivera Students
EOC Program	Lopez ECHS	1001	Lopez Students
EOC Program	Veterans ECHS	1004	Veterans Students
EOC Program	BECHS	1001	BECHS Students




High School Course Offerings		
Course Description	Course #	
Language Arts	English I	010681(2)
	English II	020731(2)
	English III	030761(2)
	English IV	040801(2)
English as a Second Language	ESOL I	010301(2)
<b>Any EB student needing to regain English SL may register for an English I or English II class.</b>		
Mathematics	Algebra I	052111(2)
	Geometry	092221(2)
	Algebra II	082161(2)
	Math Models	002351(2)
	Pre-Calculus	092271(2)
Science	IPC	072821(2)
	Biology	072851(2)
	Chemistry	092911(2)
	Physics	003011(2)
	Env Sys	002901(2)
Social Studies	W Geography	173331(2)
	W History	173381(2)
	US History	173271(2)
	Government	103413
	Economics	108953
EOC PREP	EOC English I	EOC103
	EOC English II	EOC703
	EOC Algebra I	EOC303
	EOC Biology	EOC403
	EOC US History	EOC933
LUCHA	LUCHA LAB	970163
STARS	STARS	970151 (2)
Optional Flexible School Day	OFSDP	OF0093

\*The (2) at the end of the course number indicates part B of a course.

Middle School Course Offerings		
Course Description		Course #
Language Arts	ESL I 6	510303
	ESL II 6	510313
	ELAR 6	610333
Any ESL student needing to <u>regain</u> credit in English SL may register for an English class.		
Mathematics	Math 6	512663
Science	Science 6	512913
Social Studies	World Societies	613213
Fine Arts/Elective	Art 6	813803
Health	Health 6	663433
Language Arts	ESL I 7	520353
	ESL II 7	520363
	ELAR 7	610403
Mathematics	Math 7	522703
Mathematics	Pre-Algebra	532613
Science	Science 7	522953
Social Studies	Texas History	623253
Fine Arts/Elective	Art I	863813
Health	Health 7	663443
Language Arts	ESL I 8	530453
	ESL II 8	530443
	ELAR 8	610483
	*8 English A	530531
	*8 English B	530532
Mathematics	Math 8	532796
	*Algebra IA	532651
	*Algebra IB	532652
Science	Science 8	533073
	*Biology A	534021
	*Biology B	534022
Social Studies	US History 1877	633303
Fine Arts/Elective	Art II	833833
Health	Health 8	663453
Optional Flexible School Day	OFSDP	OF0093
*These courses must be recovered at the High School summer site.		

2024 Summer School Academy Course Catalog

# High School Registration Form Sample



**Brownsville Independent School District**  
1900 Price Road, Brownsville, TX 78521, (956) 548-8000


**Grades 9-12 SUMMER SCHOOL PROGRAM**  
ELIGIBLE LIST OF STUDENTS

Dr. Rene Gutierrez  
Superintendent of Schools

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

Student Last Name	Student First Name	Local ID	Grade Level	Special Ed Student (Y or N)	Tier I or III	Dyslexia Student (Y or N)	STATUS	English Course	Math Course	Science Course	History Course	Parent Permission (Y or N)	Parent's Name	Telephone #	Time/Date	Student Address

# Middle School Registration Form Sample



**Brownsville Independent School District**  
1900 Price Road, Brownsville, TX 78521, (956) 548-8000

**Grades 6-8 SUMMER SCHOOL PROGRAM**  
ELIGIBLE LIST OF STUDENTS

Dr. Rene Gutierrez  
Superintendent of Schools

Campus: \_\_\_\_\_ Form Completed by: \_\_\_\_\_

Student Last Name	Student First Name	Local ID	Grade Level	Special Ed Student (Y or N)	Tier I or III	Dyslexia Student (Y or N)	Elective	Reading	English Course	Math Course	Science Course	History Course	Parent Permission (Y or N)	Parent's Name	Telephone #	Time/Date	Student Address

# High School Registration Form Sample



Dr. Jesus H. Chavez  
Interim Superintendent of Schools

AN EARLY COLLEGE DISTRICT  
**BROWNSVILLE**  
INDEPENDENT SCHOOL DISTRICT



Dr. Norma Ibarra-Cantú  
Executive Director Secondary Education

DEPARTMENT OF CURRICULUM, INSTRUCTION & ACCOUNTABILITY  
1900 Price Road • Brownsville, Texas 78521 • (956) 548-8121

**High School Summer Registration Form**  
School Year: \_\_\_\_\_

Name of Student \_\_\_\_\_ ID # \_\_\_\_\_

D.O.B.: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Student's Address \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/State \_\_\_\_\_

No./Name \_\_\_\_\_

Counselor's Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Summer School Site		Summer Building #		
Course Number	Course Description	A	B	Teacher/Room Assignment

Counselor's Name (Print): \_\_\_\_\_ Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have received the Summer Standards of Conduct: \_\_\_\_\_  
Student Signature/Date

I have received the HB1416 Waiver: \_\_\_\_\_  
Student Signature/Date

I filled out the nurse and emergency contact cards: \_\_\_\_\_  
Student Signature/Date

# Middle School Registration Form Sample



Dr. Jesus H. Chavez  
Interim Superintendent of Schools

AN EARLY COLLEGE DISTRICT  
**BROWNSVILLE**  
INDEPENDENT SCHOOL DISTRICT



Dr. Norma Ibarra-Cantú  
Executive Director Secondary Education

DEPARTMENT OF CURRICULUM, INSTRUCTION & ACCOUNTABILITY  
1900 Price Road • Brownsville, Texas 78521 • (956) 548-8121

## Middle School Summer Registration Form

School Year: \_\_\_\_\_

Name of Student \_\_\_\_\_ ID # \_\_\_\_\_

D.O.B.: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's Address \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/State \_\_\_\_\_

No./Name \_\_\_\_\_

Counselor's Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Summer School Site		Summer Building #		
Course Number	Course Description	A	B	Teacher/Room Assignment

Counselor's Name (Print): \_\_\_\_\_ Counselor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have received the Summer Standards of Conduct: \_\_\_\_\_  
Student Signature/Date

I have received the HB1416 Waiver: \_\_\_\_\_  
Student Signature/Date

I filled out the nurse and emergency contact cards: \_\_\_\_\_  
Student Signature/Date

Parent's Name (Print): \_\_\_\_\_ Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

White: Summer School Site Copy

Yellow: Home Campus Copy

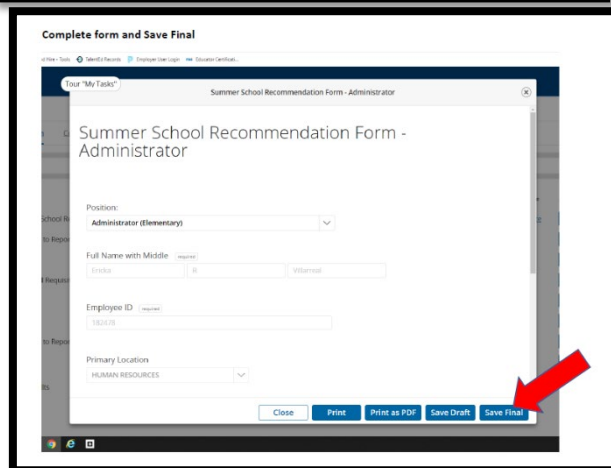
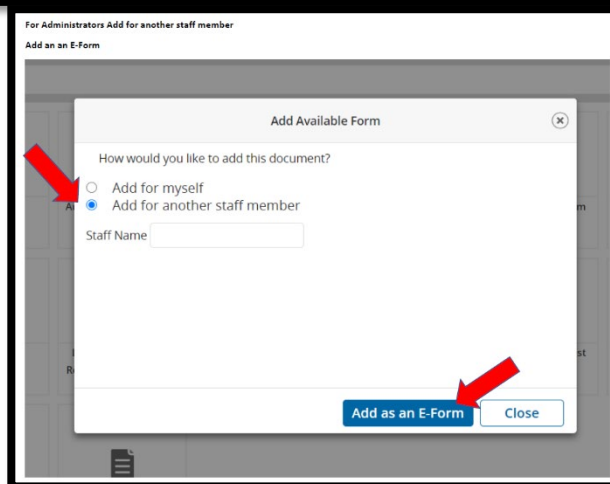
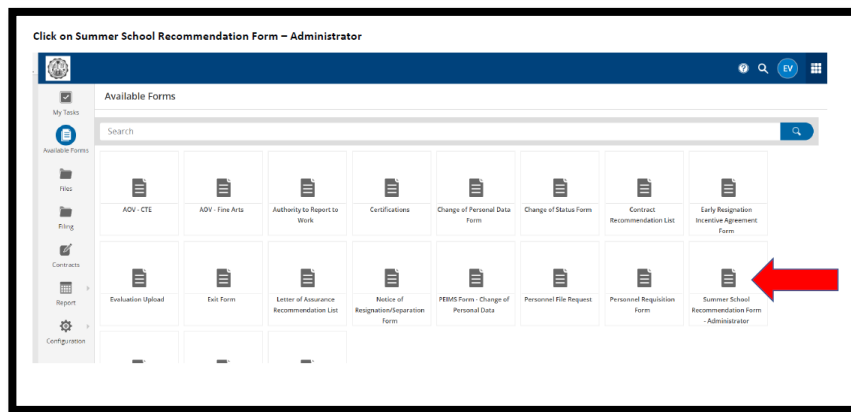
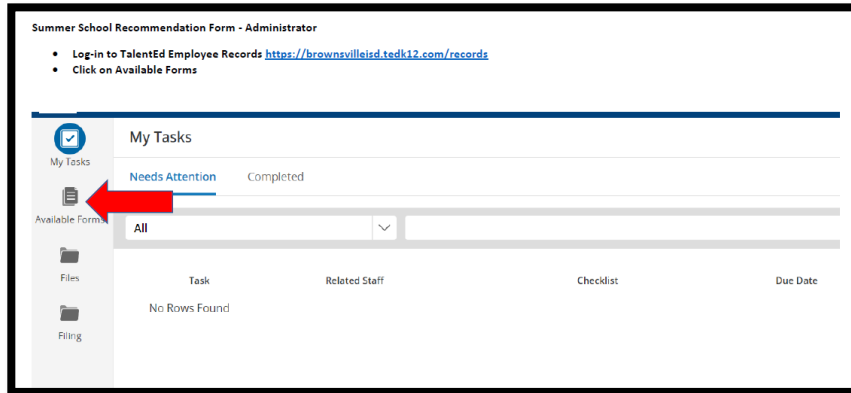
Pink: Student Copy

