



ELEMENTARY PLANNING INITIATIVE: SCHOOL TASK GROUP TOOL KIT

February-March 2018

Note: The information in this document is subject to change; it will be updated and posted regularly at www.apsva.us/engage.

Thank you for serving on a School Task Group! Your objective is to help gather community input on the one-mile walk policy zone so APS transportation experts can develop final elementary school walk zones. Additionally, community members may need your help to find answers to questions.

School Task Group responsibilities are to:

- Gather community input about the school walk zone and identify possible areas of expansion
- Conduct neighborhood “walking tours” within the school’s one-mile policy zone
- Share input with staff at two Task Group Work Sessions
- Inform community members about how they can participate in this process

This tool kit can help School Task Groups plan, promote, and carry out their activities. It contains:

1. School Task Group Timeline
2. Community Engagement Opportunities with APS
3. Planning Neighborhood Walking Tours
4. Promoting Neighborhood Walking Tours
5. Resources for School Task Groups

Please read through this tool kit and schedule Task Group activities as soon as possible.

SCHOOL TASK GROUP TIMELINE

Beginning Feb. 20: Review Task Group tool kit and schedule Neighborhood Walking Tours

Feb. 20–March 1: Attend “Getting Started on Walk Zone Review” Working Session, per Meeting Schedule (see pages 6-7) and promote Neighborhood Walking Tours

Feb. 20–March 20: Gather community input on walk zones and hold Neighborhood Walking Tours during the two weeks before your Task Group’s next Working Session, and promote online opportunities for input

March 12–March 22: Compile and share community input on walk zones at “What We Heard on Walk Zone Review” Work Session, per meeting schedule (see pages 6-7)

COMMUNITY ENGAGEMENT OPPORTUNITIES WITH APS

Please encourage community members to visit www.apsva.us/engage for the latest updates.

During the time that the School Task Group works to gather community comments on expanding school walk zones (Feb. 20-March 20), residents can do any of the following:

- Review information, walk zone maps, community input and more at www.apsva.us/engage
- Share input on walk zones via an online questionnaire at www.apsva.us/elementary-school-boundary-change/ (please note deadlines differ for each school site—see pages 6-7)
- Observe a School Task Group Work Session (note: these sessions do not include a public comment period but attendees can provide written commentary and questions)
- Participate in a Neighborhood Walking Tour and provide input to the School Task Group using a printed questionnaire or the online version available on mobile phones
- Send questions and comments to engage@apsva.us

Also, residents can use an online questionnaire, Feb. 26-March 9, at www.apsva.us/elementary-school-boundary-change/, to share input on considerations for APS to take into account in reviewing elementary neighborhood and option school locations.

After the School Task Group completes its work and staff publishes draft recommendations on April 12 at www.apsva.us/elementary-school-boundary-change/, residents can do any of the following:

- Attend a staff “Open Office Hours” session (Spanish-speaking staff available):
 - Monday, April 16: 7-8:30 p.m. in Wakefield H.S. cafeteria
 - Friday, April 20: 7:30-9 a.m. at the Education Center, Room 101
 - Saturday, April 21: 9:30-11 a.m. in Kenmore M.S. cafeteria
- Join a Community Meeting at which staff will present recommendations and answer questions. This will be held at 7 p.m. on Tuesday, May 1, at Yorktown High School (5200 Yorktown Blvd.), and live-streamed. Simultaneous interpretation will be available
- Continue to access information, maps, commentary, and more at www.apsva.us/engage
- Continue to send questions and comments to engage@apsva.us

PLANNING NEIGHBORHOOD WALKING TOURS

Each School Task Group has at least two weeks to host one or more opportunities for residents to provide ideas for safe expansion of the walk zone within its school’s one-mile policy zone. APS asks that all Task Group activities allow for broad participation and be done in a transparent manner.

Community Input Specifics

Among other questions posed on the walk zone questionnaire, APS transportation experts want to learn the following within the 1-mile policy zone to identify any potential areas of safe expansion:

- Streets that students are already crossing or that residents feel could be crossed by elementary students with the help of an added crossing guard, stop sign, etc.
- Ideas to help young pedestrians such as longer light times, traffic-calming measures, etc.
- Any obstructions or barriers to safe walking that APS can report to the County to address (e.g. broken sidewalk)

Neighborhood “Walking Tour” Ideas

- Consider distributing information during Parent-Teacher conference days on March 1-2
- Set up a table in front of the school to share materials and serve as a starting point
- Have a sign so people know what’s taking place at your table
- People can take self-guided “tours” or can team up with a buddy to review the area
- People can provide input using information either in print or online:
 - Use printed map and questionnaire to walk around, fill out and return to group
 - Complete a questionnaire based on personal experiences and memory
 - Use online questionnaire: www.apsva.us/elementary-school-boundary-change/

Neighborhood “Walking Tour” Guidelines

- Task Groups can choose to hold more than one “walking tour” opportunity
- Activities should be held during daylight hours, with at least one during typical non-working hours such as a weekend
- Consider whether it is helpful to ask a Spanish-speaking community member to be present
- Please provide maps and explain that the questionnaire can be done online or in print
- Safety is paramount during any Task Group activity

PROMOTING NEIGHBORHOOD WALKING TOURS

There are many ways to promote walking tours! Below is sample content in English and Spanish that you can tailor with your group’s specifics for use on PTA and Civic Association websites and in email distributions, Facebook posts, tweets, and text messages. Write your own, too!

