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## DISTRICT SUMMER SCHOOL PROGRAM (LNT-P004)

WENATCHEE SCHOOL DISTRICT

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### 1.0 SCOPE:

- 1.1 This outlines the procedure for developing and conducting the district's summer school program.

**The online version of this  
procedure is official;  
therefore, all printed versions  
are unofficial copies.**

### 2.0 RESPONSIBILITY:

- 2.1 Assistant Superintendent of Learning and Teaching

### 3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Superintendent of Learning and Teaching

### 4.0 DEFINITIONS:

- 4.1 AMS – Assessment Management System profile

### 5.0 PROCEDURE:

- 5.1 During October, the Assistant Superintendent of Learning and Teaching develops the summer school team including Human Resources, Special Programs, Food Services, Childcare Services, and the Wenatchee Valley Museum.
- 5.2 Administrators are hired for summer school by January 1. (See Procedure HRO-P001 for information on hiring.)
- 5.3 During January, February, and March, the team plans for the summer school curriculum, fees, and format. The team reviews funding when planning and identifies site-specific summer programs for the purpose of coordination.
- 5.4 The major players involved meet to finalize the summer school plan in late February. This includes identifying top priority students and notifying parents at spring conferences.
  - 5.4.1 Administrators follow detailed state and federal requirements for migrant summer school, specifically the federal government's Migrant Summer School Planning Framework. They also consult Special Programs personnel and building principals in identifying priority students.
    - 5.4.1.1 In order to be accepted into summer school, referred students must be in the bottom quartile or have attendance issues.
- 5.5 During February-March, Summer School Administrators hire staff (teachers, secretary, high school teaching assistants, paraeducators, custodian) for summer school. (See Procedure HRO-P001 for information on hiring.)
- 5.6 Beginning in March, the administrators communicate with all departments that will be providing services during summer school (Food Services, Transportation, Principals of summer school sites, Maintenance, Daycare Services, and Volunteers).
  - 5.6.1 A list of student names and addresses is begun for Transportation.
- 5.7 The brochure and registration form for summer school are finalized for publication by April. The brochure is published in both English and Spanish. This includes site-specific summer school dates and contact information

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- 5.8 Application letters with the brochure and registration form are mailed to parents the week after spring break, including subsidies applications and daycare registration. Students not meeting promotion standards are identified.
  - 5.8.1 Principals send additional referrals to Summer School Administrators and Program Directors for further needs assessment.
  - 5.8.2 Letters regarding retention of students should be mailed out by the building principals during this timeframe.
  - 5.8.3 Parents/guardians submit registrations to the Summer School Secretary by June 1.
  - 5.8.4 If the registration is for promotion, the Summer School Secretary generates a data folder for the student.
  - 5.8.5 The Summer School Secretary requests an AMS profile from the Assessment Coordinator and survey information from the classroom teacher.
- 5.9 Any necessary professional development is done in early June.
- 5.10 Building use is secured and logistics agreed upon with Transportation, Food Services, and others.
- 5.11 Curriculum materials are acquired.
- 5.12 The summer school schedule is revised, if necessary, according to received registrations.
- 5.13 Letters of Confirmations or Regret are sent to parents.
- 5.14 Summer school begins.
- 5.15 Students in promotion classes are regularly assessed and monitored for progress on a weekly basis.
  - 5.15.1 Parents, students, and teachers give feedback during summer school through the attendance at staff meetings and the use of surveys.
- 5.16 Summer school ends.
- 5.17 Report forms on promotion students are sent to the appropriate buildings and to parents.
- 5.18 Staff evaluates enrichment classes for the appropriate use of materials, time, age group placement, etc.
- 5.19 The summer school team debriefs for future planning and development in September.
- 5.20 Student assessment data from promotion classes are analyzed to determine effectiveness of the program in October.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Summer School Registration Forms
- 6.2 Student AMS profile

