



A District of Columbia Public Charter School Network

COVID-19 School Closure Plan For Families

This is a living document, subject to change based on District guidelines.
Last updated 4/12/20



WE
MISS
YOU!

OUR MISSION

Achievement Prep prepares students to excel as high-achieving scholars and leaders in high school, college and beyond.



TOPICS

- School & Community Contacts
- COVID-19 Resources
- Building Operations & Cleaning Plan
- Remote Learning Plan
- Communications Plan & Virtual Tutoring and Learning Hours
- Distance Learning Resources
- Quarter 3 Grading Plan
- Re-Enrollment Plan
- Upcoming Events



School & Community Contacts



School Support Contacts



K-3 Scholar Information / Requests / Star Scholars

Yolanda Barber, Elementary School Principal

esremote@achievementprep.org

202-807-9162

4-8 Scholar Information / Requests / Star Scholars

Cyrkle Lomax, Middle School Principal

msremote@achievementprep.org

202-738-3050

K-8 Learning Materials information / Distribution / Virtual
Tutoring & Learning Hours / Requests

Sarah Lewis, Chief of Schools

slewis@achievementprep.org

K-8 Learning Materials information / Distribution / Virtual
Tutoring & Learning Hours / Requests

Rob Murphy, Managing Dir of Curriculum and Instruction

rmurphy@achievementprep.org

K-8 STAR Scholar Materials / Evaluations / IEP Meetings /
Related Services

Steaven Hamlin, Director of Scholar Support

shamlin@achievementprep.org

Community Support Contacts

- AprilMay Therapeutic Services: 202-706-7603 or info@amayinc.com
- Abuse and Neglect Hotline: 202-671-7233
- Champs (Child Mental Health Emergency): 202-481-1440 or 911
- Crisis Text Line: 741741
- Emergency Shelter Hotline: 202-399-7093
- National Suicide Hotline: 1-800-273-8255
- 24/7 Mental Health Hotline: 888-793-4357, staffed by licensed technicians (M-F, 10-2pm)
- Public Benefits Call Line (SNAP, TANF, Medicaid, etc): 202-727-5355





COVID-19 Resources

COVID-19 Resources

- [DC Health Coronavirus webpage for up-to-date, city-wide information](#)
- [Community Member COVID-19 Contact Information Flyer](#)
- [COVID-19: Self Assessment Information](#)
- [COVID-19: Symptoms Guide](#)
- [Achievement Prep's COVID-19 Updates Page](#)



WE ARE GOVERNMENT OF THE DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR

Coronavirus (COVID-19)

Other Resources

- DC's list of food resources [here](#).
- Our partner, Martha's Table, offers produce and meal distribution. More information about this resource is available [here](#).





Building Operations & Cleaning Plan

Building Operations & Cleaning Plan

Non-essential staff will not have access to the building during the entirety of the school closure (March 17th - unknown).

Contractor Services:

M&G, our contractor for janitorial services, conducted an intensive deep cleaning and sanitization process, inclusive of the following:

- All surfaces (e.g scholar/adult desks, counter tops, all tables, floors, walls), door handles, railings and windows;
- All classroom and office rugs/mats, manipulatives, seats, phone handles/consoles, computer/chromebook keyboards and screens.

Treatment efforts were performed by conventional deep cleaning methods (e.g. wet mopping, disinfecting wipe-downs, pressure washing), but also by means of sanitation bombs and by the use of electrostatic spraying for classroom manipulatives. Additional updates/guidance will be provided prior to the reopening of schools.





Distance Learning Plan

For General & Special Education

How do WE think about Distance Learning?

- Parent Ease: The system we put in place must provide support to and for families. The information and the process need to be user-friendly and accessible for parents, if they are expected to teach and assist scholars at home.
- Supports our most vulnerable: The system that is put in place must be a system that supports our most struggling learner or household.
- Prevents Learning Loss: We serve a population that is dependent upon us for quality instruction. Because of this, our floor for virtual learning up to this point is to prevent learning loss, not to introduce new concepts or skills. With closure extending beyond April, we are considering plans that go above and beyond this minimal expectation and contemplate introducing new skills and information to scholars.



Distance Learning Timeline

For current and past distance-learning communications and materials, please visit Achievement Prep's Distance Learning portal at www.achievementprep.org/DistanceLearning.

Current APrep Closure Dates: March 16th - unknown.

