Handbook for Summer School

New York State Education Department
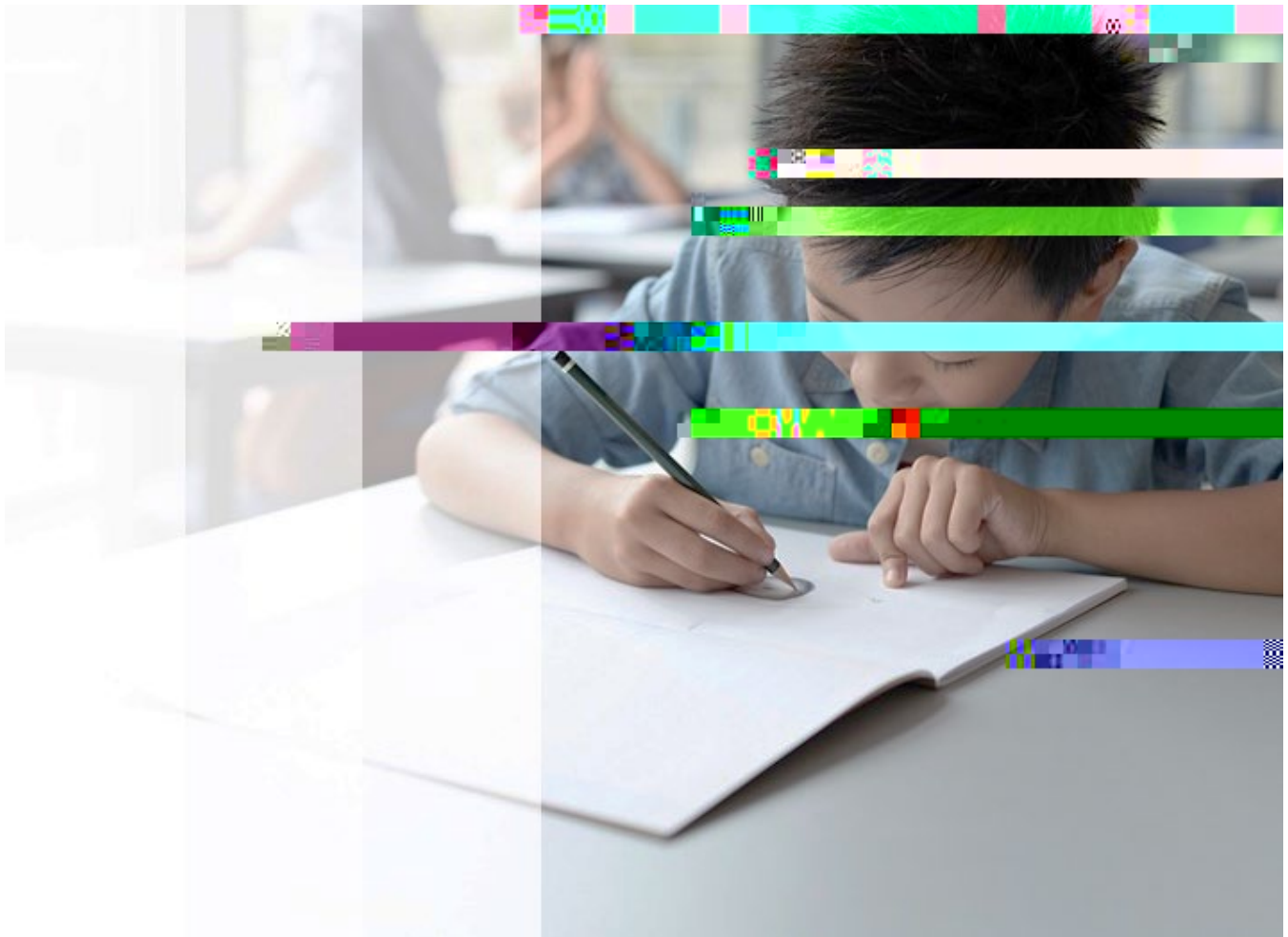
2024 Calendar	
June	Summer School Registration attendance
July 1 (M)	First day for which Summer School students generate State aid
July 4 (TH)	Legal Holiday on July 4 – No Classes

