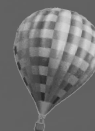


2010 Educational Summer Services



Summer Implementation Document

School Board of Miami-Dade County, Florida

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Curriculum and Instruction

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and Summer Services

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Title I Administration

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LIST OF MAYORS WITHIN MIAMI-DADE COUNTY, FLORIDA B-5

DISTRICTWIDE INFORMATION CENTERS

Information requests related to procedures and guidelines for the operation of Summer School are to be directed to the individual responsible for coordinating 2010 Educational Summer Services in your Region.

SCHOOL OPERATIONS OFFICE		
Mr. Freddie Woodson, Deputy Superintendent		305-995-2938
Ms. Cynthia Gracia, Region Administrative Director		305-995-1891
Ms. Suhail Calvo, Instructional Supervisor		305-995-4258
REGIONAL CENTERS		
REGION SUPERINTENDENT	CONTACT PERSON	TELEPHONE
Region I	Dr. Carmen B. Marinelli	Dr. Neraida F. Smith
Region II	Mr. Jose L. Dotres	Ms. Danysu F. Pritchett
Region III	Dr. Essie S. Pace	Dr. Shirley B. Johnson
Region IV	Ms. Janet S. Hupp	Dr. Winston A. Whyte
Region V	Ms. Valtena Brown	Ms. Barbara A. Mendizabal
		305-687-6565
		305-523-0901
		305-883-0403
		305-595-7022
		305-252-3041
SUMMER SERVICES		
Mrs. Rhoda O. Shirley, Executive Director		305-995-4656
Ms. Wanda Ramirez, Administrative Assistant		305-995-4656
OTHER OFFICES		
Adult and Community Education	Mr. Antonio Martinez	305-995-7679
Adult and Community Education	Mr. Robert Gornito	305-995-7582
Alternative Education	Ms. Martha Montaner	305-995-1270
Assessment, Research, and Data Analysis	Ms. Gisela Feild	305-995-2943
Attendance Services	Ms. Charlene Burks	305-883-5323
Bilingual Education and World Languages	Dr. Joanne H. Urrutia	305-756-2902
Budget Management (Summer Services)	Ms. Ana G. Ramos	305-995-1226
Career and Technical Education	Dr. Rose Martin	305-693-3030
Certification	Ms. Arlene Diaz	305-995-7340
Charter Schools	Ms. Tiffanie Pauline	305-995-1403
Civil Rights and Diversity Compliance	Ms. Shirlyon McWhorter, Esq.	305-995-1580
Community Education and Before/After School Programs	Mr. Victor Ferrante	305-817-0014
Community Education and Middle School Enrichment Programs	Ms. Estrella Diaz	305-995-2304
Community Services	Ms. Lisa Thurber	305-995-1265
Curriculum Bulletin	Mr. John M. Stimson	305-995-7588
Curriculum and Instruction, Language Arts/Reading	Ms. Karen Spigler	305-995-3122
Curriculum and Instruction, Social Sciences and Life Skills	Mr. John Doyle	305-995-1982
Food and Nutrition	Ms. Penny Parham	786-275-0420
Human Resources and Performance Management	Ms. Vera Hirsh	305-995-7009
Information Technology Services	Ms. Deborah C. Karcher	305-995-3754
Instructional Technology	Dr. Sylvia Diaz	305-995-7603
Labor Relations	Ms. Diana T. Urbizu	305-995-2380
Library Media Services	Mr. Alberto Pimienta	305-995-2295
Mathematics, Science, and Advanced Academic Programs	Ms. Beatriz Zarraluqui	305-995-1939
Payroll	Ms. Odalis J. Garces	305-995-2301
Personnel (Instructional)	Mr. Claude Archer	305-995-7085
Personnel (Non-Instructional)	Ms. Treska Rodgers	305-995-7235
Personnel Operations and Network Services	Mr. Dennis Carmona	305-995-7017
Psychological Services	Ms. Sue Buslinger-Clifford	305-995-1735
Schools of Choice and Parental Options	Ms. Caryl Grant	305-995-4266
School Volunteer Program	Mr. Vincent Dawkins, II	305-995-1439
Special Education	Mr. Will Gordillo	305-995-2027
Student Services	Ms. Deborah A. Montilla	305-995-7324
Summer Voluntary Pre-Kindergarten	Dr. Marisel Elias-Miranda	305-995-7658
Support Services	Ms. Beverly Young	305-995-3444
Transportation	Mr. Jerry Klein	305-234-3365



Summer Implementation Document

2010 EDUCATIONAL SUMMER SERVICES CALENDAR OF EVENTS

A calendar of significant events and the dates the events are to occur is presented below. This calendar will assist in the timely implementation of the 2010 Educational Summer Services.

DATE OF EVENT/ACTION	DESCRIPTION OF EVENT/ACTION
Friday April 30	EXTENDED SCHOOL YEAR (ESY) TRANSPORTATION LISTS DUE ESY student lists due to the Department of Transportation, attention Ms. Lilia Yanes, via fax to 305-234-9053 or 305-232-2679. Refer to the appropriate Regional Center for procedures.
Monday May 3 – Friday June 4	NOTIFICATION TO PRINT SUMMER SUBJECT SELECTION FORMS DUE TO ITS Schools must notify ITS to print Summer Subject Selection Forms. In addition to the pre-printed forms, each school will receive 100 blank forms. Additional copies may be requested from Production Control by submitting a Self Service request at http://selfservice.dadeschools.net and select Production Control from the drop-down list.
Friday May 7	OFFICE OF HUMAN RESOURCES 2010 AUTOMATED SUMMER SCHOOL PROGRAM HIRING USER'S GUIDE AVAILABLE AT HTTP://PERS.DADESCHOOLS.NET/SUMMER UNDER E- HANDBOOKS Refer to the Guidelines, Procedures, and Program Information section for information about the automated hiring of instructional/non-instructional Summer School Program personnel. Direct questions to Personnel Operations and Network Services at 305-995-2964.
Monday May 10	ACCESS SUMMER SCHOOL PROGRAM ELIGIBILITY PERSONNEL WORKSHEETS Office of Human Resources <i>Summer School Program Eligibility Worksheets</i> available on-line (CICS, PERS, application 8, option 29).
Monday May 10	SUMMER SCHOOL REGISTRATION BEGINS All schools begin the 2010 Educational Summer Services registration process.
Tuesday May 11	2010 SUMMER SCHOOL IMPLEMENTATION DOCUMENT AVAILABLE ON LINE The 2010 Summer School Implementation Document may be viewed at http://summerschool.dadeschools.net .
Friday May 14	SCHOOLS DISTRIBUTE SUPERINTENDENT'S 2010 EDUCATIONAL SUMMER SERVICES LETTER All schools distribute Superintendent's letter to parents/guardians.
Friday May 14	PARENTS/GUARDIANS NOTIFIED OF STUDENT ELIGIBILITY Each school notifies parents/guardians of students' eligibility for 2010 Educational Summer Services.
Tuesday May 18	2010 EDUCATIONAL SUMMER SERVICES FTE WORKSHOP All schools are required to have personnel experienced in FTE Processing.

DATE OF EVENT/ACTION	DESCRIPTION OF EVENT/ACTION
Friday May 28	2010 SUMMER SCHOOL ESTIMATED FTE CAP Office of Budget Management distributes 2010 Summer School Estimated FTE Caps for opened sites as recommended by School Operations. Regional Center adjustments are to be submitted to the Office of Budget Management no later than Friday, May 28, 2010 .
Friday May 28	REGISTRATION ENDS AT SCHOOLS CLOSED DURING THE SUMMER SESSION Schools that are closed for the summer will conclude registration.
Friday June 4	2010 SUMMER SCHOOL ESTIMATED FTE CAP DUE Regional Center adjustments due to the Office of Budget Management by noon. Send via fax to 305-995-1483 or email aramos1@dadeschools.net .
Wednesday June 2	AUTOMATED SUMMER SCHOOL PROGRAM ROUTING SYSTEM AVAILABLE The 2010 <i>Summer School Transportation</i> screens will be activated for schools and Regional/District offices. These screens are available through the M-DCPS intranet . Schools and Regional/District offices may view summer bus route information on these screens.
Wednesday June 2	PARENT NOTIFICATION OF SUMMER TRANSPORTATION ROUTES Regions and schools must notify parents/guardians in writing how to obtain information regarding summer transportation routes for students who will be provided with bus service. Schools must contact the parents/guardians of students with disabilities receiving Extended School Year (ESY) services of the summer pick-up and drop-off information.
Friday June 11	ESTIMATED SUMMER CASAS AVAILABLE Summer school principals receive Initial Summer CASAS reports from the Office of Budget Management. Regional Centers and the Office of Budget Management must approve hiring above personnel allocations. The Office of Budget Management will distribute forms to Regional Centers to facilitate interim adjustments between the Initial CASAS and the first day of summer school. The school's discretionary 02 account will be charged for instructional, non-instructional, and support staff hired above allocations.
Friday June 11	COMPLETED SUMMER SCHOOL SUBJECT SELECTION FORMS DUE TO SUMMER CENTERS Schools which are closed during the summer session will send completed Summer School Subject Selection Forms to summer center(s), sorted as established by the summer school and its feeder schools.
Monday June 14 – Wednesday August 4	LENGTH OF SUMMER SESSION FOR SENIOR HIGH SCHOOLS STUDENTS THROUGH ADULT EDUCATION CENTERS Beginning of the mini summer semester for participating co-enrolled high school students who need to recover a course(s) through the Adult Education Program. The summer schedule will be from June 14, 2010 through August 4, 2010. This is a 4-day model from 2:30 p.m. – 5:30 p.m. No classes on Monday, July 5, 2010.
Monday June 14 – Tuesday August 9	LENGTH OF SUMMER SESSION FOR VOLUNTARY PREKINDERGARTEN (VPK) Instructional Summer Session Classes for all VPK will begin, Monday, June 14, 2010, and end Monday, August 9, 2010.

DATE OF EVENT/ACTION	DESCRIPTION OF EVENT/ACTION
<p>Monday June 14 –</p> <p>Friday June 18</p>	<p>SCHOOLS – 2010 EDUCATIONAL SUMMER SERVICES FTE – 2009-10 SURVEY 4 SUMMER SCHOOL PROGRAM FTE – 2009-10 SURVEY 4</p> <p>M-DCPS has been mandated to submit detailed student and course information to the Florida Department of Education five times a year. The individual student and course records are automatically generated from the STUDENT SCHEDULES. The special program information for ESY, PK-ESY, and VPK must be entered. NOTE: Refer to Summer Section Informational Bulletin for Elementary Schools @ e-handbooks. Therefore, in order for M-DCPS to report FTE for the 2010 summer terms, it is imperative that all SCHEDULES and SPECIAL PROGRAM INFORMATION be recorded online BY THE END OF THE FTE SURVEY WEEK Friday, June 18, 2010. If this information is NOT RECORDED by Friday, June 18, 2010, schools will need to use the FDOE Edit Correction System (DECO) to amend FTE information on an individual student/course basis. For information about the Summer FTE process or DECO, contact Attendance Services FTEoffice@dadeschools.net.</p>
<p>Friday June 18 –</p> <p>Monday June 21</p>	<p>PROFESSIONAL DEVELOPMENT DAY FOR TEACHERS</p> <p>All teachers report to assigned summer work locations and participate in professional development activities provided by the District or by each school as delineated below:</p> <p>Half-day Teachers</p> <p>Teachers of the programs listed below will be afforded two half-days of Professional Development on June 18, 2010, and June 21, 2010.</p> <ul style="list-style-type: none"> • Grade Three Summer Reading Camps, employed for the 22 half-day period; and • Grades 6, 7, and 8, employed for the 22 half-day period.
<p>Tuesday June 22</p>	<p>SUMMER SCHOOLS CREATE “NEW” STUDENT CUMULATIVE FOLDERS</p> <p>Summer school staff must create cumulative folders for all “new” students who register for the 2010 Educational Summer Services after Tuesday, June 22, 2010. Additionally, staff must verify that “new” students have met all requirements for initial entry into Miami-Dade County Public Schools.</p>
<p>Tuesday June 22</p>	<p>SUMMER SESSION BEGINS FOR STUDENTS</p> <p>First day of 20 half-day summer session.</p>
<p>Tuesday June 22</p>	<p>REGION CENTERS – ENROLLMENT AND TEACHER ALLOCATION REVIEW</p> <p>All Region Centers are to review enrollment caps and teacher allocations.</p>

DATE OF EVENT/ACTION	DESCRIPTION OF EVENT/ACTION
<p>Tuesday June 22 –</p> <p>Tuesday July 20</p>	<p>LENGTH OF SUMMER SESSION Instructional Summer Session The 2010 Educational Summer Services will operate for one half day from June 22, 2010, through July 20, 2010.</p> <ul style="list-style-type: none"> • Extended School Year (ESY) Services as specified in the Individual Educational Plan for special education students • Grade Three Summer Reading Camps for retained third grade students • Sixth, seventh, and eighth grade students who are either in need of retaking one failed course or taking one missing course required for promotion <p>The 2010 Educational Summer Services will operate from 2:30 p.m. – 5:30 p.m. from June 14, 2010, through August 4, 2010 (4-Day Model).</p> <ul style="list-style-type: none"> • Students in grades 9-12 will be co-enrolled in Adult Education for course recovery and promotion/graduation. <p>LENGTH OF SCHOOL DAY</p> <ul style="list-style-type: none"> • Elementary schools (Florida Department of Education Summer Reading Camp) Grade 3 8:30 a.m. – 11:30 a.m. • Middle schools (Housed at designated summer school centers) Grades 6, 7, and 8 9:15 a.m. – 12:15 a.m. (Provides one 180-minute period) • Senior high schools (Courses offered through Adult Education on a limited basis because of limited funding). Scheduling and offerings will be at the discretion of individual adult education centers. The summer schedule for participating high school students will vary based on the operating hours of the Adult Education program and the course(s) needed by the student). Grades 9, 10, 11, and 12 2:30 p.m. – 5:30 p.m.
<p>Students are required to attend the summer school center serving their actual residence. The receiving principal may accept a student from out of the school's actual attendance boundaries based upon documented need and space availability. Note, if the legal residence school is closed for the summer, the student will attend the open summer school approved by the Board as a clustered or receiving open summer school.</p>	
<p>Tuesday June 22</p>	<p>SCHOOLS OPEN FOR SUMMER – REGISTRATION DEADLINE Last day for school-based 2010 Educational Summer Services registration except ESY.</p>
<p>Tuesday June 23</p>	<p>REGISTRATION AFTER DEADLINE Any student registrations after this deadline must be approved by the receiving principal.</p>
<p>Tuesday June 23</p>	<p>ITS – NO SHOWS On this date, ITS will inactivate students remaining on-line as No Shows. On Thursday, June 24, 2010, students in grades PK-12 will be withdrawn with the date of 06/24/10 and “DNE” as the withdrawal code.</p>