# ***Appendix A***

# ***Procedural***

# ***Instructions***

# Recommending the HR Approved Teachers

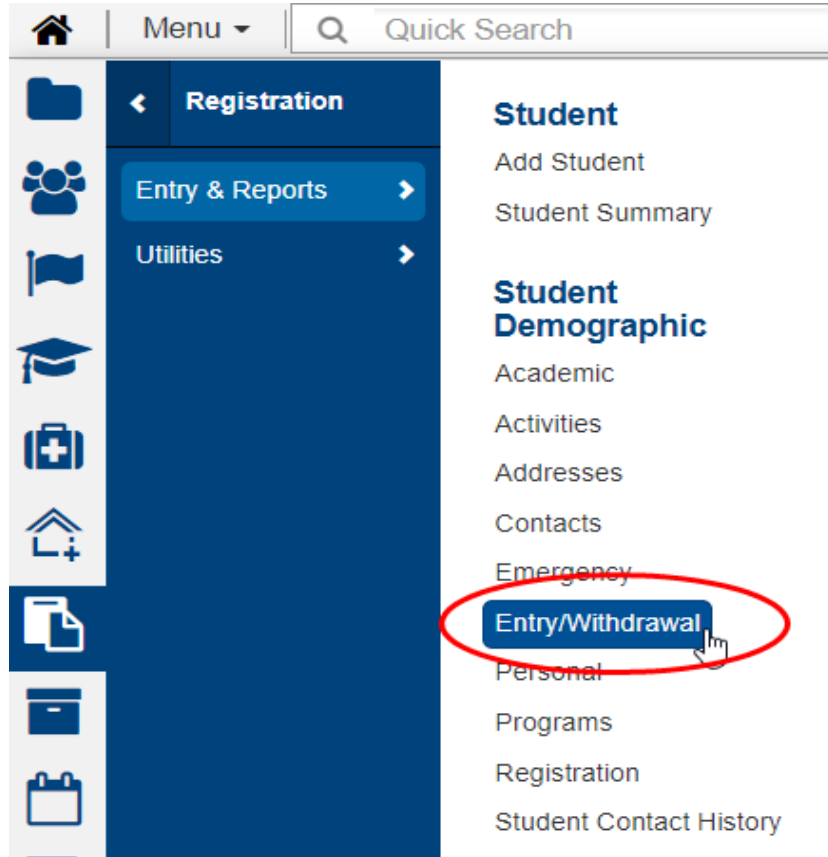


# Open Summer School Entry/Withdrawal Vectors

1. Under current year, search for student



2. Select Menu, Registration, Entry/withdrawal



3. Click the plus sign to open up summer school vector

Summer School Year							
School Year	Building	Calendar	Grade	Entry Code	Date	Withdrawal Code	Date



#### 4. Create the vector with the summer school information

##### ▾ Entry/Withdrawal Details

### ▾ Enrollment

<b>School Year*</b>	2023-24
<b>Building*</b>	1001 - Summer Hanna High School
<b>Calendar*</b>	S - Summer School Calendar
<b>Grade*</b>	09 - Ninth Grade
<b>Entry Type*</b>	S - Current Summer School
<b>Entry Code*</b>	EO - Within State Orig
<b>Entry Date*</b>	06/04/2024

#### 5. Save The Record



# How to Schedule Students

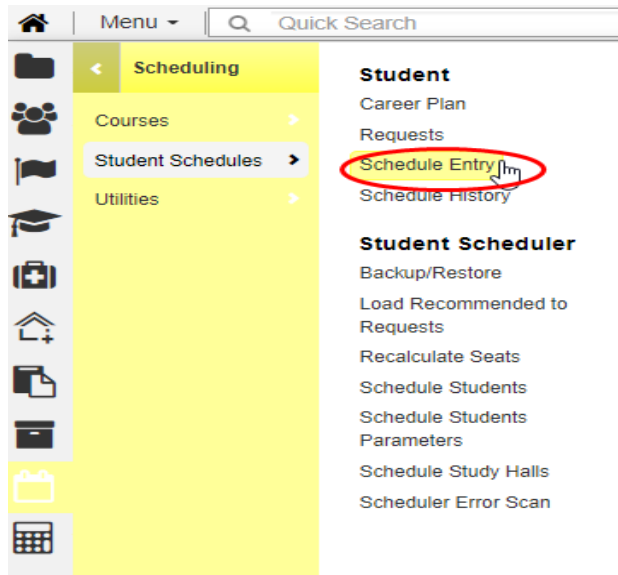
## 1. Switch to the Summer School Environment

Reports | Current Year 2023-24  
**Environment**  
 Server: ESP-APP4-SRV  
 Database\*: BNV\_eSpLIVE  
 School Year: 2023-24 (Current Year)  
 Summer School:   
 User to Impersonate:  
 OK

## 2. Search student by student ID

Menu | Quick Search | Tasks (0) / Reports  
 Student Search | Simple | Advanced  
 Search Criteria  
 Simple Search Criteria  
 Last Name: [ ] Sounds Like:  Summer Building: [ ]  
 First Name: [ ] Sounds Like:  Summer Grade: [ ]  
 Middle Name: [ ] Sounds Like:  Summer Counselor: [ ]  
 Student ID: [1] Unique ID: [ ]  
 Gender:  Any  Female  Male  
 StateID: [ ]  
 List Field Selection

### 3. Select Menu, Scheduling, Schedule Entry



### 4. Enter Course Numbers->Keep Schedule.

Note: Course Offerings are located on pages

Schedule Entry List Grid Q ↺ ↻ ⌵ ⌶

**Additional Student Information**

Diploma Type	N/A	Graduation Year	2028
Endorsement/Supp Grad Group		Cohort Year	N/A

**Selections** ⌵ ⌶ ⌵ ⌶

**Schedule List** ⌵ ⌶ ⌵ ⌶

This schedule is in a modeled state. Keep Discard

Action	Building	Trail From	Pd	Course-Section	Description	Ovr	Teacher	Status	Add Date	Drop Date	Mark Reporting			Cycles	MARKING PERIOD
											Marks	First MP	Last MP		
<input checked="" type="checkbox"/>	1043		1	052111 - 1	Alg 1a	<input type="checkbox"/>	Mendieta, Karina S	A	06/06/2022		G	MP7		M T W R F	MP7
<input checked="" type="checkbox"/>	1043		2	510713 - 1	READING 6	<input type="checkbox"/>	Rivera, Robert	A	06/06/2022		G	MP7		M T W R F	MP7
<input type="checkbox"/>	1043					<input type="checkbox"/>					G				

# Clear No Shows Procedures

## Clear attendance

1. Switch to the Sumer School Environment

Reports | Current Year 2023-24

**Environment**

**Server**  
ESP-APP4-SRV

**Database\***  
BNV\_eSpLIVE

**School Year**  
2023-24 (Current Year)

**Summer School**

**User to Impersonate**

OK

2. Select Menu, Attendance, Year view

Menu | Quick Search

**Attendance**

All

**Student**

- Attendance Detail
- Audit Trail Detail
- Communication History
- Day Totals
- Interval Totals
- Range View
- Year View**

**Office**

- Attendance Bulletin
- Attendance Entry
- Office/Teacher Attendance Verification
- Emergency Attendance

**Attendance Communications**

### 3. Select the days to clear and click on the Attendance view detail icon

Year View

Color Legend

June 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5 ✓	6 ✓	7 ✓	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Click to View Detail

### 4. Select the No Shows to delete and then save

Attendance Detail

Unsaved Changes

Selection

Building: 1043 - Summer Faulk MS

Source:  Office  Teacher

Apply to All Periods:

Attendance

Mass Update Attendance

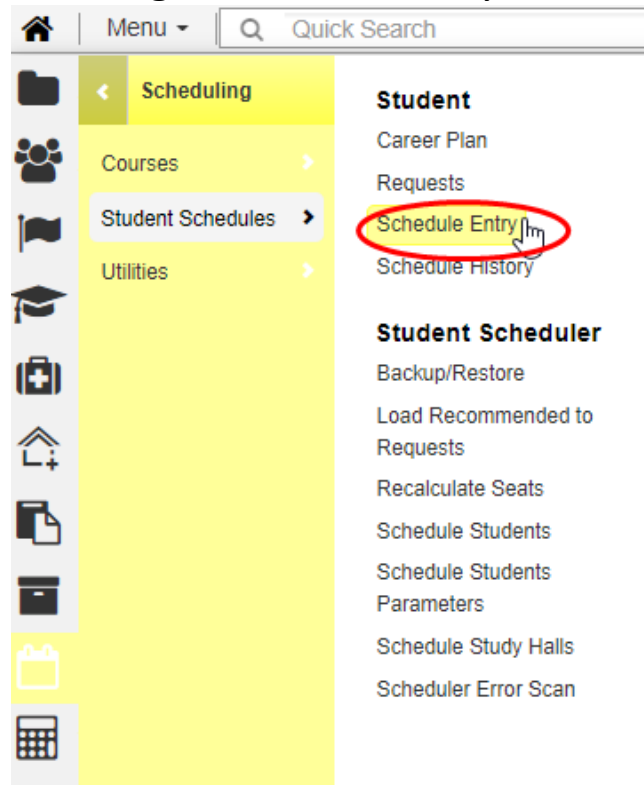
Date	Cycle Day	Attendance Period	Schd Period	Class	Code	Dismiss Time	Arrive Time	Comments	Current Source	Change Source	Add Code	Delete
06/06/2022	M	4	4	062111-1 Alg 1a	NS x y				Office	<input type="checkbox"/>	+	✓
06/07/2022	T	4	4	062111-1 Alg 1a	NS x y				Office	<input type="checkbox"/>	+	✓
06/08/2022	W	4	4	062111-1 Alg 1a	NS x y				Office	<input type="checkbox"/>	+	✓

