

Day in the Life

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I. DIRECTIONS:

- **STEP 1:** Copy-paste your assigned persona below, and add your group members' names.

Our Persona is...

4th grade student, both parents are essential workers

- **STEP 2:** For each part of the school day, add additions specific to your stakeholder's persona as needed.
 - **Note:** each part of the day is written from the student's perspective. For your persona, edit the parts of the day for your persona in the 'Using the space below...' section of each table
- **STEP 3:** After adding your thoughts, summarize your answers to the questions at the bottom of this document.

For your reference, here are the playbooks and additional guidance we used to add examples:

SEAL Playbook C&I Playbook	HR, Capital Investments, IT Playbook	Health & Safety Playbook Cleaning & PPE Guidance	School & Community Relations Playbook	Financial Management Playbook	Schedule Guidance *as of Friday, July 24th
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II. DAY IN THE LIFE NOTE-CATCHER

My school day starts with...	Hybrid Model	100% Virtual Model
<p>Examples pulled from the following playbooks</p> <ul style="list-style-type: none"> - Cleaning & PPE Guidance - C&I: Staff Expectations for Virtual Learning - Health & Safety Playbook: Student Health 	<ul style="list-style-type: none"> ● I put on my reusable mask from ACPS when I head out the door. ● I make sure to wash my hands. ● My parent / guardian screens me before I leave the house ● I only bring essentials to school like my lunch and my daily folder. ● If I'm riding the bus, I follow the rules for boarding/riding the school bus. ● If I am a walker, I wear a mask and keep social distance from others on the sidewalk. 	<ul style="list-style-type: none"> ● I wake up and eat breakfast. ● I make sure my laptop is charged and ready to go. ● I try to find a quiet space to complete my work in. ● I log on to Canvas/the division-wide platform for my grade and navigate to find my assignments for the day. ● I check to see if there are any announcements or emails from my teachers.
	<p>Using the list above, jot down what the start of the school day would look like for your persona.</p> <ul style="list-style-type: none"> ● Gather materials including reusable mask and homework/school supplies in preparation for transport to school ● Ideally: An adult human who is responsible for me takes my temperature and screens for symptoms. ● I go to the bus stop and wait for the bus, maintaining social distancing, OR ● I walk to school, being sure to stay 6 feet away from my friends and wearing my mask 	<p>Using the list above, jot down what the start of the school day would look like for your persona.</p> <ul style="list-style-type: none"> ● Prepare for the school day by gathering my school supplies and preparing to log-in onto to my virtual class. ● I may have to help get my younger siblings dressed and also prepared to log-on to their virtual class for the same start time. ● With my parent/guardian already gone to work, I ensure my younger siblings have breakfast. ● I check in via phone with my parent to let them know we are doing ok at home. ● My neighbor or the "renter" living in my apartment checks in on us, but we stay in our rooms to focus on school. ●

<p>When I get to school...</p> <p>Our building looks a little different than last year in that...</p>	<p>Hybrid Model</p>	<p>100% Virtual Model</p>
<p>Examples pulled from the following playbooks</p> <ul style="list-style-type: none"> - Cleaning & PPE Guidance - SCR: Family & Community Engagement - C&I: Synchronous / Asynchronous Learning Expectations - C&I: Staff Expectations for Virtual Learning 	<p>On in-person days...</p> <ul style="list-style-type: none"> ● I go to my assigned area or my classroom, and I sit at my assigned spot on the floor or at a desk. ● Keep my ACPS-issued mask on unless directed otherwise ● I read all the new signage for safety procedures. ● I use different greetings to maintain social distance while still being friendly and polite. ● My materials (including my own hand sanitizer and tissues) are ready with my name on it. ● I look to posters and signs to remind me of how to behave for my safety and the safety of my classmates. 	<ul style="list-style-type: none"> ● I see a YouTube video by my Principal to share announcements for the week ● I check to see if there are any division updates or announcements for my parents / guardians to review ● Since my teacher always posts our weekly schedule, I know what the day looks like and am excited for . ● My teacher welcomes our small group in the daily morning zoom meeting, where we have time to build relationships + have an SEL lesson.
	<p>Using the list above, jot down what coming into a school would look like for your persona...</p> <ul style="list-style-type: none"> ● At school, we enter single-file at six-foot distances and have another temperature check. A teacher asks how we feel and sends anyone who is sick to the office ● As we enter the classroom, we take turns washing hands and singing Happy Birthday (20 seconds) ● I sit at my individual desk, six feet from any other desks ● The teacher takes attendance and begins the first lesson. We do not share books or work in small groups - we have individual supplies and the teacher reminds us not to share. 	<p>Using the list above, jot down what the start of the school day would look like for your persona...</p> <ul style="list-style-type: none"> ● I log onto my class and attend to my teacher's lesson but have to take intermittent breaks to assist my younger sibling who is having trouble with their technology and is struggling to stay focused. ● I am accounted for for attendance because I have had at least one meaningful interaction with the teacher and she sees me logged in online. ● I take an unencumbered bathroom break when my class breaks. ● I log off after my classes and try to do the assignment left on Canvas but have some questions about the topic. ● ●

