Summer School

Summer programs provide opportunities to remediate, regain tracking for on-time graduation and accelerate course completion. Students may complete courses outside of school in addition to scheduled time to finish in a condensed timeframe[1].

This guide supplements Starting Summer School Programs[2].

Checklist

☐ Create summer school policies and procedures and provide professional development to staff

☐ Create student and teacher accounts

☐ Create classrooms & enroll students

☐ Provide an orientation and distribute usernames and temporary passwords

☐ Use progress and performance data to craft instructional and motivational strategies

☐ Assign a final grade upon course completion

Steps to Success

1. Create Summer Policies and Procedures

Goal: Identify course offerings, scheduling, and instructional models in alignment with district goals.

Use Starting Summer School Programs[2] to determine course offerings, location, scheduling, staffing, and student support. Contact your Implementation Success Manager for sample policies and procedures.

2. Provide Professional Development to Staff

Goal: Orient staff to summer policies &, procedures, digital curriculum, and LMS functionality.

Provide opportunities to develop effective skills and competencies in the National Standards for Quality Online Teaching[3]. Apex offers on-demand, onsite, and online professional development opportunities.

3. Create teacher and Student Accounts

Goal: Create teacher and student user accounts.

User accounts can be created efficiently through batch import. Review Batch Import & Account Registration[4] and Batch Import & Classrooms[2], then contact Support@apexlearning.com to have this feature enabled for Site Coordinators.

Tips to Create Student Accounts (Using Batch Import)

- Use the student ID from your Student Information System as the Import User ID.
- Use a uniform naming convention for usernames (e.g., district.firstname.lastname).

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[1] Students seeking *NCAA initial-eligibility must complete all coursework.*

[2] http://cdn.apexlearning.com/documents/BP_Starting-Summer-School-Programs.pdf

[3] https://www.nsqol.org/the-standards/quality-online-teaching/

[4] Sign in to apexvs.com and search Help

- Leave the password field blank and Apex will assign or choose a universal temporary password.
- Students should sign in and change temporary passwords.

4. Set Up Classrooms and Enroll Students

Goal: Create Apex Learning classrooms and enroll students.

Before students start, they must be enrolled in classrooms in the Apex platform. Watch Setting Up Classrooms[5] and Print a Student Roster[6] for instructions.

Tips to Set Up Classrooms and Enroll Students
- ✓ Have students complete an online application using Google Forms.
- ✓ Create classrooms and enroll staff and students using Manual[7], batch, or Ecode self-enrollment.
    - o If students will self-enroll using an eCode, share the teacher[8] and student[9] videos with directions for self-enrollment.
- ✓ Consider enabling prescriptive features for remediation or credit recovery programs and ensure proper settings and due dates are enabled.

5. Get Students Started

Goal: Conduct a student orientation.

An effective orientation can get students off to a great start. Watch: Conducting a Student Orientation[10]. Have students watch Working with Courses[11] and distribute the Getting Started Guide[12]. In addition to the Teacher Getting Started Guide[13], teachers can find more resources in Help.

Tips to Get Students Started
- ✓ Have students change temporary passwords, complete security questions, and their profile.
- ✓ Share procedures for completing course work, include grading policies and due dates.
- ✓ Explain your motivational and academic support system.

6. Provide Differentiated Instruction

Goal: Use data to group students for remediation.

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[5] http://www.brainshark.com/apexlearning/gt_classrooms

[6] http://www.brainshark.com/apexlearning/ht_printable-roster

[7] http://www.brainshark.com/apexlearning/ht_enroll-student

[8] https://cdn.apexlearning.com/al/SelfEnroll_Teacher_Student.mp4

[9] https://cdn.apexlearning.com/al/Student_selfenroll.mp4

[10] http://www.brainshark.com/apexlearning/gt_conduct-orientation (2:07)

[11] http://www.brainshark.com/apexlearning/gt_student_courses (5:26)

[12] http://cdn.apexlearning.com/documents/gsg/gsg_student_courses.pdf

[13] http://cdn.apexlearning.com/documents/gsg/gsg_teacher_courses.pdf

Analyze student performance to group students into areas of similar need. Watch Monitoring Progress for Teachers[14]. Additionally, Site Coordinators may benefit from watching Monitoring Programs & Utilization[15] for an orientation to using reports to measure program effectiveness.

Tips to Provide Differentiated Remediation

- ✓ Use the teacher dashboard to analyze progress and performance
- ✓ Plan times devoted to small-group remediation.

Sample Forms and Schedules

Sample Schedule

Summer School is offered in two four-week sessions, Monday – Thursday.

Credit Recovery

Semester courses are scheduled for 4 hours/day per course for 4 weeks. Students are enrolled in up to two courses at a time. Students may attend both morning and afternoon sessions to recover up to four courses.

Original Credit

Students are scheduled in both AM and PM hours during Session 1 until completion. Students may only enroll in one original credit course per session.

