Title: Summer School Teacher


Purpose:

Teachers at Carmen High School of Science and Technology believe that all students will graduate as critical thinkers and self-directed learners. With the support of the administrative team, teachers promote exceptional student achievement through implementation of research-based practices of curriculum and instruction. Teachers during Summer School provide students with an opportunity to improve their grades in second semester classes in order to earn credit and master necessary skills from that course.

Essential Functions:

Professional Responsibilities
- Arrives to work in a prompt and timely fashion
- Takes accurate attendance during each class period
- Maintains an accurate and up to date grade book for the duration of summer school

Planning and Preparation
- Plans daily lessons by backwards mapping to curricular resources and common assessments
- Monitors student growth by analyzing formative and summative assessments
- Provides frequent feedback to and reassessment opportunities for students
- Designs highly relevant lessons in response to learners’ strengths and needs
- Targets learners at all achievement levels through consistent differentiation

Delivery of Instruction
- Demands high expectations for students’ ability to master course content and skills
- Models a growth mindset, convincing students that their performance improves through effort
- Utilizes varied techniques to scaffold instruction and accurately monitors students’ progress toward the learning objectives
- Continuously checks for individual and group understanding and modifies instruction accordingly

Classroom Environment
- Creates a culture of mutual respect, responsibility and trust, providing and facilitating peer-to-peer collaborative opportunities
- Maintains a safe physical and intellectual environment where students take academic risks and hold one another accountable for high levels of learning
- Response to student misbehavior is proactive and accounts for learner diversity, including specific redirection, feedback and positive reinforcement
The Summer Program for the 2015-2016 school year runs from Wednesday, June 22nd through Wednesday, July 13th.

You will receive written notification by Friday, June 17th as to whether your child must attend summer school. Students will be assigned up to three classes during the summer session. Final student course schedules cannot be prepared until the final exams are over on June 13, but will be sent before the first day of the session.

Please note that course credit recovery during summer school is essential for some students in order to be promoted to the next grade level, so it is important that all students who are recommended for the summer program take advantage of the opportunity. The summer school schedule was published on the School Calendar that families received on many occasions during the school year.

Attendance at summer school every day is essential to help ensure your child will pass and receive credit for his/her courses. Students are only allowed to miss 2 summer school classes with a valid excuse. **Students will not receive credit for summer school if they miss 3 days or more days of summer school.**

Please note that if a student arrives to class more than 30 minutes late, for any reason, this will be counted as an absence. Any combination of absences or tardies that amounts to 3 or more absences will result in the student not receiving credit for summer school.

**The dress code for summer school is casual. This is the same style as casual days during the regular school year.** Clothing must be appropriate. The following items still apply: no sleeveless shirts or shirts that show bare skin on shoulders or stomach; no facial piercings on boys/girls; no earrings on boys and no earrings larger than two inches for girls; no sagging pants, tight pants, or pants with holes or tears that show bare skin. Sandals are permitted during summer school. Students that come to summer school with inappropriate attire will not be allowed into class. Lunch will be available each day. Water will be allowed in classrooms.

The school has fewer teachers and administrators on staff during the summer months. Disruptive and inappropriate behaviors will not be tolerated. Any student who breaks school rules or ignores a teacher’s repeated warnings about disruptive behavior will be asked to leave the school building for the remainder of the day. A student is sent home two times must have a parent or guardian join him or her in classes or will not be allowed to complete the summer school session.

Sincerely,

Dr. Patricia Hoben  
Head of Schools  
Carmen Schools of Science and Technology
**Students who are not scheduled for all three hours of summer school only need to attend for the hours they are scheduled. For example, if one student only has a 3rd hour class, they only need to be in the building from 12:30 – 2:20pm.**

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<tr>
<th>Period</th>
<th>Start</th>
<th>End</th>
<th>Length</th>
<th>Passing Period</th>
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<tbody>
<tr>
<td>Breakfast</td>
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