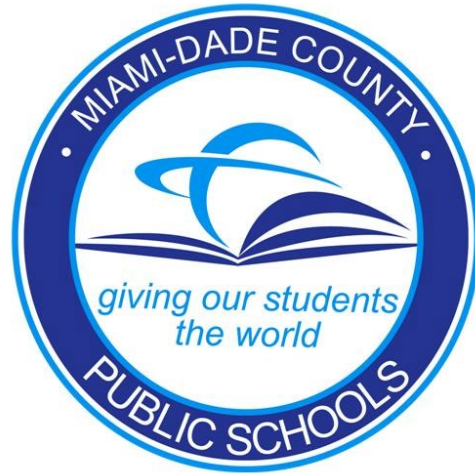


# 2025

## SUMMER IMPLEMENTATION GUIDE





# The School Board of Miami-Dade County, Florida

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Office of School Leadership and Performance

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# **SECTION - I**

# **GOVERNANCE**

## GOVERNANCE



Miami-Dade County Public Schools (M-DCPS) is thrilled to introduce the 2025 Summer305: Explore, Experience, Excel! This dynamic program offers students of all grades enriching academic opportunities in a fun and engaging setting. Collaborating with local art and cultural venues, mental health services, community businesses, and cultural programs; we provide a comprehensive range of services.

The 2025 Summer305 program for PK - 8<sup>th</sup> grade students will take place from June 20, 2025, to July 25, 2025, while programs for 9<sup>th</sup>- 12<sup>th</sup> grade students will run from June 11, 2025, to July 16, 2025. With over 100 summer programs sponsored by outside agencies at M-DCPS sites, students can explore diverse program options. They will engage in hands-on learning experiences, including arts and cultural exploration, supplemental reading instruction, course recovery, industry-based learning, and essential graduation courses.

We are dedicated to ensuring inclusivity for all students. Eligible students with disabilities can participate in grade-appropriate 2025 Summer Services tailored to their Individual Education Plan (IEP). Our thematic, project-based learning activities utilize interactive platforms to address students' instructional needs in Reading, Language Arts, and Mathematics. Detailed program descriptions are available in the attached document.

## DEPARTMENT CONTACT INFORMATION

Information related to procedures and guidelines for the operation of Summer305 are to be directed to the individual responsible for coordinating 2025 Summer Services in your Region Office or the Office of School Leadership and Performance.

OFFICE OF SCHOOL LEADERSHIP AND PERFORMANCE			
Dr. Michael A. Lewis, Deputy Superintendent			(305) 995-2938
Dr. Erica Y. Brown, Administrative Director			(305) 995-7115
REGIONAL OFFICES SUMMER SCHOOL DESIGNEES			
Alternative Education	Ms. Tracie Abner, Assistant Superintendent	Dr. Reginald H. Johnson	(305) 995-1270
Central Region	Ms. Brenda Swain, Region Superintendent	Ms. Martha Muñoz	(305) 499-5050
Charter Schools	Dr. Dwight A. Bernard, Assistant Superintendent	Dr. Antonietta DiGirolamo	(305) 995-1530
North Region	Dr. Yesenia Aponte, Region Superintendent	Ms. Rachel Autler	(305) 572-2800
Postsecondary Career & Technical Educ.	Mr. René Mantilla, Assistant Superintendent	Dr. Cadian Collman-Perez	(305) 995-1812
South Region	Mr. Rafael Villalobos, Region Superintendent	Ms. Robin Atkins	(305) 252-3041
OFFICE OF ACADEMICS AND TRANSFORMATION			
Ms. Lourdes Diaz, Chief Academic Officer			(305) 995-1497
DISTRICT OFFICES AND DEPARTMENTAL SUMMER CONTACTS			
Academic Support and School Improvement	Dr. Try K. Diggs		(305) 995-1405
Advanced Academic Programs	Dr. Lisette Rodriguez		(305) 995-1934
Assessment, Research, and Data Analysis	Dr. Omar Riaz		(305) 995-1969
Bilingual Education and World Languages	Ms. Melba Brito and Ms. Vanessa De La Peña		(305) 995-1838
Career and Technical Education	Dr. Lupe Ferran- Diaz		(305) 693-3030
Civil Rights Compliance	Ms. Nicole B. Rutherford		(305) 995-1580
Community Enrichment Education	Dr. Erica Y. Brown		(305) 995-7115
Family and Community Engagement	Ms. Lisa Thurber		(305) 995-1767
Division of Academics	Ms. Lisette M. Alves		(305) 995-7292
Early Childhood Programs & Head Start Programs	Ms. Lynn Maceyras		(305) 995-7631
English Language Arts (Elementary)	Ms. Michelle Chaidez		(305) 995-3122
English Language Arts (Secondary)	Ms. Elena M. Cabrera		(305) 995-3122
Exceptional Student Education	Ms. Angie Torres		(305) 995-1735
Extended School Year	Ms. Yvonne T. Leon		(305) 995-2735
Federal and State Compliance Office (FASCO)	Mr. Tony Ullivarri		(305) 883-5323
Food and Nutrition	Ms. Patricia Prida		(786) 275-0445
Human Capital Management	Dr. Tricia M. Fernandez		(305) 995-7008
Information Technology Services	Mr. Jorge Fernandez		(305) 995-3885
Instructional Technology	Mr. Daniel Mateo		(305) 995-1922
Instructional Certification	Ms. Joanna Sanchez		(305) 995-7200
Labor Relations	Mr. Nelson Izquierdo		(305) 995-1590
Library Media Services	Mr. Dwight Bailey		(305) 995-2233
Mathematics	Ms. Michelle White		(305) 995-1939
Mental Health Services	Ms. Sally Alayon		(305) 995-1020
Payroll	Ms. Odalis J. Garces		(305) 995-2301
Personnel (Employment and Recruitment)	Mr. Julio Arana		(305) 995-2513
Personnel (Instructional)	Dr. Frank Castellon		(305) 995-7229
Personnel (Support Personnel)	Ms. Stacy Rolle		(305) 995-2513
Personnel Operations, Records and Fingerprinting	Mr. Dennis Carmona		(305) 995-7258
Psychological Services	Dr. Kelli Hunter-Sheppard		(305) 995-1531
School Choice and Parental Options	Mr. Daniel Mateo		(305) 995-1922
School Volunteer Program	Mr. Vincent Dawkins II		(305) 995-2082
Science	Dr. Aileen Vega		(305) 995-1939
Social Sciences	Mr. Robert C. Brazofsky		(305) 995-1599
Student Services	Ms. Martha Z. Harris		(305) 816-0436

Support Services	Ms. Annette Adams	ISM Ticket via the Portal
Division of Student and Family Support Programs (Title I Administration)	Ms. Ana M. Gutierrez	(305) 995-2298
Transportation	Mr. James Hicks	(305) 278-5025

## CALENDAR OF EVENTS

A calendar of significant events and the dates the events are to occur is presented below. This calendar will assist in the timely implementation of the 2025 Summer Services Program.

DATE OF EVENT	DESCRIPTION OF EVENT/ACTION	DEPARTMENT
May 5, 2025	<p><b>EXTENDED SCHOOL YEAR (ESY) REGISTRATION BEGINS</b></p> <p>All schools begin the 2025 ESY registration process. Students approved for public Family Empowerment Scholarships should attend the summer school ESY location based on their actual residence and not the public school assigned through the Family Empowerment Scholarship during the 10-month school year.</p>	ESE
May 5, 2025 through June 5, 2025	<p><b>SUMMER SCHOOL REGISTRATION AT HOME/RESIDENCE SCHOOLS BEGINS</b></p> <p><b>Charter School to Traditional School</b> Eligible students who wish to attend the summer session from a Charter School to a Traditional School may do so. The Charter School will directly register the students in the Summer School Activity Screen in DSIS to the Traditional School. The student should not be withdrawn from their current school, nor should the student's future 2025-2026 school be altered. ONLY the summer session school should be added in DSIS.</p> <p><b>Charter School A to Charter School A</b> Eligible students who wish to attend the summer session from Charter School A to Charter School A may do so. Charter School A will directly register the students in the Summer School Activity Screen in DSIS. The student should not be withdrawn from their current school, nor should the student's future 2025-2026 school be altered. ONLY the summer session school should be added in DSIS.</p> <p><b>Charter School A to Charter School B</b> Eligible students who wish to attend the summer session from Charter School A to Charter School B may do so. Charter School A will directly register the students in the Summer School Activity Screen in DSIS to Charter School B. The student should not be withdrawn from their current school, nor should the student's future 2025-2026 school be altered. ONLY the summer session school should be added in DSIS.</p>	CHARTER SCHOOL SUPPORT & COMPLIANCE
May 8, 2025	<p><b>ACCESS SUMMER SCHOOL PROGRAM ELIGIBILITY PERSONNEL WORKSHEETS</b></p> <p>Human Capital Management <i>Summer School Program Eligibility Worksheets</i> available online.</p>	HUMAN CAPITAL MANAGEMENT

DATE OF EVENT	DESCRIPTION OF EVENT/ACTION	DEPARTMENT
May 19, 2025	<p><b>2025 EXTENDED SCHOOL YEAR (ESY) AND SUMMER SERVICES INFORMATION WORKSHEET</b></p> <p>Upload the <i>2025 Extended School Year (ESY) and Summer Services Information Worksheet</i> to the Shared File Link provided on the ESY 2025 Procedures and Guidelines Weekly Briefing from of Exceptional Student Education (ESE). This worksheet is for students with disabilities who require specialized food preparation and/or supplementary or related services, including nursing services, adaptive equipment, and/or assistive technology.</p>	ESE
May 28, 2025 through May 30, 2025	<p><b>ESY STAFF ALLOCATION PROVIDED TO ESY SITES</b></p> <p>ESY principals receive initial ESY staff allocation and personnel hiring information from ESE based on student eligibility and registration information. Any hiring above the provided personnel allocations must be pre-approved. ESE will review allocation adjustment requests, in collaboration with the Region Office, between the initial budget allocation and the first day of ESY based on verified enrollment revisions.</p>	ESE
May 21, 2025	<p><b>ESY PROGRAM SPECIALIST ORIENTATION</b></p> <p>Program Specialists tentatively hired to work at the ESY sites will attend an orientation meeting to discuss guidelines and procedures for ESY.</p>	ESE
June 16, 2025	<p><b>SUMMER SCHOOL TRANSPORTATION (<i>BusPlanner Web</i>) Access</b></p> <p>The information for students routed will be available in <i>BusPlanner Web</i>. The application is available through the M-DCPS Intranet.</p>	TRANSPORTATION
June 16, 2025	<p><b>PARENT NOTIFICATION OF SUMMER/ESY TRANSPORTATION ROUTES</b></p> <p>Regions and schools must notify parents/guardians in writing how to obtain information regarding summer transportation routes for students who will be provided with bus service. <b>Schools must contact the parents/guardians of students with disabilities receiving ESY services regarding the summer pick-up and drop-off information.</b></p>	TRANSPORTATION
June 5, 2025 (ongoing for ESY)	<p><b>REGISTRATION ENDS AT SCHOOLS CLOSED DURING THE SUMMER SESSION</b></p> <p>Schools that are closed for the summer will conclude registration.</p>	OFFICE OF SCHOOL LEADERSHIP AND PERFORMANCE
June 6, 2025 through June 13, 2025	<p><b>REGISTRATION AFTER DEADLINE</b></p> <p>Any student registration after this deadline must be approved by the receiving school principal.</p>	OFFICE OF SCHOOL LEADERSHIP AND PERFORMANCE

<p><b>June 6, 2025</b></p>	<p><b>DEADLINE FOR REQUESTS FOR TRANSPORTATION</b></p> <p>Requests submitted to the Department of Transportation after this date <u>will not</u> be guaranteed transportation services for the first week of summer school.</p>	<p><b>TRANSPORTATION</b></p>
<p><b>DATE OF EVENT</b></p>	<p><b>DESCRIPTION OF EVENT/ACTION</b></p>	<p><b>DEPARTMENT</b></p>
<p><b>June 5, 2025</b></p>	<p><b>2025 SUMMER STAFFING ROSTERS RELEASE TO SCHOOLS</b></p> <p>Summer school principals receive the hiring roster based on the generated summer staff allocation, from the student enrollment report. Region Offices must approve personnel to be hired for Summer 2025. <b>The school’s discretionary 02 account will be charged for instructional, non-instructional, and support staff hired above allocations from within the roster.</b></p>	<p><b>OFFICE OF SCHOOL LEADERSHIP AND PERFORMANCE</b></p>
<p><b>June 9, 2025</b></p>	<p><b>SUMMER SCHOOLS CREATE “NEW” STUDENT CUMULATIVE FOLDERS</b></p> <p>The open/receiving summer school staff must create cumulative folders for all “new” students who register for the 2025 Summer Services after Thursday, June 5, 2025. Additionally, staff must verify that “new” students have met all requirements for initial entry into M-DCPS.</p>	<p><b>FEDERAL AND STATE COMPLIANCE OFFICE (FASCO)</b></p>
<p><b>June 13, 2025</b></p>	<p><b>2025 SUMMER STAFFING ROSTERS DUE TO THE OFFICE OF HUMAN CAPITAL MANAGEMENT</b></p> <p>Region Centers are to submit staffing rosters with positions and effective dates for elementary and middle schools by noon, Friday, June 13, 2025, to Personnel Operations and Records and Fingerprinting at <a href="mailto:dcarmona1@dadeschools.net">mailto:dcarmona1@dadeschools.net</a></p>	<p><b>HUMAN CAPITAL MANAGEMENT</b></p>
<p><b>June 9, 2025 &amp; June 10, 2025</b></p>	<p><b>PROFESSIONAL LEARNING DAY FOR SENIOR HIGH CREDIT RECOVERY TEACHERS</b></p> <p><b>June 9, 2025:</b> Targeted professional learning for all part-time hourly Algebra I high school credit recovery teachers.</p> <p><b>June 10, 2025:</b> Professional learning to take place at hosting school sites for all part-time hourly high school credit recovery teachers.</p>	<p><b>POSTSECONDARY CAREER &amp; TECHNICAL EDUCATION, OAT</b></p>
<p><b>June 16, 2025 through June 20, 2025</b></p>	<p><b>SUMMER SCHOOL PROGRAM FTE 2024-2025 SURVEY 4</b></p> <p>For M-DCPS to report FTE for the 2025 summer term, it is imperative that schedules and special program information be recorded accurately by the end of the FTE survey week, <b>Friday, June 20, 2025.</b></p> <p>For information about the summer FTE process or DECO, contact the Federal and State Compliance Office (FASCO) at (305) 883-5323.</p>	<p><b>FEDERAL AND STATE COMPLIANCE OFFICE (FASCO)</b></p>
<p><b>June 11, 2025 through July 16, 2025</b></p>	<p><b>LENGTH OF SUMMER SESSION - SENIOR HIGH CREDIT RECOVERY</b></p> <p>The 2025 Summer Services will operate for twenty (20) days from Wednesday, June 11, 2025, through Wednesday, July 16, 2025.</p> <p>Length of School Day (High School Students – Credit Recovery)</p> <ul style="list-style-type: none"> <li>• 8:00 am – 1:00 p.m. (Monday – Thursday)</li> <li>• Students in grades 9 through 12 can recover up to 2 courses (2 half courses or 1 full credit).</li> </ul>	<p><b>POSTSECONDARY CAREER &amp; TECHNICAL EDUCATION</b></p>

