2010-2011

Elementary/VPK
Extended School Year Services Guidelines

Heather Fiorentino, Superintendent

Board approved April 5, 2011
Part V of Chapter 1002, Florida Statutes (F.S.) addresses VPK Education Program implementation options: a 540-hour program offered during the school-year for districts who have met class size requirements and a 300-hour program offered during the summer, not to begin earlier than May 1 of the school-year. Although the VPK program is not funded through the Florida Educational Finance Program (FEFP), school districts must offer the VPK summer program to all eligible children.

**VPK Funding**
Funding is based on student participation. Teachers must submit attendance documentation each month to Prekindergarten Services, signed by the parent.

**Student Eligibility**
All children who reside in Florida who attain 5 years of age on or before September 1, 2011, are eligible to participate in the VPK summer program provided the child has not already participated in the 2010-2011 VPK school year program. Application for enrollment in the summer VPK program is conducted by the Early Learning Coalition of Pasco Hernando in collaboration with the school district’s Department of Prekindergarten Services.

**2011 VPK Summer Sites**
Chester W. Taylor Elementary
Gulf Highlands Elementary

**VPK Program Dates and Student Hours**
Parent Orientation - Thursday, June 9 (5:00-7:00 PM)
Student Contact Time - Student hours of operation are 7:30 AM-5:00 PM on the following dates/days:
  - June 13-30 (Monday – Thursday)
  - July 5-8 (Monday, July 4 – Holiday)
  - July 11-28 (Monday – Thursday)
  - August 1-3
Literacy Nights - Conducted every Thursday evening during program service weeks from 5:00–8:00 PM as follows: June 16, 23, 30, July 7, 14, 21, 28

**Filling Positions**
Classes must maintain an adult child ratio that does not exceed 12:1. Prekindergarten Services will screen and select teachers for those positions in accordance with the Florida Office of Early Learning guidelines and the Memorandum of Understanding.

**Teacher Work Schedule**
Teacher hours are 7:00 AM-5:15 PM (10.25 hours) on Student Contact Dates (see above).
Additional work dates/hours are:
  - June 9 (9.25 hours) 10:00 AM-7:15 PM; Planning, Classroom Preparation, Parent Orientation (5:00-7:00 PM)
  - June 10 (7.5 hours) 8:30 AM-4:00 PM; VPK Training, Planning
  - August 4 (7.5 hours) 8:30 AM-4:00 PM; Planning and Packing

Pay rate will be in accordance with the Memorandum of Understanding (MOU).
VPK Allocations

- Up to ten (10) teachers per site. Allocations will be earned and adjusted as necessary to help maintain the required 12:1 certified teacher to student ratio.
- 3.75 hours of clerical assistance daily for each site.
- Up to 2.0 hours per day for custodial assistance for each site. (Approximately 20 minutes per classroom per day for custodial assistance for each site).

VPK Progress Reporting

Student progress is to be communicated to families each week using the “My Week In Summer Voluntary Pre-K.” Progress Monitoring will be conducted utilizing an assessment system distributed by the Prekindergarten Services Department. Cumulative records and teacher files will be forwarded to the receiving school district kindergarten site at the conclusion of the summer program.
Extended School Year Services (ESY)
Florida school law F.S.1011.62(1)(f)(1) created a categorical fund, cited as “Supplemental Academic Instruction Categorical Fund,” to provide supplemental academic instruction to students in kindergarten through grade 12.

Florida school law F.S.1011.62(1)(f)(2) states “categorical funds for supplemental academic instruction shall be allocated annually to each school district in the amount provided in the General Appropriations Act. These funds shall be in addition to the funds appropriated on the basis of FTE student membership in the Florida Education Finance Program and shall be included in the total potential funds of each district. These funds shall be used to provide supplemental academic instruction to students enrolled in the K-12 program. Supplemental instruction strategies may include, but are not limited to: modified curriculum, reading instruction, after-school instruction, tutoring, mentoring, class size reduction, extended school year, intensive skills development in summer school, and other methods for improving student achievement. Supplemental instruction may be provided to a student in any manner and at any time during or beyond the regular 180-day term identified by the school as being the most effective and efficient way to best help that student progress from grade to grade and to graduate.”

ESY Allocations

Basic Instructional Allocations (Elementary 1:12)
Elementary schools will receive allocations based on the number of 3rd grade Level 1 students.

In most cases, instructional assistants will not be allocated for Basic ESY. If schools feel extenuating circumstances exist that warrant consideration of instructional assistant support for ESE students served in basic ESY, approval must be obtained from the appropriate Assistant Superintendent and Director of ESE.

If a student requires an Interpreter during the regular school year and is recommended for Basic ESY, be sure to indicate the need for an Interpreter allocation on the Basic ESY Allocation Response form.

ESE Allocations
Allocations will be based upon the total number of ESE students identified as requiring ESY services. Most ESE programs will follow a VE model. The ESE Department will ask each school for allocation request forms and supporting documentation. This information will be gathered using the following forms:

ESE Extended School Year Services - Speech Language Therapy form. This form is completed by each school using information from each Speech Language Pathologist. The form is for requesting ESY Speech Language services, including ESE-ESY, Basic ESY, or Speech Language Clinic ESY.

ESE Extended School Year Services - Allocation Request form. This form is completed using information from all ESE teachers. It should be completed by the school administrator or designee and submitted to the ESE Department as soon as possible.
Staffing ratios for the designated ESY school sites will be based on the data reported. Speech Therapy will be provided on a clinic basis at an east, west and central site.

PT/OT services will also be offered during regular ESY dates and at other times during the summer as determined by the T/IEP team.

If a student requires an Interpreter during the regular school year and is recommended for Basic ESY, be sure to indicate the need for an Interpreter allocation on the Basic ESY Allocation Response form.

**Instructional Support**
Elementary K-12 Literacy Coach, Instructional Media or Technology Specialists – 120 hours (if the K-12 Literacy Coach is unable to work, please contact Rachel Powers, Supervisor of Reading, to discuss alternatives).

**Alternate Staff Funding Options**
Internal accounts, lottery funds and A+ funds may be used to support additional summer staff.

**Instructional Supplies and Materials**
A flat rate of $50 per teacher per session will be allocated for instructional supplies and materials. An additional $100 per teacher is available for reading camp participants (i.e., $150 maximum).

**Bus Procedures**

1. ESY transportation arrangements/bus registration forms are to be completed by the parent and collected by the school. Individual forms and not lists must be used.
2. All forms for regular bus riders will be picked up by the Route Specialist on May 9.
3. All transportation forms for ESE bus riders are to be clipped together and sent to the ESE Transportation Coordinator.
4. When the forms are returned to the schools, they may be copied and mailed or given to the parents to inform the parents of bus stops and times.
5. Transportation forms should be sent to the ESY site for any students attending programs being housed in other schools for the summer session.
6. The forms may be divided into routes (S54) and alphabetized and given to the driver in lieu of bus passes.
7. Charter schools will be charged for transportation costs for students attending the Summer Reading Camp.

*ESY Transportation Arrangements - Appendix 5*
*ESY Charter School Student Transportation - Appendix 5*

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**Elementary School - Personnel**

**PROGRAM DATES (Student Attendance):**

Reading Camp
June 15 to July 20, 2011
July 21, 2011 *
*Schools closed on Friday, June 17, 24, July 1, 8, and 15*
July 4, 2011 – Student and Teacher Holiday
**Instructional and Non-instructional Employees**

**Filling positions:**
Please refer to the Memorandum of Understanding for ESY Programs for specific details regarding the hiring procedures for ESY.