March 13th and 16th:

Staff reported to school to plan for and distribute distance learning materials.

March 17th - March 23rd:

Spring Break for scholars and teachers - no Spring Break in April.

March 24th - March 31st:

Round 1 Remote Learning.

April 1st - April 24th

Round 2 Distance Learning with Virtual Tutoring & Learning Hours.

April 6th, 7th, and 10th:

Select staff reported to school to distribute distance learning materials.

April 27th - Unknown:

Round 3 - TBD, Contingency Planning.



Distance Learning Plan

Through April 24th

- Platinum Teachers will host Virtual Tutoring & Learning Hours through [ZOOM](#):
 - Monday- Friday, 9AM-11:00AM and 2PM-4PM beginning April 6th.
- Workbooks are available online at www.achievementprep.org/RemoteLearning, along with instructions and supplemental resources for both general and special education.
- Round 1 and Round 2 materials were made available for pick-up on designated days.
- Achievement Prep attempted to survey every family to access tech needs. If you have not completed this survey, please contact the school at your earliest opportunity.
- Teachers will communicate with families at least once per week via email, phone, and/or ZOOM.
 - If you have not heard from us, we may have outdated contact information - please update us!
- Need internet access? Check out resources [here](#).



Distance Learning Plan for STAR Scholars

- Scholar Support Teachers will also host Virtual Tutoring & Learning Hours through [ZOOM](#):
 - Monday- Friday, 9AM-11:00AM and 2PM-4PM beginning April 6th.
- STAR scholars have access to the same grade level resource materials as their non-disabled peers. Additionally, Scholar Support teachers will provide modified and accommodated materials to assist STAR scholars with accessing the materials.
- Behavior Support Services, Occupational Therapy Services, Speech and Language Services and audio devices are provided pursuant to the STAR scholar's IEP and have been coordinated with families directly.
- Platinum Teachers and Dedicated Aides will communicate with families via email, phone, and ZOOM.
- IEP meetings will take place virtually using Zoom during distance learning weeks.
- Need internet access? Check out resources [here](#).



Workbook Distribution

APrep requires scholars to complete distance learning workbooks during the distance learning period (now-April 24th). You can access these packets in the following ways:

1. Digitally at www.achievementprep.org/RemoteLearning, along with instructions and supplemental resources for both general and special education.
2. In-person Pick-up:
 - Round 1 Remote Learning workbooks were sent home with scholars on March 13th and were available for pick-up March 16th, 8AM - 12PM.
 - Round 2 Remote Learning workbooks were available for pick-up on April 6th and April 7th, 10AM-3PM, and April 10th, 2PM-5PM.
3. Via email (SchoolMessenger) on March 29th and April 6th (Newsletter)
4. For families who cannot access workbooks online or pick-up in-person, Achievement Prep will make every effort to print and mail/deliver upon request.



A photograph of a diverse group of students in a classroom, all with their hands raised in the air, indicating active participation. The students are seated at desks, and the room is brightly lit by large windows in the background. The entire image has a warm, reddish-orange tint.

Communications Plan & Virtual Tutoring + Learning Hours

Communications Plan



Leader Message:

Weekly

Bi-Weekly Family Newsletter

Every Other Sunday, beginning April 6th

Emergency Communication on School Operations:

- Robo Calls (email, calls, texts)
- Social Media (Instagram, Facebook, Twitter)

Teacher-Family Communication:

Weekly check-in phone calls/emails from all Platinum Teachers (including Scholar Support staff)

Teacher-Scholar Virtual Tutoring & Learning Hours:

Platinum Teachers will hold virtual tutoring & learning hours during distance learning period, Monday - Friday 9AM - 11AM and 2PM - 4PM. Virtual Tutoring & Learning Hours provides time to work on specific academics and support with completing workbooks.

Virtual Tutoring & Learning Hours

Virtual Tutoring & Learning Hours:

Monday - Friday

9AM - 11AM and 2PM - 4PM

Purpose:

Virtual Tutoring & Learning Hours provides time for scholars and families to get support with completing workbook assignments. Teachers will be prepared to support scholars with the current day's assignment.

How to Access:

- Families will access virtual tutoring & learning hours via [ZOOM](#).
- Each Language Arts and Math teacher has their own ZOOM room for 1:1 and small group support.
- [Click here](#) for the list of teacher rooms.
 - To access the room, click the link next to the grade and subject you need support with.





