

Summer School 2015 Training FAQs

Summer School Assessments

Is there a minimum number of grades per week/day that teachers need to take during summer school?

No. The number of grades must be reasonable when determining content mastery.

Will middle school students who are attending summer school for promotion standards have to take an assessment at the end of summer school for the subjects they failed during the school year? For all subjects? None at all?

There will be District post assessments administered at the end of Summer School.

Situation: A school reached out to the parents several times via phone and letters. Student didn't show up for the first 2 days of class already violating the 90% attendance rule. The principal is trying to find a way to still assist this student and continue following the state and district rules.

Schools should allow the students to attend summer school if they pass the class or classes then the GPC will make a decision on their promotion status. Principal may choose to create and distribute a contract between the school and campus regarding this matter.

Summer School Attendance Policy

Is there any written attendance policy during summer school that we may share with campuses and parents?

Yes, schools should follow the 90% attendance rule in summer school and they should also remember that it only applies to unexcused absences and if students receive 2 or more unexcused absences the Grade Placement Committee needs to meet and make a decision on those students that are passing. Schools should not put schools out of summer school because of attendance.

Student Transfer for Summer School

May a grandparent submit a student transfer for summer school only? If so, what forms should they complete?

Grandparent will need to come to the Student Transfer office and get a Determination of Residence of a Minor. This will tie the grandchild to the grandparent's address and will allow the grandparent to answer school questions for the student, if the student will be living with the grandparent. The grandparent will need a Power of Attorney when she comes to the Student Transfer office.

If the student is only wanting to go to summer school and will be remaining with the parent, then it would be an Out of District student form. They would take it to the school to obtain the principal's signature.

Summer School Selector

Is there a process to "release" a teacher or may the other campus go ahead and select that teacher?

First campus must enter a term date for a teacher being released so that the other campus can select her. Then should use the actual last day she worked at the first campus so the second can select her on the correct start date.

How do I run a Summer School Employee Roster Report?

Run the Employees by Program report. Select ALL on the report type and leave the program field blank. It will run only for the departments that you have security

When is the training for the Summer School Selector? Is that online or in person?

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THERE IS NO TRAINING FOR SUMMER SCHOOL SELECTOR.

The person who will take the role of uploading staff unto the selector needs to complete the 2 steps below:

1. Complete the [PeopleSoft Security Form](#) and select the **HISD Summer End User** under role requested in section 2.
2. [Read the Summer School Selector Instructional Guide](#)

When does the Summer School Selector open in PeopleSoft?

Friday, May 15, 2015 for principals to select teachers from their own campus.

Friday, May 22, the selector opens for district-wide selection.

The selector remains open through summer school.

If we have teachers working in our summer enrichment program, do they have to take the Summer School Online training if they are not working the Summer Promotion and Retention program?

The training is only for teachers that will be teaching the promotion summer school courses. Those are normally the core content areas.

When is the deadline to upload staff unto the selector?

On May 15th, the selector was opened for principals to select teachers from their own campuses. Next Friday, May 22nd the Selector will be opened for district-wide selection.

The selector remains open through summer school.

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Calendar & Contacts

What documents are available in the summer school website?

As of 4/28/15, you may find the following documents on:

www.houstonisd.org/summerschool > CLPs & > ELL CLPs

www.houstonisd.org/summerschool > 2015 Summer School Training Documents

THIS PAGE IS UPDATED CONSTANTLY

Summer School Forms & Documents	Memo
Summer School Handbook	myON Literacy Platform
Summer School 2015 Training Presentation	Overspending of Title I, Part A Funds (CA & CC)
Summer School Survey Workbook	Training for teachers – 2015 Summer Program for ELL in PK & K
Network Security Form	Implementation of 2015 Summer Program for ELL in PK & K
Summer School Application (word doc)	2015 Summer School Training for Principals & Coordinators
2015 Summer School Program Request	Release of 2014-2015 Summer School Funds (CC2)
2014-2015 Summer School Personnel Rationale Form (word doc)	March STAAR Grades 4 & 7 Writing / 5 & 8 Reading Administration Score Code Changes
ELL Summer School Brochure (Spanish & English – word doc)	Summer School Teacher Training Module 2015
Allowable Title I Positions for Summer School	
Title I Summer School Allocation (CC2 – excel)	
Allowable Expenditures and Potential Interventions (word doc)	
2015 Summer Enrichment Programs Resource	
Chancery Summer School Training Information	
Summer School Enrollment Eligibility for Students not in Attendance During the Regular School Year – TEC Sec. 25.008.	