**Work Schedule:**
**Reading Camp Teacher Work Schedules:**
- 1 day of pre/post-planning - June 14, 2011 (hours are flexible)
- 21 days at 4.0 hours per day

**PLACE Program**
Child Care Assistants will be employed for the summer program based on program attendance, according to the following ratio:

<table>
<thead>
<tr>
<th>Number of Children</th>
<th>0-75</th>
<th>76-100</th>
<th>101-125</th>
<th>126-150</th>
<th>151-175</th>
<th>176-200</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Groups</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
</tbody>
</table>

**Transportation Department**
Bus drivers, relief bus drivers and transportation assistants will work according to the schedules developed by the Transportation Department. All non-instructional transportation employees will be paid at their regular rates of pay. In any week that exceeds 40 hours, overtime will be paid at the rate of time and one-half per hour in excess of a 40-hour week.

**Special notes related to ESY/Reading Camp personnel**
**NOTE 1:** To maintain program continuity, reading camp teachers need to commit to the entire 6-week session.

**NOTE 2:** Teachers should not schedule themselves to attend staff development trainings during ESY. If teachers voluntarily commit to staff development sessions during ESY, principal permission is needed, and the teacher will receive the in-service rate of pay if pay is offered for the training.

**NOTE 3:** Appointment for ESY is contingent upon the maintenance of sufficient enrollment to justify employment. If student enrollment/services needed decreases during ESY, it is the responsibility of the principal/work site supervisor to reduce staff accordingly.

**NOTE 4:** A teacher employed during the regular school year who works as a substitute teacher during ESY will be paid his/her regular hourly rate. A substitute who is not a regular employee of the district will receive the hourly rate normally paid to substitutes during the regular school year. A substitute is defined as a teacher who is temporarily replacing a contracted employee.

**Fee Supported Programs**
For guidelines and procedures for Fee Supported Programs (School Sponsored/Fee Supported Program, Employee Sponsored/Fee Supported Program), contact Renalia DuBose’s office at x42856.

Students who attend a fee-based program when ESY is offered do not have to meet ESY eligibility requirements. These students are not to be claimed for transportation funding. Bus transportation would be on a space available basis.

Fee-based programs do not earn academic credit.

Offering any fee-based program depends on demand, sufficient enrollment, finance, assistant
superintendent, and principal approval.

For additional information, please refer to the District School Board of Pasco County Fee-Based Camps Procedures.

Fee-Based Camp Procedures - Appendix 8

Elementary School Programs

Basic ESY (Summer Reading Camp)

Student Eligibility

• Grade 3 students scoring a Level 1 on the FCAT 2.0 Reading are eligible for the extended six-week (21 day) summer reading camp.

• Eligible charter school students are allowed to attend at their zoned school.

• ESE students who meet the eligibility criteria for Basic ESY services should attend Basic ESY. Students who are being recommended for Basic ESY services should not have ESY added to the T/IEP since they are receiving a service that any student who meets the eligibility criteria would receive. If an ESE student meets the eligibility guidelines for Basic ESY, he/she must attend his/her neighborhood school in order to receive basic transportation. The neighborhood school is not the ESE program boundary school. If the parents want the student to attend his/her current ESE boundaried school, they are responsible for providing transportation.

Special note: On a case-by-case scenario, ESE students with disabilities who require specialized accommodations (behavioral needs, medical needs, etc.) may attend their program feeder school for basic ESY per program supervisor approval. These students are eligible for transportation.

Summer Reading Camp Instructional Design

The following instructional design for Summer Reading Camp is in accordance with the K-12 Comprehensive Reading Plan as indicated by Just Read! Florida.

• Initial explicit teacher modeling of reading skills (i.e. drawing conclusions) and strategies (i.e. question generating) with increasing complex texts, or making words lessons aligned with assessment data

• Student application of reading skill/reading strategy with various text types

• Independent reading practice and individual teacher/student conferencing

• Teacher led small group differentiated reading practice – A.L.L. lesson or guided reading lesson with instructional level text – Fluency Building & Comprehension Development Stations

• Teacher Read Aloud & Summary Writing (Modeled, Shared & Independent Writing)

• Assessments administration and practice would take no longer than a quarter of the instructional day.

Please note that participating English Language Learners (ELL) must be afforded appropriate instructional strategies and modifications to provide comprehensible instruction and English language proficiency support.
Summer Reading Camp Enrollment Considerations
Charter school third grade students scoring Level 1 on the FCAT 2.0 Reading will have the opportunity to attend a district sponsored summer reading camp at their zoned school.

Summer Reading Camp Dates
Teacher Planning - June 14 (hours are flexible)
Summer Reading Camp - June 15, 16, 20, 21, 22, 23, 27, 28, 29, 30, July 5, 6, 7, 8, 11, 12, 13, 14, 18, 19, and 20
Assessment Window - Stanford Achievement Test (SAT-10) - July 18-19

Students will attend classes for 3.5 hours daily.

ESY Family Notification Letters - Appendix 1
ESY Charter School Family Notification Letter - Appendix 1
ESE-ESY Family Notification Letter - Appendix 1
ESY Transportation Arrangements - Appendix 5
ESY Charter School Student Transportation - Appendix 5
ESY Site Locations - Appendix 7

Exceptional Education Services
ESE students may be eligible for either Basic ESY or ESE-ESY. Please review the descriptions and procedures for both types of ESY services.

Basic ESY For Students with Disabilities
ESE students who meet the eligibility criteria for Basic ESY services should attend Basic ESY.
Students who are being recommended for Basic ESY services should not have ESY added to the T/IEP since they are receiving a service that any student who meets the eligibility criteria would receive. If an ESE student meets the eligibility guidelines for Basic ESY, he/she must attend his/her neighborhood school in order to receive basic transportation. The neighborhood school is not the ESE program boundary school. If the parents want the student to attend his/her current ESE boundaried school, they are responsible for providing transportation.

Special note: On a case by case scenario, ESE students who require specialized accommodations (behavioral needs, medical needs, etc.) may attend their program feeder school for basic ESY per program supervisor approval. These students are eligible for transportation.

ESE-ESY
Please do not develop the ESE-ESY T/IEP until required ESE-ESY documentation has been developed and reviewed.

According to IDEA, school districts must provide ESE-ESY services if a student requires those services in order to progress during the regular school year. The type and extent of services that are offered should be based on individual student need as determined by the T/IEP team. Guidelines used to determine eligibility for ESE-ESY services include the following:

- regression/recoupment
- critical points of instruction
- emerging skills
- nature or severity of disability
- interfering behaviors
- rate of progress
- special circumstances

If regression/recoupment is being considered, documentation is essential to support or negate the need for ESE-ESY services. A recommendation for ESE-ESY is intended to minimize significant regression in the areas of independence, self-sufficiency, behavior, and/or learned skills. ESE-ESY
services should be considered on an individual basis. It is not likely or expected that all students in a particular class would meet the guidelines for ESE-ESY services. Guidelines that can be used to determine whether a student is eligible for ESE-ESY services may include the following: regression/recoupment, critical point of instruction/emerging skills, interfering behaviors, employment, transition, and/or special circumstances, as per the *ESY Services Documentation* form. Please contact your program supervisor if you have any questions.

**ESE-ESY is not intended to provide education beyond that which has been determined appropriate by the T/IEP team for the regular school year.** Program services that are listed on the ESE-ESY T/IEP program services page should reflect particular areas of student need (e.g. reading skills, life skills, communication skills, behavior skills, etc.). These services are not expected to be identical to what is provided during the regular school year. Parental requests for ESE-ESY services must be considered; however, if the information gathered does not support the need for ESE-ESY services, a written *Informed Notice of Denial* must be provided. Please contact the Exceptional Student Education Department if an *Informed Notice of Denial* (MIS #821) is necessary.

The following procedures must be followed to ensure the provision of ESE-ESY services:

1. The *Extended School Year (ESY) Services Documentation* form must be completed when a T/IEP team considers a student for ESE-ESY services, or if a parent requests ESE-ESY services.

