



## High Plains Educational Cooperative

"High Plains Educational Cooperative will assist and support the member districts in providing educational services which will maximize opportunities for all children to live, learn, and work in society." *HPEC Mission Statement*

621 E Oklahoma  
Ulysses KS 67880  
620-356-5577  
www.highplained.com

### Frequently Asked Questions about Extended School Year (ESY)

#### 1. If I work during the summer, how am I paid?

Your hourly pay is the same as during the school year. You are paid for the time you need to plan, provide services, and to travel from your base school. You are paid mileage if you are traveling away from your base school.

#### 2. I'm not teaching this summer. What are my responsibilities for

- **planning and lesson plans?** We anticipate the TOR will want to have some input into the services provided during the summer. Most will want to plan the initial week of lesson plans or write-out a plan for services so there is continuity between what the student has been doing and will be done during ESY. Without some information from the TOR, a considerable amount of ESY service time will be spent getting to know the student. You are welcome to stay in contact with the ESY service provider.

The teacher can be paid for this planning time. It should be listed on the ESY form.

The timesheet should document the planning occurred AFTER the regular school year has been completed. Planning done during regular school hours before school is out, can not be paid since the professional is already receiving salary for the time.

- **assuring there is a service provider for the summer?** Every teacher should make contacts to help find service providers for students who need ESY services. Call other teachers in your district and teachers who have provided services previously. After these attempts, call Amber Miller and she will help locate a service provider.
- **ESY page on IEP?** The IEP team is responsible for determining if ESY services are needed. The TOR is responsible for filling out the ESY page on the student's IEP, completing necessary paperwork, and sending it to the HPEC central office. Before writing the final paperwork, it is necessary to discuss with the ESY teacher where and when services will be offered. It also is necessary to check with the principal about arranging for a room (if needed) and transportation (if needed),

#### 3. I am providing ESY services for students not on my regular caseload. What are my responsibilities for

- **planning?** Ideally some preliminary plans/information from the TOR will be available to you. You are responsible for assuring well-planned instruction/activities are provided during ESY.
- **feedback to TOR?** So we have continuity in instruction and expectations, the goal page worked on during ESY will need to be updated. Many teachers will choose to leave additional feedback for TOR so they will understand fully what happened during ESY. If you are not the regular TOR, you will be granted access to the student's IEP during the first week of anticipated ESY services until one week after ESY services have ended. Please get your data entered before you lose access to the IEP.

4. **Who can I call for help?** If your questions are student specific, try contacting the TOR. Amber Miller is the administrator responsible for summer school. Your regional supervisor could be of assistance. Call the office, 620-356-5577, and we'll find someone who can help you!
5. **Who's responsible for finding paraeducators to work during ESY?** See question 2, second section.
6. **What if a student does not attend ESY services?** Call the parent to see what the reasons for missing services are. Let the Amber know a student is not attending as planned. We are responsible for providing the services so we must be there to provide them as arranged at the beginning of summer school unless parents tell us directly their child will not be attending any more ESY services.

Often parents decide to take a family vacation, or have other priorities, which cause them to decide not to send their child for summer services for a period of time. Even though the services were decided to be necessary and the parents signed the paperwork, summer is still a time of changing schedules and decisions for families. ESY is a service that we are obligated to provide as agreed upon. It is not included in the compulsory attendance laws. Parents can change their minds. It is important to stay in touch with them and to stress the child's educational needs.

It also is important, when writing the addendum, to ask parents about possibilities of being gone for part of the service time. This allows it to be written into the addendum and planned when determining time.
7. **Who attends ESY?** Remember, ESY is not for any student who might benefit or for credit recovery. It only is for students that the IEP team has determined will be at risk for significant regression of skills if ESY is not provided during the summer. Whether the student receives ESY services should be a data driven decision. Review the IEP goals for regression over school breaks such as Thanksgiving or Christmas and the time it took for the student to return to his previous level of performance prior to the break. Many students, with or without IEP's show regression after school breaks. This means very few students receive these services.
8. **Can a student just attend the general education summer school program?** Summer school does not have the number of students or the diversity of levels seen during the regular school session. Students with disabilities may be able to attend the general education summer school program without support even though they receive support in a specific class during the school year. If the student can attend a summer program offered by the district without support from special education (no extensive adaptations needed), then it is not ESY. You do not have to write an addendum or make any arrangements. Students who need significant modifications/adaptations for participation in a summer school program will need an ESY addendum. Again, this is a data driven IEP team decision. These are ESY services since special education staff is required for the student to attend the summer program. The student must receive services based on his/her IEP identified goal and the goal must be updated for progress of ESY service.
9. **Can a paraeducator work more hours than the supervising teacher?**  
No.
10. **Can a student receive more services in the summer than during the regular school year?**  
No.

Please keep attendance for students who are assigned to you for ESY services. The attendance logs will need to be sent to the HPEC central office when you complete your ESY services. These logs are audited by the state of Kansas.