Click to Save

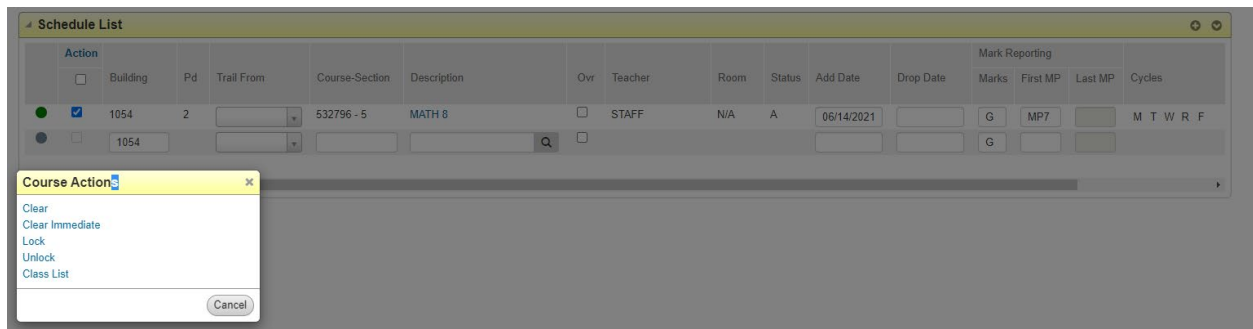
Click to Delete

# Clearing Student Schedules

1. Select Menu->Scheduling->Schedule Entry

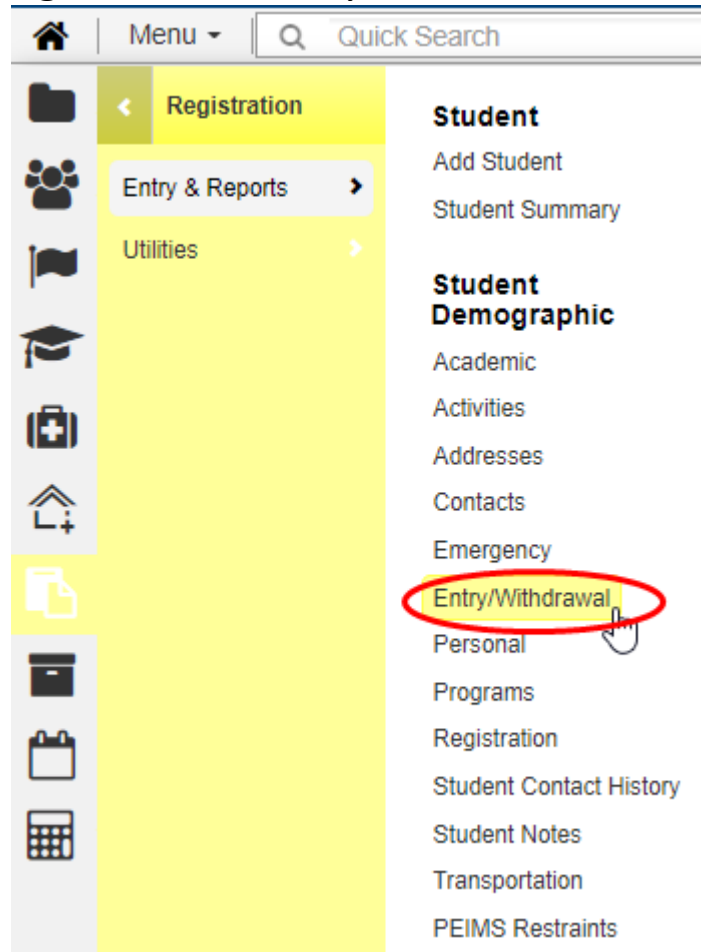


2. Select the course click on Action then clear



# Closing Summer School Vectors

1. Select Menu->Registration->Entry/withdrawal



2. Click on the school year

Summer School Year							
School Year	Building	Calendar	Grade	Entry Code	Date	Withdrawal Code	Date
2022	1043 - Summer Faulk MS	S	06	EO - Within State Orig	06/06/2022		

### 3.- Enter Withdrawal code (W97). Withdrawal Date, Reason and save

Entry/Withdrawal Details



Enrollment	
School Year*	2021-22
Building*	1043 - Summer Faulk MS
Calendar*	S - Summer School Calendar
Grade*	06 - Sixth Grade
Entry Type*	S - Current Summer School
Entry Code*	EO - Within State Orig
Entry Date*	06/06/2022

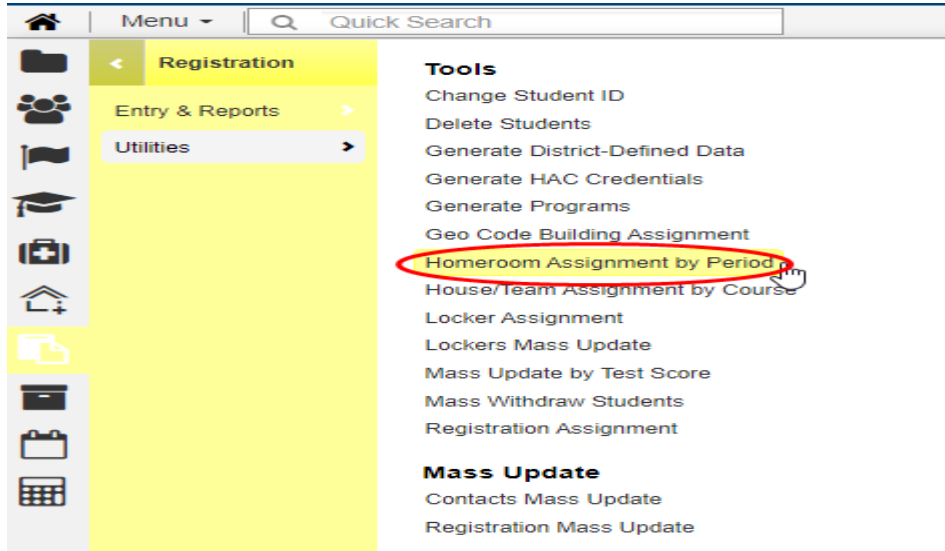
Withdrawal	
Withdrawal Code	W97 - No Show
Withdrawal Date	06/06/2022
Schedule	<input checked="" type="radio"/> Drop Schedule <input type="radio"/> Preserve Schedule for Re-Entry <input type="radio"/> Keep Schedule Active

Comments	
Comments	NO SHOW



# Assign Primary and Secondary Homeroom

## 1. Registration->Utilities->Homeroom Assignment by Period



## 2. Enter the selected prompts

Homeroom Assignment by Period

Click to Run

**Prompts**

Building\* 1043 - Summer Faulk MS

Homeroom\* Primary Homeroom

Marking Period\* MP7 - MARKING PERIOD 7

Cycle Day\* M - Monday

Homeroom Period\* 1 - 1st Period

**Filter**

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1	Demographic	Summer Status	=	Active
	AND	2				

### 3. Run for secondary homeroom

Homeroom Assignment by Period

**Prompts**

Building*	1043 - Summer Faulk MS	▼
Homeroom*	Secondary Homeroom	▼
Marking Period*	MP7 - MARKING PERIOD 7	x ▼
Cycle Day*	M - Monday	x ▼
Homeroom Period*	2 - 2nd Period	x ▼

Click to Run



**Filter**

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1	Demographic x ▼	Summer Status x ▼	= x ▼	Active x ▼
	AND ▼	2				

# Printing Homeroom Class Listing

1. Click on the magnifying glass for an advanced search
2. Click on advanced search
3. Enter search criteria-> set up list field selection->sort field selection
4. click on load records icon

The screenshot shows the 'Student Search' interface. At the top, there is a 'Menu' and a 'Quick Search' field. Below this, there are 'Simple' and 'Advanced' search options, with 'Advanced' selected. The 'Search Criteria' section contains three criteria: 1. Summer School Demographics (Summer Building = 1043 - Summer Faulk MS), 2. Demographic (Summer Status = Active), and 3. Demographic. The 'List Field Selection' section shows eight fields selected: Summer School Demographics (Summer Building, Summer Grade, Student ID, First Name, Last Name, Summer Primary Homeroom, Summer Secondary Homeroom). The 'Sort Field Selection' section shows two fields selected: Summer School Demographics (Summer Primary Homeroom) sorted in Ascending order. A red circle highlights the 'Load Records' icon in the top right corner.

## 5. Export to Excel and print

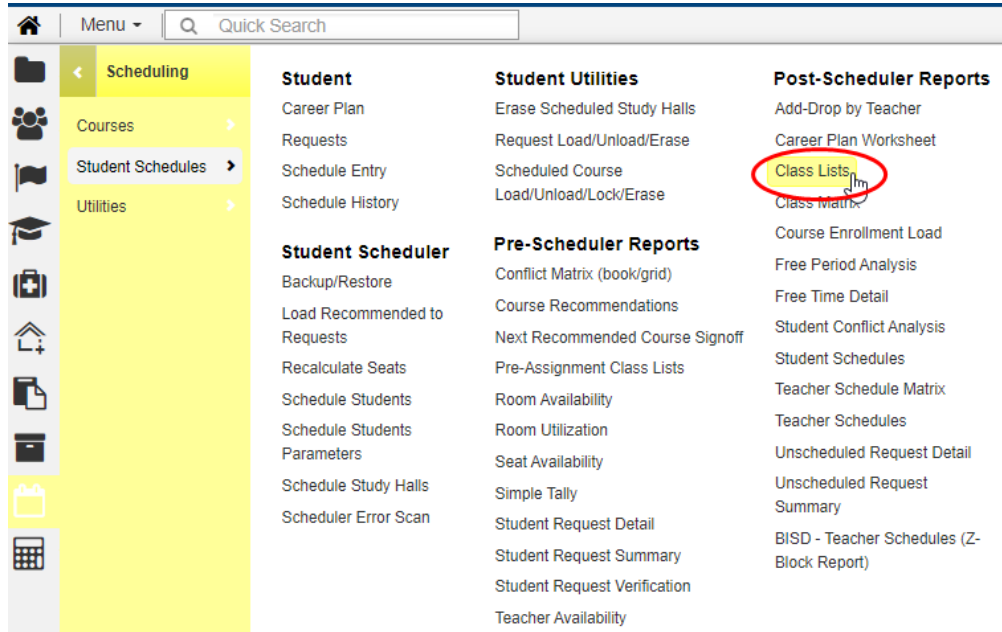
The screenshot shows the 'Student Search' interface with search results. At the top, there is a 'Menu' and a 'Quick Search' field. Below this, there are 'Simple' and 'Advanced' search options, with 'Advanced' selected. The 'Search Criteria' section is collapsed. The 'Search Results' section shows a table with the following data:

Student Name	Grade	Summer Building	Summer Grade	Student ID	First Name	Last Name	Summer Primary Homeroom	Summer Secondary Homeroom
	06 - Sixth Grade	1043 - Summer Faulk MS	06 - Sixth Grade				204 - 204	F102 - F102

At the bottom of the table, there is a pagination bar showing 'Page 1 of 1' and 'View 1 - 1 of 1'. A red circle highlights the 'Export to Excel' icon in the top right corner.