	<ul style="list-style-type: none"> <li>Algebra I students that have failed the course can ONLY make up the class for the entire summer.</li> <li>As such, Algebra I Credit Recovery classes will convene from 8:00 am – 1:00 pm, Monday–Thursday from June 11, 2025, through July 16, 2025.</li> </ul> <p>Testing for Benchmarks for Excellent Student Thinking (B.E.S.T.) Algebra 1 EOC will take place from July 21, 2025. Testing for Grade 10 Florida Assessment of Student Thinking (FAST) English Language Arts (ELA) Reading Retake will take place from July 22, 2025.</p> <p>Make up testing will take place from July 23-24, 2025.</p>	
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DATE OF EVENT	DESCRIPTION OF EVENT/ACTION	DEPARTMENT
<p>June 9, 2025 through August 1, 2025</p>	<p><b>MAXIMUM LENGTH OF APPROVED PRINCIPAL-OPERATED AND OUTSIDE AGENCY FEE-BASED SUMMER CAMPS</b></p> <p>During the summer session only, approved Fee-Based Summer Camp locations may begin providing summer camp services to any student from any M-DCPS site, as long as the registered student is of school-age and has an active DSIS number or has alternately registered through the Focus system and attends a charter or private school during the regular school year. Summer Camp sessions may operate from Monday, June 9, 2025, through Tuesday, August 1, 2025, from 7:00 a.m. until 6:00 p.m., at principal’s discretion and in accordance with Affiliating Agreements. If you have any additional questions, please call Erica Y. Brown, Ed. D., Administrative Director, Community Enrichment Education at 305-995-7115.</p>	<p><b>COMMUNITY ENRICHMENT EDUCATION</b></p>
<p>June 20, 2025 through July 25, 2025</p>	<p><b>REQUIRED LENGTH OF APPROVED PRINCIPAL-OPERATED AND OUTSIDE AGENCY FEE-BASED SUMMER BEFORE AND AFTER CARE PROGRAMS</b></p> <p>During the summer session only, approved Fee-Based Summer Before and After Care Program locations may begin providing summer services to any student from any M-DCPS site, as long as the registered student is of school-age and has an active DSIS number or has alternately registered through the Focus system and attends a charter or private school during the regular school year. Summer Before and After Care sessions may operate on the same dates as Summer305 programming from Friday, June 20, 2025, through Friday, July 25, 2025, from 7:00 a.m. until 8:30 a.m. (optional before care) and 1:50 p.m. until 6:00 p.m. (after care). If you have any additional questions, please call Erica Y. Brown, Ed. D., Administrative Director, Community Enrichment Education at 305-995-7115.</p>	<p><b>COMMUNITY ENRICHMENT EDUCATION</b></p>
<p>June 25, 2025 through July 1, 2025</p>	<p><b>MORATORIUM ON COLLECTING REGISTRATION FEES FOR PRINCIPAL-OPERATED SUMMER CAMPS AND PRINCIPAL-OPERATED BEFORE/AFTER CARE PROGRAMS</b></p> <p>The Focus system will be shut down for Internal Fund Accounting Closing of Fiscal Year from 6/25-7/1/25. The following transactions will <b>NOT</b> be able to be performed:</p> <ul style="list-style-type: none"> <li>• Voids</li> <li>• Refunds</li> </ul>	<p><b>COMMUNITY ENRICHMENT EDUCATION</b></p>

<p>June 17, 2025 through June 18, 2025</p>	<p><b>PROFESSIONAL LEARNING DAYS FOR TEACHERS</b></p> <p><b>Elementary/K-8 Center and Middle School Teachers:</b> Teachers will be afforded two full days of Professional Learning on Tuesday June 17, 2025, and Wednesday, June 18, 2025.</p> <p><b>ESY Teachers:</b> Teachers assigned to an ESY Pre-K to grade 5 elementary, Pre-K to grade 8, or Pre-K to grade 12 center school location will be afforded two full days of Professional Learning on Tuesday, June 17, 2025, and Wednesday, June 18, 2025.</p>	<p>OAT / SLAP / ESE</p>
DATE OF EVENT	DESCRIPTION OF EVENT/ACTION	DEPARTMENT
<p>June 17, 2025 through June 18, 2025</p>	<p><b>PROFESSIONAL LEARNING DAYS FOR HOURLY PARAPROFESSIONAL (ESY ONLY)</b></p> <p>All full-time paraprofessionals report to the assigned ESY work location and participate in professional learning activities provided by the school as delineated on Tuesday, June 17, 2025, and Wednesday, June 18, 2025.</p>	<p>ESE</p>
<p>June 19, 2025 and July 4, 2025</p>	<p><b>LEGAL HOLIDAY(S)</b></p> <p>Staff and students will not be on the following Legal Holidays (12 months): Thursday, June 19, 2025, and Friday, July 4, 2025.</p>	<p>OFFICE OF LABOR RELATIONS</p>
<p>June 20, 2025</p>	<p><b>SUMMER SESSION BEGINS FOR ELEMENTARY AND K-8 STUDENTS</b></p> <p>First day of summer session.</p> <p><b>NOTE:</b> If the legal residence school is closed for the summer, the student will attend the open summer school designated as a clustered or receiving Open Instructional Summer Center.</p>	<p>OFFICE OF SCHOOL LEADERSHIP AND PERFORMANCE</p>
<p>June 20, 2025</p>	<p><b>REGION OFFICES – FIRST DAY OF ENROLLMENT AND TEACHER ALLOCATION REVIEW</b></p> <p>All Region Offices review the first day of enrollment and teacher allocations and provide any updates to the Office School Leadership and Performance.</p>	<p>OFFICE OF SCHOOL LEADERSHIP AND PERFORMANCE</p>
<p>June 20, 2025 through July 25, 2025</p>	<p><b>LENGTH OF SUMMER SESSION</b></p> <p>Instructional Summer Session (<i>ELEMENTARY and K-8 CENTERS</i>)</p> <ul style="list-style-type: none"> <li>The 2025 Summer Services will operate for twenty-five (25) full days from Friday, June 20, 2025, through Friday, July 25, 2025. Summer Reading Camps for retained grade 3 students.</li> <li>Summer Bridge for Rising K (VPK) students</li> <li>Rising 1 through rising grade 5 students who are not attending the Children’s Trust Summer Camps or the Reading Camps (Smart Start Elementary).</li> </ul> <p>Instructional Summer Session (<i>MIDDLE</i>)</p> <ul style="list-style-type: none"> <li>The 2025 Summer Services will operate for twenty-five (25) full days from Friday, June 20, 2025, through Friday, July 25, 2025.</li> <li>Rising grades 6 through 8 students who are not attending the Children’s Trust Summer Camps can participate in Miami-Dade Online.</li> </ul> <p>Middle School Course Recovery</p>	<p>OFFICE OF SCHOOL LEADERSHIP AND PERFORMANCE</p>

	<ul style="list-style-type: none"> <li>M-DCPS students in grades 6 through 8 will be able to recover (2) Middle School Credit Recovery courses.</li> </ul> <p>Length of School Day (<i>ALL STUDENTS</i>)</p> <ul style="list-style-type: none"> <li>Elementary Schools and K-8 Centers Time: 8:30 a.m. – 1:50 p.m.</li> <li>Middle Schools Time: 9:15 a.m. – 3:00 p.m.</li> <li>Senior High Schools (Mondays – Thursdays) Time: 8:00 a.m. – 1:00 p.m.</li> </ul>	
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DATE OF EVENT	DESCRIPTION OF EVENT/ACTION	DEPARTMENT
June 23, 2025 through July 25, 2025	<p><b>LENGTH OF ESY SERVICES</b></p> <p>2025 Extended School Year Services will operate for twenty-four (24) days from Monday, June 23, 2025, through Friday, July 26, 2025, for students whose needs can be met within the core summer calendar. ESY services are typically provided using the same core calendar allotted for the basic summer program. Contact the ESE Service Center for registration and location information for students requiring services beyond the listed calendar dates. ESY services are provided in accordance with the Individual Educational Plan (IEP) for students with disabilities.</p> <p><b>Length of School Day (ESY STUDENTS)</b></p> <ul style="list-style-type: none"> <li>Elementary Schools / (Pre-K - Grade 5) Time: 8:30 a.m. – 1:50 p.m.</li> <li>Pre-K to Grade 8 Locations / (Pre-K - Grade 5) Time: 8:30 a.m. – 1:50 p.m.</li> <li>ESE Center Schools &amp; ESE Designated Schools / (Pre-K - Grade 12) Time: 8:30 a.m. – 1:50 p.m.</li> <li>Middle School Locations / (Grade 6 – Grade 12) Time: 9:15 a.m. – 3:00 p.m.</li> </ul>	ESE
June 23, 2025	<p><b>REGION OFFICES – SECOND DAY OF ENROLLMENT AND TEACHER ALLOCATION REVIEW</b></p> <p>All Region Offices are to review the second day of enrollment and teacher allocations and provide any updates to the Office of School Leadership and Performance.</p>	OFFICE OF SCHOOL LEADERSHIP AND PERFORMANCE
INITIAL REPORT ON June 20, 2025 AND ONGOING	<p><b>EXTENDED SCHOOL YEAR ACTUAL ATTENDANCE REPORT</b></p> <p>ESY school sites will enter ESY 2025 Student Attendance and Paraprofessionals’ Schedules on the Shared Drive link that will be provided to the ESY schools by the District ESE Department.</p>	ESE
June 24, 2025	<p><b>NO SHOWS</b></p> <p>On this date, ITS will inactivate students remaining online as No Shows. On Tuesday, June 24, 2025, at 5:00 p.m., students in grades Pre-k - 12 will be withdrawn with the date of June 20, 2025, and “DNE” as the withdrawal code.</p>	ITS

<b>June 24, 2025</b>	<b>BUDGET – FINAL BUDGET ALLOCATION</b>  The final budget allocation will be based on the enrollment as of Monday, June 23, 2025, at 4:30 p.m. If a school exceeds its instructional and support staff allocation, the 02 account will be charged.	<b>OAT /DIVISION OF STUDENT AND FAMILY SUPPORT PROGRAMS (TITLE I) / ESE ADULT &amp; VOC</b>
<b>June 27, 2025</b>	<b>IDENTIFICATION OF SCHOOL ASSESSMENT COORDINATOR (SAC)</b>  All Elementary and K-8 summer school locations must complete the Summer 2025 SAC Contact Survey to identify School Assessment Coordinators no later than June 27, 2025.	<b>ASSESSMENT, RESEARCH AND DATA ANALYSIS</b>
<b>July 14, 2025 through July 18, 2025</b>	<b>SUMMER SCHOOL PROGRAM FTE 2025-2026 SURVEY 1</b>  For M-DCPS to report FTE for the 2025 summer term, it is imperative that schedules and special program information be recorded accurately by the end of the FTE survey week, <b>Friday, July 18, 2025.</b>	<b>FEDERAL AND STATE COMPLIANCE OFFICE (FASCO)</b>

<b>DATE OF EVENT</b>	<b>DESCRIPTION OF EVENT/ACTION</b>	<b>DEPARTMENT</b>
<b>July 18, 2025</b>	<b>DEADLINE TO PRE-REGISTER FOR THE ADMINISTRATION OF THE SUMMER FAST GRADE 3 ELA READING</b>  All eligible students, including Charter School students, will have to pre-register to participate.	<b>ASSESSMENT, RESEARCH AND DATA ANALYSIS</b>
<b>July 21-24, 2025</b>	<b>ADMINISTRATION OF THE SUMMER 2025 BENCHMARKS FOR EXCELLENT STUDENT THINKING (B.E.S.T.) END-OF-COURSE (EOC) ASSESSMENTS AT K-8 CENTERS</b>  The B.E.S.T. Algebra 1 EOC will be offered to eligible students at selected K-8 Centers within the Summer305 program.	<b>ASSESSMENT, RESEARCH AND DATA ANALYSIS</b>
<b>July 22, 2025 through July 24, 2025</b>	<b>ADMINISTRATION OF THE <u>SUMMER FAST GRADE 3 ELA READING</u></b>  Retained third grade students will participate in the administration of the Summer FAST Grade 3 ELA Reading from Tuesday, July 22,2025 through Thursday, July 24, 2025.	<b>ASSESSMENT, RESEARCH AND DATA ANALYSIS</b>
<b>July 25, 2025</b>	<b>ESY CLOSING PROCEDURE</b>  The Extended School Year (ESY) Services Log (FM-6574) must be uploaded to the ESY Shared File and to the individual student’s ESE-EMS electronic cum by the end of day.	<b>ESE</b>
<b>July 25, 2025</b>	<b>ESY PRE/POST STATUS OF GOAL REPORT</b>  The Extended School Year (ESY) Pre/Post Status of Goals Report (Excel File) must be uploaded to the Shared File by the end of day.	<b>ESE</b>

July 25, 2025	<b>LAST DAY OF SUMMER SCHOOL FOR ALL STUDENTS AND TEACHERS (ELEMENTARY &amp; MIDDLE)</b>  July 25, 2025, is the last day of 2025 Summer Services for students and teachers. It is also the last day of Extended School Year for students with disabilities whose needs can be met within the core summer calendar.	<b>OFFICE OF SCHOOL LEADERSHIP AND PERFORMANCE</b>
July 25, 2025	<b>SCHOOLS – GRADE REPORTING – 6-8 ELECTRONIC GRADEBOOK</b>  Deadline for ALL summer school locations to submit grades for 2025 Summer (25S) using the Electronic Gradebook to upload or by entering final grades in DSIS for 2025 Summer School (25S). This includes charter schools and all M-DCPS locations with summer school including DJJ and District Instructional Centers.	<b>ITS</b>
July 25, 2025	<b>RETURN SUMMER FAST GRADE 3 ELA READING and SUMMER B.E.S.T. ALGEBRA 1 EOC TEST MATERIALS TO THE VENDOR</b>  All paper-based accommodations must be packed and shipped to the vendor. The District Assessment Coordinator (DAC) Administrative Records (AR) must be uploaded through a secure link or hand-delivered to the Test Distribution Center by 3:00 p.m.	<b>ASSESSMENT, RESEARCH AND DATA ANALYSIS</b>
<b>DATE OF EVENT</b>	<b>DESCRIPTION OF EVENT/ACTION</b>	<b>DEPARTMENT</b>
July 25, 2025	<b>PRINCIPAL’S ATTENDANCE REPORT K-12 AND CERTIFICATION</b>  The attendance report will be generated and will be available via Control-D web viewer on the last day of the summer session. Principals are required to certify attendance in DSIS by Friday, July 25, 2025, by 4:00 p.m.  Additionally, all attendance corrections must be completed by 4:00 p.m. on July 25, 2025, as well.	<b>ITS/ FEDERAL AND STATE COMPLIANCE OFFICE (FASCO)</b>
July 25, 2025 at 4:00 p.m.	<b>DSIS – INACTIVATED</b>  DSIS will be inactivated for Rollover Processing. Students’ GPAs and academic credits earned will be updated prior to graduation processing.	<b>ITS</b>
July 26, 2025	Report Cards will not be available in the Parent and Student Portals. Parents and students can view Summer Grades using the Gradebook link in the Portal.	<b>ITS</b>

## REGISTRATION AND ENROLLMENT

Registration for 2025 Summer Services will be conducted from Monday, May 5, 2025, through Thursday, June 5, 2025. **All students are required to register at their home school.** It is the responsibility of the home school to verify the eligibility of the student and the course(s) or subject area(s) in which the student is to be registered. Parents should be notified of all the program options being offered.

### REGISTRATION DEADLINE

Registration for 2025 Summer Services ends on Thursday, June 5, 2025 (students may register for Extended School Year (ESY) services at any time during the course of the session). After the established deadline of Thursday, June 5, 2025, and based on space availability, principals may approve late registrations for 2025 Summer Services through Tuesday, June 24, 2025.

In the event, that a late registration is denied, the school must advise the parents of their right to appeal and provide them with the name and telephone number of the appropriate Region Office Superintendent or designee to whom they may appeal. Registration for Extended School Year (ESY) is ongoing and must be considered throughout the summer session for eligible students.

Registrars and Elementary School Assistants hired to work during the summer session will attend a Zoom meeting to discuss registration procedures. This meeting is being provided by the Federal and State Compliance Office (FASCO).

### PREPARING FOR SUMMER SESSION

- Register all eligible students under the Summer School Activity Screen in DSIS.
- Determine the courses students are required to take.
- Enter all courses and sections into your Summer School Master Schedule in DSIS.
- Create student schedules using the courses and sections that have been created in the Summer School Master Schedule.
- The No-Show period for summer session is Friday, June 20, 2025, through Monday, June 23, 2025. At 5:00 pm on Tuesday, June 24, 2025, the No-Show students will be withdrawn with a withdrawal code of “DNE”, effective Friday, June 20, 2025.
- In accordance with District guidelines, all records showing the placement of students are to be maintained at the Open Instructional Summer Center.

Students should not be withdrawn from their current school, nor should the student’s future 2025-2026 school be altered. ONLY the summer session school should be added in DSIS.

### STUDENT REGISTRATIONS ARE BASED ON THE FOLLOWING CHART

Current School		Summer School	Registration Procedures	List of Students, ID Numbers & Courses Needed
Traditional School	→	Open Summer Center	Traditional School registers the students.	

Charter School	→	Traditional Open Summer Center	Charter School registers students.	The sending school needs to communicate with the receiving school with a list of students attending, their identification number and the courses.
Charter School A	→	Charter School A	Charter School A registers students.	
Charter School A	→	Charter School B	Charter School A registers students.	
<b>STUDENTS NOT ENROLLED IN M-DCPS</b> Private School, Home Education, Out of County, Out of State, Out of Country, New to a Traditional School or New to a Charter School.			Open Summer Center registers the students.	

## **CHARTER SCHOOL STUDENT REGISTRATIONS**

Charter school students are eligible to enroll in the district’s summer school course recovery and enrichment programs, without withdrawing from their current charter school. The district will charge each respective charter school for the cost of the recovery and enrichment courses taken by charter school students.

