

Our first act of equity is ensuring all students have their materials.

Updated: March 26th

| | March 23 & 24 | March 30 | March 27 & March 31 | April 1 | April 2-6th |
|------------------|---|--|--|--|---|
| Task: | Packet 2 mailed home from DocuMart [Discovery: March 26] | Teachers call homeroom students; log calls in SchoolRunner by COB | Packets available outside in crates at school from 9-3. | Packets available via van delivery | Continue to ensure all students have packets |
| Network support: | March 26-29: KF collects returned packets from post office | March 26-30: KF collects returned packets KF sends names of returnees to FOAs FOAs call families for updated address FOAs: communicate to Kirsten what is the updated address | Maintenance team sets up tables outside of schools. Maintenance provides counts of how many packets remain. Teaching and Learning Team Member: phone number if you need help. KF drops off returned packets at sites. KF re-mails packets for which there's an updated address KF makes more copies (if needed) | JV pulls the report of the families who reported they had not received packet 2. RC & NW coordinate drivers, materials and routes | |
| School support: | School responsibility: prep teachers for Packet 2 calls; teach & practice | Teacher script: I'm calling to see if you've received your | Teachers: follow up with families who said they could come get packets | Leaders: follow up with families who had not previously received their | Schools determine methodology of getting remaining packets to |

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| | script | <p>Packet 2? This packet should have arrived in the mail. Yes? Excellent! Great. Make sure you start on those lessons next Monday. [Teacher logs the call in SchoolRunner] No? Would you be able to come by the school to pick it up? Yes? Excellent, you can collect it from a table in front of the doors between 9 and 3 No? That's fine. We'll work to get it to you. Can you provide your address for me? [Teacher logs call in SchoolRunner]</p> <p>** May have additional personnel support with the calls as long as they get logged in SchoolRunner.</p> | <p>on Friday. Log in SchoolRunner if packets were picked up.</p> <p>Teachers: follow this script for families who are waiting for a packet</p> | <p>packet 2 [Log communication in SchoolRunner]</p> | <p>students If the family has access to technology, students should work from assignments in Classroom</p> |
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Logging in SchoolRunner

We tracked distribution of our paper materials through SchoolRunner, our Student Information System. Teachers entered data into the system by calling families to confirm that they had received the need materials. This way, our data team was able to pull reports about who had received materials and who did not.

Desktop Site:

- Navigate to the Culture > Communication page.
- Click the Student/Group box and select a student from the dropdown.
- Click the + sign to begin a new communication entry.
- Enter the relevant details and click the save icon in the top-right of the screen.
- **About field:**
 - Use option “**Distance Learning**” for all calls and texts related to academics during the distance learning period.
 - Use option “**Received Packet 2 or 3**” when calling about whether a student has received their work packet.
 - Every student must be checked in with to confirm receipt of their work packets.
 - If you know a student has the packet, click the Positive Mood (green smile) button, if you can't reach a student click the Neutral Mood (gray) button, if the student reports they do NOT have the packet click the Negative Mood (red frown) button. A communication must be logged for every student to properly track who still needs a packet.

We then tracked how many were left at each school.

How many are left @ the school?

| | Ashe | Green | FLLO | LHA | Wheatley |
|-----|-------|-------|------|-----|----------|
| K | 20 | 12 | 20 | 20 | 19 |
| 1st | 19 | 17 | 20 | 20 | 18 |
| 2nd | 17 | 18 | 20 | 20 | 19 |
| 3rd | 20 | 20 | 20 | 19 | 15 |
| 4th | 18/19 | 19 | 17 | 19 | 16 |
| 5th | 18 | 18 | 20 | 19 | 17 |
| 6th | 20 | 18 | 18 | 19 | 19 |
| 7th | 19 | 20 | 20 | 20 | 19 |
| 8th | 20 | 19 | 19 | 20 | 18 |