



Evidence-based tools and guidance
for delivering effective programs

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

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SAMPLE: ROCHESTER SUMMER PROGRAM CHARTER

For information on the importance of a district program approval process and tips for managing multiple programs, review Rochester Summer Program Approval Process Guidance.

Developed by Rochester City School District to streamline summer planning and operations, the Rochester Summer Program Charter must be completed by each program in the district. The form documents important information about a program, including its goals in ELA, math, and attendance, how it will measure progress, and anything it needs from the district to be successful.

Program Charter for Summer Learning 2015

The Program Advisor is accountable for the overall success of the summer program. It is the responsibility of the Program Lead, in consultation with the Program Advisor and the program team and/or other key stakeholders, to complete this Charter and to present it to the Summer Learning Leadership Team. This is a key step to ensure that the program is well defined and that leaders and staff are aligned to a clear set of goals and the path to success.

Program Name:
Program Roles – Below, please list the names of the staff assigned to the key roles for this program.
Program Advisor:
Program Lead:
SME's (School Year Principals, Spec. Ed., Parents, Students, Counselors, Other):
SS Principals:
Project Manager:
Other Stakeholders:

Directions for Setting Program Goals: Using the context of RCSD’s 3 Academic Priorities, last year’s program results and the 2014 SS Recommendations for Improvement, define at least one ELA, Math, and Attendance Goal, with measures that would target improvements for results in each category over last year. Targets, if realized, would make a real difference for your key stakeholders (students and teachers). *Example goals are as follows: 1) All Programs K-7: Students in Grades K-7 participating in this program will see less than one point loss in their RIT score on the NWEA ELA and Math MAP assessment in the Fall of 2015. 2) Commencement: Individual students will grow a minimum of 5% from pre to post test. Commencement students will improve performance on the Regents exam by an average of 10%. 3) All Programs K-12: The average attendance for students who attend at least one day in this program will be 70% or above. 4) All Programs K-12: The no-show students will be less than 10% of all the students enrolled in this program.*

Program Goals and Measures (Please make sure your goals are SMART (Specific, Measurable, Achievable, Relevant and Timely). Measures should specify targeted gains from pre- to post-test as well as any other measures/targets that could be used to evaluate program and student outcomes.

Directions for identifying Key Steps w/ Results or Outputs for your program: For each of your goals identify the most significant steps your team will need to take to produce the results or outputs your team will need to deliver in order to successfully realize the goal. *An example might be: Early identification of students who are at risk for high rates of absenteeism resulting in an At Risk Student Report. Preventative action planning – calls to high risk students before summer program begins, resulting in individualized plans for high risk students, etc.*

Key Steps/Outputs: Make sure that each step has a corresponding result (output)

Goal #1

Measures:

Step	Result/Output
1.1	
1.2	
1.3	

Goal #2

Measures:

Step	Result/Output
2.1	
2.2	
2.3	

Goal #3

Measures:

Step	Result/Output
3.1	
3.2	
3.3	

Goal #4

Measures:

Step	Result/Output
4.1	
4.2	
4.3	

