

# Eufaula City Schools

## Primary & Elementary Summer Programs

### Employee Handbook



## Summer 2019

Camp Achieve (2-5)  
Camp Innovation (K-5)

### **Location Site**

Eufaula Elementary School  
422 Sanford Ave.  
Eufaula, AL 36027

Cody Brown

### **Site Administrator**

Mr. Joey Brannan  
**Superintendent**



Equipping students to reach their dreams by providing an innovative, collaborative environment that promotes focus, creativity and confidence.



Greetings Summer School Teachers,

Welcome to the Eufaula City Schools summer program. Eufaula City Schools is committed to equipping students to reach their dreams by providing an innovative, collaborative environment that promotes focus, creativity and confidence. In an effort to create motivated, responsible learners capable of reaching their dreams, ECS offers a comprehensive Summer School Program for K-12<sup>th</sup> grade students.

We are happy that you can join us in this endeavor to bridge the summer gap for some of our students. For a few, this will be the extra support that can help that tough concept finally “click”. For others, it will help stop the back-sliding that occurs this time of year. Our ultimate goal is to move all of these children forward, so that they can be successful in the 2018-2019 school year.

You are invited and encouraged to visit our school prior to the start of the summer program to become familiar with the buildings, staff and student expectations, along with the district curriculum.

This handbook, combined with the Board of Education policies, should provide you with a thorough understanding of our expectations and practices. You are responsible for knowing, following, and enforcing the information shared in this handbook as it relates to your work with students and their families. If you have questions that remain unanswered after reviewing this handbook, contact the summer school administrator. We welcome your ideas and suggestions on how we can improve communication and support.

Thank you for your efforts and enthusiasm. Wishing you a very successful summer school and enrichment experience!

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## Eufaula City Schools K-5 Summer Programs



Eufaula City Schools is committed to equipping students to reach their dreams by providing an innovative, collaborative environment that promotes focus, creativity and confidence. In an effort to create motivated, responsible learners capable of reaching their dreams, ECS offers a comprehensive Summer School Program for K-12<sup>th</sup> grade students.

Services include academic intervention/remediation, enrichment activities, and high school credit recovery. Students are provided breakfast and lunch. Transportation will be provided.

Additional summer programs are available on the Eufaula City Schools website. Students are afforded opportunities in grades K-12.

<http://www.eufaulacityschools.org/curriculum>



## Staff General Information

Dates:	Camp Achieve (June 3-27, Monday-Thursday)    Camp Innovation (June June 10-20, Monday-Thursday)	
Location:	420 Sanford Ave  Room Locations: TBD	
Telephone:	334-687-1134	
Summer School Administrator:	Cody Brown	
Schedule:	<u>Camp Achieve Daily Schedule</u> 7:30-8:00 Breakfast 8:00-9:30 Reading (Whole & Guided Reading) 9:30-9:45 Break 9:45-11:15 Math (Small Groups If Needed) 11:15-11:35 Lunch 11:35-12:00 Writing/Tech 12:00 Dismissal	<u>Camp Innovation (Enrichment) Daily Schedule</u> 7:30-8:00 Breakfast 8:00-9:05 Rotation #1 9:05-10:10 Rotation #2 10:10-11:15 Rotation #3 11:15 Lunch/Dismissal
Participation:	<u><b>Camp Achieve</b></u> Summer school is offered to existing ECS students in grades 2-5. Students eligible for this program are those who did not meet the criteria for promotion or who have not mastered priority standards for their grade level. Students will receive remediation in the areas of English Language Arts and Math. Curriculum will include but is not limited to: Guided Reading Groups, Reading A to Z, Reading Horizons, Splash Math, and Eureka Math. Students will receive 2 hours of English Language Arts instruction and 2 hours of Math instruction. The instruction students will receive will be targeted to their instructional level and based on individual needs. One field trip is scheduled for this group.	

