

Response 3. Pre-Opening, School Calendars & Scheduling

If the education corporation/school has already designed a plan that includes information fully responsive to the requests below, the Institute provides the option of attaching that plan as Response 6 (see Submission & Posting Requirements and the 2020-2021 Plan Electronic File Conventions above) and, where appropriate, citing specific page numbers or sections of that plan that provides the detail requested in Responses 3a to 3d.

3a. Pre-Opening

Describe the activities and people (staff, students, administrators, parents, community partners, etc.) that were surveyed/consulted or involved in plans for the 2020-2021 school year (amelioration of learning loss sessions, staff professional development, technology distribution, training/support for families, etc.).

ACS has planned pre-opening activities for parents, students, faculty, and staff that combines activities ACS usually conducts during the summer and new activities that inform constituencies on the reopening plans. ACS has adjusted the school calendars to reflect the new hybrid model for school year 2020-2021 as well as the schedule for students and staff.

During the spring of 2019-20, task forces were formed to address the planning to return to the building in the fall. These task forces were administrators, staff, and faculty. Parents were surveyed [via electronic surveys and person to person phone calls] to collect pertinent information to guide the identification of key factors to include in the planning. The recommendations of these task forces with data collected from parent surveys and phone calls are included in this reopening plan.

Include a schedule and description for any pre-opening plans (professional development, on-boarding of new students and families, etc.);

Plan for Parents/Caregivers

A series of PowerPoint videos for parents and caregivers were developed to inform them of key developments throughout the summer. These are available in Spanish and English. Key stakeholders are the speakers in each video. See chart below for details:

Week	Topic	Description	Staff Presenter
Week of July 13-17	Our plans for school year 2020-2021	-Broad strokes of our plan for the fall -Statement on DEI -Welcome new staff	Executive Director
Week of July 27-31	Scheduling for fall-cohorts	More specifics on plan -cohort A/B -Alternate weeks -Schedule: Flow of the day for face/face and remote -Materials to be sent home -Materials to be needed -Parents are partners in the teaching/learning message	Assistant Principals
Week of August 3-7	Safety/sanitizing specifics	Plans for building Plans for students: -Rules for mask wearing -Distancing -Hand washing	Principals, Counselor, Security, Nurse

		Plans if someone contracts virus - Meet key school staff [Nurse/Counselor/Security] Short video where they get to know these key staff members	
Week of August 10-14	Arrival/Dismissal	-Plans for temperature/ screening -Plans for staggered arrival -Plans for meals -Plans for dismissal	Deans & Ops
Week of August 17-21	Remote Learning	Overview of remote learning (space, expectations, managing schedules) -Remote Learning Expectations -Google Classroom Demo for parents, Education online tools, and Parentsquare -Device Support	Assistant Principals and Staff Developers
Week of August 24-28	TOWN HALL	TOWN HALL for Parents-Meet the team SLT, DOO's, Front of House -Staff Opportunity to reiterate key information to parents and allow Q&A time. (Webinar)	Principals, CAO, CSCO, SLT and DOO's

Plans for Faculty and Staff

Plans for faculty and staff involve ACS’s typical summer institute professional development schedule as well as a Town Hall for Friday, July 31st. During the Town Hall, all staff will be informed of the plans to ensure health and safety of students and staff, staff’s rights for accommodations, and overall plans for reopening.

The summer institute weeks will include onboarding information for new staff; more specific details on reopening safety plans; training on new digital tools; training on new curricula; training on trauma and psychosocial elements; and time to set up classrooms in the building.

The schedule below reflects a draft of the two-week summer institute.

