

Worksheet for High School Summer Program Design Using PASS Curriculum

A Companion Piece to the Office of Superintendent of Public Instruction Summer School Planning Framework (SSPF)

| SSPF Component #1: Comprehensive Needs Assessment | NOTES |
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| <input type="checkbox"/> Records of migrant students in grades 9-12 are evaluated--current high school documents or records through MSIS or from sending schools are reviewed. Credit needs are identified by a counselor or educator working with the student or sending school. | |
| <input type="checkbox"/> An assessment is made as to partial or full credit deficiencies. | |
| SSPF Component #3: Staffing/Supervision | |
| <input type="checkbox"/> Summer school teachers report the importance of a minimum staff of 1 certificated teacher and 1 paraeducator, one of whom is fluent in Spanish, where applicable. | |
| <input type="checkbox"/> Student access to teaching staff with expertise in English language, math, and science concepts facilitates understanding and retention of more difficult concepts. | |
| <input type="checkbox"/> It is highly recommended that community volunteers are recruited to encourage and/or tutor students. | |
| SSPF Component #4: Curriculum and Instruction | |
| <input type="checkbox"/> The Washington State PASS Curriculum has been revised and updated to meet high state standards. Some courses are available in Spanish. | |
| Course Placement Strategies and the PASS Curriculum | |
| <input type="checkbox"/> It is important that a high school counselor or school administrator review student transcripts with the lead teacher prior to making placement decisions in PASS courses (see Comprehensive Needs Assessment). | |
| <input type="checkbox"/> Knowledge of each student's active enrollment in PASS courses from spring semester in this or a previous school attended is extremely valuable, so that work on same courses can be continued in summer school. Previous school information is accessible through SEMY or MSIS. | |
| <input type="checkbox"/> Priority for enrollment is logically given to courses that had been partially completed in the regular school year. | |
| <input type="checkbox"/> Experience has shown that students are usually more successful when they enroll in one PASS course at a time or in the portion of the course needed. The student may be placed in a full semester course during the summer, with advance plans for completion in the fall, where applicable. | |
| <input type="checkbox"/> Only students who have the likelihood of success should be placed in PASS. See website: www.semy.org for PASS Student Screener. | |

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| SSPF Component #5: Staff Development | |
| <input type="checkbox"/> SEMY provides staff development services for summer school educators. Call 1-888-727-7123 toll free to obtain prompt and helpful assistance. Plan for pre-service training and schedule in advance. | |
| SSPF Component #6: Scheduling | |
| <input type="checkbox"/> Programs offering flexibility for students who may be holding jobs or caring for children have the best chance of attracting, retaining, and earning high school credit for migrant summer school students. | |
| Student Motivators Related to Scheduling | |
| <input type="checkbox"/> Leadership activities that involve students in community service and emphasize the correlation between what they are learning in class and real-world solutions to problems are powerful incentives. | |
| <input type="checkbox"/> Involve students in planning a “graduation” party that will involve both food and families. | |
| <input type="checkbox"/> Actively encourage peer recognition of course unit completion. | |
| <input type="checkbox"/> Invite community guest speakers to share how what they learned in school has made it possible for them to succeed personally and professionally. | |
| <input type="checkbox"/> Invite community businesses to donate merit prizes for success in schoolwork. | |
| <input type="checkbox"/> Allow students to choose and reserve their reward in advance and work toward earning it. | |
| <input type="checkbox"/> A student stipend, paid through a job training or workforce source, has prompted completion of coursework. | |
| SSPF Component #7: Summer School Program Alignment From/To Regular School | |
| <input type="checkbox"/> Partial credit from Spring term should be consolidated at the local level with partial credit earned in summer through PASS. This requires advance planning and follow through after the summer program. | |
| <input type="checkbox"/> Summer school students returning to the district in the Fall are encouraged to continue work on their PASS courses under the supervision of a PASS Contact Person. This follow through should be planned and budgeted for in advance. | |
| <input type="checkbox"/> It is highly desirable that summer school students not returning to the district in Fall be dropped from PASS using Form C and unused course materials returned to SEMY to be forwarded to the next school attended. Summer staff may list on Form C the next school to be attended in the Fall. | |
| SSPF Component #8: Funding Sources and Budget | |
| <input type="checkbox"/> The MEP funding for PASS is allocated based on the number of <i>successfully</i> (passing grade of D or better) completed <i>units</i> from the previous summer. Contact the Migrant Education Regional Office (MERO) or OSPI for guidance if this is a new PASS summer program. | |
| <input type="checkbox"/> The cost of the program should include food and transportation (where applicable) and staffing, facilities, student motivators, access to Internet (where applicable), recruitment of community mentors/tutors and staff time for follow up and transition between spring and fall terms. | |

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| <input type="checkbox"/> The budget should clearly display Program costs to include implementation of all strategies which will improve likelihood of success. | |
| <input type="checkbox"/> In most cases, the cost of the PASS course is free to migrant students. If other federal or state funds are used to purchase courses for non-migrant students, the same funding sources must be used to purchase migrant student courses. | |
| <input type="checkbox"/> The cost of a semester course for non-migrant students is very affordable. See www.semy.org for current cost or call (888) 727-7123. | |
| <i>OTHER - Tips for Success</i> | |
| <input type="checkbox"/> PASS courses are shipped via UPS, which requires a signature from the receiving party. Plan in advance where the courses can be accepted without delay in delivery. | |
| <input type="checkbox"/> SEMY offers pre-shipment of PASS course materials to summer schools so students can begin work the first day of summer school. Request pre-shipment through the PASS HELP Desk at (888) 727-7123. | |
| <input type="checkbox"/> Districts may want to require advance registration of students so transcripts can be evaluated and appropriate course materials ordered and received before class begins. | |
| <input type="checkbox"/> Peer tutoring and community/parent involvement activities create rich learning environments and help to support the student working semi-independently. | |
| <input type="checkbox"/> The PASSport to Success, when completed in consultation with the parent, student and/or educator, is a powerful tool and serves as a 'contract for learning' which holds the student and staff accountable. | |
| <input type="checkbox"/> In many PASS courses, students will benefit from access to the Internet AND may take the proctored unit test online. Ensure that educators have passwords for and are comfortable using the computers in their classrooms, and that students are scheduled for Internet access according to their needs. | |
| <input type="checkbox"/> The PASS Contact Person who has access to the Internet may retrieve PASS grades online immediately upon scoring and can help the student progress through test retakes or subsequent units without delay. | |
| <input type="checkbox"/> Cleaning and maintenance of classroom facilities often takes place in summer. Schedule this around your summer school program to avoid disruption. | |
| <input type="checkbox"/> Lists of common household items needed for laboratory experiments in science courses are now provided with each course. To avoid delay, educators may wish to review these lists and provide the materials not included in the science kits. The science courses require local scoring of laboratory assignments and workbooks. It is most advantageous to identify a science expert to mentor students or create peer groups to facilitate student learning. | |
| <input type="checkbox"/> One educator schedules a 20 minute break, which is reduced for tardy students. | |
| FOR MORE INFORMATION ABOUT THE PASS PROGRAM, SEE THE SEMY WEBSITE AT: WWW.SEMY.ORG OR CALL THE PASS HELP DESK AT: (888) 727-7123. | |