	<p style="text-align: center;"><b><u>Camp Innovation</u></b></p> <p>Students who have met the criteria for promotion, are eligible for enrichment and remediation programs which contain a strong academic purpose such enrichment. Enrichment will be offered to students in grades K-5.</p> <p>Camp Innovation will be a two-week camp that focuses on STEM skills. Activities will include science, engineering, coding and other technology resources, and math instruction.</p>
Registration:	Registration will be held May 1st-May 25 <sup>th</sup> at Eufaula Primary School and Eufaula Elementary School. Parents will complete registration forms and provide payment in order for registration to be complete. Classes will be filled on a first-come, first-serve basis.
Fees:	<p>Summer school and enrichment fees must be paid and accompany the registration form. The student will be put on standby/waiting list until fees are paid.</p> <p style="text-align: center;"><b><u>Camp Achieve (Traditional Summer School)</u></b></p> <p>June 3-June 27 (Monday-Thursday) 7:30AM-12:00PM</p> <p>\$150 per student for the four week session</p> <p style="text-align: center;"><b><u>Camp Innovation (Summer Enrichment)</u></b></p> <p>June 10-June 20(Monday-Thursday) 7:30-12:00</p> <p>\$75 per student for two week session</p>

**Orientation**

All summer school staff members are required to attend teacher orientation. Orientation will be offered prior to the start of summer school. Orientation dates, times, and meetings are on parent notifications and provided to perspective candidates.

**Compensation/Required Payroll Forms**

Refer to summer school contract regarding compensation. All summer school employees must submit the required forms (direct deposit, federal/state tax forms, etc.) as if one is a new hire.

**Clock-In/Clock- Out Procedures**

- Visit the following site:  
<https://eufaulacityschools.attendanceondemand.com/ess/>
- Select Xfer Job
- Select Summer School (Drop Down Menu)
- Next select "Punch"
- Summer school/enrichment employees will need to clock-in and out.

**Teacher Absences/Substitutes**

Due to the short duration of summer school, absences for reasons other than illness or required professional development are strongly discouraged. Staff will be paid for days worked and contracts will be adjusted accordingly. All substitutes must be board approved. A list of subs and contact information will be provided during orientation.

Obtaining a substitute due to illness/ emergency/ or pre-arranged absence: Call must be placed to the summer school administrator by 6:15 a.m. Contact Numbers: TBD

**Email/Computer Use**

Email access is available from any computer. District Gmail accounts will be utilized. The majority of communication will be done via email or face-to-face. Check your email regularly. Notifications may also be sent using Remind 101. Text 81010 and the message @2019ecss to subscribe to 2019 ECS Summer Camp.

**Parent/Guardian Contact**

We encourage you to use email, notes home with students, letters through the mail, and phone calls. A copy of any formal documentation and letters that are mailed/sent home regarding the student's academic progress should be placed in the child's summer school folder. Notifications may also be sent using Remind 101. Text 81010 and the message @2019ecss to subscribe to 2019 ECS Summer Camp.

**Grooming & Attire**

Staff should wear appropriate summer clothing as outlined during the normal school year. Appropriate dress and attire are expected. Clothing should be respectable and cover all underclothing and body parts.

**Room Assignments**

Summer school administration will assign classroom location and students. Staff should refer to the campus map and class roster.

**Arrival/Dismissal Duty**

Work with your peer teachers to ensure all students get to the necessary location for arrival and dismissal. Specific duties will be discussed at the orientation. All teachers will be expected to perform arrival and dismissal duties on a rotating schedule

**Check Out**

Summer school administration will provide more information regarding check out procedures. Teachers are required to submit the ECS Summer Check – Out form. All teachers are expected to submit this page to the Summer School Office upon signing out on June 27.



## **Summer Camps**

### **Camp Achieve**

Summer school is offered to existing ECS students in grades K-5. Students eligible for this program are those who did not meet the criteria for promotion or who have not mastered priority standards for their grade level. Students will receive remediation in the areas of English Language Arts and Math. Curriculum will include but is not limited to: Comprehension Toolkit Summer School Edition, Reading A to Z, Reading Horizons, Classworks, Splash Math, and Eureka Math. Students will receive 2 hours of English Language Arts instruction and 2 hours of Math instruction. The instruction students will receive will be targeted to their instructional level and based on individual needs. One field trip is planned for this group.

<b>Host School</b>	<b>Summer School Administrator</b>	<b>Projected Enrollment</b>
Eufaula Elementary School	Cody Brown	60

### **Camp Innovation**

Students who have met the criteria for promotion, are eligible for enrichment and remediation programs which contain a strong academic purpose such enrichment. Enrichment will be offered to students in grades K-5.

