



REGIONAL SUMMER SCHOOL

Teacher's Handbook & Procedures Manual

Nassau BOCES
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**Nassau BOCES
Regional Summer Schools 2016**

Regional Summer Schools (RSS) have been set up by Nassau BOCES to provide opportunities for students to have success in their studies. You, as their teachers, are the most crucial element in this program. Please read over this short manual for rules, observations and suggestions regarding this position.

Planning of Summer School Program

General Schedule

Planning for the Regional Summer School begins in early March. Component districts wishing to take part in the service meet with Nassau BOCES staff to determine which programs they will run and to recommend administrative personnel to Nassau BOCES for employment. Each program is represented by one certified administrator, who serves as Coordinator or Assistant Coordinator for Nassau BOCES. The RSS Coordinators will all meet on a collective basis with the Nassau BOCES RSS Principal to establish and design course offerings and procedures. All policies will be compatible with those of Nassau BOCES and the component school districts.

A suggested schedule and guidelines for planning and conducting Summer School is as follows: (Please note, there may be some variation between schools.)

MARCH/APRIL

- Establish calendars for faculty and program.
- Review and modify attendance, transcript, registration, mid-term, and final grade forms.

APRIL/MAY

- Establish preliminary budget based upon projected combined enrollments for each campus.
- Prepare summer school brochure.
- Announce faculty positions, review applications and select staff.

JUNE

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

JULY/AUGUST

- Conduct fire drills, one the first week, one later in the summer
- Order Regents and other needed examinations.

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

Staffing

In an effort to maintain instructional continuity among participating school districts and the Nassau BOCES Regional Summer School, teachers from component districts with previous summer school experience are given preference in job consideration. However, there is no guarantee of a position because a teacher worked in a previous year. There is no seniority. A summary of the positions that may be available during the summer, depending on projected enrollment, will be posted in the component districts. First preference is given to assigning a teacher to the campus enrolling students from his/her district. When this is not possible, preference is given to allow the teacher to teach in the same position at one of the other campuses. Selection of teachers is conducted in late May or early June by Nassau BOCES. Announcement of employment is made no later than June 15th, except for emergency placements. Employment is generally for six weeks, plus one faculty meeting to be scheduled by the building coordinator(s). Salaries are paid on an hourly basis.

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

- **Application, W – 4, IT2104 Form, Designation of Beneficiary, Teachers' Retirement Information Form, Employment Eligibility, Code of Ethics, Fingerprint Form(s) and Information Form:** Applications for summer school positions will be sent to each component district by May 15th. All forms must be filled out completely and accurately. Any form returned to Nassau BOCES without being fully completed will not be processed and could jeopardize the applicant's employment. We must have a social security card in the name under which you are applying.
- **Sick Day Policy:** Teachers are not entitled to any sick or personal time. Any teacher who misses work will not be paid for that session. Jury Duty is also not covered.
- **Sign –in Procedures:** In accordance with Nassau BOCES attendance procedures, all staff are required to sign in and sign out on a daily basis. Any employee who does not sign in and sign out daily will be considered absent and not be paid for that day(s). Building coordinators will be required to collect all attendance data daily and submit it to the Nassau BOCES District Liaison in accordance with the payroll schedule. Please remember that timesheets are legal documents. Any misstatements are against the law.
- **Regents Review Instruction and Registrars:** Teachers selected by the administrative staff will receive the established hourly rate for teaching a review class. Proctors will be compensated at an hourly rate agreed upon with the district. If your district is using the Regional Scoring Center for grading exams, your last day of work is the last day of Regents exams unless otherwise arranged by the RSS Coordinator.
- **Part Time, Teacher Aides, Clerical, and Security Staff:** Nassau BOCES only pays for Teacher Aides. Custodial, clerical and security are all district responsibilities as these positions are not connected to instruction and, therefore, not aidable.
- **Time Sheets and Payroll Reports:** Building coordinators are responsible for signing at the bottom of the time sheets of all certificated staff whether for daily reporting or for extra assignments. These must be submitted to the Nassau BOCES RSS Office for payment. No time sheet will be processed unless it has been properly signed. Time sheets should be submitted in accordance with the payroll schedule.

Teacher Observation/Evaluation - Procedures and Instruments

First year teachers will be observed each summer by either the Coordinator or the Assistant Coordinator (where applicable) in accordance with the following schedule and considerations:

- Prior to the observation, the teacher will receive two working days' notice of said observation. Notice time may be extended or shortened subject to mutual agreement of teacher and supervisor;

- The teacher and supervisor will cooperatively schedule a Pre-Observation Conference or they may mutually agree to waive said conference;
- The teacher and supervisor will mutually discuss the rubric that is being used for observation. Remember, this is an observation not an evaluation. Part-time hourly summer employees are NOT subject to APPR.
- Within five working days after the observation the teacher and supervisor will cooperatively schedule a Post-Observation Conference, or they may mutually agree to waive said conference. The teacher will return a signed copy indicating that they have read the supervisor's report.

