Day in the Life

I. DIRECTIONS:

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

Our Persona is…

SpEd teacher - high school, has taught 10+ years but is new to ACPS this year

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- **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

II. DAY IN THE LIFE NOTE-CATCHER

My school day starts with…	Hybrid Model	100% Virtual Model
Examples pulled from the following playbooks - **Cleaning & PPE Guidance** - **C&I: Staff Expectations for Virtual Learning** - **Health & Safety Playbook: Student Health**	● 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.	● 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.
	Using the list above, jot down what the start of the school day would look like for your persona. ● Screen myself before reporting to work ● Ensure I have my PPE ● Make sure to wash my hands ● Bring essentials for daily instruction (laptop, etc.)	**Using the list above**, jot down what the start of the school day would look like for your persona. ● Ensure laptop is charged and ready to go ● Log into platform for online instruction ● Arrange quiet work location while assuring other family members are in place for the day as well

| When I get to school…

Our building looks a little different than last year in that…	Hybrid Model	100% Virtual Model
Examples pulled from the following playbooks - **Cleaning & PPE Guidance** - **SCR: Family & Community Engagement** - **C&I: Synchronous / Asynchronous Learning Expectations** - **C&I: Staff Expectations for Virtual Learning**	**On in-person days…** ● 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.	● 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.
	Using the list above, jot down what coming into a school would look like for your persona… ● Arrive at staggered times to work location to allow for screening ● Ensure materials and supplies are spread apart and in place for maintaining social distance ● Wipe down desks and tabletops ● Check emails for daily updates ● Check in with my mentor for support ● Check in with my team for any updates ● Review IEP accommodations to plan for meeting needs in the day's lessons ● Model different greetings of colleagues and students while maintaining social distancing ● Explicitly teach and review safety expectations with students	**Using the list above**, jot down what the start of the school day would look like for your persona… ● Check emails for announcements ● Post daily schedule/announcements ● Ensure technology is set up and ready to run prior to class starting ● Have materials ready for instruction ● Provide email and phone # so parents can reach out for support during the day ● Do a virtual check in with each student and parent on caseload. ● Greet students and build community in morning advisory period

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Over the course of the day, my classes look like... In class, I... If I have questions or get stuck, I can...	Hybrid Model	100% Virtual Model
Examples pulled from the following playbooks - **SCR: Family & Community Engagement** - **C&I: Staff Expectations for Virtual Learning** - **Cleaning & PPE Guidance** - **SEAL: Professional Learning** - **Schedule Guidance**	**During in-person days...** ● 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. **During virtual days...** ● 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.	**During class time...** ● 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. **If I have questions or get stuck, I...** ● 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.
	Using the list above, jot down what taking classes would be like for your persona ● I have accessible supplies for instruction and student practice individually prepared.	**Using the list above**, jot down what taking classes would be like for your persona ● Provide a combination of teacher-directed instruction and independent practice

	- I have a hand-sanitizing station set up. - I help students transition their devices from home to school each day. - Develop sanitizing procedures for in between class periods and washing hands at a sink - Ensure that lessons and office hours are posted for students learning virtually that day - Have resources and schedule for students both in person and at home that day - Attend weekly PLC meetings with team and department and co-teachers - Provide guidance to para for instruction	- I facilitate small-group instruction by using Zoom breakout rooms and/or staggered schedules - I review student work and provide feedback - I provide and review student-friendly checklists to support students in self-monitoring and data collection - I provide one-on-one instruction - I easily direct students to troubleshooting support when they get stuck (accessible link for tech. support)

At lunch, I...	Hybrid Model	100% Virtual Model
Examples pulled from the following playbooks - **Cleaning & PPE Guidance** - **SCR: Family & Community Engagement** - **C&I: Synchronous / Asynchronous Learning Expectations** - **C&I: Staff Expectations for Virtual Learning**	Examples: ● 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.	Examples: ● 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.
	Using the list above, jot down what lunch time would look like for your persona. ● I sanitize an area for lunch in the classroom (table, desk, etc.) ● I wash my hands	**Using the list above,** jot down what lunch time would look like for your persona. ● I find a location to eat lunch alone or have a virtual lunch group with coworkers or friends.

When my school day ends...	Hybrid Model	100% Virtual Model
Examples pulled from the following playbooks - **Cleaning & PPE Guidance** - **SCR: Family & Community Engagement** - **C&I: Synchronous / Asynchronous Learning Expectations** - **C&I: Staff Expectations for Virtual Learning**	Examples: **When it is time for dismissal** ● 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	Examples: **To mark the end of my school day,** I log out of Canvas, and then plug in my laptop to charge until tomorrow.

	Using the list above, jot down what the ending of a school day would be like for this persona.	Using the list above, jot down what the ending of a school day would be like for this persona.
	• [insert notes here]	• [insert notes here]

III. GROUP REFLECTION

FEASIBILITY INPUT	
Where do our ACPS "Equity for All 2025" core values live throughout the instructional day?	Innovative - doing school in ways we've never done before! Equity-focused - all students may not receive the same amount of teacher support - allocate more support for students with greater needs and less parent support at home
What PD and supports do we need to provide for teachers and instructional support staff?	Training in whatever online platform we use (i.e. Canvas, breakout rooms on Zoom). Provide small groups however possible (i.e. AVID tutors, schedule staff creatively). Must be ongoing - as we begin the year we will discover more things we need to learn. Training in engagement. - Provide engaging lessons. Allow for hands-on learning, student discourse. Teachers need TIME to learn all these new things.
What additional supports and services do we need for families?	Counselors, social worker, psychologist, nurse providing support for families. Someone beyond the classroom teacher checking in with the parents once per week, seeing what supports they need. Tech support and training on online learning platforms for families.
What kinds of routines will we need to develop for students?	Consistent, clear, precise, modeled. Realistic expectations.
PLAYBOOK REFLECTION	
*What **specific guidance** do we need to add into our playbooks for Principals?*	Clear, consistent expectations. Administrators connecting with teachers (just as teachers connecting with students). Consistent, clearly outlined communication and tech platforms.
*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**
	Using the list above, jot down what the start of the school day would look like for your persona. ● Screen myself before reporting to work ● Ensure I have my PPE ● Make sure to wash my hands ● Bring essentials for daily instruction (laptop, etc.)	**Using the list above**, jot down what the start of the school day would look like for your persona. ● Ensure laptop is charged and ready to go ● Log into platform for online instruction ● Arrange quiet work location while assuring other family members are in place for the day as well
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	Using the list above, jot down what taking classes would be like for your persona ● I have accessible supplies for instruction and student practice individually prepared. ● I have a hand-sanitizing station set up. ● I help students transition their	**Using the list above**, jot down what taking classes would be like for your persona ● Provide a combination of teacher-directed instruction and independent practice ● I facilitate small-group instruction by using Zoom breakout rooms and/or staggered schedules ● I review student work and provide feedback ● I provide and review student-friendly checklists to

	devices from home to school each day. ● Develop sanitizing procedures for in between class periods and washing hands at a sink ● Ensure that lessons and office hours are posted for students learning virtually that day ● Have resources and schedule for students both in person and at home that day ● Attend weekly PLC meetings with team and department and co-teachers ● Provide guidance to para for instruction	support students in self-monitoring and data collection ● I provide one-on-one instruction ● I easily direct students to troubleshooting support when they get stuck (accessible link for tech. support)