Where can I find the calendar for summer school dates?

There is not one place to find these dates because each campus creates their own summer school schedule. HISD strongly suggests for the summer school program to begin June 3 and end July 17. Please remember that elementary schools are required to have 120 instructional hours.

What is the summer school web address?

SS Website is www.houstonisd.org/summerschool ; Website can also be accessed by houstonisd.org webpage> Departments>Summer School. On Right hand-side of SS webpage, click HISD Employee Training Information.

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Promotions Standards / GPC

May students be promoted due to their age?

No. HISD has no such thing as social promotion or promotion “due to age”. The only basis a GPC can use to promote a student is a documented and unanimously agreed decision that the student is academically prepared for the next grade level based on data. That data needs to include third administration results. If a parent waives the third test, they are agreeing to retention.

Do we have to provide summer school for SSI students zoned to HISD but attend charter schools?

Yes, if the student attended an HISD charter school during the academic school year, the zoned school must accept that student tuition-free. If the student attended a non-HISD charter school (for example KIPP) during the academic school year, the zoned school may accept that student with a tuition fee.

District-Wide Tuition-Based Summer School Program which charged \$260.00 per course for residents and \$275.00 per course for non-HISD residents (prior year pricing).

Please contact Malinda Sims, Accounting Manager for the Internal Service Funds Department for more information. Contact list available on page 6 of the [Summer School Handbook](#).

If a zoned student is going to a private school and fails a course, are they able to attend our summer school program?

Yes, the student may attend the zoned school's summer school but must pay tuition. Verify if the private school is providing a summer school program for their Title I students. See page 12 of the [Summer School Handbook](#) for more special scenarios.

What about students who are zoned to you but attend a non HISD school on a transfer? Do we have to accept them?

Student may attend Summer School at their zoned campus, tuition free. For more examples of scenarios, please see page 12 of the [Summer School Handbook](#).

Is a student eligible who went to a Texas Online School during the school year, to attend Summer School at zoned school?

Students enrolled at TX Connection Academy receive Summer School funds, so they can utilize that Summer School program or attend Summer School at zoned school. Students in other online school programs need to talk to Mark White for case-specific determinations for Summer School.

The parent of a student from St. Thomas called and wants her child to go to Reagan for Summer. She has also already started the enrollment process for him to be a Senior here this year. She is in Reagan's zone. What do I charge her? We don't have any tuition courses. He will be taking two courses, Algebra 2 A and Algebra 2 B.

The student(s) have the following options:

1. The Virtual School Network which charges \$200.00 per course
2. District-Wide Tuition-Based Summer School Program which charged \$260.00 per course for residents and \$275.00 per course for non-HISD residents (prior year pricing).

Please contact Malinda Sims, Accounting Manager for the Internal Service Funds Department for more information. Contact list available on page 6 of the [Summer School Handbook](#).

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Where is the Student Success Initiative page? I want to access the CLPs now.

You will find the [Student Success Initiative](http://www.houstonisd.org/Page/91086) page under the Curriculum page by accessing < <http://www.houstonisd.org/Page/91086>. CLPs are found by accessing <http://www.houstonisd.org/Page/111046> or www.houstonisd.org/summerschool > CLPs.

I have a teacher who had negative EVAAS scores in Math from the 2013-2014 school year. Does he qualify to teach summer school this summer since STAAR Math scores are not accounted for this school year?

No. Despite this year's exclusion of math scores from promotion standards for students, it does not change the requirement for an effective teacher in the summer school classroom.

Where are the GPC forms located?

Please contact Federal State Compliance (713-556-6753) for the GPC form and additional information. GPC meeting request form will be attached to the parent notification packet, that includes the parent notification letter, district promotion standards and STAAR / STAAR A Reading Assessment student results.

What is the ratio for 5th and 8th grade?

For 5th and 8th grade, a ratio of 10:1 is required when providing accelerated instruction in a pull-out group. This would apply to any period (regular year or summer school) in which accelerated instruction is being provided in response to not passing STAAR Reading (usually Math too). This is not necessary for the rest of the day, just for any pull-out time dedicated to STAAR Reading intervention for the SSI years.

Should magnet students attend their zoned school if they need summer school?

Students who are required to attend summer school should attend at their regular school-year campus if possible.

