Clark County School District
2022 Summer Learning Opportunities
Accelerating Students' Learning

Introduction and Purpose

An analysis focusing on the impact of COVID-19 on students' learning in Kindergarten through Grade 12 was significant, leaving students on average five months behind in mathematics and four months behind in reading by the end of the 2020-2021 school year. The pandemic widened achievement gaps affecting our most vulnerable students (McKinsey and Company, July 2021). The Clark County School District transitioned to full-time distance education in March 2020 and commenced the 2020-2021 school year in full-time distance education with an opportunity for face-to-face instruction in March 2021 while focusing on student and staff health and safety with mitigating processes and procedures.

As students in the Clark County School District began the 2021-2022 school year with unfinished learning, extended summer learning opportunities are essential and will be provided for all Pre-Kindergarten through Grade 12 students to provide additional time for students to accelerate learning, engage with peers and adult educators, and improve social-emotional wellbeing.

Summer Learning Opportunities

- All schools will provide *Summer Acceleration* five days a week for a six-hour instructional student day to support students' learning and social-emotional wellbeing. Schools will offer face-to-face instructional opportunities to accelerate students' learning, provide interventions and services for social-emotional support, facilitate study centers, and offer extracurricular activities for students. Middle schools may offer credit retrieval options only. High schools may offer credit retrieval options and first-time course enrollment for students. All credit-bearing courses must meet the attendance and Carnegie requirements.
- As a component of the Individuals with Disabilities Education Act, specifically Section 300.106, *Extended School Year (ESY)* services will provide continued instruction for students with disabilities to retain learning over the summer break. Special education and related services will be provided for students with disabilities, as articulated in each student's Individualized Education Program (IEP). ESY will operate five days a week for a six-hour instructional student day. ESY will operate at designated schools within the District.
- Approximately eight high schools geographically located throughout the District will host *Secondary Summer School* for middle school and high school students throughout the District for credit retrieval options and first-time course enrollment for high school students only. Secondary Summer School will be provided five days a week for a six-hour instructional day during designated sessions.
- *Nevada Learning Academy (NVLA)*, the District's online school, will provide credit retrieval options for middle school and high school students throughout the District. NVLA will continue to offer first-time course enrollment for middle school and high school students throughout the District. Summer Acceleration will also be provided at NVLA for students attending NVLA during the 2022-2023 school year. ESY will only be available at designated sites, not NVLA.

Learning Opportunity	Dates	Distance Education	Face-to-Face Instruction	Student Transportation	Food Service	Safe Key
Summer Acceleration Grades Pre-K–12	**May 31–June 17 Monday–Friday *Excluding June 14**	🚫	✓	✓	✓	🚫
Extended School Year Grades Pre-K–12	**June 23–July 19 Monday–Friday *Excluding July 4** ***Required ESY PL days June 21 & June 22**	✓	✓	✓	✓	🚫
Secondary Summer School Grades 6–12	**Session 1: May 31–June 17 Monday–Friday** **Session 2: June 21–July 11 Monday–Friday *Excluding July 4**	✓	✓	✓	✓	🚫
Nevada Learning Academy Grades 6–12	**May 31–July 13 Monday–Friday *Excluding June 20 & July 4**	✓	🚫	🚫	🚫	🚫

Guidance for Summer Acceleration

Schools will develop a [Summer Acceleration Plan](#) to meet the needs of their students by adhering to the following guidelines. Schools will be required to submit the plan for approval to the Region Superintendent by the end of day, Friday, March 25, 2022.

Individual School Enrollment
- Individual school site programs will be analyzed to determine potential operational efficiencies and cost savings, including but not limited to, combining school site programs with low student enrollment and reducing administrator and licensed staffing.

Administrator Staffing
- Each school will be allocated a Lead Administrator for the duration of Summer Acceleration, May 31, 2022, through June 17, 2022. An Assistant Lead Administrator(s) will be allocated based on the following student enrollment, which will be documented through Infinite Campus on May 31, 2022, and June 9, 2022, for administrator allocations:
    - 400-800 Students - 1 Assistant Lead Administrator
    - 800-1,000 Students - 2 Assistant Lead Administrators
    - If additional Assistant Lead Administrators are needed at the school, approval is required by the Region Superintendent.

- ○ Each Summer Acceleration site will have the option to site fund through the school's strategic budget an additional Assistant Lead Administrator to assist with administrative duties and responsibilities.
- ● Each Lead Administrator and each Assistant Lead Administrator will be compensated at $400.00 per day for every full day worked during Summer Acceleration. The compensation for Summer Acceleration is not subject to PERS contributions.
  - ○ The additional compensation is awarded for the performance of the administrative duties that are to be performed at the school for Summer Acceleration. Payment of this compensation is conditioned on the daily, in-person performance of these duties.
  - ○ A minimum of one administrator must be at the school every day of Summer Acceleration. If a school is only allocated a Lead Administrator and the Lead Administrator is unable to work, an alternate administrator will be identified in collaboration with the Region Superintendent and will serve at the school on the identified day(s). The Lead Administrator will not earn compensation for the day(s) he/she did not work. The alternate administrator will be compensated at $400.00 per day for every full day worked during Summer Acceleration when the Lead Administrator is unable to work.