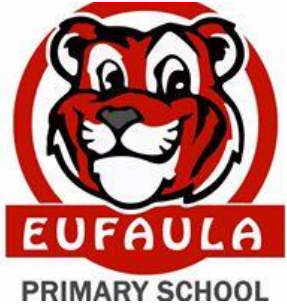
Camp Innovation will be a two-week camp that focuses on STEM skills. Activities will include science, engineering, coding and other technology resources, and math instruction.

<b>Host School</b>	<b>Summer Enrichment Administrator</b>	<b>Projected Enrollment</b>
Eufaula Elementary School	Cody Brown	15 students per class= 45 total

## Summer School Cost Analysis

K-5 Teachers (4)	100	7:30-12:30	\$25	\$2500 (not including benefits)	
K-5 Camp Invention Teachers (3)	50	7:30-12:30	\$25	\$1250 (not including benefits)	

Elementary Total:



# Teacher Resources



## **Camp Achieve Daily Schedule**

7:30-8:00 Breakfast  
8:00-9:30 Reading (Whole & Guided Reading)  
9:30-9:45 Break  
9:45-11:15 Math (Small Groups If Needed)  
11:15-11:35 Lunch  
11:35-12:00 Writing/Tech  
12:00 Dismissal

### **Camp Achieve Expectations**

- Classworks screener must be given on the first day to develop a pathway.
- Writing prompt must be included each week. Students will be expected to share writing and produce at least 2 completed writings.
- Math- Timed drills for math fluency will be done on a weekly basis. Two weeks will consist of fifty facts in two minutes and the third week will consist of 100 facts in two minutes. The goal is to score 70% or higher.
- Math instruction will be determined based on individual student summary reports for each child. Areas of weakness should be taught in small group.

**Camp Achieve Progress Reports (Graded Assignments)**

- Students and parents will receive weekly reports which indicate the child's progress.

Graded work samples will be sent home each week with the student.

## **Camp Innovation Daily Schedule**

Camp Innovation  
(Enrichment) Daily Schedule  
7:30-8:00 Breakfast  
8:00-9:05 Rotation #1  
9:05-10:10 Rotation #2  
10:10-11:15 Rotation #3  
11:15 Lunch/Dismissal

### Camp Achieve Expectations

- Reading and math will be incorporated in the Camp Invention modules. Module information can be found in the program kit.
- Writing- Daily writing prompts will be provided. Students will maintain a daily writing/picture/observation journal.

