SUMMER LEARNING GUIDE 2023
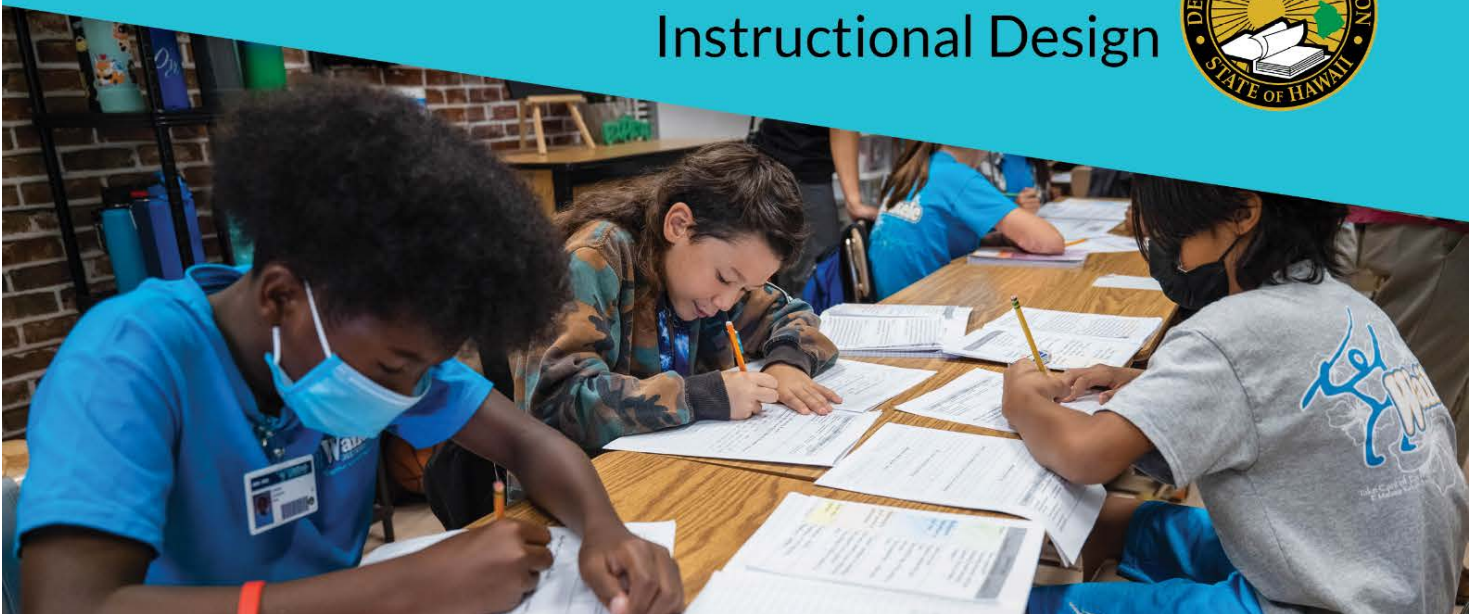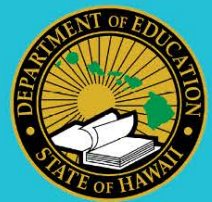
Office of Curriculum and Instructional Design

SUMMER LEARNING FRAMEWORK

The Summer Learning Framework is intended to provide guidance and direction for planning and implementing summer programs to address the learning needs of students at the complex area and school levels.

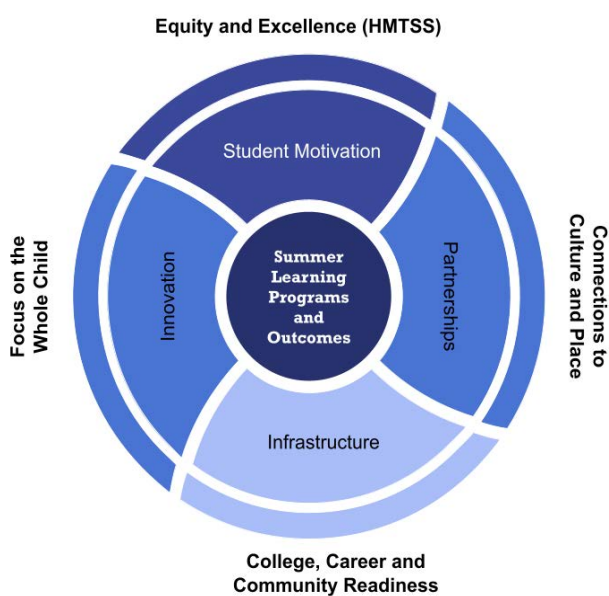As summer programs are designed, the following should be considered:
- ❖ Assess school and complex area needs using data sources.
- ❖ Determine the focus of the program and target population.
- ❖ Determine measurable outcomes.
- ❖ Determine the methodology (e.g. in-person, blended).
- ❖ Determine support needed from the state offices.

When designing programs, the following students should be prioritized for participation in the programs:
- ❖ Students who are two (2) or more grade levels below for English Language Arts (ELA) and/or math.
- ❖ High school students who are not on-track to graduate, especially seniors.
- ❖ Fourth graders who did not meet proficiency in grade 3.
- ❖ Students in grades 1 - 3 who were not able to attend in-person for their early years due to the Covid-19 pandemic.
- ❖ Students in transition grades (rising kindergarten, middle school, high school, post-secondary).