Charter school students are to adhere to the program guidelines, including attendance requirements. Charter school students who attend classes at their home school for the summer session will not receive transportation. Registration for charter school students will close on Thursday, June 5, 2025. After the established deadline, principals may approve late registrations for the 2025 Summer Services through Tuesday, June 24, 2025.

### **Charter School to Traditional School**

Eligible students who wish to attend the summer session from a Charter School to a Traditional School may do so. The Charter School will directly register the students in the Summer School Activity Screen in DSIS to the Traditional School. The student should not be withdrawn from their current school, nor should the student’s future 2025-2026 school be altered. ONLY the summer session school should be added in DSIS.

### **Charter School A to Charter School A**

Eligible students who wish to attend the summer session from Charter School A to Charter School A may do so. Charter School A will directly register the students in the Summer School Activity Screen in DSIS. The student should not be withdrawn from their current school, nor should the student’s future 2025-2026 school be altered. ONLY the summer session school should be added in DSIS.

### **Charter School A to Charter School B**

Eligible students who wish to attend the summer session from Charter School A to Charter School B may do so. Charter School A will directly register the students in the Summer School Activity Screen in DSIS to Charter School B. The student should not be withdrawn from their current school, nor should the student’s future 2025-2026 school be altered. ONLY the summer session school should be added in DSIS.

## **MAGNET SCHOOL STUDENT REGISTRATIONS**

Any student enrolled in a magnet school, who chooses to participate in 2025 Summer Services, is required to attend the Open Instructional Summer Center that corresponds to the student’s home school.

## **SUMMER BRIDGE REGISTRATIONS**

- The Summer Bridge Program flyer linked [here](#) provides information and guidance for families on how to register their children for the program.
- Families must visit their home school to register their child for the Summer Bridge Program and present a statement of eligibility, including the FAST Star Early Literacy Parent Letter and/or a Statement of Eligibility for Summer Bridge Program provided by the private provider.  
The receiving home school will future all eligible students to a designated Summer Bridge Program location.

## STUDENTS NOT ENROLLED IN M-DCPS STUDENT REGISTRATION

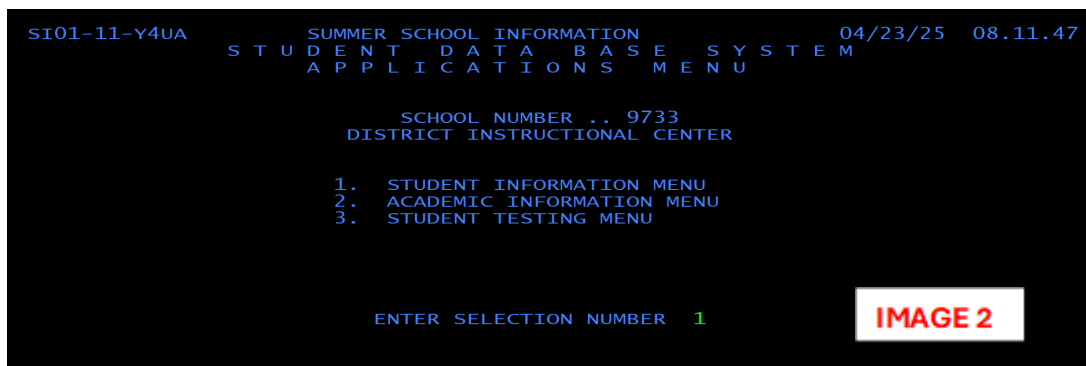
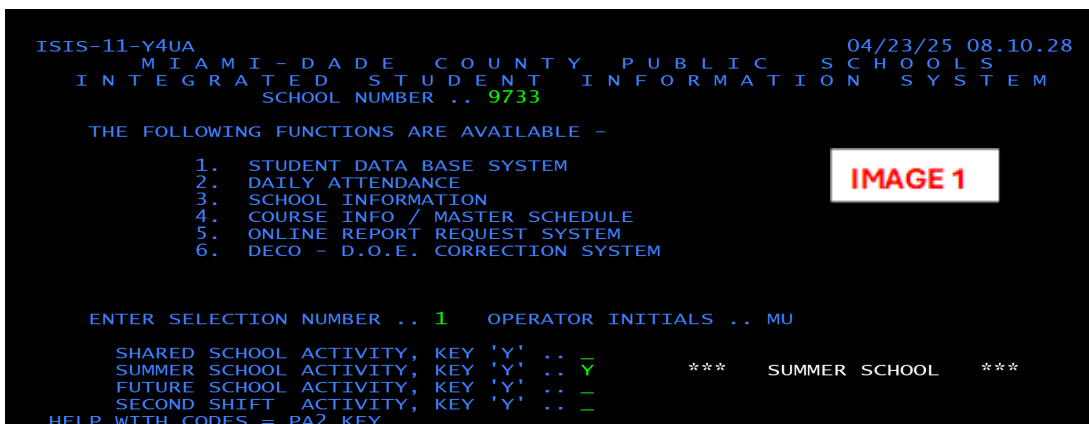
Any student not enrolled in Miami-Dade County Public Schools (M-DCPS), may register for 2025 Summer Services at any open summer center. The student must meet the same eligibility criteria as M-DCPS students. The parent must provide an official academic record (report card or transcript).

**NOTE:** Private and Home School students are **not** eligible to enroll in Extended School Year (ESY) Services for students with disabilities.

## REGISTER STUDENTS IN THE SUMMER SESSION IN DSIS

All students are required to register at their home school.

1. Enter the Student Data Base System in the Summer School Activity Screen PF10 (image1 & 2)
2. Select: B. Shared/Summer/Future Entries/Withdrawals/Changes Screen (image 3)
3. Enter eligible students in the summer session. To enter students into another school, enter the activity school location number (image 4).
4. Enter Y in the "To Use Program Generated Entry Code Key". Only enter Entry Codes if they do not programmatically generate (image 5). Refer to the Summer Bulletin for appropriate Entry/Re-entry Codes.
5. Update any missing student information, if prompted (e.g., Address, Health/Immunization, DOB).







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AS09-25-Y4UA          FTE INFO = PF14  CHNGS = PF15  ADDS = PF16
C O U R S E          R E C O R D          04/23/25  08.50.11
SCHL 2911 CYCLE 25s CRS SEQ A52 ST A SUB CDE 5010020D200 TRM IND A
GRD RESP C ABRV TITLE BasSk1srd
(Tier 2 Intervention)
TITLE Basic Skills in Reading K-2
FACILITY TYPE 00 COMPUTER LITERACY LAST UPDT: 06/22/24
PER TEACHER SEATS PF13/PF18
SC S ST MIN ROOM EMP-NO NUM NAME DAYS MAX ASSG #I
01 A 01 1425 0527 307157 S21 JOHNSON TIFFANY MTWRF 0025 0023
02 A 01 1425 0530 192500 S22 BROWN WENDY MTWRF 0025 0019
03 A 01 1425 0533 189777 S23 BYRD ERIKA MTWRF 0025 0016
04 A 01 1425 0510 202861 S24 ALEXIS ROSE-LYS MTWRF 0025 0017
05 I 01 1425 N21 TBA MTWRF 0025 0000
06 I 01 1425 N22 TBA MTWRF 0025 0000
07 I 01 1425 N23 TBA MTWRF 0025 0000
08 I 01 1425 N24 TBA MTWRF 0025 0000

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### Sample Middle School

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TEAM UPDATE ONLY = PF9 FTE INFO = PF14 CHNGS = PF15 ADDS = PF16
AS09-25-Y4UA          C O U R S E          R E C O R D          04/23/25  09.06.38
SCHL 2911 CYCLE 25s CRS SEQ Z06 ST A SUB CDE 31000000100 TRM IND A
BP ALT1 ALT2 SHRD SCHL GRD RESP ABRV TITLE M/J Homer
TITLE M/J Homeroom
FACILITY TYPE 00 COMPUTER LITERACY TEAM GRADE LAST UPDT: 04/23/25
PER TEACHER SEATS PF13/PF18
SC S ST EN ROOM EMP-NO NUM NAME TEAM DAYS MAX ASSG #I
01 A 01 03 0701 249389 S61 OATES SARICA NUM MTWRF 0000 0028
02 A 04 06 287422 R61 OWENS JONA MTWRF 0000 0000
03 I 01 03 N61 TBA MTWRF 0000 0000

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## SCHEDULING STUDENTS FOR SUMMER SESSION

Create student schedules using the courses and sections that have been created in your summer school master schedules.

### ELEMENTARY SCHOOLS (INCLUDING SUMMER BRIDGE)

- Students must be scheduled for a Homeroom Class **AND** a Summer Course.
- **HR** Sections need to be created in the DSIS Course Record Screen (PF9).
- Summer Courses need to be created in the DSIS Course Record Screen (PF9).
- The total number of minutes to be entered on the PF9 Screen should be 1425.

### MIDDLE SCHOOLS

Students must be scheduled for a Summer Course only (Homeroom is an extension of First Period).

- If students are taking more than one course, classes must be listed as:
  - Class 1: Starting Period 01 and Ending Period 03 (01-03). Minutes should not be entered. Students must have a Period 01-03 for attendance purposes.
  - Class 2: Starting Period 04 and Ending Period 06 (04-06). Minutes should not be entered.
  - **Both classes cannot be listed as (01-03).**

For technical assistance regarding the Master Schedule, please submit an Ivanti Service Manager (ISM) via the Employee Portal at: <http://www.dadeschools.net/employees.asp> and select APPLICATION as the ISM Category.

## REQUIRED COURSES AND TEACHER ASSIGNMENTS

It is the responsibility of the sending school to verify the course(s) or subject area(s) in which the student is to be registered. Use the Summer Implementation Guide to identify the applicable course codes.

It is the responsibility of the Open Summer Centers to schedule the students registered for summer session and determine the teachers assigned to the courses offered.

## CREATING SUMMER SCHOOL MASTER SCHEDULE IN DSIS

Open Summer Centers are required to create Course Sequence Codes and build their Summer School Master Schedule.

## **MAINTENANCE OF RECORDS**

- FTE SURVEY 4 WEEK: June 16, 2025 – June 20, 2025
- FTE SURVEY 1 WEEK: July 14, 2025 – July 18, 2025

Attendance eligibility for FTE (Full-Time Equivalent) is based on the official recording of school attendance. Official Daily School Attendance (ODSA) will be taken in the Electronic Gradebook during HOMEROOM (HR) for elementary students, and during FIRST BLOCK (01) for secondary students.

Official Daily School Attendance (ODSA) must be exported daily from the Electronic Gradebook to DSIS no later than 10:00 a.m.

### ATTENDANCE BULLETIN

Schools must print the Attendance Bulletin and maintain a copy for audit purposes. Please note that if at any time a school is unable to enter attendance data or print the Attendance Bulletin, the school must notify the Federal and State Compliance Office as soon as possible, via email to [studentattendance@dadeschools.net](mailto:studentattendance@dadeschools.net), or via phone at (305) 883-5323.

### ABSENCES

Any student attending Summer Services who accumulates two or more unexcused absences is subject to withdrawal from the summer session. Schools may withdraw students during summer session due to non-attendance with a W15 withdrawal code. If unable to withdraw, please submit an Ivanti Service Manager (ISM) to the Federal and State Compliance Office. For questions regarding attendance/absences, please contact the Federal and State Compliance Office at (305) 883-5323.

### PRINCIPAL'S ATTENDANCE REPORT CALENDAR

The Principal's Attendance Report Calendar for summer is as follows:

GRADE LEVEL	BEGINNING DATE	ENDING DATE	# OF DAYS IN REPORTING PERIOD	ONLINE PRINCIPAL'S CERTIFICATION OF ATTENDANCE
Elementary and Middle	June 20, 2025	July 25, 2025	25	July 25, 2025

### REPORT CARDS

Elementary programs will not implement a grade reporting process. Secondary schools will export grades to ITS; the summer grades (via the Gradebook link) will be available in Student and Parent Portals based on the following schedule:

<b>END OF PERIOD</b>	<b>GRADEBOOK UPLOAD TO ITS</b>	<b>SUMMER GRADES ARE AVAILABLE IN PARENT PORTAL (Gradebook Link)</b>
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Regardless of a student's exceptionality, all teachers must assign grades utilizing the same report card that is used for general education students.

# **SECTION - II**

# **INSTRUCTIONAL PROGRAMS AND OTHER SUMMER SERVICES**

## Click the link below for Summer305 Scheduling Information:

Link: [Summer 305 2025 Scheduling Information](#)

### GRADES K-12 PROGRAMS

PROGRAM TITLE	PROGRAM DESCRIPTION	STUDENT ELIGIBILITY	COURSE CODES
<b>M-DCPS @ THE CHILDREN'S TRUST</b>  <b>COMMUNITY-BASED ORGANIZATION (CBO's) CAMPS</b>  <b>PRINCIPAL OPERATED CAMPS</b>	M-DCPS is directly partnering with the largest funder of summer camp programs in Miami-Dade County, The Children's Trust, community-based organizations, and principal operated summer camps to provide our students with both academic and enrichment summer programming.	Open to all students in Grades K-12 who meet the eligibility of the designated camp.	<b>NO COURSE CODES REQUIRED</b>
<b>SUMMER ARTS PROGRAMS</b>	In partnership with South Florida's finest cultural organizations and venues, summer programs are provided to expose students to the arts and culture online, hybrid and physical modalities.  For further information see link below:  <a href="#">SUMMER ARTS PROGRAMS</a>	Open to all students in Grades K-12.	<b>NO COURSE CODES REQUIRED</b>
PROGRAM TITLE	PROGRAM DESCRIPTION	STUDENT ELIGIBILITY	COURSE CODES
<b>EXTENDED SCHOOL YEAR PROGRAM (ESY)</b>  <b>MODIFIED CURRICULUM STUDENTS</b>	Extended School Year (ESY) addresses special education and related services that are provided to students with disabilities beyond the regular school year in accordance with his or her Individualized Education Plan (IEP). Courses will address students' instructional needs in the areas of Reading, Language Arts, and Math. Technology and counseling programs are available to students along with services for low incidence populations (i.e., Deaf/Hard of Hearing, Visually	Students with disabilities in grades Pre-K-12 who have Extended School Year services on their IEPs.	<b>Grades PK-5</b> <b>Course Title:</b> Therapeutic Instructional Support  <b>Course Code:</b> <a href="#">7700010EY00</a>  <b>Grades 6-8</b> <b>Course Title:</b> Therapeutic

	<p>Impaired). Related services such as Speech/Language Therapy, Occupational Therapy, and Physical Therapy will be provided to students for whom said services are included on the IEP. Thematic, hands-on project-based learning experiences will be implemented utilizing interactive learning platforms.</p> <p><b>RECOMMENDED TEACHER CERTIFICATIONS</b>          Early Childhood Education, as applicable          Exceptional Student Education (K-12)          Core Subject or Elementary Ed (K-5)</p>		<p>Instructional Support</p> <p><b>Course Code:</b>  <b>7800010EY00</b></p> <p><b>Grades 9-12</b>  <b>Course Title:</b>          Therapeutic Instructional Support</p> <p><b>Course Code:</b>  <b>7900010EY00</b></p>
<p><b>EXTENDED SCHOOL YEAR PROGRAM (ESY) – STANDARD CURRICULUM STUDENTS</b></p>	<p>Students with disabilities on a standard curriculum, including those with learning disabilities such as Dyslexia, Dyscalculia, Dysgraphia in grades K-8 who have ESY eligibility specified on their IEP. Students will receive instruction in the foundational reading skills through hands-on interactive lessons based on the Orton-Gillingham methodology. Students will also receive explicit and systematic instruction in Mathematics to address needs based on data. Related services such as Speech/Language Therapy, Occupational Therapy, and Physical Therapy will be provided to students for whom said services are included on the IEP. Thematic, hands-on project-based learning experiences will be implemented utilizing interactive learning platforms.</p> <p><b>RECOMMENDED TEACHER CERTIFICATION</b>          Early Childhood Education, as applicable          Reading K-12          Exceptional Student Education K-12</p>	<p>Students with disabilities in grades Pre-K-12 who have extended school year services on their IEPs.</p>	<p><b>Grades PK-5</b>  <b>Course Title:</b>          Therapeutic Instructional Support</p> <p><b>Course Code:</b>  <b>7700010EY00</b></p> <p><b>Grades 6-8</b>  <b>Course Title:</b>          Therapeutic Instructional Support</p> <p><b>Course Code:</b>  <b>7800010EY00</b></p> <p><b>Grades 9-12</b>  <b>Course Title:</b>          Therapeutic Instructional Support</p> <p><b>Course Code:</b>  <b>7900010EY00</b></p>