# Printing Class Lists

## 1. Scheduling->Student Schedules->Post Scheduler Reports-> Class List



## 2. Enter Prompts

Class Lists

Click to Run Listing

**Prompts**

Building\* 1043 - Summer Faulk MS Print As Of Date\*

Report Type By Section  Today

Marking Periods\* x MP7 - MARKING PERIOD 7  Selected Date 06/06/2022

Periods To Include x 1 - 1st Period x 2 - 2nd Period Listed Only v

Display All Courses   Print Phone Numbers

Include FERPA Information

Log Statistics

---

**Filter**

Actions	AND/OR	#	Area	Field Name	Condition	Value
		1	Demographic <span style="border: 1px solid #ccc; padding: 2px;">x</span>	Summer Status <span style="border: 1px solid #ccc; padding: 2px;">x</span>	= <span style="border: 1px solid #ccc; padding: 2px;">x</span>	Active <span style="border: 1px solid #ccc; padding: 2px;">x</span>
	AND	2	<span style="border: 1px solid #ccc; padding: 2px;">v</span>			

---

**Sort**

Actions	#	Area	Field Name	Sort Order
	1	Staff Building <span style="border: 1px solid #ccc; padding: 2px;">x</span>	Staff Name <span style="border: 1px solid #ccc; padding: 2px;">x</span>	Ascending <span style="border: 1px solid #ccc; padding: 2px;">v</span>
	2	<span style="border: 1px solid #ccc; padding: 2px;">v</span>		

---

**Run**

Now  Once  Daily

Weekly  Monthly

### 3. Print Class Lists

4/22/2022

#### Class Lists By Section 1043 - Summer Faulk MS

For Marking Period MP7

Course-Section	Description	Primary Staff		Marking Periods	Cycles	Period	Room	
052111-1	Alg 1a			MP7	M,T,W,R,F	1	204	
Student ID	Student Name	Grade	Sex	Counselor	Homeroom	Phone Number	Home Building	House Team
		06	F		204			

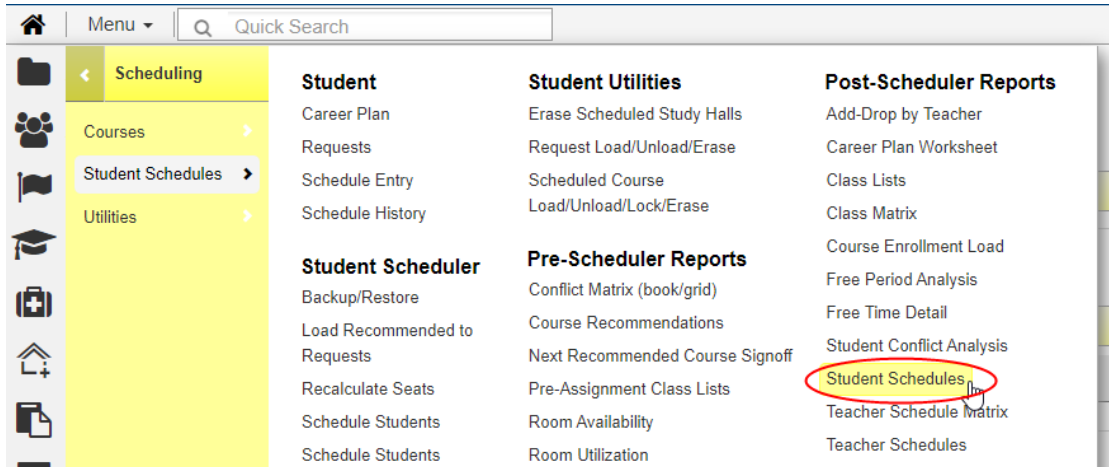
Unique Students: 1

Total Students: 1

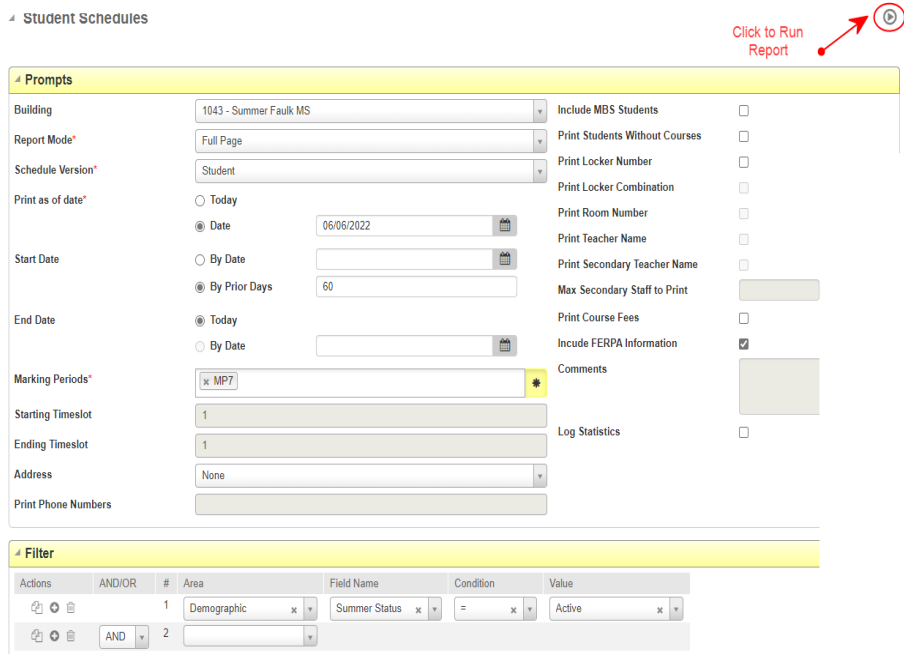
Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Printing Students Schedules

1. Scheduling->Student Schedules->Post Scheduler Reports->Student schedules



2. Enter Prompts



# Attendance Codes and Procedures

## Attendance Codes

- **1** First Day of Summer School
- **NS** No Show
- **PRE** Present
- **ABS** Absent

## Attendance Procedures

On the first day of Summer School, students will be coded with one of the following:

- **1 for First Day of Summer School or**
- **NS for No Show.**

After the first day of Summer School, students that were coded with a **1** will now be coded with the following:

- **Blank/PRE for present**
- **ABS for absent**

Students that were coded NS will continue to be coded NS until they show up for their first day at which time they will be coded with a **1**.

**NOTE: No Shows will be cleared after three days.**


# Attendance Verification Report

This report provides the students attendance by teacher for the specified periods on the selected dates range.

## Run Attendance Verification Report

1. Select **Regulatory > Reports > Attendance > Attendance Verification**
2. Specify the report options.
3. Click **Run**.
4. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.

### Prompts Panel


Field	Description
Building	Select the building.
Course Building	Select the building
Calendars	Select the summer calendar
Attendance Periods	Select the periods
Date Range	Enter <b>Start day</b> to <b>End day</b> for your report.
Include All Students for Courses	Check mark
Include Teacher Signature	Check mark
Task/Report Name	Attendance Verification Report (may be modified if needed)
Log Statistics	Checked if you want to print the prompts in a log file. Otherwise, a log file will be created only if an error occurs.
Click Run	 Located on the top right-hand side

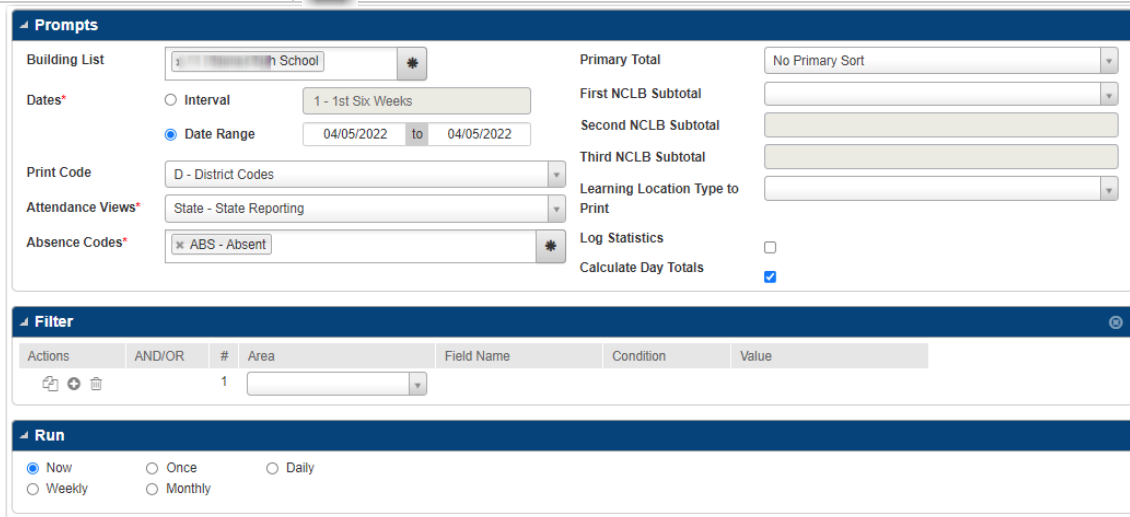


# ADA/ADM Statistics Report

1. Select **Attendance > All > Reports > ADA/ADM Statistics** Specify the report options.
2. Specify the report option
3. Click **Run** once the prompts have been entered.
4. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.

## Prompts Panel

Field	Description
Building List	Buildings to include in the report. Select building from the field's drop-down list.
Dates	Select: Date Range - to enter a start and end date for the totals.
Print Code	Select: <i>District Codes</i> - to print the district code that displays in Student Demographics.
Attendance Views	Select <b>STATE VIEW</b> ( <i>might be different for summer school</i> )
Absence Codes	<b>ABS</b>
Primary Total	Select: <b>GRADE</b> to sort the report by grade and include subtotals for each grade.
First NCLB Subtotal	Leave blank
Second NCLB Subtotal	Leave blank
Third NCLB Subtotal	Leave blank
Log Statistics	Checked if you want to print the prompts in a log file. Otherwise, a log file will be created only if an error occurs.
Learning Location Type to Print	Leave blank
Calculate Day Totals	Must be <b>checked</b> to obtain the accurate attendance rate.
Filter Section	Leave blank
Click Run	 Located on the top right-hand side



The screenshot shows the software interface for generating the report. It is divided into three main sections: Prompts, Filter, and Run.