If it is not possible due to transportation or other recognized circumstance, they should attend at their zoned school tuition free.

We have a 9th grade student who is now in the custody of her Aunt who lives in the Reagan zone. She intends to enroll the child in Reagan next year, but would like her to try and catch up a little during summer. May I enroll her for Summer School? We will have the paperwork from the other school and from CPS.

Yes, I would recommend getting whatever academic data you can on her to see if there is any credit recovery she can do. You can also do some original credit or even skills classes.

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Summer Programs

Please address funding for non-Title 1 schools.

A separate email has been sent out directed to non-title 1 schools which will address needs and funding.

When is the ELL Pre-K/K teacher training?

Date	Time	Location
Saturday May 9	830-1030AM	HMW
Saturday May 16	830-1030AM	HMW
Tuesday May 19	430-630PM	HMW

For more information, please see Academic Services Online Memo: Training for teachers – [2015 Summer Program for ELL in PK & K](#)

Regarding pg. 38 of the [Summer School Handbook](#), accounting: To access or provide virtual school to 10 transfer students, do we need to deposit tuition or zoned school?

Tuition received for Virtual School Department's Virtual Learning Options should be applied to provide acct IS3 00-5739 405-99-778 Fund 778

Are the schools getting money to be used for the Virtual School tuition program?

No, they will not be able to use fund for virtual school tuition.

Is there a maximum / minimum number of hours a day students should be in school? Do we have school on Friday's?

There is a minimum of 120 instructional hours for elementary schools and ELL programs. Each campus creates their own summer school schedule. It is the campus decision to include Fridays in the summer school schedule.

How many hours must summer school be in session? 120?

Elementary schools and ELL programs are required to have 120 instructional hours in their summer school program. It is highly recommended for secondary schools as well.

Can a summer program be more than 120 hours?

Yes, each campus decides their own summer school program schedule. This schedule should be based on your students' needs.

Does the 120 hours for elementary school include a 30 minute lunch?

No. It must be 120 instructional hours.

Where can I find information regarding the Migrant Education Program, HISD Virtual School, Special Education Services (ESY Services), Title III HCC High School Program, Newcomer English Programs, Race To the Top Summer Bridge Programs and Tuition-Based Summer School Program?

Please see the Summer Programs section of the [Summer School Handbook](#), pages 21-31.

If my campus is having ESY for students receiving Special Ed. services, do we fill out the special programs form? Do they fill out the Summer School application?

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No, the Department of Special Education will take care of this. Please see contact list on page 6 of the [Summer School Handbook](#)

The parent of a student from St. Thomas called and wants her child to go to Reagan for Summer. She has also already started the enrollment process for him to be a Senior here this year. She is in Reagan's zone. What do I charge her? We don't have any tuition courses. He will be taking two courses, Algebra 2 A and Algebra 2 B.

The student(s) have the following options:

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Curriculum, Instruction and Assessment

Is there a summer school sharepoint? If so, how can I get access to it? Where do I get interim reports for summer school?

The pre- and post-assessments are available through the Student Assessment SharePoint that we used this past school year for Snapshots and other district assessments. The summer school curriculum is available through the HUB in the guide courses used for 2014-2015.

Will a teacher have to complete the online training if they are only proctoring APEX (online courses) for students and not actually delivering instruction?

The online summer school teacher training is only for teacher that will be teaching promotion summer school courses/grades.

Is there any written curriculum that I'll need to disseminate to my teachers for core (Math, Science, ELAR, Social Studies) courses for middle school? Is there any for STAAR Review/Prep for retesters?

Teachers can use the summer school curriculum in the guide courses on the HUB for students attending summer school for promotion and STAAR retesters.

Can you give a middle school an example of a possible schedule to have? Some of us are new to this!

If most students are taking two different subjects, then please plan on about 60 hours of instruction for each course. Over a typical 20 day program, that would mean about 3 hours a day of each subject for a program total of 120 instructional hours. That means 6 hours of instruction a day. If you want to make it a 30 day program that would mean 2 hours per subject per day (daily total of 4 hours of instruction). The choice is up to the campus.

Why is there an Istation summer school assessment? Why don't we use the End of Year Istation results? Is Istation an option or requirement for summer school?

It is recommended that students attending summer school for reading support use Istation during the summer session. Use of Istation with students attending for other subject areas is a campus decision. Teachers will have EOY Istation data from the April window. The first time students access Istation in the summer will serve as the pre-test. Teachers will schedule on-demand post assessments during the last week of the summer program.

myON: Is that free? How do we get access?