Student motivation is particularly a key component when creating programs for vulnerable populations that have been less engaged. Innovation and partnerships are opportunities to think of new ways to accelerate and personalize student learning. The infrastructure at the school, complex area, and State require alignment to facilitate smooth operations.

The framework is driven by four (4) guiding principles:

Equity and excellence: As a dual language educational system, an enduring commitment to equity is central to the mission and vision for Hawaiʻi public schools. Framed by Nā Hopena Aʻo (HĀ), this principle conveys a shared understanding that all students should have access to rigorous, engaging, and well-rounded learning experiences aligned with the Hawaiʻi Core Standards. This value also reflects a belief that all students in Hawaiʻi can achieve academic success.

Connections to culture and place: Connections to culture and place are vital to creating meaningful learning opportunities and ensuring that the students of Hawaiʻi have meaningful learning experiences that are relevant to their heritage and home. Students are part of an extended ʻohana, the environment, their community and a global society. Education encourages students to value these connections and become stewards to make the world a better place.

Focus on the whole child: The interdependence between social, emotional, mental, physical, and academic development provides every student with positive school experiences and creates thoughtful, well-adjusted, and engaged citizens. In addition to creating learning environments and opportunities that engage and challenge students, classrooms must be caring, safe, and supportive. Thus, students' health, well-being, and developmental needs are priorities.

College, career and community readiness: Hawai'i can provide abundant real-world learning environments relevant for success in a culturally diverse, technologically complex, and interdependent global society. The purpose is to create an environment of "educated, healthy, and joyful lifelong learners who contribute positively to our community and global society," thereby conveying a clear focus on college, career, and civic responsibility. The General Learner Outcomes (GLOs) embody this commitment by focusing on "the optimum growth and development of each student."

SUMMER LEARNING MODELS

Students are offered programs and services via five (5) summer learning models with examples:

Official Summer School	• Offered at school sites and Hawaii Online Courses (HOC). • For enrichment, remediation, and credit advancement or recovery. • Funded for the Department's public school students through the federal Elementary and Secondary School Emergency Relief Fund (ESSER).
School Learning Hub	• Designed at the school or complex area based on needs. • For remediation or credit recovery, intervention, enrichment, and transition programs. • Funded through ESSER, Title I, Title III, Special Education, GEAR UP, Weighted Student Formula, General Funds, Grants, Partnerships.
Specialized Student Support	• Includes Extended School Year (ESY), English Learner Extended Learning Opportunities, Special Support Programs, and Alternative Learning Program Support and Services (ALPSS). • For students needing specialized services and support. • Funded through ESSER, Title III, Special Education.
Accelerated Learning	• Designed to advance learning in targeted subjects. • For a targeted student population. • Funded through ESSER, Title I, Title III, Special Education, GEAR UP, Weighted Student Formula, Grants, Partnerships.
College, Career and Community Learning	• Includes summer internships sponsored by the State office or arranged by the school, and transition and on-ramp programs. • For high school students preparing for post-secondary education and careers. • Funded through ESSER, Title I, Title III, Weighted Student Formula, General Funds, Grants, Partnerships.

PROGRAM DESIGN

Summer learning program designs should be aligned with the [Hawaiʻi Multi-Tiered Systems of Supports (HMTSS)](#) that drive equity and excellence for all students. The HMTSS is a data-driven, team-based decision-making framework for achieving positive outcomes for every student through a layered continuum of evidence-based practices.

The HMTSS Resource Guide provides complex areas and schools with a roadmap for the implementation of

What is the Hawaiʻi Multi-Tiered System of Support (HMTSS)?

A fluid continuum of integrated supports that encompasses RTI, PBIS and other interventions in order to promote positive school climate and mitigate learning obstacles before they affect student outcomes.

Collaborative problem-solving process

Leadership and Teaming at all levels

Integrated data collection system

TERTIARY (Tier 3) — Few students - Individualized, intensive intervention

SECONDARY (Tier 2) — Some students - Targeted, supplemental intervention

PRIMARY (Tier 1) — ALL students - Core classroom instruction, positive school culture & climate

ACADEMIC   BEHAVIORAL   SOCIAL/EMOTIONAL   PHYSICAL
Four Key Domains of HMTSS

Hawaii's multi-tiered framework. Like the regular school year, summer programs will also need to identify measurable outcomes for student learning and progress.

Student motivation is an important consideration and may be the factor that drives success for student participation and engagement. Schools might ask, "*What would make students want to attend the program*?" when designing programs. Innovation and partnerships are a means to reach students who are most in need of the programs and support.

The [What Works Clearinghouse](#) provides information on evidence-based practices.
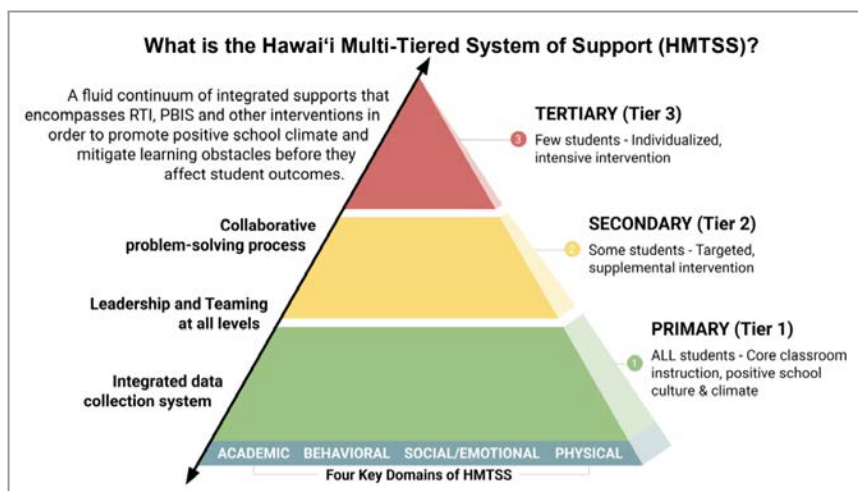
INFRASTRUCTURE

During the course of the summer, the Department will continue to provide infrastructure support to schools and students as needed, including:

- Summer feeding program/Grab-and-Go school meals.
- Student transportation for special education/Extended School Year (ESY), transportation provided as per Individualized Education Program (IEP); for regular education, transportation service requests should be made to the Student Transportation Services Branch.
- Casual hires.
- Budget.