**GRADES PK-5 PROGRAMS**

PROGRAM TITLE	PROGRAM DESCRIPTION	STUDENT ELIGIBILITY	COURSE CODES
<b>EARLY HEAD START PROGRAM</b>	Children in the M-DCPS and United Way Early Head Start program (ages two months to three years) will continue to receive educational services through the summer (June 6, 2025 – July 25, 2025; July 31, 2025, for United Way) as part of the extended year.	Currently enrolled Early Head Start students.	<b>Early Head Start</b> <b>5400000EH</b>
<b>SUMMER BRIDGE PROGRAM (STATE REQUIRED)</b>	The Summer Bridge Program provides early literacy support to children transitioning from Voluntary Pre-Kindergarten (VPK) to Kindergarten. The program is designed to strengthen emerging literacy skills before entering Kindergarten.  <b>RECOMMENDED TEACHER CERTIFICATIONS</b> Pre-Kindergarten/Primary Education PK-3	Students who attended VPK and scored below the 10th percentile on the final coordinated screening (PM3) or had a non-participation status of "assessment inappropriate," "failed	<b>Rising Grade K HR Course Code</b> <b>5400000B000</b> <b>And</b> <b>Basic Skills in Reading-Elementary (Non-ESOL &amp; ESOL) (Intervention)</b>

	Elementary Education K-6	practice," or "non-English speaker"  <b>Teacher-to-Student Ratio: 1:12</b>	<b>5010020B200</b>
<b>SMART START ELEMENTARY CAMPS</b>	<p>M-DCPS will provide a unique summer opportunity for Rising Grades 1 <u>through</u> 5 students to continue their learning and development through fun and engaging activities. Students will participate in academic programming that will work on unfinished learning for math and reading to prepare them for the next grade level. Participating students will also be engaged in STEAM Investigations/ Challenges.</p> <p>The Smart Start Camp will include summer learning resources to support ESOL newcomer students in developing their language skills in listening, speaking, reading, and writing. Students will have access to Imagine Learning, which reinforces all four language domains to build overall language proficiency. Additionally, a list of recommended ESOL strategies will be provided to further support language development.</p> <p>For scheduling model sample see link below:  <b><u><a href="#">2025 SMART START ELEMENTARY SUMMER CAMPS FOR RISING GRADES 1 - 5 SUGGESTED SCHEDULING MODEL</a></u></b></p> <p><b>RECOMMENDED TEACHER CERTIFICATIONS</b> Elementary Education and ESOL Endorsement Exceptional Student Education</p>	<p>All rising Grades 1, through 5 students who are not attending the Children’s Trust Summer Camps, Community Based Organization (CBO’s) Camps, and Principal Operated Camps.</p> <p>Priority Registration is to be given to the following students:</p> <p>Rising Grade 1 – Tiers 2/3 on i-Ready AP2</p> <p>Rising Grade 2 – Tiers 2/3 on i-Ready AP2</p> <p>Rising Grade 3-Tiers/2/3 on i-Ready AP2</p> <p><b>(Retained third grade students are to be enrolled separately in the Grade 3 Summer Reading Camp (SRC)</b></p> <p>Rising Grade 4 –Tiers 2/3 on i-Ready AP2</p> <p>Rising Grade 5 –Tiers 2/3 on i-Ready AP2</p>	<p><b>Elementary Schools</b> Students must be scheduled for a Homeroom Class <b>AND</b> a Summer Course.</p> <p>HR Sections need to be created in the DSIS Course Record Screen (PF9).</p> <p><b>HR Course Codes and Basic Skills in Reading-Elementary (Non-ESOL &amp; ESOL) (Intervention)</b></p> <p><b>Rising Grade 1</b> HR Course Code <b>5400000C000</b> And <b>Basic Skills in Reading-Elementary (Non-ESOL &amp; ESOL) (Intervention)</b> <b>5010020C200</b></p> <p><b>Rising Grade 2</b> HR Course Code <b>5400000D000</b> And <b>Basic Skills in Reading-Elementary (Non-ESOL &amp; ESOL) (Intervention)</b> <b>5010020D200</b></p> <p><b>Rising Grade 3</b> HR Course Code <b>5400000E000</b> And <b>Basic Skills in Reading-Elementary (Non-ESOL &amp; ESOL) (Intervention)</b> <b>5010020E200</b></p> <p><b>Rising Grade 4</b> HR Course Code <b>5400000F000</b> And</p>

			<p><b>Basic Skills in Reading-Elementary (Non-ESOL &amp; ESOL) (Intervention)</b> 5010024F100</p> <p><b>Rising Grade 5</b> HR Course Code 5400000G000 And <b>Basic Skills in Reading-Elementary (Non-ESOL &amp; ESOL) (Intervention)</b> 5010024G100</p>
<b>PROGRAM TITLE</b>	<b>PROGRAM DESCRIPTION</b>	<b>STUDENT ELIGIBILITY</b>	<b>COURSE CODES</b>
<p><b>Grade 3 SUMMER READING CAMPS (SRC)</b>  (State Required)</p>	<p>Florida Statute requires the annual implementation of Summer Reading Camps for Retained Grade 3 students to ameliorate the student’s specific reading deficiency and prepare the student for promotion to the next grade level. The intervention camp includes evidence-based, explicit, systematic, and multisensory reading instruction in phonemic awareness, phonics, fluency, vocabulary, and comprehension strategies. At the end of the camp, students will participate in the Summer Grade 3 FAST ELA Reading to determine if they are ready to be promoted to grade 4.</p> <p><b>REQUIRED TEACHER CERTIFICATIONS</b> Reading Endorsed or Reading Certified AND Highly Effective</p>	<p><b>Grade 3 retained students ONLY</b></p> <p><b>Retained third grade students ONLY must be enrolled in the Grade 3 Summer Reading Camp (SRC) – NOT Smart Start Elementary Camps.</b></p> <p><b>Teacher-to-Student Ratio: 1:12</b></p>	<p><b>Elementary Schools</b> <b>Students must be scheduled for a Homeroom Class AND a Summer Course.</b></p> <p>HR Sections need to be created in the DSIS Course Record Screen (PF9).</p> <p><b>HR Course Codes and Functional Basic Skills in Reading-Elementary (Non-ESOL &amp; ESOL) (Intervention)</b> <b>Retained Grade 3</b> HR Course Code Gr.3 (Non-ESOL &amp; ESOL) 5400000E000 and <b>Functional Basic Skills in Reading-Elementary (Non-ESOL &amp; ESOL) (Intervention)</b> 5010026E100</p>

**ADDITIONAL INFORMATION for GRADES PK-5 PROGRAMS**

**ADMINISTRATION OF THE SUMMER FAST GRADE 3 ELA READING**

1. Eligible grade 3 students who are enrolled in summer, inclusive of charter school students, will participate in the administration of the Summer FAST Grade 3 ELA Reading on Tuesday, July 22 – Thursday, July 24, 2025.
2. Eligible grade 3 students who are not enrolled in summer, inclusive of charter school students, may participate in the administration of the Summer FAST Grade 3 ELA Reading.

3. All eligible students who are not enrolled in summer, inclusive of charter school students, will have to pre-register by the deadline of Friday, July 18, 2025, to participate in the administration of the Summer FAST Grade 3 ELA Reading. Test registration information is provided by the student’s home school. Registration after the aforementioned deadline may be approved by the school site administrator.
4. Parents of retained 3rd Grade students must be informed about the deadline to pre-register for the administration of the Summer FAST Grade 3 ELA Reading.

**EXCEPTIONAL STUDENT EDUCATION FOR GRADE 3**

The eligibility requirement for Summer Services (not ESY) for students with disabilities in grade 3 on a standard curriculum are the same as for non-disabled peers. Students with disabilities who participate in the 2025 Summer Services by meeting the eligibility criteria may need support and related services, as delineated on the students’ IEPs. For additional information please email [ESE@dadeschools.net](mailto:ESE@dadeschools.net).

**ELIGIBILITY CRITERIA FOR ESY CHARTER SCHOOL STUDENTS**

Charter school students with disabilities who are eligible for ESY services, per their IEP, should attend the ESY location, based on the student’s home address, not the location of the charter school that the student attends during the 10-month school year.

**EXCEPTIONAL STUDENT EDUCATION**

The Summer Exceptional Student Education (ESE) Courses screen (PF21) for BOTH elementary and secondary (K-12) students is programmatically generated from a student’s schedule on PF1. Students with disabilities participating in 2025 Summer Services may need support and related services, as delineated on the students’ IEP. Use the course numbers for grades Pre-k – 5 and 6-12 found in the section of this document titled “REGISTRATION PROCEDURES FOR STUDENTS RECEIVING ESY SERVICES” to create a student’s schedule based on the ESY Service Report from ESE-EMS Reports. These reports provide the list of appropriate services for each student. Refer to the Summer Session Informational Bulletin for Elementary Schools and the Summer Session Informational Bulletin for Secondary Schools available through e-handbooks at <http://ehandbooks.dadeschools.net>.

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)** The Smart Start Camp will include summer learning resources to support ESOL newcomer students in developing their language skills in listening, speaking, reading, and writing. Students will have access to Imagine Learning, which reinforces all four language domains to build overall language proficiency. Additionally, a list of recommended ESOL strategies will be provided to further support language development.

**ALLOCATIONS FOR SUMMER BRIDGE PROGRAM**

The 2025 Summer Services for **Summer Bridge** is funded using basic teacher allocations and a class ratio of 1:12.

GRADE LEVEL OR CATEGORY	RATIO*	COMMENTS
Students transitioning from Voluntary Pre-kindergarten (VPK) to Kindergarten	1:12	Intensive Instructional Services

\*For staffing purposes only: The staff allocation will not be adjusted for additional VPK students above the cap. No additional support positions are available for Summer Services. **ALLOCATIONS FOR GRADE 3 SUMMER READING CAMPS**

The 2025 Summer Services for Grade 3 is funded using basic teacher allocations and a class ratio of 1:12.

GRADE LEVEL OR CATEGORY	RATIO*	COMMENTS
Grade 3 (Retained)	1:12	Intensive Instructional Services
School Monitor	1-Full Time	Elementary and K-8 Open Instructional Sites

\*For staffing purposes only: The staff allocation will not be adjusted for additional third grade rising students above the cap. No additional support positions are available for Summer Services.

## GRADES 6-8 PROGRAMS

PROGRAM TITLE	PROGRAM DESCRIPTION	STUDENT ELIGIBILITY	COURSE CODES
<b>MIDDLE SCHOOL COURSE RECOVERY</b>	<p>M-DCPS students in grades 6 through 8 will be able to recover 2 courses.</p> <p><b>RECOMMENDED TEACHER CERTIFICATIONS</b> Core Subjects grades 6-12.</p> <p>Please Note: A 2-digit suffix at the end of each course number needs to be added to the 10th &amp; 11th digit positions depending on the requirements as follows:</p> <ul style="list-style-type: none"> <li>• Annual Course <b>(41)</b></li> <li>• Term Course <b>(25)</b></li> <li>• Non-Credit <b>(00)</b></li> </ul> <p>For example, if the student is taking M/J Language Arts and is making up an annual course, the course number should be: <b>1001010RC41</b></p>	Grades 6 through 8 students who have failed 1 or 2 core classes.	<p style="text-align: center;"><b>Middle School Course Recovery Course Codes</b></p> <p style="background-color: #e0ffff; padding: 2px;"><b>LANGUAGE ARTS CODES</b></p> <p style="text-align: center;"><b>M/J Language Arts 1 M/J Course Recovery</b> <b>1001010RC</b></p> <p style="text-align: center;"><b>M/J Language Arts 1 Through ESOL</b> <b>100200002</b></p>

PROGRAM TITLE	PROGRAM DESCRIPTION	STUDENT ELIGIBILITY	COURSE CODES
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PROGRAM TITLE	PROGRAM DESCRIPTION	STUDENT ELIGIBILITY	COURSE CODES
<p><b>MIDDLE SCHOOL COURSE RECOVERY</b></p> <p>(continued)</p>			<p>M/J Language Arts 2 M/J Course Recovery <b>1001040RC</b></p> <p>M/J Language Arts 2 Through ESOL <b>100201002</b></p> <p>M/J Language Arts 3 M/J Course Recovery <b>1001070RC</b></p> <p>M/J Language Arts 3 Through ESOL <b>100202002</b></p> <p><b>MATHEMATICS CODES</b></p> <p>M/J Grade 6 Mathematics, M/J Course Recovery <b>1205010RC</b></p> <p>M/J Grade 7 Mathematics, M/J Course Recovery <b>1205040RC</b></p> <p>M/J Grade 8 Pre-Algebra, M/J Course Recovery <b>1205070RC</b></p> <p><b>SCIENCE CODES</b></p> <p>M/J Comprehensive Science 1 (M/J Course Recovery) <b>2002040RC</b></p> <p>M/J Comprehensive Science 2 (M/J Course Recovery) <b>2002070RC</b></p> <p>M/J Comprehensive Science 3 (M/J Course Recovery) <b>2002100RC</b></p> <p><b>SOCIAL SCIENCES CODES</b></p> <p>United States History M/J United States History (M/J Course Credit Recovery) <b>2100010R6</b></p>

<p><b>MIDDLE SCHOOL COURSE RECOVERY</b></p> <p>(continued)</p>			<p><b>CIVICS CODES</b>  <b>M/J Civics</b>  <b>(M/J Course Credit Recovery)</b>  <b>2106010RC</b></p> <p><b>WORLD HISTORY CODES</b>  <b>M/J World History and Career Planning</b>  <b>(M/J Course Credit Recovery)</b>  <b>210905RC</b></p>
<p><b>CTE SUMMER PROGRAMS</b></p>	<p><b>UNIVERSITY OF FLORIDA GOLDBERG GATOR ENGINEERING EXPLORERS CAMP</b></p> <p>Program runs for four (4) full-day sessions. Students will build computer science skills; create fun robots using Micro:bits; compete in Engineering Design Challenges; work with mentors and learn new programming languages.</p> <p><b>Please refer to the Department of Career and Technical Education for further information.</b></p>	<p>Rising 6<sup>th</sup> through 8<sup>th</sup> grade students.</p>	<p><b>NO COURSE CODES REQUIRED</b></p>
<p><b>2025 SUMMER305 MIAMI DADE COLLEGE VIRTUAL CREATIVE WRITING SPEAK UP! SUMMER CAMP</b></p>	<p>Speak Up! Summer Camp is a six-day virtual writing camp for students in grades 6-8 to brainstorm activities, craft exercises, and engage in workshops established by poets and fiction writers. Campers will participate daily in master classes with best-selling authors, sponsored by the Miami Book Fair at Miami Dade College. A licensed family therapist and writer will help students explore connections between mental health and the creative writing process, utilizing creative writing prompts alongside meditation exercises.</p> <p>Please refer to Weekly Briefing #46879 for further information.</p>	<p>Students must be age 13 or older to apply at the time of registration.</p> <p>Capacity 60 students</p>	<p><b>NO COURSE CODES REQUIRED</b></p>

# ADDITIONAL INFORMATION for GRADES 6-8 PROGRAMS

## EXCEPTIONAL STUDENT EDUCATION

The eligibility requirement for Summer Services (not ESY) for students with disabilities, grades 6, 7 and 8, is the same for non-disabled peers. Students with disabilities who participate in the 2025 Summer Services by meeting the eligibility criteria may need support and related services, as delineated on the students' IEPs. For additional information email [ESE@dadeschools.net](mailto:ESE@dadeschools.net).

## ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

For students enrolled in course recovery M/J Language Arts Through ESOL courses, this program supports academic recovery by providing targeted instruction to bridge learning gaps. ESOL strategies—such as scaffolded instruction, vocabulary development, and interactive language practice—are embedded throughout to ensure that English learners can fully engage with the curriculum and achieve academic success.

## SUMMER M/J LANGUAGE ARTS ESOL COURSE CODES

The required M/J Language Arts through ESOL courses for ELL students are listed below. Any ELL student who did not pass these courses must be enrolled in the appropriate grade-level course. These courses are recommended for use during the regular school year. In the summer, these course numbers should only be used for students who failed the course during the regular school year and meet eligibility requirements. No allocations will be provided above the FTE cap.

GRADE	ELIGIBILITY	ESOL COURSE CODE
6	Course Recovery and Promotion	100200002
7	Course Recovery and Promotion	100201002
8	Course Recovery and Promotion	100202002

## GROUPING AND SCHEDULING STUDENTS

If a school does not have enough ELL students to form grade-level M/J Language Arts through ESOL classes, these students will be placed in the appropriate grade-level Language Arts classes. The teacher must be ESOL endorsed or certified and use appropriate ESOL strategies with students.

