
DISTRICT SUMMER SCHOOL PROGRAM (LNT-P004)

WENATCHEE SCHOOL DISTRICT

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 Director of State and Federal Programs
- 2.2 Summer School Administrator
- 2.3 Summer School Registrar

3.0 APPROVAL AUTHORITY:

- 3.1 Director of State and Federal Programs

4.0 DEFINITIONS:

5.0 PROCEDURE:

- 5.1 December: Director of State and Federal Programs reviews budget to determine the capacity of summer school. Based on fiscal capacity, develops initial plan.
- 5.2 January: Director of State and Federal Programs presents initial plan to stakeholders; adjustments are made if needed.
- 5.3 February: Director of State and Federal Program finalizes plan and presents to leadership and other staff as needed.
- 5.4 February: Administrators are hired for summer school (see Procedure HRO-P001 for information on hiring).
- 5.5 March: Summer School Administrator works with Summer School Registrar to identify student selection criteria, prepare communication with parents, communication to operational departments to include: Special Education, Food Service, Transportation, Principals and Teachers and others as needed.
- 5.6 Registration begins
 - 5.6.1 Principals send additional referrals to Summer School Registrar.
- 5.7 Summer School Administrator starts initial plan to include but not limited to: curriculum and assessment, and hiring staff.
- 5.8 Summer School Administrator and Registrar meet with operational departments to include: Principal at host school, Food Service, Transportation, Business Office, Maintenance & Operations and Technology.
- 5.9 April/May Summer School Administrator hires staff: Teachers, Secretary, Para Educator and Custodian.
- 5.10 Registration closes. Student list is finalized.
 - 5.10.1 Teacher surveys are sent out for all registered students.

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- 5.10.2 List of registered is sent to school nurses.
- 5.10.3 List is sent to Transportation.
- 5.11 May: Summer School Administrator and Director of State and Federal Programs review summer school set-up to include: funding, transportation, food services, curriculum, assessments, etc.
- 5.12 Summer school confirmation is sent to selected students along with transportation information.
- 5.13 June: Summer School begins.
- 5.14 July: Summer School ends.
 - 5.14.1 Report cards are sent home and to students building.
 - 5.14.2 Data is submitted to Summer School Registrar
 - 5.14.3 Staff, students and parents provide feedback.
 - 5.14.4 Director of State and Federal Programs and Summer School Administrator debrief. Including recommendations for future summer school.
- 5.15 August: If Migrant dollars used, Migrant Records clerk inputs necessary data into Migrant Student Information System.
- 5.16 Director of State and Federal Programs and Summer School Administrator report to School Board as requested.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Summer School Registration Forms and Letter
- 6.2 Teacher Survey
- 6.3 Confirmation Letter
- 6.4 HRO – P001

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	5 years following program	Discard as desired	Electronic backup on server
Student data	In Student Cumulative File	5 years following program	Discard as desired	Assessment database

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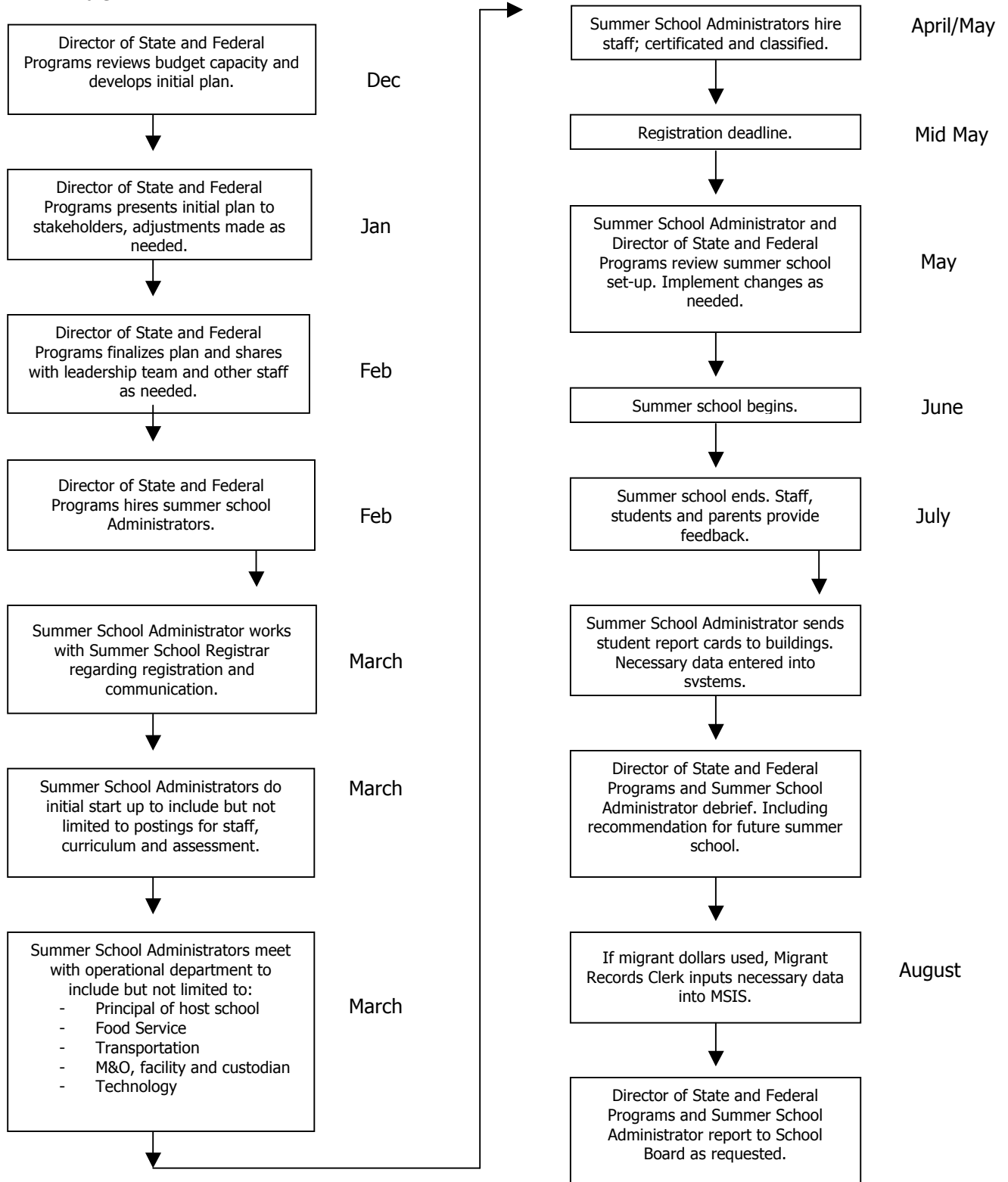
8.0 REVISION HISTORY:

<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.
27-May-10	C	Complete Revision

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Exhibit "A"



** End of procedure **