

Month(s) to be completed: May

Duration: 1 Session

**Christina School District
Secondary Guidance Best Practices
Programs and Activities**

Title of Activity: Summer School Registration **Grade Level(s):** 6-12

Standard Competency Addressed (list all by Standard/Competency #):

A:A1.4-5; A:A2.3; A:A3.1; A:B1.1; A:B1.3-4; A:B2.5-6; A:C1.1; A:C1.4-6; C:A1.7;
C:B1.1; C:C1.1; PS:A1.4; PS:A2.1; PS:B1.1-3; PS:B1.10

Superintendent's Performance Target Addressed:

Academic Achievement

Resources/Materials Needed:

Summer School Registration Forms; Mark Summary Reports for marking periods 1-3;
4 Year Plan (High school only)

Procedures/Lesson Plans (See Back of Form)

Benchmark/Goal of Activity:

Any student at risk of failing an academic course will be given the opportunity to register for summer school to make up the credit

Evaluation (means of determining if benchmark/goal has been met or is in progress):

% of potential summer school seats vs. number of students enrolled in summer school;
Total number of students enrolled in summer school for a failed course;

Comments:

Submitted by:

Name: Counseling Team Summer 2004

School: Various

Procedures/Lesson Plans

Please provide a brief description of how this program/activity works and of any essential factors to its success:

Planning for summer school registration should begin immediately after the 3rd marking period when Mark Summary Reports can be obtained indicating students who had D's or F's in academic subjects for 2 or more marking periods, thus indicating a high risk of a failing grade.

Process:

- Counselors should review the Mark Summary Report and identify students at risk of failing two or more of their core academic courses.
- Summer School Registration Forms should be prepared for each identified student; the counselor must recommend which courses the student should take at Summer School and sign the form.
- High School Level: A potentially failed math course precedes all others academic courses in priority, followed by a potentially failed Language Arts course.
- Elementary/Middle level: A potentially failed language arts course precedes all other courses in priority.
- Counselors should meet with students individually to send home the Summer School Registration Form.
- Students that the counselor is unable to meet with within one week of the registration deadline should have an application mailed home with a letter and further instructions.

Public/School Awareness:

- Teachers should be informed of the Summer School Registration process and asked to encourage students to apply if they are failing an academic course.
- Morning announcements should include information about the availability of summer school registration forms and instructing students who to see to register
- Principals should list information about summer school in the school newsletter in the spring advising parents who to contact for information
- The district will post summer school registration information on the district website