September 2nd or the first business day after September 2nd if it falls on a Saturday, Sunday or Labor Day

Hours of attendance for summer 2024 in-district operated programs should be

implementation of a summer program can increase awareness, stakeholder support, produce essential feedback, and encourage com

and research for further learning.
- o [Equity and Social-Emotional Learning](#)
- o [Social Emotional Learning and Adult Practice](#)
- o [Social Emotional Learning & Family and Community Engagement](#)
- o [Culturally Responsive-Sustaining (CR-S) Education Framework,](#) which provides suggestions for a range of stakeholder groups to engage in culturally responsive practices
- o [Social Emotional Learning Activities and Teaching Practices](#) (updated 2021), which provides district-developed crosswalks aligning SEL core competencies, subject area standards, sample SEL activities, and general teaching practices.

teachers also apply the theory of Constructivism (Piaget, Vygotsky, Bruner) and the 5E Inquiry-Based Instructional Model (Bybee and Landes). Constructivism theories support the idea that students construct knowledge, rather than simply memorizing it, and that students build off prior experiences and knowledge to essentially scaffold their own new learning experiences. The 5E Inquiry-Based Instructional Model is a cyclical teaching design that incorporates Engagement, Exploration, Explanation, Elaboration, and Evaluation. As students complete each step, they will strengthen their base of knowledge on the subject by making more meaningful and lasting connections than if they were doing rote memorization.

Project-based learning can be implemented within summer programs to by considering the following principles:

- Activity- and discovery-based hands-on learning experiences.
- Access to a rigorous and demanding approach to education that infuses the study of Science, Technology, Engineering, Art, and Math (STEAM) across all types of instruction and all age groups.
- Collaborative learning that incorporates the use of team building, listening, and problem-solving/resolution skills.
- Meaningful, relevant, and engaging instruction that encourages youth participation, ownership, and choice.
- Developing skill mastery through practice, repetition, explicit sequencing of skills, and encouraging students to become "really good at something."
- Expanding students' horizons and encouraging learning about new cultures, new skills, and exploring careers and college options.

Outside Fun/Safety

The Summer months are a time for outdoor fun, but it is imperative to make sure your students are safe while having their summer fun. Programs should be mindful of health and weather factors that could put students at risk, such as dehydration, heat-related illness, and sun exposure. Programs and districts are encouraged to review the New York State Center for School Health resources regarding summer heat-related risks.

Summer Meals

Districts should include adequate nutrition and snacks to students participating in summer programming. Providing free meals for all students, regardless of income, is a proven strategy to reduce food insecurity, support learning, improve mental and physical health, and bolster educational and economic equity. If a district seeks support and assistance accessing free summer meals, they are encouraged to visit The Summer Food Service Program

References

Bañeres, D., Rodríguez-González, M. E., Guerrero-Roldán, A.-E., & Cortadas, P. (2023). An early warning system to identify and intervene online dropout learners. International Journal of Educational Technology in Higher Education, 20(1), NA.

General Summer School Requirements for All Summer School Programs

Summer School programs must adhere to the following conditions:

- Schools should strive to offer Summer School programs in person, unless otherwise directed by an order of a State or Local Department of Health.
- Schools are permitted to offer Summer School programs in any one of the following 3 modalities: fully in-person, fully virtual, or a hybrid/blended modality of both in-person and virtual instruction.
  - Districts may only provide Summer fds0.001 T14 (02314cktut)6.1 e2 (f)10 (hts.005 Tci)4 (d 22.84 f

- A Summer School operating in a **face-to-face or blended modality** is required to employ a principal certified in this State pursuant to §100.2(a) of the Commissioner's regulations who must be present at each school where a Summer School program is operated, work a regular schedule, and be available during the hourssuch Summer School is in

