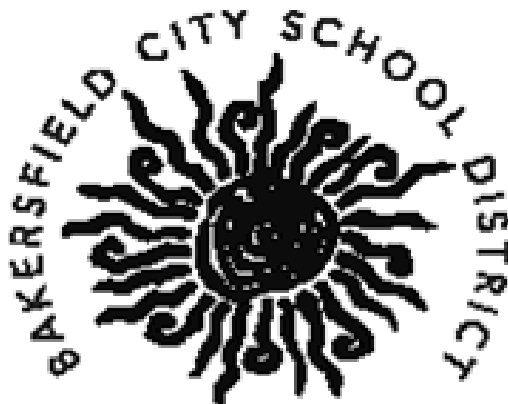


# Summer School 2008



# Teachers Handbook

**Bakersfield City School District  
Instructional Support Services  
Education Center -1300 Baker Street  
Bakersfield, CA 93305**



## **PURPOSE**

**This handbook is designed as a guide for Summer School teachers. It includes information on:**

- **Summer Duty Dates**
- **Staff Development**
- **Absenteeism**
- **Testing**
- **Computer Lab**
- **Library**
- **Supply Stipend**
- **Textbook Distribution**
- **Initial Supplies (Contents of Supply Boxes)**
- **Xerox Allotment**
- **Curriculum Lab**

## **DUTY DATES:**

The first day of duty for the 2008 Summer School will be Friday, June 6, 2008 and the last day of duty will be Thursday, July 10, 2008. You will have a four-day work week with classes held Monday through Thursday. Teachers will be paid at the rate of \$24 per hour, 6.75 hours per day. July 3<sup>rd</sup> is a holiday (unpaid for certificated). **All certificated staff must complete a semi annual time accounting sheet for the month of June and the month of July.**

## **STAFF DEVELOPMENT:**

Additionally, there will be mandated Staff Development sessions between May 13, 2008 and May 27, 2008 from 3:30 to 5:30 at the Education Center. Teachers will be notified by their principals the date and time of training. Teachers that attend the staff development day will be compensated at the Summer School rate. Teachers assigned to teach ELD will have additional training dates.

*May 13, 2008*

***Fourth Grade***

*3:30 – 5:30 p.m.*

*Main Conference Room*

*May 15, 2008*

***Third Grade***

*3:30 – 5:30 p.m.*

*Professional Development Center*

*May 21, 2008*

***First and Second Grade***

*3:30 – 5:30 p.m.*

*Professional Development Center*

***Kinder Bridge***

*3:30 – 5:30*

*Special Education Center*

*May 22, 2008*

***Seventh and Eighth Grade***

*3:30 – 5:30 p.m.*

*Main Conference Room*

*May 27, 2008*

***Fifth and Sixth Grade***

*3:30 – 5:30 p.m.*

*Professional Development Center*

***Call Kelly at extension 14874 for a reservation.***

### **ABSENTEEISM:**

Teachers will be given one sick leave day for the for the Summer School session. The District retains the right to request a doctor's note for any absence due to illness. We will require a doctor's note for anyone out on Wednesday July 2, 2008. Additionally, due to the academic nature of Summer School, and the desire of the District to provide a consistent learning environment, teachers that exceed the one sick day will be released from their position. Teachers released may continue to work as substitutes, and may be rehired in another position at the discretion of the Supervisor of Summer School.

### **TESTING:**

All schools will test students in reading and math. Tests developed by the District will be used to demonstrate mastery of basic skills, knowledge of the core curriculum, or as additional data for decisions such as retention, algebra readiness, etc. Summer teachers will be responsible for administering the tests and recording scores as needed.

### **COMPUTER LABS IN JR HIGHS:**

Jr. High summer school students and will have access to the school computer labs. The computer labs will limit use of software already installed at the site. Additional software will only be installed with the approval of the Supervisor of Summer School and be approved by District personnel. Please note that teacher's personal computers in the classroom are not to be used (unless you are in your own regular classroom).

### **LIBRARY:**

Libraries will be open for research and on-site activities at all the Summer School sites. The District will endeavor to employ competent personnel to staff the libraries. Student library book check out will not be permitted. Class sets of library books may be checked out by a teacher for use in their classroom; all must be returned by the end of Summer School. Teachers may also sign up to bring their classes to the school library. Teachers should limit their time in the library to no more than once a week.

### **SUPPLY STIPEND:**

Teachers will receive \$50.00 to spend on instructional supplies. A list of approved instructional materials and vendors will be available to the teachers on their first day of duty.

➤ **Note: Must be spent by June 30th.**

### **TEXTBOOK DISTRIBUTION/ALLOTMENT:**

A set appropriate curriculum will be in place for the summer session. Curriculum guides will be distributed by Textbooks prior to the end of regular 07-08 school year. The curriculum will be available to teachers before the first day of duty. The curriculum will be grade and/or subject specific. The District will endeavor to provide all curricular materials in a box that can then be repacked on the last day of duty for teachers. The principal will have this as part of the check out process.