Licensed Staffing

- ● All licensed staff will be compensated at their contracted hourly rate of pay aligned to the bell schedule workday. Licensed staff members may be scheduled to work on a weekly basis. Licensed staff may work half days (3.59-4 hours) if it serves the needs of the students and is approved by the Lead Administrator.
- ● There is not a designated teacher-to-student ratio per class or course.
- ● The compensation for Summer Acceleration is not PERS sensitive.
- ● Contact units will not be granted and cannot be earned during the summer programming work day.

- ● Licensed staff who have submitted their retirement/resignation paperwork with an effective date of May 27, 2022, who want to work in June 2022 are permitted. There is no revision needed to their submitted retirement/resignation paperwork. Medical coverage and other benefits will continue throughout the summer and end August 31, 2022, as traditionally with all retirement/resignation who have fulfilled their entire contract.
- ● Any licensed professional working the full Extended School Year (ESY) term, the full Secondary Summer School term, or the full Summer Acceleration shall be paid for an additional day at the conclusion of their service to close their office and/or classroom. This additional pay will not be subject to PERS contributions.

Support Professionals

- ○ All support professionals will be compensated at their hourly rate of pay for their designated workday. Support professionals may be scheduled to work on a weekly basis. Additional overtime compensation may be available for support professionals to complete assigned duties while summer programming is occurring.

○ All schools must post the *Notice to Education Support Professionals RE: Summer Acceleration 2022* as prescribed in the [Exhibit 1 to the Memorandum of Agreement between CCSD and ESEA](). The Human Resources Department will share this posting with all schools in the near future.

Substitute Teachers
  ○ Long-term substitutes may be utilized if licensed staff is not available.
  ○ The Substitute Services Department in the Human Resources Division will facilitate the process of substitute teachers, as needed.

Develop Learning and Engagement Opportunities for Students
● Provide weekly opportunities for all students to participate in Summer Acceleration at the school aligned with staff participation.
  ○ What is the weekly programming schedule for students?
  ○ How many students are anticipated at the school during the school week?
    ■ Students are not required to participate in Summer Acceleration.
  ○ How many staff members are anticipated at the school during the school week?
  ○ Do students with unique learning needs, including students with disabilities and English language learners (ELL), have equitable access?
  ○ Are reasonable accommodations made for students to have access?
  ○ How will the school communicate with parents/guardians, including those whose primary language is something other than English, regarding their student's participation in Summer Acceleration?
● All schools will adhere to the 2021-2022 school bell schedule to provide consistency for parents/guardians, students, and staff. Schools with an extended day will maintain the extended day bell schedule.
● The last day of Summer Acceleration, June 17, 2022, is a full day for students and educators.
● Schools may provide early and late bird courses or classes; however, schools will have to provide adjustments for staff teaching early and late bird courses or classes. Transportation for early and late bird courses or classes will not be provided.
● Utilize assessment data, including MAP Growth data, to identify and provide interventions and instruction for students needing acceleration and support in reading and/or mathematics.
● Utilize assessment data, including Panorama, to identify and provide support and services for social-emotional wellbeing.
● Utilize assessment data to determine the effectiveness of the academic interventions and instruction and the support and services for social-emotional wellbeing being implemented at the school.
● Provide an area(s), such as the library media center, for study centers for students.
● Implement extracurricular activities for students to engage with peers and adult educators to promote social interaction.
● Create opportunities that are engaging for all students.
● [2022 Summer Acceleration Scheduling]() guidance must be followed. Only high schools may offer first-time course enrollment for students during Summer Acceleration.
● [Apex Guidelines for Summer Acceleration for Secondary Students]() must be followed.

- Schools utilizing grant funds for summer programming may make changes to their grant plans by referring to the 2021-2022 Title I, Title III, and 21st Century Grant Amendment Process.

Communication
- Communicate with parents/guardians within the school's community regarding Summer Acceleration to determine student participation.
  - How will the school communicate with parents/guardians to determine if students will participate?

Attendance
- Schools are responsible for registering, enrolling, and monitoring attendance for student participation in Summer Acceleration within Infinite Campus.
- Attendance is essential to monitor students' participation, document students' whereabouts, and conduct contact tracing. Attendance for students must be facilitated and monitored in Infinite Campus for instructional opportunities to accelerate students' learning, interventions and services for social-emotional support, extracurricular activities, credit retrieval options, and first-time course enrollment.
- Three tardies are equivalent to one unexcused absence. Attendance is completed in the morning and afternoon for credit-bearing courses.

