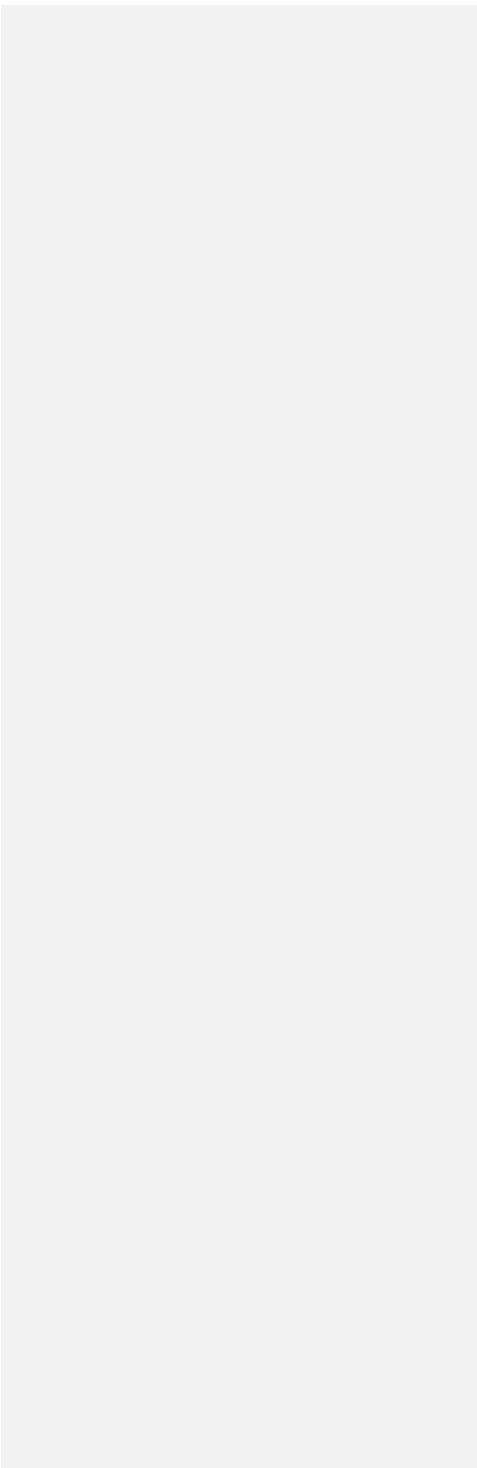


# AIMS K-12 College Prep Charter District Educational Continuity Preparedness Plan

(Draft 3/23/2020)

March 2020



# AIMS K-12 College Prep Charter District Educational Continuity Preparedness Plan

AIMS Mission is one of academic excellence for all students. [The District's Strategic Plan](#) outlines the way in which we bring this mission to life and demonstrates our commitment to excellence.

In response to the shift in educational modality given the Covid 19 Quarantine, we have created the "Educational Continuity Preparedness Plan". This plan will also be used in the event of any other disruption to traditional classrooms learning District-wide. The plan provides guidance to ensure we can involve students in relevant and engaging learning that fosters creativity and imagination, and that helps students gain and retain skills that are grade-level appropriate. Designing systems that provide meaningful engagement in the learning process through both virtual and non-virtual resources enables AIMS to ensure student learning is continuous and ongoing outside of the four walls of a classroom.

AIMS is prepared for a number of closure scenarios. Please refer to the chart below to explore each plan.

Plan	Description
<b>Level I</b> Foundational Preparedness	Initial assessments of preparedness in the event of classroom cancellations.
<b>Level II</b> Short Term Preparedness	In the event of a two to three-week district closure, the plan of continued learning for students to access learning activities both digitally and non-digitally. These activities will reinforce the current grade-level skills.
<b>Level III</b> Long Term Preparedness	In the event of a one-month or longer district closure, the plan of continued learning for students to access learning activities both digitally and non-digitally. These activities will shift from the maintenance of concepts (review) to continued and expanded learning.