- Prompts Panel:** Contains various input fields and checkboxes.
  - Building List:** A dropdown menu with a search icon.
  - Dates:** Radio buttons for 'Interval' (set to '1 - 1st Six Weeks') and 'Date Range' (set to '04/05/2022 to 04/05/2022').
  - Print Code:** A dropdown menu set to 'D - District Codes'.
  - Attendance Views:** A dropdown menu set to 'State - State Reporting'.
  - Absence Codes:** A dropdown menu with a search icon, set to 'ABS - Absent'.
  - Primary Total:** A dropdown menu set to 'No Primary Sort'.
  - Subtotals:** Three empty dropdown menus for 'First NCLB Subtotal', 'Second NCLB Subtotal', and 'Third NCLB Subtotal'.
  - Learning Location Type to Print:** A dropdown menu.
  - Log Statistics:** An unchecked checkbox.
  - Calculate Day Totals:** A checked checkbox.
- Filter Panel:** A table with columns for 'Actions', 'AND/OR', '#', 'Area', 'Field Name', 'Condition', and 'Value'. It currently shows one row with the number '1' in the '#' column.
- Run Panel:** Radio buttons for execution frequency: 'Now' (selected), 'Once', 'Daily', 'Weekly', and 'Monthly'.


# Missing Submission Report

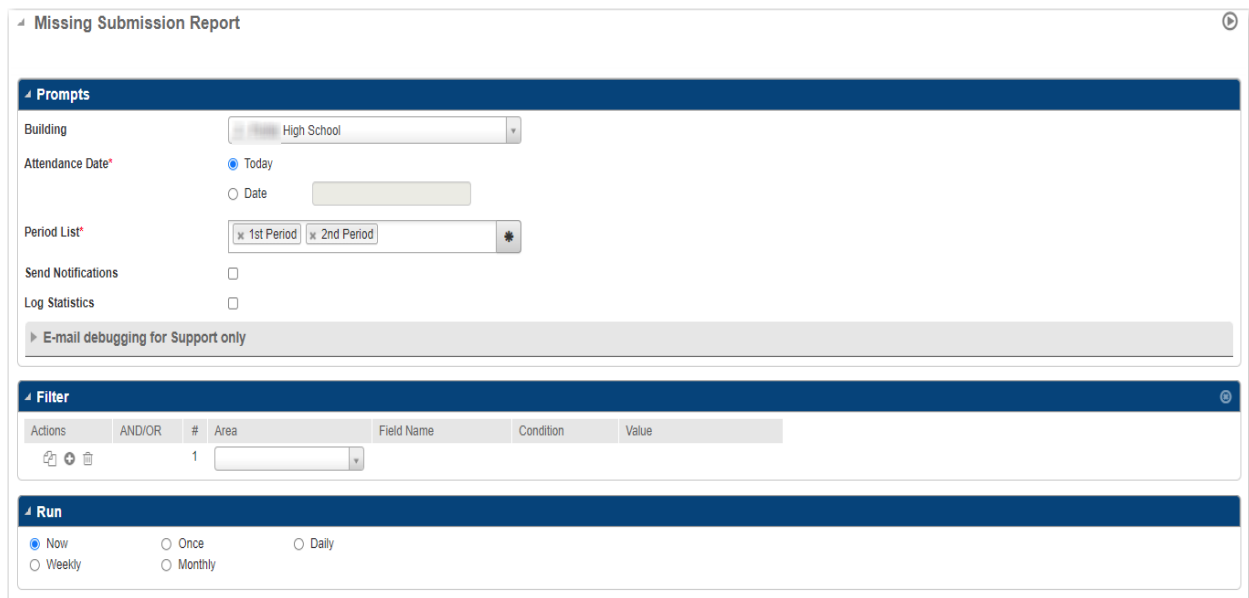
This report lists teachers who have not submitted attendance information in Teacher Access Center for the specified periods on the selected date.

## Run Missing Submission Report

5. Select **Attendance > All > Reports > Missing Submission**.
6. Specify the report options.
7. Click **Run**.
8. Use the Tasks/Reports options on the Navigation bar to view task status and retrieve reports.

### Prompts Panel

Field	Description
Building	Select the building of the teachers to report.
Attendance Date	Select: <i>Today</i> - to use the current day as the date to check. <i>Date</i> - to select a set date as the date for your report.
Period List	Attendance periods to include in the report.
Send Notifications	Unchecked
Log Statistics	Checked if you want to print the prompts in a log file. Otherwise, a log file will be created only if an error occurs.
Click Run	 Located on the top right-hand side

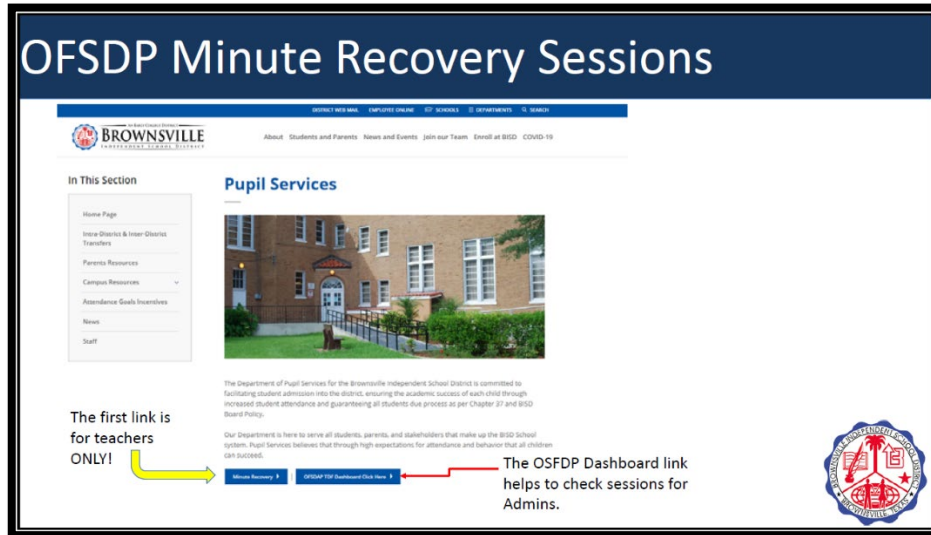


The screenshot shows the 'Missing Submission Report' interface. It is divided into three main sections: Prompts, Filter, and Run.

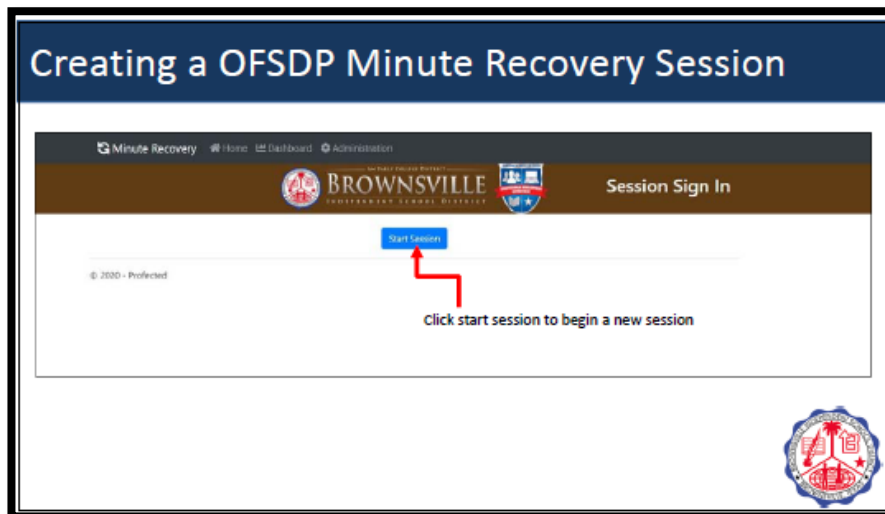
- Prompts:**
  - Building:** A dropdown menu set to 'High School'.
  - Attendance Date:** Radio buttons for 'Today' (selected) and 'Date' (with an empty input field).
  - Period List:** A multi-select dropdown menu with '1st Period' and '2nd Period' selected.
  - Send Notifications:** An unchecked checkbox.
  - Log Statistics:** An unchecked checkbox.
  - E-mail debugging for Support only:** A link to expand a hidden section.
- Filter:**
  - A table with columns: Actions, AND/OR, #, Area, Field Name, Condition, Value.
  - Below the table, there is a single filter rule with '# 1' and an empty dropdown for 'Area'.
- Run:**
  - Radio buttons for 'Now' (selected), 'Once', 'Daily', 'Weekly', and 'Monthly'.

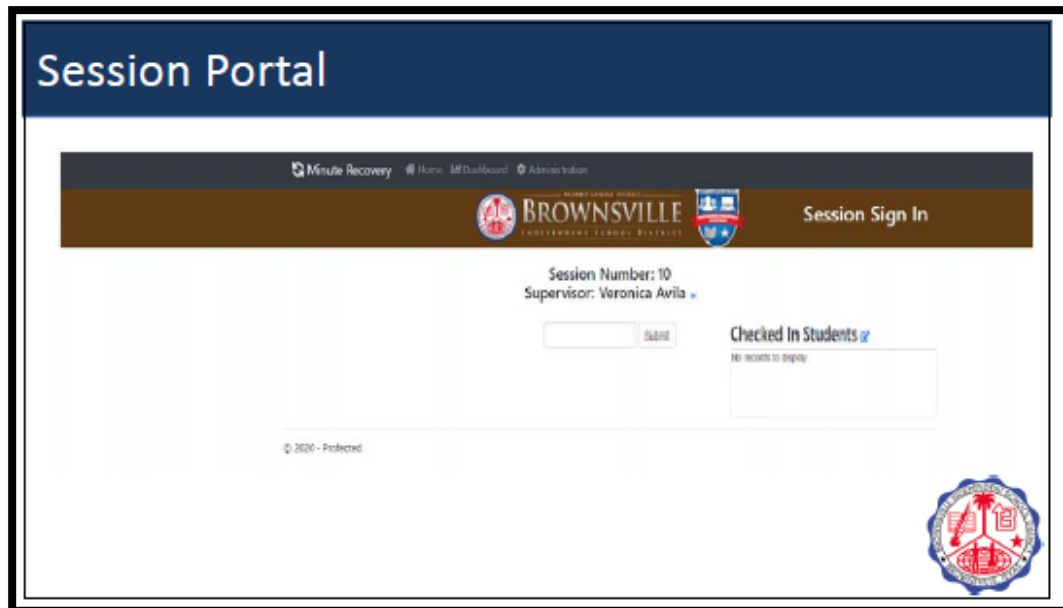
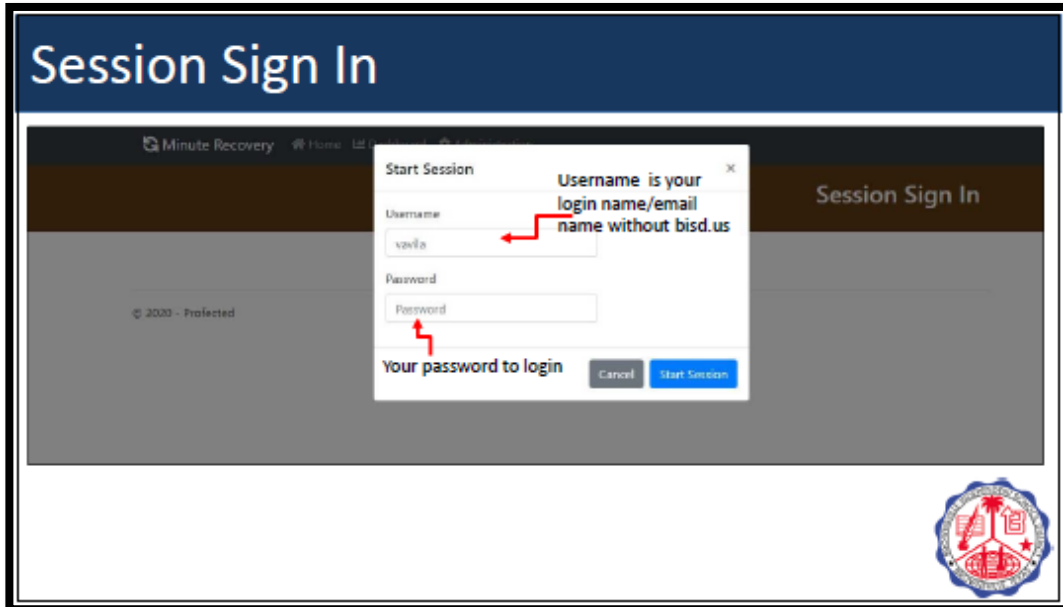
# Optional Flexible School Day Minute Recovery Instructions