Transportation
Students eligible for transportation will receive service. To ensure the most accurate routing for students attending Summer Acceleration, verification of student attendance will be required. Below is a link to the Onboard School site. Please login to the site using AD login credentials. Click on the tab titled "Forms" and then click on the link "Summer Acceleration 2022 - Student Verification." This link will display a listing of all students with disabilities who are eligible for curb-to-curb transportation services. The Transportation Department is requesting schools complete the submission by the following dates:
- Elementary Schools - Friday, April 1, 2022
- Middle and High Schools - Friday, April 8, 2022

OnBoard School: https://transapps.ccsd.net/school/

Should there be any students who are missing from the list, please complete a Summer Acceleration 2022 - Bus Service Request. Please submit one form per rider. Any changes to bus rider information can be made using this form. Any change requests submitted after the deadline will not be effective until after Summer Acceleration begins on May 31, 2022.

Transportation service for bus stops and corner stops will continue their scheduled pick-up times.

> **Updated 3.15.2022**

Schools must complete a 2021-2022 Summer Acceleration Future School Attendance Google form for all incoming Grade 6 and Grade 9 students, if the incoming students are attending the future school site for Summer Acceleration. Transportation eligibility will be based on CCSD Regulation 3531 and provided to students who live outside of the two mile walk zone from the attending school. Transportation eligibility may change for students whose future school is within the walking zone.

Communication regarding transportation services to parents/guardians of eligible bus riders will be sent via ParentLink on Tuesday, May 24, 2022, and Friday, May 27, 2022, from transportation services.

Schools can directly access their Summer Acceleration route information via Onboard School starting Tuesday, May 24, 2022. Please ensure to use the Working Date of Tuesday, May 31, 2022, to view all future route information.

Transportation is contingent upon the availability of buses and drivers.

Food Service

Updated 3/25/2022

CCSD received approval from the Nevada Department of Agriculture and the Western Region Office for the District to provide enrolled students with meals free of charge at all summer program sites.

- Free breakfast and lunch will be provided to all students enrolled and attending the summer learning programs.
- Breakfast and lunch menus will consist of hot and cold options. Please visit ccsd.nutrislice.com to view the menus.
- Food Distribution Sites are not allowable after the end of the current school year.

Students with 504/IEPs

- Schools must follow each student's IEP accommodations. As students are not required to attend Summer Acceleration, IEPs do not need to be rewritten for students with disabilities to participate.
- Schools must follow each student's Section 504 Plan. As students are not required to attend Summer Acceleration, Section 504 Plans do not need to be rewritten for students to participate.

Credit Retrieval

- Credit retrieval options and first-time course enrollment for students must adhere to the attendance and Carnegie requirements.
- If the school is offering a three-week, .5 credit-bearing course, the student <u>must</u> be dropped from the course after the fourth absence and/or cumulative tardies exceeding twelve, including morning and afternoon attendance/tardy records. Total seat time earned for .5 credit-bearing courses equates to 84 hours for the Summer Acceleration period and cannot fall below 60 hours for individual students.
- Students participating in credit retrieval options and first-time course enrollment must meet the required attendance and Carnegie requirements. Students not participating in credit retrieval options and first-time course enrollment may attend for part of the daily and/or weekly schedule. For example, some families may already have vacation plans for the first two weeks of June 2022, but will be attending Summer Acceleration the third week of June 2022.
- Middle schools may offer credit retrieval options only. High schools may offer credit retrieval options and first-time course enrollment for students. All credit-bearing courses must meet the attendance and Carnegie requirements. [Attendance must be facilitated and monitored in Infinite Campus](#).

Timeline

Date	Activity
February 25, 2022	2022 Summer Learning Opportunities document with the linked Summer Acceleration Plan (Google Form) will be available in the Weekly Wire.
February 28 - March 4, 2022	Principal informational sessions will be conducted.
March 15, 2022	Communication on Summer Acceleration will be released to the community.
March 25, 2022	Summer Acceleration Plan (Google Form) due to Region Superintendent.
April 1, 2022	Summer Acceleration Plan (Google Form) will be approved or returned to the school for necessary revisions from Region Superintendent.
April 1, 2022	ELEMENTARY schools submit students eligible for curb-to-curb transportation service who will be participating in summer acceleration programs to transportation.
April 8, 2022	SECONDARY schools submit students eligible for curb-to-curb transportation service who will be participating in summer acceleration programs to transportation.
May 31, 2022	Summer Acceleration begins for all schools.
June 14, 2022	No Summer Acceleration - Nevada 2022 Primary Election.
June 17, 2022	Summer Acceleration ends for all schools.

Acknowledgments

As the principal submitting this plan to the Region Superintendent for approval, I acknowledge the following:

- I understand the school cannot implement the plan until communication is received directly from the Region Superintendent.
- All health and safety protocols and guidelines identified by the District in alignment with the Centers for Disease Control and Prevention and the Southern Nevada Health District will be implemented and followed.
- An operational health office and sick room will be established and operational with designated staff, including two backup staff, with approved N95 Mask fit-tested certified completed.
  - o If the school is also operating ESY and/or Secondary Summer School, the school does not need to have two health offices and two sick rooms; however, two FASAs are required due to students' medical needs in ESY.
- Staff or students who demonstrate any signs or symptoms of illness must be immediately directed to the sick room.
- Cleaning protocols will be reviewed with the custodial staff, and the appropriate supplies will be available at the school.
- The health screening *Parent and Guardian Guidance: Checking Your Student Before Leaving Home* will be provided and distributed to parents/guardians to utilize prior to sending their student to school.
- Students coming to the school for the purpose of Summer Acceleration is voluntary.