<p>Over the course of the day, my classes look like...</p> <p>In class, I...</p> <p>If I have questions or get stuck, I can...</p>	<p>Hybrid Model</p>	<p>100% Virtual Model</p>
<p>Examples pulled from the following playbooks</p> <ul style="list-style-type: none"> - SCR: Family & Community Engagement - C&I: Staff Expectations for Virtual Learning - Cleaning & PPE Guidance - SEAL: Professional Learning - Schedule Guidance 	<p>During in-person days...</p> <ul style="list-style-type: none"> ● I only do stations at my desk or assigned work area. ● My stations are pre-determined and prepared. ● I have my own school supplies. ● I still participate in my PE/Art/Music classes, but it looks different: teachers sometimes come to my classroom or we Zoom with them for our activities. ● We rotate through stations at recess, and I have my recess buddies. <p>During virtual days...</p> <ul style="list-style-type: none"> ● I can use our Canvas site. ● I can access my daily folder that has quick links and login information to virtual learning. ● Color-coding status for my campus tells me where I need to go to learn. ● My teacher can still use Zoom to help me and my family with my learning. ● I use QR code to get to the resources I need. ● My teachers and other teachers help me to learn virtually. ● We use different recess spaces, not just the playground area. ● The librarian comes to my classroom with a cart of books to choose from and now I can check out more books. 	<p>During class time...</p> <ul style="list-style-type: none"> ● I have a combination of working with my teachers and working on my own/with help from someone at home. ● I have engaging lessons from my teachers, with features like breakout rooms and other tools that I have been taught how to use. ● I have a combination of optional and mandatory assignments. ● I submit my work when it's finished to Canvas. ● I collaborate with my classmates in Zoom via breakout rooms or on discussion boards. ● I have set times during lessons where I can take breaks. ● There are times for me to connect with my classmates on non-academic topics, like when my teacher opens the Zoom meeting a few minutes early for us. <p>If I have questions or get stuck, I...</p> <ul style="list-style-type: none"> ● use our Canvas/division specific-platform. ● access my daily folder that has quick links and login information to virtual learning. ● Use Zoom to work 1:1 with my teacher to help me and my family with my learning. ● Work with me teachers and other teachers and other teachers help me to learn virtually. ● My family has a plan from my teacher to help for when I get stuck that is easy to understand. ● My family gets a weekly update from my school with how I'm doing and offering support in the mode of communication that we said was best for us.
	<p>Using the list above, jot down what taking classes would be like for your persona</p> <ul style="list-style-type: none"> ● We line up at six foot distance to go outside for recess, where we have to stay 	<p>Using the list above, jot down what taking classes would be like for your persona</p> <ul style="list-style-type: none"> ● PE is difficult for me because I don't have the space to do what is being asked of me.