- BOCES that operate elementary and secondary Summer School programs via virtual learning must use curricula and course content that are determined cooperatively by the BOCES and participating component districts (8 NYCRR §110.5[a][3]) and should offer such programs under CO-SER 5875 (Summer School), or CO-SER 5881 (Summer Online and Blended Learning). CO-SER 5875 has been expanded so that instruction can now include both in-person instruction and online or blended learning.
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- For Summer 2024, virtual learning programs offered under either CO-SER 5875 or CO-SER 5881 will be

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programs). This enrollment code is used to report enrollment of any student for whom the school/district has accountability responsibility under the State accountability system when the student did not transfer in under an ESEA Title I transfer option. This code is also used to report home-schooled students taking state assessments and students enrolled by parental choice in a religious and independent (nonpublic)

The Program Service codes are based on the reason the student is taking this program:

- Reason A: This is the first time the student has taken this program, or the student is taking this program for advanced enrichment.
- Reason B: This student is taking this program as an academic intervention to improve their grades or because the student is at risk of failing State tests.

Program	Reason A	Reason B
English Language Arts	2751	2861
Mathematics	2752	2862
Science	2753	2863
Social Studies	2754	2864
Technology	2755	2865
The Arts	2756	2866
Languages Other Than English	2757	2867
Health	2758	2868
Physical education	2759	2869
Driver Education	2760	

information on the ELL Identification Process, visit the Idenfication

Approval for school-age students with disabilities with ESY programs and services who are placed in SED-approved district or BOCES programs, or in SED-approved private day or residential programs. Districts are reimbursed 80 percent of the approved total costs for education and if applicable, maintenance and transportation.

Health and Safety

COVID-19

The COVID-19 pandemic continues to place increased responsibility on schools for maintaining the health and safety of students and staff who attend school. Schools can check the NYS Center for School

provider for such students, along with following district policies on concussion management. Additional information on the law and related issues is available in [Guidelines for Concussion Management in Schools 2022.](#)

Medication Administration

The administration of medications to students in all New York schools is governed by Articles 139 and 19 of the Education Law. More information and guidance on medication management in schools can be found in NYSED's [Guidelines for Medication Management in Schools 2022](#). Other memos related to medications in schools that administrators should be familiar with

- Secondary schools should use summer enrollment numbers to determine compliancewith §91.2.
- For the purposes of Summer School in the summer of 2024, "period" should be considered one hour.
- For secondary schools operating in a fully online modality, the certified school library media specialist may also provide services through a fully-online modality.

Driver and Traffic Safety Education

Information regarding Driver and Traffic Safety Education (DTSE) can be found on the Office of Career and Technical Information's website.

DTSE programs may **not** commence instruction prior to receiving notification of program approval from the State Education Department. Please allow at least four weeks to process your program's application as applications filed without sufficient time for review may not be approved in time to commence your school's DTSE class. For additional information please contact the Office of Driver and Traffic Safety Education at (518) 486-1547.

DTSE Classroom Instruction
The 24 hours of classroom instruction may be met fully in person, fully online, or through a hybrid of both in-person and online instruction. All classroom instruction must be delivered by an appropriately credentialed DTSE (MV-283 lecture) teacher, including coursework for students seeking the Pre-licensing Course Completion Certificate (MV-278).

DTSE In-Vehicle Instruction

Due to continuing uncertainty around COVID-19, the 24 hours of laboratory (in-vehicle) instruction may be met under the supervision of a professional driving instructor (either an instructor with a valid MV-283 Driver Education Instructor Certificate or an instructor with a valid MV-524 Driving School Instructor Certificate contracted to teach in a DTSE program) per the NYS DTSE Guidelines or under the supervision of a parent/guardian holding a valid NY State Driver's License.

This is a local decision; however, should a school continue to utilize the parent/guardian supervision option, the school must provide the parent/guardian with specific and detailed information regarding the 24 hours of in-vehicle instruction, observation, and applied practice that the parent/guardian will deliver. Upon completion of this instruction, the parent/guardian must document and attest to the student's school that the student has received the 24 hours of combined in-vehicle instruction, observation and applied practice. It is a school's responsibility to determine how the parent/guardian will document and attest to the completion of the 24 hours, as the school is ultimately responsible for the issuance of the MV-285 Certificate of Completion.