## Level I - Foundational Preparedness

Site Lev	<p><b>Family contact information</b> <i>School Office Staff / Parent Coordinator / Communications and Marketing</i></p> <ul style="list-style-type: none"> <li>• Ensure that the site has accurate contact information (email and phone number) for families in Powerschool</li> </ul> <p><b>Family Wifi and Technology Availability</b> <i>Classroom Teacher</i></p> <ul style="list-style-type: none"> <li>• Verify whether each student has access to WiFi and technology outside of school</li> </ul> <p><b>Teacher curriculum accounts</b> <i>Classroom Teacher</i></p> <ul style="list-style-type: none"> <li>• Teachers check all curriculum accounts/Google Single Sign-On capabilities to ensure access is in working order.</li> </ul> <p><b>Student curriculum accounts</b> <i>Classroom Teacher</i></p> <ul style="list-style-type: none"> <li>• Verify that each student can access their online Google/curriculum accounts</li> <li>• Push out notification to families with the student username and password information</li> </ul> <p><b>Lesson plans</b> <i>Classroom Teachers / Site Administrators</i></p> <ul style="list-style-type: none"> <li>• Create 2 weeks worth of non-digital lesson plans that can be used sans a teacher</li> <li>• Create 2 weeks worth of lessons plans that include scheduled, digital access to a teacher</li> <li>• Create a space for lesson plans to live until needed</li> </ul>
Dis tric	<p><b>Employee contact information</b> <i>HR / Finance</i></p> <ul style="list-style-type: none"> <li>• Verify that employee contact information is accurate             <ul style="list-style-type: none"> <li>○ Create process to verify if not in place</li> </ul> </li> </ul> <p><b>Technology availability</b> <i>Operations / Technology Department</i></p> <ul style="list-style-type: none"> <li>• Perform audit on the number of devices that can be deployed at a central location in the event a family needs access and a device can be checked out             <ul style="list-style-type: none"> <li>○ Create a check out procedure if not in place</li> </ul> </li> <li>• Perform audit to ensure that all teacher devices are equipped with a camera in the event that virtual teaching/learning is an option</li> </ul> <p><b>WiFi capabilities</b> <i>Operations / Technology Department</i></p>

- Identify WiFi access options for families who do not have service
  - Deploy access points for families with no service
- Deduce whether there is a need to provide teachers remote WiFi access points to ensure the potential for virtual teaching/learning without infringing on personal WiFi accounts for access

**Attendance Process**

***Operations / Registrar***

- Identify a process by which attendance can be taken on a daily
  - Determine amount of time that is deemed "attended" for the day

**Communication**

***Superintendent / Heads / Communications and Marketing***

- Outline communication structure for information and updates

**IEP and 504 Support**

***Special Education***

- Conduct an audit on student needs and what can be done to continue to provide access and support (devices, materials)
- Design plan to utilize Service Tracker to capture specialized academic instruction
- Create a Prior Written Notice (PWN) for families of students with IEP's to notify them of any modification of service delivery due to emergency (as advised by district attorney)

**Foster Youth / Homeless**

***Operations / Heads / Parent Coordinator***

- Conduct an audit on student needs and what can be done to continue to provide access and support (devices, materials)

**Curriculum**

***Superintendent / Heads / Heads of Academics / Spec. Ed. / Language Development / CBK / Communications and Marketing***

- Create "how-to's" for:
  - Zoom - teachers can conduct live, virtual classroom instruction
  - Accessing curriculum online - teacher and student access
  - Assigning curriculum to students Virtually- teacher access
- Create guidance for teachers on lesson plan resources

**Independent Study**

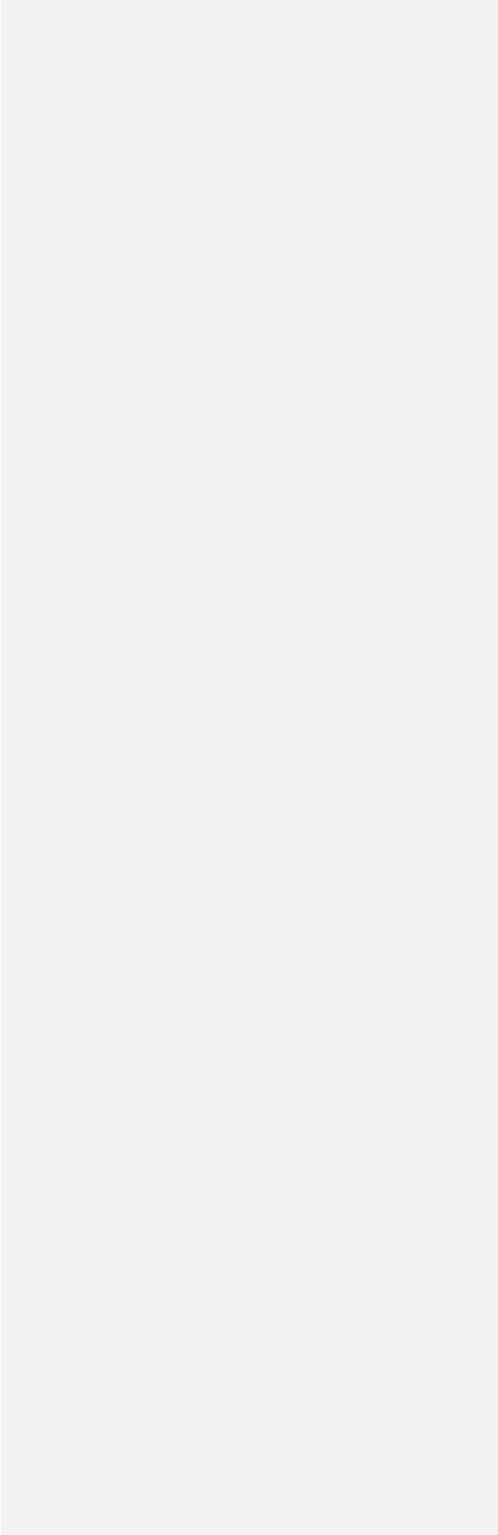
***Superintendent / Heads / Heads of Academics / Registrar / Operations***