Sample News Item for Website or Email

APS needs the community’s help with a planning initiative that will create attendance zones for new elementary schools, review the locations of elementary neighborhood and option schools, and adjust elementary school boundaries. Please help APS review elementary school walk zones and identify possible areas where these may be safely expanded so that more students can walk to school.

The [SCHOOL NAME] Task Group will help gather community input. Join us for a self-guided Neighborhood Walking Tour between [TIME] and [TIME] on [DAY, DATE] – pick up a map and survey at [LOCATION OF TOUR STARTING POINT]. You can also use a questionnaire at www.apsva.us/elementary-school-boundary-change/ by [DEADLINE]. [SCHOOL TASK GROUP CONTACT].

Sample News Item for Website or Email—Spanish

APS necesita ayuda de la comunidad con una iniciativa que desarrollará zonas de asistencia para nuevas escuelas primarias, recomendará nuevos límites y revisará la ubicación de las escuelas vecinales y de opción. Por favor, ayuda a APS revisar las zonas de caminar de las escuelas primarias con el fin de identificar posibles áreas de expansión para que más estudiantes pueden caminar a sus escuelas con seguridad.

El Grupo de Trabajo de [NOMBRE DE ESCUELA] ayudará a recopilar el comentario de la comunidad. Acompañemos el [DÍA, FECHA] para hacer su recorrido a pie del vecindario. Se puede recoger un mapa y formulario entre las [TIME] y [TIME] en [LUGAR DONDE COMIENZA EL RECORRIDO]. También se puede usar un formulario en línea en www.apsva.us/elementary-school-boundary-change/ antes de [FECHA LÍMITE]. [CONTACTO DEL GRUPO DE TRABAJO].

Sample Facebook Posts

- Join a [SCHOOL NAME] Neighborhood Walking Tour and tell APS about possible areas of safe expansion for its walk zone! Start your self-guided tour by getting a map and survey at [LOCATION OF TOUR STARTING POINT] between [TIME] and [TIME] on [DATE]. www.apsva.us/elementary-school-boundary-change/
- Have suggestions for APS about how the [SCHOOL NAME] walk zone might safely be expanded? Fill out a questionnaire at www.apsva.us/engage by [DEADLINE] and join the conversation using hashtag #EngageAPS.
- About 55% of APS students walk to school, but more students may be able to do so safely! Contact [TASK GROUP CONTACT PERSON] at [EMAIL] to learn about a self-guided tour of the [SCHOOL NAME] walk zone or share your ideas by [DEADLINE] via a questionnaire at www.apsva.us/engage.

Sample Facebook Posts—Spanish

- ¡Acompañemos a un recorrido de pie para [ESCUELA] y ayude a APS identificar posibles áreas de expansión de la zona de caminar! Comienza su recorrido propio con primero obtener un mapa y cuestionario en [LUGAR] entre las [HORA] y [HORA] el [FECHA]. www.apsva.us/elementary-school-boundary-change/
- ¿Tiene Ud. sugerencias para APS de cómo se puede hacer una expansión de la zona de caminar de [ESCUELA], manteniendo seguridad? Comparta su comentario usando un formulario en www.apsva.us/engage antes de [FECHA LÍMITE] y participe en la discusión usando #EngageAPS.
- ¡Alrededor de 55% de los estudiantes de APS caminan a la escuela, pero es posible que más estudiantes pueden caminar con seguridad! Comuníquese con [CONTACTO DEL GRUPO DE TRABAJO] en [DIRECCIÓN DE EMAIL] para informarse sobre un recorrido de pie propio de la zona de caminar de [ESCUELA] o comparte sus ideas antes de [FECHA LÍMITE] usando un formulario en www.apsva.us/engage.

Sample Tweets

Note: you can check your tailored messages for the 280-character limit at www.lettercount.com/.

- @APSVirginia is reviewing elementary school locations and walk zones! Visit www.apsva.us/engage for walk zone map & questionnaire by [DATE]. #EngageAPS
- Review [SCHOOL NAME] walk zone! Use map & questionnaire at www.apsva.us/engage by [DATE] & tell @APSVirginia where to expand the zone. #EngageAPS
- Can [SCHOOL NAME] walk zone be expanded? Help @APSVirginia by picking up map & questionnaire at [LOCATION] at [TIME RANGE] [DATE]. www.apsva.us/engage #EngageAPS
- No time to tour [SCHOOL] walk zone? No problem! Find map & questionnaire at www.apsva.us/engage. Share your thoughts by [DEADLINE]. #EngageAPS

Sample Tweets—Spanish

Nota: usando www.lettercount.com/, se puede asegurar que sus “tweets” no tienen más de los 280 caracteres permitidos