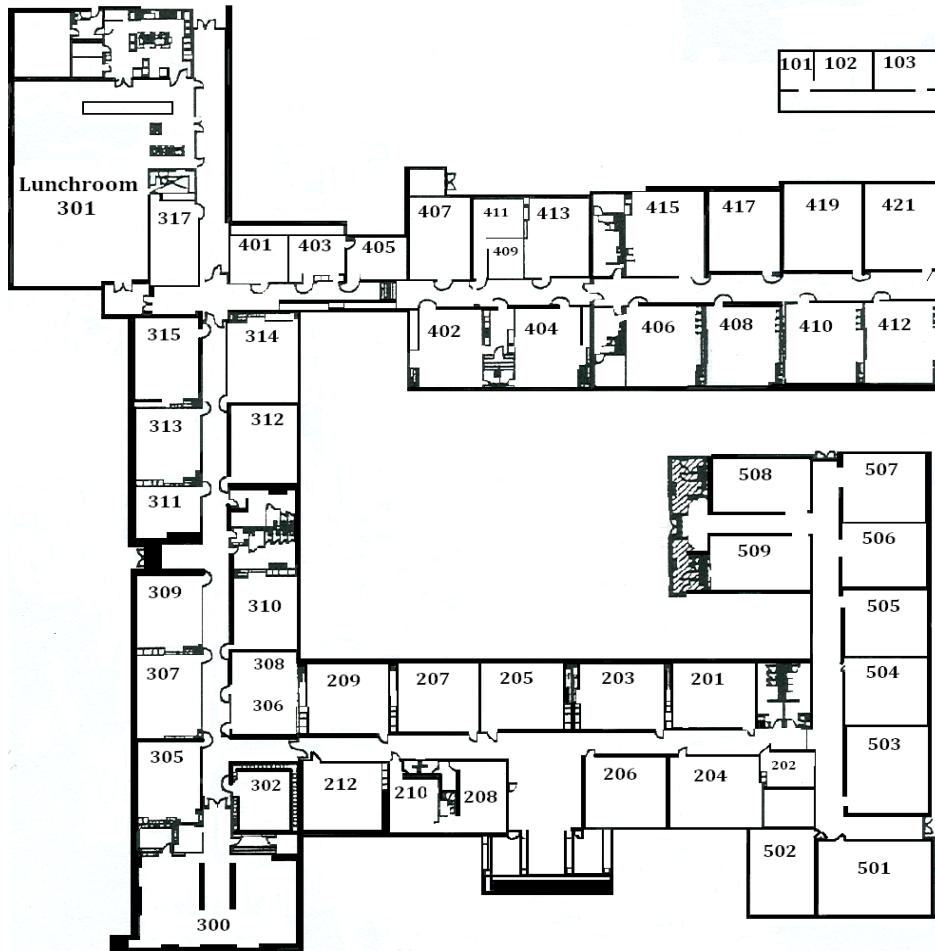
Camp Achieve Lesson Plans 2017-2018



	Math	ELA	STEM/Classworks
Monday	Standards:  Activating Strategy  (Before):          During:          After:	Standards:  Activating Strategy (Before):          During:          After:	Daily Writing Journal:

<b>SMALL GROUP NAMES:</b> _____ _____ _____ _____ _____ _____		<b>OVERALL GROUP LEVEL:</b> Independent   Instructional   Enrichment	
<b>GOAL(S)/STANDARDS</b>  			
<b>WHAT WE WORKED ON TODAY:</b>  			
<b>INDIVIDUAL NOTES</b>			





**Eufaula Elementary School**

[illegible]

# Instructional Resources

**\*\* Student data will be provided to determine instructional needs.**

## Grades K-2

**Comprehension Toolkit Printable Resources:**

[http://web.scarsdaleschools.org/crasson/toolkit\\_resources/resources-lesson\\_text.html](http://web.scarsdaleschools.org/crasson/toolkit_resources/resources-lesson_text.html)

<https://sites.google.com/a/cis.edu.sg/celestekrochak-site2/restored-from-17-jul-2015/language-arts/language-arts-resources>

[www.myLexia.com](http://www.myLexia.com)

[www.readingatoz.com](http://www.readingatoz.com)

**Math Resources:**

- Fact Practice Drills
- Engage NY Modules
- [www.zearn.com](http://www.zearn.com)
- Splash Math
- Classworks

## Grades 3-5

**Comprehension Toolkit Printable Resources:**

[http://web.scarsdaleschools.org/crasson/toolkit\\_resources/resources-lesson\\_text.html](http://web.scarsdaleschools.org/crasson/toolkit_resources/resources-lesson_text.html)

<https://sites.google.com/a/cis.edu.sg/celestekrochak-site2/restored-from-17-jul-2015/language-arts/language-arts-resources>

**Daily Writing Prompts:**

<https://www.theteacherscorner.net/daily-writing-prompts/june/>

**Math Resources:**

- Multiplication Drills
- Engage NY Modules
- [www.zearn.com](http://www.zearn.com)
- Splash Math
- Classworks

**Rotation Resources:**

**\*Student login information will be provided to students and parents.**

**Moby Max:** <http://www.mobymax.com/al503>

**Lexia:** [www.myLexia.com](http://www.myLexia.com) (App on all devices)

**Reading A to Z:** [www.readingatoz.com](http://www.readingatoz.com) (App on all devices)

**Camp Innovation:**

**Rotations will include:** coding (code.org), science, art



Program:      Camp Achieve              Camp Invention

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## This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.



# Camp Achieve/Camp Invention

## 2018-2019 Staff Checkout

All teachers are expected to submit this page to the Summer School Office upon signing out on June 27.

Teacher's Name Printed\_\_\_\_\_ Grade\_\_\_\_\_

- Return any borrowed materials to your school by June 27.
- Conference Sheets are due by June 27.
- Student final evaluations.
- Attendance records.
- Lesson Plans
- Grades confirmed and final progress report sent home.
- Pay & days worked confirmed.
- Computers/media equipment shut down.
- Organize rooms to an acceptable arrangement before teacher dismissal on June 20 or 27.
- Complete online survey. If you could change anything about summer school, what would you change? What did you enjoy most about the summer school experience? Please write your comments below and turn this sheet in to the office to be checked off.



