



Key District Practices for Successful Elementary Grade Summer Learning Programs (with links to additional guidance from Summer Learning Toolkit)



<p style="text-align: center;">Start Planning Early</p> <ul style="list-style-type: none"> • Start cross-department planning by January • Make key programmatic decisions, such as targeted student population and program duration, upfront • Meet regularly and plan for both academics and enrichment activities • Engage in a continuous improvement process <p><i>Additional guidance on summer program planning</i></p>	<p style="text-align: center;">Structure Program for Sufficient Academic Time on Task</p> <ul style="list-style-type: none"> • Schedule academic instruction for three to four hours per day • Schedule the program to span five to six weeks • Provide teachers with strategies for maximizing instructional time • Ensure smooth site operations from Day 1 <p><i>Additional guidance on academics</i></p>	<p style="text-align: center;">Use Effective Student Recruitment Practices</p> <ul style="list-style-type: none"> • Develop clear and timely recruitment materials that explain program requirements and features • Personalize recruitment of students and their families • Follow up with enrollees before the program starts <p><i>Additional guidance on student recruitment and a summer learning recruitment guide</i></p>	<p style="text-align: center;">Hire Effective Instructional Staff</p> <ul style="list-style-type: none"> • Develop rigorous processes to recruit and hire effective, certified teachers with grade-level and content experience for academic classes • For enrichment classes, hire instructors with strong content expertise • Train enrichment instructors in behavior management strategies <p><i>Additional guidance on staffing</i></p>
<p style="text-align: center;">Provide High-Quality Academic Instruction</p> <ul style="list-style-type: none"> • Select curricula that are aligned to school-year standards and students' needs • Instruct in small classes or groups • Provide support to students with special needs • Give teachers sufficient training and ongoing support <p><i>Additional guidance on curricula and on providing professional development</i></p>	<p style="text-align: center;">Foster a Positive Summer Site Climate</p> <ul style="list-style-type: none"> • Train all staff on the importance of positive adult engagement with students throughout the day — not only in classes • Develop a clear, positive message about the summer site culture and ask staff to consistently convey it to students • If resources allow, consider hiring staff to support positive student behavior <p><i>Additional guidance on site climate</i></p>	<p style="text-align: center;">Maximize Attendance</p> <ul style="list-style-type: none"> • Establish firm enrollment deadlines and keep electronic student records • Establish a clear attendance policy and track student-level attendance data • Provide free meals and transportation • If resources permit, provide field trips, enrichment activities and other incentives to attendees <p><i>Additional guidance on attendance and resources</i></p>	<p style="text-align: center;">Strive for Cost Efficiencies</p> <ul style="list-style-type: none"> • Capitalize on existing district experts and systems • Hire staff based on projected daily attendance, not on the initial number of enrollees • Connect summer and school-year curricula • Partner with community-based organizations to provide enrichment activities <p><i>Additional guidance on budgeting for summer and enrichment partnerships</i></p>