DATE OF EVENT/ACTION	DESCRIPTION OF EVENT/ACTION
Thursday June 24	SCHOOLS – SUMMER CASAS FTE FTE calculation of Final Summer CASAS allocations will be based on FTE as of 4:30 p.m.; all schedules and special program information must be completed by 4:30 p.m. in order for the Final CASAS to reflect the appropriate staff entitlements.
Wednesday June 30	BUDGET – FINAL SUMMER CASAS 2010 Educational Summer Services principals receive their Final Summer CASAS from the Office of Budget Management. The Final CASAS will be based on the FTE as of Wednesday, June 30, 2010, at 4:30 p.m. If a school exceeds its instructional and support staff allocation, the 02 account will be charged.
Monday July 12 – Friday July 16	SCHOOLS – 2010 EDUCATIONAL SUMMER SERVICES FTE – 2010-11 SURVEY 1 SUMMER SCHOOL PROGRAM FTE – 2010-11 SURVEY 1 The individual student and course records are automatically generated from the STUDENT SCHEDULES from Summer 2009-10 Survey 4. For information about the Summer FTE process or DECO, contact Attendance Services at FTEoffice@dadeschools.net.
Thursday July 15 – Monday July 19	ADMINISTRATION OF THE ALTERNATIVE ASSESSMENT FOR GRADE 3 PROMOTION (AAGTP) Eligible grade 3 students who are enrolled in summer school will participate in the summer administration of the Alternative Assessment for Grade 3 Promotion on July 15-19, 2010.
Friday July 16	FILE FREEZE FOR MIDDLE SCHOOL SCHEDULE CHANGES TO APPEAR IN GRADEBOOK FOR GRADES TO BE UPLOADED Gradebook file freeze.
Tuesday July 20	SCHOOLS – GRADE REPORTING – 6-8 ELECTRONIC GRADEBOOK Deadline for summer schools using the Electronic Gradebook for 10S to upload final grade reporting for 2010 Educational Summer Services to ITS.
Tuesday July 20	SCHOOLS – LAST DAY FOR ALL STUDENTS – ELEMENTARY AND SECONDARY Last day of 2010 Educational Summer Services for students.
Tuesday July 20	ITS – ATTENDANCE REPORT – K-12 The attendance report will be generated and will be available via Control D web viewer the evening of July 20, 2010. Note: All attendance corrections must be completed prior to 5:00 p.m. on July 20, 2010.
Thursday July 22	ITS – REPORT CARDS 6-8 Schools receive 2010 Educational Summer Services report cards from ITS.
Thursday July 22	ITS – REPORT CARDS TO PARENTS Schools will send 2010 Educational Summer Services report cards to parents.
Friday July 23	SCHOOLS – PRINCIPAL'S REPORT ON ATTENDANCE The Principal's Report on Attendance must be certified on-line by the principal.



Summer Implementation Document

GUIDELINES, PROCEDURES, AND PROGRAM INFORMATION

PROGRAM ELIGIBILITY

Only those programs funded through designated allocations as described in the 2010 Educational Summer Services Board Item C-1, as authorized on April 14, 2010, should be implemented. If any additional programs are considered, they must be approved and have full funding by the sponsoring entity; in addition, they must be approved by District School Operations.

STUDENT ELIGIBILITY CRITERIA

Miami-Dade County Public Schools 2010 Educational Summer Services Program begins the academic year; this coincides with the fiscal year. Students deemed eligible to participate in the 2010 Educational Summer Services Program will be registered through the CICS System in ISIS. Eligibility Codes have been established and will be automatically assigned as student information is entered on the screens. Therefore, all personnel involved in the registration of students for the 2010 Educational Summer Services Program must be thoroughly familiar with the criteria for eligibility to ensure that students are properly enrolled.

Note: The 2010 Educational Summer Services Program eligibility indicator, either “Y” or “N,” is automatically determined and student records updated, following the input of student information into the system.

The summer instructional program, funded by the Florida Educational Finance Program (FEFP), is designed to serve only those students described in the narrative who, at the beginning of the 2010 Educational Summer Services Program session, will be eligible to earn funding under the state FEFP because they will meet one or more of the eligibility criteria and/or will meet the eligibility requirements of other specially-funded programs.

Students enrolled for the 2010 Educational Summer Services Program will participate in a complement of basic courses, supplemental reading instruction, course recovery (courses designed to facilitate promotion), and/or courses needed for graduation.

Students with disabilities who meet eligibility may participate in a grade appropriate 2010 Educational Summer Services Program in accordance with their Individual Educational Plan (IEP).

ELEMENTARY 2010 EDUCATIONAL SUMMER SERVICES

Enrollment Limitations, Grade 3

Summer services are limited to intensive supplemental reading services for eligible grade 3 students through the Florida Department of Education Summer Reading Camps funds. The authorized course code is 5010050E1.

Enrollment Priority, Grade 3

Students who were retained in grade 3.

Summer Administration of the Alternative Assessment for Grade 3 Promotion

1. Eligible grade 3 students who are enrolled in summer school will participate in the July 15-19, 2010, summer administration of the Alternative Assessment for Grade 3 Promotion.
2. Eligible grade 3 students who are not enrolled in summer school may participate in the summer administration of the Alternative Assessment for Grade 3 Promotion.

SECONDARY 2010 EDUCATIONAL SUMMER SERVICES

Appropriate supplemental instructional services will be provided for eligible grades 6, 7, and 8 students as described and funded through the Florida Department of Education Supplemental Academic Instruction Program.

Eligibility Limitations, Grades 6, 7, and 8

Summer services are limited to 20 half-days of academic instructional services for grades 6, 7, and 8 students who meet eligibility criteria. Grades 6, 7, and 8 students who receive a failing grade may take up to one course to facilitate promotion to grades 7, 8 and 9. Classes will be held at designated middle schools and at selected special education center schools.

Enrollment Priority, Grades 6, 7, and 8

Priority for enrollment will be given to grades 6, 7, and 8 students who receive a failing grade; they may take up to one course leading to promotion to grades 7, 8, and 9.

Enrollment, Grades 9-12

High school students may attend an adult education program for course recovery and promotion/graduation. The summer schedule will be from June 14, 2010 through August 4, 2010 (4-day model) from 2:30 p.m. – 5:30 p.m.

SPECIAL EDUCATION

Students with disabilities who participate in the 2010 Educational Summer Services Program by meeting the eligibility criteria stated on pages 10 will be provided with the appropriate support services and related services delineated on the students' IEPs.

Extended School Year (ESY) Services for Students with Disabilities

Students with disabilities, ages 3 to 21, who have an IEP may be eligible for ESY services, even if other 2010 Educational Summer Services Program eligibility criteria are not met. ESY services include special education and related services provided beyond the regular 180-day school year. The determination of ESY services is made by the IEP team and is based on the individual goals delineated on each student's IEP in accordance with District procedures and federal mandates. Students who are eligible for ESY services can participate at any time within the timeframes specified on the IEP. Services vary in intensity, type, and location depending upon the students' needs. The ISIS Student Services/Exceptional Ed/Special Programs menu "R" screen is updated to include ESY services delineated on the IEP.

NOTE: Students eligible for both 2010 Educational Summer Services Program and ESY services may select to participate in one of the two programs; however, participation in the 2010 Educational Summer Services Program is encouraged.

Prekindergarten Program for Children with Disabilities

Only Prekindergarten children with disabilities whose IEPs reflect ESY services will participate. ESY services will be provided at the same sites serving eligible third grade students.

LEGAL RESIDENCE AND SUMMER ATTENDANCE

Students, including eligible charter school students, are required to attend the Summer Center serving their actual residence. The receiving principal may accept a student from outside his/her school's actual attendance boundaries based upon documented need and space availability. If the actual residence school is closed for the summer, the student will attend the Summer Center approved by the School Board.

REGISTRATION/ENROLLMENT

REGISTRATION

Registration for the 2010 Educational Summer Services Program will be conducted during the period from May 10, 2010, through June 23, 2010. It is the responsibility of the home school to verify the eligibility of the student and the course(s) or subject

area(s) in which the student is to be registered. As part of the registration process, each school must send notices to the parents/guardians of students who may be eligible for the 2010 Educational Summer Services Program. This notice should contain a statement of the consequences of not registering during the registration period. Parents should also be advised that registration does not reserve a seat in the 2010 Educational Summer Services Program.

NON-PUBLIC SCHOOL STUDENT REGISTRATION

Any student enrolled in a private or parochial school or home education program may attend the 2010 Educational Summer Services Program. The student must meet the same eligibility criteria as Miami-Dade County Public Schools students. When the student registers at the summer center, he/she must provide an official academic record (report card, transcript, or a signed statement from the principal of his/her school) which must be attached to the completed **Summer School Subject Selection Form**. This information will enable the principal to establish eligibility of the student.

As a student is entered on the ISIS screen, he/she must be coded "Y" (yes) to indicate entry from a non-public school.

OUT-OF-COUNTY AND OUT-OF-STATE STUDENT REGISTRATION

A student whose parent or legal guardian is not a resident of Miami-Dade County or of Florida may participate in the 2010 Educational Summer Services Program; however, the following conditions must be met:

- The student must meet the same 2010 Educational Summer Services Program eligibility criteria as resident students; this eligibility must be verified by the principal. The student must provide an official academic record or a written statement from the principal of his/her school.
- Students initially entering Miami-Dade County Public Schools must provide the school with the documents described in the *Initial Entry Registration Procedures, 2010*.

Foreign-born students, including permanent residents, will follow the procedures indicated in this document. First time students, both foreign-born and from other states, must register at the school serving their actual residence.

REGISTRATION DEADLINE

Registration ends on June 23, 2010, at all schools – those that are **closed** for the summer and those that are open/receiving for the summer.

REGISTRATION AFTER DEADLINE

The principal must approve student registration for the 2010 Educational Summer Services Program after the June 23, 2010, deadline. Principals may weigh the following when considering approvals:

- Medical reasons;
- Late arrival to the District;
- Delays in registration caused by address verification;
- Delays in registration caused by medical documentation verification; and
- Other legitimate concerns expressed by the parent.

In the event the late registrant is denied admission to the 2010 Educational Summer Services Program, the school must advise parent(s)/guardian(s) of their right to appeal and provide them with the name and telephone number of the appropriate Regional Center Superintendent to whom they may appeal.

SUMMER SCHOOL SUBJECT SELECTION FORM

The computer-generated countywide **Summer School Subject Selection Form** will be used by all schools registering students for Summer 2010, including charter schools. The form serves as (1) a transmittal of student subject selection information, and (2) 2010 Educational Summer Services Program registration.

Pre-Printed Information

Pre-printed information will be generated from the ISIS file of each school beginning Monday, May 3, 2010, and will continue through Friday, June 4, 2010, for all students registered in the 2010 Educational Summer Services Program. Schools must request these cards via Self Service at <http://selfservice.dadeschools.net> and select "Production Control" from the drop-down list. The cards will be arranged alphabetically, by section. When the cards are received, schools are to:

- Complete the **Summer School Subject Selection Form** information and
- Begin eligible student registration on Monday, May 10, 2010.

Principals of school sites that are not designated summer centers, including charter schools, will forward **Summer School Subject Selection Forms** to the summer center principal in order of registration priority.

School Choice and Parental Options – Charter School Operations will provide Regional Centers with a list of charter school students eligible to participate in the summer program. Charter schools will reimburse the District for eligible students who receive 2010 Educational Summer Services Program services.

Special Education and New Students

The Summer ESE Courses screen (PF21) for BOTH elementary and secondary (K-12) students is programmatically generated from the student's schedule on PF1.

Students with disabilities participating in the 2010 Educational Summer Services Program are provided with the supports and services designated on the IEP. Register students with speech, language, occupational, and/or physical therapy on the IEP into the corresponding course codes. Refer to the Summer Session Informational Bulletin for Elementary Schools and the Summer Session Informational Bulletin for Secondary Schools available through e-handbooks at <http://ehandbooks.dadeschools.net>.

ESOL Students

The ESOL course information **will not** be automatically entered on the Summer English Language Learner screen. School personnel must schedule students on the PF1 screen.

MAINTENANCE OF RECORDS

STUDENT ELIGIBILITY INFORMATION

The guidelines from the Florida Department of Education regarding summer eligibility clearly indicate the necessity for establishing an audit trail for students generating FTE funding. Audits will originate at summer centers; therefore, all records showing the placement of students according to eligibility criteria are to be compiled and maintained at the summer center.

ATTENDANCE

It is imperative that the attendance recording and reporting for the 2010 Educational Summer Services Program be as accurate as the records maintained during the regular 180-day school year. The attendance records and reporting procedures for all summer centers are subject to audit by the Auditor General's Office. Student Attendance Recording Procedures will be used as follows:

On-Line Attendance System

All schools must use the on-line attendance system beginning on the first day of the 2010 Educational Summer Services Program and continue through the last day to produce the Principal's Report on Attendance.