2. School-based administrators must review each *ESY Services Documentation* form along with all supporting documentation. An administrator must sign the form indicating that the information is accurate.

3. All ESE-ESY forms must be sent to Marilyn Lampe in the ESE Department and received by date designated on the memo. This includes: *ESY Services Documentation* form(s) with supporting documentation and the *ESY-ESY Allocation Request* form(s) completed and signed. Teachers or administrators may be contacted regarding specific concerns or if additional information is needed.

Note: Students receiving Home Instruction (HI) or Hospital/Homebound (H/HB) services must meet criteria to be eligible for ESE-ESY Services. Services that are offered should be based on the student need as determined by the T/IEP Team. If a student meets criteria for ESE-ESY, the type and extent of services may differ from the services provided during the normal school year. Prior to recommending HI or H/HB services, approval must be obtained by the appropriate ESE supervisor.

4. Once the ESE Department notifies schools of ESE-ESY program locations, a T/IEP meeting must be held to address the need for ESE-ESY. If the T/IEP team recommends ESE-ESY services, the T/IEP team must add an ESY services page.

A recommendation for ESE-ESY is intended to minimize significant regression in the areas of independence, self-sufficiency, behavior, and/or learned skills. ESE-ESY services should be considered on an individual basis. It is not likely or expected that all students in a particular class would meet the guidelines for ESE-ESY services. Guidelines that can be used to determine whether a student is eligible for ESE-ESY services may include the following: regression/recoupment, critical point of instruction/emerging skills, interfering behaviors, employment, transition, and/or special circumstances, as per the *ESY Services Documentation* form. Please contact your program supervisor if you have any questions.
Locations and Dates for ESE-ESY Services
Schools will be notified of the identified cluster sites for ESE-ESY services at a later date. ESE teachers, 1As, LPNs, SLPs and behavior specialists will be allocated for each of these schools as needed. As a reminder, ESE-ESY T/IEP meetings should be held after the district has determined the location of ESE-ESY programs.

ESE-ESY Service Delivery Options
The following ESE-ESY Service Delivery Options may be considered for each student:

- **Option 1** – Supplemental instructional services only; take home materials provided to parent (Option 1 services are not addressed on the T/IEP)
- **Option 2** – 10 days total, in a self-contained setting; may or may not include therapy services
- **Option 3** – Individualized services such as Homebound or Home Instruction; must have program supervisor approval

For specific guidelines refer to *Appendix 2*.

Special Transportation for ESE Students Eligible for ESY Services
To assist with planning for ESE-ESY special transportation services, the ESE Transportation Coordinator will send out a memo requesting that each school compile a list of students recommended for ESE-ESY. Please contact the ESE Transportation Coordinator with transportation questions.

**Title I Services**
Schools that have set aside money within their Title I budgets to provide ESY services may choose to offer services:

1. To any PMP areas of the curriculum (reading, mathematics, science, writing).
2. To additional grade levels.

All funds will be used for direct services to students. ESY plans must be submitted to the Title I office for prior approval before materials are purchased or hiring commitments are made.

In addition, all Title I schools may hire one additional teacher to provide ESY services.

**Pasco Environmental Adventure Camp Experience Camp (PEACE)**

**Student Eligibility**
The Title I funds will be used to hire 9 teachers to teach the Pasco Environmental Adventure Camp Experience (PEACE) Camp, a science enrichment program. This environmentally themed program will focus on 25 incoming 4th and 5th graders that are eligible for free and reduced lunch from each Title I school (for a total of 450 students). Participating students will rotate between each of the environmental centers, as well as Crystal Springs Preserve, as they complete this enrichment program. Schools are responsible for selecting the 25 students to participate in the camp.

Students are transported to a different environmental center each day of the week. Schools are scheduled for one of four weeks that the camp will be taking place. Transportation is provided to and from the home school of the students. Parents are responsible for transporting students to the home school each day.
Lunch is provided for the students. Teachers will be hired by the Curriculum and Instructional Services (CIS) department. For additional information about this camp, contact the Title I Office.

**Camp Dates**
June 6, 7, 8, 9, 13, 14, 15, 16, 20, 21, 22, 23, 27, 28, 29, 30

**Tech Camp**

**Student Eligibility**
Title I funds will be used to hire two additional teachers (44 teachers) at each Title I Elementary school to provide a technology-based, multimedia themed enrichment program. This multimedia enrichment program will focus on 30 incoming 4th and 5th graders that are eligible for free and reduced lunch at each Title I school for a total of 660 students. This camp will incorporate Sunshine State Standards in writing together with International Society for Technology in Education (ISTE) standards to produce multimedia projects.

The times and locations of the Tech Camp will correspond with the District ESY schedule. Tech Camp students will have the option to use bus transportation that is already being provided for each school. Each school is responsible for selecting the 30 students for participating in the camp, and selecting the two teachers that will be working the Tech Camp students. Guidance on selecting students and teachers will be provided by the Title I Office. For additional information about this camp contact the Title I Office.

**Camp Dates**
June 15, 16, 20, 21, 22, 23, 27, 28, 29, 30

**Migrant Services**
Pending receipt of additional Title I, Part C Migrant Education Program funding, LES, RBCES, PES and SAES may hire one teacher and/or bilingual Instructional Assistant to work with the most academically needy migrant students. One additional bilingual Instructional Assistant may be hired by RBCES to be housed at the Redland Christian Migrant Association (RCMA). Contact Mary Grace Sabella (x42324) with questions.

**ESY Progress Reporting**

**Basic ESY**
It is unlikely that the ESY or reading camp programs are the determining factor in making promotion and retention decisions. Parents will be kept informed of all decisions and the decisions should be documented in the cumulative folder.

It is critical that parents are informed of their child’s progress while receiving ESY services. ESY progress reports should be issued at the end of third and final weeks.

*ESY Progress Report - Appendix 4*

**ESE-ESY**
If an ESE student is receiving ESY services under the same criteria as any basic education student, the student is to receive the same progress report as the basic education student (please refer to ESY Progress Reporting - Basic)

If an ESE student is receiving ESE-ESY services as specified on the ESY service page of the T/IEP, the student is to receive an *Exceptional Student Education Extended School Year Progress Report* that
informs the parent of the progress that the student has made toward meeting the T/IEP goal(s) addressed during ESY. This progress report must be issued at the end of each week in which services were provided. Copies of the progress reports should be filed in the student’s ESE folder with the T/IEP (See Appendix 3).

ESY Attendance Reporting

Directions to complete the day one count and day five count are as follows:

Day 1 Attendance Submissions

**Wednesday, June 15** - Fax at the end of the ESY program day a list of all teachers who taught on the first day of ESY. Include the funding source (i.e., Basic, ESE, etc.) and subject area(s). Complete the Day 1 portion of the grid by indicating the total number of students in attendance on June 15 for each teacher.

Day 5 Attendance Submissions

**Wednesday, June 22** - Fax by the end of the student day a copy of the original list from June 15, modified to include any staffing changes. If sections will be/were collapsed, strike through the teacher’s name. If there is an increase in teachers due to an increase in students, simply add that teacher’s name and funding source. Complete the Day 5 portion of the grid by indicating the total number of students in attendance on June 22 for each teacher.

Please fax to ASES x42123. Any questions, call x42695.

Food and Nutrition Services Program

**Summer Food Service**

Food and Nutrition Services (FNS) provides free meals during the summer to qualifying schools through the USDA Summer Food Service Program as required by the Willie Ann Glenn Act. This Act requires all school districts to identify any elementary school that has a free and reduced price enrollment of 50% or more. **The deadline to be considered for the Summer Food Service Program is April 22, 2011.**

School sites where the student enrollment exceeds 50% free or reduced price eligible that offer ESY programs or where summer PLACE is provided are eligible to receive two free meals. The two meal types are selected by the individual school sites, unless summer PLACE is provided. If summer PLACE is provided at the same location, the meal types are selected by the PLACE program.