Session 1 June 5 - June 30			Session 2 July 3 – July 28	
8:00-12:00	Credit Recovery	Original Credit	Credit Recovery	Original Credit
12:30-4:30	Credit Recovery		Credit Recovery	

In addition to scheduled time, students may complete lessons, activities, and quizzes from any computer with internet access. All summative assessments must be proctored at school during class.

Sample Staffing

Position	Recommended Allocation*
Administrator / Program Coordinator	1
Guidance Counselor	1: 450 students
HQT Teacher {each subject area}	1: 150 students
Special Education Teacher	1" 75 students with an IEP/504
Support Staff	1

* Mandated school staffing ratios and other general school requirements vary by state

Sample Student Application

Student Information   Grade: ☐ 9 ☐ 10 ☐ 11 ☐ 12

Name: _____Address: _____ Phone: _____

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[14] http://www.brainshark.com/apexlearning/gt_teach_course-monitor (3:33)

[15] http://www.brainshark.com/apexlearning/gt_sc_program-monitor (4:24)

City: _____ Zip Code: _____ Student e-mail*: _____

Current School: _____ Current GPA: _____

☐IEP/504   ☐Homebound   ☐NCAA Eligibility Required

Note: Student Information requires guidance verification.

Parent Information

Name: _____ Phone: _____ Parent e-mail*: _____

*Progress reports are sent each Sunday.

Courses Requested:

	Course Name	Credit Type		Check One		
		CR	OC	Full Course	Sem 1	Sem 2
English		☐	☐	☐	☐	☐
Math		☐	☐	☐	☐	☐
Science*		☐	☐	☐	☐	☐
Social Studies		☐	☐	☐	☐	☐
Elective 1		☐	☐	☐	☐	☐

*Original Credit science courses require onsite hands-on labs. Labs are offered from 12-5 on Fridays.

Requested Session(s):

____ Summer Session A (June 5 – June 30)   ____8:00am-12:00pm ____ 12:30-4:30

____ Summer Session B (July 3 – July 28)   ____8:00am-12:00pm ____ 12:30-4:30

Student Agreement:

In order to earn credit, I must demonstrate at least 70% proficiency in my course. I will abide by the student code of conduct while attending summer school. If I fail to abide by the code of conduct, I may be removed from the program. All communication must be appropriate and in accordance with the Acceptable Use Policy. I will complete all assignments by the scheduled due dates. I understand that the course must be completed no later than __ (date). I understand that all assessments (tests, mid-term, final, etc) must be proctored by a designated staff member.

Parent Agreement:

I understand that we are responsible for transportation. I understand that there are no refunds for students who fail to complete assignments and/or demonstrate mastery by the final due date.

Student Signature: _____   Date: _____

Parent Signature: _____   Date: _____

Return the completed application along with cash or a check made out to ABC High School to the Guidance Office by _____.

Sample Student Success Agreement

Read each statement and sign as acknowledgement of your responsibilities.

I agree to the following:

❑   I will attend the student orientation on _____ (date).

- ❑ I will abide by the student code of conduct, acceptable use policy and academic honesty policy.

- ❑ If I fail to abide by the school and district policies, I may be removed from the course.

- ❑ I will log in and complete work for 5 hours/week for each course in which I am enrolled.

- ❑ I will complete all assignments in accordance with scheduled due dates.

  - o I understand that the course must be completed no later than _____ (date).

- ❑ I will come in once a week for test proctoring and tutoring.

- ❑ All assessments (tests and exams) must be taken at school with a designated staff member.

  - o The lab is open for assessments from 8am -5pm every Monday-Friday.

- ❑ When I get stuck on a course, I will come to the tutoring center to get help.

  - o The tutoring center is open from 8am-5pm every Monday-Friday.

- ❑ If I am enrolled in a science course, I will come to school once a week to complete a lab.

  - o The lab is setup according to the lab schedule 11am-4pm Monday-Thursday.

- ❑ If I am not able to keep to my school schedule for more than three days, I will call and talk to my counselor or come to school and discuss the situation so that it can be resolved.

- ❑ I can access my grades in each course daily using the Student Progress Report.

- ❑ I agree to attend student-teacher conferences to address issues such as overdue assignments, low test scores, or similar academic concerns either in person, phone or via webinar.

- ❑ In order to earn credit for the course, I must complete all assignments and demonstrate at least 70% proficiency by the course end date.

- ❑ If I am unable to complete my course by the course end date, I may apply for a 30-day course extension and will be charged a $50 fee if my extension application is approved.

- ❑ I agree to attend school to take any district and/or state mandated assessments.

- ❑ If I fail to attain minimum academic standards, I will not be eligible to participate in future courses.

- ❑ I will return all materials and equipment that belong to the school when my course is complete.

_____   _____

Student Signature   Date

Getting Support

To access **online help** at any time, sign in to Apex Learning and click Help in the main menu. Apex Learning Support

- Monday – Friday. 5:00 AM – 7:00 PM Pacific Time
- 1-800-453-1454 option 2
- support@apexlearning.com