The On-line Attendance Data is the Official FTE audit trail. The Electronic Gradebook is to be used by the homeroom teacher to submit attendance data to the main office. Teachers must record all homeroom attendance data in the Electronic Gradebook using the standardized attendance codes. Teacher gradebooks must be maintained for FTE

audit. (Refer to the document, *Student Attendance Reporting Procedures Grades Handbook PK-12, 2009-10*).

Computer-generated letters will be available in English, Spanish, and Haitian-Creole notifying parents/guardians that their child has been absent from the 2010 Educational Summer Services Program for one day. If the parents fail to respond the next school day, the student may be withdrawn from the 2010 Educational Summer Services Program. Any student who does not complete the 2010 Educational Summer Services Program must be withdrawn from ISIS with the applicable withdrawal code (same codes as regular school year). Updating the ISIS file is as important during the 2010 Educational Summer Services Program as it is during the regular school year.

Absences

All absences will initially be recorded as “U” unexcused absences in the ISIS on-line attendance system. The school will change the status, if appropriate, to “A” excused on receipt of a valid reason for the absence.

Non-Credit Grades (NC)

A secondary student attending the 2010 Educational Summer Services Program who accumulates two or more unexcused class absences during the summer session will be subject to withholding of, final grade(s), pending a student requested administrative screening and/or review of all absences by the Attendance Review Committee.

M-DCPS Board Rule 6Gx13-5A-1.041, Student Attendance - Specific Responsibilities

This rule clearly indicates that a student accumulating five or more unexcused absences during each semester will be subject to withholding of final semester grades. **In an attempt to be consistent with this Board Rule and to allow for consistent administration, the criterion of three (3) days has been established.** If you have questions regarding the implementation of this guideline/rule, contact **Ms. Charlene Burks**, Administrative Director, Attendance Services, at 305-883-5323.

Principal's Report Calendar

The Principal's Attendance Report Calendar for the summer follows:

GRADE LEVEL	BEGINNING DATE	ENDING DATE	NO. OF DAYS IN REPORTING PERIODS
Elementary	6/22/10	7/20/10	20
Secondary	6/22/09	7/20/10	20

FTE REPORTING

The FTE Surveys will be conducted during the weeks of June 22-25, 2010 (2009-10 Survey 4) and July 12-16, 2010 (2010-11 Survey 1), for the 2010 Educational Services Program. Procedures will be forwarded to schools prior to the survey. **ALL SCHOOLS ARE REQUIRED TO HAVE PERSONNEL EXPERIENCED IN FTE PROCESSING.**

Students Initially Entering Miami-Dade County Public Schools

Students initially entering Florida schools, PK-12, must provide the school with:

- Birth certificate or other acceptable documentation.
- Evidence of a health examination accomplished within 12 months of entry, preferably on Department of Health yellow DH 3040 form.
- Proof of a Tuberculosis Clinical Screening and/or a P.P.D. with follow up, if required.
- In order to enroll in and attend Miami-Dade County Public Schools, updated immunizations are required on an original blue Florida Immunization Certificate, form DH 680, F.A.S.T.E.R. document, or Florida Shots form. For school year 2010-2011, the following immunization guidelines will be in effect in addition to the immunizations the student has already received.
 - Pre-kindergarten and third through ninth grade children entering, attending, or transferring into school are required to have one dose of varicella (chicken pox).
 - Kindergarten, first, and second grade children entering, attending, or transferring into school are required to have two doses of varicella (chicken pox).
 - Varicella (chicken pox) vaccine is not required if the child has a documented history of varicella disease.
 - Kindergarten through twelfth grade students entering or attending school are required to have two valid measles doses preferably in the form of the Measles, Mumps and Rubella Vaccine (MMR).
 - Pre-kindergarten through twelfth grade students entering or attending school are required to have the Hepatitis B vaccine series.
 - Seventh through twelfth grade students in attendance are required to have had the (TD or TDaP) Tetanus-Diphtheria Booster administered with the past five years.

CUMULATIVE FOLDERS

Cumulative Folders for "New" Students and Students from Parochial, Private Schools, or Home Education Programs

Students are to register at the home school (legal residence school) for the 2010 Educational Summer Services Program. The home school will be responsible for the

preparation of a cumulative folder for all students. All students registering for the 2010 Educational Summer Services Program are to follow the normal entry procedures. Transmittal lists from the home school to the Summer School must indicate that all students have met the requirements for initial entry into Miami-Dade County Public Schools.

The open/receiving summer schools will be responsible for the preparation of the cumulative folder for all "new" students who register after May 28, 2010, and for determining that all those students have met the requirements for initial entry into Miami-Dade County Public Schools. **Upon completion of the 2010 Educational Summer Services Program, the Summer School will forward to the appropriate school the cumulative folders and an accompanying transmittal list.**

REPORT CARDS

Elementary programs will not implement a grade reporting process. Secondary schools will upload grades to ITS; the report cards will be available for pick up from ITS based on the following schedule:

GRADE	File Freeze	End of Period	Gradebook Upload to ITS	Report Cards to Schools	Report Cards to Parents
Secondary	7/16/10	7/20/10	7/20/10	7/22/10	7/22/10

Regardless of a student's exceptionality, all teachers must assign grades utilizing the same report card that is used for general education students.

For additional information or questions related to Attendance/FTE Reporting, contact Attendance Services at 305-883-5648 or 305-882-1855.

HIGH SCHOOL GRADUATION

In order to process the August 2010 graduation for twelfth grade students that attended the adult program to earn graduation credit, the following action must be taken:

- Students must be entered into their current high school's summer file with the entry date of 08/04/10 by 5:00 p.m. on Friday, August 6, 2010.
- Course and grade information must be entered into the Course Transfer/Credit Evaluation (TRACE) system no later than 5:00 p.m. on Friday, August 6, 2010. This must be completed to ensure the credit and grade earned in the adult course(s) are used in the graduation calculation.
- Schools must verify that each student has met all criteria for graduation. Students who are missing a graduation criteria will be withdrawn as a "DNE" (No Show)
- Students that meet the graduation criteria will be withdrawn as a "W06" if no graduation code is entered. If a Graduation Type has been entered, the student will be withdrawn with the appropriate graduation code.
- Students **must not** be withdrawn from the current school. Do not withdraw students that will be attending the Adult Education Program with a W26.



Summer Implementation Document

2010 EDUCATIONAL SUMMER SERVICES OPERATIONS INFORMATION

COURSE SCHEDULING

It should be noted that the description of course offerings must be considered tentative and may be revised based on student enrollment for selected 2010 Educational Summer Services.

FOOD SERVICES

The Department of Food and Nutrition may provide breakfast and/or lunch meal service, as determined, in all open summer schools under two (2) separate programs. The determination will be made based on the percent of students approved for free/reduced priced lunch during the 2009-10 school year. Schools with 50% or greater free and reduced approved applications will have no charge lunch available, and operate under the Summer Food Service Program for Children. Schools with less than 50% free/reduced approved applications will continue on the National School Lunch Program and lunch will be served according to the child's eligibility. Breakfast will be at no charge as it is during the year. All meals available will be cold (breakfast and lunch). The receiving, distribution, and accountability of the meals will be done by school personnel – breakfast and lunch (see the Daily Meal Count Record form on page 23). Delivery of meals to the school will be determined after the level of service (number of students) is determined. Senior high schools will not have any meal service available. Elementary and middle schools will receive breakfast and lunch service, using the provisions stipulated above.

PROGRAM I: NATIONAL SCHOOL BREAKFAST AND LUNCH PROGRAM

Through Program I, students eligible for free or reduced priced lunch during the regular school year will continue to receive summer lunch using the appropriate eligibility. ITS will download free and reduced priced meal information to summer schools. Breakfast will continue to be at no charge. Breakfast and/or lunch service, as determined, may be offered, as per the stipulations mentioned above.

**PROGRAM II: SUMMER FOOD SERVICE PROGRAM FOR CHILDREN
(All Meals Free to Students)**

Participation in Program II is dependent upon criteria established by the Department of Education. Program II provides for free breakfast and/or lunch to all students, 18 years of age and under, enrolled in summer school. In the Summer Food Service Program for children, three (3) hours must elapse between the beginning of breakfast and the beginning of lunch. Breakfast and/or lunch service, as determined, may be offered, as per the stipulations mentioned above.

TRANSPORTATION

TRANSPORTATION ELIGIBILITY

Transportation for the 2010 Educational Summer Services will be provided to the following students:

- (1) **Extended School Year (ESY) students** who have a requirement in their IEP for transportation as a related service. Refer to Chapter 9 for Extended School Year (ESY) special transportation procedures.
- (2) Students in **Third Grade Summer Reading Camps** and students in **grades 6, 7, and 8** (course recovery and/or promotion) will receive transportation as follows:
 - Students with disabilities will receive transportation in accordance with the requirements of their IEP.
 - Regular education students who live **less** than two (2) miles from their assigned summer school **WILL NOT** receive transportation.
 - Regular education students who live **less** than two (2) miles from their home school but more than two (2) miles from their summer school will receive a shuttle bus from their home school to their assigned summer school.
 - Regular education students who live **more** than two (2) miles from their home school **and more** than two (2) miles from their assigned summer school will receive transportation from neighborhood bus stops. However, parents should be advised that bus stops may not be in the same locations as they were during the regular school year, and some students may have to walk a longer distance to get to and from their summer bus stop.

SPECIAL TRANSPORTATION FOR 2010 EDUCATIONAL SUMMER SERVICES

A form has been developed to communicate information regarding students with disabilities who qualify to attend the 2010 Educational Summer Services programs AND require special transportation to access the following instructional programs:

- Third Grade Summer Reading Camp (students retained in grade 3 only);
- Course Recovery and Promotion (students in grades 6, 7, and 8 only).

2010 Educational Summer Services Transportation List – The current school is to complete and submit the 2010 SPED SUMMER SERVICES transportation list to Ms. Lilia Yanes via fax at 305-234-9053 or 305-232-2679 and to the appropriate Region Instructional Supervisor for SPED. This form may be accessed through the SPED website <http://ese.dadeschools.net>; select “Site Directory/Services and Programs” and then scroll down to find “ESY.”

HAZARDS OF EXPOSURE TO THE SUMMER SUN

In previous summers, there have been several instances of parents'/guardians' complaints concerning their children becoming badly sunburned during extended outdoor activities such as marching band practice, athletic practice, water safety activities, and field trips.

The following is recommended:

- Except for regularly scheduled Physical Education classes, student exposure during the peak sun hours, 10:00 a.m. to 3:00 p.m. should be limited. Students should be out of the sun at regular intervals. If possible, shaded areas for activities should be utilized.
- Encourage students to apply sunscreen at least 15 to 30 minutes before going outside for extended periods of time for band practice and athletic practice. The extra time allows the active ingredients to sink into the skin. They should apply sunscreen frequently while in the sun.
- Students should not stop using sunscreen even after they have begun to tan. Tanned skin is no protection against ultraviolet rays of the sun.
- All students should be fully hydrated prior to participation in prolonged physical activity. Drinking 12 to 20 ounces of fluid 10 to 20 minutes prior to exercise is recommended.
- Throughout prolonged exercise, students should consume at least eight (8) ounces of fluid every 15 to 20 minutes.
- Clothing should be lightweight and absorbent to facilitate the evaporation of sweat.

- **Acclimate** the students to exercising in hot humid conditions; **DO NOT ELIMINATE** the activity.
- Permit students to wear hats while outdoors during physical education classes; this does not conflict with the school's no hat policy.
- Recommend to parents that students apply sun screen with a SPF 30 or higher prior to leaving home when the students will be participating in outdoor activities.

Your cooperation in bringing this information to the attention of staff members involved in band practice, athletics, and field trips in your 2010 Educational Summer Services is strongly recommended.

SCHOOL MONITORS

School monitors will be allocated as indicated in Chapter 6, page 33. All requests must be approved by the Regional Center and the Office of Budget Management. Expenditures for part-time should not exceed the value of the allocation.

ATHLETIC ELIGIBILITY

Senior high school and middle school principals are hereby informed that students in grades 9-12 who have enrolled during the 2010 summer session and plan to participate in interscholastic athletics during the first semester of 2010-2011 will have their eligibility for participation determined by:

1. Florida High School Athletic Association (FHSA) 2010-11, Article 9.2 Attendance Requirements: 9.2.1 through 9.2.5. Article 9.4 Academic Requirements: 9.4.1 through 9.5.3; and
2. Receive a minimum 2.0 in conduct for the previous semester (second semester).

Middle school and senior high school principals and counselors should make every effort to inform students of these eligibility requirements during the summer registration period. Information relative to this matter may be obtained from the Division of Athletics/Activities and Accreditation, by calling 305-995-1250.

