

Franklin-Essex-Hamilton

BOCES

Board of Cooperative Educational Services

REGIONAL SUMMER SCHOOL

Policy Manual
Summer 2009

Quadri-Lakes Area Regional Summer School Information

Attendance

Attendance is of the utmost importance. Students who miss 3 days of class may result in denial of academic credit. Parents/guardians are expected to call the summer school office at 987-1466 to report absences.

Tardiness

Students are expected to be on time for class. Tardiness may result in counting for an absence.

Vehicles

Saranac Lake students are allowed to drive to summer school. Lake Placid students must use bus transportation provided by Lake Placid Central. Any other arrangements must be approved by Dr. Messner, Lake Placid Principal.

Discipline

On the first day of school teachers will review the Code of Conduct with students. Violation of the Code of Conduct may result in the suspension and withdrawal from summer school.

Grading Policy

Participation	25%
Daily Class Assignments/Homework	25%
Tests and Quizzes	50%

BOCES will report grades to home districts. Districts will award credit.

Visitors

Only students participating in summer school are allowed on campus. No students are allowed to bring visitors to summer school.

Purpose of Franklin-Essex-Hamilton County BOCES Regional Summer Schools

In accordance with the State Education Department guidelines, Franklin-Essex-Hamilton BOCES offers a Regional Summer School Program for the following purposes:

Make up courses, which were not successfully completed during the school year

Challenge New York State exams and raise their grade or receive Regents credit for the course

Enrich their program by electing to take additional courses

Access Academic Intervention Services, gaining and maintaining additional skill levels

Award credit to students who successfully complete credit bearing academic courses. (These credits will be awarded by component school districts, which have requested summer school services from Franklin-Essex-Hamilton BOCES, as if the courses had been provided by the component district).

Program Requirements

The general requirements for this program are that the Franklin-Essex-Hamilton BOCES Regional Summer School must be a continuation of the component districts' regular school program. Franklin-Essex-Hamilton BOCES will offer any course in the summer, which the component districts request and collectively agree upon, which was offered by them during the regular school year. Further, except for the specific summer school regulations in Commissioner's Regulation, Part 110, and the absence of aid for transportation, the same laws and regulations hold during the summer as during the regular school year.

Fees and Tuition

All residents of the component school districts, including those who attend non-public schools during the regular school year, are entitled to attend the Franklin-Essex-Hamilton BOCES Regional Summer School without paying tuition.

The host component district may charge nonresidents tuition for summer school in accordance with Commissioner's Regulation 174.2. In determining tuition charges for a nonresident summer school student, the host district of the Regional Summer School must take into account the BOCES aid generated by the student's attendance. The tuition charged to the nonresident summer school student, must be the difference between the expenses incurred education the student and the BOCES Aid generated by that student's enrollment.

In accordance with State Education guidelines, the host district of the Regional Summer School may charge a reasonable fee to take Regents examinations on a walk-in basis. The Department's guideline has been \$10 to \$15. These fees are to be collected by the host district.

Planning of Summer School Program

Preliminary planning for the Regional Summer School begins in early March. Component districts wishing to take part in the service meet with BOCES staff to determine which district(s) will serve as the host(s) and to recommend personnel to BOCES for employment. All policies will be compatible with those of Franklin-Essex-Hamilton BOCES and the component school districts.

A suggested schedule and guidelines for planning and conducting summer school is as follows:

MARCH/APRIL

Establish calendars for faculty and program
Attend Summer School Orientation Session in Albany
Review and modify attendance, transcript, registration, mid-term and final grade forms

APRIL/MAY

Establish preliminary budget based upon projected combined enrollments for each campus
Submit application of intent to conduct summer school to SED
Prepare summer school brochure
Announce faculty positions, review applications and select staff, (final employment is based on enrollment).

JUNE

Print registration forms and distribute to schools
Distribute brochures to participating schools, parents, and neighboring school districts
Notify staff of employment and faculty meeting
Prepare for registration, including: procedures, faculty, supplies, collection of fees, times etc

JULY/AUGUST

Conduct fire drill, one the first week another later
Order Regents and other needed examinations
Issue report cards as follows (high schools):
3rd week - prepare and distribute
6th week - prepare and distribute mail, file copies to home school principal
Prepare for walk-in Regents exams:
collect fees
set up procedure for identification of students
Do teacher observations
Prepare for Regents examinations:
select room sites
schedule proctors
assign graders for walk-in Regents
Accept Regents box delivery: check shipment, Regents examination report enclosed
Hold final faculty meeting
hand out Regents' schedule and room assignments
hand out proctoring assignments
give teachers walk-in lists
give teachers closeout sheets
prepare summer school forms
attendance
enrollment
room usage
SED report
final grades

Staffing

A summary of the positions that may be available during the summer, depending on projected enrollment, will be posted on the application form. Selection of teachers is conducted in May and June. Confirmation of probable employment is made no later than July 1st. Employment is for six weeks scheduled by the building principal. Unless otherwise specified, the salary for each section is \$212.00 for full time or 33% for one period or 67% for two periods. The only exceptions are as follows: grading for walk-in Regents, proctoring extra exams or subbing.

