

Evidence Based Practices	Key Ideas
Start Planning Early	● Start cross-department planning by January ● Make key programmatic decisions, such as targeted student population and program duration, upfront ● Meet regularly and plan for engaging academic and enrichment activities that meet students' needs and interests ● Engage in a continuous improvement process
Structure Program for Sufficient Academic Time on Task	● Schedule academic instruction for three to four hours per day ● Schedule the program to span five to six weeks ● Provide teachers with strategies for maximizing instructional time ● Ensure smooth site operations from Day 1
Use Effective Student Recruitment Practices	● Develop clear and timely recruitment materials that explain program requirements and features ● Personalize recruitment of students and their families ● Follow up with enrollees before the program starts
Hire Effective Instructional Staff	● Develop rigorous processes to recruit and hire effective, certified teachers with grade-level and content experience for academic classes ● Incentivize educators to teach in the summer ● For enrichment classes, hire instructors with strong content expertise ● Train enrichment instructors in positive behavior management strategies
Provide High-Quality Academic Instruction	● Select curricula that are aligned to school-year standards and students' needs ● Instruct in small classes or groups ● Hire special education teachers and staff to provide support to students with special needs ● Give teachers sufficient training and ongoing support
Foster a Positive Summer Site Climate	● Establish a positive behavior management policy that outlines expectations for students and adults ● Train all staff on the importance of positive adult engagement with students throughout the day — not only in classes ● Develop a clear, positive message about the summer site culture and ask staff to consistently convey it to students ● If resources allow, consider hiring staff to support positive student behavior
Maximize Attendance	● Establish firm enrollment deadlines and keep electronic student records ● Establish a clear attendance policy and track student-level attendance data ● Provide free meals and transportation ● If resources permit, provide field trips, prizes, and other incentives to attendees
Strive for Cost Efficiencies	● Capitalize on existing district experts and systems ● Hire staff based on projected daily attendance, not on the initial number of enrollees ● Adapt the school-year curricula for the summer ● Partner with community-based organizations to provide enrichment activities

Table content from: <https://wallacefoundation.org/sites/default/files/2023-11/key-practices-for-summer-learning-implementation.pdf>