

Return to Learn (R2L) Action:	Timeline:	Person(s) Responsible:	Notes:
Letters/Emails to teachers about curriculum decisions/work for fall	Early July	Bill/Teresa	See explanation
TLC expanded team meeting about Parent Letter and August PD	July 16-21st	Bill/Teresa	Finalize info for parents about registration and fall R2L. Review data from staff, teachers, and parents Resources and Needs surveys, review PD for August, revise as needed. See notes about parent info.
Email or Text Parents to complete the R2L Resources and Notes Survey		Mindy	Resend parents the link
Send Parent Letters about R2L procedures and Registration information	By July 22nd	Teresa/Mindy	
Order COVID-19 Materials from inventory	By August 1st	Dan/Tracey	
COVID-19 Return to Learn link on O-M website	By August 1st	Logan	See recommended information
Assign computers to students (ready for online learning IF it becomes necessary)	By August 5th	Logan	
Locate special preschool guidelines and inform parents	By August 5th	Teresa/Shelley B.	
TLC expanded team meeting to make sure R2L procedures and materials are in place, finalize Lunchroom procedures, and finalize August PD plans	By August 10th	Bill/Teresa/Dan/Sarah	
Final communication to staff about Mitigation procedures	By August 10th	Bill/Teresa	See Parent letter and Teachers and Staff Mitigation Procedures for this
Training session for subs and volunteers	By August 14th	Teresa/Shelley B.	
Disinfectants, hand sanitizers, and masks for buses	By August 20th	Dan/Mike/Tracey	
PD for COVID-19 Return to Learn	August 19-21st	Bill/Teresa/TLC	Include time for curriculum work
Classroom/building preparations before first day of school	By August 21st	Bill/Teresa/Dan/Tracey/Teachers	See attached notes
Return to Learn (R2L) Action:	Timeline:	Person(s) Responsible:	Notes:
Assess PK-6 students phonemic awareness, phonics, CBM-R, CBM-M, and curriculum assessments	August 25th-Sept. 3rd	Katie/Linda/Teachers	
Assess 7-12 with curriculum assessments AND have students complete the R2L Student Resources and Needs survey	August 25th-Sept. 3rd	Katie/Teachers	
Meetings about assessment results to guide instruction	Sept. 8th-11th	Katie/Teachers	Individual meetings Katie and teachers
Fall regular assessments (FAST, MAP, plus SABERS)	Sept. 8th-18th	Teresa/Teachers/Katie	
TLC expanded team meeting to review Student Survey data (Resources and Needs and SABER), Finalize Sept. 25th PD - Analyze fall assessments and survey data	Sept. 18th-Sept. 24th	Bill/Teresa/Katie	
TLC Team Meetings	Monthly 1 week prior to PD	Bill/Teresa/Katie	
Review Emergency Operations Plan with TLC or staff twice a year	2 X a year	Bill/Teresa	