2020-2021 Digital Learning School Opening Plan

The **2020-2021 Digital Learning School Opening Plan** is a document and framework that school administration, staff and community can collaboratively develop across the areas of Daily Digital School Operations and Academics/Social Emotional needs. This work will provide a frame for setting up the conditions for staff and student success in a digital learning environment while still adhering to the Advancing Education Safety plan.

The plan is clearly a *work in progress*, noting that there are many areas considered within the plan that remain in discussion. There are specific logistical systems, processes and procedures that can be developed in advance of school opening. We thank all of the school leaders for their hard work and effort in advance of the development of this new plan.

Network: 2	Assistant Superintendent: Rahshene Davis
School: Penn Alexander School	Principal: Lauren Overton Assistant Principal: Megan Wapner
School Bell Schedule **Start Time:** 8:30am **Dismissal Time:** 3:09pm **3 Hour Early Dismissal Time: 12:00pm**	**Additional notes regarding School Bell/Day Schedule**

Guiding Questions:
- ➤ *How does a school leader plan and implement systems and procedures in a **digital environment** that result in a healthy and safe environment, so that **all students grow academically and behaviorally**?*
- ➤ *How does a school leader outline and communicate the roles and responsibilities regarding digital learning, so that decisions and tasks are implemented effectively maintaining an **equity lens**?*

➢ *How does a school leader ensure that **all students have access and opportunity** to digital learning and that a plan is developed for **inclusion** of students in special population groups, e.g. Students with Special Needs; English Learners?*

➢ *How does a school leader implement structures and protocols for **checking in with the teachers and staff** responsible for implementing digital learning?*

➢ *How does a school leader **set expectations** for data entry and progress monitoring?*

➢ *How does a **school leader track student engagement and interaction**, which also accounts for student attendance?*

➢ *How does the school leader ensure that updates and expectations about the school's digital learning program are **communicated to students, staff and families**?*

Section I: School Opening Plan Specific Systems, Processes and Procedures

This section will outline the daily school operating systems for digital learning. Operating procedures for consideration are listed below.

Systems and Procedures within Digital Learning Environment	Staff Responsible/Assigned
(1) Administration ● **Digital Learning Readiness and Preparation:** Staff will partake in professional development during the week of August 24th. Weekly grade team meetings and common planning time will focus on digital learning readiness and preparation as we begin the school year.	Overton: Digital Learning Readiness and Preparation
● **Student Roster:** All student rosters are complete. K-5 general education students will loop with their teachers. During the week of August 24th, students will receive their schedules in their district email accounts. This information will also be shared on social media.	Wapner: Student roster
● **Staff Roster:**PAS Staff Roster & PAS Schedules ● **Internal Class Coverage Plan**: Each morning our dean will be updated with the list of classes that may need coverage and arrangements will be made by utilizing released staff and other teachers to fill these on a day to day basis.	Overton: Staff roster K.Johnson: Internal class coverage plan
● **Support Staff Roster:** All support staff have received updated roles and responsibilities via email on August 19th that will be reviewed during the week of August 24th).	K.Johnson: Support Staff Roster

● **Communication System and Plan** (Parent and Family Communication/Staff/Students) Parents and families will receive weekly updates via email, our PONY PAS Newsletter (that includes updated info, calendar of events, and useful topics/tips to meet the needs of our community) and announcements will be made via our instagram account, facebook, twitter, and school website. **PAS Parent Communication Learning Hub**	Overton/Wapner/Knight/Kreidle: Communications
● **Processes and Procedures** that the principal needs to do with staff: Teachers and staff have been provided with this: **PAS Roles and Responsibility** and teachers will meet in grade and content teams each week to review and update procedures. Every Friday afternoon from 1pm-3pm, teachers will be provided with professional development.	Overton: Processes and Procedures
● **Finance:** Review of Finance Policies; ERP system; Payroll; Contracted services (e.g. Limited Contracts) Overton and Ms. Bullock (secretary) will participate in PD related to new ERP system. School secretary will receive updated guidance in payroll, EC/PD pay, and other topics related to finance.	Overton and Wapner: Finance
● **Technology Inventory of Needs**: ● Chrombooks: All students will receive a chromebook and if repairs are needed, see virtual parent handbook for a list of locations and times in technology section. ● Laptops: Teachers and necessary staff will be provided with these to assist virtual instruction. ● SIS: Ms. Gornstein, Bullock and Wapner have been trained on updates to SIS. Teachers will be provided with professional development on procedures and reports within SIS. ● Role Access Delegation application - Overton has delegated access to specific roles using the application in the district portal.	Overton/Wapner/Endriss: Technology
(2) Calendar and Systems of Meetings: **Mini Calendar 2020.2021 & School District Web Calendar 2020.2021** Teachers will have professional development, team meetings, and common planning time on Friday afternoons through the end of October. A school wide calendar with the below meeting dates will be shared with the entire community.	Overton: Calendar and System of Meetings Overton and Leadership