## **INITIAL SUPPLIES:**

The District will endeavor to supply each class with a box containing their initial supplies for the summer session. This box will be available to teachers on the first day of duty and will contain:

<b>Teacher Box Contents</b>			
<b>Amount</b>	<b>Item</b>	<b>Amount</b>	<b>Item</b>
1 roll	Masking Tape	1 each	Scissors, Desk 7"
1 box	Scotch Tape	1 box	Staples
1 roll	Mending Tape & Dispenser	1 each	Tablet Ruled Letter (Yellow)
1 box	Paper Clips	1 set	White Board Markers/chalk
1 bottle	Pen & Ink Correction Fluid	4 doz.	Pencils, #2
1 bottle	White Board Eraser Fluid	2 each	Ballpoint Pens, Black
1 each	Eraser, White Board	2 each	Ballpoint Pens, Blue
4 each	Glue Sticks	1 set	Overhead Projection Pen
1 box	Push Pins	1 box	Band-Aid, Plastic Plain
1 each	Staple Remover, Flat	1 box	Kleenex

## **TRANSPARENCY SHEETS:**

Each teacher will have access to (5) transparency sheets. The office will assign a procedure for the use of the copier and access to the transparency sheets.

## **XEROX ALLOTMENT:**

Each teacher will have access to the equivalent of three reams of copier paper. The office will assign a procedure for the use of the copier and access to the copier paper. Additional supplies can be obtained through the site principal as needed.

**The office will determine a staff member or members to run the copy machine.**

## **CURRICULUM LAB - Laminating**

The Curriculum Lab will be open on Monday through Thursday from 7:30 a.m. to 4:30 pm. from June 5<sup>th</sup> – July 27<sup>th</sup> (with the exception of July 3<sup>rd</sup> – 4<sup>th</sup>). The Lab will re-open on Monday, July 31<sup>st</sup> from 7:30 a.m. to 4:30 p.m. Monday through Friday. **The Lab will re-open Monday, July 31 for the 2008-09 school year Monday through Friday, 7:30 a.m. – 4:30 p.m.**

### **Reminders:**

**Due to safety issues, children under the age of 10 are not permitted in the Curriculum Lab and should not be left unattended in the hall. Your cooperation is appreciated.**

**Principal verification for use of school laminating funds during the summer is required.**



## **AUDIO VISUAL:**

No audio-visual materials will be provided for Summer School. No personal or rental audio visual materials may be used in classroom due to copyright laws.

# **Bakersfield City School District**

## **Summer Bridge**



**Teacher's Manual  
2008**



## Schedule

**When:** June 9, 2008 - July 10, 2008

Monday - Thursday

**Time:** 8:00 - 12:30

Breakfast: 8:00

**Lunch:** 11:30

**Holiday:** Thursday, July 3, 2008

## Sample Daily Schedule

8:00 - 8:20 Breakfast (Teacher is with students for breakfast)

8:20 - 8:40 Opening, Calendar, Attendance, Flag Salute

8:40 - 9:00 Meeting Time/ Phonemic Awareness/ Story time

9:00 - 9:40 Centers

9:40 - 10:00 Recess

10:00 -10:20 Writing / Oral Language

10:20 -10:40 Math

10:40 -11:00 Art/ Music

11:00 -11:30 Lunch (Teacher is with students for lunch)

11:50 -12:00 Recess

12:00 -12:30 Centers/ Child's choice

12:30 Dismissal

## Attendance

### Children

A student may have only three excused absence during the Summer Bridge program. If the child misses more than one day, please notify the school secretary in order for the child to be dropped and another child added in.

### Parents

Parents are required to attend a parent education class. If the parent missies one class, then their child will be dropped and another will be added in. If there are special circumstances, please contact Dana Johnson at 631-5896.

## **Assessment & Classroom Assistance**

### **Assessment**

There will be a Pre and Post Assessment given to each child by the School Readiness Staff assigned to your classroom.

### **Classroom Assistance**

There will be one School Readiness staff member assigned to each classroom. The responsibility of the staff is to complete the pre and post assessments and relieve you for your first break. They have other obligations and responsibilities, so please respect their time

### **Curriculum & Supplies**

#### **Houghton Mifflin Pre-K Theme 1: *Welcome to School!***

3 Big Books with Content Area Links

- *Lots of Feelings* by Shelley Rotner
- *My Friend and I* by Lisa Jahn-Clough
- *The Great Shape Hunt* by Richard Haynes

1 Read aloud Book

- *Chicken Chickens Go to School* by Valeri Gorbachev

7 Oral Language Cards

4 Rhyme and Chant Posters

1 Audio CD for Literature and Music

1 Teacher's Book

#### **Houghton Mifflin Pre-K Theme 10: *Ready for Kindergarten!***

3 Big Books with Content Area Links

- *Chicka Chicka Boom Boom*
- *Little Rabbits' First Number Book*
- *We Can!*

1 Read Aloud Book

- *Parts* by Shelley Rotner

7 Oral Language Cards

4 Rhyme and Chant Posters

1 Audio CD for Literature and Music

1 Teacher's Book

Houghton Mifflin Pre-K Math Program

## Lesson Plans

Each teacher needs to follow the lesson plans provided in the Houghton-Mifflin Teacher's Book using the following Theme Schedule:

June 9-12<sup>th</sup>: Theme 1, All About Me (Lesson plan, pg. 22)

June 16-19<sup>th</sup>: Theme 1, Let's Be Friends (Lesson plan, pg. 64)

June 23-26<sup>th</sup>: Theme 10, Now I Know My ABC's (Lesson plan, pg. 22)

June 30-July 3<sup>rd</sup>: Theme 10, We Count! (Lesson plan, pg. 64)

July 7-10<sup>th</sup>: Theme 10, Off To Kindergarten! (Lesson plan, pg. 106)

Please turn in a copy of your lesson plans to the School Readiness program **and**, check with your principal regarding their requirements for submitting lesson plans.