Distance Learning Resources

Distance Learning Tools

[IReady](#)

**Compatible with desktop/laptop computers and iPad (iOS 10 and above). Not compatible with iPhone, Android, or Android tablets.*

[CommonLit](#)

[Bookshare](#)

[Khan Academy](#)

[Learnzillion](#)

[RAZ Kids](#)

[Tinycards](#)



Digital Access

Hotspot Instructions:

If your cell phone is your primary form of technology, please use the below links for instructions to secure a personal hotspot that will provide access to any digital activity.

Android Users: <https://support.google.com/android/answer/9059108?hl=en>

iPhone Users: <https://support.apple.com/en-us/HT204023>

Free Internet:

The District has negotiated with Comcast for all households to receive free Internet Essentials for two months. Please click this link –

<https://www.internetessentials.com/covid19> to learn more and how to access this service in your home.



School Support

We've got you covered. Whether you have questions regarding instructional materials, educational platforms, and/or technology--we are here to support you.

Elementary School

Phone: 202-562-1307

Email: ESremote@achievementprep.org

Middle School

Phone: 202-562-1214

Email: MSremote@achievementprep.org





Quarter 3 Grading Plan

Grading Plan

During this distance learning period, when much of our instructional support (including virtual tutoring and learning support) is being offered online, we know that scholars will have different levels of access to technology and workspaces for learning — so much is out of their control. **Therefore, teachers will grade scholar work without penalizing them for assignments that they were not able to access or complete.** Teachers will offer many varied opportunities for scholars to display mastery and engagement, and any distance learning work completed and turned in can only benefit a scholar's academic status.

Assignments and activities that scholars engage in during learning at home period will be used to improve a scholar's quarter 3 grades. For each week of distance learning, teachers will grade scholar work. These grades will be averaged into a scholar's quarter 3 grade and used only to improve a scholar's overall standing. **Scholars who do not complete distance learning work by specified timeline will not be penalized and will receive the quarter 3 grade they earned as of March 13th, prior to the closure.**



Grading Plan cont.

- Quarter 3: February 3, 2020 - April 24, 2020 (all of the work you currently have at home)
- Scholars should complete work as directed and plan to submit completed work during the week of April 20th, but no later than April 24th. We will identify drop off times the week of April 20th.
- Teachers will grade scholar work weekly - so ensure entire workbook is complete.. These grades will be averaged into a scholar's quarter 3 grade and used only to improve a scholar's overall standing.
- If a scholar is unable to complete any assignments during the period of virtual learning, their quarter 3 grade will be based on the marks they earned as of March 13th, prior to the closure.

For more information, please review the [Quarter 3 Grading FAQ for Scholars and Families](#).





Re-enrollment Plan

Re-Enrollment Plan

We want you back!

- Every family should have received a snapcode via email. Please follow the instructions to set up your account.
- We're going digital! Please look out for more details in the coming weeks regarding residency verification.

Re-enrollment/Powerschool Questions:

Elementary - Ms. Dannah

sdannah@achievementprep.org

Middle - Mr. Harris

sharris@achievementprep.org



A group of young Black girls in school uniforms are dancing in a classroom. They are wearing white polo shirts and plaid skirts. The background shows a classroom setting with posters on the wall and a chalkboard. The text "Upcoming Events" is overlaid in the center of the image.

Upcoming Events

Aprep Events/Activities

The following events are canceled:

- Data & Danishes (3/17, 3/24, 4/7, 4/14)
- PAP Meeting (3/17)
- MS Family Night (3/26)
- Joyful Food Market (3/27)
- ES Spring Fling (4/22)
- MS Spring Dance (4/22)
- Joyful Food Market (4/24)

The following events are virtual:

- PAP Meeting (4/21, 5PM)
 - Held via [ZOOM](#), Password: 893293
 - Dial in: +16465588656,,8578621129#
- Parent-Teacher Conferences (TBD)
 - Currently scheduled for 5/1
 - We be held via ZOOM. More details to come.

**Martha's Table has updated their calendar to still hold Joyful Market at alternative locations.*



APrep Virtual Events

- Virtual Spirit Week! (March 30th - April 3rd)
 - tag @AchievementPrepDC in your photos/videos on Instagram!
- Town Hall - COVID-19 Closure Family Meetings (multiple dates)
 - Monday, April 13th, 9AM and 3PM
 - Tuesday, April 14th, 1PM and 6PM
- Scholar Workouts via Zoom (multiple dates) - TBD
- Scholar HouseParties (via HouseParty app) - TBD

What other events would you join?



