

**GREENWICH PUBLIC SCHOOLS**  
**Greenwich, Connecticut**

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**Policy E-001 – PROGRAMS, SERVICES AND CURRICULUM**

**Procedure E-001.7 – Supplemental Educational Programs**

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**Program Definition:**

Supplemental educational programs occur when school is not in session, during after school hours, weekends and summer vacations. Programs are based on learning objectives which are found in the school/grade level curriculum and Connecticut Standards and are expressly intended to improve students' skills in reading, writing and mathematics. Programs must include explicit and differentiated instructional strategies which address a variety of learning levels, modalities and styles. Programs must be approved annually by both the Deputy Superintendent and the Assistant Superintendent for Instruction and Research and Evaluation.

**Target Population:**

Supplemental educational programs target students who have not achieved mastery on standardized assessments including the Connecticut Mastery Test, Connecticut Academic Achievement Test and other selected assessments. Tuition rates for supplemental education programs vary depending on the type, scope and details of the program. Approved supplemental educational programs are offered tuition-free to targeted students who qualify based on district family income guidelines. Students who are not included in the target population may participate in supplemental educational programs as space is available and on a tuition-paying basis. Scholarships may also be available.

**Outcome Measures:**

Student Achievement:

As a result of participation in district-sponsored supplemental educational programs, students will demonstrate improvement in basic skills in reading, writing and/or math. Each student's progress and achievement in targeted skill areas will be tracked and assessed throughout the duration of the supplemental instruction program, and a summary of progress made will be completed for each student at the completion of the program.

Program Evaluation:

Program administrator(s) will provide a summary report which includes:

District learning objectives addressed in the program  
Records of student enrollment and attendance  
Disaggregated student achievement results  
Commendations  
Recommendations

**Staffing:**

Programs will be staffed with highly qualified teachers and classified personnel.

All positions will be posted annually.

Certified, qualified teachers will be at a rate established by agreement between the Greenwich Education Association and the Board of Education.

Non-certified or classified personnel will be paid at rates established by collective bargaining agreements.

The performance of all staff members in supplemental educational programs will be evaluated by program administrators.

Procedure Written - September 2006