

{School} Onboarding Plan

Site	Main Contact	Address

Key Activities

Learners and educators in grades 3-8 will rollout an assessment tool	<ul style="list-style-type: none">• Monthly• 20-30 min each time• Led by district educators• Families receive notification of the assessment and can opt-out
Learners will participate small group engagements	<ul style="list-style-type: none">• 30-60 min each onsite• Led by AFG facilitators• Opt-in using consent forms• Individual participants are compensated for their time
Educators will participate in online survey with potential for follow-up interviews	<ul style="list-style-type: none">• 60 min to complete• Compensated for their time

Detailed Description Assessment Tool Rollout

Assessment Tool	
Participants	All 3rd-8th Grade students (8-13 year olds)
Consent	<p>Opt-Out via Parent Notifications</p> <ul style="list-style-type: none"> • Notifications sent home by September 6, 2024 • Those students whose parents do not opt-out will have the opportunity participate in assessment tool
Compensation	Institutional- funds sent per grant agreement
Duration	Up to 30-60 min each round
Cadence	<p>Once per month: September to December</p> <ul style="list-style-type: none"> • Will update in November with options for 2025
Facilitation	District teachers and staff

Small Group Engagement

Area of Focus	Product User Testing and Focus Groups
Participants	At least 10% of 8-13 year old students per site
Consent	<p>Opt-In via Consent Form</p> <ul style="list-style-type: none"> • Consents collected by September 20, 2024 • More students could opt-int afterwards but goal to collect minimum by September 20 • Consents a valid for 1 year
Compensation	Individual- \$25 per half hour via gift card
Duration	<p>5 students per day, at least 2 days at each site</p> <p>Additional option to schedule virtual</p>
Facilitation	AFG Staff

Educator Survey

Participants	Any licensed teacher or staff member
Consent	Opt-In via Consent Form built into survey
Compensation	Individual- \$50 upon full completion of survey via gift card
Duration	60 minutes
Facilitation	N/A

Learning Opportunities

Caregiver Overview	<ul style="list-style-type: none"> • AFG Family Information session • 2 minute overview video • FAQ doc • Spanish translations for parent notifications
Educator Overview	<ul style="list-style-type: none"> • 5 min Asynchronous overview video • Facilitator guide • Access to demo of assessment prior to assessment rollout
Student Overview	<ul style="list-style-type: none"> • 1 minute video • Slide deck can be used by educators

Calendar: Fall 2024

	Research Engagement	District/Site Lead(s)	Learners	Educators	Caregivers
Aug.	Kickoff Call	Site Launch Facilitate Data Sharing			
Sep.	Monthly Assessment Tool Rollout 1 Onsite Small Group Engagement	Logistics Call Share out parent notification Share out parent Notification	Participate in assessment tool Participate in small group engagement (with consents)	Teachers/ Staff to begin survey Educator Overview Facilitate Assessment	Review Parent Notification Complete consents Caregiver Overview
Oct.	Monthly Assessment Tool Rollout 1 Onsite Small Group Engagement	Monthly Check-in	Participate in assessment tool Participate in small group engagement (with consents)	Facilitate Assessment	
Nov.	Monthly Assessment Tool Rollout 1 Onsite Small Group Engagement	Monthly Check-in	Participate in assessment tool Participate in small group engagement (with consents)	Facilitate Assessment	
Dec.	Monthly Assessment Tool Rollout 1 Onsite Small Group Engagement	Monthly Check-in	Participate in assessment tool Participate in small group engagement (with consents)	Facilitate Assessment	

AFG Onboarding Plan

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