Please see Academic Services Online Memo [myON Literacy Platform](#) for more information regarding this program.

Is there a mandatory student - teacher ratio during summer school?

No, there is no mandatory student-teacher ratio; however, we strongly suggest 16:1/18:1. There must be a lower ratio than the school year so that the students are truly receiving the intervention and instruction that they need to pass.

Will the CLPs be automatically populated or should teachers fill them out?

The CLPs on Chancery will populate the student information (name, demographics, etc.) The current teacher will need to complete the Spring Cumulative Learning Profile section and check the boxes of the standards on the left hand-side. Please visit <http://www.houstonisd.org/Page/111046> to access CLPs or www.houstonisd.org/summerschool >CLPs & ELL CLPs.

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Do teachers need to complete CLPs for all students or just those failing?

The summer school teacher should complete the Summer Cumulative Learning Profile section and check the appropriate boxes on the right-hand side. A student could have made progress and still need intervention, so both boxes could be checked. The CLPs are available on Chancery and also by visiting visit

<http://www.houstonisd.org/Page/111046> to access CLPs or www.houstonisd.org/summerschool >CLPs & ELL CLPs.

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Staffing

I have summer school substitutes asking if there is a summer school substitute line they can call to pick up substitute jobs. Is this true?

Yes, you have a system called ASEOP.

This information will be emailed to the employee HISD email address on how to log in. Also, will provide a user ID and password.

How do campuses pay for teachers working a summer bridge program?

You tell us! The campus will need to identify a funding source outside of the Title I promotion/retention budget and then complete the [Summer School Program Request](http://www.houstonisd.org/Page/31758) identifying the funding source and program description. <http://www.houstonisd.org/Page/31758>

Is a teacher workday required before? after? full day or half day?

Teacher prep day before summer school begins is mandatory. A full day is suggested in order to include the training and classroom prep time. Teacher prep day after Summer School ends is highly recommended. This gives an opportunity for debriefing and completion of documentation

How do we know how many teachers we can afford to hire?

Please know that the summer school teacher pay is \$30/hr and a 10.3% fringes needs to be applied when budgeting. There is a built in calculator in the survey and you may also access this document via www.houstonis.org/summerschool > 2015 Summer School Training Information > Title I Summer School Allocation.

Can non-Title I schools combine or do we have to each hold our own summer school?

Schools may hold a summer school program at one campus if preferred. However, funding and documentation needs to remain separate.

Must I complete the Summer School Program Request if I am paying for a summer program with non-Title I funding?

Yes, you must complete the [Summer School Program Request](http://www.houstonisd.org/Page/31758) and email it to Donna Gruetzmacher. Teachers must be added through the selector process so they are compensated correctly. Visit [Summer School Teacher Training Module 2015](#) for more information on teacher training. All Summer School teachers are entitled to a pay rate of \$30/hour. If they are not entered into the Selector, they will not receive this rate.

Teacher pay is \$30/hour. **There is no special compensation or stipend for Summer School Coordinators.** "Summer School Coordinator" is not an allowable Title I position. A campus principal can develop a differently funded solution so long as expenses are allowable. Some campuses pay their coordinator extra-duty pay out of regular GF funds or other allowable sources.

When I looked at the budget with the principal, we were trying to figure out how many teachers to hire. We looked at the budget itemized columns (actual column) and noticed that the teacher rate reads at \$25/hr instead of \$30. I thought the rate for a summer school teacher was \$30/hr?

The \$25 in the "actual" column is the amount that has been spent from that budget string. It means someone worked one hour of "extra-duty pay". Once teachers are put in the selector and assigned to a summer school

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program, if the payroll person reports time correctly, summer school teachers will be paid \$30 per hour. The \$30/hr teacher compensation for summer school begins on the first day that they teach summer school and their summer school time is correctly reported.

Can I hire a woman who was a student teacher in the fall, is certified now, and stayed as a teaching assistant for the spring?

If she is an HISD employee for the 15-16 school year then yes, you may hire her. She may teach the subject that she is certified in during summer school.

Where can I find a copy of the summer school application for teachers?

A sample of the 2015 summer school application is available on page 74 of the handbook and there is also a perforated page in the appendix. You may also access this application via www.houstonis.org/summerschool > 2015 Summer School Training Information > 2015 Summer School Application.