Daily Meal Count Record

Sponsor: _____ Agreement # 04- _____

Meal Type (check one): Breakfast A.M. Supplement Lunch P.M. Supplement Supper

Site Name: _____ Site #: _____

Site Address: _____

Site Supervisor: _____

Site Phone #: _____

Date Delivered: _____ Time Delivered: _____

Meal Service:

1. Number of meals delivered
(Attach Vendor Delivery Slip): _____

2. Number of meals left over
from previous day: _____

3. Number of meals transferred to:*
_____ (Site Name) _____

4. Number of meals transferred from:*
_____ (Site Name) _____

5. Total number of meals available: _____

6. Total number of meals served:
_____ + _____ = _____
(First Servings) (Second Servings)

7. Meals Served to Adults:
_____ + _____ = _____
(Program) (Non-Program)

8. Number of Meals Damaged _____

9. Test meal for quality control** _____

10. Total meals served/damaged/tested: _____

11. Number of meals left over: _____

Reference: $1 + 2 - 3 + 4 = 5$ $5 - 10 = 11$
 $6 + 7 + 8 + 9 = 10$

Date Meals Served: _____
As meals are served, mark through each number beginning with #1

First Servings													
1	21	41	61	81	101	121	141	161	181	201	221	241	261
2	22	42	62	82	102	122	142	162	182	202	222	242	262
3	23	43	63	83	103	123	143	163	183	203	223	243	263
4	24	44	64	84	104	124	144	164	184	204	224	244	264
5	25	45	65	85	105	125	145	165	185	205	225	245	265
6	26	46	66	86	106	126	146	166	186	206	226	246	266
7	27	47	67	87	107	127	147	167	187	207	227	247	267
8	28	48	68	88	108	128	148	168	188	208	228	248	268
9	29	49	69	89	109	129	149	169	189	209	229	249	269
10	30	50	70	90	110	130	150	170	190	210	230	250	270
11	31	51	71	91	111	131	151	171	191	211	231	251	271
12	32	52	72	92	112	132	152	172	192	212	232	252	272
13	33	53	73	93	113	133	153	173	193	213	233	253	273
14	34	54	74	94	114	134	154	174	194	214	234	254	274
15	35	55	75	95	115	135	155	175	195	215	235	255	275
16	36	56	76	96	116	136	156	176	196	216	236	256	276
17	37	57	77	97	117	137	157	177	197	217	237	257	277
18	38	58	78	98	118	138	158	178	198	218	238	258	278
19	39	59	79	99	119	139	159	179	199	219	239	259	279
20	40	60	80	100	120	140	160	180	200	220	240	260	280

Second Servings

1	2	3	4	5	6	7	8	9	10	11	12	13	14
---	---	---	---	---	---	---	---	---	----	----	----	----	----

Program Adult Meals

1	2	3	4	5	6	7	8	9	10	11	12	13	14
---	---	---	---	---	---	---	---	---	----	----	----	----	----

Non-Program Adult Meals

1	2	3	4	5	6	7	8	9	10	11	12	13	14
---	---	---	---	---	---	---	---	---	----	----	----	----	----

*Complete SFSP-S10 or a State Agency approved form for all transfers.

**Do not mark test meals as meals served as sponsors may only claim the cost for testing a meal. If a meal is tested, justification must be provided under comments below. Routine testing of meals is not reasonable or justified.

Comments: _____

Certification: I hereby certify that the above information is true and correct without any deliberate misrepresentation.

Site Supervisors Signature
Must be Signed



Summer Implementation Document

GENERAL DISTRICTWIDE INSTRUCTIONAL PROGRAMS

COURSE OFFERINGS

In order to facilitate the planning of student summer schedules, each secondary summer center is to develop and transmit a description of anticipated course offerings to all its feeder schools. **This description of course offerings must include the course number, course sequence number, and course title in order that the sending school may correctly fill in the 2010 Educational Summer Services Subject Selection Form. Also, they need to be sure to indicate on the form whether the course is being taken as a make-up course or for purposes of acceleration. Midterm and final examinations ensuring mastery of course competencies will be developed and utilized at the school site.**

Sixth, Seventh, and Eighth grade students will be able to take one course during the summer. The school day will be composed of a half-day of instruction.

Classes for high school students will be offered at the high school through the adult education center or its satellite. Adult education offerings will be limited because of limited funding. Scheduling and offerings are at the discretion of each adult education center.

CREDITS TO BE EARNED

Students may be able to earn credits by attending sessions of the adult education program, pending availability.

DIVISION OF ALTERNATIVE EDUCATION

The Division of Alternative Education is under the auspices of the Bureau of School Operations/Alternative Education. The Division supervises and monitors the Juvenile Justice Center School and the Educational Alternative Outreach Program (EAOP).

EDUCATIONAL ALTERNATIVE OUTREACH PROGRAMS (EAOP)

The Educational Alternative Outreach Programs are comprised of programs and centers which serve students who are outside the mainstream of the traditional school program. The EAOP is comprised of four major types: detention centers, drug/alcohol rehabilitation centers, alternative programs, and shelters.

Department of Juvenile Justice (DJJ) detention, residential, and day treatment centers are bound by state statute to remain open for 240 instructional days. Selected EAOP centers serve students awaiting trial and are under the Department of Corrections and Rehabilitation of Miami-Dade County.

For more information regarding these programs, contact the Division of Alternative Education at 305-995-1270.

COMMUNITY SCHOOLS

Community Education Centers operate on a 12-month basis as part of Miami-Dade County Public Schools. Each site offers a variety of educational, recreational, cultural, social, and enrichment programs for people of all ages. Community Education Centers also provide opportunities for all community members to participate and make maximum use of public school facilities. Presently, there are 13 Community Education Centers and 22 Adult and Community Education Centers in operation during the school term. A list of all Community Education Centers may be found at communityed.dadeschools.net. For additional information, please contact your neighborhood Community Education Center or call the Office of Community Education and Before/After School Programs at 305-817-0014, Monday through Friday, from 8:00 a.m. until 4:30 p.m.

BEFORE/AFTER SCHOOL PROGRAMS

Before/After School Programs are offered at 231 elementary schools and middle school locations through the Office of Community Education programs and Before/After School programs. During the summer, sites may offer fee-supported before and after school programs and full-day summer camps. A list of all before/after school sites and summer camp sites may be found at communityed.dadeschools.net.

Middle School Enrichment Programs will not be operational during the summer but will resume in September 2010. Please call Ms. Estrella Diaz at 305-995-2304 or Mr. Victor Ferrante at 305-817-0014 for further information.

BILINGUAL EDUCATION AND WORLD LANGUAGES PROGRAM

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

This program provides maximum opportunity for the rapid acquisition of English and a smooth transition into the regular English Language Arts program. The ESOL program for English Language Learner (ELL) students who meet the 2010 Educational Summer Services eligibility criteria will be offered at all summer school centers where such students are in membership (Funded through Title I).

Staff Selection/Assignment/Qualifications

All ESOL teachers will have prior training and/or experience in the teaching of English for Speakers of Other Languages. The same certification and training requirements that apply during the regular school year apply during the summer. **ESOL assignments during the summer will generate the same training requirements as those required during the regular school year that is the ESOL endorsement. Eligible students will be counted within the basic FTE Cap.**

Program Features

Some of the major features of the 2010 summer ESOL program are:

Grade 3

Grade	ELL Students – Eligibility Criteria
3	Grade Failure

Course for Retained ELL Students in Grade 3

- 5010010E1 for Grade 3
English for Speakers of Other Languages

Grouping Students

ELL students, Levels I-IV, are grouped when possible, according to English proficiency. If a school does not have sufficient limited English proficient students to form self-contained classes at the third grade level, English for Speakers of Other Languages will be provided by the basic classroom teacher who is ESOL endorsed or within training timelines.

Special Allocations

ESOL self-contained will be served under the same program as Grade 3 Summer Reading Camps. No units will be allocated under program 6601.

Grades 6-8

Grade	ELL Students – Eligibility Criteria
6-8	Course Failure

The Language Arts/ESOL required courses for ELL students are listed below. Any ELL student who failed these courses must be registered for the appropriate grade level course. No allocation will be provided above the FTE Cap.

Courses for ELL Students in Grades 6-8 Who Failed a Course:

- 100200002 for Grade 6
M/J Language Arts 1 Through ESOL
- 100201002 for Grade 7
M/J Language Arts 2 Through ESOL
- 100202002 for Grade 8
M/J Language Arts 3 Through ESOL

These courses are recommended for use during the regular school year. In the summer, use these numbers only for those students who failed the course during the regular school year and meet eligibility. No allocation will be provided above the FTE Cap.

Grouping and Scheduling Students

If a school does not have sufficient ELL students to form grade-level or consecutive grade level M/J Language Arts through ESOL classes, such students will be scheduled with other students in the appropriate grade-level English Language Arts classes. The teacher will be ESOL endorsed.

Allocations for Grades 6-8

The ESOL 2010 Educational Summer Services for grades 6-8 is funded using basic teacher allocations and a class ratio of 1:22.

Grades 9-12

Students in grades 9-12 who meet the eligibility criteria will be served through Adult Education.

SPECIAL HOME LANGUAGE SERVICES

Schools with ELL students who speak a language other than Spanish should request home language services from the Division of Bilingual Education and World Languages, Mrs. Martine DePaul, at 305-795-1043. The level of service in languages other than Spanish and Haitian-Creole is dependent upon available resources and the number of ELL students in the district that speak the same language.

FOR ADDITIONAL INFORMATION ON BILINGUAL EDUCATION AND WORLD LANGUAGES PROGRAMS, CALL DR. JOANNE H. URRUTIA AT 305-756-2902.

ALTERNATIVE SUMMER PROGRAMS

COLLABORATIVE INITIATIVES

Cooperative academic and recreational services will be provided at paired school sites to the extent practicable. Miami-Dade County Public Schools will work in conjunction with various municipal agencies, community partners, and institutions of higher education in an effort to provide safe and maximized services for the students of Miami-Dade County. A list of the mayors within Miami-Dade County, Florida, and a list of Parks and Recreation Departments are included in Appendix B.

SUMMER SCHOOL VOLUNTEERS

Policies and procedures regarding the use of volunteers for the summer remain the same as during the school year. Administrators must first give the designated School Volunteer Liaison Quad A authorization through the employee portal for the application (WSVU-SCHL-VOLUNTEER-USR).

See e-handbooks for further directions regarding the school volunteer registration process at <http://ehandbooks.dadeschools.net/ehome.asp?userguide=Yes>. Questions may be directed to the School Volunteer Program, Ms. Venada Altheme at 305-995-2995, or Mr. Vincent Dawkins at 305-995-1439.

DUAL ENROLLMENT

Miami-Dade County Public Schools is committed to providing opportunities for students to accelerate course study and to enroll in advanced academic classes. Florida Statute, Title XLVIII, chapter 1007.27, states that it is the Legislature's intent "that a variety of articulated acceleration mechanisms be available for secondary students attending public educational institutions."

The Summer School Program offers dual enrollment courses, one such mechanism, to allow qualified students to receive high school and college or university credit concurrently. Incoming tenth, eleventh, and twelfth grade students, who meet minimum requirements, as stipulated by state statute and the individual colleges or universities, may enroll in such classes. Minimum requirements may include a 3.0 unweighted grade point average (GPA) and a passing score on the College Placement Test (CPT). Dual enrollment provisions require the college or university to waive tuition and the District to fund the cost of the textbooks. Students are, however, responsible for their own transportation.

Standard dual enrollment procedures should be followed when registering students for summer college or university courses, including the completion of the "Dual Enrollment Authorization Form." Additional guidelines and information related to the summer dual enrollment program have been sent directly to schools.

Questions concerning dual enrollment procedures and guidelines should be directed to Mrs. Montserrat Paradelo-Morrison, District Supervisor, Division of Mathematics, Science, and Advanced Academic Programs, at 305-995-1934. Questions related to academic advisement regarding dual enrollment should be directed to Ms. Corina Mills, Curriculum Support Specialist, Division of Students Services, 305-995-7320.

FLORIDA VIRTUAL SCHOOL LEARNING RECOVERY PROGRAM

The Florida Virtual School (FLVS) learning recovery program allows middle and high school students to make up one credit during the summer. Only students who have previously failed or are projected to fail up to one credit in the courses below are eligible.

Middle School: Language Arts 1, 2, 3; Science 1, 2, 3; Social Studies 1, 2, 3; Math 1, 2, 3

High School: English 1-4, Algebra 1, Algebra 2, Geometry, Liberal Arts Math, World History, American History, Economics, American Government, Earth-Space Science, Biology, and Chemistry

CHARTER SCHOOLS – STUDENT ELIGIBILITY

Students who meet the third grade and/or FCAT requirement and who attend a Charter School sponsored by Miami-Dade County Public Schools (M-DCPS) will be eligible to receive summer services at the school site serving their assigned M-DCPS home school. Eligible students enrolled will not count toward the public school's summer cap. M-DCPS schools that enroll eligible Charter School students will receive additional funding to support the instruction of these students.

The Alternative Assessment for Grade 3 Promotion will be administered to eligible retained grade three Charter School students at selected summer school sites on July 15-19, 2010. As is true for all eligible M-DCPS students, Charter School students will have to pre-register by the published deadline to participate in the test administration.

ALLOCATIONS FOR 2010 EDUCATIONAL SUMMER SERVICES

ELEMENTARY SCHOOLS

GRADE LEVEL OR CATEGORY	RATIO	COMMENTS
Grade 3 (Level I and Retained)	1:18	Intensive Instructional Services
School Monitor	1 Hourly	Open Summer School

For budgetary purposes only. The budget will not be adjusted for additional third grade basic enrollees above the cap.

Note: No additional support positions

School Security Monitor

Authorized open summer sites will be allocated 1 hourly monitor to work 5 hours daily for 20 days. Hours worked may not exceed 120 hours.

Materials, Equipment, and Supplies (MESA)

No MESA allocation is provided.

MIDDLE SCHOOLS

GRADE LEVEL OR CATEGORY	RATIO	COMMENTS
Grade 6, 7, and 8	1:22	Instructional/Course Recovery Services
School Monitor	1 Hourly	Open Middle School

For budgetary purposes only in secondary schools, as prioritized, grades 6, 7, and 8. The budget will not be adjusted for additional enrollees above the cap.

Counselors

No allocation for 2010 summer is provided.

School Security Monitor

Authorized open summer sites will be allocated 1 hourly monitor to work 5 hours daily for 20 days. Hours worked may not exceed 120 hours.

Materials, Equipment, and Supplies (MESA), Middle Schools

No MESA allocations are provided.

Materials, Equipment, and Supplies (MESA), Alternative Education Schools

No MESA allocations are provided.

Extra Period Teaching Supplements

Based on the proposed summer schedule, NO EXTRA PERIOD TEACHING SUPPLEMENTS WILL BE REQUIRED FOR THE SUMMER SCHOOL PROGRAM. Any extra period supplements paid will be charged to the school's discretionary (02) account.

Activities Directors and Athletic Directors

Funds are **not** available for Activities Directors and Athletic Directors for the 2010 Educational Summer Services. For additional clarification please contact Dr. Consuelo V. Dominguez, Administrative Director, School Operations/ABC, at 305-995-7626.

REGION CENTERS

Social Worker Allocations

Funds are **not** available for Social Workers for the 2010 Educational Summer Services. For additional clarification, please contact Ms. Charlene Burks, Administrative Director, Attendance Services, at 305-883-0403.

