

8 KEY

Summer Learning Practices for Elementary School Districts

KEY: ● Academics & Enrichment ● Student Recruitment & Attendance ● Staffing & Professional Development ● Site Climate ● Planning & Management

1 Start Planning Early

- Start cross-department planning by January
- Make key programmatic decisions, such as targeted student population and program duration, upfront
- Meet regularly and plan for engaging academic and enrichment activities that meet students' needs and interests
- Engage in a continuous improvement process



Additional guidance on summer program [planning](#)



2 Structure Program for Sufficient Academic Time on Task

- 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



Additional guidance on [academics](#)



3 Use Effective Student Recruitment Practices

- 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



Additional guidance on [student recruitment](#) and a summer learning [recruitment guide](#)

4 Hire Effective Instructional Staff

- Develop rigorous processes to recruit and hire effective, certified teachers with grade-level and content experience for academic classes
- Incentivize educators to teach in the summer
- For enrichment classes, hire instructors with strong content expertise
- Train enrichment instructors in positive behavior management strategies



Additional guidance on [staffing](#)



5 Provide High-Quality Academic Instruction

- Select curricula that are aligned to school-year standards and students' needs
- Instruct in small classes or groups
- Hire special education teachers and staff to provide support to students with special needs
- Give teachers sufficient training and ongoing support



Additional guidance on [curricula](#) and on [providing professional development](#)



6 Foster a Positive Summer Site Climate

- Establish a positive behavior management policy that outlines expectations for students and adults
- 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



Additional guidance on [site climate](#)

7 Maximize Attendance

- 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, prizes, and other incentives to attendees



Additional guidance on [attendance](#) and [resources](#)



8 Strive for Cost Efficiencies

- Capitalize on existing district experts and systems
- Hire staff based on projected daily attendance, not on the initial number of enrollees
- Adapt the school-year curricula for the summer
- Partner with community-based organizations to provide enrichment activities



Additional guidance on [budgeting](#) for summer and [enrichment partnerships](#)