When is the training for teachers teaching non-ELL PK/K summer programs?

Please read Academic Services Online Memo: [Summer School Teacher Training Module 2015](#) The HISD summer School Training course will be available for self-registration on elearn May 7th. Teachers may complete the online course any time between May 7th and May 29th. There will be no face to face training for summer school. The online course is the only option.

Do I get compensated for attending the summer school training for teachers?

No, because it is an online training. We are continuing with last year's guidelines about only compensating teachers who need to attend in-person trainings and not online. This year the training is only offered online.

Clerks in the Summer School Selector:

Please see the Staffing section of the [Summer School Handbook](#) starting on page 69. For summer school there is only one clerk position (\$9.61/hr) in the selector. Unless they were clerks during the regular academic school year they will receive \$9.61/hour. No clerks II or III available during summer school. If the summer school clerk is a clerk (I, II, or III) during the academic school year, he/she will receive his/her regular hourly rate of pay for the summer school hours worked.

How many clerks may a school hire? (400-500 students)

For summer school duties, campuses can hire one clerk. Regular clerks can work while summer school is in session but for end of year close-up duties.

For new teachers who do not have EVAAS, can they teach their current content area, math, ELA?

If that new teacher is an HISD employee for the 15-16 school year and they are certified in that subject, then yes, that teacher may teach that subject during summer school. Please see the Staffing section of the [Summer School Handbook](#) beginning on page 70.

Mark, are we using 2013-2014 EVAAS data as a selection criteria for our 2015 summer programs?

Yes. You will be using 13-14 EVAAS data. At this time, 14-15 EVAAS will not be available for time to hire.

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We have a couple of teachers who wish to teach summer school who had negative EVAAS last year. They have made great strides this year. Is there a process to add them so they can teach?

Principal needs to appeal to HR first and if they are approved then HR will work with PeopleSoft to add the teacher to the summer school selector. Please adhere to the deadline for teacher training.

I have a teacher who had negative EVAAS scores in Math from the 2013-2014 school year. Does he qualify to teach summer school this summer since STAAR Math scores are not accounted for this school year?

No. Despite this year's exclusion of math scores from promotion standards for students, it does not change the requirement for an effective teacher in the summer school classroom.

Can an employee whose current position is an hourly lecturer be eligible to work summer school?

No. Hourly lecturer is not an eligible job title. In order for this HISD employee to work summer school, the campus must hirer (place) her as an hourly teacher position.

A principal should input their staff so other principals may select her?

Yes, this is correct.

A principal cannot upload a teacher who did not work during the academic school year in their campus, correct?

Yes, this is correct.

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Student Records

Is there a difference between the regular school year versus the summer school Chancery Database?

Yes. The summer school database will be completely separate from the Chancery SMS production database. Users will see a red splash screen color display upon logging into summer SMS indicating they are working in the summer school environment.

Is there a required training?

Yes. The SIS team offers mandatory summer school training sessions for identified staff in May. Please click on [Chancery Summer School Training Information](#) for exact dates. Summer School Overview trainings and open scheduling lab session will assist with several items such as enrollment procedures, PEIMS submission IV coding, grade reporting etc. Please refer to page 78 of the [Summer School Handbook](#) for the entire list.

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Title I, Part A

Where is the student application for summer school?

There will not be a student application to attend summer school. However, we will post a memo with a parent notification letter template along with other important documents that need to be shared with the parents.

Am I able to offer elective courses such as PE, Health, Spanish, Art, and Technology for original credit this summer and pay teachers with Title I or compensatory funds?

Yes, you may offer original credit courses during summer; however, you must utilize GF funds only. Title I funds are Title I funds and comp. ed. funds may only be used for supplemental activities that are designed and implemented to meet the educational needs of economically disadvantaged students. Expenses that do not directly relate to the core subject areas - reading, language arts, math, science, history and/or social studies – are unallowable Title I, Part A purchases. In addition, Title I funds should not be used to provide services that are required by State Law, State Board of Education Rule and/or Local Policy. For that reason, Title I funds cannot be utilized to pay for original credit.

Do substitutes need to take the teacher training for summer school?

Yes. During summer school, all substitutes must be highly qualified and attend the mandatory summer school training. Please click on [Summer School Teacher Training Module 2015](#) for more information regarding the teacher training.

Can I pay for a teaching assistant with my Title I funds?

