



2022 Summer Rising Accommodation Process

Goals and Guiding Principles:

- Ensure **students** are supported and safe throughout their entire Summer Rising experience, given the unique programming model.
- Provide **parents** with an understanding about what supports will be available for their students, including for health or behavioral needs, and especially if their students have more severe needs.
- Streamline the process for **principals** to provide accommodations to students.
- Ensure **CBOs** are equipped with the information they need to meet students' health and safety needs, as well as to ensure students' equal participation in programming.

Reference Table – DOE Academic Hours + DYCD Enrichment Hours

| | DOE Academics | DYCD Enrichment |
|---|----------------------------|--|
| - D1-32 Students (including students with 10-month IEPs) - D75 Inclusion Students - Students with 12-month related services (who enrolled in SR and are not also in D75/D1-32 ESY programming) | 7/5-8/12: M-Th, 8:00-12:00 | 7/5-8/12: M-Th, 12:00-6:00, F 8:00-6:00 |
| D1-32 ESY Students | 7/5-8/12: M-F, 8:10-2:10 | 7/5-8/12: M-F, 2:10-6:00 |
| D75 Ch. 683 Students | 7/5-8/12: M-F, 8:10-2:40 | 7/5-8/12: M-F, 2:40-6:00 |
| ASD Students | 7/5-8/1: M-Th, 8:00-12:00 | 7/5-8/1: M-Th, 12:00-6:00; F 8:00-6:00 8/2-8/12: M-F, 8:00-6:00 |

***Students in grades K-5 have the opportunity to participate in a 7th week of programming, August 15-19, that is entirely enrichment (M-F, 8am-6pm).*

Determining Need for Paraprofessional/Nurse Support

Guidance for Teachers and Sending Principals

From early May through early June: An administrator from a student's home school periodically reviews the RSMR report to identify any students with IEPs or 504 Plans who are enrolled in Summer Rising **and** who may require accommodations (e.g., paraprofessional and/or nurse support) to fully participate in the program.

Unless they are participating in the DYCD Enrichment portion of Summer Rising, students with 12-month IEPs attending ESY/Chapter 683, or ASD summer programs do not need to be included in this identification, as their paraprofessional and/or nurse supports will be provided as recommended on their

IEPs. Schools should complete the steps below for students in these groups who are electing to stay for enrichment and require accommodations (see table above for enrichment hours).

The administrator should identify the teacher most familiar with the student's needs, and that teacher (in consultation with relevant school staff, e.g., IEP teacher or 504 Coordinator, and the school or Office of School Health Nurse (must consult for student with health needs)) will complete a [2022 Summer Rising Accommodation Plan](#) ("Accommodation Plan") for that student. This Plan should only be completed if the student needs accommodation to fully and safely participate in Summer Rising (academics, enrichment, or both). Completion should be guided by (1) the individualized needs of each student; and (2) the guidance below:

- Student needs a paraprofessional or nurse for a health reason:** will receive a para/nurse from 8am-6pm, M-F, for the duration of the program. This includes:
 - School nurse services (including any 1:1 nurse recommendation)
 - Orientation and mobility paraprofessional
 - Toileting paraprofessional
 - Health paraprofessional (instructions for collaborating with the nurse to ensure paraprofessionals receive required health training before serving a student with health needs are in the Collaborative Planning Guide. Trained staff, or 1:1 nurse for students with assigned 1:1 nursing coverage, must be present with the student during all programming, including any field trips)
- Student typically has a 1:1 behavior paraprofessional during the school year:** will receive a paraprofessional during the DOE-led academic portion of the day
 - For the DYCD-led enrichment portion of the day, there will be an option on the Accommodation Plan to recommend a 1:1 paraprofessional, a group paraprofessional (see below), or no paraprofessional, depending on the student's needs
- In addition to 1:1 paraprofessionals allocated above as needed, DOE staff will have the alternative to recommend a student into a class with a group paraprofessional (6:1) during DYCD enrichment, if that is the appropriate level of support for enrichment activities**

In order to support teachers in making determinations regarding support for their students who are attending Summer Rising, principals should provide time as outlined below:

- ES teachers (K-5) will complete the Accommodation Plan for up to 5 students per week as part of their duties and responsibilities in lieu of administrative assignments to the extent they exist; and
- MS/JHS teachers (6-8) will complete the Accommodation Plan for up to 10 students per week as part of their duties and responsibilities in lieu of administrative assignments (C6).
- All teachers will be compensated at the rate of one coverage payment for every two additional students per week as directed by the school administration.

Once completed, a copy of each student's Accommodation Plan must be shared with the student's parent or guardian. Schools should ensure Plans are translated for parents upon request. Parents should raise any concerns with the plan within two business days of receiving it. The sending principal can determine how to address family feedback.

By June 13: The sending school principal or designee must: (1) upload the Accommodation Plan as a Document Related to IEP (labeled “Summer Rising Accommodation Plan”) in SESIS (for students with IEPs) or email the Plan to 504Questions@schools.nyc.gov with the school-based 504 Plan (for students with 504 Plans) with the subject line “2022 Summer Rising Accommodation Plan”; and (2) email the Plan to PICs using their DOE email address. Sending principals or designees and PICs can discuss the best cadence to share plans (e.g., all at once, on a rolling basis, etc.). Sending principals should alert PICs if they are sharing any plans after June 13 (late registrations, etc.).