Student Discipline Code

Regional Summer School offered through Nassau BOCES will abide by the School Conduct & Discipline Policy of the **host school district**. Any disciplinary procedure requiring intervention beyond the Summer School Coordinator will be conducted by the District Superintendent of Nassau BOCES or his designee.

Each Summer School Coordinator is responsible for informing all students and staff of the School Conduct and Disciplinary Policy of the host school district by the opening of summer school.

SUMMER SCHOOL INSTRUCTIONS FOR TEACHERS

General

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

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

Teacher Attendance

Teachers will sign in and out on a form that will be kept in the school office. Teachers are expected to arrive prior to their students in order to open the classroom and get things set-up for class. Teachers are only paid for the time the class is in session – not before or after. Absences should be marked with a red A. Should a teacher anticipate an absence, they should make every attempt to let the coordinator know in advance so that coverage may be arranged. Please note, it is important that the Coordinator be notified as soon as possible, preferably the night before an absence. Please keep in mind that there are no allowances for summer school absences, and a missed day will result in the loss of a day's pay.

Instruction

All instructional staff should provide the summer school office by the end of summer school, an outline for each class. This should include a list of topics covered, assignments given, tests, quizzes, etc. **Each outline should be between 2-5 pages.**

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

Instructional Media Equipment

Limited equipment will be available in each school location. Teachers should plan the use of such equipment in advance and make their requests at least one day in advance. Arrangements will vary by program

Tests

Short quizzes should be given regularly and reviewed in class. A mid-term test will be scheduled three weeks into the summer. In those areas where more than one (1) teacher is instructing in the same subject area, those teachers should agree upon the scope of the examination. These examinations will be given during the regular time period of the class. **Students are not to be dismissed early on these days.**

Homework

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

Library

The library will be open during school hours. A certified librarian will be on hand to assist students. This service will only be available in buildings with more than 100 students enrolled in the program.

Textbooks

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

Student Attendance

All instructional staff will be provided an initial class list of students who have been registered for their classes. This list should be checked against students in attendance on the first day. Students admitted to the class after the first day must have official approval. Any discrepancies between the class lists and the students actually reporting to a class should be reported to the office on the first day. Students transferred to a class from another class should be given credit for their previous attendance. Teachers should check on this with the previous class instructor. Attendance records are legal documents and should be kept accurately and securely. Students are not to make any entries on these records.

It is important that daily absences be correctly reported each period. Any lateness must also be recorded with the exact time indicated that the student reported to class. The accumulated absences will be recorded and the parents of each student will be notified of the student's absence. Attendance policies in effect are those of the hosting school.

Summer school students are not subject to compulsory attendance; therefore, they are not subject to the disciplinary rules set forth in Education Law 3214. Class participation will, however, factor into a student's summer school grade. There is no distinction made between excused and unexcused absences. The lack of class participation, which can relate to poor attendance, may result in denial of course credit. If a student does earn a passing grade in a course despite poor attendance, credit may not be denied as a form of discipline. Attendance regulations follow those developed by the district.

Lateness and Absence Procedures

If a student is late, he/she is to be recorded on the daily attendance list or in a student information system (depending upon the district). Lateness and attendance procedures will be discussed by each program's coordinator. Accurate attendance is required for all classes.

Grading

Grades should be based upon an evaluation of the student's class work, special reports, homework and tests. The same standards of evaluation that normally apply during the regular school year will also apply in the summer. Passing summer school work should not be based solely on attendance. A Regents exam should NOT be counted as part of the student's final grade. **It should be a separate grade.**

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

Final Grade for the Course

Final grades for courses are arrived at as follows:

- a. The first thirteen/fifteen days of the course are considered semester one. The semester one grade is two-thirds class work, tests, homework, etc. and one-third mid-term exam.
- b. The second thirteen/fifteen days of the course are considered semester two. The semester two grade is two-thirds class work, tests, and homework, etc. and one-third the final exam.
- c. The final course grade is arrived at by averaging equally the semester one and semester two grades and will be on a letter grade basis. No Pass/Fail grades will be issued.

The RCT cannot be used as a final examination grade. All students will take either a final examination or a Regents examination.

Discipline

Summer School has, in most cases, no counselors or deans. Therefore, it is the teacher's responsibility to please resolve minor infractions of disciplinary conduct. Persistent or serious infractions in discipline or lack of effort should be referred to the coordinator(s). Continued infractions will result in dismissal.

The teacher's supervision of discipline should not be limited to the classroom. Teachers are responsible for the safety and movement of students through the halls between periods. For example, should there be a student lavatory adjacent to a room or in the general area, it should be checked regularly. Regular school restrictions apply.

Health & Safety

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

Fire Drills

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

School Nurse

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

Regional Scoring Center

Most high school districts will have their Regents Exams graded at the Nassau BOCES Regional Scoring Center located at the Lupinskie Center in Westbury. Teams of Master Graders are hired solely for the task of reading and grading the exams. District Coordinators transport the exams to the Lupinskie Center where they are checked in, counted and then scored electronically using the NY State approved "FastScore" system. Grades are then sent to the coordinators as they are processed and become available. Grades will not be given to a student or parent at any time.

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