

A Summer School Planning Roadmap

Are you ready for summer school?

A high-impact summer program starts with thoughtful planning.

Follow this roadmap to see where you should be, stay on track,
and learn how RISE can help you achieve a successful
and impactful summer learning program.



RISE™ by
LAVINIA
GROUP

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K12 Coalition

December: Commit to Having a Summer School Program

As December approaches, it's time to start building momentum for a high-impact summer learning program. This month is all about clarifying your vision, taking stock of what worked well (and what needs improvement) from past summers, and establishing a strategic plan for the months ahead.

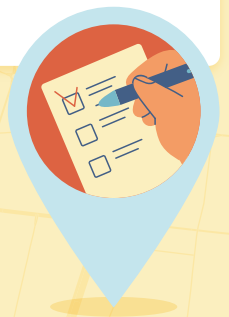
- ☒ Determine the primary goals and define what success looks like.
- ☐ Build relationships with potential partners who share your commitment to high-quality summer learning, like funders and curriculum partners like the RISE Summer Learning Program.
- ☐ Assign a dedicated leader or leadership team to manage summer planning and execution.



January: Solidify Budget and Facilities

January marks the start of your implementation phase, where you translate your vision for summer learning into tangible plans.

- ☐ Verify the summer curriculum materials and assessments are aligned with your state's standards, engaging, and customized to fit a summer schedule's pace and structure.
- ☐ Identify the equipment, classroom setups, and technology needed to create effective learning environments.
- ☐ Outline all anticipated costs, including teacher and staff salaries, curriculum resources, technology, and facility expenses.



February: Recruit and Hire Teachers

You'll start building a strong instructional team for the summer learning program in February.

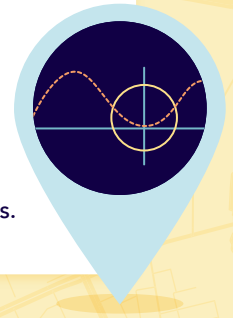
- ☐ Define the qualifications and experience required for teachers in the summer program, like familiarity with the subjects and experience supporting students with a wide range of learning needs.
- ☐ Create a detailed recruitment plan outlining the process for attracting and selecting teachers.
- ☐ Establish an efficient process for reviewing applications, conducting interviews, and making hiring decisions.



March: Finalize Student Rosters and Logistics

Use end-of-year assessment data to identify and prioritize the students who will gain the most from the summer program.

- ☐ Utilize academic performance data to identify and prioritize students who have demonstrated the greatest need for academic support.
- ☐ Align staffing to student needs and ensure an appropriate student-to-teacher ratio.
- ☐ Order and organize all curriculum materials, instructional tools, and resources.
- ☐ Set up assessment tools and create a plan for administering pre- and post-assessments.



April: Engage the Community

April is an ideal time to shift the focus toward building strong partnerships with families and the broader community.

- ☐ Organize informative and engaging sessions to introduce families to the summer learning program.
- ☐ Establish a dedicated space or online platform where families can access valuable resources related to the summer learning program.
- ☐ Reach out to local organizations and businesses to explore partnerships that can enrich the summer learning experience for students.



May: Prepare for Onboarding

The month before a new summer learning program launches is an important time to make sure the program will get off to a good start. It's important to be prepared to use the curriculum.

- ☐ Develop a training plan to help teachers implement the curriculum and differentiate instruction to varying student learning needs.
- ☐ Confirm the availability of all materials and resources for teachers.
- ☐ Develop an assessment plan for enrolled students, ensuring materials are ready and procedures are clear.



June & July: Utilize Ongoing Support and Progress Monitoring

These months mark the transition from preparation to active instruction and ongoing support.

- ☐ Create a welcoming and inclusive environment for students and families during the initial days of the program.
- ☐ Use progress monitoring and data analysis tools to track student growth.
- ☐ Regularly observe classrooms and provide teachers feedback and coaching on implementing differentiated instruction and other strategies for supporting all learners.
- ☐ Provide teachers support to help students stay on track to meet their learning goals.
- ☐ Designate clear timeframes for post-assessment administration, preferably in the last week of the program. (Make sure that every student who participated in the pre-assessment also takes the post-assessment).



August: Evaluate Impact Reports for Continuous Improvement

August is all about reflection and evaluating the summer program, assessing its impact, and planning for future improvements.

- ☐ Conduct surveys or interviews with teachers to get their feedback on their program experiences.
- ☐ Thoroughly analyze the impact report and feedback from teachers, leaders, and families, and identify areas of success and those needing improvement.

