



# SUMMER SCHOOL BASIC ACADEMIC COURSES 2018 Information Sheet

**Please read** this Summer School Information Sheet before completing your application.

## By submitting an application, you agree to accept these guidelines.

<b>Dates:</b>	<p>Basic Skills: June 13 - July 19, Monday - Thursday. Starting on a Wednesday, this six week summer school term is 20 days total. No class July 4<sup>th</sup> and 5<sup>th</sup>.</p> <p>Renaissance Program: June 12 – July 12, Monday - Friday. Starting on a Tuesday, this five week summer school term is 20 days total. No class July 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>.</p> <p>High School Basics: Dates yet to be determined.</p>
<b>Sites:</b>	<p>Pre-K through Pre 5 Basic Skills location has yet to be determined. Pre-6 through Pre-8 Basic Skills will be held at Meyer Middle School. Renaissance Program classes will be held at the Renaissance Academy. High School Basics will be held at the high school.</p>
<b>Class Length:</b>	<p>Basic Skills meets <b>four</b> days per week, 8:30 a.m. - 12:00 p.m. Renaissance classes meet <b>five</b> days per week, 8:00 – 10:00 a.m., 10:00 – 12:00 p.m., and 12:30 – 2:30 p.m. High School Basics class length yet to be determined.</p> <p>Teaching personnel shall be available a minimum of 15 minutes both prior to the beginning of class and after dismissal for the purpose of meeting with students for individual help, planning and preparation, assisting with administrative duties, and discipline and order in the halls and individual classrooms.</p>
<b>Student/Staff Ratio:</b>	<p>A minimum of <b>15</b> students is required for each Renaissance two-hour class. Basic Skills and High School Basics class size shall be determined by the summer school administrative team.</p>
<b>Salary:</b>	<p>Teacher pay for summer school will be commensurate as outlined in the Employee Handbook. <a href="https://drive.google.com/file/d/0B8zw1TgHHMEBbkQwRjhnR3hiVEU/view">https://drive.google.com/file/d/0B8zw1TgHHMEBbkQwRjhnR3hiVEU/view</a> (pp.72, 73). District support staff will be paid as per specific master agreement. Non-district support staff will be paid on the first step of the appropriate agreement.</p>
<b>Licensure:</b>	<p>All classes must be taught by an instructor with a current and appropriate Wisconsin teacher license. A second staff member, when required, may be a paraprofessional.</p>
<b>Substitute:</b>	<p>If it becomes necessary for a <b>teacher</b> to be absent, the summer school administrator must be notified. The administrator, in collaboration with the teacher, will assign a substitute teacher. <b>Substitute teacher pay</b> will be commensurate as outlined in the Employee Handbook. Note: All substitutes must be district employees (includes those on the district substitute teacher list).</p>
<b>Dismissal Policy:</b>	<p>At dismissal, Basic Skills teachers are to ensure students are either leaving with a parent/guardian or moving to another summer school class. If parents do not arrive within a reasonable amount of time after dismissal, the student should be brought to the summer school office. Students should not be allowed to roam the halls freely while school is in session. Teachers should phone the summer school office should this occur.</p>
<b>Class Budget:</b>	<p>There is up to \$100 budgeted per elementary Basic Skills class.</p> <p><b>Note:</b> The class budget monies <u>shall not be used for purchase of food items</u>. If food items are needed, teachers should ask the parents of their students to supply them.</p> <p>Pre-6, 7 &amp; 8 Basic Skills have a combined budget of up to \$100. The Summer Renaissance Program and the High School Basics classes do not have a budget. If supplies are needed, the summer school administrative staff may be contacted to determine what can be done.</p>