Academics

Do First 0/15 completed			Prior to Opening 0/15 completed			Open and Operating 0/15 completed		
✓	Date	Task	✓	Date	Task	✓	Date	Task
☐		Review division calendar and revisions to daily elementary and secondary schedules	☐		Establish master schedule, determine class rosters and locations for components of the instructional day	☐		Meet with staff to discuss and share the determination of rosters, schedules and locations for schedules.
☐		Consider health mitigation protocol and schedule implications on student distribution and locations in the school building	☐		Develop plan for assessment and data collection for use in determining access to Friday remedial supports	☐		Review the established assessment and data collection method for submission of students that will be offered additional supports(time) based upon need (secondary)
☐		Review 2019-2020 delination of staff schedules and instructional responsibilities	☐		Determine a modified plan for staff schedules and instructional responsibilties.	☐		Review existing instructional delivery models used in ACPS and determine the needs of students who will engage is differnt schedule rotations.
☐		Review available documentation and training resources on Virtual Virginia	☐		Conduct Virtual Virginia and Google Suites platform staff training to ensure effective implementation to meet staff and student needs.	☐		Conduct on-going professional development opportunities for Google Suites and Platform for staff and students.
☐		Review curriculum map, crosswalk and pacing guide revisions	☐		Review Covid-Crosswalks and pacing guides with staff that were created by the division-level instructional staff to weave new material from the previous school year (2019-2020) to the current school year (2020-2021).	☐		Introduce the Covid-Crosswalks and pacing guides with staff that were created by the division-level instructional staff to weave new material from the previous school year (2019-2020) to the current school year (2020-2021).
☐		Review ACPS literacy and math plans to enure alignment in scheduling considerations	☐		Conduct staff review of the updated ACPS literacy and math plans with Leads, Specialists and Special Education staff to ensure alignment when completing student schedules.	☐		Review staff review of the updated ACPS literacy and math plans with Leads, Specialists and Special Education staff to ensure alignment when completing student schedules.
☐		Review existing support programs and structures and revised process considerations (IST, 504 and IEP)	☐		Review Staff training on policies, guidelines and reguations for Special Education considerations.	☐		Conduct Staff training on policies, guidelines and reguations for Special Education considerations.
☐		Review existing promotion and retention models and ensure completion of retention and promotion process for 2019-2020	☐		Collect previous and existing data regarding retention and promotion for students based upon the growth model such as MAP training.	☐		Design previous and existing models regarding retention and promotion for students with staff.
☐		Review school level PLC structure and consider revisions in context of 2020-2021 schedule revisions with division liasons.	☐		Restructure PLC's times, dates and structure based on Master schedule needs for staff.	☐		Introduce the new PLC times, dates and structure of meetings.
☐		Develop a plan to implement an effective communication plan with all staff.	☐		Collect the preferred method and frequency of communication for staff.	☐		Develop a plan with school and division level counselors to address and support staff needs.
☐		Review the current school and division level assessments (formative and summative) to address the current needs (covid slide) and student growth tools for but not limited to vunerable and special populations.	☐		Create new summative assessment models with staff to ensure frequent checks of students to determine growth.	☐		Review adopted summative and formative testing procedures and protocols with staff to ensure an understanding of data.
☐		Evaluate current instructional planning and delivery approaches to adequately introduce new instruction to all students in a safe, effective and equitable manner.	☐		Create opportunities to model and explore varied instructional planning and delievery models to enhance culturally responsive educational techniques.	☐		Conduct on-going professional development opportunities for instructional planning and delivery models for staff and students.

Academics

Do First

0/15 completed

✓	Date	Task
☐		Review the Recover, Redesign, and Restart document released to ensure a clear understanding.
☐		Review current diagnostic analyzation of social emotional needs for students.
☐		Review existing instructional delivery models for intervention and remediation to ensure that covid loss of learning issues and concerns are addressed.
☐		
☐		

Prior to Opening

0/15 completed

✓	Date	Task
☐		Discuss the Recover, Redesign and Restart document with your division liason and staff to ensure adequate understanding of essential considerations, guidelines and suggestions of all phases.
☐		Develop a tool to monitor current SEL monitoring and analyzation of student's well-being.
☐		Create a variation of remediation and intervention strategies to meet the current needs of students.
☐		
☐		

Open and Operating

0/15 completed

✓	Date	Task
☐		Review the ACPS Roadmap to Return continually to ensure an adequate understanding of essential considerations, guidelines and suggestions of all phases.
☐		Introduce and model the established tool to monitor the social-emotional needs of students.
☐		Develop a plan for intervention and remediation instructional supports and delivery for students.
☐		
☐		

Academics

Do First *0/15 completed*			Prior to Opening *0/15 completed*			Open and Operating *0/15 completed*		
✓	**Date**	**Task**	✓	Date	Task	✓	Date	Task