



## Summer Planning Guide

January 2021

*This guide is designed to assist faculty in planning learning activities for students that extend the school day or school year. Follow the checklist and complete the appropriate forms to ensure you can meet the needs of your stakeholders.*

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### Timeline:

#### *For Summer 2021 Learning Time Extensions:*

By 3/1/2021	Submit Facility Usage Request
<b>By 4/1/2021 (rev 2/26)</b>	Submit Food Service request, if necessary
By 3/1/2021	Submit Transportation request, if necessary
By 4/12/2021	Enter all PREQs and work with supervisor if contract(s) needed
By 5/3/2021	Ensure registration process is ready for use
By 6/1/2021	Verify all arrangements
By GATA deadlines	Submit necessary reports via Basecamp

# Why Extend Learning Opportunities?

## RECOVER

*“to bring back to normal position or condition”*

- Fewer than 2/3 of Freshman are On Track annually
- Less than 20% of our repeat Freshmen matriculate

## RETAIN

*“to keep in possession or use”*

- “Summer learning loss accounts for about two-thirds of the ninth-grade achievement gap in reading.” (American Sociological Institute, 2007)
- “Most students lose two months of mathematical skills every summer, and low-income children typically lose another two to three months in reading.” (Afterschool Alliance, 2009)
- “9 in 10 teachers spend at least three weeks re-teaching lessons at the start of the school year.” (National Summer Learning Association)

## REINFORCE

*“to strengthen by additional assistance, material, or support: make stronger”*

- “Longitudinal studies indicate that the effects of summer learning programs endure for at least two years after participation.” (RAND Corporation, 2011)
- “Elementary school students with high levels of attendance (at least five weeks) in voluntary summer learning programs experience benefits in math and reading.” (RAND Corporation, 2016)

## Rockford Public Schools #205 | 2020-2021 Academic Calendar

<p><b>27-28</b> Teacher Institute</p>	<p><b>AUGUST 2020</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p><b>FEBRUARY 2021</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28														<p><b>15</b> Presidents Day – No School</p>			
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Retreats A/B (K-12) Hours: 8:00 - 1:00 Location: Kennedy MS		<b>JUNE 2021</b>					
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
		1	2	3	4	5	
		8	9	10	11	12	
				Last day of school			
		15	16	17	18	19	
		22	23	24	25	26	
		28	29	30			

Holidays and Observances: 20: Father's Day www.vcalendar.com

Elementary sites: Constance Lane, Cherry Valley & Lewis Lemon		<b>JULY 2021</b>						Middle school: Kennedy
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
				1	2	3		
		Training for CAMP 2021						
4	July 4th holiday observance	5	6	7	8	9	10	
		CAMP week 1						
11	12	13	14	15	16	17		
		CAMP week 2						
18	19	20	21	22	23	24		
		CAMP week 3						
25	26	27	28	29	30	31		
		CAMP week 4						

Holidays and Observances: 4: Independence Day, 5: \*Independence Day observed www.vcalendar.com

<b>AUGUST 2021</b>						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
	Retreat C					
15	16	17	18	19	20	21
	Retreat D					
22	23	24	25	26	27	28
	Retreat E (Outdoor Education only)					
29	30	31				

Download & print free calendars from [www.vcalendar.com](http://www.vcalendar.com)



*Macro Planning Form for Extended Day Services for Students*

**On a School Day:**

Number of Students per Group:	12
Number of Groups:	12
Number of Hours per day:	6
Number of Days for the program:	10

**\$ 19,800** Total Cost for Stipends (# of groups X # of hours per day X # of days for the program X \$ 27.50/hour)

**\$ 19,800** Supplies and Materials

**\$ 19,800**

**\$ 39,600** Transportation (follow procedures manual for process to determine cost)

**\$ 59,400**

**\$ 99,000** Total Cost to budget

**On a Non-School Day:**

Number of Students per Group:	12
Number of Groups:	12
Number of Hours per day:	6
Number of Days for the program:	10

**\$ 19,800** Total Cost for Stipends (# of groups X # of hours per day X # of days for the program X \$ 27.50/hour)

**\$ 400** Supplies and Materials

**\$ 400** Transportation (follow procedures manual for process to determine cost)

**\$ 400** Food (<3 hours – usually none, 3-4 hours – usually one meal, 5+ hours – usually two meals)

**\$ 200** Other: Contract for presenter

**\$ 21,200** Total Cost to budget

[Click here for a copy of the above file in an editable format \(Excel\) on I & I webpage](#)

## Summer 2021 Facility Usage Process

1. Complete the Facility Usage Form, available at: [click here for district form](#)
2. Develop your plan to include:
  - a. Daily time for set up
  - b. Your time with students
  - c. Any food service needs
  - d. Daily clean up time
  - e. Number of students that will be served
  - f. Number of rooms and other locations at the site that will be used
  - g. Student drop off and pick up location(s)
  - h. Location(s) for clerical, site administrator, and other support personnel
3. Consider a backup plan if your preferred site is not available.