SPECIAL EDUCATION (SPED)

The pupil/teacher ratio for the SPED 2010 Educational Summer Services will be 1:18 for Grade Three Summer Reading Camps; 1:22 for 6, 7, and 8 grade.

Extended School Year Program

Extended School Year (ESY) is provided based on the requirements of the Individuals with Disabilities Education Act (IDEA) and implementation of the regulations of 34 CFR 300.309. ESY allocations are based on the unique needs of the individual student and the frequency of specialized instruction and supplementary and related services according to the Individual Educational Plan. Therefore, the pupil/teacher ratio is determined by the services required for those in attendance.

Materials, Equipment, and Supplies (MESA), SPED Schools

No MESA allocation is provided.

PERSONNEL

TEACHERS (INSTRUCTIONAL PERSONNEL) (M-DCPS/UTD Contract, Article XVI -- SUMMER EMPLOYMENT)

CRITERIA FOR SUMMER EMPLOYMENT FOR 2010 EDUCATIONAL SUMMER SERVICES

All currently employed instructional staff members, including counselors, are eligible to apply for summer employment. It is the intent of the M-DCPS/UTD contract to offer summer employment to the maximum number of eligible teachers and counselors. Personnel selected for employment in the 2010 Educational Summer Services shall be notified as soon as possible.

Any personnel in a pending investigative status or on a performance improvement plan are not eligible for summer employment.

In accordance with the United Teachers of Dade Contract, Article XVI, Section 2c., teachers who are “beyond training timeline” for META related training are not eligible to teach in the 2010 Educational Summer Services. Teachers who fall into this category will have their names blocked out from 2010 Educational Summer Services employment.

In selecting teaching staff, the principal shall offer summer employment first to those teachers who have submitted the appropriate application on or before the established deadline, are certified in the subject area or are at the level in which they are selected to teach, and who are on a continuing or professional service contract. Principals wishing to hire any annual contract teacher must request an electronic waiver using the summer hiring screen. Instructions for this process are in the Automated Summer School Program Hiring Manual and will be made available at <http://pers.dadeschools.net/summer>.

The principal responsible for staffing a 2010 Educational Summer Services site shall offer a teaching position on the 2010 Educational Summer Services faculty to the Union lead steward/steward/officer of the 2010 Educational Summer Services site’s regular faculty, provided the lead steward/steward/officer is certified in a program to be offered during the summer. The principal shall give consideration for summer employment to other Union lead stewards/stewards/officers of the 2010 Educational Summer Services site’s regular faculty, provided the lead steward/steward/officer is certified in a program to be offered during the summer. Nothing herein shall require the principal to hire more than one Union lead steward/steward/officer.

ASSIGNMENTS FOR 2010 EDUCATIONAL SUMMER SERVICES

Teachers' schedules will vary depending upon the grade level they are assigned.

- **Grade Three Summer Reading Camp**
 - 22 half-days (8:20 a.m. – 11:50 a.m.) – 20 instructional half-days and 2 professional development half-days (Friday, June 18, 2010 and Monday, June 21, 2010)

- **Grades 6, 7, and 8**
 - 22 half-days (9:05 a.m. – 12:35 p.m.) – 20 instructional half-days and 2 professional development half-days (Friday, June 18, 2010 and Monday, June 21, 2010)

- **Grades 9-12**
 - 30 hourly-day program through Adult Education (specific time to be determined by the Adult Education program). Hourly teachers serving high school students in the Adult Education program shall be paid on the “AT” salary schedule using job code 1802 on the “P” payroll. Professional Development will not be provided for those who teach grades 9-12 through Adult Education.

AGREEMENT FOR HALF-DAY TEACHING ASSIGNMENT

- The rate of pay for half-day teachers will be one-half of their regular daily rate as full-time teachers.

- The duty day for half-day teachers assigned to Grade Three Summer Reading Camps will be from 8:30 a.m. – 11:30 a.m.

- The duty day for half-day teachers assigned to grades 6, 7, or 8 will be from 9:15 a.m. – 12:15 p.m.

- The duty day for half-day teachers assigned to grades 9-12 will be determined by the Adult Education program.

- Assignment of planning is available 10 minutes before and after students are in elementary and middle schools.

- There is no scheduled lunch time for half-day teachers or teachers who will be teaching in the co-enrolled programs through the Adult Education program.

- Half-day teachers will accrue sick leave at one-half the rate it is accrued for full-time teachers.

- Criteria for summer employment, as stipulated in Section 1 (B) of Article XVI of the M-DCPS/UTD contract, shall apply to half-day teachers.

ADULT EDUCATION TEACHERS

For teachers who will be teaching in co-enrollment programs in the Adult Education program, the rate of compensation for instruction will be at the adult school rate on the "AT" salary schedule. Hourly teachers should be RPA'd on the "P" payroll code using job code 1802.

TEMPORARY INSTRUCTIONAL PERSONNEL

Any instructional staff member who was employed as a contract teacher during the 2009-2010 school year may be used as an emergency temporary instructor during the 2010 Educational Summer Services whenever a temporary instructor is authorized. In addition, those emergency temporary instructors whose names appear on the electronic emergency temporary instructor list (CICS, SUBS) may be used as summer substitutes providing they hold a degreed temporary instructor certificate. **Non-degreed substitutes may not be used.** Emergency temporary instructors shall be paid pursuant to salary schedule as in the M-DCPS/UTD contract. Note that some Pool Substitutes are non-degreed. Verify their status prior to beginning the employment of any individual.

The names of those emergency temporary instructors who are eligible for employment as emergency temporary instructors during the summer session will be set up in the personnel/payroll system at Work Location 9971-Z at the approved hourly rate. **Do not hire a temporary instructor who is not on the temporary instructor's list or who is not a full-time teacher.** Failure to comply with this directive will result in non-payment to the persons incorrectly used to substitute. **EXPENDITURES TO PROGRAM 9764 – OPEN POSITION WILL NOT BE PERMITTED. THE PROGRAM WILL BE CLOSELY MONITORED AND EXPENDITURES WILL BE CHARGED TO SCHOOLS' DISCRETIONARY ACCOUNT.**

PROCEDURES FOR AUTOMATED HIRING OF INSTRUCTIONAL/NON-INSTRUCTIONAL EMPLOYEES WILL BE MADE AVAILABLE AT [HTTP://PERS.DADECHOOLS.NET/SUMMER](http://pers.dadechoools.net/summer) FROM THE OFFICE OF HUMAN RESOURCES, RECRUITING AND PERFORMANCE MANAGEMENT.

PROVIDING ESOL/LANGUAGE ARTS/READING FOR ENGLISH LANGUAGE LEARNER (ELL) STUDENTS

Teachers employed during the summer session who are responsible for the ESOL/Language Arts/Reading for ELL students must have an ESOL endorsement/certificate or be within the training timeline in their training to acquire the ESOL endorsement as mandated by the League of United Latin American Citizens (LULAC) Consent Decree. This is applicable for teachers hired to teach in a self-contained or pull-out classroom. This requirement is also applicable for secondary teachers who

instruct one or more periods of ESOL/Language Arts/Reading during the summer session.

The first priority for hiring teachers responsible for instructing ELL students must be given to those teachers who have already completed the ESOL endorsement (ESOL training status: "Y"). The second priority for hiring must be given to teachers who are within the training timeline established for the completion of the ESOL endorsement (ESOL training status: "T"). **Under no circumstances is a teacher to be given a first time ESOL assignment unless that teacher has already completed the ESOL endorsement or is within the training timeline established for the completion of the ESOL endorsement.**

- All ELL students, **Levels I-IV**, are to be grouped in ESOL self-contained classrooms according to grade level and the level of English proficiency.
- Schools which do not have sufficient ELL students to form self-contained classes will provide ESOL using a combination of teachers allocated under Program 6600 and classroom teachers who meet the ESOL training requirements as stated above ("Y" or "T").

Teachers employed to work during the summer shall be notified as soon as possible. Interim teachers, 3100s, are not to be used to cover absences of teachers.

All personnel employed for the summer must be advised that the personnel allocations, as reflected in the Initial Summer CASAS, are based on estimated FTEs. This initial allocation of personnel will be adjusted on the Final Summer CASAS report.

Staff members employed on a full-time basis during the 2010 Educational Summer Services who will be participating in workshops or who may be assigned to Regional Centers and/or other administrative divisions or departments shall be expected to work the same hours as are normally required for administrative divisions and departments. Workshops shall be scheduled accordingly.

NON-INSTRUCTIONAL PERSONNEL

PRINCIPALS

All principals are employed on a twelve-month basis; therefore, no special personnel allocations are to be made for the summer session. Assignments to summer centers will take into consideration such factors as vacation schedules, inservice programs, and special assignments.

ASSISTANT PRINCIPALS' EMPLOYMENT CRITERIA/PROCEDURES

Summer employment for assistant principals is not authorized.

PARAPROFESSIONALS' CRITERIA/PROCEDURES

The summer employment of Paraprofessionals and School Support Personnel is governed by Article XVI, Sections 3 and 4 respectively, of the Contract between Miami-Dade County Public Schools and the United Teachers of Dade. Those provisions are summarized as follows:

Each hourly paraprofessional will have the opportunity to indicate whether or not he/she desires employment in the 2010 Educational Summer Services by annotating and signing a computer printout provided by the school principal. The information will be entered into the automated Summer School Program application and hiring system by the school.

A Union officer/designated steward who is a paraprofessional shall be offered a position on the 2010 Educational Summer Services staff at his/her current work location provided that the officer/steward is qualified for a position vacancy. Employment shall first be offered to such officers in order of seniority as an officer and then to the designated steward. When employed in the 2010 Educational Summer Services under this provision, the Union officer shall perform the duties of a Union steward. Only one bargaining unit member per work location shall be granted this right.

Qualified incumbents will be given first consideration to fill any open paraprofessional position in the 2010 Educational Summer Services at their current work location. Any remaining vacancies may be offered to qualified employees from other M-DCPS work locations.

EMPLOYMENT CRITERIA/PROCEDURES FOR SCHOOL SUPPORT PERSONNEL

There are no 10-month School Support Personnel allocations for the Summer Session.

CLERICAL/SECRETARIAL EMPLOYMENT CRITERIA/PROCEDURES

There are no 10-month clerical allocations for the Summer Session.

TWELVE-MONTH CLERICAL EMPLOYEE RELIEF

Vacations for 12-month personnel in schools should be carefully scheduled. They should be staggered to eliminate the need for substitutes. Under no circumstances will permission be granted to use substitutes to fill in for vacationing 12-month employees. Any employees hired to replace vacationing 12-month personnel will be paid from the school's 02 Discretionary Account at their regular ten-month pay rate.

SALARY SUPPLEMENTS

Salary supplements are not authorized during the summer session because the majority of eligible students with disabilities are served in inclusive settings or mixed exceptionality groupings. The only Instructional personnel eligible for supplements are those teaching the students with disabilities in separate class settings comprised exclusively of the most significant intellectual disorder, orthopedically impaired and Emotional Behavioral Disabilities (Supplement Code 804) during summer school or ESY. SPED summer supplements are not programmatically assigned during the summer; the school must input a supplement RPA. **Supplements are not given to hourly personnel during the summer session.**

All employees who are assigned the primary responsibility of arranging for temporary instructors during the summer session shall be paid a supplement as follows:

\$250-Code 543: Temporary Instructor - Summer (12 months); for use on Paycode "C" for 12-month employees that call temporary instructors only during the summer and not during the regular school year.

Code 543 will display an inflated dollar amount in the computer; however, these amounts are equal to \$250 in salary.

NOTE: Code 542 is used for twelve month employees that call temporary instructors year-round. Twelve month employees who do not call temporary instructors during the summer are not entitled to that supplement during the summer session.

Requests for the 2010 Educational Summer Services Supplement must be submitted through the Personnel Reporting System-Application 8, Option 06 for review and approval by the appropriate administrative office. Summer Salary Supplements can be entered beginning on June 18, 2010.

Approval for all supplements to be issued during the summer session shall be reviewed by the same Bureau/Office as during the regular school year.

***TRANSPORTATION, TECHNICAL, AND FOOD SERVICE PERSONNEL
REGULARLY EMPLOYED ON A LESS THAN TWELVE-MONTH BASIS (M-
DCPS AFSCME Contract, Appendix III, N)***

Non-instructional employees who regularly work on a ten-month or less basis and who indicate a desire for summer employment prior to the end of May shall, all things being equal, be given priority consideration for temporary summer job openings for which they qualify.

No guarantee can be made that every such applicant for summer assignment will be employed. Every effort shall, however, be made to offer work opportunities equitably, within the limits of geographic availability and the skills and abilities of applicants for summer employment. Salaries for such additional summer employment shall be at the regular rate of pay received during the preceding school year if the summer job

assignment is on the same salary schedule. In no case shall such an employee be compensated less than the rate of the minimum scheduled pay for that assignment.

Employees on temporary summer assignments will work the same hours and days as other employees at the work location to which they are assigned.

Other than sick leave or military leave in accordance with School Board policy, no leave of absence with pay will be approved.

Overtime compensation must be paid to all nonexempt employees who work over forty hours per week in one or more positions, at one or more work locations. Please review the Fair Labor Standards Act in the Salary Handbook for specific regulations.

For additional information or questions related to employment during the 2010 Educational Summer Services, non-instructional personnel are to contact the **Division of Non-instructional Staffing at 305-995-7235 or email trodgers@dadeschools.net**.



Summer Implementation Document

PAYROLL SCHEDULE AND PROCEDURES

SUMMER STAFF MORALE

The morale of the summer center staff is an important factor in the success of the 2010 Educational Summer Services. Compensation of salary earned WHEN EXPECTED contributes a great deal to maintaining good staff morale. It is imperative, therefore, that the summer center administrators take the responsibility of ensuring that documents (e.g., summer pay rosters, RPAs, substitute reports) are properly completed and submitted in a timely manner. Failure to comply with processing deadlines for submission of documents will delay payroll checks.