Hiring Paraprofessionals

Guidance for Principals in Charge

The PIC and/or designee (e.g. an AP) should review all plans and meet with sending principals on an as-needed basis to clarify or discuss plans. PICs should use the information in the plans to hire paraprofessionals for the academic and enrichment components of the day. For a paraprofessional needed for the 8am – 3pm portion of the day, there will be a central posting. For a paraprofessional needed for the 3pm – 6pm portion of the day, schools should make a local posting based on actual need, and can adjust hours/dates as needed -- see [template for local posting](#). **To ensure continuity of care, the same paraprofessional should serve the student for the full day whenever possible.**

For sites providing enrichment to students in ASD, ESY, and/or Ch 683 programming: Depending on the number of students being served, the CBO’s capacity, and the students’ individual needs, PICs may choose to hire additional group (6:1) paraprofessionals for these programs during enrichment hours to support students more generally.

By June 20: The PIC or designee shares the Plans for all students in their building with:

1. The site nurse and paraprofessional. The site nurse shares the Plan with any 1:1 nurses at the site.
2. CBO staff (via paper copy) on a need-to-know basis (e.g., site director and CBO staff person working directly with the student) in order to accommodate the student and ensure their safe and full participation in the program.
 - CBOs will also receive health information (e.g., allergies, asthma) directly from (1) the DYCD form families will complete after applying through the enrollment portal and (2) the site nurse, when needed/as appropriate.
 - The PIC should also share information about paraprofessionals hired for the enrichment portion of the day so that CBOs can begin scheduling (see below).

Scheduling Paraprofessionals/Nurses

Guidance for PICs

Paraprofessional responsibilities include but are not limited to: supporting the student consistent with their Accommodation Plan, which for 1:1 paraprofessionals means accompanying them during all activities; and for the 1:1 or designated group paraprofessional, accompanying the student from their classroom at the end of the DOE portion of the day to the location where enrichment activities will be taking place, if they have a change in paraprofessional support at that time.

Nursing Coverage: Office of School Health Nursing Supervisors, Borough Nursing Directors, or Nurses will communicate with PICs regarding the nurse assigned to their site. The student's 1:1 nurse from the school year, or a replacement identified by the nursing agency or Office of School Health, will be assigned to the student during Summer Rising. For 1:1 nursing coverage on trips, the PIC and/or their designee communicates with the nurse and/or parent regarding the trip at least 2 weeks in advance to ensure coverage is available. Students must not be excluded from field trips due to their disability/ies.

Guidance for DYCD CBOs

By June 27: CBOs assign paraprofessionals to classrooms/students for the enrichment portion of the day. There should be no more than 6 students in a single classroom who require group paraprofessional support, and whenever possible, there should be no more than 1 group paraprofessional per room. CBOs are encouraged to distribute students needing accommodations across classrooms to help maximize inclusivity.

Ongoing: During the summer, CBOs can use an [escalation protocol](#) to request a change in a student's level of support, especially for charter and/or nonpublic school students whose needs may not be previously known to the DOE. Escalations must be brought to the PIC, who will make the final decision as to whether additional paraprofessional support is warranted. CBOs can use this same escalation protocol to flag any paraprofessional/nurse job performance or supervisory issues during the DYCD enrichment portion of the day.

Additional Guidance

A Note on Sharing Documents Safely

Confidential information, including Summer Rising Accommodation Plans, must only be shared with the individual(s) who are authorized to access such information.

When documents or folders are shared too broadly or made accessible to all users, the information can be improperly accessed by individuals not authorized to access such information.

Confidential (or sensitive) information includes any data about students collected by schools, districts, government agencies, or organizations and companies working with schools that might reveal specific students' identity or personal information. Confidential information includes:

- student records, transcripts, IEPs, medical information, OSIS numbers or grades
- parent contact information
- employee social security numbers, employee IDs, or dates of birth

In general, confidential/sensitive data, also known as PII (Personal Identifiable Information) is any data or information that can be used to identify a particular individual(s). For more information, visit "[How to Share Documents Safely](#)" on the DOE InfoHub.

Health Training for Paraprofessionals and Identified DOE Staff

The PIC or their designee must meet with the school nurse to ensure that all paraprofessionals, and other DOE staff they identify, who will be working with students with health needs receive required health training **before the student begins attending Summer Rising** to ensure the student's safety during the entire day. For example, as outlined below, all paraprofessional(s) and identified DOE staff working with a student with diabetes must complete both the diabetes WeLearnNYC webinar and in-person skills training.

For students who do not have a 1:1 paraprofessional: during both the DOE-led academic instruction **and** DYCD CBO-led enrichment activities, the group paraprofessional or other DOE staff person who have received health training must be present with the student at all times.

Diabetes Requirements

1. Level 1 + Glucagon or Level 2 Webinar

DOE full-time or substitute paraprofessionals serving students with diabetes in Summer Rising, and any DOE staff who worked with a student with diabetes during the school year, must have already completed their required Level 1 + Glucagon (school staff) or Level 2 (paraprofessionals) training on the [WeLearnNYC](#) webinar platform. The PIC or designee may ask to see the training recipient's certificate of completion or confirmation email (the recipient may log into [WeLearnNYC](#) to view their completed courses), or may contact their [Health Director](#).

If a DOE paraprofessional serving a student with diabetes in Summer Rising has not completed this training, time must be provided either during the school year or during the Summer Rising professional development time to complete the training.

- **To enroll DOE paraprofessionals or staff** in Level 1 + Glucagon or Level 2 training, the PIC or their designee completes the [DOE enrollment form](#)
 - **To enroll a contract paraprofessional** being used as a temporary replacement for a full-time paraprofessional, the PIC/designee completes the [external enrollment form](#).
2. Student-Specific In-Person Skills Training: Delivered to the paraprofessional or identified DOE staff working with the student by the school nurse or the Office of School Health.