DATA COLLECTION & REPORTING

The Department will collect and report data for the summer learning programs and infrastructure services. Specific programs and metrics will be used to monitor and analyze the implementation and impact of the programs within the summer learning models.

REFERENCES

Hawaiʻi Multi-Tiered System of Support (HMTSS)
What Works Clearinghouse
Want Smarter, Healthier Kids? Try Physical Education! | Paul Zientarski | TEDxBend

For more information or questions, please contact Casey Agena, Summer Learning Coordinator, Office of Curriculum and Instructional Design at 808 305-9663 or via email at casey.agena@k12.hi.us.

SUMMER PROGRAMMING

PROGRAM OFFERINGS

OFFICIAL SUMMER SCHOOL	
Official Summer School	Official Summer School provides an extended learning opportunity for students to have additional time and/or differentiated learning opportunities to demonstrate academic proficiency. Official Summer Schools can offer academic courses, enrichment, acceleration, and/or remediation experiences. A. With the support of The American Rescue Plan Elementary and Secondary School Emergency Relief Fund, there will be no tuition cost for the Hawaii public school students. B. Official Summer School is open to all students, not just students from the particular school (although a school may give its own students priority for enrollment). C. The staff is paid according to Department School Code 5203, the pay schedule for part-time certificated employees. D. Official Summer School is in operation during the summer months (June through July) when regular school is not in session. For more information, please contact summerschool@k12.hi.us.
Hawaii Online Courses (HOC)	Hawaii Online Courses (HOC) offers summer school to students in Grades 9-12. This online program provides a variety of rigorous courses in language arts, math, social studies, health, and fine arts. Students are guided through their courses by state-certified teachers and receive constructive feedback. Students interact and collaborate with each other through blogs, discussion forums, virtual classrooms, and other communication tools offered in the learning management system. Course registration: ● *Parents/Guardians* must register their children online for 2023 HOC Summer School courses. ● Students must pass a mandatory student orientation, or registration will be canceled.

	For more information, please contact hoc@k12.hi.us.
SCHOOL LEARNING HUBS	
School Learning Hubs	School learning hub programs are designed for the specific learning needs of the students in the school community; which may include remediation or credit recovery, intervention, enrichment, and transition (bridge) programs. Any Kaiapuni summer programs will be embedded in the school offerings. For more information or questions, please contact Casey Agena at 808 305-9663 or via email at casey.agena@k12.hi.us.
Summer Start Kindergarten Transition Program	The Department is providing all elementary schools the opportunity to offer the Summer Start Kindergarten Transition Program at various elementary schools. The Summer Start Kindergarten Transition Program provides a free three-week classroom experience in elementary schools for incoming kindergarten students with little or no preschool experience. The program focuses on student behaviors and school routines to increase students' confidence and foster a sense of independence. This summer transition program aims to support successful kindergarten transition for incoming students and families. Teachers will need to attend a 3-hour online orientation. This orientation will include program operation and expectations, roles and responsibilities, and an introduction to components of a quality early childhood program, including effective teacher-child interaction and formative assessment. For more information or questions, please contact Casey Agena at 808 305-9663 or via email at casey.agena@k12.hi.us.
High School Athletic Camp	High School Athletic Camp is anticipated to be offered at 16 high school sites, with at least one (1) site on each island. This program will extend opportunities for coaches to offer assistance during the summer to high school students who are interested in athletics and are especially motivated to compete in college. At these camps, student-athletes will work to improve physical conditioning and skill development, as well as improving academic skills in specified areas. Camp instructors will provide classes and training for interested students. For more information or questions, please contact Casey Agena at 808 305-9663 or via email at casey.agena@k12.hi.us.
Out-of-School Time (OST) Network	School-designed Out-of-School Time (OST) programs that provide supplemental and enrichment opportunities beyond the primary

instructional time. Please contact the program at your school to request a student's participation. If you need assistance, contact the OST staff at (808) 305-0698.
- Nita M. Lowey 21st Century Community Learning Centers
- REACH
- UPLINK