Teacher Signature\_\_\_\_\_ Date\_\_\_\_\_

Summer Administrator Signature\_\_\_\_\_ Date\_\_\_\_\_

# Parent & Student Information





## **Student Attendance/Absences**

As stated in the ECS Code of Conduct (p.21), it is the belief of the Eufaula City Board of Education that regular school attendance is important to all students and to the school system. It is further believed that course content and grading procedures should be structured in such a fashion that regular attendance is necessary to successfully complete course requirements.

Subject to parental guidance, each student must be responsible for his/her own attendance. Administrators and teachers will make every effort to encourage regular attendance by students and to solicit assistance from parents and guardians in accomplishing this objective.

An absence is defined as non-attendance (except for in-school activities which are excused by school personnel) in a regularly scheduled class or activity, regardless of the reason for such non-attendance.

According the Alabama State Department of Education's Attendance Manual, the following are reasons for which an absence from school may be excused:

- Illness,
- Death in immediate family,
- Inclement weather which would be dangerous to the life and health of the child as determined by the principal,
- Legal quarantine,
- Emergency conditions as determined by the principal, and/or
- Prior permission of the principal upon request of the parent or legal guardian.

Parents/guardians are expected to notify the school of their child's absence. The site administrator will take phone calls from parents regarding student attendance. Attendance should be taken within the first fifteen minutes of class. It is imperative to keep accurate, up-to-date records.

## **Student Conduct**

Summer school administration, staff, and students will adhere to the ECS Code of Student Conduct regarding discipline. The school is a learning and working environment for both students and staff. Students, parents, and teachers expect a safe, orderly, positive environment in which one seeks to work and learn. Students have a responsibility to know and follow the rules and regulations of the school at all times. Students should respect themselves, others, and be responsible for their own actions.

Students who are unable to meet our expectations will risk losing the privilege of attending summer school/enrichment. Students may be removed from all classes and program entirely. Administration will investigate and make a decision regarding the situation and consequences that will be assigned.

Teachers should explain their expectation and the consequences for positive and negative behavior at the start of the program/class. If a student demonstrates severe or repeated inappropriate behaviors, you are expected to notify the building administrator. Provide detailed information to the building administrator regarding the reason the student was/need to be removed from class.

## **Supervision of Students**

Summer school staff are expected to ensure that all students are under adult supervision at all times.

## **Summer Camps**

### **Camp Achieve**

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Eufaula Elementary School	Cody Brown	60

### **Camp Innovation**

Students who have met the criteria for promotion, are eligible for enrichment and remediation programs which contain a strong academic purpose such enrichment. Enrichment will be offered to students in grades K-5.

Camp Innovation will be a two-week camp that focuses on STEM skills. Activities will include science, engineering, coding and other technology resources, and math instruction.

<b>Host School</b>	<b>Summer Enrichment Administrator</b>	<b>Projected Enrollment</b>
Eufaula Elementary School	Cody Brown	15 students per class= 45 total



## Summer Enrichment & Summer School June 2019

**Welcome to our ECS summer programs. We are happy that you can join us in this endeavor to bridge the summer gap for some of our students. For a few, this will be the extra support that can help that tough concept finally “click”. For others, it will help stop the back-sliding that occurs this time of year. Our ultimate goal is to move all of these children forward, so that they can be successful in the 2019-2020 school year.**

### **Camp Offerings**

#### **Camp Achieve**

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#### **Camp Innovation**

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Camp Innovation will be a two-week camp that focuses on STEM skills. Activities will include science, engineering, coding and other technology resources, and math instruction. One field trip is planned for this group.



Registration: Registration will be held May 1-May 25<sup>th</sup> at Eufaula Primary School and Eufaula Elementary. Parents will complete registration forms and provide payment to secure a spot. Classes will be filled on a first-come, first-serve basis.

Fees: Summer school and enrichment fees must be paid and accompany the registration form. The student will be put on standby/waiting list until fees are paid.