# SENIOR HIGH SCHOOL PROGRAMS


PROGRAM TITLE	PROGRAM DESCRIPTION	STUDENT ELIGIBILITY	COURSE CODES
<b>HIGH SCHOOL CREDIT RECOVERY</b>	<p>M-DCPS students in grades 9 through 12 will be able to recover up to 2 courses on their path to graduation.</p> <p style="text-align: center;"><b>RECOMMENDED TEACHER CERTIFICATION</b> Subject Areas grades 6-12</p>	<p>Grades 9 through 12 students who have failed 1 or 2 core classes.</p>	<p style="text-align: center;"><b>CREDIT RECOVERY COURSE CODES</b> <b>SEE LINK BELOW:</b></p> <p style="text-align: center;"><a href="#">2024-2025 Approved Core Course Offerings for Adult Education Co-Enrollment</a></p>

PROGRAM TITLE	PROGRAM DESCRIPTION	STUDENT ELIGIBILITY	COURSE CODES
<b>DRIVER EDUCATION</b>	<p>The purpose of this course is to introduce students to Florida’s driving laws/rules of the road and safe driving behavior, and strategies that will develop driving knowledge and skills related to today’s motorized society. It will also provide an in-depth study of the contributing factors to vehicle crashes and their solutions.</p> <p style="text-align: center;"><b>REQUIRED TEACHER CERTIFICATIONS:</b> Driver Education Endorsement</p> <p>For more information, please click on the link below: <a href="#">2025 Summer305 Driver Education Flyer</a></p>	<p>Students must be 15 years old or older at the time of registration.</p> <p>The program is open to private schools, charter schools, and M-DCPS public school students.</p>	<p style="text-align: center;"><b>DRIVER EDUCATION/TRAFFIC SAFETY - CLASSROOM</b> <b>190030001</b></p> <p style="text-align: center;"><b>DRIVER EDUCATION/TRAFFIC SAFETY – CLASSROOM AND LABORATORY (BEHIND-THE-WHEEL)</b> <b>190031001</b></p> <p style="text-align: center;"><i>*Students must be enrolled in both courses to receive the elective credit during the summer. M-DCPS Students who have already taken the Driver Education/Traffic Safety course are not eligible for this program.</i></p>

<p><b>2025 SUMMER305 MIAMI DADE COLLEGE VIRTUAL CREATIVE WRITING SPEAK UP! SUMMER CAMP</b></p>	<p>Speak Up! Summer Camp is a six-day virtual writing camp for students in grades 9-12 to brainstorm activities, craft exercises, and engage in workshops established by poets and fiction writers. Campers will participate daily in master classes with best-selling authors, sponsored by the Miami Book Fair at Miami Dade College. A licensed family therapist and writer will help students explore connections between mental health and the creative writing process, utilizing creative writing prompts alongside meditation exercises.</p> <p><b><i>Please refer to Weekly Briefing # 46879 for further information.</i></b></p>	<p>Grades 9 through 12 students.</p> <p><u>CAPACITY:</u> 60 students</p>	<p><b>NO COURSE CODES REQUIRED</b></p>
<p><b>CTE SUMMER PROGRAMS</b></p>	<p><b>SUMMER YOUTH INTERNSHIP PROGRAM</b></p> <p>The paid internship experience gives students a chance to gain real-world, hands-on experience, make lasting professional connections, and discover more about their interests and proficiency along a specific career path. Internship experiences are linked to students' future career goals in order to make learning more engaging and relevant.</p>	<p>Rising 10th to 12th graders between the ages of 15-18. Academic dual enrollment is available and includes a \$1,500 stipend.</p> <p><u>CAPACITY:</u> 3,000 students who meet eligibility, including 260 ESE students.</p>	<p><b>M-DCPS HS CREDIT COURSE CODES</b></p> <p><b>AOHT</b> <b>884513005</b> <i>(Hospitality Internship LH)</i></p> <p><b>AOF</b> <b>881513005</b> <i>(Financial Internship LH)</i></p> <p><b>AOIT</b> <b>050030011</b> <i>(Executive Internship)</i></p> <p><b>0500310LS</b> <i>(EXECUTIVE INTERNSHIP 2 LEADERSHIP SKILLS)</i></p>
<p><b>PROGRAM TITLE      PROGRAM DESCRIPTION      STUDENT ELIGIBILITY      COURSE CODES</b></p>			
<p><b>CTE SUMMER PROGRAMS</b></p> <p>(continued)</p>	<p>The business partners who hire these students as interns benefit from the efforts of enthusiastic, prepared, and highly conscientious workers and get the chance to train and recruit future employees.</p> <p>For the 2025 SYIP Student Handbook, and other information, go to:</p> <p><b><u>CTE<span>MIAMI</span>.NET/INTERNSHIPS-2025</u></b></p>		<p><b>ENGINEERING/INFORMATION TECHNOLOGY</b> <b>884513005</b> <i>(Hospitality Internship LH)</i></p> <p><b>881513005</b> <i>(Financial Internship LH)</i></p> <p><b>050030011</b> <i>(Information Technology Executive Internship I)</i></p> <p><b>050030011</b> <i>(Engineering Executive Internship I)</i></p> <p><b>0500310LS</b></p>

			<p><i>(Executive Internship 2 Leadership Skills)</i></p> <p><b>MIAMI DADE COLLEGE COURSE CODES</b></p> <p><b>CO-OP WORK EXPERIENCE 1 ENGINEERING (AOE)</b></p> <p><b>EGN194901</b></p> <p><b>CO-OP WORK EXPERIENCE 1: HOSPITALITY MANAGEMENT (AOHT)</b></p> <p><b>HFT194901</b></p> <p><b>GENERAL BUSINESS FINANCE INTERNSHIP 1 (AOF)</b></p> <p><b>GEB194901</b></p> <p><b>MANAGEMENT INTERNSHIP/PRACTICUMS/CLINICAL PRACTICE</b></p> <p><b>GEB294901</b></p> <p><b>BIOLOGY CO-OP WORK EXPERIENCE 1 (AOHS)</b></p> <p><b>CIS194901</b></p> <p><b>COMPUTER SCIENCE INTERNSHIPS/PRACTICUMS/CLINICAL PRCATICE (Min. 160-hour Requirement)</b></p> <p><b>EME204002</b></p> <p><b>CREATIVITY, INNOVATION, AND TECHNOLOGY FOR 21<sup>ST</sup> CENTURY LEARNER</b></p>
<p><b>CTE SUMMER PROGRAMS</b></p> <p><b>MATHWORKS HIGH SCHOOL ARTIFICIAL INTELLIGENCE (AI) CAMP</b></p>	<p><b>UNIVERSITY OF FLORIDA COLLEGE of ENGINEERING</b></p> <p>The program runs for four (4) full-day sessions. Students will build computer science skills, use data and AI to analyze and identify/learn new programming languages. Activities include sports and music data and AI to identify talented new players and favorite music artists.</p> <p>Please refer to the Department of Career and Technical Education for further information.</p>	<p>Rising 9 through 12 grade students.</p>	<p><b>NO COURSE CODES REQUIRED</b></p>


PROGRAM TITLE	PROGRAM DESCRIPTION	STUDENT ELIGIBILITY	COURSE CODES
<p><b>CTE SUMMER PROGRAMS</b></p> <p><b>AgScience HIGH SCHOOL ARTIFICIAL INTELLIGENCE (AI) CAMP</b></p>	<p>UNIVERSITY OF FLORIDA COLLEGE of ENGINEERING</p> <p>The program runs for four (4) full-day sessions. Students will explore the role of AI and data in Agriculture and explore the way smart farms work using sensors and probes to collect data. Students will also build smart farms and self-driving tractors.</p> <p>Please refer to the Department of Career and Technical Education for further information.</p>	<p>Rising 9 through 12 grade students.</p>	<p><b>NO COURSE CODES REQUIRED</b></p>
<p><b>DUAL ENROLLMENT</b></p>	<p>M-DCPS partners with several higher education institutions to enroll eligible students in college courses and earn credits that count towards high school graduation. These credits can also be applied to a college level degree or certificate. Partners include Miami Dade College and Florida International University, . Approximately 2,500 students take dual enrollment courses each summer.</p>	<p>Eligible students in grades 6-12 who meet the high school GPA and placement test requirements for the selected institution.</p>	<p><b>SEE LINK BELOW FOR THE AUTHORIZED LIST OF COURSE CODES (CB-1)</b></p> <p><a href="#">M-DCPS COURSE CODE DIRECTORY (CB-1)</a></p>
<p><b>INTERACTIVE LEARNING PORTFOLIO</b></p> <p><b>Home Connections</b></p>	<p>All M-DCPS students will have access to individualized educational digital resources and tools via the Student Portal. The Interactive Learning Portfolio will host a variety of online applications and games for students to access 24/7 from any place with Internet connectivity. These resources will allow students in grades K-12 to practice and apply what they learned during the school year and to explore new things in preparation for the future grade level. Content within the E-Learning Toolbox will include district-licensed applications, as well as new resources made available exclusively for Summer 2025. Specialized resources for students with disabilities who access learning through modified curriculum will be provided</p>	<p>Open to all students in Grades K-12.</p>	<p><b>NO COURSE CODES REQUIRED</b></p>

PROGRAM TITLE	PROGRAM DESCRIPTION	STUDENT ELIGIBILITY	COURSE CODES
<p><b>ALGEBRA 1 EOC PREP</b></p> <p><b>Home Connections</b></p>	<p>Students who passed the Algebra course but did not pass/take the B.E.S.T. Algebra I EOC will have access to Algebra I practice through Math Nation. The online practice can be accessed throughout the summer to prepare for the July 21 Summer B.E.S.T. Algebra I EOC Administration. Two additional days have been scheduled for the administration of the B.E.S.T. Algebra I EOC exam on July 23-24 to allow for make-up opportunities.</p> <p><b>For detailed instruction on how students should navigate through program please see link below:</b></p> <p> <a href="#">SUMMER 305 2025 B.E.S.T. Algebra 1 EOC Self-Prep Camp.pdf</a></p>	<p>Students who did not pass/take the Algebra I EOC but passed the course.</p>	<p><b>NO COURSE CODES REQUIRED</b></p>
<p><b>ELA 10<sup>TH</sup> GRADE GRADUATION PREP</b></p> <p><b>Home Connections</b></p>	<p>Students who passed the 10<sup>th</sup> grade English 2 course but did not pass/take the Grade 10 FAST ELA PM3 Assessment will have access to FAST ELA practice through Progress Learning. The online self-paced practice can be accessed in the link below and will be available throughout the summer to prepare for the July 22<sup>nd</sup> Summer Grade 10 FAST ELA Reading Retake Administration. Two additional days have been scheduled for the administration of the FAST ELA Reading Retake on July 23-24 to allow for make-up opportunities.</p> <p><a href="#">Summer305 Progress Learning Instructional Framework ELA Retakers Interactive Learning Portal 2025</a></p>	<p>Students who did not pass/take the Grade 10 FAST ELA PM3 Assessment but passed the course.</p>	<p><b>NO COURSE CODES REQUIRED</b></p>
<p><b>ACT/SAT PREP</b></p> <p><b>Home Connections</b></p>	<p>All high school students will have access to online SAT and ACT prep lessons. The digital lessons can be accessed via the Student Portal throughout the summer months and will ensure that students receive a comprehensive study of</p>	<p>Grades 11 through 12 students</p>	<p><b>NO COURSE CODES REQUIRED</b></p>

the topics on the tests and practice time to master the skills.

For detailed instructions on how students should navigate through program please see link below:

[Summer 305 Progress Learning Instructional Framework ELA ACT and SAT Interactive Learning Portal 2025](#)

 [Accessing Math Nation - ACTACT Self-Prep Calendar.pdf](#)

## ADDITIONAL INFORMATION for SENIOR HIGH SCHOOLS

### STUDENT ELIGIBILITY CRITERIA, GRADES 9, 10, 11, AND 12

Senior high school students' focus will be on advancing progress, promotion, and increasing opportunities for graduation. High school students may attend an Adult Education Program for credit recovery.

In order to process the August 2025 graduation for twelfth grade students who attended the adult program to earn graduation credit, the following action must be taken:

- Senior High Schools must enter students into their high school's summer file with the entry date of 06/17/25 by 4:00 p.m. on Friday, July 25, 2025.
- Course and grade information earned in the adult and continuing education center will be entered programmatically to the Course Transfer/Credit Evaluation (TRACE) system by ITS. This will ensure the credit and grade earned in the adult course(s) are used in the graduation calculation. Adult and continuing education centers must post final credit recovery grades in Focus no later than Thursday, July 24, 2025.
- At 4:00 p.m. on Friday, July 25, 2025, DSIS will be inactivated for Rollover Processing. Students' GPAs and credits earned will be updated prior to graduation processing.
- Schools must verify that each student has met all criteria for graduation. Students who are missing graduation criteria will be withdrawn as a "DNE" (No Show).
- Students that meet the graduation criteria will be withdrawn as a "W06" if no graduation code is entered. If a Graduation Type has been entered, the student will be withdrawn with the appropriate graduation code.
- Students shall not be withdrawn from the current school. Do not withdraw students that will be attending the Adult Education Program with a W26.

The eligibility requirement for Summer Services (not ESY) for students with disabilities, grades 9 to 12, is the same as for non-disabled peers. Students with disabilities who participate in the 2025 Summer Services by meeting the eligibility criteria may need support and related services, as delineated on the students' IEPs. For additional information email [ESE@dadeschools.net](mailto:ESE@dadeschools.net).

For additional information regarding adult education co-enrollment, please contact Dr. Cadian Collman-Perez, District Director at (305) 995-1812.

## OTHER INSTRUCTIONAL PROGRAMS

### EXTENDED SCHOOL YEAR (ESY) SERVICES FOR STUDENTS WITH DISABILITIES

Students with disabilities, ages 3 to 21, who have an IEP, may be eligible for ESY services, even if other 2025 Summer Services Program eligibility criteria are not met. ESY services include special education and related services provided beyond the regular 180-day school year through the IEP process. The determination of whether a student receives ESY services, the type of services, and the duration and frequency of services, is an individual decision made by the IEP Team. The determination of ESY services is made by the IEP Team and is based on the individual goals delineated on each student's IEP, in accordance with District procedures and federal mandates. Students who are eligible for ESY services can participate at any time within the timeframes specified. Services vary in intensity, type, and location depending upon the students' needs. Services are typically provided using the same time allotted for the basic summer program.

To prepare for the registration, scheduling, and delivery of services, the current school is to verify that ESY services are documented on the corresponding student's IEP. An IEP copy must be available in the Exceptional Student Education – Electronic Management System (ESE-EMS) and include the end of year status reports on IEP goals. Periodic updates, forms, and additional information are available through the ESE website at <http://ese.dadeschools.net/>.

**NOTE:** Students eligible for both 2025 Summer Services and ESY services may select to participate in one of the two programs.

### PRE-KINDERGARTEN PROGRAM FOR CHILDREN WITH DISABILITIES

Only Pre-Kindergarten students with disabilities with an IEP that reflects ESY services are eligible to participate. ESY services will be provided at the same sites serving eligible Pre-K to grade 5 students.

### REGISTRATION PROCEDURES FOR STUDENTS RECEIVING ESY SERVICES

Specific courses were created for ESY to identify students with disabilities receiving ESY services versus those in the Summer Services Program. The following is provided to assist in the completion of the registration of students receiving ESY services.

The current school is to register all ESY students at the ESY receiving school based on the ESY School Assignment and Transportation Reservation form returned by the parent/guardian.

Students approved for public Family Empowerment Scholarships should attend the summer school/ESY location based on their actual residence and not the public school assigned through the Family Empowerment Scholarships during the 10-month school year. Students approved for private Family Empowerment Scholarships (LOC 3900 SEC4444) are not eligible to attend ESY.

### GRADES Pre-K – 5 (ELEMENTARY)

All elementary school courses must be reported to the FDOE from the students' schedules. The ESY and homeroom courses must be entered on the DSIS Student Record / Subject screen (PF1).

ESY sites with students registered in Pre-K to grade 5 are to create a Master Schedule with the "EY" and homeroom courses listed below; then enter them on the PF1 student schedule screen in accordance with the IEP. This schedule must include a homeroom course, as this course will be used to take Electronic Gradebook attendance.

- (1)** Use the specific subject course number for grades Pre-k – 5 to schedule all students into the corresponding homeroom course.

HOMEROOM COURSE #	GRADE	SEQUENCE
5400000A000	Pre-K	0000
5400000B000	KG	0001
5400000C000	1	1001
5400000D000	2	2001
5400000E000	3	3001
5400000F000	4	4001
5400000G000	5	5001

(2) Use the following course numbers for grades Pre-K – 5 to create a Master Schedule and schedule students based on the ESY ESE-EMS Reports. These reports provide the list of appropriate services for each student. The course schedule must be verified with the actual IEP. All academic services are provided through the Instructional Support courses as listed below:

ESY COURSE NAME & NUMBERS	PRE-K TO GRADE 5
Pre-Kindergarten Disabilities: Age 3-5 (Part Time) Instructional Support	7650130AP00
Therapeutic Instructional Support: PK-5 (ESY) (Grades K-5)	7700010EY00
Speech and Auditory Training: PK-5 (ESY) (DHOH Itinerant Instructional Support)	7763020EY00
Expanded Core Competencies: PK-5 (ESY) (VI Itinerant Instructional Support)	7763080EY00
Speech Therapy: PK-5 (ESY) (F)	7763030EY00
Language Therapy: PK-5 (ESY) (G)	7763040EY00
Occupational Therapy: PK-5 (ESY) (D)	7763050EY00
Physical Therapy: PK-5 (ESY) (E)	7763070EY00

Additional instructions are available in the Summer Session Informational Bulletin for Elementary Schools, available through e-handbooks at <http://ehandbooks.dadeschools.net>.