- Information and requirements for students who are medically fragile or may need medication administered on campus will be planned for with the school nurse.
- Daily seating charts in Infinite Campus with each student's first and last names must be available daily for contact tracing purposes for health professionals to access immediately.
- Administrative supervision will be provided at all times at the school.

Frequently Asked Questions Related to Summer Acceleration

General Items

1. Can we survey our families to determine who wants to attend Summer Acceleration? Yes, schools are responsible for surveying their families regarding participation in Summer Acceleration.
2. Will schools keep a waiting list if there are more students interested than teachers? Summer Acceleration is provided for all students. If schools do not have enough staff to serve all students, please work with Region leadership to problem solve potential solutions, such as using excess staff willing to work in June from another school.
3. If an elementary student is failing, can they attend in June and have their report card amended if they master standards? Prior to an elementary school principal utilizing this opportunity for a student, the principal must have a conversation with their supervisor, as there are several components that need to be addressed and considered.
4. For those who have checked in devices and then checked them out over the summer, may we continue to do so? Devices may be reissued to students who need a device to complete their coursework during Summer Acceleration.
5. Can principals access the materials previously used for Zoom summer school? Yes, all schools can access these resources at *ELLD Summer Acceleration Resources*.
6. Will the summer hours remain as they are currently for the summer rather than 'Summer Hours'? HVAC systems will be set to normal operating hours for Summer Acceleration.
7. What if we are unable to secure substitutes on a particular day in the summer? Will it be possible to combine classes on that day? Combining classes as a solution for substitute shortages will depend on the size of the classes. All health and safety protocols must be followed.
8. Will schools follow the same progressive discipline guidelines as the normal school year, and should those behaviors be documented in Infinite Campus? Disciplinary processes in June 2022 must align to the Pre-Kindergarten-12 Student Code of Conduct. Infinite Campus incident documentation will occur.
9. Can we offer specials? Yes, schools may offer specials.

Updated 3/4/2022

10. Can students just keep their Chromebooks if they are participating in Summer Acceleration? Chromebooks must be checked in at the end of the academic year and can be re-issued/re-checked out for Summer Acceleration.
11. Will schools receive funds for supplies for Summer Acceleration? Schools will utilize funds from their strategic budget for supplies for Summer Acceleration. If a school has a hardship funding supplies for Summer Acceleration, the principal may submit a budget appeal for consideration.
12. My school is a designated polling site for the Nevada 2022 Primary Election held on June 14, 2022. Will students attend summer acceleration on June 14, 2022? No, there is no Summer

Acceleration on June 14, 2022. Please contact the office of Government Relations at (702) 799-1080 with questions.

13. What if the school's graduation ceremony is scheduled during a date and time when Summer Acceleration is occurring? Plan to coordinate coverage for Summer Acceleration in conjunction with the supervision needs related to graduation chaperones. If additional assistance is needed, please work with Region leadership.

14. When will the Secondary Summer School sites be announced? Secondary Summer School sites will be communicated via the Weekly Wire in late March.

15. Is Secondary Summer School free for students to attend during the 2022 Summer Learning Opportunities? Yes, Secondary Summer School is free for students for Summer 2022.

16. Will Adult Education provide Summer Acceleration and will the teachers be compensated? Yes, all schools will offer Summer Acceleration during Summer 2022. Administrators, licensed educators, and support professionals will be compensated for working Summer Acceleration, as outlined in the MOAs.

Updated 3/4/2022

Updated 3/4/2022

Updated 3/4/2022

Human Resources - Administrators

17. Is the stipend for administrators PERS sensitive? Stipends are not PERS sensitive.

18. If I am an 11-month administrator, will I be required to work Summer Acceleration? Administrators opting out of Summer Acceleration would complete the "usual" work that occurs in June. As they are still responsible for the safety of everyone on campus while working, they would assist during Summer Acceleration, as needed. However, they would not be designated as the Lead or Assistant Lead Administrator responsible for Summer Acceleration.

19. If a school selects to use their strategic budget to fund an additional assistant lead administrator, for student enrollment under 400 or over 1,000, what is the process for the school to follow? If funds have not been previously budgeted for *Summer Acceleration*, the school should complete an Online Budget Transfer from "General Supplies" to "Extra Duty-Administrator." A combo code has been created for *Extra Duty-Administrators* for each school. If a school has the budget to cover the cost, please provide the combo code to the *Administrative Compensation Team* in *Human Resources*. A *Position Number* is not necessary.

Updated 4.27.2022

20. Can Lead Administrators and/or Assistant Lead Administrators split their time? No, Lead Administrators and Assistant Lead Administrators must work the entire Summer Acceleration and cannot split the assignment.