	<p>six feet apart all the time. During recess I see my best friend in another class, but we cannot play together. Teacher has us run races, play games, and do exercises that allow for social distancing.</p> <ul style="list-style-type: none"> ● We return from recess and wash hands again. ● For afternoon lessons a new teacher enters and teaches the afternoon subjects. The new teacher has to wash hands and get a new mask before the lesson. ● During afternoon lessons we continue not sharing supplies or working in small groups. ● I need extra help with reading and last year I had pull-out lessons. This year the teacher has to try to give me individual attention while teaching the whole class. 	<ul style="list-style-type: none"> ● I am struggling to read my assigned text because my siblings need my assistance with their work and my workspace is not large enough for us to concentrate. ● I assist my sibling with an assignment because they do not have the skills to do it alone yet. ● I miss a portion of my instruction but know a friend who can catch me up when I get to my virtual break-out group. ● I use what materials I have at home, however I feel limited because I don't have some supplies that I would normally have access to at school.
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At lunch, I...	Hybrid Model	100% Virtual Model
<p>Examples pulled from the following playbooks</p> <ul style="list-style-type: none"> - Cleaning & PPE Guidance - SCR: Family & Community Engagement - C&I: Synchronous / Asynchronous Learning Expectations - C&I: Staff Expectations for Virtual Learning 	<p>Examples:</p> <ul style="list-style-type: none"> ● I eat lunch in my classroom. ● I clean my desk. ● I wash my hands. ● I open all my own lunch items. ● I don't share food with my classmates. 	<p>Examples:</p> <ul style="list-style-type: none"> ● I eat with my siblings. ● I go outside. ● I work through lunch because I want to finish my work. ● I text my friends. ● I have a virtual lunch group to connect with my teacher and/or friends.
	<p>Using the list above, jot down what lunch time would look like for your persona.</p> <ul style="list-style-type: none"> ● I have to go to the bathroom so the teacher calls for a bathroom assistant to escort me and check that the bathroom has the appropriate number of occupants. ● Before lunch we take turns washing our hands again. The teacher has us count to 100 by fives to time the hand-washing. ● At my desk I open my packed lunch and eat. Finally I am able to take my mask off for half an hour. ● If I don't have a packed lunch, I have to wait for the lunch trolley to bring food, OR ● We line up and walk to the cafeteria to obtain lunch, then back to the classroom to eat. ● After lunch we wash hands and put our masks back on. 	<p>Using the list above, jot down what lunch time would look like for your persona.</p> <ul style="list-style-type: none"> ● It's time for lunch- I wait for the bus drop off in my neighborhood so that I can get lunch for my siblings and me OR access food at my home.

When my school day ends...	Hybrid Model	100% Virtual Model
<p>Examples pulled from the following playbooks</p> <ul style="list-style-type: none"> - Cleaning & PPE Guidance - SCR: Family & 	<p>Examples: When it is time for dismissal</p> <ul style="list-style-type: none"> ● I wait for my teacher to escort me to my dismissal spot. 	<p>Examples: To mark the end of my school day, I log out of Canvas, and then plug in my laptop to charge until tomorrow.</p>

<p>Community Engagement</p> <ul style="list-style-type: none"> - C&I: Synchronous / Asynchronous Learning Expectations - C&I: Staff Expectations for Virtual Learning 	<ul style="list-style-type: none"> ● I make sure my ACPS-issued mask is on as I board the bus and wave goodbye to my friends and teacher 	
	<p>Using the list above, jot down what the ending of a school day would be like for this persona.</p> <ul style="list-style-type: none"> ● We prepare to be dismissed by washing hands again. ● As a bus rider, I must wait until my bus number is called, then exit the classroom and go to the bus. We board the bus at six-foot distances and sit in every other seat, OR ● As a walker I am able to leave the classroom with the other walkers, as each classroom is dismissed individually, OR ● I go to after school child care because my parents are still at work, saving lives. We receive a temperature check when arriving at the child care facility. ● The after school child care facility does not allow us to play with the same toys or become closer than six feet to each other. ● There is a tutor at the child care place, but it just feels like more school to me and I don't want to participate. ● My adult human caretaker arrives to pick me up. 	<p>Using the list above, jot down what the ending of a school day would be like for this persona.</p> <ul style="list-style-type: none"> ● I take my siblings to an out of school time program in my community to receive additional support because my parents are still at work. ● We experience a temperature check upon arrival. ● We receive a snack or meal once we check in. ● I receive school help from onsite tutors with my grade level learning hubs. ● Here, I receive my personal hands-on learning kit provided by the school system where I can take part in guided learning activities. ● I take my siblings home.

III. GROUP REFLECTION

FEASIBILITY INPUT	
Where do our ACPS " Equity for All 2025 " core values live throughout the instructional day?	To be completed later
What PD and supports do we need to provide for teachers and instructional support staff?	
What additional supports and services do we need for families?	
What kinds of routines will we need to develop for students?	
PLAYBOOK REFLECTION	
What specific guidance do we need to add into our playbooks for Principals?	To be completed later
What VDOE Essential Questions should our team review again after this activity?	To be completed later

IV. OUR COMPLETED DAY IN THE LIFE → if there's time

Our Persona: [insert here]		
Parts of the School Day	Hybrid Model	100% Virtual Model
	[copy and paste your completed notes from above to get a complete picture of what a Day in the Life of your persona looks like]	[copy and paste your completed notes from above to get a complete picture of what a Day in the Life of your persona looks like]