- Log on to Pupil Services website: <https://www.bisd.us/departments/business-and-operations/pupil-services>
- Click on the link for the ADP application located at the bottom of the webpage under the mission statement –Minute Recovery



- Login to link using your credentials to start a session. (i.e. same as logging into your email)
- You can have more than one device open for the same session (i.e. Much like having more than 1 roster per class session.)
- Anyone with a BISD login can create a session.





- Type in Student ID & Submit (or Click Enter).
- You will see the student's name appear in the box on the right.

## Check In Students

Minute Recovery Home Dashboard Administration

BROWNSVILLE INDEPENDENT SCHOOL DISTRICT

Session Sign In

Session Number: 10  
Supervisor: Veronica Avila

2021421 Submit

Checked In Students  
NO RECORDS TO DISPLAY

Type in student ID and click submit

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## Check In Students

Minute Recovery Home Dashboard Administration

BROWNSVILLE INDEPENDENT SCHOOL DISTRICT

Session Sign In

Session Number: 10  
Supervisor: Veronica Avila

Submit

Checked In Students

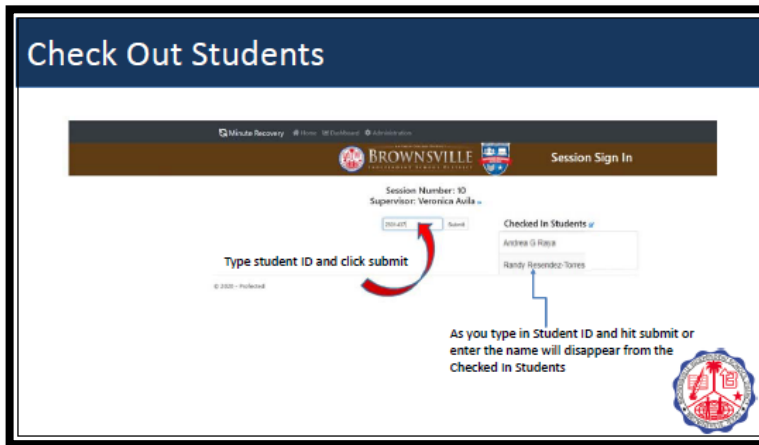
Checked In Students	Students will appear here once checked in
Andrea G Raya	
Randy Resendez-Torres	

Successfully Signed In

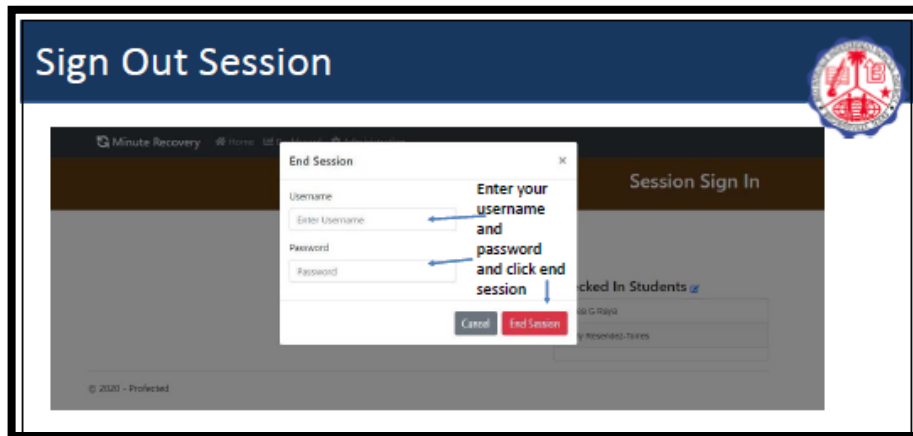
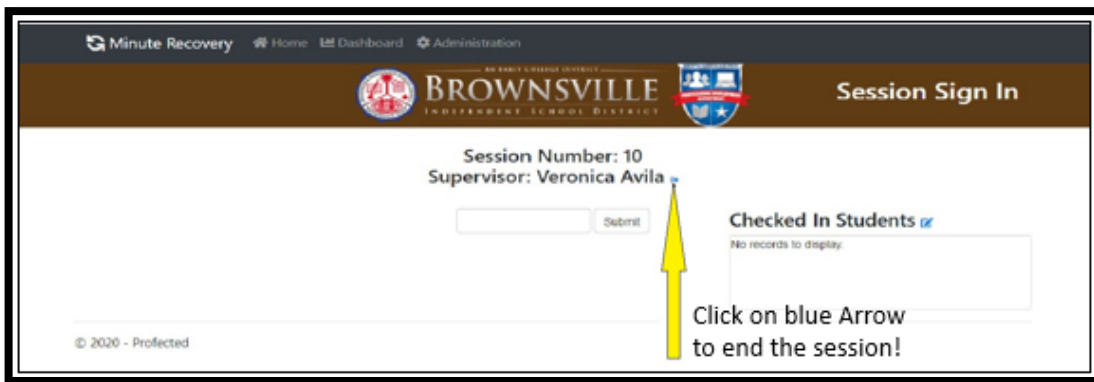
Andrea Giselle Raya

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- Type in Student ID & Submit (or Click Enter).
- You will see students name disappear in the box on the right.



- After students log out, you can close the session.



For questions please contact: Pupil Services - 544-3966

Randy Park, Director – rampark@bisd.us

Veronica Avila – [vavila@bisd.us](mailto:vavila@bisd.us); Veronica Cisneros – [vcisneros3@bisd.us](mailto:vcisneros3@bisd.us)

# Payroll Procedures

## *Certified Traditional Calendar* *Classified Traditional Calendar*

- Campus should keep a spreadsheet of all hired staff information. (professional development attended, position, first day on contract, etc.)
- 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 in alphabetical order and last name first, first name last: ex. Saenz, Sonia.
- 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 administrator MUST sign the composites and initial timesheets for verification purposes.
- Ensure account numbers are correct. An email will be sent with all the account numbers to administrators.
- Program names should be correct: Academic Learning Academy, not Summer School.
- Administrators need to submit their cell phone number and direct extension to Rebecca Hinojosa.
- **Payroll Due dates:**  
**Beginning 6/1/24 ending 6/30 due 6/30/23**
- **ALL TIMESHEETS WILL BE COLLECTED AT MAIN OFFICE C & I CONFERENCE ROOM.**  
\*\*\* Summer Program Time Clock Plus Manager Request/Delete/User(s) form MUST be completed by the school secretary.

***Appendix B***  
***Teacher and***  
***Administrator***  
***Forms***





DEPARTMENT OF CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road • Brownsville, Texas 78521 • (956) 548-8121

**Summer Academy 2024**  
**Middle School Teacher Clearance List**

Name (Print): \_\_\_\_\_

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

Summer Academy Site: \_\_\_\_\_

	TASK	Due	Signature Principal
1.	Program Evaluation (Survey)	June 26 <sup>th</sup>	
2.	Payroll (Signed time sheets)	June 26 <sup>th</sup>	
3.	Parent Contact log	June 26 <sup>th</sup>	
4.	Pre/Post Test Results	June 26 <sup>th</sup>	

	TASK	Due	1 <sup>st</sup> Period	2 <sup>nd</sup> Period	Signature Principal
5.	Grade Verification Sheet <b>(signed)</b>	June 26 <sup>th</sup>			
6.	Attendance Verification Sheets <b>(Signed)</b>	June 26 <sup>th</sup>			
7.	"NO Shows"	June 26 <sup>th</sup>			
8.	Class Roster/Pass/Fail List	June 26 <sup>th</sup>			
9.	Lesson Plans (17 days)	June 26 <sup>th</sup>			
10.	File of Work – 1 per period or 1 per course	June 26 <sup>th</sup>			

Summer Academy Teachers Signature: \_\_\_\_\_

Phone No: \_\_\_\_\_ (Emergency Purposes Only)

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Principal

***Thank you for your service to BISD!!***



DEPARTMENT OF CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road • Brownsville, Texas 78521 • (956) 548-8121

**Summer Academy 2024**  
**High School Teacher Clearance List**

Name (Print): \_\_\_\_\_

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

Summer Academy Site: \_\_\_\_\_

	TASK	Due	Signature Principal
1.	Program Evaluation (Survey)	June 27 <sup>th</sup>	
2.	Payroll (Signed time sheets)	June 27 <sup>th</sup>	
3.	Parent Contact log	June 27 <sup>th</sup>	
4.	Pre/Post Test Results	June 27 <sup>th</sup>	