No. A teaching assistant is not an allowable Title I position during the summer. Please see both the Staffing section (page 69) and the Title I, Part A section (page 79) of the [Summer School Handbook](#) for more information.

Can I pay for a nurse or a counselor with my Title I funds?

Yes. Please note that you must submit the Rationale Personnel form to Tiffany Green prior to hiring date. You may access this form via www.houstonisd.org/summerschool > 2015 Summer School Training Documents > 2014-2015 Title I, Part A Personnel Rationale Form.

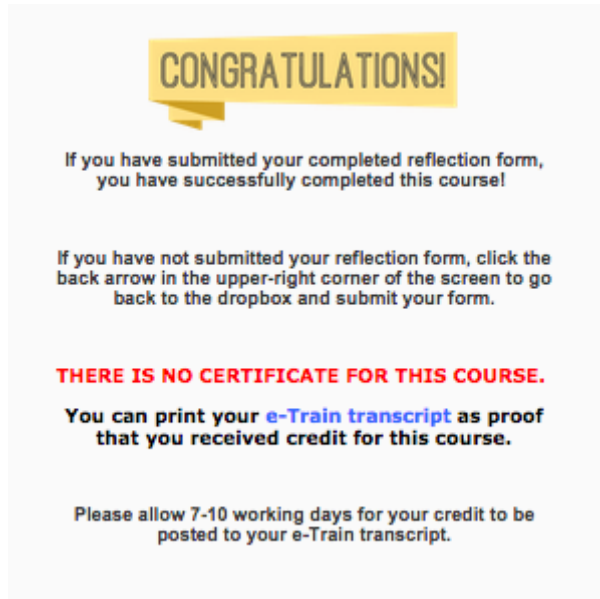
How are we paying for summer school this year? Are we making all schools take it out of their 2014-15 budget?

When campuses receive their allocation. The funds are for the school year and summer. At the beginning of the year we give 60% of the allocation for the school year and 40% of the allocation is set aside for the summer. We release some of the 40%, summer school money in January for them to implement intervention programs. The remainder of the Summer school funds were released in April. This is the third year that we will be distributing funds in this manner.

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How do I know that I have successfully completed the 2-hour, online teacher training on eLearn?

After submitting their reflection form, participants should take the “Verification of Completion” quiz. This quiz has only 1 statement: I have completed and submitted my reflection question form; yes or no. Once they click "yes" and submit their quiz, they will see the screen below. This is how they will know they have successfully completed the course.



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Facilities & Safety

Will we be responsible for communicating with Facilities in regards to having the A/C on for Friday classes?

On the survey we asked for your campus schedule so that should be enough for facilities to know when you'll need AC. Please contact James V. Bridge for more details. The contact list is available on page 6 of the [Summer School Handbook](#).

When should I submit information about the school crossing beacon lights?

Please email the 2015 Summer School Beacon Lights Form to James V. Bridges no later than Friday, May 8, 2015. You may access this form via www.houstonisd.org/summerschool > **2015 Summer School Training Documents > 2015 Summer School Beacon Lights Form.**

What campuses will be affected by facilities work this summer?

Campus	Area that cannot be occupied	Time Frame
Black MS	Rms. 202,204,206-208,214,216 & 219	06/01/15-07/31/15
Burbank MS	Rms. W1 - W10	06/01/15-07/31/15
Deady MS	Nurse's Off.,Attd. Off.,Rms. 219-222	06/01/15-07/31/15
Northline ES	Cafeteria	07/13/15-08/07/15
Sanchez ES	Hallway by main office, teacher's lounge, rooms 43, 44, 45 & 46	07/13/15-08/07/15
HSLECJ	Gym and (Cr 113, 205,)	6/29/2015-7/2/2015
HSLECJ	T-3/ T13/T15/T131Storage room.	6/1/2015-6/4/2015
Jefferson ES	T-bldg 39	6/1/2015-6/4/2015
Kashmere Gardens ES	T-bldgs 4a, 4b, 15 & 16	6/15/2015-6/18/2015
Love ES	Cafeteria (repair Library Wood Deck)	6/15/2015-6/18/2015
MC Williams MS	Band practice rooms	6/29/2015-7/2/2015
McGowen ES	Rooms 104, 311, attendance, library	6/8/2015-6/11/2015
North Forest HS	Band practice rooms	7/6/2015-7/9/2015
Port of Houston	(Pre- K room 23)	7/13/2015-7/16/2015
RP Harris HS	T-bldgs 42, 43, 47, 43, 46, 48, 53	6/22/2015-6/25/2012
Bonner ES	T-bldgs 21 -29	6/8/2015-6/25/2015
Cage ES	T-bldgs classrooms 151, 149, T-1B, T-2B	7/6/2015-7/23/2015
DeZavala ES	Building B restrooms inside classrooms 23, 24, 25, 27, 28	7/13/2015-7/30/2015
Elrod ES	T-building 136 & 137	6/1/2015-6/30/2015
Gross ES	T-buildings 301, 305, 306 & 308	6/1/2015-6/30/2015
McNamara ES	T-buildings 1 & 12	7/1/2015-7/24/2015
Petersen ES	T-building 1519	7/27/2015-8/14/2015
Poe ES	T-buildings 10, 11, 12, 13, 14, 15, 16 & 17	8/3/2015-8/28/2015
Tinsley ES	South Maintenance	7/27/2015-7/31-2015