21. Are 11-month administrators being compensated to work on June 21, 2022, since teachers are being paid to close their classrooms? No, administrators are not being paid above what is in the MOA. Teachers don't have to report on June 21, 2022, to close their classroom, but it must be offered, as prescribed in the MOA.

Updated 3/4/2022

22. What process will Region Superintendents use to allocate an alternate administrator (i.e., sub) when the Lead Administrator or Assistant Lead Administrator become unavailable to work? Can we just use our assistant principal? Region Superintendents will work collaboratively with the Lead Administrator to identify an alternate administrator, when needed. This may include asking the site assistant principal or principal.

Updated 3/4/2022

Human Resources - Licensed Employees

23. Can the prep time be offered before the students arrive? Yes, preparation periods may be moved outside of the contracted day at the beginning or end of the summer program day.

24. If a new teacher hired for the 2022-2023 school year is interested in participating in the Summer Acceleration Program, are they able to do so? New hires for the upcoming school year are not eligible to work.

Updated 3/4/2022

25. Can we buy teacher preps during Summer Acceleration? Will this be funded centrally? If yes, how do we do so? If preps are purchased during summer acceleration, funding should be paid by the school site unless it is to cover an absence or vacancy. The funding is already set up with the (TRC) time reporting code.

26. Can teachers who are transferring to our school next year support our Summer Acceleration program? Or do they have to do the Summer Acceleration at their current school? Yes, teachers transferring into a school are able to support their new school's or their current school's Summer Acceleration. Please discuss this with the current school principal. The principals of the two buildings will need to communicate and determine the details.

27. Do teachers have to stay within their licensure for Summer Acceleration placement? If the course is for credit recovery, the teacher must hold the appropriate license.

28. Can licensed staff teach any grade level as needed to run the program for the Summer Acceleration program? Teachers should be teaching coursework aligned with their area of licensure.

29. Can self-contained teachers who plan on working ESY in July also work in a general education program in June? They must be licensed in both. This will be at the principal's discretion and based on the needs of the school's programming.

30. Can strategists, librarians, Title I Pre-Kindergarten teachers be included in Summer Acceleration? Is the SEIF eligible to support IEP implementation during Summer Acceleration? Yes, the opportunity is open to all licensed staff.

31. Are school psychologists eligible to work at the summer school to catch up on past due evaluations? The opportunity is open to all licensed staff; however, the goal is to support students in the summer program rather than to catch up on overdue work.

32. If we have teachers who don't want to commit to teaching weekly but want to substitute teach, can we take care of that and submit them as such, or do they still need to go through Substitute Services/HR? Teachers may work as substitutes in your buildings, and principals will handle their assignments. They would be paid the same and do not need to go through substitute services. Principals would not put jobs being covered by a teacher into Smartfind for call out.

33. How do we acquire extra staff if we need more teachers than have "signed on" for the weeks in June? If schools do not have enough staff to serve all students, please work with Region leadership to problem solve potential solutions, such as using excess staff willing to work in June from another school.

34. Is the licensed pay hourly or daily? There are various opportunities for licensed educators to work over the summer at their contracted hourly rate of pay in accordance with Article 37-3(f) of the collective bargaining agreement. Licensed pay will be based on the contracted hourly rate of pay.

35. Will previously identified Zoom schools use their bell schedule with the added 19 minutes, and will the staff continue to be compensated for that extra time through June 30? Schools will

adhere to the 2021-2022 bell schedule and staff will continue to be compensated for the extra time for schools with add-on minutes.

36. If a teacher retires, when does their medical coverage end and when are they eligible to enroll in retirement insurance with Teachers Health Trust? Per communication from THT, if a teacher retires at the end of the school year having worked the full 9 months, they have coverage until 8/31 of the current year since this is the end of their contract. If they choose to take the retirement insurance, they will normally be effective as of 9/1 of that year. The exception to that rule is if the teacher was hired before 1989 they will receive what we call a "lag month" which is an additional month of coverage. If a teacher retires during the year at any time before completing their 9 months, they have active coverage only until the end of the month they terminate with the school district. Their coverage date, if they take the retirement insurance, would be the 1st of the following month.

Updated 3/4/2022

37. Are Safe School Professionals allowed to work during Summer Acceleration? Yes, as long as the Safe School Professional is a CCSD employee and not contracted. Please contact Human Resources for site-specific questions regarding whether an employee is CCSD or contracted.

Updated 3/4/2022

38. Will Hazel Mental and Physical Health services be available? Yes.

Human Resources - Support Professionals

39. Will support professionals receive an offer for Summer Acceleration, including IAs and SPTAs? What about SPTAs and IAs for Summer Acceleration if there are no students in their program? What about Pre-K and KIDS SPTAs? Support Professionals will not be receiving offers centrally this year. Support professionals will have an opportunity to work during Summer Acceleration, including IAs and SPTAs, depending on need. The SPTA may be able to support other students with IEPs (i.e., resource, instructional support) if there are no students in their programs.