	TASK	Due	1 <sup>st</sup> Period	2 <sup>nd</sup> Period	3 <sup>rd</sup> Period	Signature Principal
5.	Grade Verification Sheet <b>(signed)</b>	June 27 <sup>th</sup>				
6.	Attendance Verification Sheets <b>(Signed)</b>	June 27 <sup>th</sup>				
7.	"NO Shows"	June 27 <sup>th</sup>				
8.	Class Roster/Pass/Fail List	June 27 <sup>th</sup>				
9.	Lesson Plans (17 days)	June 27 <sup>th</sup>				
10.	File of Work – 1 per period or 1 per course	June 27 <sup>th</sup>				

Summer Academy Teachers Signature: \_\_\_\_\_

Phone No: \_\_\_\_\_ (Emergency Purposes Only)

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Principal

***Thank you for your service to BISD!!***



# Summer Academy 2024

## Middle School Teacher Class Roster Pass/Fail List



Teacher (Print): \_\_\_\_\_ Date: \_\_\_\_\_

SA Site: \_\_\_\_\_ Grade: \_\_\_\_\_ Subject: \_\_\_\_\_ Period: \_\_\_\_\_

	Student Name	Student ID	Passed (Actual Grade)	Failed (Actual Grade)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Summer Academy Teachers (Signature): \_\_\_\_\_

Verified by: \_\_\_\_\_  
Principal

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

***Thank you for your service to BISD!!***



# Summer Academy 2024

## High School Teacher Class Roster Pass/Fail List

Teacher (Print): \_\_\_\_\_ Date: \_\_\_\_\_

SA Site: \_\_\_\_\_ Subject: \_\_\_\_\_ Period: \_\_\_\_\_

	Student Name	Student ID	Passed (Actual Grade)	Failed (Actual Grade)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Summer Academy Teachers (Signature): \_\_\_\_\_

Verified by: \_\_\_\_\_  
Principal

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

***Thank you for your service to BISD!!***





# Summer Academy 2024

## Teacher No Show List

Teacher (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Summer Site: \_\_\_\_\_ Class/Subject: \_\_\_\_\_ Grade: \_\_\_\_\_

	Student Name	Student ID	Grade Level
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Summer Academy Teacher's (Signature): \_\_\_\_\_

Verified by: \_\_\_\_\_  
Principal

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

***Thank you for your service to BISD!!***



# Summer Academy 2024

## Teacher Contact Information



Summer Site: \_\_\_\_\_

	Teacher Name	Contact Phone #	Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			

Verified by: \_\_\_\_\_  
Principal

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

***Thank you for your service to BISD!!***



# Summer Academy 2024

## Teacher Released List



Summer Site: \_\_\_\_\_

	Teacher Name	Subject/Course	Grade Level	Phone #
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Verified by: \_\_\_\_\_  
Principal

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

*Thank you for your service to BISD!!*





## Summer Academy Progress Scores Teacher Report

Summer Site:		Administrator:		
Teacher	Subject	Overall Class Average Pre Test	Overall Class Average Post Test	Change
1				0
2				0
3				0
4				0
5				0
6				0
7				0
8				0
9				0
10				0
11				0
12				0
13				0
14				0
15				0
16				0
17				0
18				0
19				0
20				0
21				0
22				0
23				0
24				0
25				0
26				0
27				0
28				0
29				0
30				0
31				0
32				0
33				0
34				0
35				0
36				0
37				0
38				0
39				0
40				0
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>



# SUMMER ACADEMY 2024

## INFORMAL CLASSROOM VISITS

### Minimum Two Classroom Visits per Teacher



CAMPUS: \_\_\_\_\_

ADMINISTRATOR/LEAD TEACHER: \_\_\_\_\_

GRADE: \_\_\_\_\_

ROOM NO: \_\_\_\_\_

TEACHER: \_\_\_\_\_

SUBJECT/COURSE: \_\_\_\_\_

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		SEL Observed		Cooperative Learning Observed	
	YES	NO	YES	NO		YES	NO	YES	NO	YES	NO	YES	NO
COMMENTS										<b>ELAR:</b> MS - Scholastic Lit Camp, HS - Perfection Learning Workbooks, HMH Textbook, Scholastic Magazines  <b>Math:</b> MS: Measuring UP, Math GPS, Math Cut-Up HS - De Alba  <b>Science:</b> MS - STEMscopes, Legends of Learning HS - STEMscopes  <b>Social Studies:</b> MS - Lowman Education HS - Social Studies School Service HMH			



# SUMMER ACADEMY 2024

## INFORMAL CLASSROOM VISITS

### Minimum Two Classroom Visits per Teacher



CAMPUS: \_\_\_\_\_

ADMINISTRATOR/LEAD TEACHER: \_\_\_\_\_

GRADE: \_\_\_\_\_

ROOM NO: \_\_\_\_\_

TEACHER: \_\_\_\_\_

SUBJECT/COURSE: \_\_\_\_\_

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		SEL Observed		Cooperative Learning Observed	
	YES	NO	YES	NO		YES	NO	YES	NO	YES	NO	YES	NO
COMMENTS										<b>ELAR:</b> MS - Scholastic Lit Camp, HS - Perfection Learning Workbooks, HMH Textbook, Scholastic Magazines  <b>Math:</b> MS: Measuring UP, Math GPS, Math Cut-Up HS - De Alba  <b>Science:</b> MS - STEMscopes, Legends of Learning HS - STEMscopes  <b>Social Studies:</b> MS - Lowman Education HS - Social Studies School Service HMH			



DEPARTMENT OF CURRICULUM, INSTRUCTION & ACCOUNTABILITY  
 1900 Price Road • Brownsville, Texas 78521 • (956) 548-8121

## Summer Academy 2024

### Middle School Administrator Clearance List

Name (Print): \_\_\_\_\_

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

Summer School Site: \_\_\_\_\_

1. Checkout for Each Teacher

- ✓ Program Evaluation
- ✓ Payroll (teacher signature)
- ✓ Parent Contact Log
- ✓ Pre/Post Test Results
- ✓ Grade Verification Sheets (teacher signature)
- ✓ Attendance Verification Sheets (teacher signature)
- ✓ "No Show" List
- ✓ Class Roster/Failure List (teacher signature)
- ✓ Lesson Plans
- ✓ File of Work (Master & Key, 1 per period or per course)

\_\_\_\_\_

Specialist

2. Program Evaluation (Survey)

\_\_\_\_\_

Specialist

3. List of Teachers Released

\_\_\_\_\_

Specialist

4. List of all Staff with Contact Information (teacher signature/date)

\_\_\_\_\_

Specialist

5. Combined "No Shows" List of all Teachers

\_\_\_\_\_

Specialist

6. Class Roster/Failure List from all Teachers

\_\_\_\_\_

Specialist

7. Pre/Post Test Results

\_\_\_\_\_

Specialist

8. Campus Walk-Throughs

\_\_\_\_\_  
Specialist

9. Referrals

\_\_\_\_\_  
Specialist

10. Withdrawals

\_\_\_\_\_  
Specialist

11. List of Pending Student Removals

\_\_\_\_\_  
Specialist

12. Fire Drill, Lockdown Documentation

\_\_\_\_\_  
Specialist

13. Emergency Operating Procedure Agenda (Sign-In Sheet)

\_\_\_\_\_  
Specialist

14. Payroll Documentation (Payroll Due Thursday, June 27<sup>th</sup>)

\_\_\_\_\_  
Specialist

15. Report Cards – Regaining of Credit (Ready to Mail)

\_\_\_\_\_  
Specialist

**Summer Academy Administrator (Print):** \_\_\_\_\_

**Summer Academy Administrator Signature:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_ (Emergency Purposes Only)

**Verified by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Rebecca Hinojosa or Roman Gomez

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Dr. Norma Ibarra-Cantu



DEPARTMENT OF CURRICULUM, INSTRUCTION & ACCOUNTABILITY  
 1900 Price Road • Brownsville, Texas 78521 • (956) 548-8121

## Summer Academy 2024

### High School Administrator Clearance List

Name (Print): \_\_\_\_\_

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

Summer School Site: \_\_\_\_\_

1. Checkout for Each Teacher

- ✓ Program Evaluation
- ✓ Payroll (teacher signature)
- ✓ Parent Contact Log
- ✓ Pre/Post Test Results
- ✓ Grade Verification Sheets (teacher signature)
- ✓ Attendance Verification Sheets (teacher signature)
- ✓ "No Show" List
- ✓ Class Roster/Failure List (teacher signature)
- ✓ Lesson Plans
- ✓ File of Work (Master & Key, 1 per period or per course)

\_\_\_\_\_

Specialist

2. Program Evaluation (Survey)

\_\_\_\_\_

Specialist

3. List of Teachers Released

\_\_\_\_\_

Specialist

4. List of all Staff with Contact Information (teacher signature/date)

\_\_\_\_\_

Specialist

5. Combined "No Shows" List of all Teachers

\_\_\_\_\_

Specialist

6. Class Roster/Failure List from all Teachers

\_\_\_\_\_

Specialist

7. Pre/Post Test Results

\_\_\_\_\_

Specialist

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.

8. Campus Walk-Throughs

\_\_\_\_\_  
Specialist

9. Referrals

\_\_\_\_\_  
Specialist

10. Withdrawals

\_\_\_\_\_  
Specialist

11. List of Pending Student Removals

\_\_\_\_\_  
Specialist

12. Fire Drill, Lockdown Documentation

\_\_\_\_\_  
Specialist

13. Emergency Operating Procedure Agenda (Sign-In Sheet)

\_\_\_\_\_  
Specialist

14. Payroll Documentation (Payroll Due Thursday, June 27<sup>th</sup>)

\_\_\_\_\_  
Specialist

15. Report Cards – Regaining of Credit (Ready to Mail)

\_\_\_\_\_  
Specialist

**Summer Academy Administrator (Print):** \_\_\_\_\_

**Summer Academy Administrator Signature:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_ (Emergency Purposes Only)

**Verified by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Rebecca Hinojosa or Roman Gomez

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Dr. Norma Ibarra-Cantu

# ***Appendix C***

# ***Student Waiver***

# ***Forms***





Dr. Jesus H. Chavez  
Superintendent of Schools

AN EARLY COLLEGE DISTRICT  
**BROWNSVILLE**  
INDEPENDENT SCHOOL DISTRICT



Dr. Norma Ibarra-Cantu  
Executive Director Secondary Education

DEPARTMENT OF CURRICULUM, INSTRUCTION & ACCOUNTABILITY  
1900 Price Road • Brownsville, Texas 78521 • (956) 548-8121

**2024 Summer School Academy**  
**HB 1416 Notification and Parent Authorization Form**

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

To the Parent/Guardian of \_\_\_\_\_

You are receiving this letter because your child failed to perform satisfactorily (scoring approach grade level or higher) on the following State of Texas Assessment of Academic Readiness (STAAR) test:

	<b>Grade 6</b>	<b>Grade 7</b>	<b>Grade 8</b>	
<b>Reading (RLA)</b>	<b>Mathematics</b>	<b>Science</b>	<b>Social Studies</b>	

As a result, your child is legally entitled to accelerated instruction that entails either:

1. Assignment of a TIA designated teacher in the applicable subject if available; or
2. Delivery of accelerated instruction (i.e., tutoring) before or after school, or embedded in the school day and meeting HB 1416 requirements:
  - Totals to no less than 15 or 30 hours depending on student performance and is provided in the summer or at least once per week in the school year;
  - Limited to two subjects per year, prioritizing Mathematics and Reading Language Arts (RLA);
  - Provided in a group of no more than four students, unless the parent or guardian of each student in the group authorizes a larger group;
    - Yes**, I authorize my child to receive accelerated instruction in a group of **more** than four students.
    - No**, I do not authorize my child to receive accelerated instruction in a group of **more** than four students.
  - Designed to assist the student in achieving satisfactory performance in the applicable grade level and subject area and includes effective instructional materials designed for supplemental instruction;
  - Provided by a person with training in the applicable instructional materials for the supplemental instruction and provided by one person for the entirety of their accelerated instruction.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

Please do not hesitate to contact us at \_\_\_\_\_ if you have additional questions.