Districts offering secondary Summer School

Administration Schedule

The examination administration schedule for August is available on page 33 of this document and is also available on the NYS August 2024 Regents Examination Schedule webpage.

Instructions for Administration

Regents

- For information on testing accommodations for English Language Learners (ELL) and former ELL students, see page 18 of the *School Administrator's Manual for Regents Examinations*.

- All students taking the August 2024 Regents Examination in Physical Setting/Earth Science, including those retaking the written examination, must take the Earth Science Performance Test (Part D) during the two-week period immediately preceding the August written examination. This performance test must be administered to each student in one continuous block of time in one day. Scores earned by students on the Earth Science Performance Test taken in conjunction with prior administrations of this written examination may not be carried over and applied to the student's final examination score for a subsequent Regents Examination. Only the performance test score earned by the student in this two- week period immediately preceding the written examination

examination requests online. Requests for August examinations must be submitted online; requests received by e-mail or fax will **not** be entered by Department staff and the school of origin will be contacted with instructions on the use of the online examination request system.

Please send any questions via e-mail to: examrequest@nysed.gov.

The University of the State of New York

THE STATE EDUCATION DEPARTMENT

Office of State Assessment
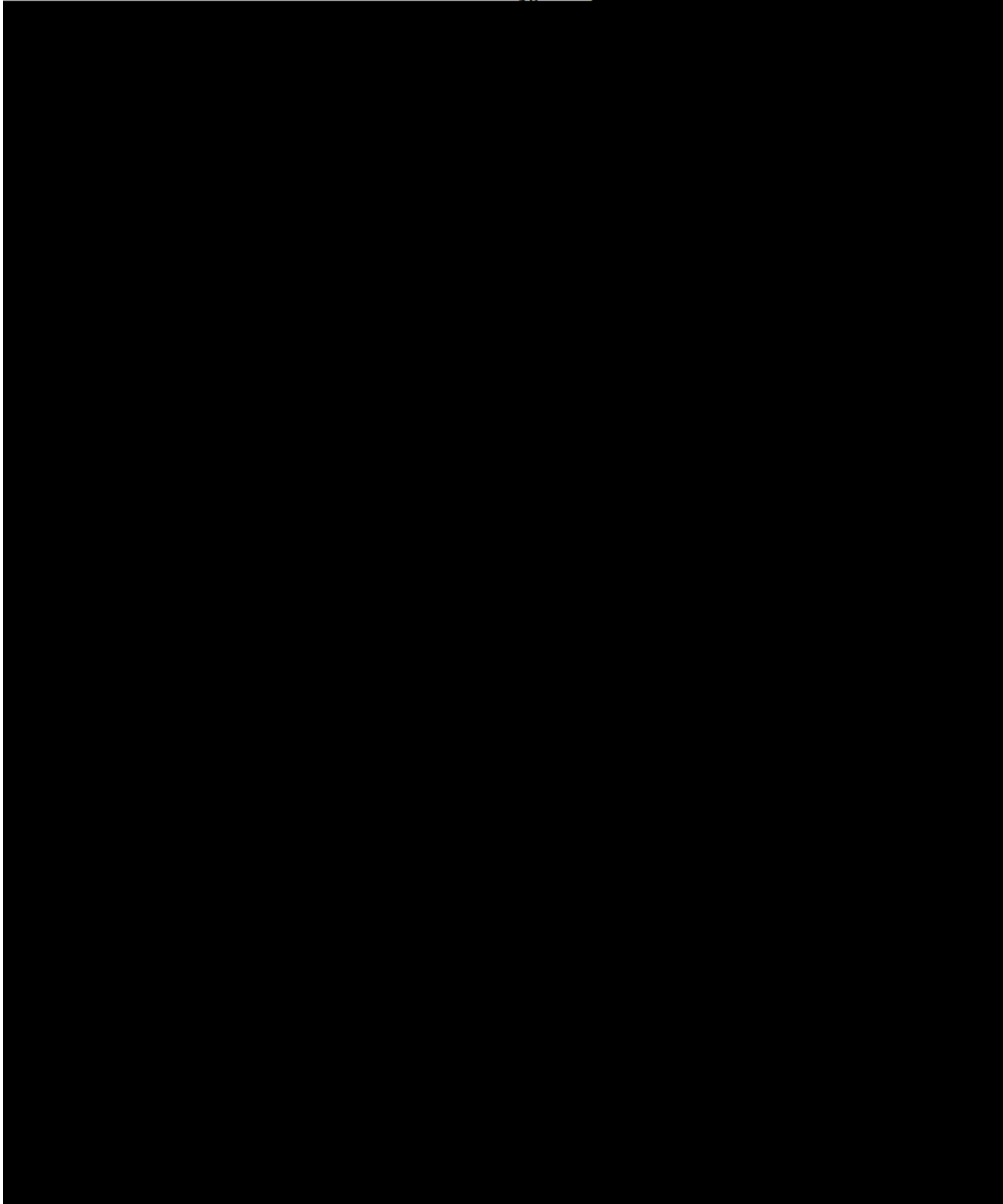
and BOCES must use the same board-approved attendance policy for Summer School that is used during the regular school year. Summer School attendance requirements are based on a pro-ration of the regular year attendance requirements. Every public elementary, middle, and secondary school must maintain a record of each pupil's presence, absence, tardiness, and early departure in a manner that complies with §104.1 of the Commissioner's regulations. For coursework leading to a Regents diploma, nonpublic schools must also take attendance. The regulations specifically require schools to adopt minimum attendance requirements, which distinguish between excused and unexcused student absences for the purpose of awarding course credit.