All staff selected to teach in the BOCES Regional Summer School accept and understand that they are the employees of Franklin-Essex-Hamilton BOCES for the duration of summer school and as such are obligated to abide by all BOCES administrative procedures. These include, but are not limited to, the following:

Application, W-4, IT2104 Form, Designation of Beneficiary, Teachers' Retirement Information Form and Employment Eligibility. Applications for summer school positions will be sent to each component district by May 15th. All forms must be filled out completely and accurately. Any form returned to Franklin-Essex-Hamilton BOCES without being fully completed will not be processed and could jeopardize the applicant's employment.

Sick Day Policy: Teachers are not entitled to any sick or personal time. Any teacher who misses work will have the appropriate amount deducted from their final paycheck.

Time Records and Payroll Reports: The Principal is responsible for collecting claim forms of all certificated staff whether for daily reporting or for extra assignments. These must be completed, signed and submitted to the Franklin-Essex-Hamilton BOCES Program Administrator for payment. No claim form will be processed unless it has been properly completed and signed. Claim forms should be submitted in accordance with the payroll schedule.

Teacher Observation/Evaluation-Procedures and Instruments

Each teacher will be observed by the building principal in accordance with the following schedule and considerations:

The teacher and supervisor will cooperatively schedule a Pre-Observation Conference or they may mutually agree to waive said conference;

The teacher and supervisor will mutually discuss identified goals, objectives, instructional strategies and evaluation techniques as prepared by the teacher;

During the course of the formal observation, the supervisor will record as carefully as possible what actually takes place during the instructional period; after the observation, the supervisor will provide the teacher with a copy of his/her report of the observation;

After the observation the teacher and supervisor will cooperatively schedule a Post-Observation Conference, or they may mutually agree to waive said conference. The teacher will return a signed copy indicating that they have read the supervisor's report.

SUMMER SCHOOL INSTRUCTIONS FOR TEACHERS

General

Summer school is different from regular school. The semester is shorter, periods longer, the students are often reluctant learners and weather may not be conducive to teaching or learning. The content must be selective and the methods of instruction varied to overcome the limited attention span of these students.

It is necessary, therefore, that the teachers be prepared, alert, resourceful, sympathetic yet firm. Further, in view of the limited supervision that will be available, the staff must be self-reliant, dependable, cooperative and flexible.

Teacher Attendance

Teachers should report ten minutes before the start of a teacher's first assignment. Should a teacher anticipate an absence, they should make every attempt to let the Principal know in advance so that coverage may be arranged.

Should a last minute emergency arise, he/she should call the Principal by 6:30 AM at home, or after 7:30 AM at the school. Please note: it is important that the Principal be notified as soon as possible, preferably the night before the absence. Please keep in mind that there are no allowances for summer school absences, and a missed day will result in the loss of a day's pay.

Instruction

All instructional staff should provide the summer school office by the end of summer school, an outline for each class. This should include a list of topics covered, assignments given, tests, quizzes, etc.

Lessons should be planned so as to provide within each summer school session various methods and activities. Wherever possible, teachers should plan short tests or quizzes each day, based on the homework assignment for the previous day's work. Lecturing should be avoided. The use of student reports, board work, open-book lessons, short supervised study lessons and developmental lessons is strongly encouraged. Teachers should make every attempt to make the work interesting for the students and themselves. A daily lesson plan must be kept in a folder in each teacher's room. These daily plans should be accumulated and are subject to review by the Principal.

Instructional Media Equipment

Equipment will be available in the school library. Teachers should plan the use of such equipment in advance and make their requests to the librarian or Principal at least one day in advance. Pick up of equipment can take place in the library the morning it is needed. It must be returned at the end of the same day. No equipment should be left in the classrooms overnight. Classroom overheads are an exception.

Quizzes, Tests, Midterms & Finals

Short quizzes should be given regularly and reviewed in class. A mid-term test will be scheduled three weeks into the summer. Final exams are separate from Regents and RCT Exams. All final exams will be administered the final week of summer school. In those areas where more than one (1) teacher is instructing in the same subject area, those teachers should agree upon the scope of the examination. These examinations will be given during the regular time period of the class. **Students are not to be dismissed early on these days.** Classes must be for the full 100 minutes.