New Teaching Staff Sample Schedule					
Time	Monday Aug 17	Tuesday Aug 18	Wednesday Aug 19	Thursday August 20	Friday August 21
8:00	HR Onboarding	Icebreaker/Check-in	Icebreaker/Check-in	Icebreaker/Check-in	Classroom Setup [Optional. Not Mandatory.]
9:00	HR Onboarding	Google Classroom 101	Sanford Harmony Training	Special Populations at Amber	
10:00	HR Onboarding	Google Docs/Slides (Sharing)	Virtual teaching tools	Faculty evaluation overview	
11:00	Getting to know you (Breakout rooms)	Google Sheets/Forms (Sharing)	iReady instruction/diagnostic	Introduction to Danielson (elements)	
12:00	What is a charter school? Amber accountability and 5 year goals	Lunch break	Lunch break	Lunch break	
1:00	Lunch break	Science curriculum (School specific)	G-Suite (Sheets/Forms)	Meeting the needs of all students	
2:00	History of Amber/Amber's Unique Elements/ Professional expectations	Social Studies curriculum and planning	Raz-Kids	ACS/Mandating Reporting	
3:00	Rules & Routines	Teacher/TA/Tutor expectations	Data protocols & expectations (iReady)	Google classroom	
4:00	Sexual Harrassment Training	Schoolwide Non-Verbal Discussion Techniques	PowerTeacher	Google classroom	

Full Teaching Staff Sample Schedule					
Time	Monday Aug 24	Tuesday Aug 25	Wednesday Aug 26	Thursday August 27	Friday August 28
8:00	Organization wide Kick-Off/ Amber Core Values	Getting Started with Into Reading	Getting Started with Into Math	Teacher, TA, Teacher resident, Academic tutor meeting	First three weeks of school
9:00	Safety procedures			Interactive Whiteboard Training	Digital resource updates
10:00	Safety procedures	Diversity, Equity and Inclusion	Critical Conversations	Classroom Setup	Social Studies digital resources
11:00	Trauma-Informed Education	Hybrid Schedule review	Growth Mindset	Classroom Setup	Science digital resources
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00	HR Updates	Remote teaching best practices	Operations updates	Team leaders meeting	Classroom setup
2:00	Operations Updates	Critical conversations with families	Data/Tech updates (Clever, Zoom)	Pacing	Classroom setup
3:00	Introduction to Parent Square	Google Classroom setup	Team meeting/ Planning	Pacing	Virtual Welcome Back Zoom Meet & Greet
4:00	Organization/Schoolwide Goals	Classroom setup	Team meeting/ Planning	Emergency Drills	Virtual Welcome Back Zoom Meet & Greet

Provide a description of what technologies students will need in order to fully participate in planned instructional programs for the 2020-2021 school year. Describe how the education corporation/school will support every student’s access to necessary technological devices and connectivity required. Include information as to any supports the education corporation is putting in place to introduce new students and families to the technology as well as technological problem solving supports for families to maximize student learning and minimize lost instructional time. If the education corporation anticipates material technology budget implications not previously made part of a budget, please include them in a quarterly budget revision. (

Plans for Students

Every student will need a Chromebook and connectivity for the coming school year. Many of our students already have both as a result of the shift to remote learning last spring. Some of our new incoming families also have devices and connectivity because they enrolled in the ACS virtual summer program, which we administered in partnership with Springboard to over 500 students. For those few students who still need a device and connectivity ACS will provide these on their first day of in person learning. For those students who choose to do fully remote learning and need a device and/or connectivity ACS will ship to the family home.

Before starting the alternating weeks schedule, Pod A will report to the school building on Tuesday and Wednesday, September 2nd and 3rd, and Pod B will report to the school building on Thursday and Friday, September 4th and 5th. These days will be focused on building foundational relationships and a sense of community, sharing and processing the life and learning experiences during the spring and summer and acclimating students to how they will learn and function in person and remotely over the course of the school year. We will integrate 100% remote students into the learning platform acclimation and practice during this week as well. In addition to more targeted live and videotaped trainings we are preparing for families, we will continue to provide families with support in using devices, connecting to the internet, logging on to platforms, downloading apps, etc., a shared effort of our technology, operations and instructional staff members. ACS will continue to problem solve any technological problem families encounter to maximize student learning and minimize lost instructional time.

Include a statement of assurances that the education corporation/school will, when instruction is provided in-person in a bricks and mortar setting, conduct fire, safety and other drills as required using social distancing strategies for normal bricks and mortar instruction.

ACS assures that when learning is in-person in brick and mortar building the schools will continue to conduct fire, safety and other drills as required using social distance strategies.