



Evidence-based tools and guidance
for delivering effective programs

PLANNING & MANAGEMENT
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GUIDANCE FOR SAMPLE: **DUVAL SUMMER STAFF HANDBOOK**

This document provides guidance on how to use the Duval 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 *DUVAL SUMMER STAFF HANDBOOK* sample and how can you use it?

Developed by Duval County Public Schools, the Duval Summer Staff Handbook serves as an internal district guide providing staff with general information about the Super Summer Academy. It includes an overview of the program schedule and administration deadlines, participating schools, operating policies and procedures, and the student discipline policy. The handbook also provides a summary of diagnostics used for student assessment, a breakdown of the program's weekly themes, and a staff roster and contact sheet.

Why are staff handbooks important?

In "Getting to Work on Summer Learning," RAND authors note that launching a summer program is akin to starting a new school year, but with less time for planning and execution. With many important program factors to discuss and often short timelines for onboarding staff and partners, a comprehensive staff handbook can be a helpful tool. Policies and procedures for important activities such as recording attendance, communicating the importance of attendance, and reaching out to families when students are absent can be outlined in a staff handbook. Further, site-level expectations regarding behavior management, instruction, and logistics can be documented for easy reference across the program. Distributing the handbook in advance of staff training may eliminate the need to discuss many logistical factors, providing more time for hands-on practice with curricula or joint planning among staff.

Who can benefit from this resource?

- District central office managers
- School-based program leaders

Tips for effectively using staff handbooks

The sample provided includes information on a variety of important topics, including program schedule, contacts, policies and procedures, instructional expectations, and program assessments. Use your knowledge of your own program, such as staff FAQs and areas of noted inconsistency in practice, to ensure your staff handbook covers what matters most. Additional tips include:

- Use your handbook as reference material during your staff training, distributing copies in advance and noting where information can be found in the handbook as it is covered in the training.
- Add notes to a working copy of your handbook during staff training and throughout the summer to document additional content that should be added for the next year. As your program matures, so too should your staff handbook.

