SUMMER LEARNING TOOLKIT

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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G **GUIDANCE FOR SAMPLES:**

ROCHESTER SUMMER PROGRAM APPROVAL PROCESS

This document provides guidance on how to use the Rochester Summer Program Approval Process samples available in the Summer Learning Toolkit. You can access the samples through the links below or in the Planning and Management section of the Toolkit.

ROCHESTER SUMMER PROGRAM REQUEST FOR APPROVAL

ROCHESTER SUMMER PROGRAM CHARTER

What are the ROCHESTER SUMMER PROGRAM APPROVAL PROCESS samples and how can you use them?

Developed by Rochester City School District to streamline summer planning and operations, the Rochester Summer Program Approval Process includes two documents: the Rochester Summer Program Request for Approval and the Rochester Summer Program Charter. The Summer Program Request for Approval is used by the central office to track all summer learning programs offered throughout the district and identify budget and management efficiencies as appropriate. Each individual, school, or organization wishing to offer a summer learning program must first submit a request through central office for review and approval. Review criteria ensure that the program meets a need; adheres to quality and best practices guidelines; and can be efficiently accommodated by various departments. Each program must complete a Summer Program Charter to document its program goals in ELA, math, and attendance, how it will measure progress, and anything it needs from the district to be successful.

Why is an approval process important?

Most districts have several, if not dozens, of summer programs. Creating a standardized intake protocol enables a district to allocate its staff, facilities, transportation, and food resources more efficiently across programs and decide which functions to centralize, such as professional development, curriculum, and human resources. With comparable information on all summer programs, districts may decide to combine or eliminate some programs while expanding others.

Who can benefit from these resources?

- District central office managers
- School-based program leaders
- Nonprofit program leaders

Tips for an effective program approval process

RAND recommends committing to summer programming by December, including district and site-level staff in the planning process, and centralizing some decision-making. Release the request form in early-to-mid fall to meet this timeline goal, and establish a cross-team district review committee to make decisions about program requests. Once selections are made, support each site in developing its charter by reminding them of the district's academic priorities and providing program providers with any data that will help them set aligned goals.