- ¡@APSVirginia está revisando la ubicación de las escuelas primarias y las zonas de caminar! Encuentra un mapa y formulario en www.apsva.us/engage antes de [FECHA]. #EngageAPS
- ¡Ayuda a revisar la zona de caminar de [ESCUELA]! Usa un mapa y formulario en www.apsva.us/engage antes de [DATE] y dile a @APSVirginia donde se puede hacer una expansión de la zona de caminar con seguridad. #EngageAPS
- ¿Es posible que la zona de caminar de [ESCUELA] puede ser más grande? Ayuda a @APSVirginia y obtenga un mapa y cuestionario en [LUGAR] a las [HORA] el [FECHA]. www.apsva.us/engage #EngageAPS
- ¿No tienes tiempo de hacer un recorrido de pie de la zona de caminar de [ESCUELA]? ¡No hay problema! Encuentra un mapa y formulario en www.apsva.us/engage y comparte su comentario antes de [FECHA LÍMITE]. #EngageAPS

Sample Text Messages—Spanish

- Haga un recorrido de pie propio de la zona de caminar de [ESCUELA] usando un mapa y cuestionario de www.apsva.us/elementary-school-boundary-change/. ¡Ayuda a APS identificar posibles áreas de expansión para que más estudiantes pueden ir en pie con seguridad a sus escuelas!
- Comparta su comentario sobre [ESCUELA] para la iniciativa de APS de revisar la ubicación de las escuelas primarias y las zonas de caminar. Usa un formulario antes de [FECHA LÍMITE]. Comuníquese con [CONTACTO DEL GRUPO DE TRABAJO] en [DIRECCIÓN DE EMAIL]o visite www.apsva.us/engage.

RESOURCES

Please check www.apsva.us/engage for the most up-to-date information. Currently, you can find an overview of the initiative's phases and the following information online:

- Link to find your planning unit
- Handout with detailed timeline and activities, available in English and Spanish (attached)
- Links to the following information resources:
 - Video—Jan. 23 School Board Work Session on Elementary Boundaries
 - “What’s Up, APS?” podcast explaining the initiative’s strategy
 - Facebook Live sessions held Feb. 9 – 20 (Feb. 15 in Spanish)
- Staff presentations from the following events:
 - Jan. 23 School Board Work Session on Elementary Boundaries
 - Jan. 30 meeting with APS Ambassadors and PTA Leaders
 - Feb. 12 Facilities Advisory Committee (FAC) meeting (*coming soon*)
 - School Task Group Working Sessions from Feb. 20-March 1 (*coming soon*)
- School Task Group Working Sessions schedule (copied below)
- For each school site, materials include:
 - A map of the one-mile walk policy zone
 - An online questionnaire (deadlines differ for each school site)
 - Relevant information from the APS Dept. of Transportation

As APS hears from more community members, we will develop a “Frequently Asked Questions” section on the elementary planning initiative page at www.apsva.us/engage. Please send any questions you think should be included to Kathy Mimberg at kathy.mimberg@apsva.us.

School Task Group Schedule

- All working sessions listed below take place from 7:00 to 8:30 p.m.
- The online walk zone questionnaire opens on Feb. 20 for all schools regardless of closing deadlines.
- The questionnaire for community input on considerations for elementary school location review will be available at www.apsva.us/engage Feb. 26 to March 9.

Group 1: Ashlawn, Discovery, Jamestown, McKinley, Nottingham, Tuckahoe

- Tue, Feb. 20 in Yorktown High School Cafeteria—“Getting Started on Walk Zone Review”
- Mon, March 12—Deadline for Community Input on Walk Zone Review
- Wed, March 15 in YHS Cafeteria—“What We Heard on Walk Zone Review”

Group 2: Arlington Science Focus, Arlington Traditional, Barrett, Glebe, Key, Taylor

- Tue, Feb. 27 in W-L High School Commons—“Getting Started on Walk Zone Review”
- Thu, March 15—Deadline for Community Input on Walk Zone Review
- Mon, March 19 in Langston-Brown Community Center Gym—“What We Heard on Walk Zone Review”

Group 3: Abingdon, Barcroft, Campbell, Carlin Springs, Claremont, Randolph

- Wed, Feb. 28 in Kenmore MS Cafeteria—“Getting Started on Walk Zone Review”
- Fri, March 16—Deadline for Community Input on Walk Zone Review
- Tue, March 20 in Education Center Board Room-Room 101—“What We Heard on Walk Zone Review”

Group 4: Drew, Fleet, Henry, Hoffman-Boston, Long Branch, Oakridge

- Thu, March 1 in Wakefield HS Cafeteria—“Getting Started on Walk Zone Review”
- Mon, March 19—Deadline for Community Input on Walk Zone Review
- Wed, March 21 in Wakefield HS Cafeteria—“What We Heard on Walk Zone Review”

Reed School: APS will work with the Reed School PFRC/BLPC on walk zone review and will provide information to committee members during their scheduled meetings as follows:

- Wed, Feb. 21 in Reed School Gym—“Getting Started on Walk Zone Review”
- Fri, March 16—Deadline for Community Input on Walk Zone Review
- Wed, March 21 in Reed School Gym—“What We Heard on Walk Zone Review”