40. If a support professional works Summer Acceleration, will they be eligible to receive unemployment for the remaining weeks of the summer? The Governor Directive waiving the between terms disqualification for unemployment was a temporary provision for the 2021 summer break only and has since expired. All 9, 10, and 11 month support professionals will have Reasonable Assurance to return to work for the 2022-2023 school year. Regardless of working summer acceleration, all CCSD employees will be considered between academic terms for summer 2022 and not eligible to collect unemployment benefits utilizing CCSD wages.

41. Is there a maximum number of support professionals who can be paid for summer? No, please secure the number of support professionals required to facilitate Summer Acceleration at the school.

42. What if our office staff wants June off? Administrators will need to ensure sufficient coverage is in place to operate Summer Acceleration.

43. If someone is a five-hour aide, can they work the full six hours that students are attending? Yes, they may work the full six hours.

44. What happens if a school cannot staff their sick room with two backups? Schools must have two backup staff members for the sick room. The Student Services Division does not have staff available to cover schools' sick rooms.

45. What if extenuating circumstances exist with the workload of the office managers, clerks and/or registrars during Summer Acceleration? If there is an extenuating circumstance due to the

workload during Summer Acceleration and funding is needed to compensate office managers, clerks, and/or registrars for working beyond their contractual work day, schools may submit a Strategic Budget Additional Funding form for the utilization of ESSER funds to the Region Superintendent for approval.

46. What about site-based technicians during Summer Acceleration? Site-Based Technicians are working the standard hours that they worked during the school year. Enter their time on the timesheet as support professionals and use the default coding, Instruction Aide 000150228, to expense ESSER funds.

47. Can we offer centrally-funded overtime for registrars and elementary school clerks to begin enrolling/registering students for Summer Acceleration? The additional time now is needed to ensure all students are enrolled and scheduled for Summer Acceleration. ESSER funding may be utilized for overtime **only** for school registrars and clerks to support the enrollment and registration for Summer Acceleration. ESSER-funded overtime will be closely monitored. Please see the Summer Acceleration Pay Procedures for additional guidance on entering Summer Acceleration time into HCM. Overtime will expand to other support professionals closer to Summer Acceleration and during the Summer Acceleration.

Human Capital Management and Payroll

48. Will there be a gap in pay distribution for support professionals who work in June? Sites will be entering time worked for staff during Summer Acceleration. If time is entered before payroll deadlines, there should be no interruption in pay distribution.

49. Will the HCM system allow us to pull our new staff into our payroll before the next school year begins? Timekeepers have access to all staff. The following link is a guide for paying summer program staff: Summer Acceleration Pay Procedures in HCM PeopleSoft

50. Will teachers get their pay right away, or is there a wait time for the summer pay to show up on their checks? Sites will be responsible for entering their licensed staff hours for summer pay. If the pay is entered by the payroll deadlines, there will be no interruption of pay.

51. Are teachers going to have to put their time in HCM for May 31, 2022, through June 17, 2022? Time must be entered by the timekeeper at the school to ensure the employee is paid.

Special Education

52. Can students participate in both ESY and Summer Acceleration? Yes, students may participate in both programs.

53. If there are a few students in the KIDS program for Summer Acceleration, would they still have two SPTAs? Yes, the recommendation is that each KIDS program have two SPTAs for Summer Acceleration.

54. How will self-contained placements work if the teachers aren't working in June? A student in a self-contained classroom may be able to access all or specific components of Summer Acceleration. If there is not a self-contained teacher willing to work during Summer Acceleration, please contact the Region SSD Director to process through various options and solutions to serve all students.

55. If there are not enough students and/or special education teachers, can classes such as the KIDS program, primary autism, and SLD be combined? Yes, classes may be combined; however,

schools must contact the Region SSD Director to discuss these situations and to ensure all required processes and protocols are followed, such as class sizes and staffing.

56. Will the PACE Programs be allowed on high school campuses during the summer? Yes, the PACE Programs are permitted during the summer. At this time, field trips and community-based instruction are not permissible.

57. Will early childhood have school on Fridays during June? Pre-Kindergarten teachers will not have students on Friday. Pre-Kindergarten teachers will prepare for instruction and attend professional development on Friday.

58. If staff is limited, will IEPs guide Summer Acceleration for students with IEPs? The accommodations in the IEP must be implemented to provide *equitable* access. Specialized Designed Instruction and Related Services are not a requirement; however, schools must ensure that each student's individualized needs are met in the learning environment.

59. Can we combine the KIDS Program with Title I Preschool? Yes, the KIDS Program may be combined with Title I Preschool for the purpose of Summer Acceleration. Staff must be able to provide additional support.

60. Will we be required to meet the class size ratio for our self-contained classrooms? Yes, schools are required to meet the class size ratios for self-contained classrooms. Please communicate directly with the Region SSD Director to ensure class size ratios are met, and communication occurs with teachers and parents/guardians.

61. If a student is attending Summer Acceleration and the accommodation in the IEP indicates a 1:1 adult support, does the school need to hire that position? Yes, schools must provide the accommodations that enable each student to access Summer Acceleration.