The meal types consist of breakfast, a.m. snack, lunch, p.m. snack. School sites may select any two of the meal types to be provided; however, meal services must have three hours elapse between the beginning of one meal service to the start of another. This includes snack times. Meals are free to students 18 years of age and younger.

To comply with the federal guidelines, the site will be considered an “open restricted” site that allows students from the community to be able to obtain a free meals provided by the site. To assist with providing this service, FNS will serve PLACE students in the cafeteria at a designated time, and will be available to serve students that arrive from the community at a time separate from PLACE. If a non-PLACE student would like to obtain a free meal, they must check in at the front office between the designated times and a FNS employee will bring their meal. There must be a designated “eating” location for the non-PLACE students on campus. The meal must be consumed on campus, and cannot be taken home.
FNS summer staff will prepare hot meals on-site where summer PLACE is provided and cold meals will be provided to ESY Programs at eligible elementary schools that do not have a summer PLACE program. FNS summer staff will complete the necessary distribution of meals and paperwork. Mandatory training is provided. If you have any questions regarding the Summer Food Service Program, please contact the Food and Nutrition Services Department at (813) 794-2439 by April 22, 2011.

**Transportation Services**

Begin and end all programs on campus that request District transportation at the same time. Please coordinate with the Department of Transportation in order to facilitate the times of the programs.

**Basic ESY**

If an ESE student meets the eligibility guidelines for Basic ESY, he/she must attend his/her neighborhood school in order to receive basic transportation. The neighborhood school is not the ESE program boundary school. If the parents want the student to attend his/her current ESE boundaried school, they are responsible for providing transportation. Special note: On a case-by-case scenario, ESE students who require specialized accommodations (behavioral needs, medical needs, etc.) may attend their program feeder school for basic ESY per program supervisor approval. These students are eligible for transportation.

**Special Transportation for ESE Students Eligible for ESY Services**

To assist with planning for ESE-ESY special transportation services, the ESE Transportation Coordinator will send out a memo requesting that each school compile a list of students recommended for ESE-ESY. Please contact the ESE Transportation Coordinator with transportation questions.

**PEACE Camp**

Students are transported to a different environmental center each day of the week. Schools are scheduled for one of four weeks that the camp will be taking place. Transportation is provided to and from the zone school of the students. Parents are responsible for transporting students to the zone school each day.

**Tech Camp**

Tech Camp students will have the option to use bus transportation that is already being provided within each school during Basic ESY.
Appendix 1  Family Notification Letters
   (a) Reading Camp - English
   (b) Reading Camp - Spanish
   (c) Charter School Reading Camp - English
   (d) Charter School Reading Camp - Spanish
   (e) ESE - English
   (f) ESE - Spanish

Appendix 2  ESY Services for ESE Students:
   ESE-ESY Extended School Year Services Documentation Form
   ESY Allocation Request Form A
   ESY Allocation Request Form for Speech/Language Services Form B

Appendix 3  ESE-ESY Progress Report
   (a) English
   (b) Spanish

Appendix 4  ESY Progress Report
   (a) English
   (b) Spanish

Appendix 5  Transportation Arrangements/Bus Registration
   (a) English
   (b) Spanish
   (c) Charter School – English
   (d) Charter School – Spanish

Appendix 6  Elementary ESY/Reading Camp – Reporting Form (Day 1 and Day 5 Count)

Appendix 7  Elementary Site Locations for ESY Programs

Appendix 8  Fee-Based Camps Procedures
To the Family of ________________________________

This year school funds supported many before-and-after school programs for students in need of extra assistance in reading. From June 15 – July 20 we will be offering a 21-day of Summer Reading Camp for identified students.

Your child is eligible for Summer Reading Camp due to one of the following reasons:

☐ Your child has scored a Level 1 on the 3rd grade Reading FCAT 2.0 and has been retained.
☐ Your child has scored a Level 1 on the 3rd grade Reading FCAT 2.0 and has received a Good Cause Exemption.

Special information:
Summer Reading Camp will run on the following days: June 15, 16, 20, 21, 22, 23, 27, 28, 29, 30, July 5, 6, 7, 8, 11, 12, 13, 14, 18, 19, and 20. Students will attend classes for 3.5 hours daily. Bus riders will be notified of bus stops and times for ESY prior to the end of the year. It is important that the attached transportation form be completed for all students. Actual hours of Summer Reading Camp will be sent to you as soon as we receive them as well as the location of the Summer Reading Camp. Starting times are dependent on bus routes. All programs will be offered only if we have sufficient enrollment.

Please return this notification form no later than __________________________.

Sincerely,

__________________________________________________
Principal

Student Name __________________________ Grade __________ Teacher’s name ________________

My son/daughter will participate in Summer Reading Camp. _______ ________

Yes No

I understand that he/she will need to attend consistently and follow classroom rules.

__________________________________________________
Parent/Guardian Signature __________________________ Date __________________________ Phone Number – Home __________________________

__________________________________________________
Parent Email Address __________________________ Phone Number – Cell __________________________
Año Escolar Extendido para Escuelas Elementales
Campamento de Verano de Lectura
Carta de notificación a la familia

A la familia de ____________________________

Este año los fondos de la escuela apoyaron muchos programas para antes y después de clases para estudiantes que necesitaban una ayuda extra con la lectura. De junio 15 a julio 20 ofreceremos un Campamento de Verano de Lectura por 21 días para estudiantes identificados.

Su niño(a) es elegible para el Campamento de Verano de Lectura por una de las siguientes razones:

- Su niño(a) obtuvo una puntuación de Nivel 1 en la prueba FCAT de Lectura de 3er grado 2.0 y ha sido retenido en el mismo grado.
- Su niño(a) obtuvo una puntuación de Nivel 1 en la prueba FCAT de Lectura de 3er grado 2.0 y ha recibido una Exención por Causa Justificada.

Información especial:
El Campamento de Verano de Lectura funcionará los siguientes días: Junio 15, 16, 20, 21, 22, 23, 27, 28, 29 y 30; y julio 5, 6, 7, 8, 11, 12, 13, 14, 18, 19 y 20. Los estudiantes asistirán a clases por 3.5 horas diariamente. Los estudiantes que serán transportados en autobús serán notificados por ESY de las paradas y los horarios antes de finalizar el año. Es importante que el formulario de transportación adjunto sea completado por todos los estudiantes. Los horarios y el lugar del Campamento de Verano de Lectura le serán enviados en cuanto los recibamos. El horario de comienzo dependerá de las rutas de autobuses. Los programas serán ofrecidos solamente si tenemos suficiente matrícula.

Por favor, devuelva este formulario de notificación a más tardar el ______________.

Atentamente,

____________________________, Director(a) de la escuela

__________________________  ____________  __________
Nombre del estudiante Grado Nombre del maestro(a)

Mi niño(a) participará en el programa Campamento de Verano de Lectura ______ ______

Sí  No

Entiendo que él/ella deberá asistir consistentemente y cumplir las reglas del aula.

__________________________  ______________
Firma del padre/madre/encargado legal  Fecha

Teléfono del hogar

__________________________  ________________________
Correo electrónico del padre/madre/encargado legal  Teléfono celular
Appendix 1c

Elementary Extended School Year
Third Grade Summer Reading Camp
Charter School Family Notification Letter

To the Charter School Family of ____________________________
Charter School ____________________________

From June 15 – July 20, the District School Board of Pasco County will be offering a 21-day Summer Reading Camp for eligible students.