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Food Services & Transportation

We have a lot of capped kids. Do we provide transportation during the summer?

No, if students cannot get to the cap-to school, then they can attend at the cap-from school.

Is bus transportation provided for summer school?

Not generally. There are exceptions for campuses under construction/renovation and other special cases. We will contact you if you are one of the exceptions.

How much time is needed to serve 75 students?

It will usually be a cold menu.

We will be having a visiting school and camp on our campus. Can we begin lunch at 10:00AM to accommodate the number of students?

After we get an estimate of meals needed we will staff accordingly to serve in the 1 1/2 hour time frame.

How does Food/Nutrition services do staffing for campuses?

Under 200 meals/day (including breakfast AND lunch), 1 person is hired. Over 200 meals served/day, more food service staff can be hired.

Does Nutrition Service provide additional supervision during the breakfast and lunch times especially since the program is open to the community?

No. Nutrition Services only provides a staff person per 200 meals served, but no staff person for supervision of meal participants.

When do you have to submit a field trip request form (to nutrition serves)?

The form must be submitted 15 days before the field trip date.

Is there an electronic copy of the food service schedule that I can type and submit?

Yes. You may access this form via www.houstonisd.org/summerschool > 2015 Summer School Training Documents > SS Food Service Schedule.

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Summer School Scheduling Survey

Will non- Title I schools be populated in the Summer School Scheduling Workbook?

Yes. Non-title I schools will be populated in the survey/workbook

How do I access this survey?

Connectteams.houstonisd.org

>Office of Student Support

>Summer School Scheduling

>Click here to submit a summer school schedule

In the yellow folder it states that Summer School Scheduling is due by May 1, 2015. Our STAAR nor IOWA results would be back yet.

Yes, campus plans for summer school are due on May 1, 2015. Campuses will of course receive additional data during the month of May and into early June which will better define the expected number of students and teachers. Plans, however are due on May 1 with the best estimates the campus can provide based on available data and history.

Is there a browser that best supports this program?

Yes. SharePoint works best on Internet Explorer.

Questions #29-21 and #33-34 that require campuses to enter their start and end time are no in 5 minute increments!

Daily Schedule

To assure students are fueled up for learning, the meal periods are required to be scheduled as part of the school day as opposed to being scheduled before school begins. The following service times have been advertised to the public and filed with the State: breakfast 8AM-9AM and lunch 11AM-12:30PM (Elementary and middle schools will serve breakfast in the classroom. High schools may choose between cafeteria or classroom service – All lunches must be served in the cafeteria.). There can be no more than 4.5 hours between the start of breakfast and the end of lunch. When entering your schedule, please remember that central office closes at 7:00 pm and will not open on Fridays.

	Start Time	End Time
29. Time TEACHERS Report	<input type="text"/>	<input type="text"/>
30. Time STUDENTS Report	<input type="text"/>	<input type="text"/>
31. Breakfast <i>Cannot start before students report</i>	<input type="text" value="8:00am"/>	<input type="text"/>
32. Breakfast Location (HS Only)	<input type="text"/>	<input type="text"/>
33. Lunch	<input type="text"/>	<input type="text"/>
34. Class start/end	<input type="text"/>	<input type="text"/>

6:00am
6:05am
6:10am
6:15am
6:20am
6:25am
6:30am
6:35am
6:40am
6:45am
7:00am
7:05am
7:10am
7:15am
7:20am
7:25am
7:30am
7:35am
7:40am
7:45am
7:50am
7:55am
8:00am
8:05am
8:10am
8:15am
8:20am
8:25am
8:30am