62. How do the general education teachers know or get access to all of the accommodations a student requires since they are not linked to the students in Infinite Campus and cannot locate the IEP? A recommendation is for the Special Education Instructional Facilitator (SEIF) to print the IEPs for students attending Summer Acceleration prior to the end of the school year. Additionally, there is a report in Infinite Campus under Ad Hoc Reporting >>Data Export>>Ad Hoc>>student SPECPRO-Accommodations (Active)>>>Delimited values CSV>>>export, and the accommodations are listed under the column header "Description."

63. How will students with accommodations for DHH, Sign Language Aides, Audiology, feeding, nursing, 1:1 adult assistance, IIS accommodations be provided? Please work with the Region SSD Director when the school is aware that students needing these accommodations are participating in Summer Acceleration.

64. Does assistive technology need to be provided to a student with an IEP in Summer Acceleration? If a student requires an assistive technology device (i.e., Chromebook or other technology device) during Summer Acceleration, it must be provided to the student.

65. Will students accessing their education through Homebound Services be able to attend Summer Acceleration at their home zoned school? If it is appropriate for the student to attend face-to-face instruction during Summer Acceleration at their zoned school, the student may participate in Summer Acceleration.

66. Will schools be responsible for communicating with parents/guardians, students, licensed educators, and support professionals regarding Summer Acceleration? Yes, schools will survey their community and faculty/staff regarding Summer Acceleration. Schools will inform

parents/guardians of Summer Acceleration offerings, dates/times, etc. Schools will also notify faculty/staff of employment opportunities offered during Summer Acceleration and communicate with licensed teachers and support professionals regarding work days, hours, bell times, etc. for Summer Acceleration employment.

Infinite Campus and Registration

Updated 3/4/2022
67. Can a student entering kindergarten or pre-kindergarten for the 2022-2023 school year attend Summer Acceleration if they are registered for the 2022-2023 school year? A student entering kindergarten or pre-kindergarten can attend Summer Acceleration if they are enrolled for the upcoming 2022-2023 school year.

Updated 3/4/2022
68. What is the process to enroll a pre-kindergarten student for Summer Acceleration, if the student is currently not enrolled in the school, but will be attending the school for the 2022-2023 school year? Enrolling pre-kindergarten students would be the same process for a standard school year enrollment. A Clerk/Registrar would need to be on staff during the Summer Acceleration enrollment window. The parents/guardians would need to complete the "New to District" OLR application before the enrollment could begin. CCSD is offering an enrollment course for Clerks/Registrars to support enrollment during Summer Acceleration and the school year. You can find all courses offered by Student Record Services by clicking here. The course specifically for enrollments is EN101.

69. Elementary schools will have to re-roster students to new summer "homeroom" teachers. Is this possible in Infinite Campus? Will our clerks need the training to do this? Guidance can be located at Summer Acceleration Scheduling. The process is very similar to the work already accomplished during the school year, and no additional training is required.

70. Will there be guidance provided on how to register students for the Summer Acceleration Program? Guidance can be located at Student Record Services Summer Learning Opportunities.

71. Do currently enrolled students in the 2022-2023 school year have to be registered for the 2021-2022 school year to attend Summer Acceleration? Students already enrolled in the 2022-2023 school year do not have to be registered for the 2022-2023 school year to attend Summer Acceleration.

Updated 3/4/2022
72. Will students new to the school district who are not currently enrolled or attending school be able to attend the Summer Acceleration program if they are registered for the 2022-2023 school year? Students who enroll for the 2022-2023 school year may participate in Summer Acceleration. Incoming Grade 6 students and incoming Grade 9 students for the 2022-2023 school year, may attend Summer Acceleration at their school of enrollment for the 2022-2023 school year. Please ensure these plans meet the academic and social-emotional wellbeing of every student. Schools must work collaboratively with their feeder schools to ensure these plans do not disrupt other school's Summer Acceleration plans.

Updated 3/4/2022
73. When will the Infinite Campus (IC) Summer Enrichment Tab be available to schools? The IC Enrichment Tab should be available to schools on or around April 19, 2022. Additionally, the Student Information System team will be conducting Summer School Schedule training in March to assist schools with registration/enrollment/scheduling.

Updated 3/4/2022
74. Why are we monitoring attendance during Summer Acceleration? Student enrollment will be used to determine potential operational efficiency and cost savings. Daily attendance is

necessary for tracking participation in Summer Acceleration and monitoring student participation in credit-bearing courses. Attendance will also be used for contact tracing purposes.

Custodial Services

75. If the custodians are full-time custodians, is there additional help? Administrators may elect to offer overtime to custodians. In addition, administrators may elect to share additional custodial personnel and/or hours with another school. Administrators need to consider work conditions and compensation for potential travel between schools. Finally, administrators may request substitutes/floater custodians from the Facilities Services Unit through FAMIS, as necessary.

76. The summer cleaning time will be essentially cut in half. How will the custodial staff be able to do the deep cleaning they normally do in summer? Administrators should require the head custodian or building manager to create a deep cleaning schedule that aligns with planned usage of the building.

