District Name: Pleasant Valley Public Schools	**Date:** April 23, 2020

District Area of Focus: *Communication* for and monitoring of initial actions of the Continuity of Learning (CoL)/COVID-19 Plan for Pleasant Valley Public Schools

Input: Pleasant Valley Continuity of Learning/COVID-19 and Pleasant Valley 2019-20 Communication Plan

Process	**Output**	**Feedback**
Superintendent: ● Initial communication to teachers regarding broad goals and approach to alternative instruction and CoL Plan ● Initial communication to parents regarding district plan, student engagement, and expectations District Network: ● Determine consistent approach for communication about implementation of the CoL Plan ● Set up monitoring protocols for teachers to track which students submit alternative lesson tasks Building Leaders: ● Follow up communication to parents of students in their buildings and to teachers re: alternative instruction expectations ● Review teachers' learning tasks sent to students Building Network: ● Set up and manage protocol for addressing students who do not respond to initial tasks or are not responding to advisory teacher reachout ● Set up special education monitoring review of IEP and 504 plan discussions w/parents ● Assign building support team members to students who are not engaged to problem-solve any technical or situational issues for students ● Monitor communications regarding technologies, lunch distribution, student/family illnesses, or other student supports	Output Goals: Inform all parents and students of implementation and initial expectations for alternative instruction for the CoL Plan for the district. All advisory or homeroom teachers are connecting with each student within the first week of plan implementation Building support teams are receiving information from teachers to be able to reach out to students and families that are not responding to the initial communications or requests in week 1 so that they can problem-solve situations for each family. Each building support team is ensuring that SE teachers and counselors reach out to parents to set up discussions to address IEP and 504 implementations during the CoL plan period. Building support teams are assigning problem-solving teams to resolve issues as they come up within 24 hours of reporting. Building support teams are monitoring lunch distribution to ensure that all eligible students are receiving lunches via lunch bus run and that students or family members who get sick are noted.	

District Name: Pleasant Valley Public Schools	Date: April 23, 2020; *Follow up on May 1, 2020*

District Area of Focus: Communication for and monitoring of initial actions of the Continuity of Learning (CoL)/COVID-19 Plan for Pleasant Valley Public Schools

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Superintendent: ● Initial communication to teachers regarding broad goals and approach to alternative instruction and CoL Plan ● Initial communication to parents regarding district plan, student engagement, and expectations District Network: ● Determine consistent approach for communication about implementation of the CoL Plan ● Set up monitoring protocols for teachers to track which students submit alternative lesson tasks Building Leaders: ● Follow up communication to parents of students in their buildings and to teachers re: alt. instruction expectations ● Review teachers' learning tasks sent to students Building Network: ● Set up and manage protocol for addressing students who do not respond to initial tasks or are not responding to advisory teacher reachout ● Set up special education monitoring review of IEP and 504 plan discussions w/parents ● Assign building support team members to students who are not engaged to problem-solve any technical or situational issues for students ● Monitor communications regarding technologies, lunch distribution, student/family illnesses, or other student supports	Output Goals and *Actual results (in red italics noted below)*: Inform all parents and students of implementation and initial expectations for alternative instruction for the CoL Plan for the district. *Unsure of reach. Communication included survey link for computer/Internet access at home with 673 responses for 1452 students / 890 families* All advisory or homeroom teachers are connecting with each student within the first week of plan implementation *1243 of 1452 students reached week 1* Building support teams are receiving information from teachers to be able to reach out to students and families that are not responding to the initial communications or requests in week 1 so that they can problem-solve situations for each family. *209 issues identified; 91 resolved so far* Each building support team is ensuring that SE teachers and counselors reach out to parents to set up discussions to address IEP and 504 implementations during the CoL plan period. *118/130 IEP and 41/118 504 follow-ups scheduled for upcoming weeks* Building support teams are assigning problem-solving teams to resolve issues as they come up within 24 hours of reporting. *See above* Building support teams are monitoring lunch distribution to ensure that all eligible students are receiving lunches via lunch bus run and that students or family members who get sick are noted. *1117 of 1204 lunches delivered by bus; 12 students and 31 families reporting COVID symptoms; 5 hospitalized*	*District Network meeting reviewed data at the end of week 1 and noted the following for communication actions for weeks 2-3.* ● *Sup't letter and survey should have asked contact information – building network teams need to triangulate data from teachers to identify remaining issues for connectivity or alternate means of engagement (via phone/packets)* ● *Advisory teachers need to identify remaining students to be reached and identify how other teachers will reach these students. They will use a shared spreadsheet that lists students to track the individual means of connecting; individual teachers will fill in the sheet to let the advisory teachers know if individual teachers were able to connect with students.* ● *Special education teachers need to use a shared spreadsheet to track followup opportunities for each IEP and 504 student to see if a phone call or Zoom w/ parent(s) is possible. First pass will be identified SE teachers for problem situations will schedule 20-minute followup slots with the Director of SE Services.* ● *Lunch delivery staff should carry a cell phone to call those who have missed week 1 delivery to try to reach prior to next scheduled delivery.* ● *Principals need to monitor teachers who have under 80% engagement to see what followup they are offering.*