

Summer School Checklist

- Set a program goal
- Develop a referral process
- Establish admission requirements
- Determine course offerings
- Select course pathway(s)

Setting a Program Goal

As you prepare for your GradPoint summer school session, it will be helpful to begin with setting a goal. You may already have an overall goal in mind, but taking some time to ensure your goal is clearly stated will help to prevent confusion on the part of staff members, students, and parents. We recommend using the SMART goal system. Ensuring your goal is Specific, Measureable, Attainable, Realistic, and Time-sensitive provides you with a goal that is clear and that can be easily measured at the conclusion of your summer school program.

Example of a GradPoint summer school goal using the SMART goal system:

All credit-deficient seniors at risk of not graduating on time will successfully complete the needed courses with an overall grade of 70% or better by July 9, 2015.

Who is involved? _____

What do I want to accomplish? _____

When will I have this accomplished? _____

Where will my program be implemented? _____

Why am I establishing this goal? _____

External constraints including funding, staffing, and available space _____

Steps to eliminate certain barriers _____

By what date? _____

S Specific **M** Measurable **A** Attainable **R** Realistic **T**

How much? How many? How often? _____

Is this goal reasonable? _____

Developing a Referral Process

Once your goal is set, you will need to identify the specific students who are in need of attending summer school and the courses they need to take. Implementing a referral process will help streamline this task. Below is a sample referral form that may be helpful in developing a similar form for your program.

GradPoint Sample Referral Form

Name: _____

Date: _____

of Credits Needed: _____

Scheduled Graduation Date: _____

Credits Needed by Subject Area

Math

- 1. _____
- 2. _____
- 3. _____

English

- 1. _____
- 2. _____
- 3. _____

Science

- 1. _____
- 2. _____
- 3. _____

Social Studies

- 1. _____
- 2. _____
- 3. _____

Electives

- 1. _____
- 2. _____
- 3. _____

Other

- 1. _____
- 2. _____
- 3. _____

Teacher Signature

Date

Counselor Signature

Date

Admin Signature

Date

Establishing Admission Requirements

Another important step in effectively planning for your summer school session is to establish clear admission requirements for your program. Due to the limited amount of time students will have to work on their assignments during an abbreviated summer session, it is imperative for students to take ownership and responsibility for things such as attending every day, being on time, arriving prepared each day, etc. One requirement some of the most successful summer school programs implement is a GradPoint Student Contract. In such contracts, expectations are clearly stated and require all parties to sign, including the student and parent. A sample contract is provided below that you may use to begin developing your own contract.

GradPoint Sample Student Contract

Name: _____ Date Enrolled: _____ Grade: _____ Period: _____

GradPoint students are expected to complete one to four semester (1/2 credit) courses during the summer school session.

A student assigned to the GradPoint Lab will be assigned a maximum of two courses at a time. Each student will work at his/her own pace and is expected to finish the assigned course(s) before the end of the summer school session.

There is limited space in the GradPoint Lab. Assignment to the lab is a privilege. Any students who do not work during class time, have poor attendance, or exhibit disruptive behavior will be removed from the program and will not receive credit for the courses they are assigned.

GradPoint Lab Rules:

- Attend daily
- Arrive to the lab on time
- Come prepared with all necessary materials
- Show respect for your work and the work of others
- Ask for help when necessary

Special Instructions or Considerations:

Student Signature

Date

Parent Signature

Date

Counselor Signature

Date

Teacher Signature

Date

Determining Course Offerings

Once you know the courses needed by the students registered for your summer school session, you will need to ensure that there are adequate staff resources available during the summer for each course you will offer. In some cases, you may have to limit the courses you will offer based on the teachers available to support students in their assigned courses. For example, if several seniors attending summer school need electives, you may decide not to offer all of the electives available in GradPoint. Instead, you may need to limit the electives you offer to three or four options due to limited staff resources over the summer break. Here is the link to the *GradPoint Course Catalog* as a quick reference:

http://assets.pearsonschool.com/asset_mgr/current/201510/GradPoint_CourseCatalog_2015.pdf

Selecting Course Pathway(s)

Another important point to consider when planning for summer school is the course pathway you'll choose for each course offered. Most courses in GradPoint are offered in more than one pathway. Selecting the best pathway is usually tied to your goal and the individual needs of your students. For example, if your overall program goal is focused on credit recovery, you will most likely select the prescriptive pathway. For more detail on the course pathways available in GradPoint, please refer to the GradPoint On-Demand Tutorial entitled *GradPoint Course Pathways* available at this link:

<http://mytrainingconnection.com/portal>

Training and Implementation Support

Once you're ready to set up your GradPoint summer school session, you will need to register for a summer school webinar with a GradPoint Training and Development Specialist. Go to My Pearson Training and access the GradPoint Webinar Registration section: <http://mytrainingconnection.com/portal>. If you do not find a time on the calendar that fits your schedule, you can request a specific time for your session using the **Request a time** button below the calendar. Additionally, the Live Chat/Email feature on My Pearson Training is a great resource for quick answers to your training and implementation questions.

Technical Support

With many staff members on break over the summer, it is important you know who to contact at your school or within your district in the event of a technical issue. For Pearson Technical Support, please use the following contact information:

- **Phone:** 888-977-7100
- **Website:** <https://pearsonnacomunity.force.com/coco/s/>