● **Leadership Teams:** A leadership team has been developed and meets regularly 1x/week during school hours for 60-75 minutes reflecting the staff's voice to ensure the school's goals for student growth are clear and that 3-4 strategies have been identified to meet such goals. The leadership team will make collaborative decisions in order to improve the school. These positions will serve as voices for the school.	Team Members: Leadership Team
● **PFT Building Committee:** This committee will meet with Ms. Wapner and Ms. Overton on a monthly basis to collaborate regarding school programming, operations, and culture and climate.	
● **School Climate and Safety Team; ongoing review of Climate Data**: Once per month, a safety team will meet to address issues in the school to ensure the safety of all students and staff online and in the community.	K.Johnson: Climate and Safety
● **Multi-Tiered System of Support:** These meetings will be held on a monthly basis and will include school counselor, dean, administration, and other staff that can contribute information related to MTSS. The dean will conduct monthly MTSS meetings with teachers.	Overton/T.Johnson/Wapner: MTSS
● **Teacher Observations; Formal and Informal -** Teacher observations will occur at least 3-5x/week to provide a clear observation/feedback cycle of instruction throughout the academic year.	Overton/Wapner: Observations
● **Professional Development: PAS PD CALENDAR** Professional development will occur throughout the academic year according to the district calendar and during virtual learning, teachers will participate in professional development on Friday afternoons.	Overton/Trusty/Armstrong/Endriss: PD
● **Common Planning Time:** Our Administrators, SBTL, lit Lead, and dean will lead these sessions during our Friday afternoon PD.	Trusty/K.Johnson/Settles/Overton: CPT
(3) Staff Centered: Staff will receive a weekly message from Principal Overton that includes important updates, school goals, student data, and other pertinent information that is helpful for the smooth functioning of the school.	Overton: Weekly Messages

● **Racial Equity Work:** 2 sessions provided during August PD, consultant during the year, ongoing basis. Family Equity Circle, BARWE teacher reading group. Racial equity coalition of teachers is in progress.	Overton: Equity Team
● **Staff Welcome Letter and Handbook:** These were provided during the week of August 17th and reviewed during the week of August 24th.	Overton: Welcome Letter and Handbook
● **All Staffing Positions Filled**: Kindergarten sabbatical needs to be filled.	Wapner and Overton: Filling positions
● New Staff Orientation was held August 19th	Overton/Leadership Team: New Staff Orientation
● **Staff Rosters:** Staff rosters will be distributed to all staff members during the week of August 24th.	Wapner/K.Johnson: Staff Rosters
● **Review of Roles and Responsibilities: OEC Roles/Responsibilities** This will be reviewed during the week of August 24th as well as ongoing basis during our team meetings and other communication such as weekly meetings. (similar to Tuesday meetings during 2019).	Overton: Roles/Responsibilities
● **Employee Handbook/Ethics Policy: PAS Virtual Staff Handbook 2020-2021**Will be shared during week of August 18th, reviewed during week of August 24th, and reviewed throughout the school year	Overton: Employee Handbook/Ethics Policy
Student Centered Community Meeting: All students will have a 30 minute morning meeting from 8:30-9:00am. Teachers will be provided with professional development related to "Healing Together". Teachers will be provided with daily writing prompts and activities to work on during this team building and relationship building time.	Overton/Wapner/K.Johnson/ Knight: Student Centered
● **Student Welcome Letter/Student/Parent Handbook -** This will be distributed during the week of September 2nd.	Overton: Student Letter/Handbook