## Summer 2021 Transportation

RPS site (drop-off/pick up) - \_\_\_\_\_ (facility usage form submitted and approved)

Number of students - \_\_\_\_\_

Have students' addresses been shared with transportation to configure routes? yes/no

Any children with disabilities whose needs require additional consideration? yes/no  
If yes – how many students - \_\_\_\_\_

Using the above student information – have you shared concerns with transportation department to figure out additional accommodations/alternate transportation? yes/no

Dates:

Start date - \_\_\_\_\_

End date - \_\_\_\_\_

Total number of days - \_\_\_\_\_

Hours:

Drop-off time at site - \_\_\_\_\_

Departure time from site - \_\_\_\_\_

Total cost – has the total cost been confirmed with transportation? yes/no

## Summer 2021 Transportation Field Trip

Destination site (include full address) - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RPS site (drop-off/pick up) - \_\_\_\_\_ (facility usage form submitted and approved)

Number of students - \_\_\_\_\_

Any children with disabilities whose needs require additional consideration? yes/no  
If yes – how many students - \_\_\_\_\_

Dates:

Start date - \_\_\_\_\_

End date - \_\_\_\_\_

Total number of days - \_\_\_\_\_

Hours at destination:

Departure time from RPS site - \_\_\_\_\_

Arrival time at destination - \_\_\_\_\_

Departure time from destination - \_\_\_\_\_

Arrival time at RPS site - \_\_\_\_\_

Total cost – has the total cost been confirmed with transportation? yes/no



## Summer 2021 Food Service

Working with RPS205 Nutrition Services – [click here for Nutrition Services Google Form to be completed](#)

Building site - \_\_\_\_\_ (facility usage form submitted and approved)

Number of students - \_\_\_\_\_

Dates:

Start date - \_\_\_\_\_

End date - \_\_\_\_\_

Total number of days - \_\_\_\_\_

Hours at site:

Start time - \_\_\_\_\_

End time - \_\_\_\_\_

Breakfast – yes/no                      If yes – what time served? \_\_\_\_\_

Lunch – yes/no                            If yes – what time served? \_\_\_\_\_

Personnel:

Number of students \_\_\_\_\_ = x number of personnel (use above times for overall hours)

Funding source for food/personnel - \_\_\_\_\_

Allergies/student concerns shared with nutrition services – yes/no

Summer 2021 Food Service (outside vendor; **not** RPS Nutrition Services)

Location site (RPS property? If **no**, answer below) - \_\_\_\_\_

Location site (outside site; **not** RPS) - \_\_\_\_\_

Full address \_\_\_\_\_

Name of outside vendor - \_\_\_\_\_

PREQ submitted and approved? yes/no

Number of students - \_\_\_\_\_

Dates:

Start date - \_\_\_\_\_

End date - \_\_\_\_\_

Total number of days - \_\_\_\_\_

Hours at site:

Start time - \_\_\_\_\_

End time - \_\_\_\_\_

What time will the food be delivered to site - \_\_\_\_\_

Breakfast – yes/no                      If yes – what time served? \_\_\_\_\_

Lunch – yes/no                              If yes – what time served? \_\_\_\_\_

Personnel:

Have you planned on who is serving the food? yes/no Cleanup? yes/no

Allergies/student concerns shared with outside vendor? – yes/no



## Summer 2021 Special Education/Nursing

### Timeline:

- 05/03/2021      Program Administrator will email out summer school assignments and sub nurses with phone numbers.
- By 05/24/2021      School nurse will receive, label, and store summer school health office supplies.
- By 05/24/2021      Submit to building nurse summer school roster of students in building attending summer school.
- By 06/01/2021      School nurse will compile copies of medication orders, food allergies, health care plans, etc., of those students attending summer school. See [Checklist Tool](#)  
Send all copies to appropriate nurse working summer school.

### Summer School Student Checklist per student:

- \_\_\_ Copy of Medication Orders
- \_\_\_ Copy of Individual Health Care Plans
- \_\_\_ Copy of Asthma/Seizure/Diabetic Action Plans
- \_\_\_ Copy of Food Allergy Action Plan
- \_\_\_ Copy of Misc. Action Plan (Bee Stings, etc.)

Cost per CSN = \$22.50/HR

Cost per RN = currently hourly pay

## Summer 2021 Ancillary Services

### I. Communication Plan

- i. How will you notify parents/guardians?
- ii. How will you recruit students?

### II. Registration

- i. Work with Technology Services to develop and implement a program code (registration, attendance, data searches, etc. require this)
- ii. Develop and implement a registration/enrollment and waiver form
- iii. Ensure each registrant is a resident of RPS205
- iv. Input required information into student information system

### III. Contracts and Purchase Orders

- i. Will you have any potential external service providers? If yes, consider which contract approval route is necessary: [link to Legal](#)
- ii. Develop your orders for any necessary supplies and materials and enter PREQ per normal purchasing processes.

### IV. Other

- i. Will your program require any service or item(s) not discussed anywhere else? How will you ensure you have access to the items?
- ii. Are there any weather-related considerations to develop a back-up plan for with your activity?

## Summer 2021 Staffing

Questions to consider as you design your staffing plan:

- I. Hiring Process
  - a. When in the school year?
  - b. Who completes the Recs for Hire
  - c. Endorsement(s) necessary?
- II. Personnel
  - a. Administrators
  - b. Clerical
  - c. Nurses
  - d. Teachers and Instructors
  - e. Support
  - f. Special Education
  - g. Bilingual/ESL
  - h. Other?

## Summer 2021 Planning Checklist

School: \_\_\_\_\_

Project Lead: \_\_\_\_\_

\_\_\_\_ Macro Planning sheet complete and budget authority obtained

\_\_\_\_ Facility Usage Form submitted

\_\_\_\_ Staffing arrangement established

\_\_\_\_ Food Service request submitted

\_\_\_\_ Transportation request submitted

\_\_\_\_ Medical Needs form submitted

\_\_\_\_ Registration and data collection processes established

\_\_\_\_ Contract(s) initiated

\_\_\_\_ Order(s) initiated

\_\_\_\_ Communication plan elements submitted

\_\_\_\_ Contingency plans if COVID-19/pandemic requires program to shift to remote and/or limited in-person which will require a change

Date: \_\_\_\_\_

Program Lead's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_