Your child is eligible for Summer Reading Camp due to one of the following reasons:

☐ Your child has scored a Level 1 on the 3rd grade Reading FCAT 2.0 and has been retained.
☐ Your child has scored a Level 1 on the 3rd grade Reading FCAT 2.0 and has received a Good Cause Exemption.

Summer Reading Camp Information:
Summer Reading Camp will be held on the following days: June 15, 16, 20, 21, 22, 23, 27, 28, 29, 30, July 5, 6, 7, 8, 11, 12, 13, 14, 18, 19, and 20. Students will attend classes for 3.5 hours daily. Summer Reading Camp location and hours will be provided to parents as soon as the information is available. Start times are dependent on bus routes. All programs will be offered only if there is sufficient enrollment.

Bus riders: Parents of bus riders must complete the attached transportation form. Bus transportation will be provided to the student’s zoned school. Parents will be notified of bus stops and pick-up/drop-off times prior to the start of Summer Reading Camp. It is important that the attached transportation form be completed for your student. Please complete and return the attached transportation form to the Charter School Principal no later than ________________________.

Sincerely,
____________________________, Charter School Principal

*********************************************************************
Please complete all information below and return this notification form to the Charter School Principal no later than ________________.

_________________________________________  Grade  ________________________________________________
Student Name  Charter School Teacher’s name

My son/daughter will participate in Summer Reading Camp.   Yes   No

I understand that he/she will need to attend consistently and follow classroom rules.

_________________________________________  Date  __________________________________
Parent/Guardian Signature  Phone Number – Home

_________________________________________  Phone Number – Cell
Parent Email Address

_______________________________________________________________________________
Año Escolar Extendido para Escuelas Elementales
Campamento de Verano de Lectura para Tercer Grado
Carta de notificación a la familia

A la familia de escuela Charter de______________________________

Escuela Charter _____________________________

De junio 15 a julio 20, el Distrito Escolar del Condado de Pasco ofrecerá un Campamento de Verano de Lectura por 21 días para estudiantes elegibles.

Su niño(a) es elegible para el Campamento de Verano de Lectura por una de las siguientes razones:

- Su niño(a) obtuvo una puntuación de Nivel 1 en la prueba FCAT de Lectura de 3er grado 2.0 y ha sido retenido en el mismo grado.
- Su niño(a) obtuvo una puntuación de Nivel 1 en la prueba FCAT de Lectura de 3er grado 2.0 y ha recibido una Exención por Causa Justificada.

Información sobre el Campamento de Verano de Lectura:
El Campamento de Verano de Lectura funcionará los siguientes días: Junio 15, 16, 20, 21, 22, 23, 27, 28, 29 y 30; y julio 5, 6, 7, 8, 11, 12, 13, 14, 18, 19 y 20. Los estudiantes asistirán a clases por 3.5 horas diariamente. El lugar y horario del Campamento de Verano de Lectura serán provistos a los padres en cuanto esta información esté disponible. El horario de comienzo dependerá de las rutas de autobuses. Los programas serán ofrecidos solamente si tenemos suficiente matrícula.

Estudiantes transportados en autobús: Los padres de estudiantes transportados en autobús deberán completar el formulario de transporte adjunto. La transportación en autobús será provista a la escuela de zona del estudiante. Los padres serán notificados antes del comienzo del Campamento de Verano de Lectura sobre las paradas y los horarios de recoger y dejar a los estudiantes. Es importante que el formulario de transporte adjunto sea completado para su estudiante. Por favor, complete y devuelva el formulario de transporte adjunto al Director(a) de la escuela Charter a más tardar el _______

Atentamente,
______________________________, Director(a) de la escuela Charter

************************************************************************
Por favor, complete toda la información abajo y devuelva este formulario de notificación al Director(a) de la escuela Charter a más tardar el _______.

_________________________  ____________  __________________
Nombre del estudiante  Grado  Nombre del maestro(a)

Mi niño(a) participará en el prorama Campamento de Verano de Lectura  ___  ___
Sí  No

Entiendo que él/ella deberá asistir consistentemente y cumplir las reglas del aula.

_________________________  ____________  __________________
Firma del padre/madre/encargado legal  Fecha  Teléfono del hogar

_________________________
Correo electrónico del padre/madre/encargado legal  Teléfono celular
ESE Extended School Year
Family Notification Letter

Date _________________________

To the Family of ________________________________

Based on the recommendations of the T/IEP team your child is eligible to participate in the Exceptional Student Education /Extended School Year (ESE-ESY) program.

  • 10-day program - June 15 – June 30

These services will be provided at ________________________________,
(school service site)

Special information: Bus riders will be notified of bus stops and times for ESY prior to the first day of ESE / ESY. Actual hours of ESY services will be sent to you as soon as we receive them. Starting times are dependent on bus routes.

Sincerely,

____________________________, Principal

____________________________
____________________________
____________________________

Student Name
Grade
Teacher’s name

My son/daughter will participate in ESY services. ______ _____
Yes No

I understand that he/she will need to attend consistently and follow classroom rules.

____________________________
Parent/Guardian Signature

____________________________
Date

____________________________
Phone Number – Home

____________________________
Parent Email Address

____________________________
Phone Number – Cell
Fecha _______________________

A la familia de _______________________

Basado en las recomendaciones del equipo de T/IEP, su niño(a) es elegible para participar en el programa de Año Escolar Extendido / Educación de Estudiantes Excepcionales (ESE/ESY).

- Programa de 10 días - Junio 15 a junio 30

Estos servicios serán provistos en _______________________.

(Escuela de servicios)

Información especial: Los estudiantes transportados en autobús serán notificados por ESY sobre las paradas y los horarios antes del primer día de ESE/ESY. Los horarios de servicios de ESY le serán enviados en cuanto los recibamos. El horario de comienzo dependerá de las rutas de autobuses.

Atentamente,

__________________________, Director(a) de la escuela

Nombre del estudiante               Grado               Nombre del maestro(a)

Mi niño(a) participará en el programa Campamento de Verano de Lectura _____ _____

Sí     No

Entiendo que él/ella deberá asistir consistentemente y cumplir las reglas del aula.

__________________________  ___________________  _____________________
Firma del padre/madre/encargado legal  Fecha  Teléfono del hogar

__________________________
Correo electrónico del padre/madre/encargado legal  Teléfono celular
Appendix 2

Extended School Year (ESY) Services Documentation Form
To Be Completed ONLY For Those Students Who Are Being Considered For ESE-ESY Services

Student: _______________ School: _______________ Matrix Level: _______________

Exceptionality(ies): _______________ Percent of Time with Non-Disabled: _______________

Instructions: Circle "yes" or "no" for each statement. All items must be marked "yes" in at least one area if a student is to be considered for ESE-ESY services. Consider interfering behaviors, employment, and transition for each student as appropriate. Evidence must exist to support your responses.

1. Regression-Recoupment
   Requires documentation
   Yes  No  There are 4 or more T/EP annual goals.

   BREAK 1
   Yes  No  The break is a minimum of 5 consecutive days.
   Yes  No  There is a pre-break data score for each of the 4 goals.
   Yes  No  There is a post-break data score for each of the 4 goals.

   BREAK 2
   Yes  No  The break is a minimum of 5 consecutive days.
   Yes  No  There is a pre-break data score for each of the 4 goals.
   Yes  No  There is a post-break data score for each of the 4 goals.
   Data indicate a problem of regression-recoupment for the targeted goals.
   For each break the pre-break data indicates performance is higher than the post-break data for each goal and student does not recoup skills in a reasonable amount of time as determined by the T/EP team. These conditions must be met for at least two goals during each break.

   If all responses are yes, consider for ESE-ESY.

2. Critical Point of Instruction/Emerging Skills
   Requires documentation
   Yes  No  There is a documented list of the skills/goals considered to be crucial/important for the student in at least one of the following areas: self-help, social/emotional, communication, curriculum, and community access.
   There is documentation regarding the student's current performance on these skills.
   Yes  No  The data supports the emergence of skill acquisition and the probability of skill mastery if the level of instruction is maintained.