● **Student Enrollment and Registration -** PAS is now full for the 2020-2021 school year.	Bullock: Student Enrollment
● **Special Education Student Enrollment** - Review of IEPS will be completed by our SPECM and this information will be discussed during weekly special education meetings.	T.Johnson: Sped Enrollment
● **Student/Teacher Scheduling to Homerooms** - These have been completed by Ms. Wapner and Ms. Bullock.	Wapner/Bullock/Gornstein: HR schedules
● **Review of Student Records** - Ms. Bullock is in the process of this and this is a work in progress.	
● **504 Accommodations** - Our nurse will work to ensure teachers and staff have been communicated with about these accommodations.	Bullock: Student Records
● **English Learner Records** - Ms. Larese and Bullock will ensure these are taken care of during the week of August 24th.	Nurse Gornstein/Knight: 504's
● **Review of Student Attendance** - Daily Knight/Gornstein will meet to review before 12pm.	Larese/Bullock: EL Records
● **Inventory of device and internet access -** Mr. Endriss will keep records of student chromebooks via SIS, student internet access at home and teacher laptops.	Knight/Gornstein: Attendance
	Endriss: Inventory of tech
(5) Family Centered	
● **Updated School Website - PAS School Website** will be added to our school website and this will be updated regularly by Peter and Ann.	Overton/Endriss/Kreidle: Updated School Website
● **Family Welcome Letter -** This will be distributed during the week of August 24th and will include student schedules.	Overton: Family Welcome Letter
● **Communication Plan -** Weekly emails, phone blasts, school website, virtual learning hub, and social media accounts will be updated regularly (weekly and daily social media).	Communication Plan: Overton/Endriss

● **Parent Engagement -** Monthly Home and School Meeting and Monthly SAC meetings will be scheduled for parents to meet with school teams to discuss goals, activities, funding, and other key information related to school functioning. This will be a joint effort between FACE, our school community partnerships coordinator, and SAC/Home and School teams.	Parent Engagement: Overton/Wapner

Section II: Academic/Instructional/Social Emotional Program Plan

This section will outline the instructional and social-emotional plan to meet the needs of our students based on the instructional design for the 2020-2021 school year framed by the Office of Academic Supports and other Chief Offices. Academic/Instructional/Social-Emotional Program Plan Considerations are listed below.

Part of the Academics key design elements include teachers providing grade-level instruction, with the appropriate and/or modifications provided to students with diverse learning needs as necessary, in ways that will engage students in learning in digital learning. Grade level instruction may include lectures, modeling, approved videos and presentation and other forms of teaching aligned to the grade-level content and student supports identified via the individualized education plans, ESOL supports and response to intervention. Through this, students will be provided with background knowledge and current grade-level content.

Academic/Instructional/Social Emotional Programs within a Digital Learning Environment	Staff Responsible/Assigned
(1) Academics/Instruction ● **Ongoing review of the School's Action Plan** The leadership team will meet weekly to review and implement this. Student work analysis and standards aligned tasks will drive instructional planning. Teachers will use data to drive instruction and move individual and small group instruction forward. ● **Leadership Team Purpose; Goals; Accountability:** The leadership team will meet 1x/week to review and implement the school action plan.	Overton/Leadership Team: School Action Plan Overton: Leadership Team

● **Meeting the needs of all learners; special population groups; English Learners, Students with Special Needs:** Weekly PD will be provided for all SPED teachers.	T.Johnson: Sped Students
● **Expectations for Teacher Planning in Digital Learning:** Teachers will submit schedules with links to all PPTs, recordings, etc by Sunday at 5pm via google classroom.	Overton: Digital Learning
● **Grade Group/Content Team Planning/Common Planning Time:** This will take place weekly during Friday afternoons for 1 hour. Time will be reserved for teachers to plan, share instructional strategies and barriers to help students reach mastery. The coaching team will use a google doc to keep track of feedback and progress of each teacher being coached throughout the year.	Overton/Wapner/Trusty/K.Johnson: GG, CTP, CPT
● **Professional Development on Core Academic Frameworks:** Provide PD for virtual learning techniques on Fridays, how to instruct VIB students, and parent engagement.	Overton/Wapner/Umberger/Trusty: PD on Academics
● **Teacher Coaching:** ELA and MATH coaches will work with classroom teachers to provide feedback and coaching weekly to improve instruction.	Trusty/Settles: Coaching
● **Observation Feedback Cycle**: A minimum of 3-5 classroom observations will occur on a weekly basis.	Overton/Wapner; Observation Feedback
● **Multi-Tiered System of Supports:** Students at risk will be entered in to the MTSS system. These meetings will take place monthly.	Knight/K.Johnson/T.Johnson: MTSS
(2) Progress Monitoring ● Marking Guidelines: Teachers will follow SDP marking guidelines. Interim reports will be available to families mid-way through each marking period. Report cards will be available during conferences and in the student portal. ● **Assessments:** 3 Guiding Principles for Assessment	Settles: Marking Guidelines Assessments: Settles/Wapner

ANET (grades 2-8) will take place:
  1. Week of 11/2
  2. Week of 1/11
  3. Week of 3/15
AIMSWEB+ (K-5) - Ms. Trusty will lead. These tests will take place 3x/year in September, January, May.
STAR (6-8) - Ms. Settles (she will attend training on 9.4 and turn around on 9.25) This is a universal screening and progress monitoring too. This test will be administered 4x/year and students get a score from 0-1400. Students are ranked in comparison to other students who take the test nationally. If a student earns a 58% that means they are doing as well or better than 58% of students at their grade level who have taken the test across the nation. Students will get a scaled score and a percentile score.
Support for STAR: Live chat: 800-338-4204 and here: support@renaissance.com
ACCESS: January - March testing for ESL students
 	
● **QLIK:** Leadership Team and Climate team will analyze this data monthly.
 	