SPECIALIZED STUDENT SUPPORT PROGRAMS	
Alternative Learning Program, Services and Supports (ALPSS)	Alternative Learning Program, Services and Supports (ALPSS) provide in-person, direct instructional, credit recovery/credit advancement, and experiential learning credit-bearing courses for current ALPSS students by ALPSS teachers. A confirmation email will be sent to the principal/district educational specialist/teacher after April 14, 2023, and will include additional information and data collection processes. Please contact Kristy.Nishimura@k12.hi.us for more information.
Community-Based Mobile Learning Hubs	Community-Based Mobile Learning Hubs serve as mobile micro-learning labs designed to enter into communities designated by complex areas. The Department may facilitate access to learning opportunities to provide students with a technology-rich learning environment during the summer program, if needed, through partnerships upon complex area requests. Please contact Megan Omura at megan.omura@k12.hi.us for more information.
Counseling and Social Workers	The Office of Student Support Services (OSSS) will provide summer 2023 funding for interested school counselors and 10-month social workers. School principals or District Educational Specialists (DES) requesting funds for Summer 2023 to pay school counselors and/or social workers are required to complete and submit the funding request form by March 21, 2023. The deadline is firm. The roles and responsibilities of school counselors and social workers will vary depending on each school site, programming, grade level, and student needs. The following guiding document identifies examples of appropriate domains and activities for specialized support. *Summer 2023 School Counselors and Social Workers Guidance*. For more information, please contact Fern Yoshida, Acting Student Support Section Administrator at 808-305-9787 or via email at fern.yoshida@k12.hi.us.
Extended School Year (ESY)	Based upon the Individualized Education Program (IEP) team decision, a student with a disability may receive ESY services. ESY services are special education and related services that are provided beyond the regular school year. For more information, please contact your Special Education District Educational Specialist or Amy Ruhaak, Educational Specialist, Office of Student Support Services, Exceptional Support Branch at 808-306-9806 or via email at Amy.Ruhaak@k12.hi.us.
Summer English Learner	EL Extended Learning Opportunities (ELO) is an extension of EL

(EL) Extended Learning Opportunities (ELO) RESOURCES: **HIDOE English Learner Website:** **(https://bit.ly/3tDxqqG)** [Hawaii State EL Guidance Manual](#)	programming. It provides EL students with opportunities to improve their listening, speaking, reading, and writing skills in English. Title III-funded ELOs are for targeted language support for EL students to improve English language development and cannot supplant or replace a core language instructional education program (i.e., not in place of the Official Summer School program but supplement.) Examples may include Summer Bridge Programs (UH Students to act as mentors and tutors); EL Summer Programs designed to enhance the development of newly-arrived EL students; or targeted language development based on ACCESS data for long-term English Learners in a blended model. Title III funds may be used to provide summer programs for English Learners that 1. Offer language instruction for English Learners; 2. Are above and beyond what is provided for by the school, complex area, and State; and 3. Do not hinder English Learners' participation in other optional summer programs offered for which they qualify. Title III funds may be utilized to purchase supplemental literacy programs to enrich summer EL ELOs. ● [ELO Supplemental Literacy Programs: Imagine Language and Literacy and Lexia English](#) All EL ELO opportunities should be noted under the appropriate complex area tab within the Summer Learning School Info 2023 Spreadsheet. For more information, please contact Ms. Kathleen Grondin, EL Title III Educational Specialist, Office of Student Support Services, at (808) 305-9787 or via email at kathleen.grondin@k12.hi.us.
Special Support Learning Opportunities for Students with Disabilities **(other than Extended School Year (ESY))**	The purpose of the Special Support Learning Opportunities (SSLO) is to provide Students with Disabilities (SWD) with intensive instruction in specific content areas (e.g., English Language Arts, Math, Communication) to prepare students to be as successful as possible when school resumes in Fall 2023. All SWD may participate in the SSLO sessions regardless of their ESY eligibility. Although the format of the SSLO may vary from school to school, it is highly recommended that teachers utilize homogenous small-group intensive instruction with progress monitoring. Guidance will be provided to schools and teachers to assist in the development and implementation of the SSLO. Funds to create these SSLO will be allocated to complex areas through the Office of Student Support Services, Exceptional Services Branch. Schools should work with their complex area support staff on using funds to design and deliver effective SSLO. Please refer to the [Summer Learning Guidance for Students with Disabilities for more information.](#) For more information, please contact your Special Education District Educational Specialist or Amy Ruhaak, Educational Specialist, Office of Student Support Services, Exceptional Support Branch at 808-306-9806 or via email at Amy.Ruhaak@k12.hi.us.
[**YES Project**](#)	[Community Homeless Concerns Liaisons (CHCL)](#) will work with schools

and community agencies to meet the needs of students and families in unstable housing through mobile outreach. Each geographic area will determine support and services. Funds are available to pay for summer school and provide tutors in community locations for identified students. For more information, and/or to connect a student to extra summer support for transportation, supplies or other needs, please contact Ms. Toby Portner via email at toby.portner@k12.hi.us.

ACCELERATED LEARNING

Early College	Early College is a partnership between the Department and the University of Hawaiʻi (UH) System to increase participating Hawaiʻi students' college and career readiness. Through the program, students in grades 9-12 have the opportunity to enroll in UH courses that are sheltered to high school students. Students earn high school and college credits (dual credit) upon successful course completion. Contact the Early College Coordinator at your high school to determine whether Early College courses are being offered through your school during the summer. For general program questions, please contact Ms. Wendi Vincent, TA Administrator for the Career Readiness Team, via email at wendi.vincent@k12.hi.us.