- Conduct audit of Independent Study process
- Design clear communication and resource for Independent Study requests
- Create a virtual support team in the event all departments are closed
  - Identify departments leads
  - Create a schedule of "on call" support

	<ul style="list-style-type: none"> <li>○ Create an online page for all stakeholders to use as the “updates and access” page</li> <li>● Centralized Resource Center <ul style="list-style-type: none"> <li>○ Consider an out of district location to deploy technology and materials, as needed</li> </ul> </li> </ul>
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### Curriculum Access & Availability

School	Curriculum Access & Availability
<b>Elementary School</b>	(To be completed by the Head)
<b>Middle School</b>	(To be completed by the Head)
<b>High School</b>	(To be completed by the Head)



# Level I - Foundational Preparedness

## Site Level:

- **Family contact information - School office staff/ Parent Coordinator/Marketing and Communications**
  - Ensure that the site has accurate contact information (email and phone number) for families in Powerschool
- **Family WiFi and technology availability - Classroom Teacher**
  - Verify whether each student has access to WiFi and technology outside of school
- **Teacher curriculum accounts - Classroom Teacher**
  - Teachers check all curriculum accounts/Google Single Sign-On capabilities to ensure access is in working order.
- **Student curriculum accounts - Classroom Teacher**
  - Verify that each student can access their online Google/curriculum accounts
  - Push out notification to families with the student username and password information
- **Lesson plans - Classroom Teachers/Site Administrators**
  - Create 2 weeks worth of non-digital lesson plans that can be used sans a teacher
  - Create 2 weeks worth of lessons plans that include scheduled, digital access to a teacher
  - Create a space for lesson plans to live until needed

## District Level:

- **Employee contact information - HR/ Finance**
  - Verify that employee contact information is accurate
    - Create process to verify if not in place
- **Technology availability – Operations/Technology Department**
  - Perform audit on the number of devices that can be deployed at a central location in the event a family needs access and a device can be checked out
    - Create a check out procedure if not in place
  - Perform audit to ensure that all teacher devices are equipped with a camera in the event that virtual teaching/learning is an option
- **WiFi capabilities - Operations/Technology Department**
  - Identify WiFi access options for families who do not have service
    - Deploy access points for families with no service
  - Deduce whether there is a need to provide teachers remote WiFi access points to ensure the potential for virtual teaching/learning without infringing on personal WiFi accounts for access
- **Attendance Process – Operations/Registrar**
  - Identify a process by which attendance can be taken on a daily
    - Determine amount of time that is deemed “attended” for the day
- **Communication – Superintendent/Heads/Marketing and Communications**
  - Outline communication structure for information and updates
- **IEP and 504 Support - Special Education**
  - Conduct an audit on student needs and what can be done to continue to provide access and support (devices, materials)
  - Design plan to utilize [Service Tracker](#) to capture specialized academic

Commented [1]: We keep our service logs on a spreadsheet. I can share with those that need access.

