Focus Urgency Checkpoints – Post COVID School Prep

This is a checklist of the Urgency Points that schools can work on to strengthen their plans as they manage COVID from the beginning of this new academic year 2020-2021. These checklists apply to a variety of school types around the world. Please use evidence-based answers to make the rating more accurate. Considering that the pandemic is still within its reign, new protocols may be later needed after all schools open globally and new observations start to emerge.

Checkpoint 1 – Accountability

	Reflective Questions	3	2	1
1	Are we conducting small- and large-scale meetings to listen to and address all the points of concern?			
2	Are we expressing our viewpoints and agreeing on the decisions? (Consensus)			
3	Are we collaborating with the out-of-school community? Are we open to suggestions from outside our administration?			
4	Are we communicating and discussing with *teachers* all the details about their experiences?			
5	Are we communicating and discussing with *learners* all the details about their experiences?			
6	Are we communicating and discussing with *parents* all the details about their experiences?			
7	Are we guiding parents/guardians to monitor children for online bullying and harassment?			
8	Are we handling mental health issues of all stakeholders? (within the range of the school community/not all cases can be handled, such as home non-related- to – school situations)			

3	2	1
Meets Expectations	**Nearly Meets Expectations**	**Does not meet Expectations**

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Checkpoint 2 – Academic Achievements/Losses				
	Reflective Questions	3	2	1
1	Are we coming together daily as leaders, weekly as teachers to work in committees or networks to discuss every learner's performance?			
2	Are we aggregating information to determine academic achievements and losses?			
3	Are we incorporating programs that help us locate areas of strength and weakness for every child in every subject matter respectively?			
4	Are we allocating support groups to help learners who are struggling or that have shown absence of engagement and achievement?			
5	Are we suggesting tutoring* or providing tutoring to certain cases? *tutoring that does not require parents to pay more money/organized by the school or community			
6	Are we celebrating successes through awards and certificates as we usually did?			

3	2	1
Meets Expectations	**Nearly Meets Expectations**	**Does not meet Expectations**

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Checkpoint 3 – Alignment				
	Reflective Questions	3	2	1
1	Are we using rubrics to check compliance with our school statement and curriculum standards?			
2	Are we using surveys and questionnaires to check the degree of compliance with our school statement and curriculum standards?			
3	Are we using guideline memos and letters to emphasize our school statement and curriculum standards and keep our community informed about the process?			
4	Are we focusing on the essential objectives and skills?			
5	Are we focusing on ensuring understanding?			
6	Are we mapping curriculum in the way that suits this new normal?			
7	Are we individualizing learning so that attainment gaps are closed as much as we can?			

3	2	1
Meets Expectations	**Nearly Meets Expectations**	**Does not meet Expectations**

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Checkpoint 4 – Inclusion				
	Reflective Questions	3	2	1
1	Are we checking with carefulness our name lists and learners' "files" for academic yearly performance ?			
2	Are we checking with carefulness our name lists and learners' "files" for socio-economic status ?			
3	Are we enlisting the focus points and working them out throughout the year ?			
4	Are we analyzing the way children process information and react to the teaching process from the point of view of home-learning (not class learning) ?			
5	Are we working on social and emotional factors ?			
6	Are we addressing learners with difficulties and special education learners?			
7	Are we considering learners in distant and less developed areas ?			

3	2	1
Meets Expectations	**Nearly Meets Expectations**	**Does not meet Expectations**

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Checkpoint 5 – Home Cooperation				
	Reflective Questions	3	2	1
1	Are we focusing on helping parents understand the situation with all its aspects ?			
2	Are we providing virtual support to parents ?			
3	Are we acknowledging the challenges the parents/guardians are facing ?			
4	What steps are we taking to assist vulnerable learners, whose health issues forbid them from going to schools ? (blended learning mode)			
5	Are we varying material to be used at home, rather than screen and internet-only material ?			

3	2	1
Meets Expectations	**Nearly Meets Expectations**	**Does not meet Expectations**

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ADDITIONAL NOTES: