

Date: August 31, 2018  
 For ACTION \_\_\_\_\_  
 For INFORMATION \_\_\_\_\_ X  
 Board Agenda: Yes \_\_\_\_\_  
 No \_\_\_\_\_ X

**FROM:** Terri H. Mozingo, Ed.D., Chief Academic Officer  
 Elizabeth Hoover, Ed.D., Chief Technology Officer

**THROUGH:** Dr. Gregory C. Hutchings, Jr., Superintendent of Schools

**TO:** The Honorable Ramee A. Gentry, Chair, and  
 Members of the Alexandria City School Board

**TOPIC:** Opening of Schools: Curriculum and Instruction and Technology Services

**SUMMARY**

**Curriculum and Instruction**

Our goal is to make sure that teachers have the essential materials and resources for the upcoming school-year and that all our classrooms are prepared for opening schools. School leaders were provided a comprehensive listing of instructional classroom materials and resources for grades K-12 that should be available to teachers in each grade level and content area. If these materials were not available, school leaders completed a checklist of missing texts/materials and submitted that information to the Executive Directors for Instruction. This information was communicated to the appropriate Instructional Specialist to handle the requests. Additionally, each Instructional Specialist was asked to again ensure that each school has the materials and resources needed to start school. Using the TipWeb process, we have continued to monitor and fill textbook requests as they are submitted by schools. Finally, during the New Teacher Orientation and the Division-Wide Professional Development Day, Instructional Specialists again updated teachers and instructional staff on curriculum materials available in the *Canvas Learning Management System*. Attached to this memo, you will find samples of checklists provided to the School Leaders and Instructional Specialists.

**Technology Services**

Letters to parents and guardians have been mailed including instructions on how to access their students' information such as schedules, grades, and courses in PowerSchool and Canvas. Additional information on classroom technology has been included in the new [Family Technology Guide](#).

Chromebook distribution days have been scheduled at all schools in coordination with school administrators.

- TC Williams' King St – September 6 and 7
- Minnie Howard Campus – September 10
- George Washington Middle School – September 12 and 13
- Francis C. Hammond Middle School – September 17 and 18
- Jefferson-Houston and Patrick Henry K-8 Schools – September 19
- Elementary school administrators have selected dates in September and early October.

In addition, all third grade teachers are receiving classroom sets of Chromebooks. These will not be issued to specific students and will remain in the classroom. Classroom sets will provide teachers easier access to assessment tools and other instructional materials.

**RECOMMENDATION**

The Superintendent recommends that the School Board review the information in the memorandum.

**ATTACHMENTS**

1. 180831\_Sample\_Kindergarten\_Checklist
2. 180831\_Sample\_School\_Checklist\_for\_Specialists
3. 180831\_Family\_Technology\_Guide

**CONTACT INFORMATION**

For questions or concerns, please contact Dr. Terri H. Mozingo via email ([terri.mozingo@acps.k12.va.us](mailto:terri.mozingo@acps.k12.va.us)) at 703.619.8186 for curriculum and Dr. Elizabeth Hoover via email ([elizabeth.hoover@acps.k12.va.us](mailto:elizabeth.hoover@acps.k12.va.us)) at 703.619.8111 for technology.

**cc:** Senior Leadership Team