



Office of
**Extended
 Day Programs**

Summer School 2008
 Timeline/Checklist

Assignment	Person Responsible	Completion Date	Comment(s)
Survey Departmental /Building-Level Administrators regarding planned Summer School/Enrichment Activities	Cooper & Jennings	Spring 2008	
Compile the Departmental/Building- Level Summer School/Enrichment Programs	Cooper & Jennings	Spring 2008	
Schedule meeting with Middle/High School Principals/Summer School Lead Teachers regarding Summer School/Enrichment Activities, goals, design, etc.	Cooper & Jennings	Spring 2008	
Schedule a formal visit to Cabinet to present the findings and Summer School/Enrichment Program Proposal	Jennings	Spring 2008	
Schedule a formal visit/presentation to the Curriculum & Instruction Sub-Committee for the School Board Commissioners	Jennings	Spring 2008	
Schedule a formal visit/presentation to the School Board Commissioners	Jennings	April 22, 2008	
Identify Coordinators/Administrators (and Assistants) for the various programs (Gibbes, Crayton, Southeast, and Dreher)	Walker	March 2008	
Schedule a meeting with the Administrators for the Summer School Program and Walker, Cooper, & Jennings. Items of critical discussion include: <ul style="list-style-type: none"> a) Transportation (Middle School Program ONLY) b) Budget c) Program Logistics d) Staffing e) Parent Meeting/Orientation f) Data Collection g) Security (Monitors) h) Graduation (High School Program ONLY) i) Student Nutrition (i.e. Lunch, Snacks) etc. Invitations should also be extended to the following District Representatives: Joe Fraley, Franklin Threatt & his two Transportation Supervisors, Imogene Clark (Student Nutrition Services), Human Resource Services, and Budget Services, etc.	Walker, Cooper, & Jennings	March 2008	

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Distribute student letters to middle and high school sites regarding summer school (Registration)	Walker	May 1, 2008	
Send to each High School the High School Waivers to Mail out to High Schools.	Cooper & Jennings	April 2008	
Place announcement regarding Summer School 2008 on the District's Website, Channel 12 and in the This Week Publication regarding Registration Dates/Information, etc.	Walker & Cooper	April 2008	
Prepare all documents regarding the recruitment of teachers (middle and high) for the Summer School Program. Forward these documents to the Office of Human Resource Services (List positions on the PATS).	Walker & Jennings		
Curriculum Development: Walch Publishing - to prepare 6 th - 8 th Grade Curriculum.	Cooper, Walker, & Lead Teachers	April 25, 2008	
Establish a deadline for all the Summer School Registration Packets/Enrollment information to be submitted Date: (High School) Tuesday, June 3 rd – Thursday, June 5 th , 2008 - (Registration Dates). (Middle School Program) Friday, May 9 th 2008 – Potential Failures. After the established deadline, “Team” meets to generate a schedule and prepare the Program Rosters and make Teacher/Content Area Assignments	School Administrators & Lead Teachers	March 11, 2008	
Arrange a time to appear on Andrena Smith's Show (Channel 12) to answer questions related to High School and Middle School Summer School	Walker	May 8, 2008	
Schedule a meeting with the Chief Academic Officer, Executive Director of Intervention Services and Executive Director for Curriculum and Instruction to conduct a briefing on the proposed plan. (Final Program Review and 'Checklist' Plan)	Cooper, Jennings, Walker & Assigned Administrators	May 9, 2008	
Hosting of the Middle and High School Teacher In-Service Days (Summer School) – Planning Days (June 2 nd , 2008 – Gibbes Middle School and June 3 rd , 2008 – Assigned Site).	Cooper, Jennings, Walker & Lead Teachers	June 2008	
Implementation of Summer School Program – Beginning June 9 th – July 31 st , 2008 (Dreher High School) and Beginning June 4 th – July 1 st (Gibbes, Crayton and Southeast)	Cooper, Jennings, Walker & Assigned Administrators & Lead Teachers	Summer 2008	
Planning for the Summer 2008 Graduation Ceremony	Dr. J. Cooper	June 2008	

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Post-Program Assessment. "Team" will compile a final (EXIT) Executive Summary Report of the 2008 Summer School Program (Attendance Data, Average Daily Attendance Data, Student Rosters, Curriculum Design, Retention/Promotion Data, Student Demographics (race, gender, school, targeted content area, etc.))	Cooper, Jennings, Walker & Assigned Administrators	July 2008	
Hosting of Graduation Ceremony (High School) Evening	Dr. J. Cooper	July 2008	
Presentation of the findings to the Superintendent of Schools, Chief Academic Officer, Executive Director for Intervention Services, and Executive Director for Curriculum and Instruction	Cooper & Jennings	August 2008	

Middle School Program: 16 days of Program Operation and 2 days of professional development

High School Program: 32 days of Program Operation and 2 days of professional development