COLLEGE, CAREER, AND COMMUNITY LEARNING

2023 Career and Technical Education (CTE) Summer internships	To support 2023 graduates and rising Class of 2024 seniors, the Department is providing a variety of summer internship opportunities within its state offices, which will provide a paid learning experience tied into Career and Technical Education areas of focus for recent graduates. The internship period will be from June 1 to July 14, 2023. Student interns are expected to work 20 hours per week for six weeks. **The application deadline is April 13, 2023.** For more information, please contact Mr. Brian Sims, Personnel Specialist, Office of Talent Management, at (808) 441-8329 or via email at brian.sims@k12.hi.us or contact Ms. Wendi Vincent, TA Administrator for the Career Readiness Team, via email at wendi.vincent@k12.hi.us.
Opportunities for High Schools in the Counseling and Advising of Graduating Seniors	**Summer Transition Counseling & Advising:** High schools that elect to provide college and career counseling and advising services to their graduating seniors can receive support and access to resources from Hawaiʻi P-20 Partnerships for Education. Every counselor or advisor will receive technical assistance to: ● Recruit students to participate. ● Design personalized support to help students plan a future that's right for them. ● Learn about current postsecondary education and job training opportunities. ● Connect with on-demand resources that will prepare them to reach their future goals.

	● Receive college onboarding support for students enrolling in the University of Hawaiʻi System. For more information, please contact Fern Yoshida at Fern.Yoshida@k12.hi.us or Lynsey Bow, Counseling Program Manager at Hawaiʻi P-20 Partnerships for Education, at lynseyb@hawaii.edu.

TYPES OF OFFERINGS

Credit Advancement	Courses students take to earn credits prior to the anticipated time frame of completing a course. This is often to free space in a student's schedule for the following year to pursue other courses.
Credit Recovery	A structured program designed for students who failed a subject area and need additional instruction and support to complete the expectations of the course and earn credit(s) towards graduation requirements.
Enrichment	A program for students to enhance and/or extend their learning in a single subject area (e.g., core subjects--ELA, Math, Social Studies, Science, arts, PE) or through a multi-disciplinary program (e.g., Science, Technology, Engineering, Arts, Mathematics or STEAM, Project Based Learning or PBL).
Intervention	A focused strategy or response that addresses a student's identified specific area of need and goals.
Remediation	Reteaching of material not mastered during the school year. The program will provide students with additional time or different approaches to learn the content.
Transition	Opportunities for students to strengthen preparatory skills and content prior to starting the next grade level. Typically, transition programs focus on entry to kindergarten, middle school, high schools, or post-secondary institutions to increase success at the next level. Bridge programs fall in this transition category.

METHOD OF INSTRUCTION

To the extent possible, schools will prioritize face-to-face in-person learning. Some programs may still use a blended delivery of instruction and some online learning if applicable.

- Face-to-face Learning: Students are taught course content and learning material in person, allowing for live interaction between a learner and an instructor. Traditional type of learning instruction.
- Blended Learning: A blended learning model of distance learning and face-to-face instruction.
- Distance Learning: Students work online at home while the teacher assigns work and checks in digitally.
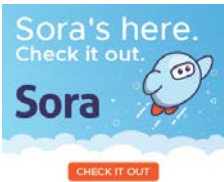
- Online Learning: Students in the classroom with an instructor while working on digital lessons. Also referred to as eLearning.

RESOURCES

Library Summer Resources available to all Department Teachers and Students

The following are resources available for all students during the summer break. Schools are encouraged to share these resources with all of their families.

For more information or questions, please email 808libraries@k12.hi.us for assistance.

SORA (Grades K-12)	
Shared eBook Collection via Sora The quickest and easiest way for ALL students to access 24/7 thousands of ebooks, audiobooks, and read-along digital titles for Hawaii public school students and teachers. Click here for a Sora overview.	- **URL: http://soraapp.com/library/hidoe** - Quick Start for Students and Teachers - Always Available Titles (aka Unlimited Checkouts) - Summer Curriculum Resources - Connect to the Hawaii Public Library eBook Collection - How To Videos
#808READS SUMMER VIRTUAL READING PROGRAM (Grades K-12)	
#808Reads Summer 2023 Virtual Summer Reading Program The virtual program will include a reading challenge, access to the Sora shared eBook collection, live virtual author visits, online book discussions, and other engaging and fun summer activities selected especially for elementary, middle, and high school students by a team of certified school librarians. Sign up at **https://bit.ly/808srp23**	- **URL: https://bit.ly/808srp23**

Summary Badge Book - Hawaii Edition

The Summer Badge Book - Hawaii Edition is a reading log and calendar that is designed to match our summer reading challenge theme. As families track their reading on the Beanstack web application and mobile app, kids earn badges matched to stickers in the book.

The cost per book is $7 and includes shipping:
https://bit.ly/srp23badgebookorder

Nohona Hawaiʻi Vendor List

The Office of Hawaiian Education (OHE) is committed to grounding education in Hawaiian ways of knowing so that all of Hawaiʻi may thrive. Thereby, this Nohona Hawaiʻi Vendor List (PPL) will serve as a bridge to connect schools and offices with Hawaiʻi-based organizations and/or practitioners who may help achieve our department-wide goal and commitment to education grounded to this unique place which we call home.

OHE sought to partner with ʻāina-based organizations and/or individual cultural practitioners to serve as Nohona Hawaiʻi educators and/or host sites to provide support focused on traditional Hawaiian ways of knowing to Department stakeholders and community partners. The experience should be guided through the lineage of respected kūpuna in traditional Hawaiian knowledge and includes circling together to connect to land and ancestors, hands-on ʻāina education in aloha ʻāina contexts, and reinforcing experiential learning through reflection. For questions please contact Kaanohi.Kalama-Macomber@k12.hi.us or Kuulei.Makua@k12.hi.us.