It is essential that the person(s) assigned the responsibility for payrolls have access to the *Payroll Procedures Manual* as well as the *Automated Summer School Program Procedures* and that they be thoroughly familiar with them. In addition, it is important to know the name and the telephone number of the payroll specialist in the Payroll Department who will handle each summer center payroll. The use of these manuals and the Payroll Department telephone contact should keep payroll problems from occurring.

PAYROLL PROCESSING SCHEDULE

The payroll processing schedule presented below is for your assistance in the prompt processing of payrolls. The following payroll codes will be used for the 2010 Educational Summer Services:

PAYROLL CODES	TITLES
"G"	Hourly Rated: Community School Hourly (Non-Inst.)
"Q"	Daily Rated: Instructional
"R"	Daily Rated: Non-Instructional
"P"	Hourly Rated: Non-Instructional/Instructional
"W"	Hourly Rated: Bus Driver
"Z"	Hourly Rated: Substitute (Temporary Instructor)

**2010 EDUCATIONAL SUMMER SERVICES - 2010 PAYROLL CODES "Q," "R," "P," "W,"
"Z" AND ("G" – Community School)**

LV. ACC.	PAY PERIOD From - Through	STANDARD DAYS IN PAY PERIOD	PAYROLL PROCESSING SCHEDULE				CHECKS		PAYDATE FOR
			ROSTER STRIP DATE BY ITS	DAILY ATTENDANCE SHEETS <u>AVAILABLE</u> <u>ONLINE</u>	FINAL ROSTERS APPROVED BY WORK LOCATION BY 2:00 P.M.	PAYROLLS PROCESSED BY ITS	FROM ITS TO TREASURY MANAGEMENT	FROM TREASURY MANAGEMENT TO MAIL ROOM	ALL 2010 EDUCATIONAL SUMMER SERVICES EMPLOYEES
	06/11-06/24	3	06/21	06/22	06/25	06/28	06/29	07/01	07/02
1	06/25-07/08	9	07/02	07/06	07/09	07/12	07/13	07/15	07/16
	07/09-07/22	8	07/19	07/20	07/23	07/26	07/27	07/29	07/30

TEMPORARY INSTRUCTORS

Temporary Instructors are paid at an hourly rate in the 2010 Educational Summer Services, but their time must be reported in half-day increments.

FOOD SERVICE EMPLOYEES

The schedule for Food Service employees reporting to work at the Production Centers for the 2010 Educational Summer Services will be determined.

PROFESSIONAL DEVELOPMENT DAYS

All teachers report to their summer work location and participate in Professional Development Activities provided by the District or by each school.

Grade Three Summer Reading Camps teachers will report for training on Friday, June 18, 2010, to a single school site to be announced in an upcoming Weekly Briefing. On Monday, June 21, 2010, teachers will report to their summer work locations.

Half-day Teachers working the 20 half-day period of the Grade Three Summer Reading Camps for retained third grade students and the 20 half-day period for grades 6, 7, and 8 will be afforded **two half-days** of Professional Development on the mornings of Friday, June 18, 2010, and Monday, June 21, 2010. Half-day teachers will accrue sick leave at one-half the rate it is accrued for full-time teachers. Professional Development will not be provided for those who teach grades 9-12 through Adult Education.



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EXTENDED SCHOOL YEAR (ESY) SERVICES FOR STUDENTS WITH DISABILITIES

Students with disabilities, ages 3-21, may be considered for ESY services that include special education and related services that are provided beyond the 180-day school year through the Individual Educational Plan (IEP) process. The determination of whether a student receives ESY services, the type of services, and the duration and frequency of services is an individual decision made by the IEP team. Services should be provided using the same time allotted for basic summer program.

To prepare for the registration, scheduling, and delivery of services, the current school is to verify that ESY services are documented on the corresponding student's IEP utilizing the ESY Services Form (FM-6313) and that services are entered in ISIS "R" screen. Schools not designated as ESY sites are to provide the Region Office Instructional Supervisor for SPED with a copy of the full IEP for each student with ESY services. **The IEP copies must include the end of year status reports on IEP goals.**

Periodic updates and additional information including enrichment activities are available through the special education website at <http://ese.dadeschools.net>; select "Site Directory/Services and Programs," then scroll down to find "ESY."

ESY REPORT

The list of students to receive ESY services is accessed through the **ESY report**, product #T0543E10. This report is available through CTRL-D Web Viewer. A comprehensive listing of the students designated for ESY services and the corresponding services are listed utilizing the data entered on the ESY ISIS "R" screen. This report is helpful for completing the student request lists for special transportation, planning for the delivery of services, and scheduling the required services.

All schools are encouraged to keep their copy of the ESY reports generated for the month of April. In May, only the ESY sites will generate an ESY report and it will include all students in the District assigned to that site as designated on the ISIS "R" screen. Therefore, schools that are not ESY sites will not receive a report after the month of April. Schools not designated as ESY sites that still generate a report must update the ESY "R" screen with the correct ESY site work location number for each student listed.

Projected staff allocations will be calculated based on the data in the ESY report. Contact your Region Office for updated information.

REGISTRATION PROCEDURES FOR STUDENTS RECEIVING ESY SERVICES

Specific courses were created for ESY in order to identify students with disabilities receiving ESY services versus those in the Summer Services Program. The following is provided to assist in the completion of the registration of students receiving ESY services.

The current school is to future into summer all ESY students receiving school based services. For students receiving only one (1) – three (3) days per week, including walk-in, registration is to be completed at the ESY site on the first day the student is present. All other students should be pre-registered.

GRADES PK – 5 and 6 (elementary)

All elementary school courses must be reported to the Florida Department of Education from the students' schedules. The ESY and homeroom courses must be entered on the Student Record/Subject screen (PF1).

ESY sites (PK-6) are to create a Master Schedule with the “EY” and homeroom courses listed below; then enter them on the PF1 student schedule screen in accordance with the IEP. This schedule must include a homeroom course as this course will be used to take Electronic Gradebook attendance.

1. Use the specific subject course number for grades PK – 5 and 6 (elementary) to schedule all students into the corresponding homeroom course.

Homeroom Course #	Grade	Sequence
5400000A000	PK	0000
5400000B000	KG	0001
5400000C000	1 st	1001
5400000D000	2 nd	2001
5400000E000	3 rd	3001

Homeroom Course #	Grade	Sequence
5400000F000	4 th	4001
5400000G000	5 th	5001
5400120EM00	6 th (elem)	6001

2. Use the following course numbers for grades PK – 5 to create a master schedule and schedule students based on the ESY Report (product #T0543E10). This report provides the list of appropriate courses for each student. The course schedule must be verified with the actual IEP.

For grade 6, use the secondary level ESY course numbers. ITS will programmatically update the PF21 screen with the ESE course information from the Master Schedule and student schedule.

Please note the various delivery models listed on the ESY report. For registration purposes, target the students receiving school based services (“S”). All courses are to be cross-referenced with the ESY IEP insert (FM-6313). Note that all academic services (ACS) are provided either through the “Prekindergarten Disabilities Instructional Support” course or the “Therapeutic Instructional Support” course as listed below.

ESY Course Names & Numbers	PK-5
Prekindergarten Disabilities Instructional Support	7650130AP00
Therapeutic Instructional Support (grades K-5)	7700010EY00
Speech Therapy (F)	7763030EY00
Language Therapy (G)	7763040EY00
Occupational Therapy (D)	7763050EY00
Physical Therapy (E)	7763070EY00

Additional instructions for the new elementary procedures will be available from the **Summer Session Informational Bulletin for Elementary Schools** available through e-Handbooks at <http://ehandbooks.dadeschools.net>.

SECONDARY

ESY sites are to create a Master Schedule with the “EY” courses as follows:

ESY Course Names & Numbers	6-8	9-12
Therapeutic Instructional Support	7800010EY00	7900010EY00
Speech Therapy (F)	7866030EY00	7966030EY00
Language Therapy (G)	7866040EY00	7966040EY00
Occupational Therapy (D)	7866050EY00	7966020EY00
Physical Therapy (E)	7866070EY00	7966010EY00

Enter the courses on the PF1 student schedule screen in accordance with the IEP. ITS will programmatically update the PF21 screen, the Summer ESE Courses screen, with the course information from the Master Schedule and student schedules (PF1).

The ESY Report (product #T0543E10) is a valuable resource in this process. Please note the various delivery models listed on the ESY report. For registration purposes, target the students receiving school based services ("S").

Additional instructions for the new elementary procedures will be available from the **Summer Session Informational Bulletin for Secondary Schools** available through e-Handbooks at <http://ehandbooks.dadeschools.net>.

SPECIAL TRANSPORTATION FOR EXTENDED SCHOOL YEAR

Two forms have been developed to communicate information regarding SPED students who require special transportation to access school based ESY services. The forms may be accessed through the SPED website at <http://ese.dadeschools.net>, select "Site Directory/Services and Programs" then scroll down to find "ESY."

- **2010 ESY Transportation List** - The current school is to complete and submit the 2010 ESY TRANSPORTATION LIST as soon as receiving schools have been identified. Fax the completed forms to Ms. Lilia Yanes at 305-234-9053 or 305-232-2679 and to the appropriate Region-Instructional Supervisor for SPED. This form is to be completed and submitted only ONE time.
- **Additions and Revisions Transportation List** - Any additions or revisions occurring after the original 2010 ESY TRANSPORTATION LIST is submitted, are to be communicated to Ms. Lilia Yanes via fax at 305-232-2679, utilizing the form entitled ADDITIONS AND REVISIONS 2010 ESY TRANSPORTATION LIST.

Note: Please refer to chapter 4 of this document for special transportation procedures for students with disabilities accessing 2010 Educational Summer Services.

DELIVERY OF ESY SERVICES

Teachers providing ESY services are to maintain attendance and participation logs utilizing the **School Based ESY Services Log (FM-6574)**. Teachers must have a copy of each student's IEP and utilize it to provide the designated services. Recommended activities and support materials are available through the ESY website at <http://ese.dadeschools.net>. Select "Site Directory/Services and Programs" then scroll down to find "ESY."

At the close of ESY services, the original ESY Services Logs are to be filed in the students' record folders, if the cumulative file is available, and a copy is to be sent to the

Region Office SPED Instructional Supervisor. If the cumulative file is **not** available, both the original and the copy are to be sent to the Region Office; the original is forwarded to the school with the student's record folder.

ESY materials and supplies remaining at the end of the services are to be boxed and labeled. Inform the Region Office as to the location of the materials and supplies so that they may be available for future use.



Summer Implementation Document

VOLUNTARY PREKINDERGARTEN (VPK) 2010 EDUCATIONAL SUMMER SERVICES

In collaboration with The Miami-Dade Community Action Agency, Head Start/Early Head Start Program, the Miami-Dade County Public Schools Summer VPK Program will be housed at Head Start Facilities in the northern, central, and southern portions of the county.

Weekdays: June 14, 2010 – August 9, 2010 (300 hours) 7:30 a.m. – 4:00 p.m.
No school on July 5, 2010

Instructional Time: 300 Instructional Hours for Students – 40 days (7.5 hours of instruction per day and 60 minutes for rest/quiet time)

CURRICULUM

The prekindergarten program of Miami-Dade County Public Schools (M-DCPS) utilizes the High/Scope Preschool Curriculum which provides experiences for oral language and concept and skills development through active manipulation of materials. The curriculum provides opportunities for children to make decisions, initiate activities, solve problems, develop a positive sense of self, and practice critical and creative thinking.

Additionally, the literacy instruction will be provided through the use of the Houghton-Mifflin Pre-K program. This program focuses on these four major areas of literacy development: oral language and vocabulary, phonological awareness, comprehension, letter recognition. The components foster the cognitive and literacy learning skills needed for success in kindergarten. The themes that will be used for the summer are:

Theme 6: Construction Zone
Theme 9: Growing and Changing
Theme 10: Ready for Kindergarten!

STAFFING

- Certified teachers, with priority given to those certified in early childhood and experience in prekindergarten. Each teacher will have a class with a maximum of 12 children and will teach either Block 1 or Block 2. This means that a given class of students will have two teachers throughout the day.

Teacher Block 1 Hourly Rate on P payroll 7:15 a.m. – 12:15 p.m.

Teacher Block 2 Hourly Rate on P payroll 11:15 a.m. – 4:15 p.m.

- Minimum of 4 students in a class
 - Maximum of 12 students in a class
 - If enrollment exceeds the maximum per class (12), another teacher must be hired. The number of children enrolled and in attendance must be divided among all of the teachers to ensure that at least 4 children are in each class.
 - If enrollment drops below the minimum of 4 children per teacher, classes must be consolidated and appropriate personnel reduction action taken.
- VPK Summer Program employment is contingent upon student enrollment.**

NOTE: Two classes (2 teachers/maximum 24 children) may share a classroom. Student Instructional Hours: 7:30 a.m. – 4:00 p.m. Monday through Friday.

PAYROLL SCHEDULE AND PROCEDURES

All personnel for the VPK Summer Program must be hired using program number **8504** with the following payroll codes.

PAYROLL CODES	TITLES
P	Hourly Rated Instructional/Non-instructional

SUMMER SERVICES AT PRE-K (VPK) CENTERS – 2010 PAY CODE: P

To payroll clerks must enter write-ins for hours worked during the last two pay periods, as pay code “P” will not appear in the automated summer payroll (PARS). To properly identify these transactions, they must indicate “VPK” in the comments section of the write-in transactions.

PAY PERIOD	PAY CODES	AUTOMATED SUMMER PAYROLL AVAILABLE	WRITE-INS REQUIRED
6/11-6/24/10	P*	YES	NO
6/25-7/08/10	P*	YES	NO
7/09-7/22/10	P*	YES	NO
7/23-8/5/10	P	NO	YES
8/06-8/19/10	P	NO	YES

*There will not be the need for write-ins for these pay periods as the “P” will be included in the “Automated Summer Payroll” (PARS). The locations must report all hours worked in the Automated Summer Payroll (PARS) System.

STUDENT ATTENDANCE

Students must be entered into Location Number **9003**.