## SECONDARY

ESY sites are to create a Master Schedule with the “EY” courses as follows:

ESY COURSE NAME & NUMBERS	GRADES 6-8	GRADES 9-12
Therapeutic Instructional Support	7800010EY00	7900010EY00
Speech and Auditory Training (6-8)	7863020EY00	7963040EY00
Expanded Skills (9-12) (DHOH Itinerant Instructional Support)	7863080EY00	7963080EY00
Expanded Core Competencies (6-8)	7866030EY00	7966030EY00 (F)
Learning Strategies (9-12) (VI Itinerant Instructional Support)	7866040EY00	7966040EY00 (G)
Speech Therapy	7866050EY00	7966020EY00 (D)
Language Therapy	7866070EY00	7966010EY00 (E)
Occupational Therapy		
Physical Therapy		

Enter the courses on the PF1 student schedule screen in accordance with the IEP. ITS will programmatically update the PF21 screen, the Summer ESE Courses screen, with the course information from the Master Schedule and student schedules (PF1). The ESY ESE-EMS Report is a valuable resource in this process.

Additional instructions are available in the Summer Session Informational Bulletin for Secondary Schools available through e-handbooks at <http://ehandbooks.dadeschools.net>

## **SPECIAL TRANSPORTATION FOR ESY**

**2025 Extended School Year (ESY) Transportation List** – The current school is to complete and submit the 2025 Bus Request Log for all students eligible for ESY who will require transportation services as identified on their IEP (ESY Transportation section must be indicated to receive specialized transportation service), as requested on the ESY School Assignment and Transportation Reservation form, as well as any subsequent additions and/or revisions. Indicate whether this is a new request or a revision to a previous request for each student listed.

Requests submitted after Friday, June 6, 2025, will not be guaranteed transportation on the first day. ESY bus route and student bus assignment information will be available on *BusPlanner* Web beginning Monday, June 16, 2025, and will be updated on a daily basis. For additional information or questions, please contact your assigned Routing Specialist.

**NOTE:** Please refer to Section III of this document for special transportation procedures for students with disabilities accessing 2025 Summer Service Programs.

## **DELIVERY OF ESY SERVICES**

Teachers providing ESY services are required to maintain attendance and participation logs utilizing the school-based Extended School Year (ESY) Services Log: 2025 (FM-6574). For the most updated version, please refer to the ESE website. Teachers must access a copy of each student’s IEP in ESE-EMS and utilize it to provide the designated services. Recommended activities and support materials are available through the ESE website at <http://ese.dadeschools.net>. Select “Site Directory/Services and Programs” then scroll down to find “ESY”.

At the close of ESY services, the original ESY Services Log is to be filed in the student’s ESE records folder and uploaded to the attachments/distributions section in ESE-EMS. Forms for students attending from other school locations will be uploaded to a Shared File by the ESY Program Specialist and sent to the student’s homeschool/enrolled school by the ESE District Office via email.

## **ALLOCATIONS**

ESY is provided based on the requirements of the Individuals with Disabilities Education Act (IDEA) and implementation of the regulations of 34 CFR 300.309. ESY allocations are based on the unique needs of the individual student and the frequency of specialized instruction and supplementary and related services according to the IEP. Therefore, the pupil/teacher ratio is determined by the services required for those in attendance.

Projected staff allocations will be provided by the Department of ESE based on registration information and the ESE-EMS IEP. Allocation adjustments between the initial allocation and the first day of ESY, based on verified enrollment revisions, will be processed as needed. Any hiring above the provided staff allocation must be pre-approved.

## **ESY MATERIALS, EQUIPMENT, AND SUPPLIES (IDEA)**

Materials and supplies will be provided to ESY school sites. ESY materials and supplies remaining at the end of ESY Summer Services are to be kept or distributed to the sending schools. Delivery of equipment that is not available at an ESY school site will be coordinated by the Department of Exceptional Student Education. If there are unopened/unused curriculum materials, they should be returned to ESE. Please email [ESE@dadeschools.net](mailto:ESE@dadeschools.net) for further instructions.

## DUAL ENROLLMENT

M-DCPS is committed to providing opportunities for students to accelerate course study and to enroll in advanced academic classes. Pursuant to Florida Statutes 1007.271, F.S., secondary students who are eligible for dual enrollment shall be permitted to enroll in Dual Enrollment courses offered during the summer term. If a student is projected to graduate from high school before the completion date of the postsecondary course, the student may not take that course through dual enrollment; therefore, current high school seniors are not eligible to take summer Dual Enrollment courses.

The Summer School Program offers dual enrollment courses to allow qualified students to receive high school and college or university credit concurrently. Incoming seventh through twelfth grade students, who meet minimum requirements, as stipulated by state statute and the individual colleges or universities, may enroll in such classes. Minimum requirements may include a 3.0 unweighted grade point average (GPA) and a qualifying score on the Postsecondary Education Readiness Test (P.E.R.T.), ACCUPLACER, SAT, or ACT as determined by the postsecondary institution. Dual enrollment provisions require the college or university to waive tuition and the district to fund the cost of the textbooks. Students are, however, responsible for their own transportation.

- The summer semesters at Miami Dade College will be held as follows:
  - First six (6) weeks: May 12, 2025 – June 20, 2025.
  - Second six (6) weeks: June 23, 2025 – August 1, 2025.
  - Third Twelve (12) weeks: May 12, 2025 – August 1, 2025.
- The summer semesters at Florida International University (FIU) will be held as follows:
  - Summer A: May 12, 2025 – June 20, 2025.
  - Summer B: June 23, 2025 – August 1, 2025.
  - Summer C: May 12, 2025 – August 1, 2025.

Standard dual enrollment procedures should be followed when registering students for summer college or university courses, including following all instructions found on the college or university website. Application and registration processes are all digital and vary for each post-secondary institution. Each institution has a digital DOCU sign process requiring approval from the principal, counselor, and parent.

- Approval for registration and course selection must take place prior to the end of the school year.
- Dual Enrollment textbooks must be returned to the student's originating Middle School, K-8 Center, or High School at the end of the summer term.
- All Dual Enrollment courses taken in the summer must be entered in TRACE to capture the student and course information.
- All Dual Enrollment courses taken in the summer 2025 entered in TRACE will count in the High School Accountability calculation for the school year 2025-2026.
- Summer Dual Enrollment courses must be entered via TRACE, including the posting of final grades, no later than Friday, August 15, 2025, for courses to be credited toward the 2025-2026 school year accountability calculation.
- Additional guidelines and information related to the summer dual enrollment program have been sent directly to schools via [Weekly Briefing #46757](#).
- Questions concerning dual enrollment procedures and guidelines should be directed to Ms. Montserrat Paradelo, District Supervisor, Advanced Academic Programs, at (305) 995-1934.
- Questions related to academic advisement regarding dual enrollment should be directed to Ms. Ana Tigerino, Curriculum Support Specialist, Division of Student Services, at 305-816-0436, Ext 3121.

## MIAMI-DADE ONLINE

During the summer, Miami-Dade Online provides middle and high school courses to students. Registration is available on their website at <https://mdomagnet.net/> with the approval of the school site counselor.

## DIVISION OF EDUCATIONAL OPPORTUNITY (DEO)

This office supervises and monitors educational programs offered at selected schools and outreach locations throughout the community including the Juvenile Justice Center School (JJCS), which provides academic instruction for detained students throughout their juvenile justice court proceedings.

The DEOA is comprised of schools and centers that serve students outside the mainstream of traditional programs. The DEO is divided into four categories: detention centers, drug/alcohol rehabilitation centers, alternative programs, and temporary shelters. Residential and day treatment programs operating under the Department of Juvenile Justice (DJJ), offer 240 instructional days in alignment with state statutes. Selected DEO centers serve students awaiting trial from the Miami- Dade County Department of Corrections and Rehabilitation.

For more information regarding these programs, contact the Office of School Leadership and Performance/Division of Educational Opportunities (DEO) at (305) 995-7582.

## INTERACTIVE LEARNING PORTAL

The district will provide links to online applications, tools, and games that students can access 24/7, via Clever, from any place with internet connectivity. These resources will allow students in grades K-12 to practice and apply what they learned during the school year and to explore new concepts. Content will include both open source and district-licensed applications.

### INTERACTIVE LEARNING PORTAL: MOBILE DEVICE SUMMER CHECKOUT – HIGH SCHOOLS ONLY

#### SUMMER PREP PROGRAMS

Senior high school students who have yet to earn a passing score on the Algebra 1 End of Course (EOC) assessment, will be eligible to check out mobile devices from their schools to participate in online Algebra 1 EOC assessment prep modules. Rising seniors who have yet to pass the Grade 10 FAST ELA Reading PM3 will be eligible to check out mobile devices from their schools to access the online assessment prep modules. For additional information, please contact the Instructional Technology Department, at (305) 341-0999.

## EARLY CHILDHOOD PROGRAMS

**Early Head Start Program** offers year-round educational services to children ages three months to three years old. Services in the summer are a continuation of the program’s regular school year. Early Head Start Programs will be housed at nine locations, with six locations that are district-operated and three locations that are United Way-operated.

LOC#	EARLY HEAD START CENTER	ADDRESS
0331	<b>Chapman Partnership Early Childhood Center (North)</b>	1550 N. Miami Avenue Miami, Florida 33136
0351	<b>Chapman Partnership Early Childhood Center (South)</b>	28205 S.W. 124th Court Homestead, Florida 33033
0681	<b>Carol City Elementary (United Way) *</b>	4375 N.W. 173rd Drive Miami Gardens, Florida 33055
1681	<b>Lillie C. Evans K-8 Center (United Way) *</b>	1895 N.W. 75th Street Miami, Florida 33147
2901	<b>Leisure City K-8 Center</b>	14835 Filmore Lane Homestead, Florida 33033
3181	<b>Melrose Elementary School at Bethune Early Childhood Center</b>	2900 N.W. 43rd Terrace Miami, Florida 33142
4461	<b>Pine Villa Elementary School at Isaac Withers Early Childhood Center</b>	21300 S.W. 122nd Avenue Miami, Florida 33170
4651	<b>Ethel F. Beckford/Richmond Elementary (United Way) *</b>	16929 S.W. 104th Avenue Miami, Florida 33157
5981	<b>Dr. Edward L. Whigham Primary Learning Center</b>	8035 S.W. 196th Street Miami, Florida 33189

**PROGRAM DATES:** Friday, June 6, 2025 – Friday, July 25, 2025  
7:30 a.m. – 5:00 p.m. (9.5 instructional hours for students)

Friday, June 6, 2025, will be a regular EHS program school day.  
No school on Thursday, June 19, 2025, and Friday, July 4, 2025

**\*UNITED WAY:** Monday, June 9, 2025 – Thursday, July 31, 2025, 7: 30 a.m. – 5:30 p.m.  
Friday, June 6, 2025 – Teacher Planning Day; No school on Thursday, June 19, 2025, and Friday, July 4, 2025

### STAFFING

Early Head Start classrooms are staffed with one (1) full-time Early Head Start Associate Educator and one (1) full-time Early Head Start Assistant.

# SUMMER SERVICES THROUGH COMMUNITY EDUCATION

## PRINCIPAL-OPERATED FEE-SUPPORTED BEFORE/AFTER CARE PROGRAMS

Before/After School Programs are offered annually at 117 elementary schools, K-8 centers and middle school locations through the Community Enrichment Education. Select sites will be open from June 20, 2025, through July 25, 2025, to provide fee-supported summer before and/or summer after care services for PK-5<sup>th</sup> grade students attending M-DCPS Summer305 programs (Before Care Services are optional).

School sites open for Summer305 which offer Fee-Based Principal Operated Before and After School Care Services during the regular school year are now authorized and expected to:

- Provide Summer Fee-Based After School Care services (Before Care is optional);
- Market to your student population to secure interested participants.
- Register students that are interested; and
- Collect online and in person service period fees for Summer Fee-Based After School Care Services through FOCUS.

Please remember that a student is not eligible for combined discounts at any time. Only one of the following discounts can be applied during any given service period:

- Approved Student Fee Waiver ([FM-2599](#));
- Verified Free and Reduced Lunch rate status; or
- Sibling Discount.

*NOTE: There is no Early Learning Coalition (ELC) subsidy for Summer Before/After Care Programs.*

Students who are verified as having Free or Reduced Lunch status or Sibling Discount will have their daily rates reduced as follows:

- \$12.00 to \$11.00 for Daily Summer After Care Session

All student fees collected for these programs must be clearly noticed for parents/guardians on the school site's individual Fee Payment Schedule which is based on the templates provided by Community Enrichment Education:

- [Monthly and Bi-Weekly Fee Payment Schedule Templates](#)

For additional information, please contact Community Enrichment Education at (305) 222-3960, Monday through Friday, from 8:00 a.m. until 4:30 p.m.

## APPROVED OUTSIDE AGENCY FEE-SUPPORTED BEFORE/AFTER CARE PROGRAMS

Outside agency providers at select sites are expected to open fee-supported Before/After Care Programs from June 20, 2025 through July 25, 2025, to provide fee-supported before and/or after care services (Before Care Services optional) for grades PK to 5 students attending M-DCPS Summer305 programs. Outside agencies already operating before/after school care programs during the regular school year at sites which have been selected for Summer305 programs have been notified that these sites will be open. Outside agencies must contact school site principals to coordinate. All fees charged by outside agencies must conform to the Board-approved rates listed under the principal-operated Fee-Supported Before/After Care Programs section above.

## PRINCIPAL-OPERATED FEE-SUPPORTED SUMMER CAMPS

During the summer 2025 approximately 43 locations will offer full-day fee-supported summer camps. The 2025 Summer Camp programs can start as early as Monday, June 9, 2025, but must end on or before Friday, August 1, 2025. The fee-based Summer Camp start and end date can be modified to suit your community needs. These designated sites are required to provide Summer Camp participants with educational and motivational programming that aptly adhere to the following schedule and rates. Any changes to this schedule and rates must be updated and approved in your 2024-2025 Community Enrichment Education Budget Projections and Planning Packet and sent to Community Enrichment Education.

2025 FEE-BASED SUMMER CAMP - WEEKLY PROGRAM FEES (Monday, June 09, 2025 through Friday, August 1, 2025)			
NAME OF PROGRAM	HOURS	WEEKLY RATE	FEE REDUCTIONS
HALF-DAY Summer Camp Program	11:30 a.m. to 6:00 p.m.	\$80.00	Students that qualify for the Free or Reduced Lunch student rate or Sibling Discount: \$1.00 off per day
FULL-DAY Summer Camp Program	7:00 a.m. to 6:00 p.m.	\$125.00	Students that qualify for the Free or Reduced Lunch student rate or Sibling Discount: \$2.00 off per day

All student fees collected for these programs must be clearly noticed for parents/guardians on the school site's individual Fee Payment Schedule which is based on the templates provided by Community Enrichment Education:

- [Monthly and Bi-Weekly Fee Payment Schedule Templates](#)

Please remember that a student is not eligible for combined discounts at any time. Only one of the following discounts can be applied during any given service period:

- Approved Student Fee Waiver ([EM-2599](#));
- Active Early Learning Coalition (ELC) Fee Subsidy (*only for Full-Day Summer Camp*);
- Verified Free and Reduced Lunch rate status; or
- Sibling Discount.

Summer Camp students that are not subsidized through the ELC, and do not have a Student Fee Waiver, but are verified as having Free or Reduced Lunch status or Sibling Discount will have their daily rates reduced as follows:

- \$16.00 to \$ 15.00 for Half-Day of Summer Camp; or
- \$25.00 to \$23.00 for Full-Day of Summer Camp.

Students that are subsidized through ELC are considered full-time when attending a program for 30 or more hours per week. Each Summer Camp participant must make sure that their students are eligible for the full-time subsidized rate provided through ELC in order to benefit from the subsidized amount that can vary per student. As always, parents must pay the difference between the full-day rate that ELC has approved for a particular student and the M-DCPS \$25.00 daily rate.

For additional information, please contact Community Enrichment Education at (305) 222-3960, Monday through Friday, from 8:00 a.m. until 4:30 p.m.