Homework

Teachers can assign meaningful homework daily. Homework should be a logical outgrowth of class work. It should be checked for content and returned to the students as soon as possible. All assignments should be reviewed in class. The quality and quantity of assignments submitted by students should be given appreciable weight in calculating grades.

Library

The library will be open during school hours. A certified librarian will be on hand to assist students.

Textbooks

Textbooks will be provided by the host school district for each course. Each teacher will be responsible for those texts issued to him/her. At the conclusion of summer school, the books will be collected and the names of those students who did not return texts should be provided to the Principal.

Student Attendance

All instructional staff will be provided an initial class list of students who have been registered for their classes. This list should be checked against students in attendance on the first day. Students admitted to the class after the first day must have official approval. Any discrepancies between the class lists and the students actually reporting to a class should be reported to the office on the first day.

Attendance records are legal documents and should be kept accurately and secured. Students are not to make any entries on these records.

It is urgent that daily absences be correctly reported each period on the forms provided. Any lateness must also be recorded on the forms with the exact time indicated that the student reported to class. The accumulated absence will be recorded and the parents of each student will be notified of the student's absence.

Attendance records will be checked during the summer session and collected at the end of it.

Part 104 of the Commissioner's regulations pertaining to attendance apply to all students enrolled in scheduled instruction during the school year from July 1st through June 30th, including summer school. Every public and nonpublic elementary, middle and secondary school must maintain a record of each pupil's presence, absence, tardiness and early departure in a manner that complies with §104.1 of the Commissioner's regulations. Districts and BOCES must use the same attendance policy for summer school that is used during the regular school year. The regulations specifically authorize school districts to adopt minimum attendance requirements, which distinguish between excused and unexcused student absences for the purpose of awarding course credit.

Lateness and Absence Procedures

If a student is late, he/she is to be recorded on the daily attendance list. The list will be collected each day at approximately thirty minutes after the beginning of the period. If a student provides an absence note upon returning to school, it should be collected and placed in the office envelope. That envelope will be collected at the end of summer school.

Grading

Grades should be based upon an evaluation of the student's class work and participation, special reports, homework and tests according to the Regional Summer School grading policy. Passing summer school work should not be based solely on attendance. Teacher evaluations will be accepted as long as they can be substantiated and the students and parents have been made aware of deficiencies.

Teachers will be responsible for keeping a well-organized grade book record. Grade books will be checked during the summer school for teacher's name, subject, year, daily register, test and quiz records. Teachers should clearly label the nature of each grade as well as the date of the test or assignment. A key should be included so that the grade book can be interpreted when the teacher is gone. These records will be submitted at the end of the summer as the teacher's official record and retained for future reference.

Discipline

In most cases summer school does not have not counselors or deans. Therefore it is the teacher's responsibility to resolve minor infractions of disciplinary conduct. Persistent or serious infractions in discipline or lack of effort should be referred to the Principal as soon as possible. The teacher's supervision of discipline should not be limited to the classroom. Teachers are responsible for the safety and movement of students through the halls between

periods. For example, should there be a student lavatory adjacent to a room or in the general area, it should be checked regularly.

Student Discipline Code

Regional Summer School offered through the Franklin-Essex-Hamilton County BOCES will abide by the Regional Summer School Code of Conduct and Discipline Policy signed by students and parents. Any disciplinary procedures requiring intervention beyond the Summer School Principal will be conducted in conjunction with home school Administration.

The Summer School Principal is responsible for informing all students and staff of the School Conduct and Disciplinary Policy by the opening of summer school.

Health and Safety

Health and safety must be a primary concern. Teachers should never leave their classes unsupervised. Every precaution should be exercised to prevent accidents in and out of the classroom. In the event of illness or injury, teachers should follow the usual procedure of referring the matter to the nurse.

Fire Drills

At least two (2) fire drills will be scheduled during the summer, one (1) of which will take place during the first week. Teachers should familiarize themselves with the exiting information posted in each room. Absolute silence and orderly passing must be enforced. Attendance must be taken during a fire drill.

Supplies

Supplies are limited. However, a quantity of basic supplies - chalk, index cards, folders, composition paper, etc., - will be available. Teachers should ask the principal for the supplies they require.

Requisitions

Requisitions should be filled out completely and approved for extra course materials.

School Nurse

The school nurse's office will be clearly marked. Teachers should inform the students in their class of the location of the nurse's office.