When entering the students into ISIS, the school must utilize program code “V” and course code number 5100590. The “O” status code indicates that the student is not counted in the school’s attendance for FTE purposes. The VPK Summer Program does not generate FTE/FEFP. The Certificate of Eligibility (COE) number must be entered into ISIS to complete the child’s registration.

PARENT ACTION

- Parents must get a Certificate of Eligibility (COE) from CDS by calling 305-373-3521 or visiting www.vpkhelp.org for current locations and procedures.
- Parents must present a COE for the 2009-2010 school year for children who turned 4 years old on or before September 1, 2009. Children attending the program are entering kindergarten for the 2010-2011 school year and have never attended a 2009-2010 public or private VPK program.
- Parents must present complete school registration documents.

TRANSPORTATION

No transportation will be provided for prekindergarten students.

FOOD SERVICES

Meal services will be provided.

CHILDREN WITH SPECIAL NEEDS

The Summer VPK Program is not equipped to provide services prescribed on an Individual Education Plan (IEP) or ESY. Please refer to Chapter 3, page 11 for ESY services from the Prekindergarten Program for Children with Disabilities. Other questions regarding Summer VPK for students with disabilities may be answered at www.vpkhelp.org.

VPK SUMMER PROGRAM 2010 PRE-K CENTERS

Head Start Center	Address
Colonel Zubkoff Comprehensive Center	55 N.W. 199 Street Miami, FL 33169-2917
Bethune Enrichment Center	2900 N.W. 43 Terrace Miami, FL 33142-4414
Isaac A. Withers Enrichment Center	21300 S.W. 122 Avenue Goulds, FL 33170-5803



Summer Implementation Document

APPENDIX A

LIST OF OPEN RECEIVING/CLUSTERED SUMMER CENTERS



Summer Implementation Document

2010 DISTRICT SUMMER CENTERS

Region I		
Open Summer Centers	Feeder Schools	Eligible Services
ELEMENTARY SCHOOLS		
Bunche Park Elementary	<ul style="list-style-type: none"> • Charles D. Wyche Elementary • Dr. Robert B. Ingram Elementary • Golden Glades Elementary • Joella C. Good Elementary • Nathan B. Young Elementary • North Dade Center for Modern Languages • Rainbow Park Elementary 	Grade 3 Summer Reading Camp for retained third grade students YWCA ESY
Ben Sheppard Elementary	<ul style="list-style-type: none"> • Bob Graham Education Center • Ernest R. Graham Elementary • Hialeah Gardens Elementary • James H. Bright/J. W. Johnson Elementary • John I Smith Elementary • Marcos A. Milam K-8 Center • Miami Lakes K-8 Center • Palm Springs North Elementary • Eugenia B. Thomas Elementary • Dr. Rolando Espinosa K-8 Center • West Hialeah Gardens Elementary 	Grade 3 Summer Reading Camp for retained third grade students After School Principal Operated Summer Camp
Amelia Earhart Elementary	<ul style="list-style-type: none"> • Flamingo Elementary • John G. Dupuis Elementary • Mae Walters Elementary • Meadowlane Elementary • North Hialeah Elementary • North Twin Lakes Elementary • Palm Lakes Elementary • Palm Springs Elementary • Spanish Lake Elementary • Twin Lakes Elementary 	Grade 3 Summer Reading Camp for retained third grade students After School Principal Operated Summer Camp ESY
Dr. Henry W. Mack/West Little River Elementary	<ul style="list-style-type: none"> • Arcola Lake Elementary • Benjamin Franklin Elementary • Broadmoor Elementary • Carrie P. Meek/Westview Elementary • Henry E. S. Reeves Elementary • Lakeview Elementary • Miami Park Elementary • Van E. Blanton Elementary 	Educational Services for Incoming Third Grade students that scored first quartile in the Stanford Achievement Test, Tenth Edition, 2009-10 Grade 3 Summer Reading Camp for retained third grade students YMCA

2010 DISTRICT SUMMER CENTERS

Region I		
Open Summer Centers	Feeder Schools	Eligible Services
MIDDLE SCHOOLS		
Hialeah Middle	<ul style="list-style-type: none"> • Henry Filer Middle • Lawton Chiles Middle • Madison Middle • Miami Lakes Middle • North Dade Middle • Palm Springs Middle • Westview Middle 	<p>Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion</p> <p>Use Local Parks</p> <p>ESY</p>
Jose Marti Middle	<ul style="list-style-type: none"> • Bob Graham Education Center • Country Club Middle • Doral Middle • Dr. Rolando Espinosa K-8 Center • Eugenia B. Thomas K-8 Center • Hialeah Gardens Middle • Marcos A. Milam K-8 Center • Miami Lakes K-8 Center 	<p>Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion</p> <p>Use Local Parks</p> <p>ESY</p>
SENIOR HIGH SCHOOL SERVICES		
Adult/Vocational Schools		
<p><i>Students in grades 9-12 who will be co-enrolled in Adult Education for course recovery and promotion/graduation</i></p>		

2010 DISTRICT SUMMER CENTERS

Region II		
Open Summer Centers	Feeder Schools	Eligible Services
ELEMENTARY SCHOOLS		
Norwood Elementary	<ul style="list-style-type: none"> • Crestview Elementary • Fulford Elementary • Greynolds Park Elementary • Hibiscus Elementary • Virginia A. Boone/Highland Oaks Elem • Madie Ives Elementary • Myrtle Grove Elementary • Norland Elementary • Ojus Elementary • Parkview Elementary • Parkway Elementary • Gertrude K. Edelman/Sabal Palm Elem • Scott Lake Elementary 	<p>Grade 3 Summer Reading Camp for retained third grade students</p> <p>YWCA</p> <p>ESY</p>
Miami Gardens Elementary	<ul style="list-style-type: none"> • Brentwood Elementary • Carol City Elementary • Barbara Hawkins Elementary • Lake Stevens Elementary • North Glade Elementary • North County Elementary • Skyway Elementary 	<p>Educational Services for Incoming Third Grade students that scored first quartile in the Stanford Achievement Test, Tenth Edition, 2009-10</p> <p>Grade 3 Summer Reading Camp for retained third grade students</p> <p>FCAA</p>
Morningside Elementary	<ul style="list-style-type: none"> • Edison Park Elementary • Jesse J. McCrary/Little River Elementary • Miami Shores Elementary • Phyllis Miller Elementary • Shadowlawn Elementary • Touissant L'Ouverture Elementary 	<p>Educational Services for Incoming Third Grade students that scored first quartile in the Stanford Achievement Test, Tenth Edition, 2009-10</p> <p>Grade 3 Summer Reading Camp for retained third grade students</p> <p>YMCA</p>
Biscayne Gardens Elementary	<ul style="list-style-type: none"> • David Lawrence, Jr. K-8 Center • Arch Creek Elementary • North Miami Elementary • William J. Bryan Elementary • Gragny Elementary • Oak Grove Elementary • Natural Bridge Elementary • Hubert O. Sibley Elementary • Linda Lentin K-8 Center 	<p>Grade 3 Summer Reading Camp for retained third grade students</p> <p>YWCA</p> <p>ESY</p>

2010 DISTRICT SUMMER CENTERS

Region II		
Open Summer Centers	Feeder Schools	Eligible Services
K-8 Centers		
Fienberg/Fisher K-8 Center	<ul style="list-style-type: none"> • Aventura Waterways K-8 Center • Biscayne Elementary • Ruth K/Broad Bay Harbor K-8 Center • Sunny Isles Beach Community School • North Beach Elementary • South Pointe Elementary • Treasure Island Elementary • Nautilus Middle 	<p>Grade 3 Summer Reading Camp for retained third grade students</p> <p>Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion</p> <p>Adult Center After School Principal Operated Summer Camp</p> <p>ESY</p>
MIDDLE SCHOOLS		
Parkway Middle	<ul style="list-style-type: none"> • Andover Middle • Carol City Middle • Highland Oaks Middle • Lake Stevens Middle • Norland Middle 	<p>Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion</p> <p>Use Local Parks</p> <p>ESY</p> <p>Norland Middle ESY Only</p>
Thomas Jefferson Middle	<ul style="list-style-type: none"> • Biscayne Gardens Elementary (6) • Gratigny Elementary (6) • Hubert O Sibley Elementary • David Lawrence, Jr. K-8 Center • North Miami Middle • Oak Grove Elementary (6) • Horace Mann Middle • Edison Middle • John F. Kennedy Middle • Linda Lentin K-8 Center (6, 7, 8) 	<p>Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion</p> <p>Use Local Parks</p> <p>ESY</p>
SENIOR HIGH SCHOOLS SERVICES		
Adult/Vocational Schools		
<p><i>Students in grades 9-12 who will be co-enrolled in Adult Education for course recovery and promotion/graduation</i></p>		

2010 DISTRICT SUMMER CENTERS

Region III		
Open Summer Centers	Feeder Schools	Eligible Services
ELEMENTARY SCHOOLS		
Lillie C. Evans Elementary	<ul style="list-style-type: none"> • Thena C. Crowder Elementary (Region II) • Charles R. Drew Elementary • Liberty City Elementary • Holmes Elementary • Orchard Villa Elementary • Poinciana Park Elementary 	<p>Educational Services for Incoming Third Grade students that scored first quartile in the Stanford Achievement Test, Tenth Edition, 2009-10</p> <p>Grade 3 Summer Reading Camp for retained third grade students</p>
Miami Springs Elementary	<ul style="list-style-type: none"> • Lorah Park Elementary • Hialeah Elementary • South Hialeah Elementary • Springview Elementary 	<p>Grade 3 Summer Reading Camp for retained third grade students</p> <p>After School – Principal Operated Summer Camp</p>
Melrose Elementary	<ul style="list-style-type: none"> • Maya Angelou Elementary • Comstock Elementary • Earlington Heights Elementary • Lenora Braynon.Smith Elementary • Olinda Elementary • Kelsey Pharr Elementary • Santa Clara Elementary 	<p>Grade 3 Summer Reading Camp for retained third grade students</p> <p>YWCA</p>
Henry M. Flagler Elementary	<ul style="list-style-type: none"> • Auburndale Elementary • Fairlawn Elementary • Kensington Park Elementary • Kinloch Park Elementary 	<p>Grade 3 Summer Reading Camp for retained third grade students</p> <p>After School Principal Operated Summer Camp</p> <p>ESY Auburndale ESY ONLY</p>
Coconut Grove Elementary	<ul style="list-style-type: none"> • George Washington Carver Elementary • Coral Gables Elementary • Sunset Elementary • Silver Bluff Elementary • Frances S. Tucker Elementary • Henry S. West Laboratory Elementary 	<p>Grade 3 Summer Reading Camp for retained third grade students</p> <p>After School Principal Operated Summer Camp</p>
Coral Way K-8 Center	<ul style="list-style-type: none"> • Ada Merritt K-8 Center • Key Biscayne K-8 Center • Citrus Grove Elementary • Shenandoah Elementary • Southside Elementary • Riverside Elementary 	<p>Grade 3 Summer Reading Camp for retained third grade students</p> <p>Sixth, seventh, and eight grade students who are either in need of retaking one failed course OR are missing one course required for promotion</p> <p>Community School Operated</p>

2010 DISTRICT SUMMER CENTERS

Region III		
Open Summer Centers	Feeder Schools	Eligible Services
Phillis Wheatley Elementary	<ul style="list-style-type: none"> Frederick Douglass Elementary Paul Laurence Dunbar Elementary Eneida M. Hartner Elementary 	Educational Services for Incoming Third Grade students that scored first quartile in the Stanford Achievement Test, Tenth Edition, 2009-10 Grade 3 Summer Reading Camp for retained third grade students YWCA
MIDDLE SCHOOLS		
David Fairchild Elementary	<ul style="list-style-type: none"> Coral Terrace Elementary Emerson Elementary Flagami Elementary Ludlam Elementary Sylvania Heights Elementary South Miami K-8 Center (3) 	Grade 3 Summer Reading Camp for retained third grade students YMCA
Charles Drew Middle	<ul style="list-style-type: none"> Brownsville Middle Miami Springs Middle Lillie C. Evans Elementary (6) 	Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion Local Parks
Citrus Grove Middle	<ul style="list-style-type: none"> Kinloch Middle Shenandoah Middle George Washington Carver Middle Young Women's Preparatory Academy 	Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion ESY Local Parks
Jose de Diego Middle	<ul style="list-style-type: none"> Allapattah Middle Paul Laurence Dunbar Elementary (6) 	Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion ESY Local Parks
South Miami Middle	<ul style="list-style-type: none"> Ponce de Leon Middle South Miami K-8 (6,7,8) West Miami Middle Henry S. West Laboratory Elem. (6) 	Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion MSE Principal Operated
SENIOR HIGH SCHOOL SERVICES		
Adult/Vocational Schools		
<i>Students in grades 9-12 who will be co-enrolled in Adult Education for course recovery and promotion/graduation</i>		

2010 DISTRICT SUMMER CENTERS

Region IV		
Open Summer Centers	Feeder Schools	Eligible Services
ELEMENTARY SCHOOLS		
Charles R. Hadley Elementary	<ul style="list-style-type: none"> • Banyan Elementary • Coral Park Elementary • E. W. F. Stirrup Elementary • Everglades K-8 Center (3) • Rockway Elementary • Seminole Elementary • Sweetwater Elementary • Royal Palm Elementary 	<p>Grade 3 Summer Reading Camp for retained third grade students</p> <p>After School Principal Operated Summer Camp</p>
Tropical Elementary	<ul style="list-style-type: none"> • Marjory Stoneman Douglas Elementary • Dr. Carlos J. Finlay Elementary • Greenglade Elementary • Olympia Heights Elementary • Cypress Elementary • Blue Lakes Elementary • Snapper Creek Elementary • Village Green Elementary 	<p>Grade 3 Summer Reading Camp for retained third grade students</p> <p>After School Principal Operated Summer Camp</p> <p>ESY</p>
Bent Tree Elementary	<ul style="list-style-type: none"> • Sunset Park Elementary • Royal Green Elementary • Zora Neale Hurston Elementary • Dr. Manuel Barreiro Elementary • Ethel Beckham Elementary • Joe Hall Elementary • Dante B. Fascell Elementary • Bowman F. Ashe Elementary • Wesley Matthews Elementary • Jane S. Roberts K-8 Center (Elem) • Kendale Lakes Elementary • Winston Park K-8 Center (Elementary) 	<p>Grade 3 Summer Reading Camp for retained third grade students</p> <p>After School Principal Operated Summer Camp</p> <p>ESY</p>
Claude Pepper Elementary	<ul style="list-style-type: none"> • Calusa Elementary • Christina M. Eve Elementary • Colonial Drive Elementary • Devon Aire K-8 Center (3) • Dr. Gilbert L. Porter Elementary • Gloria Floyd Elementary • Kendale Elementary • Leewood K-8 Center (Elementary) • Kenwood K-8 Center (Elementary) • Norma Butler Bossard Elementary • Oliver Hoover Elementary • William Lehman Elementary 	<p>Grade 3 Summer Reading for retained third grade students</p> <p>After School Principal Operated Summer Camp</p>