Nohona Hawaiʻi Preferred Providers List
Nohona Hawaiʻi PPL

Guidance for Reviewing Curriculum and Instructional Materials

The following is guidance for schools that may require reviewing instructional materials to be used for the summer. The Curriculum Management System (CMS) and Curriculum and Instructional Materials Approval Process (CIMAP) were created to provide statewide consistency and understanding among state offices, complex areas, and schools in the adoption of curricular materials, including online and digital curricula. The CMS/CIMAP document can be found at: http://bit.ly/HIDOE_CMS_CIMAP. Please refer to the August 5, 2021 memorandum, Curriculum Management System and Curriculum and Instructional Materials Approval Process, for more information.

For more information or questions, please contact Dr. Winston Sakurai, TA Director of the Curriculum Innovation Branch, Office of Curriculum and Instructional Design, at (808) 305-9700 or via email at Winston.Sakurai@k12.hi.us.

SUMMER 2023 SUPPORTS, HEALTH, AND OPERATIONS

SUPPORTS FOR STUDENTS

The design of summer learning opportunities requires careful attention to the academic and social-emotional learning needs of our students. During Summer 2023, the Department is providing the following student services and support:

Offering	Description
Hawaii Keiki Health Hotline and Telehealth Service	The Hawaii Keiki Health Hotline and Telehealth Service is provided at no cost to Department students, families, and school staff who have questions about students' physical or mental health concerns. This support was developed to improve equitable access to health resources and is delivered by a Hawaii Keiki Nurse to help to ensure students are healthy and ready to learn. Summer hours: Monday through Friday from 8:00 a.m. to 3:00 p.m., excluding holidays. Interpretation services are available. Call (844) 436-3888 (toll-free).
Hazel Health-Supplemental Community-Based Mental Health Service	In partnership with the Department, Hazel Health offers no-cost supplementary community-based tele-therapeutic mental health services to students/families. At-home services are available Monday through Friday between 7:00am-7:00pm.

Offering	Description
	More information may be accessed via: https://sites.google.com/k12.hi.us/ssshome/safe-and-supportive-schools/trauma-informed-practices/hazel-health
Education for Homeless Children & Youth (EHCY) YES Project,	The YES Project is a mobile outreach initiative. Community Homeless Concerns Liaisons (CHCL) will work with schools and community agencies to identify and meet the needs of students and families in unstable housing. Each geographic area will determine specific supports and services based on localized needs, including supplementing tutoring for identified students. Outreach objectives are to: • Identify children in unstable housing who may not be on the Department's radar for support; • Deliver basic necessities, such as food and hygiene supplies; • Engage young people in locations where they are spending time during the summer; connect and pay for Summer School programs for individual students identified by school staff and liaisons; and • Assess needs among young people, families, and communities to connect to available resources and inform future partnerships. CHCLs will build on established relationships and expand their reach. Teachers, counselors, and other school and community-based providers will be invited to participate. Complex area and community staff will determine mobile outreach hours based on need.

HEALTH AND SAFETY

The health and safety of our learners and staff are paramount. The Department is dedicated to ensuring all proper measures are taken to safeguard our ʻohana. The Department's Health & Safety Guidance is continuously updated in accordance with the Hawaii State Department of Health (DOH) and Centers for Disease Control and Prevention (CDC) advisories. See the DOH COVID-19 Guidance for K-12 Schools and CDC Operational Guidance for K-12 Schools and Early Care and Education Programs to Support Safe In-Person Learning for additional information.

SUMMER MEALS

Students attending 2023 summer programs at school sites that <u>are</u> participating in the Department's summer meal program will be able to enjoy nutritious meals on campus through July 17, 2023. Meals are served to children 18 years or younger, free of charge, regardless of eligibility for free or reduced-price meals. Children do not need to be enrolled at the school distribution site and do not need to be public school students. The summer meal program plays an important role in ensuring children return to school ready to learn. Visit hawaiipublicschools.org for updated school site information.

SUMMER TRANSPORTATION

During the extended school year (ESY), the Office of Facilities and Operations (OFO) Student Transportation Services Branch (STSB) continues to provide home-school-home transportation services for special education students whose IEP includes transportation as a related service. The STSB also furnishes transportation services for special education students whose annual assessments are being conducted on campus. Special needs ESY transportation is provided at no charge to students or complex areas/schools.

Schools that would like to offer transportation as a regular education summer program component need to input the request here. All requests are due **Monday, April 3, 2023**.

Please note that a request does not guarantee transportation services will be provided. STSB will process the requests and provide confirmation of transportation services during the first week of May. Regular education transportation is provided at no charge to students or complex areas/schools.

ACCESS TO TECHNOLOGY AND CONNECTIVITY

Schools should issue devices and hotspots from their current inventory to students as necessary.

SUMMER PERSONNEL AND BUDGET

Principals are expected to work with their Complex Area Superintendents and Complex Area Business Managers to hire casual employees for a summer school, summer program, and/or learning hub site.

The Office of Talent Management (OTM) will also provide technical support and guidelines for hiring personnel for summer school and other learning opportunities (e.g., required paperwork, fingerprinting, certifying of program employees).

Hiring of Casual Hire Employees

OPTION 1: When all steps are completed, the lead time to hire is typically 15 working days if a casual employee is already a Department employee and 21 days if hiring a non-DOE employee due to the requirement for a background check. A casual hire may NOT begin working until the job has been verified in the Casual Personnel System. Failure to comply with this may lead to complications in the Casual Personnel and Payroll Systems and longer response times to resolve issues. Schools MUST enter jobs:

- NO LATER than 21 working days prior to the start date for non-Department employees (time for fingerprinting).
- NO LATER than 15 working days prior to the start date for active Department employees.