instruction

- Create a Prior Written Notice (PWN) for families of students with IEP's to notify them of any modification of service delivery due to emergency (as advised by district attorney)
- **Foster Youth/Homeless – Operations/Heads/Parent Coordinator**
  - Conduct an audit on student needs and what can be done to continue to provide access and support (devices, materials)
- **Curriculum – Superintendent/Heads/Heads of Academics/Spec. Ed./Language Development/CBK/Marketing and Communications**
  - Create “how-to’s” for:
    - Zoom - teachers can conduct live, virtual classroom instruction
    - Accessing curriculum online - teacher and student access
    - Assigning curriculum to students Virtually- teacher access
  - Create guidance for teachers on lesson plan resources
- **Independent Study - Superintendent/Heads/Heads of Academics/Registrar/Operations**
  - Conduct audit of Independent Study process
  - Design clear communication and resource for Independent Study requests
- Create a virtual support team in the event all departments are closed
  - Identify departments leads
  - Create a schedule of “on call” support
  - Create an online page for all stakeholders to use as the “updates and access” page
- Centralized Resource Center
  - Consider an out of district location to deploy technology and materials, as needed

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K-8 Curriculum Access & Availability	High School Curriculum Access & Availability
(To be completed by the Heads) <b><u>Elementary</u></b>  <b><u>Middle</u></b>	(To be completed by the Head)

### Curriculum Support Links for Educators

( Heads send links to marketing and communications)

English Language Arts	Grades K-5	ELD Support	Sp. Ed Support	
	Grades 6-8	Grades K-5	Grades K-5	
	Grades 9-12	Grades 6-8	Grades 6-8	
		Grades 9-12	Grades 9-12	
Math	Grades K-5	Grades 6-8	Grades 9-12	ELD/Sp. ED Support
				Grades K-5
				Grades 6-8
				Grades 9-12

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Commented [3]: learningally.com. For audio books

Commented [4]: <https://www.texthelp.com/en-us/sectors/education/> Google Read &Write. Assists with reading and simplifying any online work.

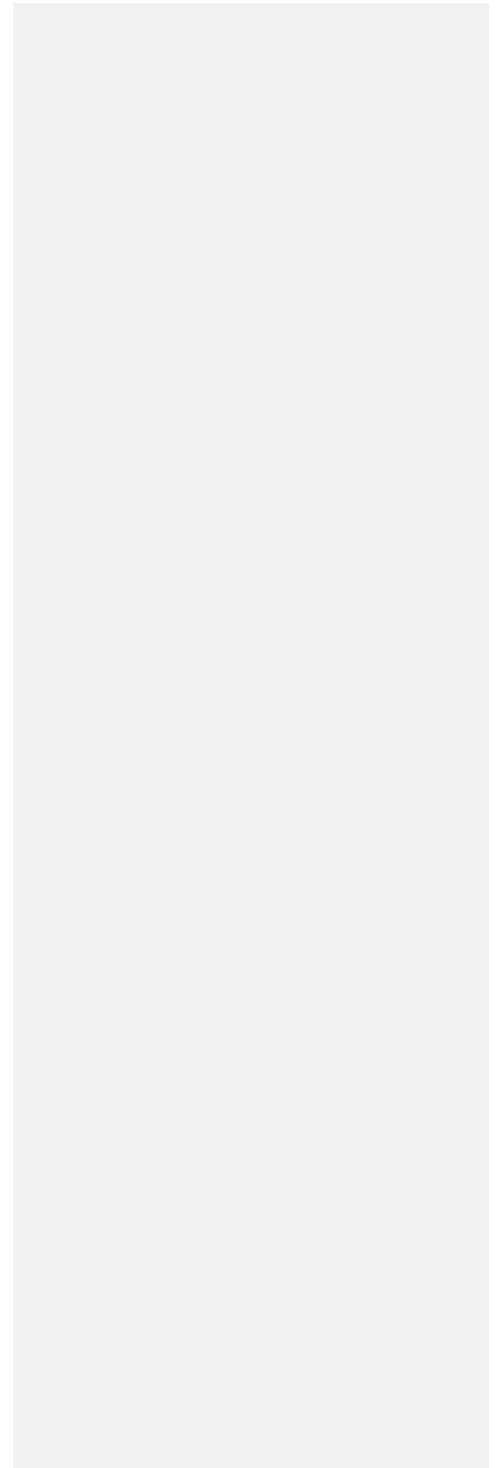
Commented [5]: study.com or Khanacademy.com