● **SchoolNet:** Early Warning Indicators will be used to make decisions regularly throughout the year.
	Overton/Leadership: QLIK
	
	Knight: SchoolNet

(3) Social-Emotional Learning ● **Climate and Safety Work (Attendance, Truancy, Behavior, Soc/Emotional):** Establish clear roles and responsibilities for this. We will Create Tier 1 team to oversee initiatives. Set meeting schedule for Tier 1 team. Specific data and progress monitoring system for use. ● **Multi-Tiered System of Supports:** This team will meet monthly to provide supports for students in need. ● **Healing Together Follow up; Health and Wellness: Healing** Provide opportunities for staff to receive support about their own stress/trauma. Wellness with a focus on racial stress and healing through anti-racist work. Facilitate support sessions through August 24th and beyond. PD on mindfulness and yoga practices, planning time spent for teachers to support mental wellness and health. ● **Racial Equity Work:** This will be ongoing and consistent. We will dedicate space and time to building relationships to have difficult and uncomfortable conversations with staff. We will raise awareness issues	K.Johnson: Climate and Safety Knight/T.Johnson: MTSS Overton/Wapner: Healing Overton: Racial Equity Work

on racist practices and racial identity and racial inequities. Explore racist mindsets, implicit biases, and inequitable practices in school buildings beginning with PD on Aug. 25th and led [228 Accelerator](#) (Beginning September 2020) and [The Lion's Story](#) (beginning spring 2020)			

Important Information and Deliverables

As we work through this plan, it is important to note that additional resources and information, inclusive but not limited to a *School Leader's Desk Reference Guide* (a Toolkit and Reference Guide for work throughout the school year) will be forward to school leaders in the coming days and weeks. This includes, but not limited to, the Academic and Instructional Plans and Social-Emotional Learning Resources.

The 2020-2021 Digital School Opening Plan will posted by Network in Google Classroom: https://classroom.google.com/

School Leaders should work with their Assistant Superintendents and other Network and Central Office Supports throughout their development of the 2020-2021 Digital School Opening plan. The Chief Schools Office is also a support system for school leaders. The Assistant Superintendent and Chief Schools Office will review the plans and provide feedback on an ongoing basis.

Following the review and plan completion, the plans will be "turned in" through Google Classroom.

    Directions for Turning In the Plan:
- Press the **Turn In** button at the top right of the spreadsheet *or*
- Press the **Turn In** button inside the assignment notification near where the checklist was opened

We will continue to provide you with updated information with timelines as appropriate.

Items for Completion	Description	Responsibility of	By When
2020-2021 Digital School Opening Plan	The Digital School Opening Plan is a document and framework to guide School Leaders as they prepare for the student's instructional program being delivered in a digital platform from home.	Principal with support from various offices; e.g. Networks Chief of Schools	Friday, August 21, 2020

		Chief Offices	
2020-2021 In-Person Learning School Opening Plan	The In-Person School Opening Plan is a document and framework to guide School Leaders as they prepare for the student's instructional program being delivered safely in school buildings.	Principal with support from various offices; e.g. Networks Chief of Schools Chief Offices	Friday, October 16, 2020
2020-2021 Hybrid Learning School Opening Plan *(For discussion, development and planning)*	This plan will be a subset of the two Digital In-School and In-Person Learning School Opening plans. The plan may be a discussion with adjustments guided by recommendations from various school local, city, state and federal entities. Additional information forthcoming.	Principal with support from various offices; e.g. Networks Chief of Schools Chief Offices	TBD

Resources (*Not a complete list*)

SY 2020-2021 Advancing Education Safely

Presumptive-Confirmed Positive Protocol.docx

Healing Together 2020.pdf

Visitor Protocol.docx

Employee-Expectation-and-Guidance

Guidance for Managers

Food Services Cleaning Guideline.docx

Guidance for Approved School Partners Providing Virtual Support

Instructional Design for 2020-2021 School Year

Appendix B to Instructional Design - Key Terms.pdf

Pre-K Overview for School Opening

Academic Calendar 2020-2021

Toolkit for K-12 Schools

Public Health Guidance Regarding COVID-19 for Phased Reopening of Pre-K to 12 Schools

Planning Notes