SUMMER LEARNING TOOLKIT

Evidence-based tools and guidance
for delivering effective programs

PLANNING & MANAGEMENT
ACADEMICS & ENRICHMENT
STAFFING & PROFESSIONAL DEVELOPMENT
SITE CLIMATE
STUDENT RECRUITMENT & ATTENDANCE

summerlearningtoolkit.org

G GUIDANCE FOR SAMPLE:

ROCHESTER SUMMER STAFF HANDBOOK

This document provides guidance on how to use the Rochester Summer Staff Handbook sample
available in the Summer Learning Toolkit. You can also access the sample in
the Staffing and Professional Development section of the Toolkit .

What is the *ROCHESTER SUMMER STAFF HANDBOOK* sample and how can you use it?

Developed by the Rochester City School District, the Rochester Summer Staff Handbook provides staff an overview of several of the program's operating policies and procedures. The handbook includes a defined behavior management plan with expectations for students and staff aligned with School Wide Positive Behavior Supports (SWPBS). Sample classroom rubrics, examples of student acknowledgement techniques, and resources to support staff in managing student behaviors are all included.

Why are staff handbooks important?

While a handbook alone is not sufficient pre-service training, it provides standard reference material for all staff on roles and responsibilities and introduces or reinforces the culture and priorities of the program. RAND recommends that districts provide training prior to the program that clearly articulates the goals of the program and emphasizes key factors including: site logistics, site climate,

Wallace

THE LEARNING AGENDA

student attendance, use of instructional time, quality of academic and enrichment instruction, and adult engagement with students throughout the day. RAND also recommends that districts expect site leaders to develop clear roles and responsibilities for staff, including who monitors meals, leads classes, and manages transitions, while communicating a clear, positive message of their summer site culture to staff.

Who can benefit from this resource?

- District central office managers
- School-based program leaders
- Nonprofit program leaders
- Teachers
- Enrichment Staff

Tips for developing an effective staff handbook

- Ensure that all staff understand behavioral expectations. Be sure your code of conduct states, in simple terms, how staff should respond to particular behaviors.
- Devote pre-service training time for all staff to review the staff handbook and practice the approaches and strategies it describes.
- If your program prioritizes social and emotional learning, make all staff are aware of the social and emotional skills your program aims to nurture and develop in students. Be clear about how staff should support students' social and emotional development and how your behavior management expectations align to your program's overall goals.