

# **Brown Elementary School 2023 Summer School Program**

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# Table of Contents

Hazelwood School District provides a variety of free summer school programs designed to strengthen students' skills in reading, writing, language development, problem solving, and math. Programs are designed to meet the needs of all learners through a highly personalized learning environment. Support is provided to English Language Learners (ELL) students who qualify for Title I services, special school district services and students with Reading Improvement Plans (RIPs).

## ***Mission***

Our mission at Brown Elementary is to promote the highest level of student achievement for all learners and to have a community built on respect and responsibility.

## ***Vision***

Brown Elementary will be a nurturing, collaborative community where students, staff, parents, and community members all work to foster creative, critical, and analytical thinkers.

## ***RATIONAL***

Academic proficiency, according to our MAP scores and district benchmark assessments, have remained stagnant and/or shown a decrease in reading and math as compared to other students in Missouri. Our students are capable of demonstrating high academic achievement, but are falling short of their potential. This summer school plan is to provide an additional 14 days of learning during the summer months to help minimize the educational gap that may exist, while also enriching the learning experiences for students needing additional challenges to exceed their potential.

## ***STUDENT POPULATION***

The summer school program supports students entering Kindergarten (Sunny Start) as well as current kindergarten-fifth grade students who live within Brown Elementary School's Attendance Area..

## ***STAFFING ALLOCATIONS***

- Teachers based on following staff ratio:
  - Sunny Start: 1 teacher and 1 BA/TA for every 15-20 students
  - Kindergarten-5th grade: 1 teacher for every 15-20 students
  - 2 Literacy Tutors
  - 2 BA/TAs
  - 2 Clerical (secretary & teacher clerk)
  - 1 Nurse
  - 1 Counselor
  - Librarian shared with 3 other schools (1 day per week)
- Staff hours
  - Classroom teachers, librarian, counselor & nurse = 5.5 hours per day or 8:40-2:10
  - TA/BA & clerical = 5.5 hours per day or 8:15-2:15 or 8:00-1:30 depending on school needs.

## **PROGRAM DATES & TIMES**

- June 12, 2023 - June 30, 2023
  - No school on June 19, 2023
- 8:50 am - 2:00 pm
  - Sunny Start (incoming kindergarten)
  - Kindergarten - 5th grade
- Meet the Teacher Night
  - June 8th
  - 5:00 - 6:00 pm

## **BREAKFAST, LUNCH & RECESS PROCEDURES**

- FREE Breakfast will be provided to every student
- Students will be served breakfast & lunch in the cafeteria
- 20 minute recess - TA/BA monitored
- Lunch will be provided, but there will be a charge based on their regular school year status

## **GRADE LEVEL COURSES**

- [Curriculum](#)
- **Assessments:**
  - **Sunny Start** - part of the Sunny Start Curriculum we receive from the district
  - [Kindergarten](#)
  - [1st grade](#)
  - [2nd grade](#)
  - [3rd grade](#)
  - [4th grade](#)
  - [5th grade](#)
- Novel Engineering per grade level; only computation for math
- Computation Practice SS-K Addition, Subtraction 1-2, Multiplication 3-5
- **Independent and Homework Assignments**
  - IXL - Independently working in IXL for ELA and Math through the lessons so that teachers can pull small groups based on student scores/needs. Model and mini-lesson taught first, then small group
    - Independent work will focus on certain standards
    - Utilize 3 standards per content area based off of EOY assessments

## **INSTRUCTIONAL SUPPORT**

- Below Grade Level - Extra remediation (double dipped)
- On Grade Level - Review of grade level content standards
- Above Grade Level - Exposure to next grade level for determined content areas. Student will attend grade level above if they have a 4 in that specific area/skill

## **EVIDENCE OF LEARNING**

- Assessment Data
- [Brown Assessment Tracker](#)

- IXL pre and post assessments

## **ATTENDANCE INCENTIVES**

- Weekly incentives for student attendance
  - Pop-it keychains
  - Water bottles
  - Bubbles
  - Camping Supplies
  - Brown Spirit Wear
- A chance to win a Camping Tent for 100% attendance for all Summer School on last day of summer school.