**Camp Achieve (Traditional Summer School)**

June 3-June 27 (Monday-Thursday)  
7:30AM-12:00PM

\$150 per student for the four week session

**Camp Innovation (Summer Enrichment)**

June 10-June 27 (Monday-Thursday)  
7:30-12:00

\$75 per student for two week session

<u>Camp Achieve Daily Schedule</u>	<u>Camp Invention (Enrichment) Daily Schedule</u>
7:30-8:00 Breakfast	7:30-8:00 Breakfast
8:00-9:30 Reading (Whole & Guided Reading)	8:00-9:05 Rotation #1
9:30-9:45 Break	9:05-10:10 Rotation #2
9:45-11:15 Math (Small Groups If Needed)	10:10-11:15 Rotation #3
11:15-11:35 Lunch	11:15 Lunch and Writing
11:35-12:00 Writing/Tech	12:00 Dismissal
12:00 Dismissal	

**\*Snack will not be provided. Please send a snack to school with your child daily.**

**Behavior/Dress:**

**Students should adhere to all school rules/expectations as outlined in the 2018-2019 Code of Conduct. Students may be dismissed from the program due to behavior.**

**Drop-off/Dismissal:**

**Camp Achieve and Camp Innovation students will be dismissed at 12:00. . Be sure to be on time. If you will be late for any reason, let us know ASAP. 334-687-1134.**

**Parent Conference/Notification:**

**Parents must participate in a parent conference prior to the ending of both programs. Parent conferences may be via telephone or face to face. Weekly communication will be provided in regards to planned activities and other program information.**

**Breakfast & Lunch:**

**Breakfast will be provided for students attending Camp Achieve. Breakfast will be served from 7:30-8:00.**

**Lunch will be provided for all students attending Camp Achieve and Camp Invention. Students will report to lunch at according to his/her schedule.**

**Contact:**

**Please do not hesitate to call or come by if you have any questions or concerns. Your child's best interests are our number one concern. As always, we appreciate your support.**





# EUFULA CITY SCHOOLS

## CAMP ACHIEVE & CAMP INTERVENTION REGISTRATON FORM



Name of Student \_\_\_\_\_

Date of Birth\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

School student most recently  
attended\_\_\_\_\_

Circle Grade level student most recently completed: **PreK K 1 2 3 4 5**

Program Desired:    Camp Achieve        Camp Invention

Parent(s) or legal guardian

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone# : (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Work Phone# : (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact:

\_\_\_\_\_ Emergency Contact

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Does your child have any allergies?    Yes    No

My child will need bus transportation: Yes    No

If yes what are they?

\_\_\_\_\_  
\_\_\_\_\_

My child may take part in the breakfast/lunch program. Yes    No

Individuals authorized to pick my children up:

\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date\_\_\_\_\_

### Picture Policy



I give permission to ECS to publish any or all pictures of my child,

\_\_\_\_\_, taken during the duration and of this program. Pictures may be posted on ECS Twitter and Facebook pages.

Parent/Guardian Initials: \_\_\_\_\_ Date Initialed: \_\_\_\_\_

### Transportation Liability

I understand that it is my sole responsibility to provide transportation for my child, \_\_\_\_\_ to and from the ECS summer programs. Students must be picked up no later than 12:15.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Payment submitted with registration form:

The nonrefundable registration and program fee: This payment is due with the completed registration form. There is limited space available in the program. A space is not held or secured until a completed registration form is received with full payments for the program.

Make checks payable to and sent to the following:

Payable to –  
Eufaula Primary School  
520 Pump Station Road  
Eufaula, AL 36027

#### Office Use Only

Camp Achieve (\$150- includes 4 weeks) \_\_\_\_Paid \_\_\_\_Date

Camp Invention(\$75-includes 2 weeks) \_\_\_\_ Paid \_\_\_\_Date

Staff Initials \_\_\_\_\_





# Eufaula City Schools

## 2018-2019 Summer Camp Parent Survey

We are happy that you joined us in this endeavor to bridge the summer gap for some of our students. We hope that we have provided the extra support to move all of our children forward, so that they can be successful in the 2019-2020 school year.

In an effort to improve system practices, we are conducting a parent survey. We value your opinion and ask that you take the time to complete this survey.

In order to complete the survey, please go to:



<https://goo.gl/forms/7zDHwLQfalahEQww2>

Your honest opinion is appreciated.

Thank you for your time and attention to this matter.

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**By completing the survey and entering your email you qualify to win a free school supply basket. Drawing will be held on July 1, 2019.**

**Don't forget to check EPS & EES Facebook and Twitter pages for highlights of the program**