2010 DISTRICT SUMMER CENTERS

Region IV		
Open Summer Centers	Feeder Schools	Eligible Services
MIDDLE SCHOOLS		
Arvida Middle	<ul style="list-style-type: none"> • Jorge Mas Canosa Middle • Herbert A. Ammons Middle • Devon Aire K-8 Center • Glades Middle • Hammocks Middle • Kenwood K-8 Center • Leewood K-8 Center • Winston Park K-8 Center 	<p>Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion</p> <p>Use Local Parks</p> <p>ESY</p>
Howard Doolin Middle	<ul style="list-style-type: none"> • Howard D. McMillan Middle • Jane Roberts K-8 Center • Zelda Glazer Middle • Lamar Louise Curry Middle • W. R. Thomas Middle • Riviera Middle • Paul W. Bell Middle • Everglades K-8 Center • Rockway Middle • Ruben Dario Middle 	<p>Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion</p> <p>Use Local Parks</p> <p>ESY</p>
SENIOR HIGH SCHOOLS SERVICES		
Adult/Vocational Schools		
<p><i>Students in grades 9-12 who will be co-enrolled in Adult Education for course recovery and promotion/graduation</i></p>		

2010 DISTRICT SUMMER CENTERS

Region V		
Open Summer Centers	Feeder Schools	Eligible Services
ELEMENTARY SCHOOLS		
Gulfstream Elementary	<ul style="list-style-type: none"> • Bel-Aire Elementary • Cutler Ridge Elementary • Jack D. Gordon Elementary • Pine Lake Elementary • Dr. E. L. Whigham Elementary • Whispering Pines Elementary 	Grade 3 Summer Reading Camp for retained third grade students After School Principal Operated Summer Camp ESY
Goulds Elementary	<ul style="list-style-type: none"> • Caribbean Elementary • Miami Heights Elementary • Pine Villa Elementary • South Miami Heights Elementary 	Educational Services for Incoming Third Grade students that scored first quartile in the Stanford Achievement Test, Tenth Edition, 2009-10 Grade 3 Summer Reading Camp for retained third grade students Cool Kids Learn (CKL)
Perrine Elementary	<ul style="list-style-type: none"> • Ethel F. Beckford/Richmond Elementary • Coral Reef Elementary • Howard Drive Elementary • Robert Russa Moton Elementary • Palmetto Elementary • Pinecrest Elementary • Frank C. Martin K-8 Center • Vineland K-8 Center 	Grade 3 Summer Reading Camp for retained third grade students After School Principal Operated Summer Camp
Mandarin Lakes K-8 Academy	<ul style="list-style-type: none"> • Air Base Elementary • Dr. William A. Chapman Elementary • Irving & Beatrice Peskoe Elementary • Redland Elementary • Leisure City K-8 Center • Coconut Palm K-8 Academy 	Grade 3 Summer Reading Camp for retained third grade students After School Principal Operated Summer Camp ESY
Laura C. Saunders Elementary	<ul style="list-style-type: none"> • Avocado Elementary • Campbell Drive Elementary • Florida City Elementary • Redondo Elementary • West Homestead Elementary • Gateway Environmental K-8 Center 	Grade 3 Summer Reading Camp for retained third grade students YMCA

2010 DISTRICT SUMMER CENTERS

Region V		
Open Summer Centers	Feeder Schools	Eligible Services
MIDDLE SCHOOLS		
Cutler Ridge Middle	<ul style="list-style-type: none"> • Centennial Middle • Arthur & Polly Mays Middle • Palmetto Middle • Richmond Heights Middle • Southwood Middle • Frank C. Martin K-8 Center • Vineland K-8 Center • ESY Only – Designated Sr. High 	<p>Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion</p> <p>Use Local Parks</p> <p>ESY</p>
Campbell Drive Middle	<ul style="list-style-type: none"> • Homestead Middle • Redland Middle • Coconut Palm K-8 Academy • Leisure City K-8 Center • Mandarin Lakes K-8 Academy • South Dade Middle • ESY Only – Designated Sr. High 	<p>Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion</p> <p>Use Local Parks</p>
SENIOR HIGH SCHOOL SERVICES		
Adult/Vocational Schools		
<p><i>Students in grades 9-12 who will be co-enrolled in Adult Education for course recovery and promotion/graduation</i></p>		

2010 DISTRICT SUMMER CENTERS

Alternative Education		
Open Disciplinary Summer Centers	Feeder Schools	Eligible Services
*YWAACD@ Miami Douglas MacArthur North Senior High	<ul style="list-style-type: none"> Jan Mann Opportunity School Miami Douglas MacArthur North 	Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion (Co-ed facilities) Non-disciplinary students are referred to their home school.
*YWAACD @ J.R.E. Lee Opportunity School	<ul style="list-style-type: none"> JRE Lee Opportunity School Miami Douglas MacArthur South 	Sixth, seventh, and eighth grade students who are either in need of retaking one failed course OR are missing one course required for promotion (Co-ed facilities) Non-disciplinary students are referred to their home school.

****Disciplinary students assigned to the 500 Role Model Academy who meet criteria for enrollment may attend the Open Disciplinary Summer School closest in proximity to their residence.***

Specialized Centers	
Open Summer Centers	Eligible Services
Robert Renick Educational Center	Open from 8:15 a.m. – 1:45 p.m. for identified students with disabilities whose days and/or minutes of ESY services do not conform to the District’s summer services timeline. This extended day information has been provided to transportation.
Ruth Owens Kruse Educational Center	
Merrick Educational Center	
Neva King Cooper Educational Center	



Summer Implementation Document

APPENDIX B

PARKS AND RECREATION AGENCIES AND LIST OF MAYORS WITHIN MIAMI-DADE COUNTY, FLORIDA



Summer Implementation Document

**PARKS AND RECREATION AGENCIES WITHIN
MIAMI-DADE COUNTY, FLORIDA**

Aventura Community Services
3375 N.E. 188 Street
Aventura, Florida 33180
Phone: 305-466-3883
www.cityofaventura.com

Bal Harbour Village
655 96 Street
Bal Harbour, Florida 33154
Phone: 305-866-8597
www.balharbour.com

Village of **Biscayne Park**
11400 N.E. 9 Court
Biscayne Park, Florida 33161
Phone: 305-893-3711
www.info@biscayneparkfl.gov

Coral Gables Parks & Recreation
405 University Drive
Coral Gables, Florida 33134
Phone: 305-460-5600
www.coralgables.com

Cutler Bay Parks and Recreation
10100 S.W. 200 Street
Cutler Bay, Florida 33189
Phone: 305-238-4166
www.cutlerbay-fl.gov

The City of **Florida City**
404 West Palm Drive
Florida City, Florida 33034
Phone: 305-248-6467
www.floridacityfl.us

City of **Hialeah Recreation & Community Services**
5601 East 8 Avenue
Hialeah, Florida 33013
Phone: 305-687-2650
www.hialeahfl.gov

City of **Hialeah Gardens**
13501 N.W. 107 Avenue
Hialeah Gardens, Florida 33018
Phone: 305-558-2331
www.cityofhialeahgardens.com

Homestead Parks & Recreation Dept.
350 S.E. 6 Avenue
Homestead, Florida 33030
Phone: 305-224-4570
www.cityofhomestead.com

Town of **Golden Beach Recreation Dept.**
1 Golden Beach Drive
Golden Beach, Florida 33160
Phone: 305-932-0744, ext. 221
www.goldenbeach.us

Village of **Key Biscayne Recreation Dept.**
10 Village Green Way
Key Biscayne, Florida 33149
Phone: 305-365-8900
www.keybiscayne.fl.gov

Town of **Medley**
7901 N.W. South River Drive
Medley, Florida 33166
Phone: 305-887-0140
www.townofmedley.com

City of **Miami Parks & Recreation**
444 S.W. 2 Avenue
Miami, Florida 33130
Phone: 305-416-1320
www.cityofmiami.org

Miami Beach Parks & Recreation
2100 Washington Avenue
Miami Beach, Florida 33139
Phone: 305-673-7730
www.miami.beachfl.gov

PARKS AND RECREATION AGENCIES WITHIN MIAMI-DADE COUNTY, FLORIDA

Miami-Dade Parks & Recreation Dept.
275 N.W. 2 Street
Miami, Florida 33128
Phone: 305-755-7800
www.miami.dade.gov

Village of **Pinecrest Parks and Recreation**
5855 S.W. 111 Street
Pinecrest, Florida 33156
Phone: 305-669-6942
www.pinecrest-fl.gov

Miami Lakes Parks and Recreation Dept.
15700 N.W. 67 Avenue
Miami Lakes, Florida 33014
Phone: 305-364-6100
www.miamilakes-fl.gov

City of **South Miami Parks & Recreation**
5800 S.W. 66 Street
South Miami, Florida 33143
Phone: 305-668-7232
www.cityofsouthmiami.net

Miami Shores Village Recreation Dept.
9617 Park Drive
Miami Shores, Florida 33138
Phone: 305-795-2233
www.miamishoresvillages.com

Sunny Isles Beach Parks & Recreation
18115 North Bay Road
Sunny Isles Beach, Florida 33160
Phone: 305-792-1706
www.sibfl.net

City of **North Miami Parks & Recreation**
810 N.E. 125 Street
North Miami, Florida 33161
Phone: 305-893-6511
www.northmiamifl.gov

Surfside Recreation Dept.
9293 Harding Avenue
Surfside, Florida 33154
Phone: 305- 866-3635
www.townofsurfsidefl.gov

North Miami Beach Parks & Recreation
17051 N.E. 19 Avenue
North Miami Beach, Florida 33162
Phone: 305-948-2990
www.cityymb.com

Sweetwater Parks & Recreation Dept.
250 S.W. 114 Avenue
Sweetwater, Florida 33175
Phone: 305-551-4774

City of **Miami Springs Parks & Recreation**
1401 Westward Drive
Miami Springs, Florida 33166
Phone: 305-805-5075
www.miamispring-fl.gov

Virginia Gardens Parks and Recreation
6498 N.W. 38 Terrace
Virginia Gardens, Florida 33166
Phone: 305-871-6104
www.virginiagardens-fl.gov

City of **Opa-Locka**
14295 N.W. 21 Court
Opa-Locka, Florida 33054
Phone: 305-953-3042
www.opalockafl.gov

West Miami Recreation Center
1700 S.W. 62 Avenue
West Miami, Florida 33155
Phone: 305-261-5566

LIST OF MAYORS WITHIN MIAMI-DADE COUNTY, FLORIDA

The Honorable Susan Gottlieb
City of **Aventura**
19200 West Country Drive
Aventura, Florida 33180
Ph: 305-466-8900
www.cityofaventura.com

The Honorable Jean Rosenfield
Village of **Bal Harbour**
655 96 Street
Bal Harbour, Florida 33154
Ph: 305-866-4633
www.balharbourgov.com

The Honorable Kenneth Weinstein
Town of **Bay Harbour Islands**
9665 Bay Harbour Terrace
Bay Harbour, Florida 33154
Ph: 305-866-6241
www.bayharbourislands.org

The Honorable Roxanna S. Ross
Village of **Biscayne Park**
640 N. E. 114 Street
Biscayne Park, Florida 33161
Ph: 305-899-8000
www.biscayneparkfl.gov

The Honorable Donald D. Slesnick, II
City of **Coral Gables**
405 Biltmore Way
Coral Gables, Florida 33134
Ph: 305-460-5220
www.coralgables.com

The Honorable Paul Vrooman
Town of **Cutler Bay**
10720 Caribbean Blvd., Suite 105
Cutler Bay, FL 33189
www.thetownofcutlerbay.com

The Honorable Juan Carlos Bermudez
City of **Doral**
8300 N.W. 53 Street, Suite 100
Doral, Florida 33166
Ph: 305-593-6725
www.cityofdoral.com

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The Honorable Ramon Rodriguez
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The Honorable Tomas P. Regalado
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The Honorable Matti H. Bower
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The Honorable Colley Billie
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The Honorable Oscar Alfonso
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The Honorable Andre Pierre
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The Honorable Myron Rosner
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LIST OF MAYORS WITHIN MIAMI-DADE COUNTY, FLORIDA

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The Honorable Eugene P. Flinn
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The Honorable Phillip K. Stoddard, Ph. D.
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The Honorable Manuel Maroño
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The Honorable Fred Spencer Deno, IV
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The Honorable Eduardo Muhina
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Summer Implementation Document

The School Board of Miami-Dade County, Florida, adheres to a policy of nondiscrimination in employment and educational programs/activities and programs/activities receiving Federal financial assistance from the Department of Education, and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender.

Age Discrimination in Employment Act of 1967 (ADEA), as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40.

The Equal Pay Act of 1963, as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

School Board Rules 6Gx13- 4A-1.01, 6Gx13- 4A-1.32, and 6Gx13- 5D-1.10 - prohibit harassment and/or discrimination against a student or employee on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference, pregnancy, or disability.

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.