77. What if a school is struggling with the custodial workload during Summer Acceleration? If training is required for existing custodial staff, please contact your Operations Manager to facilitate. If there is an extenuating circumstance and funding is needed to compensate custodians for working beyond their contractual workday, schools may submit a Strategic Budget Additional Funding form for the utilization of ESSER funds to the Region Superintendent for approval.

CCEA MOA

78. If licensed employees work more than one summer program, do they receive one additional day of pay for each program? Licensed professionals who work more than one summer program (i.e., Summer Acceleration, Extended School Year, Secondary Summer School) do not receive one additional day of pay for each program. There is only one additional day of pay for licensed professionals working any summer program to close out their office/classroom. Per the MOA, "Any licensed professional working the full Extended School Year (ESY) term, the full Secondary Summer School term or the full Summer Acceleration shall be paid for an additional day at the conclusion of their service to close their office and/or classroom". If the licensed professional only works Summer Acceleration, hours will need to be entered on June 20, 2022, and they are not to report to work on June 20, 2022. If the licensed professional only works both sessions of Secondary Summer School, hours will be entered on July 12, 2022, and they are not to report to work on July 12, 2022. If the licensed professional only works Extended School Year, hours will be entered on July 20 2022, and they are not to report to work on July 20, 2022. Whether licensed professionals work one or all three summer school programs, they will only receive one additional day of pay. If the timekeeper enters the information on June 20, 2022 on the timesheet, payment for June 20, 2022, will be paid on July 10, 2022; payment for July 11, 2022, will be paid on July 25, 2022; and payment for July 20, 2022, will be paid Aug 10, 2022. Timekeepers may view the entries on the timesheet to determine eligibility based on the program they are responsible for entries. For example, if time has been entered for the month of June for Summer Acceleration, the timekeeper will add the additional day of June 20, 2022. If a timekeeper is entering time for Extended School Year and does not see the additional hours on June 20, 2022, the timekeeper will add the additional time for Extended School Year.

79. If a licensed employee works as an administrator, how will they be compensated? Any licensed professional selected to serve as an administrator shall only be paid the compensation assigned to that role which excludes Article 37-3 and shall only be paid the Administrator compensation of $400 per day. This pay will not be subject to PERS contributions.

80. Can substitutes work over the summer? As in previous years, site administrators are required to maximize licensed staff during all summer programs. Substitutes are permitted to work at sites by request only. This includes the use of substitutes on special assignment (SOSA). If a regular status teacher is not teaching at their primary location or if they are teaching a different subject during the summer, they will need to contact the Substitute Services Help Desk at (702) 799-5420. This is imperative to ensure that the substitutes report to the correct locations should the teacher request a substitute via Smartfind. Licensed teachers working as substitutes during summer programs will receive their contracted hourly rate of pay.

ESEA MOA

81. How do I pay a support professional for working in a position that is in a pay grade higher than their regular assignment? The EBT training has a section for how to pay responsibility pay which is the same process that happens throughout the normal school year. The training documents are available on www.training.ccsd.net.

82. Can an employee be disciplined for infractions that occur during the summer programs (e.g., violating absence call-in procedures, inadequate performance, etc.)? Yes. The MOA between CCSD and ESEA Regarding Summer Learning Program 2022 indicates that in the absence of modification, the Negotiated Agreement between CCSD and ESEA will be followed. There are some nuances. As a result, please work with your EMR Director on any potential disciplinary issues that may occur with your staff during the summer programs.

83. What happens if a support professional commits to work during the summer but cannot work the entire duration? Summer employment is available to all 9-, 10-, and 11-month employees. Employees who agree to work may request days off due to various reasons.

84. Are temporary and support professional substitutes allowed to work Summer Acceleration? To ensure that we are in compliance with Regulation 4124, Section II, Paragraph D, which states that temporary employees are not permitted to exceed 719 hours in a fiscal year, the use of CTTs and support professional substitutes is not permitted during summer programs. However, CTTs are able to work as substitute teachers.

CCASAPE MOA

85. Who will track the days worked for administrators in order to determine compensation for days worked? Human Resources will email each Region an Excel spreadsheet for the Summer Acceleration Program to track the Lead Administrators and Assistant Lead Administrators assigned to their Region. The spreadsheet includes columns for the number of days absent and to provide the absence date(s).
    a. Each full day the selected administrator is present will receive $400.00.
    b. Excel spreadsheet is due by Friday, June 24, 2022, so that the stipend can be entered in a timely manner, to be paid on or before the July 25, 2022 pay date.

86. Will leave balances be extended to August 31, 2023 like they were last year? No, there will be no extension on leave balances.
87. Will administrators still be compensated for the five days in excess of 85 vacation days? Yes, all Administrators' will still be paid up to five (5) vacation days in excess of 85 vacation days, on or before July 25, 2022.
88. Can stipends be split between two (2) administrators? No.
89. If an employee (licensed, support, or administrator) submitted their resignation but is planning to work a summer program, will they lose access to any systems? The Human Resources Division has requested an extension of access through IT.