Frequently Asked Questions

Q: I haven't received any phone calls and/or emails from Achievement Prep. What do I need to do?

A: Please be sure to update the school with your most up to date phone number and email. You may update us by informing your teacher or emailing esremote@achievementprep.org or msremote@achievementprep.org.

Q: When and how will scholars submit their completed distance learning materials?

A: All distance learning materials distributed to date (through April 24th) will be due no later than Friday, April 24th. Achievement Prep will schedule and communicate specific expectations for submitting work the week of April 20th and that may include email, uploading through a specified platform, drop-off points, etc. We want to make sure we are keeping all stakeholders safe.

Q: How are we preparing scholars academically for next school year after being out for so long?

A: This is the question that every educator in the nation is pondering right now. Our hope is that a possible earlier start to the school year may close some gaps. Truth is - closing academic gaps will be a require a multi-year plan.



Frequently Asked Questions

Q: Will Achievement Prep provide families with laptops, tablets, and/or high-speed internet?

A: With this pandemic hitting the country, devices are on backorder and hard to come by. Achievement Prep has secured a limited number of devices to distribute and is currently prioritizing getting those devices in to the hands of the most in-need families. Teachers called each family to learn what technology they already have in house. If you have not already, [complete the Tech Survey here](#).

Q: If schools do not reopen this school year, will summer school be offered?

A: We are contingency planning for possible intensive summer school program available to all current scholars and an earlier start to next school year. We imagine all schools across the district will offer similar programming. We will be in touch with more details.

Q: Will the summer program be geared towards their grade level this year or their incoming grade?

A: There will be a combination of both. Details forthcoming.

Q: Who will be able to attend summer school? Exiting scholars? New scholars?

A: Ideally, we'd like to serve every scholar, new, returning, and exiting. We are planning with all groups in mind and will provide more details in the coming weeks. We understand this is important so you can begin summer planning for camps, vacations, etc. We are aiming to provide a timely update.



Frequently Asked Questions

Q: What if my scholar is going to a new/different school next year? Should they attend Achievement Prep's summer school?

A. You should follow the guidance of the new school. Almost every school in the country is working on plans for summer and start of school year so you should follow the guidance of your new school when it comes to summer.

Q: If scholars were on track for retention prior to closure and choose not to do the work that can boost their grade, will they be retained?

A: More than likely yes. Situations will be reviewed on case by case basis.

Q: Will Distance Learning only impact Quarter 3?

A: The materials sent home to-date (from March 16th - April 24th) are for quarter 3. Grades from these distance learning workbooks will be averaged with the scholar's grades leading up to March 13th, resulting in the final third quarter grade. We are planning for continued distance learning and how quarter 4 will be handled now.



Frequently Asked Questions

Q. How will I know my scholar's grades as of March 13th?

A. March 13th marked the midway point of quarter 3 prior to our closure. Progress reports were developed and are available in PowerSchool. Families can log in to PowerSchool [here](#) using your parent PowerSchool login. If you do not recall or have a parent PowerSchool login, please contact your scholar campus as follows:

Elementary scholars: Ms. Dannah at sdannah@achievementprep.org or (202) 738-6627

Middle school scholars: Mr. Harris at sharris@achievementprep.org or (202) 738-3455

Q. I'd like to re-enroll my scholar, but I'm having trouble with my snapcode.

A: For all re-enrollment/powerschool questions/concerns, please contact Ms. Dannah at sdannah@achievementprep.org or 202-738-6627. Because MS is closing at EOY, we are not enrolling at the MS, but if you have questions, please contact Mr. Harris, sharris@achievementprep.org.

Q: My scholar is going to another school next year, how can I secure their records?

A: Once you enroll your scholar into a new school, the new school will request records from Achievement Prep. We will transfer records to the new school automatically for you. If you would like hard copies once the building reopens, we can make hard copies available to you.

Q. Does Achievement Prep have resources to help families in need of groceries or life essentials?

A. Yes. We are creating an emergency fund to help families. More info should be shared this week.



Your Turn!
Questions/Comments?



Stay Connected

Contact us:

Elementary School (K-3)

esremote@achievementprep.org

Middle School (4-8)

msremote@achievementprep.org

Stay informed, follow us on social media:

[Facebook](#) | [Instagram](#) | [Twitter](#) | [Website](#)



Thank You!