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6.3 Student assessment data

6.4 Migrant Summer School Planning Framework

### 7.0 RECORD RETENTION TABLE:

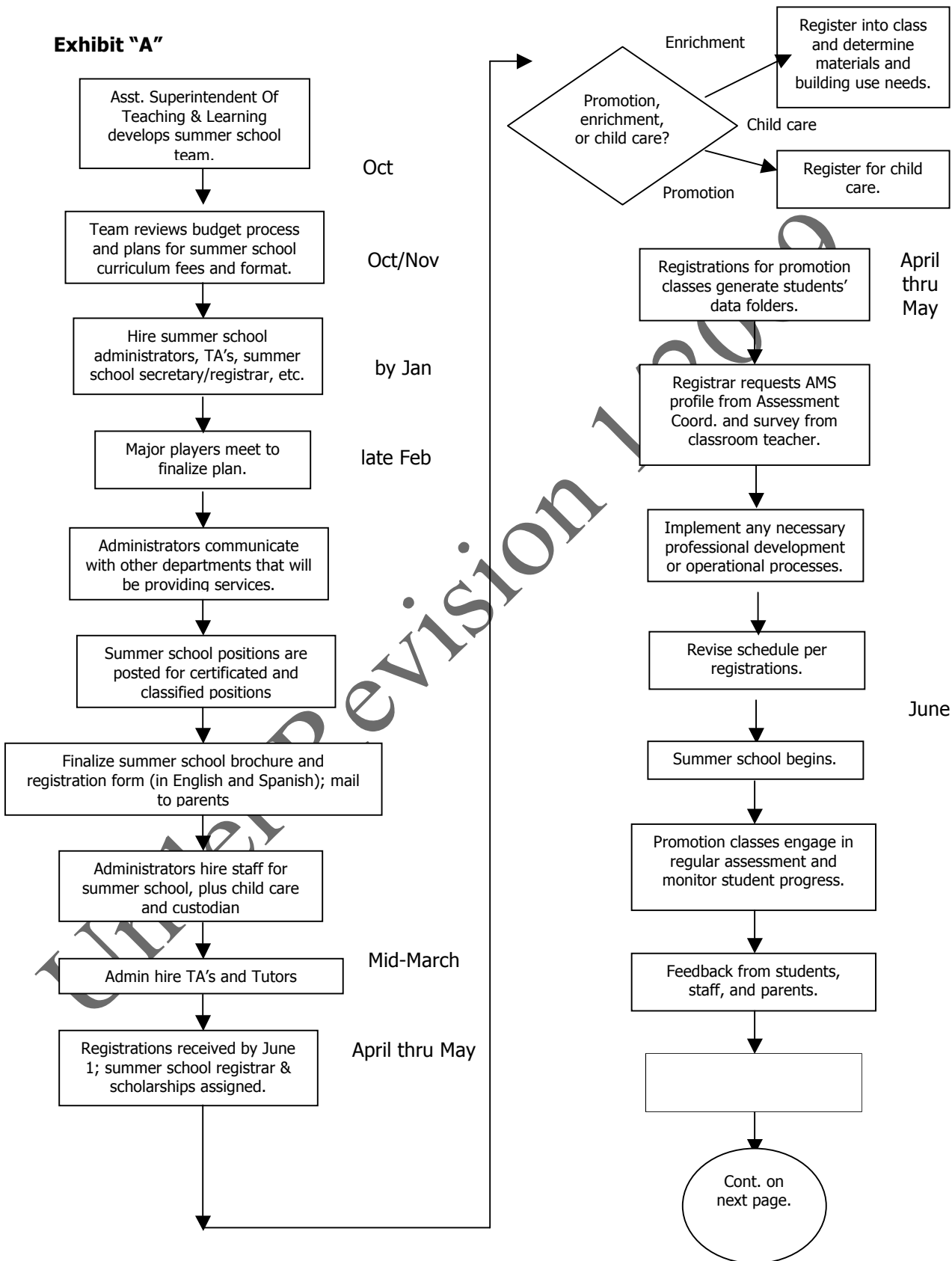
<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Summer School Registration Forms	Summer School Office	Until October 1 of the same year	Discard as desired	Electronic backup on server
Student data	Stored with principal at student's building site	Until March of the following year	Discard as desired	AMS database

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
28-Jan-02	A	Original release
01-Oct-03	B	Changed dates (5.2, 5.3, 5.4, 5.7, 5.9, 5.18, 5.20), added references to site specific summer programs (5.3, 5.7), clarified role of major players in 5.4; added detail regarding student names for Transportation (5.6.1); reorganized 5.8, including addition of Program Directors to 5.8.1; clarified departments affected in 5.10. Reorganized 5.18-5.20 to reflect change in dates. Added "District" to title of procedure. Updated flowchart.

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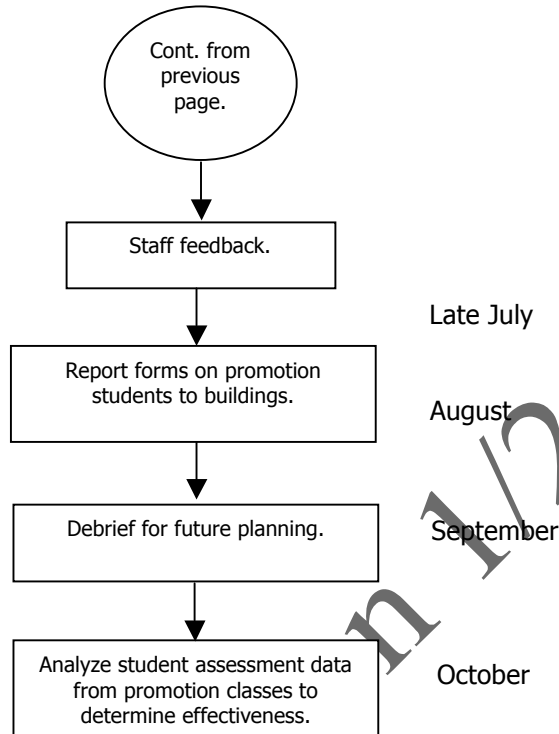


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Under Revision 1/2009

**\*\* End of procedure \*\***