## **OUTSIDE AGENCY FEE-SUPPORTED SUMMER CAMPS**

Principals that have been identified as having a fee-based Summer Camp and have an existing Affiliating Agreement with one of the following Board-approved outside agency after school care providers (Young Men’s Christian Association (YMCA), Young Women’s Christian Association (YWCA), Family Christian Association of America (FCAA), or South Florida After School All-Stars (SFASAS) are required to allow the provider to facilitate the operation of an all-day fee-based summer camp program as part of their annual agreement with the District and your school site. The M-DCPS Community Enrichment Education will coordinate with Region Offices to obtain approval to operate, as per existing Affiliating Agreements. These designated sites are required to provide Summer Camp participants with educational and motivational programming that aptly adhere to the following schedule and rates. Camp programs can start as early as Monday, June 9, 2025, but must end on or before Friday, August 1, 2025. The fee-based Summer Camp start and end date can be modified to suit your community needs. All fees charged by outside agencies must conform to the Board-approved rates listed under the principal-operated Fee-Supported Summer Camps section above.

## **MIDDLE SCHOOL ENRICHMENT PROGRAMS**

Middle School Enrichment Programs do not operate during the summer. Middle School Enrichment/Florida International University ASAS Summer Camps is operational at select locations, starting June 9 to July 25, 2025. For further information, please contact Community Enrichment Education at (305) 222-3960, Monday through Friday, from 8:00 a.m. until 4:30 p.m.

## **COLLABORATIVE INITIATIVES**

Cooperative academic and recreational services will be provided at paired school sites to the extent practicable. M-DCPS will work in conjunction with various municipal agencies, community partners, and institutions of higher education in an effort to provide safe and maximized services for the students of Miami-Dade County.

# **SUMMER YOUTH INTERNSHIP PROGRAM**

For additional information click on the link below:

**Link:** [\*2025 Summer Youth Internship Program\*](#)

For additional information, please contact Dr. Lupe Ferran Diaz, Administrative Director, Career Technical Education, at (305) 693-3030, or email at [LupeDiaz@dadeschools.net](mailto:LupeDiaz@dadeschools.net)

## HAZARD OF EXPOSURE TO THE SUMMER SUN

In previous summers, there have been several instances of parents'/guardians' complaints concerning their children becoming badly sunburned during extended outdoor activities such as marching band practice, athletic practice, water safety activities, and field trips.

The following is recommended:

- Student exposure during the peak sun hours 10:00 a.m. to 3:00 p.m. should be limited. Students should be out of the sun at regular intervals. If possible, shaded areas for activities should be utilized.
- Encourage students to apply sunscreen for at least 15 to 30 minutes before going outside for extended periods of time for band practice and athletic practice. The extra time allows the active ingredients to sink into the skin. They should apply sunscreen frequently while in the sun.
- Students should not stop using sunscreen even after they have begun to tan. Tanned skin is no protection against ultraviolet rays of the sun.
- All students should be fully hydrated prior to participation in prolonged physical activity. Drinking 12 to 20 ounces of fluid 10 to 20 minutes prior to exercise is recommended.
- Throughout prolonged exercise, students should consume at least eight (8) ounces of fluid every 15 to 20 minutes.
- Clothing should be lightweight and absorbent to facilitate the evaporation of sweat.
- Acclimate the students to exercise in hot humid conditions; **DO NOT ELIMINATE** the activity.
- Permit students to wear hats while outdoors during physical education classes; this does not conflict with the school's no hat policy.
- Recommend to parents that students apply sunscreen with a SPF 30 or higher prior to leaving home, when the students will be participating in outdoor activities.

Your cooperation in bringing this information to the attention of staff members involved in band practices, athletics, and field trips in your 2025 Summer Services Program is strongly recommended.

**SECTION - III**

**OPERATIONAL**

**GUIDELINES**

## **FOOD SERVICES**

The Department of Food and Nutrition will provide breakfast and lunch meal service at no charge for children in attendance at all Open Instructional Summer Centers, including adult centers offering credit recovery, and Camps. At the majority of the sites the ordering, distribution, and accountability of the meals will be done by food service staff in the school cafeteria (exceptions: personnel shortages or low program enrollment/participation). In situations where food service staff is not available, school/camp site personnel will be required to order, receive, distribute, and account for the meals. As per the Florida Department of Agriculture and Consumer Services' requirement, a minimum of two staff members at each Summer Site must be trained in the operation of the summer Meals program and at least one of the trained staff must be present throughout the entire breakfast and lunch meal period to supervise meal service and accountability. Food and Nutrition will inform summer staff regarding training dates. School site personnel are responsible for providing adequate supervision of students at all locations where meals are consumed. For questions, e-mail [PPrida@dadeschools.net](mailto:PPrida@dadeschools.net)

### **SPECIALIZED FOOD PREPARATION FOR STUDENTS WITH DISABILITIES**

Specialized food items for students with disabilities must be coordinated with ESE.

# TRANSPORTATION

## TRANSPORTATION ELIGIBILITY

Transportation for the 2025 Summer Services Program will be provided to the following students:

1. Extended School Year (ESY) students with disabilities, who will require transportation services, as requested on the ESY School Assignment and Transportation Reservation form, will receive transportation in accordance with the requirements of their IEP. Refer to Section II for ESY special transportation procedures.
2. Students who are eligible for the regular 2025 Summer Services Program will receive transportation as follows:
  - Students with disabilities will receive transportation according to their IEP requirements. If the student’s IEP does not require specialized transportation services, then the student shall receive transportation on the same basis as regular education students.
  - Regular education students (and special needs students who do not require specialized transportation services) that live less than two miles from their assigned summer school WILL NOT receive transportation.
  - Regular education students attending classes at their home school for the summer session will not receive transportation if they are under 2 miles.

ESE / REG	PROGRAM	TRANSPORTATION ELIGIBILITY	REQUEST
ESE	Enrolled in ESY with ESY transportation indicated	YES	YES
ESE	Enrolled in ESY <b>WITHOUT</b> ESY transportation indicated	Same as regular education students ( <i>see below</i> )	
ESE	Not in ESY but IEP requires specialized transportation services	Transportation will be provided in accordance with IEP	YES
ESE	Not in ESY & IEP does not require specialized transportation services	Student receives transportation on the same basis as regular education students ( <i>see below</i> )	YES
REG	Magnet	Must be enrolled at home school. ( <i>see below options for eligibility</i> )	YES
REG	Attends home school for summer session & is <b>over</b> 2 miles	YES	YES
REG	Attends home school for summer session & is <b>under</b> 2 miles	NO	NO
REG	Does not attend home school and is <b>over</b> 2 miles from school	YES, student may ride shuttle bus between home school & summer school	YES
REG	Does not attend home school and is <b>under</b> 2 miles from school	NO (but can ride shuttle at closed school)	NO

## TRANSPORTATION REQUEST PROCESS

The assigned Transportation Routing Specialist (for the open school) will assign the students to transportation. The assigned route specialist can be found by clicking this link: [Assignments](#)

- **Regular Students/ESE** will need to be submitted using *BusPlannerWeb*.
- **ESY/SST Students** will need to have their information added to an existing SharePoint Excel file.

STUDENT	PROCESS	LINK
Regular/ESE	Use <i>BusPlannerWeb</i>	<a href="#">BusPlannerWeb</a>
ESY or SST	Add students to SharePoint Excel file	<a href="#">ESY-SST Transportation Request log</a>

Only students identified by the schools as requiring transportation service will be assigned to a bus.

**NOTE:** Please do not submit every student registering to the school without verifying with a parent/guardian that they need transportation and will attend school.

## **FOR REGULAR/ESE STUDENTS:**

Students must be submitted using *BusPlannerWeb* and selecting the following options:

**School Administration > Online Forms & Requests**

A form will be available to submit to Summer School students.

The screenshot shows a web form for submitting student information. At the top, there is a 'School Year' dropdown menu set to '2023-2024'. Below this are several dropdown menus: 'District' (Miami-Dade County Public Schools), 'Feeder School' (---Select---), and 'Open School (Destination)' (---Select---). To the right, there are fields for 'Session' (Regular), 'Date Submitted' (2/29/2024), and two 'School Loc #' fields. A 'School Contact' text field is also present. Below these is a 'Comments' text area. The 'Student ID' field has a search icon and a 'Search' button. To the right is a 'Loc #' field. Below these are fields for 'Student First Name', 'Student Last Name', and 'Eligibility' (with radio buttons for Regular, Magnet, and ESE). A green 'Submit Student' button is located below the name fields. At the bottom of the form is a table with the following columns: Student ID, First Name, Last Name, Loc#, Regular, Magnet, ESE, and Eligibility. Below the table is a 'Submitted by' section with fields for 'Last Name', 'First Name', and 'Email' (288643@dadeschools.net), and a blue 'Submit' button.

## **INPUTTING REGULAR/ESE STUDENTS**

Students submitted should be confirmed that they will need a bus and eligible for transportation. The student ID should be correct otherwise the student may not be determined. The *BusPlannerWeb* online form [is a log](#) and allows you to submit multiple students on a single request.

Submitting the form will require you to also specify the feeder & open school for all the students on the submission.

## **INPUTTING ESY/SST STUDENTS**

Use the link provided previously in this section to visit the shared transportation request log. Your first step is to choose the correct tab for your region. There are tabs created for the North, Central, & South Region. These tabs are located on the bottom.

Because the Excel file is a shared file, other users will also be entering information simultaneously. There is no need to “save” the file. Choose an empty area where you can input your students. A duplicate student ID submitted will be highlighted in red.

If the request for the student is a revision or a deletion you should resubmit the student information on a new row (if the student has already been assigned) and select “Revised” or “Delete”, under Status (column C). This will alert the Transportation Office that a change has occurred. The date field will reset when you clear and update the status field (column C). You may also want to email the assigned route specialist to avoid confusion.

- ESE Transportation codes must be confirmed (columns Q, R, and S).
- Students that were riding on Everdriven during the school year should be noted (columns T & U).
- The school should be confirmed (column V) and the suggested route specialist will reflect. Confirm this (on column W).
- A comments section (column AC) will allow for any additional information you wish to provide. You may check the status of the request by reviewing the columns completed by the routing department (columns AD-AH).
- It is important that you go back to all your submissions and address any issues or concerns from the transportation department. This will ensure that issues encountered are corrected and they can be assigned.

Concerns over late buses or operational issues should be directed to the appropriate bus compound.

ROUTE RANGE	BUS COMPOUND	PHONE
2000 - 2999	North	305-625-9086
3000 - 3999	South	305-248-3380
4000 - 4999	Northeast	305-638-1658
5000 - 5999	Southwest	305-234-0046
6000 - 6999	Northwest	305-883-2383
7000 - 7999	Central West	305-227-1995
9000 - 9999	John Schee	305-681-1576

## FREQUENTLY ASKED QUESTIONS

- **Which students should be submitted?**  
*Only students that have confirmed a need for transportation should be requested.*
- **Who is assigning the submitted students to transportation?**  
*The assigned route specialist for the open school is assigning all submitted students and creating any shuttle stops. If you submit students after the deadline, it is very possible that any submitted students will be manually assigned by the bus compound. For this reason, it is important to submit students by the deadline.*
- **Can I add more than one student to the *BusPlanner* online form?**  
*Yes. The form is a log that allows multiple students to make a single submission.*
- **Who should submit rising 5th graders? (5th graders that will attend a middle school)**  
*If the elementary school submits the student, they should make sure that these rising 5<sup>th</sup> graders are submitted correctly. Don't combine them with other students attending a different school.*

## SUMMER SCHOOL TRANSPORTATION INFORMATION ACCESS

Information on summer school bus routes & bus assignments for students attending the 2025 Summer Session will be available on *BusPlannerWeb* by selecting 2025 Summer on the bottom left of the application.

**Link:** <https://mdcps.mybusplanner.com/>

Employees who need to access *BusPlanner Web* must be granted access by the site administrator with “AAAA” authority for the work location. The application for the *BusPlanner Web* is “WTRS.

# PAYROLL SCHEDULE AND PROCEDURES

## SUMMER STAFF MORALE

The morale of the summer center staff is an important factor in the success of the 2025 Summer Services/Extended School Year Program. Compensation of salary paid WHEN EXPECTED contributes a great deal to maintaining good staff morale. Therefore, it is imperative that the Instructional Summer/ESY Center administrators take the responsibility of ensuring that documents (e.g., sign-in sheets, etc.) are properly completed, input and approved in a timely manner. Failure to comply with processing deadlines will delay the employee’s payment.

It is essential that the person(s) assigned the responsibility for inputting and approving payroll, be fully trained, and have access to all SAP time reporting training materials, as well as the Automated Summer School Program Procedures and that they be thoroughly familiar with them. In addition, it is important to know the name and the telephone number of the Payroll Specialist in the Payroll Department who is assigned to each Instructional Summer/ESY Center payroll. The use of these training materials and the Payroll Department telephone contact information should keep payroll problems from occurring.

## PAYROLL PROCESSING SCHEDULE

The payroll processing procedures and the subsequent Payroll Processing Schedule have been provided to assist you in the prompt processing of payrolls.

<b>SUMMER 2025 PAYROLL PROCESSING SCHEDULE</b>								
SAP PERIOD	PAY PERIOD From - Thru	STANDARD DAYS IN THE PAY PERIOD	DAILY ATTENDANCE SHEETS AVAILABLE TO PRINT	INPUT SCREENS AVAILABLE ON-LINE REFLECTING THE CURRENT PAY PERIOD	FINAL ROSTERS APPROVED BY 2:00 P.M.	TIME TRANSFER AND PAYROLL PROCESSING BEGINS	PAYDATE	IMPORTANT REMARKS
13	6/6 - 6/19/2025	2	6/2	6/6	6/18*	6/18	6/27/2025	Approve one (1) day early due to Juneteenth
14	6/20 - 7/3/2025	10	6/16	6/19**	7/2*	7/2	7/11/2025	Approve one (1) day early due to Independence Day
15	7/4 - 7/17/2025	9	6/30	7/3**	7/17	7/17	7/25/2025	
16	7/18 - 7/31/2025	6	7/14	7/18	7/31	7/31	8/8/2025	

\* Indicates EARLY PAYROLL INPUT AND APPROVAL REQUIRED!

\*\* When processing Prior Pay Period Corrections, you MUST ensure that you have enter the correct SAP PAY PERIOD NUMBER.

### SPECIAL PAYROLL NOTES:

#### **K-8 Summer Session:**

6/17/25 and 6/18/25 - Two (2) Professional Development Days

6/20 - 7/25/25 - Summer Session

**6/19/25 (Juneteenth) and 7/4/25 (Independence Day), are NON-PAID Recess days for all 10-Month employees, including those working Summer - unless the employee actually works. DO NOT report any time in SAP for these days.**

#### **High School Credit Recovery:**

6/9/25 - Professional Learning Day for all Algebra 1 Credit Recovery Teachers

6/10/25 - Professional Learning Day for ALL Credit Recovery Teachers

6/11-7/17/25 - High School Summer Full Credit - Half credit 6/11-6/30/25 and 7/1-7/16/25

**6/19/25 (Juneteenth) and 7/4/25 (Independence Day), are NON-PAID Recess days for all 10-Month employees, including those working Summer - unless the employee actually works. DO NOT report any time in SAP for these days.**

**Days vary depending on the Program and on the type of employee. Reminder that the last day for the 2024-25 school year for 10-Month Clerical and APs is Friday, June 13, 2025 - Absolutely no summer hiring/reporting until after June 13, 2025.**

## **SUMMER SCHOOL SIGN-IN PROCEDURES FOR FULL-TIME EMPLOYEES**

Full-Time Employees, whether hired to work full-days or half-days, must continue to use M-DCPS launched District-wide online solution (app or through the employee portal) to indicate their attendance at the start of each scheduled workday. This online application is not intended for Part-time/Hourly employees.

Each work location is responsible for ensuring that they report the employees' attendance as indicated below, and only for the portion of the day that the employee is scheduled and actually worked each day (either full-days or half-days).

## **SUMMER SCHOOL REPORTING – IMPORTANT NOTICE!**

- To report time for teachers and full-time support personnel – Follow the existing “F/T – Instructional” and “F/T – Non-Instructional” links. During the Summer Session, locations must report days present (attendances) using code 0100. It is very important to note that unlike the regular school year, for summer school, if code 0100 is not entered for each half-day worked, the employee will not be paid as present. Absences should be reported using the leave codes for “Summer 10-MO ONLY” listed on the Application for Short Term Leave Form (FM-5949-Revision date 09-23).
- For part-time/hourly – Also follow the “Report Time – P/T-Hourly” link and indicate the total number of hours worked per week.
- For substitutes – There will NOT be a separate summer assignment set up for substitutes; you must use their existing sub assignments. To report time, use the existing link: “Report Time – Substitutes.”