Jobs may be entered for Summer 2023 beginning April 17, 2023. Employees will be hired AFTER allocation notices are received by the complex area.

Schools/offices running their summer program beyond the weekly maximum hours for Certificated (17 hours) and Classified (19 hours) casual hires will need to submit a request to extend hours as follows:

- **Federally-funded programs (e.g., ESSA Title I, ESSA Title III):** Requests are submitted to their district or state program administrator to include start/end dates, Program ID, Occupational Group Code, Payroll Number, names and number of hours each casual employee will work per week and name/contact number of the coordinator of the program. The district or state program administrator will compile the information and submit a list of certificated casuals to the Teacher Reclassification Unit and classified casuals to CSSP Recruitment. Requests should be submitted well before the program's anticipated start date. Do <u>NOT</u> allow casual employees to start working above the weekly maximum prior to approval since approval to increase the maximum hours is not guaranteed.

- **State-funded programs (e.g., WSF, Gear Up)**: Requests submitted to Teacher Reclassification Unit (certificated casuals) and CSSP Recruitment (classified casuals) to include start/end dates, Program ID, Occupational Group Code, Payroll Number, name and number of hours each casual employee will work per week and name/contact number of the coordinator of the program. Requests should be submitted well before the program's anticipated start date. Do <u>NOT</u> allow casual employees to start working above the weekly maximum prior to approval since approval to increase the maximum hours is not guaranteed.

- **Forewarning of the Affordable Care Act (ACA) Employer Shared Responsibility Payment**: The Department may be assessed penalties if part-time and casual employees exceed the limit on the allowable hours worked as set forth by the ACA. ACA defines a full-time employee as an individual who works an average of at least 30 hours per week or 130+ hours per month. Per ACA, part-time and casual employees who exceed the limit and are not eligible to participate in the Hawaii Employer-Union Health Benefits Trust Fund's (EUTF) medical and prescription drug plans for full-time employees are considered to be working full-time. If an individual's hours exceed 130 hours within the month, the Department may be subjected to a penalty.

For teachers teaching Extended School Year (ESY), the maximum allowable hours is 35 hours.

If hiring a <u>retired State employee</u>, they must submit a completed form, DOE OTM 600-005, Retired State/County Employee Application, to determine employment eligibility. If eligible to work, the retiree must complete form ERS 209, Certification of Compliance with Requirements for Employment of a Retirant.

Please refer to the [December 22, 2021 Memo "Casual Employment Guidelines"](#) for detailed information.

Additional information on casual jobs can be found on the <u>Casual Personnel System</u> intranet page.

Counselors and Social Workers

For Summer 2023, school principals or District Educational Specialists requesting funds to pay school counselors and/or social workers are required to complete and submit the online [request form.](#) A confirmation email will be sent to the principal/school designee, and funds will be allocated directly to the school from OSSS. For more information, go to *[Summer 2023 School Counselors and Social Workers Guidance.](#)*

In addition to school counselors, social workers, and School-Based Behavioral Health professionals, Hazel Health will be available for schools to offer, at no cost to the student/family, short-term tele-therapeutic direct services. More information may be accessed via:
https://sites.google.com/k12.hi.us/ssshome/safe-and-supportive-schools/trauma-informed-practices/hazel-health

Specialized Student Support Programs and Funding - Summer 2023

Additional programs and funds are available from the OSSS to mitigate learning loss through accelerated learning for students with disabilities. Funds are expected to be allocated to complex areas and made available to schools. For more information, go to Summer Learning Guidance for Students with Disabilities.

DATA REPORTING, METRICS, AND EVALUATION

During Summer 2023, the Department plans to offer a range of summer learning opportunities that provide needed support for students amid the COVID-19 pandemic. The Department will be focusing its efforts on those students who have consistently struggled with distance learning and/or need additional support to access their learning opportunities equitably. The Department plans to assess the progress of these efforts and its impact on the students served in an end-of-summer report.

In order to ensure a robust data collection and reporting system, the Department will provide reports for programs that align with the five (5) models outlined in the Summer Learning Framework:
1. Official Summer School.
2. School Learning Hub.
3. Specialized Student Support.
4. Accelerated Learning.
5. College, Career, and Community Opportunity.

The Department will also be collecting and reporting data on the Infrastructure metrics for the support services that will be provided to schools and students. The overarching inquiries that will be addressed with the data analysis include:
- Who participated in summer programs?
- How many students made progress in their summer learning?
- Were there achievement gaps?
- How many students were supported through specialized programs and operational services?

In addition to the data collected, comparison data may be used to provide contextual background information and an analysis of the various program offerings. The following is the data collection/reporting system for the summer programs and support planned for the summer.

SUMMER PROGRAMS, DATA COLLECTIION, AND REPORTING

The chart below outlines the program data that will be collected for the summer.

	Enrollment[1]	Student Demographics[2]	Attendance or Participation	Progress Indicator or Grade
Data Collection				
Official Summer School				
Official Summer School*	X	X	X	X
School Learning Hubs				
School Learning Hubs*	X	X	X	X
Summer Start Kindergarten Transition	X	X	X	X
OST Network	X	X	X	
Specialized Student Supports				
ESY*	X	X	X	
Specialized Support for Students with Disabilities (other than ESY)*	X	X	X	
ALPSS*	X	X	X	X
ELO for EL*	X	X	X	X
Education for Homeless Children & Youth (EHCY) YES Project	Participation by site, activities and resources provided			
Accelerated Learning				

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[1] Enrollment data may include program type, learning mode (blended, virtual), and/or course subject.