## **REGISTRATION PROCESS**

- Begins March 20th and ends May 26th for transportation to/from school
- Registration will be completed through SIS utilizing an e-form
- May 26th is the last day to receive bus transportation
- Summer School Advertisement
- The Summer School enrollment deadline is May 26, 2023 with the exception of Sunny Start enrollment. ***Per federal guidelines and the HSD Summer School plan, which is submitted to DESE, all children eligible for Sunny Start will be allowed to attend, as they enroll. The district is not allowed to decline services or develop a “waiting list”.***
- **Sunny Start and Kindergarten Enrollment** When students enroll for Sunny Start or kindergarten, it is the building administrator’s responsibility to ensure that student pictures are taken and uploaded into SIS.
- Supervisors should make sure teachers have name tags which include student name, mode of transportation (if bus riders see detailed information under Transportation Section) and room number ready for all students in Sunny Start and kindergarten.

## **COMMUNICATION**

- Summer School Promotion Plan (Add Link)
- District Platforms utilized
  - Blackboard
  - Flyers
  - Marquee
  - Peachjar
  - Dojo
  - School Newsletter
  - Social Media (Facebook/website)

## **PARENT HANDBOOK**

- **Brown’s Parent Handbook**
- **Brown’s Open House on Thursday, June 8th from 5:00-6:00**
- **Summer School Meeting [PowerPoint](#)**

## **STAFF HANDBOOK**

- **Brown’s Staff Summer School Handbook**

## **SAFETY PROCEDURES**

- Drills There are 6 drills **required** in the first week of school and procedures should be discussed with your teachers prior to the drill. Once each drill has been conducted, complete the [Emergency Drill Record](#) and send it to School Safety and Security via inter-school mail
  - Fire
  - Earthquake
  - Intruder - Level 2
  - Tornado
- **Emergency Plans & Procedures (Link)**

Signs should be posted in each classroom describing emergency and evacuation procedures. Due to the location of summer school classrooms, it may be necessary to modify the evacuation procedures. Review the importance of building emergency procedures and maps.
- **Crisis Team**

Many teachers in the Hazelwood School District have been trained to lead in emergency situations. Creating a **list** of teachers who have been trained in the following areas may be beneficial.

  - 4 E Training
  - CPR
  - NCI
- **Staff Emergency Information**

In the event of an emergency concerning a staff member, the Site Supervisor will need to have summer contact information. The link provided is a sample of a staff [emergency form](#).
- **Student Emergency Information**

Student Emergency Information can be found in SIS. However, schedules and contacts may change during the summer months. An example of a [Student Transportation](#) form can be found at the link provided.
- **Illness/First Aid/Covid Contact Tracing**

There is a school nurse at our summer school location. If for some reason the nurse isn't present, the student should be referred to the clerk. Students' medical issues are documented in SIS, and the nurse will communicate major medical issues to all appropriate staff. Contact Tracing and Quarantine will be conducted by the nurse and administrator..
- **Child Abuse (physical, sexual, emotional)**

If there is a suspicion of abuse it should be reported to the Division of Family Services at 1-800-392-3738. Mandated Reporting Procedures can be found on the second page of the [HSD Child Abuse/Neglect Report](#).

Hello Wonderful Brown Elementary School families,

Brown Elementary's motto is "It's our **differences** that make us **unique** and **special**." These past few school years were unique, but how we approached it was how we made it special. Last year's summer school went well and we are excited to continue the trend this summer. The following summer school framework is an outline of our practices, academic expectations and procedures for you. To find out more information or for any questions you may have, please feel free to contact the Brown School Office, Mr. Kain or myself.

We hope this plan will help you understand our procedures and navigate through this summer school time period. Our goal is for our students to have fun while learning. The summer is a great time to strengthen and/or catch up on skills that were missed during the regular school year.

Please, feel free to contact me if you have any questions, thoughts, or concerns.

Sincerely,  
Mrs. Melanie Davison  
Brown Elementary Principal  
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