



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



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 both academics and enrichment activities - Engage in a continuous improvement process <i>Additional guidance on summer program planning</i>	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 <i>Additional guidance on academics</i>	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 <i>Additional guidance on student recruitment and a summer learning recruitment guide</i>	Hire Effective Instructional Staff - 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 <i>Additional guidance on staffing</i>
Provide High-Quality Academic Instruction - 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 <i>Additional guidance on curricula and on providing professional development</i>	Foster a Positive Summer Site Climate - 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 <i>Additional guidance on site climate</i>	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, enrichment activities and other incentives to attendees <i>Additional guidance on attendance and resources</i>	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 - Connect summer and school-year curricula - Partner with community-based organizations to provide enrichment activities <i>Additional guidance on budgeting for summer and enrichment partnerships</i>

Sources: Getting to Work on Summer Learning: Recommended Practices for Success, 2nd Edition, RAND 2018; <https://www.wallacefoundation.org/knowledge-center/summer-learning/toolkit/pages/default.aspx>