   If both responses are "yes", consider for ESE-ESY.

3. Special Circumstances
   Requires Supervisor review of documentation
   Yes  No  The student does not qualify in either of the above areas.
   Yes  No  There is reason to believe that a break in instruction will have a negative impact on the student.

   If both responses are "yes", consider for ESE-ESY.
Program services that are listed on the ESE-ESY T/IEP program services page should reflect particular areas of student need (i.e. reading skills, writing skills, behavior skills, etc.) and are not expected to be identical to what is provided during the regular school year.

If the T/IEP team is recommending ESE-ESY services for a student, the T/IEP team must designate the appropriate ESE-ESY services by placing a check mark next to the selected option and identify therapies as necessary.

**ESE-ESY Service Delivery Options**

<table>
<thead>
<tr>
<th>OPTION 1</th>
<th>OPTION 2</th>
<th>OPTION 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplemental Instructional services only</td>
<td>10 Days ESE-ESY June 15 - June 30</td>
<td>Individualized services, such as Homebound or Home Instruction (contact program supervisor)</td>
</tr>
<tr>
<td>___ Take home materials provided to parent</td>
<td>___ AND</td>
<td></td>
</tr>
<tr>
<td></td>
<td>___ Sp/L*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>___ OT*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>___ PT*</td>
<td></td>
</tr>
<tr>
<td>Supplemental services are not addressed on T/IEP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*These options require direct input and participation in the T/IEP decision by a service provider who is qualified to provide these services.

A signature is required by the teacher/therapist for each service being recommended. **Please attach all supporting documentation.**

---

Teacher/Therapist Print and Sign Date

Teacher/Therapist Print and Sign Date

Teacher/Therapist Print and Sign Date

Administrator Signature Date

---

*District Wide Accreditation • Southern Association of Colleges and Schools*
Exceptional Student Education – ESY Allocation Request – Form A

Return to Marilyn Lampe, DO/ESY by April 8, 2011
Do Not Include ESE Students Attending Basic ESY Only
Each School Should Complete This Form Even If Services Are Not Being Requested

School: 
Person Completing Form: 

☐ No ESE-ESY requested

<table>
<thead>
<tr>
<th>Student Information</th>
<th>Number of Students Recommended for ESE Class/Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>*Option 1 Instructional Supplemental services only</td>
</tr>
<tr>
<td></td>
<td>Option 2 10 Days ESE-ESY June 15 - June 30</td>
</tr>
<tr>
<td></td>
<td>**Option 3 Individualized services, such as Homebound or Home Instruction (contact Program Supervisor)</td>
</tr>
<tr>
<td></td>
<td>Complete Form B if also recommending Sp/L services</td>
</tr>
<tr>
<td></td>
<td>Pre-K    K-12</td>
</tr>
<tr>
<td>Regular Standards without Behavior</td>
<td>Pre-K    K-12</td>
</tr>
<tr>
<td>Regular Standards with Behavior</td>
<td>Pre-K    K-12</td>
</tr>
<tr>
<td>Special Standards without Behavior</td>
<td>Pre-K    K-12</td>
</tr>
<tr>
<td>Special Standards with Behavior</td>
<td>Pre-K    K-12</td>
</tr>
</tbody>
</table>

Number of Requested Supports for ESE-ESY Site(s):

<table>
<thead>
<tr>
<th>ESE Teacher</th>
<th>D/HH Teacher</th>
<th>Instructional Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Specialist</td>
<td>Behavior Specialist</td>
<td>LPN</td>
</tr>
<tr>
<td>D/HH Interpreter</td>
<td>VI Teacher</td>
<td>Speech-Language Pathologist</td>
</tr>
</tbody>
</table>

* Option 1: If assistance is needed to identify appropriate take home materials please contact the ESE department.
** Option 3: Requires permission from the ESE Program Supervisor. Please indicate services on Individualized Services page – Form C.

Principal’s Signature: 
Date: 

Complete Form C
Exceptional Student Education - ESY Allocation Request Form for Speech-Language Services - Form B

Complete One Form Per School
Form Must Be Completed Even If Services Are Not Being Requested

School:  
☐ No ESE-ESY requested  
SLP Completing Form:  
☐ SLP completing form is available to provide ESE-ESY Speech and Language services

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

Speech-Language services offered only during ESE-ESY at school sites, 6/15/11 – 6/30/11  
Speech-Language services offered via home instruction (requires DO approval):

<table>
<thead>
<tr>
<th>Student Name</th>
<th>minutes per week</th>
<th>Student Name</th>
<th>minutes per week</th>
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<tbody>
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</table>

Principal’s Signature  
Date  

Speech Language Therapy ESY Services Can Only Be Provided at a Designated ESE-ESY School Site  
Return to Marilyn Lampe, DO/ESB by April 8, 2011
Exceptional Student Education-ESY Allocation Request for Individualized Services - Form C

Return to Marilyn Lampe, DO/ESSE by April 8, 2011
Each School Should Complete This Form Even If Services Are Not Being Requested

☐ No ESE-ESY Requested

<table>
<thead>
<tr>
<th>Exceptionalities</th>
<th>Student Name</th>
<th>Focus of ESE Service (Instructional, Behavioral Intervention, Speech-Language Therapy)</th>
<th>Number of Contact Hours/Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Number of Hours Per Week</td>
<td>Number of Weeks</td>
</tr>
<tr>
<td>Regular Standards Without Behavior</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Standards With Behavior</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Standards Without Behavior</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Standards With Behavior</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hospital/Homebound</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Number of Requested Allocation(s):

- ESE Teacher(s) ______
- D/HH Teacher ______
- Instructional Assistants ______
- Family Specialist ______
- Behavior Specialist ______
- LPNs ______
- D/HH Interpreters ______
- VI Teacher ______
- Speech-Language Pathologist ______
- Other (Explain) ____________________________

Principal’s Signature __________________________ Date ____________

ESE Program Supervisor’s Signature __________________________ Date ____________
Pasco County School District
Exceptional Student Education Extended School Year Services (ESE-ESY)
Progress Report

DATE ____________________________________________________________

SCHOOL ___________________________________________________________

STUDENT’S NAME ___________________________________________________

EXTENDED SCHOOL YEAR TEACHER’S NAME ______________________________

ATTENDANCE: PROGRESS REPORTING PERIOD:

_____ DAYS PRESENT       WEEK 3       _____

_____ DAYS ABSENT       WEEK 6       _____

_____ DAYS TARDY

GOAL(S) ADDRESSED: (please list)

COMMENTS:

End of Program Evaluation:    Adequate Progress ______
                            Limited Progress ______
                            Not Applicable ______
Distrito Escolar del Condado de Pasco
Servicios de Año Escolar Extendido
de Educación de Estudiantes Excepcionales
Reporte de progreso

FECHA ________________
ESCUELA ________________________________
NOMBRE DEL ESTUDIANTE ________________________________
NOMBRE DEL MAESTRO(A) DE AÑO ESCOLAR EXTENDIDO ____________

ASISTENCIA: PERIODO DE REPORTE DE PROGRESO:  
__ DÍAS PRESENTE ______ SEMANA 3 ___
__ DÍAS AUSENTE ______ SEMANA 6 ___  
__ DÍAS TARDE

META(S) ENFOCADA: (por favor, indique cada una)

COMENTARIOS:

Evaluación al final del programa: Progreso adecuado ______
Progreso limitado ______
No corresponde ______
Pasco County Extended School Year Services  
Progress Report

DATE ___________________________________________

SCHOOL _______________________________________________________________________

STUDENT’S NAME _____________________________________________________________

EXTENDED SCHOOL YEAR TEACHER’S NAME ________________________________ 

ATTENDANCE:  PROGRESS REPORTING PERIOD:

