

Extended School Year (ESY)

Program

Summer, 2016



Trenton Public School District

Parent/Student Resource Guide

July 6, 2016 through August 16, 2016



Welcome to the 2016 Extended School Year Program

Federal law, and New Jersey special education code require school districts to provide, when appropriate, special education and related services to students identified as having a disability.

The Trenton School District in meeting our obligation to offer each child with a disability a free, appropriate, public education (FAPE) makes available programs and services that are designed to meet each child's individual needs. Some children may require services that extend beyond the traditional school year. These services are known as "Extended School Year (ESY) Services". These services are not for all identified students, as decisions to provide ESY are made on an individual case by case basis through the IEP process.

During the IEP process the Team members and the parent examine data and documentation to determine whether there will be significant or substantial regression of critical educational skills over the summer months and whether the recoupment of these skills would be beyond the reasonable expected time lines for similarly handicapped students.



Welcome to the Trenton Public School Extended School Year Program

Dear Parents and Students,

Welcome to the 2016 Extended School Year Program!!

This handbook has been developed for your convenience and knowledge to answer any questions that you might have about the 2016 Extended School Year Program.

The program officially starts on Wednesday, **July 6, 2016** at the P.J. Hill Elementary School at 1010 East State Street, Trenton, New Jersey.

The program will end on **August 16, 2016**.

The program will run from 8:30 AM to 12:30 PM Monday through Friday.

We look forward to meeting all of you on the opening day of the program.

Should you have any questions or concerns prior to the opening of the program please do not hesitate to contact me at the number listed below.

Sincerely,

Clement S. Bramley, Jr. & Susette Jackson

Program Coordinators

(609) 656-4900 X 5762 or 5785



Program Components

Trenton Public Schools Extended School Year (ESY) program provides education and therapy-based activities that help students maintain and enhance the level of performance they have achieved in their IEP goals throughout the regular school year.

The ESY curriculum includes special education and speech/language, physical and occupational therapies. The Trenton School District applies the same team-based approach that drives our school-year programs. ESY staff plan educational activities around basic academic instruction in reading, writing and mathematics.





Policies & Procedures:

REPORTING AN ABSENCE:

If your child will be absent from school please call (609) 656-4000 X 5697. If your child is tardy to school please report to the office to get a tardy slip before he/she enters the classroom.

LATE ARRIVALS:

School begins each morning at 8:30 AM. Any student that arrives and reports after 8:45 AM will be counted as tardy. Please do not allow your child to come to school before 8:25 AM as supervision will not be available. When students arrive, they should report directly to the cafeteria and sit at the table that is designated for their classroom. Classroom lists will be posted on the first day of the program outside the cafeteria.

EARLY DISMISSALS:

The school day ends at 12:30 PM. Students may only leave school grounds when they have parental permission and are checked out from the office. **Parents MUST sign out their students in the office.** If someone other than a parent/guardian comes to sign out the student, a note from the parent will be required, verbal permission is not acceptable. **Photo identification is required from any person who picks up any student.**

DRESS STANDARDS:

Children are expected to dress in good taste for school and in a manner appropriate for the weather. Halter tops, see-through shirts/blouses, undersized shorts, and clothing with inappropriate words or messages will not be permitted. Hats, caps, headgear (scarves and bandanas included) are NOT to be worn in the building.

BREAKFAST/LUNCH:

Students will be served breakfast in the morning: beginning at 8:25 AM. Students who would like to participate in the breakfast program will be given the opportunity to pick up breakfast before they go to their classrooms. Lunch will be served beginning at 12:00 PM.



Policies & Procedures:

TELEPHONE INFORMATION:

You can reach the ESY Office by calling (609) 656-4000 X 5697.

It is important that families report any change in address or telephone numbers. In case of emergency this is very **IMPORTANT**.

SCHOOL NURSE:

You can reach the Nurses Office by calling

(609) 656-4000 X 4978

You can assist your school nurse by:

- ◆ Keeping a student home who is running a fever, vomiting and/or seem too ill to benefit from the school program. Please notify the office when you are keeping a student at home.
- ◆ Sharing any and all medical information that might affect your child's performance at school in any way.
- ◆ Sending all medications to be taken in their original container along with a note containing specific instructions which has been signed and dated by the student's parent /legal guardian. This note should list the name of the medication and the time/dosage information. This procedure must be followed even with over the counter medication.
- ◆ Complete your child's medical information sheet, indicating any allergies your child may have and return it to the child's teacher during the first week of school.

