

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...

2nd grade student, 2 parents at home

- **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"> ● Parents would supervise me as I complete this list of tasks. ● Parent/student has a checklist provided by the school for all of my morning tasks. ● I need to make sure that I have my laptop charged and ready to go! This needs to be on the list of morning activities for essential materials for school. ● A video was shared with me before I started back to school that showed the new bus procedures for pick up and dismissal. In the video, it was shared that some students with special needs may be unable to wear masks so that I am prepared. This helped me know what to expect and how I should behave. ● I will need reminders along the path to school, on the bus or while waiting near the school building or classroom to remain socially distanced. ● Reminders to keep hands to myself will also be needed. ● How will my school know that my parents completed the screening with a positive 	<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"> ● Parents would supervise me as I complete this list of tasks. ● Parent/student has a checklist provided by the school for all of my morning tasks. ● I am able to find my online learning tasks and meeting information ALL IN ONE PLACE every day for ALL TEACHERS and ACTIVITIES. ● If my parents are home but not working, I know my parents have information about where to obtain food resources for breakfast so I am able to eat breakfast. ● I may need <u>headphones</u> to secure a quiet space in my home since my parents are both home (working themselves or not working) ● I have high speed internet in my home to ensure that I can connect to online activities

result? I may not remember to bring it back and forth.

- I may need headphones to secure a quiet space in my home since my parents are both home (working themselves or not working) for learning on my at-home days
- I have high speed internet in my home to ensure that I can connect to online activities

<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 SEAL 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"> ● There are lots of adults around as I get off the bus to make sure that I know where to go, check my temp/screening, and to stay in line to get to my classroom. ● I see tape on the floor of the classroom which shows my assigned area to help me remember to stay in my area. ● My teacher has taught me about the new procedures and provides DAILY practice across September so that I can learn all this new stuff. ● My teacher gave me a way to ask for permission to go to the bathroom ● Breakfast is delivered to my classroom and I eat at my desk but am allowed to talk to friends. ● My mask can be annoying sometimes. Will I have times in the day when I am allowed to take my mask off? Mask breaks? ● My teacher has taught me the times when I absolutely have to wear my mask: hallways, transitions, on/to the bus, etc. 	<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 am not sure which announcements are for me or my parents. ● My parents have a separate section of my Canvas/platform page so that we can find the announcements or weekly plan. ● Pictures are included for my weekly schedule that shows me screenshots of links or apps to use for my learning today. (App pic or link). ● My parents were sent a weekly schedule/lesson plans of my activities so they can also help me follow along and find things. ● My teacher has a way to text my parents with urgent messages or notices. My teacher texts thru an application or calls thru google voice. ● My teacher leads a class meeting or SEL lesson which allows me to get to know my classmates. I love the time to just talk with my friends and also includes some type of movement or personal item to share!

I want to make sure I have the analytics I need to quickly see trends on school ops, student/staff progress and my finances, now more than ever I want helpful current information

<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"> ● What if I don't like my recess buddies? I used to get to play with who I choose and now I am assigned a group of buddies who I don't have interests that match. 	<p>Using the list above, jot down what taking classes would be like for your persona</p> <ul style="list-style-type: none"> ● I don't understand the instruction and usually in class, the teacher would notice my body language or check my work. In virtual, she doesn't seem to notice and I submit my work

- Why can't I select the recess stations which have limited size restrictions much like I did in preschool?
- I have my own bin with school supplies that only I am able to use. My supply bin has my name on it and I keep it at my desk.
- My parents got me some of the school supplies but not all. And there was no bin on the school supply list from last year.
- My teacher asks me to bring my desk over to the small group activities for reading and math. She sits so far away from me.
- My teacher wears her mask and/or face shield all day and sometimes I have a hard time hearing her.
- I see my teacher cleaning the horseshoe table before and after my small group reading and math activities.
- My small group stations are marked like my desk area which tells me where we will do those learning activities.
- One of my classmates keeps coming into my space. What do I do?
- I lost my QR code? Now I can't get into my account. My parents don't have my Clever log in info. Where do we get the info?
- My parents had a task analysis to help them log in when I forgot.

and still don't know if I am doing it right.

- I can't use chat to ask my questions or answer questions from the teacher because I don't type that fast. How will I be called on?
- I was not admitted to the class when I logged on so I missed the class lesson. Will my teacher notice and reach out?
- My parents were helping me log on and we couldn't. Is there a way to text the teacher for help? Or someone else who can help us get there as soon as we can.
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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 don't really have a good friend in my class group who I know and can talk to about things we are interested in. Can I just watch something on YouTube during this time? ● There is a different staff person who joins our class during lunch and my teacher leaves during this time for a break. ● We are not allowed to throw our lunch trash away until the monitor calls our name. ● When I am done eating, I am allowed to occupy myself during the rest of the period but I have to stay in my area. This chair is getting uncomfortable. Is there alternative seating options? 	<p>Using the list above, jot down what lunch time would look like for your persona.</p> <ul style="list-style-type: none"> ● Lunch at home gives me a break from my work station which is a great brain break!

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 & Community Engagement 	<p>Examples:</p> <p>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. ● I make sure my ACPS-issued mask is on as I board the bus and wave goodbye to my friends and teacher 	<p>Examples:</p> <p>To mark the end of my school day, I log out of Canvas, and then plug in my laptop to charge until tomorrow.</p>

<ul style="list-style-type: none"> - C&I: Synchronous / Asynchronous Learning Expectations - C&I: Staff Expectations for Virtual Learning 		
	<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"> ● A video was shared with me before I started back to school that showed the new bus procedures for pick up and dismissal. In the video, it was shared that some students with special needs may be unable to wear masks so that I am prepared. This helped me know what to expect and how I should behave. ● So many new procedures to learn but again there are lots of staff in the hallways and as we walk to the bus, walker door or parent pick up lane. ● Staff speak in calm, patient but louder tones so that I can hear them through their masks. They don't yell at me from 6 feet away telling me what to do. ● There is a kid on my bus who gets out of his seat and gets closer to others. Will the bus staff move him away from me? ● There are some kids on my bus who have special needs and they don't wear masks. This was explained to me ahead of time so that I understand that it is OK. 	<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"> ● My teacher has shared with my parents that at a certain time in the day, I get to be done with school so that I am not required to keep working until all work is completed. ● I close my laptop and organize my desk area or put away my learning box which has all my school materials in it.

III. GROUP REFLECTION

FEASIBILITY INPUT	
Where do our ACPS " Equity for All 2025 " core values live throughout the instructional day?	
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?	
What VDOE Essential Questions should our team review again after this activity?	

IV. OUR COMPLETED DAY IN THE LIFE

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]