_____ DAYS PRESENT    WEEK 3 _____

_____ DAYS ABSENT     WEEK 6 _____

_____ DAYS TARDY

CONTENT ADDRESSED:

_____ READING

_____ WRITING

_____ MATH

_____ SCIENCE

COMMENTS:

End of Program Evaluation:   Adequate Progress _____
                              Limited Progress _____
                              Not Applicable _____
SERVICIOS DE AÑO ESCOLAR EXTENDIDO (ESY)
DEL CONDADO DE PASCO
INFORME DE PROGRESO

FECHA: ___________________

ESCUELA: ___________________________________________

NOMBRE DEL ESTUDIANTE: __________________________________________________

NOMBRE DEL MAESTRO(A) DE AÑO ESCOLAR EXTENDIDO: 

___________________________________________

ASISTENCIA: 

PERIODO QUE SE REPORTA:

_____ DÍAS PRESENTE    SEMANA 3 _____

_____ DÍAS AUSENTE    SEMANA 6 _____

_____ DÍAS QUE LLEGÓ TARDE

CONTENIDO QUE SE TRATA:

_____ LECTURA

_____ ESCRITURA

_____ MATEMÁTICAS

_____ CIENCIAS

COMENTARIOS:

Evaluación al final del programa

Progreso adecuado    ______

Progreso limitado    ______

No corresponde    ______
EXTENDED SCHOOL YEAR (ESY)
TRANSPORTATION ARRANGEMENTS/BUS REGISTRATION

ESY Center______________________________________________________________

Home School: ___________________________ Teacher __________________________

Student name: __________________________ Last __________________________ First _______ MI __________

Student I.D. Number: __________________________

Address: ________________________________________________________________

__________________________

Home Phone: ___________________________ Work __________________________

Grade this year: _______ Age: _______

Please check your child’s transportation/day care arrangements for ESY.

_______ bus rider _______ car rider _______ PLACE program

_______ daycare van _______ walker/bike rider

other (please explain) ________________________________________________________________

If your child will be a bus rider during extended school year, please complete the following:

Regular year bus number: ____________

Regular year bus stop location: ____________________________________________

______________________________________________________________________________

Transportation Department/School Use Only

Bus/Route # ______________ Stop # ______________ Student # _______________________

Approximate Pickup Time _______________ Location: ____________________________

______________________________________________________________________________

______________________________________________________________________________

Student ___________________________ ESYteacher ___________________________
AÑO ESCOLAR EXTENDIDO (ESY)
ARREGLO PARA LA TRANSPORTACIÓN/INSCRIPCIÓN
PARA EL AUTOBÚS

Centro ESY: _____________________________________________________

Escuela a la que asiste regularmente: _______________________________________

Maestro(a): ___________________________________________________________

Nombre del estudiante: _________________  _________________  ___________

Apellido  Nombre  Inicial intermedia

Número del estudiante: _______________________

Dirección: __________________________________________________________________

__________________________________________________________________

Teléfono del hogar: ________________  Teléfono del trabajo: ________________

Grado actual: ___________  Edad ___________

Por favor, revise la información sobre la transportación para su niño(a)/arreglos para cuidado de niños en el ESY:

___ transportación en autobús  ___ transportación en automóvil

___ Programa PLACE  ___ van del cuidado de niños  ___ caminando/en bicicleta

Otro (por favor, explique) __________________________________________________

Si su niño(a) va a utilizar el servicio de autobús durante el año escolar extendido, por favor complete lo siguiente:

Número del autobús durante el año regular: ___________________

Lugar de la parada del autobús durante el año regular: __________________________

Transportation Department/School Use Only

Bus/Route # ________________  Stop # ________________  Student #________________

Approximate Pickup Time ________________  Location: __________________________

_______________________________________________________________________________

_______________________________________________________________________________

Student ________________  ESYteacher ______________________________________________
Appendix 5c

Third Grade Summer Reading Camp/Extended School Year (ESY)
Summer 2011
Charter School Student Transportation

Important: Bus transportation will be provided to the student’s zoned school only.
Summer Reading Camp bus riders will be issued a “Bus Pass”.

---

To be completed by District Office:

---

Student’s assigned Summer Reading Camp:

---

Student’s Charter School: ____________________________
Student name: ___________________________________________________________________________________
Last First Middle
Student I.D. Number: ___________ Student’s grade in 2010-11 sy: _______ Student’s age: ______
Student’s Address: ___________________________________________________________________________________

Parent/Guardian Name: _____________________________________________________________________________

Home Phone: __________ Work Phone: ___________________ Cell Phone: ____________________
email: _________________________________________________________________________________________

Please check your child’s transportation for Summer Reading Camp:

______ Bus rider (Student will need bus transportation) _______ Parent will provide transportation

______ Student will be attending the PLACE program at ____________ (include the name of the school)

______ Daycare van _______ Walker/bike rider

Other (please explain) ____________________________________________________________

If your child will be a bus rider to Summer Reading Camp, please complete the following:
If your child will be staying at an address other than his/her home address on the days of Summer Reading Camp, please provide the full address, contact person and phone number: ____________________________

---

CHARTER SCHOOL ADMINISTRATORS:
PLEASE RETURN THE COMPLETED FORM TO Nancy Scowcroft.
Transportation Department/School Use Only

Bus/Route # __________ Stop # __________ Student # __________

Approximate Pickup Time __________________________ Location: __________________________

---

Student __________________________ ESYteacher __________________________
Campamento de Verano de Lectura de Tercer Grado / Año Escolar Extendido (ESY)  
Verano de 2011  
Transportación de estudiante de escuela Charter  

Importante: La transporte en autobús será provista solamente a la escuela de zona del estudiante.  
A los estudiantes transportados al Campamento de Verano se les entregará un “Pase de Autobús”.

A completarse por la oficina del Distrito:

__________________________________________________________________________________________________________________________________________

Campamento de Verano de Lectura asignado al estudiante: __________________________________________________________

Escuela Charter del estudiante: __________________________

Nombre del estudiante: __________________________________________________________

Apellido #. Nombre ____________________________ Inicial intermedia ____________  
Grado del estudiante en año escolar 2010-11: ______ Edad del estudiante: ______

Dirección del estudiante: __________________________________________________________

Nombre del padre/madre/encargado legal: ___________________________________________

Teléfono hogar: __________ Teléfono trabajo: ____________ Teléfono celular: ____________

Correo electrónico: ________________________________________________________________

Por favor, marque el modo de transporteación de su niño(a) al Campamento de Verano de Lectura:

___ Autobús (El estudiante necesita transporte en autobús)   ___ Transportado por los padres  
___ El estudiante asistirá al programa PLACE en _____________ (indique el nombre de la escuela)  
___ Transporte del Cuidado de Niños   ___ Caminando/en bicicleta  
Otro: (Por favor, explique) ________________________________________________________________________________

Si su niño(a) viajará en autobús al Campamento de Verano de Lectura, por favor complete lo siguiente:

Si su niño(a) se quedará en una dirección que no es la de su hogar durante los días de Campamento de Verano de Lectura, por favor indique la dirección completa, la persona de contacto y el número de teléfono:

__________________________________________________________________________________________________________________________________________

 ADMINISTRADORES DE LA ESCUELA CHARTER: POR FAVOR DEVUELVAN EL FORMULARIO COMPLETO A  
Nancy Scowcroft.