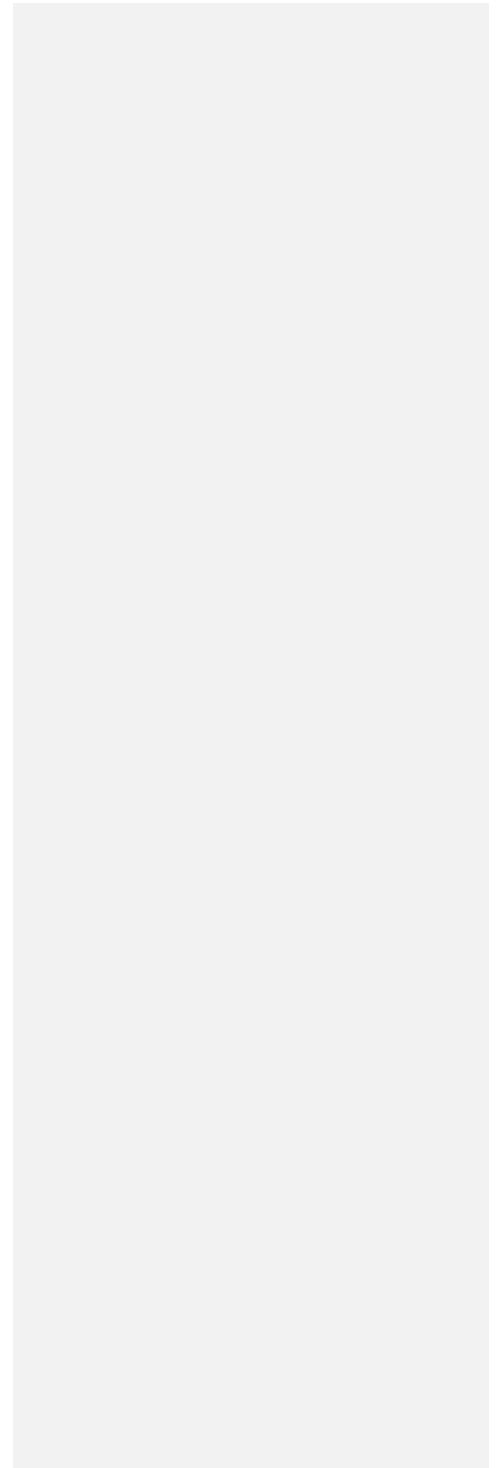
Social Studies	Grades K-5	Grades 6-8	Grades 9-12	ELD/Sp. ED Support Grades K-5  Grades 6-8  Grades 9-12
Science	Grades K-5	Grades 6-8	Grades 9-12	ELD/Sp. ED Support  Grades K-5  Grades 6-8

Commented [6]: see ELA links.

				Grades 9-12
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World Language	Grades K-5	Grades 6-8	Grades 9-12	ELD/Sp. ED Support Grades K-5  Grades 6-8  Grades 9-12
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## Level II - Short Term Preparedness

### Site Level:

- **Lesson plans - Classroom Teachers/Heads/HOA**
  - Create 3 weeks worth of lessons plans that include scheduled, digital access to a teacher
  - Create 3 weeks worth of non-digital lesson plans that can be used sans a teacher
  - Create a space for lesson plans to live until needed

### District Level: Marketing and Communications/Technology/Operations/Heads

- Deploy online page for all stakeholders to use as the “updates and access” page
- Deploy attendance documentation protocol
- Open access to local public education station
- Resources for Digital Teaching/Learning - Curriculum/SpEd/Language Development
  - Provide teachers with a resource for planning for digital learning  
(Heads send to Marketing and Communications so that link can be created)
    - Daily lesson plan support for teachers
    - K-8 - Lesson Planning templates
    - 9-12 - Lesson Planning templates
    - Provide a Login guide for students
    - Provide a Login guide for teachers
    - Provide a best practices guide

## Level III - Long Term Preparedness

### Site Level:

- **Teachers:**
  - Plan lessons to deliver virtually
  - Post assignments and resources such as recordings needed for assignments
  - Administer content-based assessments
    - CFU, Formative, Summative
      - Consider project-based or performance-based
  - Ongoing and timely grading and feedback to students on ( )
  - Be available to communicate with families about students' progress
- **Head of Academics**
  - Daily check-ins with teachers from assigned sites to provide support in planning, prepping, etc.
  - Support classrooms with new teachers and temporary teachers (long term substitutes)

### District Level: Marketing and Communications/Technology/Operations/Heads

- Deploy plan for centralized resources center
  - Technology
  - Materials
- Deploy online page for all stakeholders to use as the “updates and access” page
- Deploy attendance documentation protocol
- Deploy Independent Study Protocols
- Resources for Digital Teaching/Learning - Curriculum/SpEd/Language Development
  - Provide teachers with a resource for planning for digital learning

(Heads send to Marketing and Communications so that link can be created)

- Daily lesson plan support for teachers
- K-8 - Lesson Planning templates
- 9-12 - Lesson Planning templates
- Provide a Login guide for students
- Provide a Login guide for teachers
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**AIMS**K-12  
COLLEGE PREP  
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