Please note that the scroll bar defaults to 8AM; however, all time availability is posted (6AM-9AM)

Summer School 2015 Training FAQs

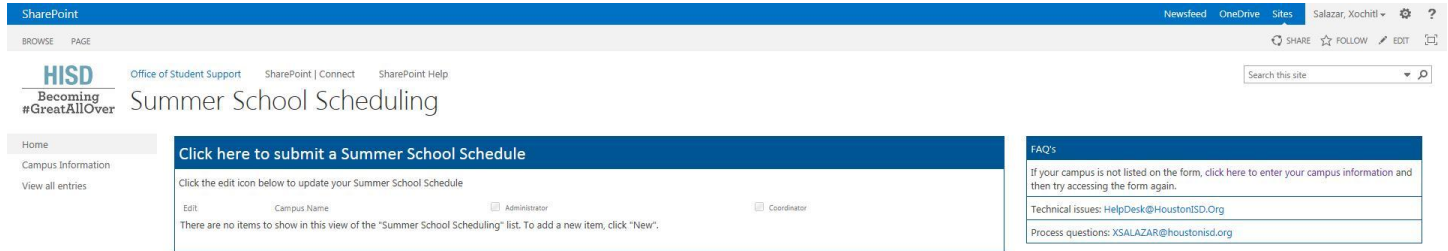
What do I do if my campus name is not in the scroll bar?

After clicking on the following three – you will be on the ‘Home Page’:

>Connectteams.houstonisd.org

>**Office of Student Support**

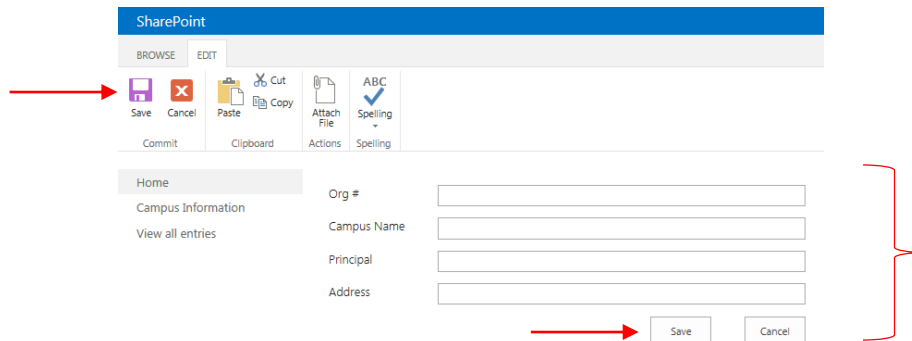
>**Summer School Scheduling**



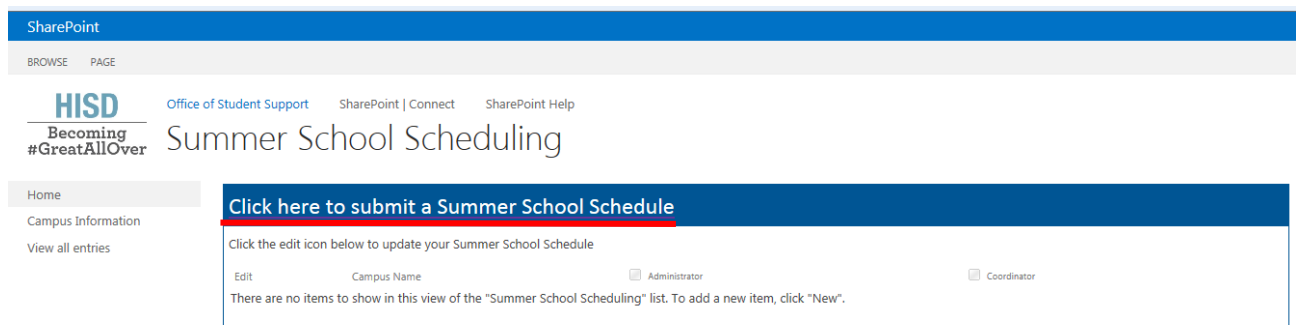
On the far right corner of the ‘Home Page’ you will see a FAQs box. You will click on ‘**click here to enter your campus information**’



Type in your campus information and click on **Save**.



After saving, you will be able to click on **Click here to submit a Summer School Schedule** and begin the survey.



Summer School 2015 Training FAQs