Please note that the input screens will display both types of employees:

- a) Those for which only absences should be reported (such as 12-month employees); and
- b) Those for which both days present and absences must be reported such as summer half-day teachers.

## **ADDITIONALLY, PAYROLL IS DUE BY 2:00 P.M. ON PAYROLL DUE DATES.**

It is critical that each administrator assigns a fully trained alternate input (time specialist) and a fully trained alternate payroll approver. To assign the alternate payroll approver/or time specialist role to someone who does not work at your cost center, the location administrator must do the following:

- Send an e-mail with the pertinent information to: [ERP\\_Security@dadeschools.net](mailto:ERP_Security@dadeschools.net) and copy Ms. Odalis J. Garces, Administrative Director, Payroll Department.
- The location administrator must also create an Ivanti Service Manager (ISM) request via the Employee Portal at <http://www.dadeschools.net/employees.asp> The ISM request and email must include the following:
  - Email Subject: ALTERNATE TIME REQUEST – 1XXXX00 (Requestor's Charge Location) – Must include the ISM request number.
  - Alternate's name, employee number, and the role being requested (Time Specialist or Time Administrator).
- Your alternate approver MUST BE AN ADMINISTRATOR; and under NO CIRCUMSTANCES should any “role” be granted to anyone other than a District employee.

## **INTERSESSION**

- Full-Time Employees – Intersession is any period outside of the regular school year and outside of the regular summer session (June 17, 2025 – July 25, 2025, program dates vary). For full-time employees that are required to work during the intersession, you must report to them using the “Miscellaneous Payroll Transactions” link. You must report attendances using code 0150- Intersession. You must input four (4) hours for a half-day, or eight (8) hours for a full day. Absences other than injury or contagious disease will not be allowed during the intersession period.

- Employees working during the Intersession period must sign-in (and out depending on the time of employee) using the “blank” sign-in sheet, which is available through SAP.
  - SAP
  - Click on the “Payroll” Tab
  - Click on “Daily Payroll Attendance Sheets”
  - Click on “Sign-In Sheet – Overtime”
  - Input the seven (7) digit Cost Center number, the pay period and “Execute.”
- Time entries that are reported using the “Miscellaneous Payroll Transactions” link will not appear on the final roster. To access time that was input through the “Miscellaneous Payroll Transactions” link, click on “Display Working Times”. This report displays all the time information such as approval status, change history, person who entered, when it was entered and absence/attendance codes. These reports should be printed for your records. Records entered via the “Miscellaneous Payroll Transactions” link must be approved using the “Approve All Prior Pay Periods and Current & Prior Miscellaneous Transactions” link by the payroll approver.
- Part-time employees – To report time worked by part-time employees during the intersession period, use the existing reporting screens (links). If the pay period contains days from intersession, as well as summer School days, all hours should be reported on the “Report Time – P/T-Hourly” link. However, be aware that hours worked during summer school must be reported on the summer assignment. To avoid confusion, please refer to the position control report to distinguish between personnel assignment numbers. Part-Time/Hourly employees must sign-in and out, using the sign-in sheets available through SAP.

## **FOOD SERVICE EMPLOYEES**

The schedule for Food Service employees reporting to work for 2025 Summer305 will be determined.

## **PROFESSIONAL LEARNING DAYS**

All teachers hired to work during the 2025 Summer Services shall report to their summer/ESY work location and participate in Professional Learning Activities provided by the district or by each school.

- Full-day Teachers working the 25 full-day period for the Summer Reading Camps for retained third grade students and Literacy for rising third grade students will be afforded two full-days of Professional Learning on Tuesday, June 17, 2025, and Wednesday, June 18, 2025. Eligible full-day teachers will accrue sick leave accrual.
- Teachers assigned to an ESY, Pre-K to Grade 5 Elementary, Pre-K to Grade 8, or Pre-K to Grade 12 Center locations, will be afforded two full days of Professional Learning on Tuesday, June 17, 2025, and Wednesday, June 18, 2025. Eligible full-day teachers will accrue sick leave accrual.
- Teachers assigned to an ESY, Grades 6 to 12, middle school location, will be afforded two half-days of Professional Learning on Tuesday, June 17, 2025, and Wednesday, June 18, 2025. Eligible half-day teachers will accrue sick leave at one-half the rate accrued for full-time teachers.
- Professional Learning days should be paid with the June 27, 2025, pay date.

All paraprofessionals (ESY only) hired to work during the 2025 Summer Services shall report to their summer/ESY work location and participate in Professional Learning Activities provided by the district or by each school.

- Paraprofessionals assigned to an ESY, Pre-k to Grade 5, elementary, Pre-k to Grade 8, or Pre-k to Grade 12 locations, will be afforded two days of Professional Learning on Tuesday, June 17, 2025, and Wednesday, June 18, 2025.
- Paraprofessionals assigned to an ESY grade 6 to 12 middle school location will be afforded two days of Professional Learning on Tuesday, June 17, 2025, and Wednesday, June 18, 2025.

# PERSONNEL/SUMMER SCHOOL VOLUNTEERS

- TEACHERS (INSTRUCTIONAL PERSONNEL)
- (M-DCPS/UTD Contract, Article XVI -- SUMMER EMPLOYMENT)

## CRITERIA FOR SUMMER EMPLOYMENT

All currently employed instructional staff members, including counselors, are eligible to apply for summer employment. It is the intent of the M-DCPS/UTD Contract to offer summer employment to the maximum number of eligible teachers and counselors. Personnel selected for employment in the 2025 Summer Services shall be notified as soon as possible.

Any personnel in a pending investigative status or on a performance improvement plan are not eligible for summer employment.

In accordance with the United Teachers of Dade Contract, Article XVI, Section 2c., teachers who are “beyond training timeline” for META related training are not eligible to teach in the 2025 Summer Services Program. Teachers who fall into this category will have their names blocked out from 2025 Summer Services employment.

In selecting teaching staff, the principal shall offer summer employment first to those teachers who have submitted the appropriate application on or before the established deadline, are certified in the subject area or are at the level in which they are selected to teach, and who have three (3) years of teaching experience. Teachers with less than three (3) years of teaching experience will not be considered for a waiver. Instructions for searching the Summer School Eligibility File and how to process hires in SAP are also available on the 2025 HR Summer Services Webpage.

The principal responsible for staffing a 2025 Open Instructional Summer Center site shall offer a teaching position of the 2025 Summer Services faculty to the Union Lead Steward/Steward/Officer of the 2025 Open Instructional Summer Center’s regular faculty, provided the Lead Steward/Steward/Officer is certified in a program to be offered during the summer. The principal shall give consideration for summer employment to other Union Lead Stewards/Stewards/Officers of the 2025 Open Instructional Summer Center’s regular faculty, provided the Lead Steward/Steward/Officer is certified in a program to be offered during the summer. Nothing herein shall require the principal to hire more than one Union Lead Steward/Steward/Officer.

Teachers hired for an ESY Program Specialist position **must be** ESE certified.

Principals of Open Instructional Summer Centers shall employ staff members from feeder schools and the open center in accordance with the Summer Services Eligibility memorandum sent by Dr. Dawn M. Baglos, Chief Human Capital Officer, Office of Human Capital Management ([Click here](#)).

- Teachers employed to work during the summer shall be notified as soon as possible and informed of the requirement to attend the two days of Professional Learning scheduled Tuesday, June 17, 2025, and Wednesday, June 18, 2025. Interim teachers, (3100s), are not to be used to cover absences of teachers. Failure to comply with this directive will result in non-payment to the persons incorrectly used to substitute.

EXPENDITURES TO PROGRAM 9764 – OPEN POSITION WILL NOT BE PERMITTED. THE PROGRAM WILL BE CLOSELY MONITORED AND EXPENDITURES WILL BE CHARGED TO SCHOOLS’ DISCRETIONARY ACCOUNTS.

## PROVIDING ESOL/LANGUAGE ARTS/READING FOR ENGLISH LANGUAGE LEARNER (ELL) STUDENTS

Teachers employed during the summer session who are responsible for the ESOL/Language Arts/Reading for ELL students must have an ESOL endorsement or ESOL certification or be within the training timeline in their training to acquire the ESOL endorsement, as mandated by the League of United Latin American Citizens (LULAC) Consent Decree. This requirement applies to teachers hired to teach in self-contained or pull-out classrooms, as well as to secondary teachers who instruct one or more periods of ESOL/Language Arts/Reading during the summer session.

The first priority for hiring teachers responsible for instructing ELL students must be given to those teachers who have already completed the ESOL endorsement (ESOL training status: “Y”). The second priority for hiring must be given to teachers who are within the training timeline established for the completion of the ESOL endorsement (ESOL training status: “T”). Under no circumstances is a teacher to be given a first time ESOL assignment unless that teacher has already completed the ESOL endorsement or is within the training timeline to do so.

- All ELL students, Levels I-IV, are to be grouped in ESOL self-contained classrooms according to grade level and the level of English proficiency.
- Schools that do not have sufficient ELL students to form self-contained classes will provide ESOL instruction using a combination of teachers allocated under Program 6600 and classroom teachers who meet the ESOL training requirements as stated above (“Y” or “T”).

All personnel employed for the summer must be advised that the staffing allocations are initially based on estimated enrollment. These initial allocations will be adjusted based on the actual enrollment or entitlements as of Monday, July 7, 2025. Staff members employed full-time during the 2025 Summer Services who will be participating in Professional Learning Sessions or who may be assigned to Region Centers and/or other administrative divisions or departments will be expected to work the same hours as are normally required for those divisions and departments. Professional learning sessions shall be scheduled accordingly.

## INSTRUCTIONAL SUPPORT PERSONNEL

- **Counselors**

No allocation for 2025 Summer305 is provided.

- **Social Workers**

No allocation for 2025 Summer305 is provided.

- **Mental Health Coordinators**

Mental Health Coordinators are employed on a twelve-month basis; therefore, no special allocations are needed for the summer session. All Mental Health Coordinators will be assigned to each summer school site to provide direct support for students and families.

## SUPPORT PERSONNEL

- **Principals**

All Principals are employed on a twelve-month basis; therefore, no special personnel allocations are to be made for the summer session. Assignments to summer centers will take into consideration such factors as vacation schedules, in-service programs, and special assignments.

- **Assistant Principals**

Assistant Principals may be hired in accordance with the number of Open Instructional Summer Centers.

- **Monitors**

Hourly allocation for 2025 Summer305 is provided.

- **Paraprofessionals (ESY Only)**

The summer employment of Paraprofessionals and School Support Personnel is governed by Article XVI, Sections 3 and 4 respectively, of the Contract between M-DCPS and the United Teachers of Dade (UTD). Those provisions are summarized as follows:

- Each full-time paraprofessional will have the opportunity to indicate whether or not he/she desires employment in the 2025 Summer Services/ESY Program only by annotating and signing a computer printout provided by the school Principal. The information will be entered into the automated Summer School Program Application and Hiring System by the school.
- Qualified incumbents will be given first consideration to fill any open paraprofessional position in the 2025 Summer Services Program at their current work location. Any remaining vacancies may be offered to qualified employees from other M-DCPS work locations.
- Schedules for paraprofessionals for ESY will vary depending upon the individual needs of the students and the location that they are assigned. Allocation of paraprofessionals for ESY will be provided by ESE Department.

- **School Support Personnel**

Schedules for school support personnel for ESY will vary depending upon the location and student case load that they are assigned. Allocations of school support personnel for ESY, as needed, will be provided by the ESE Department.

- **Clerical/Secretarial**

There are no 10-month clerical allocations for the Summer Session.

- **Twelve-Month Clerical**

Vacations for 12-month personnel in schools should be carefully scheduled. They should be staggered to ensure appropriate office coverage. Under no circumstances will permission be granted to use substitutes to fill in for vacationing 12-month clerical employees. Any employees hired to replace vacationing 12-month personnel will be paid from the school's 02 Discretionary Account at their regular ten-month pay rate.

## **SALARY SUPPLEMENTS**

Exceptional Student Education supplement code, 1022, will be provided only to instructional personnel teaching students with disabilities in separate class settings comprised exclusively of students with Intellectual Disabilities, Orthopedically Impaired, Autism Spectrum Disorders, and Emotional Behavioral Disabilities during summer school or ESY. Supplements are not given to hourly personnel during the summer session.

All employees who are assigned the primary responsibility of arranging for temporary instructors during the summer session shall be paid a supplement as follows:

- \$250-Code 1753: Temporary Instructor - Summer (12 months); for 12-month employees that call temporary instructors only during the summer and not during the regular school year.

Code 543 will display an inflated dollar amount in the computer; however, these amounts are equal to \$250 in salary.

**NOTE:** Code 1752 is used for twelve-month employees that call temporary instructors year-round. Twelve-month employees who do not call temporary instructors during the summer are not entitled to that supplement during the summer session.

- Requests for the 2025 Summer Services Supplement must be requested through a Supplement Adjustment Request Form (SARF) which is available at <http://salary.dadeschools.net/supp>
- Approval for all supplements to be issued during the summer session shall be reviewed by the same Bureau/Office as during the regular school year.
- Transportation, Technical, and Food Service Personnel Regularly Employed on a Less than Twelve-Month Basis (M-DCPS AFSCME Contract, Appendix III, N)

- **TOPIC: ESY 2025 Orientation**

Time:

**May 19, 2025**

- Support Personnel who regularly work on a ten-month or less basis and who indicate a desire for summer employment prior to the end of May shall, all things being equal, be given priority consideration for temporary summer job openings for which they qualify.
- No guarantee can be made that every such applicant for summer assignment will be employed. Every effort shall, however, be made to offer work opportunities equitably, within the limits of geographic availability and the skills and abilities of applicants for summer employment.
- Salaries for such additional summer employment shall be at the regular rate of pay received during the preceding school year if the summer job assignment is on the same salary schedule.
- In no case shall such an employee be compensated less than the rate of the minimum scheduled pay for that assignment.
- Employees on temporary summer assignments will work the same hours and days as other employees at the work location to which they are assigned.
- Other than sick leave or military leave in accordance with the School Board Policy, no leave of absence with pay will be approved.
- Overtime compensation must be paid to all non-exempt employees who work over forty hours per week in one or more positions, at one or more work locations.
- Please review the Fair Labor Standards Act in the Salary Handbook for specific regulations.

For additional information or questions related to employment during the 2025 Summer Services, support personnel are to contact the Division of Support Personnel at (305) 995-7235 or email [JArana1@dadeschools.net](mailto:JArana1@dadeschools.net)

## **SUMMER SCHOOL VOLUNTEERS**

Policies and procedures regarding school volunteers for the summer remain the same as during the school year. All volunteers should be registered through Raptor at <https://apps.raptortech.com/Apply/MTY6ZW4tVVM=> and checked in on the **Volunteer Tab** within the Raptor management platform. Administrators must first give their designated School Volunteer Coordinator authorization to Raptor Technologies at <https://apps.raptortech.com/Volunteers> .

For information regarding the School Volunteer Program, the volunteer registration process, policies, and procedures visit: <https://www.engagemiamidade.net/volunteers> .

Questions regarding the School Volunteer Program may be directed to Mr. Vincent Dawkins, Executive Director, Office of Family and Community Engagement at (305) 995-2082.

# ANTI-DISCRIMINATION POLICY

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

**Title VI of the Civil Rights Act of 1964** - prohibits discrimination on the basis of race, color, religion, or national origin.

**Title VII of the Civil Rights Act of 1964 as amended** - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

**Title IX of the Education Amendments of 1972** - prohibits discrimination on the basis of gender. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

**Age Discrimination Act of 1975** - prohibits discrimination based on age in programs or activities.

**Age Discrimination in Employment Act of 1967 (ADEA) as amended** - prohibits discrimination on the basis of age with respect to individuals who are at least 40 years old.

**The Equal Pay Act of 1963 as amended** - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

**Section 504 of the Rehabilitation Act of 1973** - prohibits discrimination against the disabled.

**Americans with Disabilities Act of 1990 (ADA)** - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations, and telecommunications.

**The Family and Medical Leave Act of 1993 (FMLA)** - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons.

**The Pregnancy Discrimination Act of 1978** - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

**Florida Educational Equity Act (FEEA)** - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

**Florida Civil Rights Act of 1992** - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

**Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA)** - prohibits discrimination against employees or applicants because of genetic information.

**Boy Scouts of America Equal Access Act of 2002** – No public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

**Veterans** are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

## In Addition:

**School Board Policies 1362, 3362, 4362, and 5517** - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, sex/gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

**For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Asst. Secretary for Civil Rights or:**

### Office of Civil Rights Compliance (CRC)

District Director/Title IX Coordinator

155 N.E. 15th Street, Suite P104E, Miami, Florida 33132

Phone: (305) 995-1580 TDD: (305) 995-2400

Email: [crc@dadeschools.net](mailto:crc@dadeschools.net) Website: <https://hrdadeschools.net/civilrights>