Sincerely,

\_\_\_\_\_  
Principal/Summer School Academy Administrator



Dr. Jesus H. Chavez  
Superintendent of Schools

AN EARLY COLLEGE DISTRICT  
**BROWNSVILLE**  
INDEPENDENT SCHOOL DISTRICT



Dr. Norma Ibarra-Cantu  
Executive Director Secondary Education

**DEPARTMENT OF CURRICULUM, INSTRUCTION & ACCOUNTABILITY**

1900 Price Road • Brownsville, Texas 78521 • (956) 548-8121

**HB 1416 Academia de Escuela de Verano 2024**

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

A los padre(s) o tutores de \_\_\_\_\_,

Usted está recibiendo esta carta porque su hijo/a no se acercó al nivel de grado o superior en la siguiente materia de State of Texas Assessment of Academic Readiness (STAAR):

	<b>Grado 6</b>	<b>Grado 7</b>	<b>Grado 8</b>
<b>Lectura</b>	<b>Matemáticas</b>	<b>Ciencias</b>	<b>Ciencias Sociales</b>

Como resultado, su hijo/a tiene derecho legal a una instrucción acelerada que implica:

1. La asignación de un maestro designado por TIA en la materia aplicable si está disponible; o
2. Entrega de instrucción acelerada (es decir, tutoría) antes o después de la escuela, o integrada en el día escolar y que cumple con los requisitos de HB 1416:
  - A recibir no menos de 15 o 30 horas dependiendo del rendimiento del estudiante y se proporciona en el verano o al menos una vez por semana en el año escolar;
  - Limitado a dos asignaturas por año, priorizando matemáticas y lectura;
  - Asignado en un grupo de no más de cuatro estudiantes, a menos que el padre o tutor de cada estudiante en el grupo autorice un grupo más grande;
  - Sí**, autorizo a mi hijo/a recibir instrucción acelerada en un grupo de más de cuatro estudiantes.
  - No**, autorizo a mi hijo/a recibir instrucción acelerada en un grupo de más de cuatro estudiantes.
  - Diseñado para ayudar al estudiante a lograr un desempeño satisfactorio en el nivel de grado y el área temática aplicables e incluye materiales de instrucción efectivos diseñados para instrucción suplementaria;
  - Proporcionado por una persona con capacitación en los materiales de instrucción aplicables para la instrucción suplementaria y proporcionado por una persona para la totalidad de su instrucción acelerada.

\_\_\_\_\_  
Firma del padre o tutor

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Número de teléfono

Por favor, no dude en ponerse en contacto con nosotros por telefono \_\_\_\_\_ si tiene preguntas adicionales.

Sinceramente,

\_\_\_\_\_  
Director/a o Administrador/a de verano



Dr. Jesus H. Chavez  
Superintendent of Schools

AN EARLY COLLEGE DISTRICT  
**BROWNSVILLE**  
INDEPENDENT SCHOOL DISTRICT



Dr. Norma Ibarra-Cantu  
Executive Director Secondary Education

DEPARTMENT OF CURRICULUM, INSTRUCTION & ACCOUNTABILITY  
1900 Price Road • Brownsville, Texas 78521 • (956) 548-8121

**2024 Summer School Academy  
HB 1416 Notification & Parent Authorization Form**

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

To the Parent/Guardian of \_\_\_\_\_

You are receiving this letter because your child failed to perform satisfactorily (scoring approach grade level or higher) on the following State of Texas Assessment of Academic Readiness (STAAR) test:

**English I      English II      Algebra I      Biology      U.S. History**

As a result, your child is legally entitled to accelerated instruction that entails either:

1. Assignment of a TIA designated teacher in the applicable subject if available; or
2. Delivery of accelerated instruction (i.e., tutoring) before or after school, or embedded in the school day and meeting HB 1416 requirements:
  - Totals to no less than 15 or 30 hours depending on student performance and is provided in the summer or at least once per week in the school year;
  - Limited to two subjects per year, prioritizing Mathematics and Reading Language Arts (RLA);
  - Provided in a group of no more than four students, unless the parent or guardian of each student in the group authorizes a larger group;
    - Yes**, I authorize my child to receive accelerated instruction in a group of **more** than four students.
    - No**, I do not authorize my child to receive accelerated instruction in a group of **more** than four students.
  - Designed to assist the student in achieving satisfactory performance in the applicable grade level and subject area and includes effective instructional materials designed for supplemental instruction;
  - Provided by a person with training in the applicable instructional materials for the supplemental instruction and provided by one person for the entirety of their accelerated instruction.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

Please do not hesitate to contact us at \_\_\_\_\_ if you have additional questions.

Sincerely,

\_\_\_\_\_  
Principal/Summer School Academy Administrator



Dr. Jesus H. Chavez  
Superintendent of Schools

AN EARLY COLLEGE DISTRICT  
**BROWNSVILLE**  
INDEPENDENT SCHOOL DISTRICT



Dr. Norma Ibarra-Cantu  
Executive Director Secondary Education

DEPARTMENT OF CURRICULUM, INSTRUCTION & ACCOUNTABILITY

1900 Price Road • Brownsville, Texas 78521 • (956) 548-8121

**HB 1416 Academia de Escuela de Verano 2024**

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

A los padre(s) o tutores de \_\_\_\_\_,

Usted está recibiendo esta carta porque su hijo/a no se acercó al nivel de grado o superior en la siguiente materia de State of Texas Assessment of Academic Readiness (STAAR):

**Inglés I      Inglés II      Álgebra I      Biología      Historia de los Estados Unidos**

Como resultado, su hijo/a tiene derecho legal a una instrucción acelerada que implica:

1. La asignación de un maestro designado por TIA en la materia aplicable si está disponible; o
2. Entrega de instrucción acelerada (es decir, tutoría) antes o después de la escuela, o integrada en el día escolar y que cumple con los requisitos de HB 1416:
  - A recibir a no menos de 15 o 30 horas dependiendo del rendimiento del estudiante y se proporciona en el verano o al menos una vez por semana en el año escolar;
  - Limitado a dos asignaturas por año, priorizando matemáticas y lectura;
  - Proporcionado en un grupo de no más de cuatro estudiantes, a menos que el padre o tutor de cada estudiante en el grupo autorice un grupo más grande;
  - Sí**, autorizo a mi hijo/a recibir instrucción acelerada en un grupo de más de cuatro estudiantes.
  - No**, autorizo a mi hijo/a recibir instrucción acelerada en un grupo de más de cuatro estudiantes.
  - Diseñado para ayudar al estudiante a lograr un desempeño satisfactorio en el nivel de grado y el área temática aplicables e incluye materiales de instrucción efectivos diseñados para instrucción suplementaria;
  - Proporcionado por una persona con capacitación en los materiales de instrucción aplicables para la instrucción suplementaria y proporcionado por una persona para la totalidad de su instrucción acelerada.

\_\_\_\_\_  
Firma del padre o tutor

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Número de teléfono

Por favor, no dude en ponerse en contacto con nosotros por telefono \_\_\_\_\_ si tiene preguntas adicionales.

Sinceramente,

\_\_\_\_\_  
Director/a o Administrador/a de verano

<b>2023-2024 BROWNSVILLE ISD</b> <b>STUDENT CODE OF CONDUCT and STUDENT PARENT HANDBOOK</b> <b>RECEIPT OF HARDCOPY</b>
------------------------------------------------------------------------------------------------------------------------------

<b>Print Name of Student</b>	<b>School</b>	<b>Grade</b>
<b>Student's ID #</b>	<b>Homeroom Teacher</b>	

Dear Student and Parent/Guardian,

As required by state law, the Board of Trustees has officially adopted the Student Code of Conduct Handbook in order to promote a safe and orderly learning environment for every student. We urge you to read this publication thoroughly and to discuss it with your family. If you have any questions about the required conduct and consequences for misconduct, we encourage you to ask for an explanation from the student's teacher, campus behavior coordinator or appropriate campus administrator. The student and parent must sign this page in the space provided below, and then return the page to the student's school.

Thank you,

Dr. René Gutiérrez, Superintendent of Schools

We acknowledge that we have received a paper copy of the Brownsville ISD Student Code of Conduct and Student Parent Handbook for the 2023 - 2024 school year. We understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this document. It remains in effect during summer school and at all school-related events and activities outside of the school year until an updated version adopted by the Board becomes effective for the next school year.

<b>Signature of Parent/Guardian</b> <b>Date</b>	<b>Signature of Student (Grades 6<sup>th</sup>-12<sup>th</sup>)</b> <b>Date</b>

***Note: The student must return this form to the homeroom teacher. Failure to sign and return this receipt does not take away the responsibility to abide by the contents of the 2023 - 2024 Student Code of Conduct and Student Parent Handbook.***

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.

For the 2023 - 2024 [Student Code of Conduct](https://www.bisd.us) please visit [bisd.us](https://www.bisd.us)



AN EARLY COLLEGE DISTRICT  
**BROWNSVILLE**  
INDEPENDENT SCHOOL DISTRICT



*Scholastic*  
**CAMPUS**  
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All calls are confidential.  
No court testimony is required  
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**CRIME**  
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