[2] Student demographics include grade level, gender, ethnicity, SPED status, EL status, disadvantaged status, and/or school-determined vulnerable status (e.g. students who are two or more grade levels behind, 4th graders who did not meet proficiency as 3rd graders). Student demographics may also include the aforementioned priority partiicipation categories.

Early College	Participation by high school, credits attempted, credits earned
College Career & Community Opportunities	
Summer Internships	Participation by high school, participation by State office
UHCC Programs	Participation by program
Infrastructure - Supports for Schools/ Students	
Summer Feeding	Number of breakfast and lunch meals served by complex area
Student Transportation	Available ridership information at the end of summer
Casual Personnel Hired	Count by classification, complex area, and school
Hawaii Keiki Health Hotline and Telehealth Service	Number of services rendered, services description
* Data will be collected via Infinite Campus	

Data Collection & Review Processes

Data will be collected and compiled from the various systems for reporting and analysis at the end of summer. An end-of-summer report will be posted publicly.

As part of the data collection and review process, preliminary reports will be shared with the complex area and state offices through the monthly Complex Area Representatives (CAR) meeting. The purpose of these collaborative meetings is to provide CAR and state-level offices opportunities to discuss and share findings of the various programs and provide relevant contextual information about the data.

The complex area and state office representatives serve as the primary liaison between the state offices and the schools. The representatives will attend regularly scheduled meetings to facilitate the verification and communication processes for accurate and timely data reporting.

Reporting

The report will be displayed through the Summer Learning data dashboard that will be available on the Department's website. The information will be updated and reported in August. The report will be published approximately two weeks after the data is initially pulled to allow offices and schools time to verify and discuss the reported data.

The dashboard report will be transmitted to the Board of Education and will be available to the general public to provide the aforementioned metrics, analysis, and explanations. Given the difference in data collection processes, comparison data may not necessarily be available for a longitudinal study of student progress. The

Department will continue to provide the context and analysis necessary to determine the progress and impact of its programming efforts.

INFINITE CAMPUS

Summer learning programs planning has been a collaboration with all the state offices. Because of the variety of summer learning programs being offered and the different types of data needing to be collected, schools will once again be responsible for setting up their summer offerings and entering data in Infinite Campus for these summer programs:
- Official Summer School
- School Learning Hubs
- ESY
- Specialized Supports for SPED
- Extended Learning Opportunities for EL
- ALPSS

To train users on Infinite Campus procedures specifically for the summer, the Office of Information Technology Services (OITS) School Process and Analysis Branch (SPAB) is providing two (2) Infinite Campus Trainings (via Webex) for all schools offering any type of summer program whose data is being collected in Infinite Campus (e.g., Official/Unofficial Summer School, ESY, Learning Hubs).

It is **highly recommended** that the summer programs director(s) and/or Department user(s) designated by the principal already have access to and be experienced in using Infinite Campus from use during the regular school year. These designated users will be required to input student enrollment, schedule, attendance, and grading. Summer programs director(s) and/or principal designee(s) should attend **BOTH** trainings.

Registration for the Summer Programs in Infinite Campus Trainings will be done through OITS, PDE3. A memo will be forthcoming with training dates.

Webex Trainings	Training Topics
Summer Programs in Infinite Campus Training #1 Set Up **Must attend one (1) section:** **Dates TBD**	How to: ● Input/understand calendar attributes for the summer program including period structure and school days. ● Pull down courses from Course Master. ● Create the necessary amount of sections for each course. ● Add/create teachers/staff to the summer program (as appropriate) through District Assignments. ● Enroll Department students in the summer program (search using Student Locator and SSES). ● Enroll non-Department students into the summer program using a 2022-23 SIS number. ● Create Households for students in Census. ● Schedule students with their summer courses via the Walk-in Scheduler.

	- End date students' schedules when course/program is done. - End date student enrollments.
Summer Programs in Infinite Campus Training #2 - Data Entry **Must attend one (1) section:** **Dates TBD**	How to: - Enter attendance for the summer program courses. - Enter final grades/marks for the summer program courses. - For secondary schools with transcript data: Work with the secondary school registrar to post grades to transcript after final marks/grades are entered.

OTHER INFORMATION

Inquiries regarding program allocations, expenditure plans, and payroll are handled by the Office of Fiscal Services (OFS). OFS serves as the Department's lead for the following funding sources:

- Coronavirus Aid, Relief, and Economic Security (CARES) Act funds (March 27, 2020).
- Coronavirus Response and Relief Supplemental Appropriation (CRRSA) (December 27, 2020).
- American Rescue Plan Act (ARP) (March 11, 2021).

The Office of Curriculum and Instructional Design (OCID) serves as the program manager for official summer school programs, Hawaii Online Courses (HOC), and School Learning Hubs.

The Office of Student Support Services (OSSS) serves as the program manager for all the student support services (e.g., ESY, EOL, Specialized Support for Students with Disabilities, EHCY, ALPSS, etc.).

The Office of Strategy, Innovation, and Performance (OSIP) serves as the program manager for the following programs: A+, ES Uniting Peer Learning, Integrating New Knowledge (Uplink), Resources for Enrichment, Athletics, Culture, and Health (REACH), Nita M. Lowey 21st Century Community Learning Centers.

The Office of Information Technology Services (OITS) School Process and Analysis Branch (SPAB) provides Infinite Campus training.