# Step 1: Initial Planning

After hosting several Day of Code events, and learning from our experience, the California School for the Blind (CSB) technology team has created this toolkit to help other schools for the blind, organizations, agencies, and districts plan their own events. **This toolkit is based on our experience, including what has worked and what needs to be refined, but it may not be an exhaustive representation of every situation that you may face.** Always feel free to reach out to us if you have any follow-up questions during your planning, and we will help to brainstorm alongside you.

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Please use this document for planning the foundational details of your campus or classroom Day of Code event. There are many choices you and your team will need to make, but first and foremost: **Answer the 5 Ws for your event** (see below). This may require administrator input or collaboration with other departments on your campus. Use the checklist and questions provided to guide your decision-making.

**Note**: This process is fluid. Keep flexibility in mind when selecting timeframes and potential locations.

## The Five W’s

### Who?

* Who is your audience? Calculating the number of anticipated participants will help you to make more precise decisions about time and location.
	+ Will you plan your event for a single classroom, a district’s entire VI program, or the whole campus?
	+ Will you invite other districts or classrooms or off-campus visitors to participate?
	+ What is the estimated total number of students that you anticipate hosting at your event?
	+ What age group(s) will you be serving?
	+ What developmental or medical needs will you need to accommodate to make the event and its activities as inclusive as possible for your student audience?
* Who is facilitating the event? Identify key people who will organize and supervise the event. These might be members of a technology team, classroom teachers, or even a single technology teacher, depending on the size of your event.
	+ Will you have a single “point person” for event coordination?
	+ Will you need lead instructors and support staff?
	+ Will you need volunteers?
	+ How will you include your administrators?
* A model that has worked well for CSB is for the AT team to be primary leads at a Day of Code event, with campus teachers and other volunteers supporting instruction. **While this may or may not work for you, we can help you adapt our model to fit your unique circumstances and setting.**
* An example of a volunteer request form is included in this toolkit.

### Where?

* If you want to use an entire campus, you might have a lot of flexibility with activity locations. If you only have access to a single classroom, your entire space may be used for a single activity.
* Whether you are using an entire campus or a single classroom or office space, ensure that the room(s) are reserved for your event and calculate time for setup.
	+ Where will the event take place?
		- Campus of a school, organization, or agency for the blind
		- In-district facility or classroom
		- Other location
	+ What are the assets and liabilities of the space available to you?
	+ How can you maximize that space?
	+ Outside of this designated space, will business continue as usual? Or, is the event campus-wide with an expectation that all students and staff will participate?
	+ What resources, permissions, equipment, and setup logistics do you need to fully access and utilize that space?
	+ What time do you require for setup?

### When?

* Look at your school, organization, or district event calendar.
	+ What dates do you need to avoid? (i.e., early release, state testing, holidays, conferences, professional development, etc.)
	+ How far in advance do you need to plan to reserve your space and ensure that all of the people you need will be fully available?
	+ For districts, do you need to consult a master calendar to reserve the desired room or facility?

### What time?

* The length of your event will determine the number of activities you can plan for your Day of Code event.
	+ Will your event be:
		- All day?
		- Half day?
		- A single class period?
	+ Will your activities need to follow a pre-existing bell schedule?
	+ What considerations do you need to have for lunch, recess, transitions, bus schedules, medical needs, and other routine parts of a school day?

### How?

* Depending on your setup, administrators or school/district personnel may need to be consulted about whether direct/related service providers need to make up any service minutes missed during the events, or student sessions need to be rescheduled.
	+ How can you coordinate with classroom teachers, service providers, and other staff to ensure that student participation in your Day of Code event is supported and as non-intrusive to routine as possible?
	+ Will students need to make up classroom assignments or direct/related service minutes?
	+ Can other routine commitments be excused?
* Start thinking of ways to let people know about your event!
	+ What invitations or advertisements will help to make administrators, staff, students, external participants, and/or parents aware of your Day of Code event?

## To Do Checklist: Initial Planning

Use the following checklist when organizing the framework of your event! **Note**: Some of the checklist items may not be relevant for you, depending on your unique circumstances, location, and the type of audience you intend to accommodate. Feel free to skip any items that do not apply to your event.

* Speak with a supervisor or administrator about your plans to host a Day of Code event and obtain any necessary campus or district permissions
* Determine the scope of your event (i.e., number and type of activities it will include)
* Identify your student audience
* Identify a place to hold the event and reserve all necessary rooms and spaces
* Identify equipment, tools, resources, permissions, and setup logistics you will need
* Identify key personnel, staff, and volunteers needed to plan, supervise, and facilitate the event
* Choose a date and time for your event by consulting school/district calendars, administrators, classroom teachers, direct/related service providers, and/or parents
* Create a draft schedule for the event
* Consult classroom teachers and/or direct/related service providers regarding student assignments or service minutes that may need to be rescheduled
* Consider what you might need for invitations and advertisements, as appropriate, to promote your event and enlist volunteers as well as administrative, staff, parent, and student support

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