****************************************************************************

Transportation Department/School Use Only (Sólo para uso del Departamento de Transportación/Escuela)

Bus/Route (Autobus/Ruta) # _____________ Stop (Parada) # ___  Student (Estudiante) #_______

Pickup Time (Hora recoger): _____________ Drop-off Time (Hora dejar): ________________

Location (Lugar): ________________________________________________________________

Student (Estudiante) ______________________ ESY teacher (Maestro ESY) ____________
### Elementary ESY/Reading Camp 2011 Reporting Form

**SCHOOL:**  
**Administrator in Charge of ESY:**  
**Extension:**

**DIRECTIONS TO COMPLETE THIS FORM:**  
**NOTE:** The MINIMUM teacher to student ratio is 1:12 for Elementary ESY / Reading Camp.

**Wednesday, June 15** - Complete the Day 1 portion by indicating the teacher name, funding source (i.e., Basic, ESE, etc.) and number of students in attendance. *Fax to 42528 by the end of the day (6/15/11).*

**Wednesday, June 22** - Update Form By Complete the Day 4 portion by indicating the teacher name, funding source (i.e., Basic, ESE, etc.) and number of students in attendance. *Fax to 42528 by the end of the day (6/22/11).*  
(Use Day 1 form and update with Day 5 information - Both day’s information should be on one form)

<table>
<thead>
<tr>
<th>BASIC TEACHERS</th>
<th>FUNDING SOURCE</th>
<th>DAY 1</th>
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<table>
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<tr>
<th>OTHER TEACHERS</th>
<th>FUNDING SOURCE (i.e., Title I, Medicaid, School Recognition, etc.)</th>
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# ESY, PLACE & Other Summer Program Locations for 2011

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<thead>
<tr>
<th>School</th>
<th>ESY Locations</th>
<th>PLACE Locations for Summer</th>
<th>Other Program Locations</th>
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<tr>
<td>AES</td>
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<tr>
<td>CAES</td>
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<td>Going to CHES</td>
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<tr>
<td>CENES</td>
<td>Location of ESY</td>
<td>Going to PES or WES</td>
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<tr>
<td>CHES</td>
<td>Location of ESY</td>
<td>Location of Summer PLACE (Combined with CAES)</td>
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<tr>
<td>COES</td>
<td>Going to PVES</td>
<td>Going to PVES</td>
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<td>CWTES</td>
<td>Location of ESY</td>
<td>Location of Summer PLACE (Combined with WZES)</td>
<td>VPK</td>
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<tr>
<td>CRES</td>
<td>Going to DPES</td>
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<tr>
<td>CES</td>
<td>Location of ESY</td>
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<td>DPES</td>
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<td>Location of Summer PLACE (Combined with CRES and RES)</td>
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<tr>
<td>DOES</td>
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<td>DBES</td>
<td>Going to NRSES</td>
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<tr>
<td>FGES</td>
<td>Location of ESY</td>
<td>Location of Summer PLACE (Combined with SES)</td>
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<tr>
<td>GHES</td>
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<td>Going to PES</td>
<td>Summer Parks &amp; Recreation Camp</td>
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<tr>
<td>LMES</td>
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<td>Location of Summer PLACE (Combined with DOES)</td>
<td>ESE ESY</td>
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<td>LLES</td>
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<td>Location of Summer PLACE (Combined with ODES)</td>
<td>ESE ESY</td>
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<td>MGLES</td>
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DISTRICT SCHOOL BOARD OF PASCO COUNTY

FEES-BASED CAMPS PROCEDURES

Florida Statute 1112.313(7) Code of Ethics for Employees – Conflicting employment or contractual relationship prohibits public employees from entering into a “contractual relationship that will create a continuing or frequently recurring conflict between his or her private interests and the performance of his or her public duties... Such a contractual relationship creates conflicts of interest for employees.

On June 4, 2010, the State of Florida Commission on Ethics was asked the question: Would a prohibited conflict of interest exist were a teacher to offer a summer art camp, for pay and on school grounds, to students assigned to her classes? On June 9, 2010, the question was answered in the affirmative, yes. The Commission on Ethics made this ruling even though the teacher offered to rent the space from the District to conduct the camp, the camp was open to children who did not attend that school, and the class was for enrichment not remediation. (State of Florida Commission on Ethics Meeting in Public Session; Conflict of Interest Teacher Offering Summer Art Camp to Students in Her Classes; June 4, 2010)

The District School Board of Pasco County has adopted conflict of interest policies for all District personnel including administrative, instructional, noninstructional/nonbargaining, and school related personnel (School Board Policies 1129, 3129, 4129, and 6460). These policies provide general guidelines regarding the issue of conflict of interest that are applicable to fee-based camps. Employees who violate these policies and procedures will be subject to discipline (School Board Policies 1120, 3120, and 4120).

Fee-based camps must be for the benefit of our students. These policies and procedures apply to all camps, including those operated after school and during the summer.

School-Sponsored Fee-Based Camps
All staff supported fee-based camps are to be school-sponsored. The previous category of staff-sponsored fee-based camps will no longer be available, and employees may not offer camps as sole proprietors or vendors while employed by the District. This requirement includes fee-based summer camps supported by 10-month employees. School Internal Accounts will be financially responsible for ALL School-Sponsored Fee-Based Camps. (This includes booster clubs, parent organizations, student clubs/activities/sports, and any other internal activity.)

The hosting school coordinates processes such as the collection of fees, payment of expenditures, and payroll processes in compliance with District’s Internal Accounts Procedures Manual. Payment of staff who support fee-based camps shall not exceed the regular hourly rate of pay for the job performed, regardless of the funding source for the camp. Non-regular employees, including substitutes or coaches, shall not be paid more than the hourly rate of pay for a newly hired employee for the job performed unless special circumstances exist and are explained on the camp application. Volunteers who assist staff with fee-based camps must complete the volunteer background check and receive approval from Communications and Government Relations Department Volunteer Programs prior to contact with students.

In order for fee-based camps to be approved, a School-Sponsored Fee-Supported Program Proposal form and a Budget form must be completed and submitted to the appropriate assistant superintendent at least eight weeks prior to the start of the camp. Submitting incomplete documents may delay the process. After approval at the assistant superintendent level, these forms will be routed to other departments for departmental review and approval based on the needs of the camp. The camp is not approved until the school principal receives a returned copy of the proposal with all required signatures. School-sponsored fee-based camps are not to be advertised prior to approval.
Vendor-Sponsored Fee-Based Camps

Vendors seeking to sponsor fee-based camps must complete the District School Board of Pasco County vendor approval process. Fee-based camps offered by support organizations with outside bank accounts, such as booster clubs or parent organizations, are to be vendor-sponsored. Following are the steps required for vendor approval, and the process requires at least eight weeks to complete. Submitting incomplete documents may delay the process. Each step requires approval prior to proceeding to the next step:

- Complete the VendorBid Application and W-9 form available on the Purchasing Department’s homepage.
- Complete the Use of Facilities form that is available at the school site of the vendor-sponsored fee-based camp. Use of Facilities fees may be waived for support organizations at the discretion of the Superintendent’s staff and approval by the Board.
- Complete the MIS 218 Technical/Professional Contract available on the Purchasing Department’s homepage. Vendors will be notified when the contract is approved or when additional documentation is required.

In the event that a vendor employs a District School Board of Pasco County employee, the vendor must insure that services to eligible students are restricted to employees who do not provide services to those students during the regular school day, any time during the most recent school year or any time during the coming school year. Employees, who are dually employed, may not use any District resources to the benefit of the vendor nor promote or endorse any one vendor. In order to avoid a possible conflict of interest, it is the vendor’s responsibility to notify the Purchasing Department of any official or employee of the District School Board of Pasco County that has a material financial interest, five percent or more, with their company.

In accordance with Florida Statute 1012.32(2)(a), vendors must ensure that anyone who will be at school when students are present or who has direct contact with students has been fingerprinted and approved by the Human Resources Department prior to the time they begin working with students. The cost of fingerprinting shall be borne by the vendor. Vendor-sponsored fee-based camps are not to be advertised prior to approval.