Funding Sources

Education Law §3602(1)(g) and Part 110 of the Commissioner's regulations state that Summer School is public instruction during the months of July and August. Many sources of funds may support a Summer School program, including local taxes, state aid, private donations, and private, local, State and federal grants. However, the source of funds does not exempt a district from compliance with all laws and regulations applicable to summer school. In <u>Matter of DeMasi, et al.</u> (18 Ed Dept Rep 320, Decision No. 9,859), this requirement is stated as follows:

"A board of education may accept gifts of money to be used for specific eduro14 (ta0.005tt36320)13c 0 Tw eveed 6p

Federal Funding Sources to Support Summer School Programs

Local Education Agencies (LEAs)

STATE EDUCATION DEPARTMENT CONTACTS

NYSED Contact Information

Driver and Traffic Safety Education
Website: http://www.nysed.gov/career-technical-education/driver-and-traffic-safety-education-dtse
Phone: 518-486-1547
Email: EMSCDRVED@nysed.gov

Office of Bilingual Education and World Languages
Website: http://www.nysed.gov/bilingual-ed
Phone: Albany: 518-474-8775
Phone: Brooklyn 718-722-2445
Email: OBEWL@nysed.gov

Office of Standards and Instruction
Website: http://www.nysed.gov/curriculum-instruction
Phone: 518-474-5922
Email: emscurric@nysed.gov

Office of Educational Design and Technology
Website: http://www.nysed.gov/edtech
Phone: 518-474-5461
Email: edtech@nysed.gov

Office of ESSA-Funded Programs
Website: http://www.nysed.gov/essa
Phone: 518-473-0295
Email: conappta@nysed.gov

Office of Information and Reporting Services
Website: http://www.p12.nysed.gov/irs/
Phone: (518) 474-7965
Data Support

Office of Special Education
Website: https://www.nysed.gov/special-education/contact-us
Phone: (518) 473-2878
Email: speced@nysed.gov

Special Education Quality Assurance Regional Offices:
https://www.nysed.gov/special-education/special-education-quality-assurance-regional-offices
SEQA email: seqa@nysed.gov

Office of State Aid

Website: O670872 Tj/TT1 10 6rg0.005T95.8001f6i1-36fep.6e(10 (f S-7.6f)-8.6(t)19 (e)17(ta)4(te)17(te(10 (fA)10 (id