



# Parent Game Plan for Hybrid, Face-to-Face, and VLA Instruction

Be sure to view the “Day in the life of a CCPS student” safety video. Click [here](#).

## Simultaneous Instructional Models



Clayton County Public Schools will ensure the continuity of high quality teaching and learning for students who are learning face-to-face and remotely. A primary focus will be to ensure optimal opportunities for learning to accelerate students to grade level performance and beyond.

### Instructional Delivery Model:

Schools will use a combination of instructional models to ensure high-quality teaching and learning.

- Synchronous (live with the teacher)
- Asynchronous (independent student-learning)
- Unplugged (minimal to no use of technology)

### Simultaneous Teaching

- Once students return to facilities for learning, schools will implement Simultaneous Teaching in order to instruct remote learners and face-to-face learners. This model will require teachers to use technology resources and a combination of synchronous and asynchronous instruction.
- To support the implementation of Simultaneous Teaching, instructional staff will receive professional learning in the following:
  - Rituals and Routines
  - Lesson Design and Delivery
  - Effective Use of Digital Resources
- Face-to-Face and At-Home Remote Learners will operate on the same daily instructional schedule.

\*\*The trainings will be held from 9:00-11:00 a.m. on March 25th and 26th

Administrators will administer a survey to parents to determine if their children will return to face-to-face instruction or learn remotely.

## Elementary School Schedule:

### Hybrid Instructional Model (A Day/B Day)

Students in grades PreK-5 will participate in this model during weeks 1 and 2, April 12-22, 2021

Blended/Simultaneous learning provides students with an opportunity to engage in technology-supported learning and in-person learning due to purposeful alignment between the two delivery models (Kieschnick, 2017). More specifically, students in Clayton County Public Schools who participate in an *A-Day/B-Day Instructional Schedule Rotation* will alternate between both face-to-face instruction and at-home virtual learning (remote learning).

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Monday	Tuesday	Wednesday	Thursday	Friday
Group A Face-to-Face Learning	Group B Face-to-Face Learning	Group A Face-to-Face Learning	Group B Face-to-Face Learning	Groups A and B-- Remote Learning (asynchronously and unplugged)
Group B Remote Learning	Group A Remote Learning	Group B Remote Learning	Group A Remote Learning	

## Elementary School Schedule:

### Face-to-Face Instruction

Students will participate in this model beginning week 3, April 26 - May 25, 2021, for students in Grades Pre-K-5th

If students return using the traditional face-to-face model, then they will return Monday through Friday adhering to the start and end times. Fridays will no longer be an Extending Learning Beyond the Classroom day.

Monday	Tuesday	Wednesday	Thursday	Friday
Face-to-Face Learning	Face-to-Face Learning	Face-to-Face Learning	Face-to-Face Learning	Face-to-Face Learning

Beginning on April 12, 2021, Clayton County Public Schools will offer a full-time, at-home, remote learning option for families who have elected to continue learning virtually for the remainder of the 2020-2021 school year.

## Elementary School Schedule:

### Virtual Learning (Full-time at-home remote learning)

Students in Grades Pre-K-5th who have elected to remain virtual:

Students will still receive instruction from their certified teacher(s). Students may be expected to engage in a combination of synchronous (live and virtual) and asynchronous (independent) learning activities. Beginning the week of April 26th, virtual learning students are expected to participate in instruction Monday through Friday.

Monday	Tuesday	Wednesday	Thursday	Friday
At-home Virtual Learning (synchronously and/or asynchronously)	At-home Virtual Learning (synchronously and/or asynchronously)	At-home Virtual Learning (synchronously and/or asynchronously)	At-home Virtual Learning (synchronously and/or asynchronously)	At-home Virtual Learning (synchronously and/or asynchronously)

## Middle and High School Schedule:

### Virtual Learning (Full-time at-home remote learning)

All Middle and High School Self-Contained and Low-Incidence Students who have selected to remain virtual:

Students will still receive instruction from certified teachers. Students may be expected to engage in a combination of synchronous (live and

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virtual) and asynchronous (independent) learning activities. Beginning the week of April 26th, virtual learning students are expected to participate in instruction Monday through Friday.

Monday	Tuesday	Wednesday	Thursday	Friday
At-home Virtual Learning (synchronously and/or asynchronously)	At-home Virtual Learning (synchronously and/or asynchronously)	At-home Virtual Learning (synchronously and/or asynchronously)	At-home Virtual Learning (synchronously and/or asynchronously)	At-home Virtual Learning (synchronously and/or asynchronously)

### Student Schedules

- If a student is an A-Day student, the student will be scheduled Monday and Wednesday. B-Day students will be scheduled for Tuesday and Thursday in Infinite Campus (IC).
- All students will be assigned an A/B Day schedule based on their home address..
- Parents will receive an email via IC informing them of their child’s A/B Day schedule. The student’s schedule will also be available in the Parent Portal in IC

### School Supplies

Students participating in the A-Day/B-Day Instructional Schedule Rotation will need to bring the following items to school on their scheduled in-person instructional day:


- Mask
- Earbuds
- Chromebook in the Case
- Chromebook Charger
- Paper and Pencil
- Students will be allowed to carry their book bags during the school day. Lockers will not be distributed for the 20-21 School Year.  
**\*\*Students in grades K-2 will not need to transport their laptop to school each day. They will be provided with technology when they arrive at school.**

### Dress Code and Grooming for Students:





All students are expected to dress appropriately for school. Students and their parents/guardians have the primary responsibility for adherence to the Clayton County Public Schools policies and procedures. Teachers and all other school personnel will reinforce acceptable student dress and help students develop an understanding of appropriate appearance. The students in grades Pre-K - 12 are not required to wear a school assigned uniform for the remainder of the 2020-2021 School Year. However, students must dress appropriately and adhere to the policy described below. Students will have an option to wear a school uniform if so desired.

- Belts are required, no sagging of pants
- Flip-flops, shower shoes, skate shoes, and house slippers are not permitted
- Headgear of any kind is not allowed. (Exceptions are considered for headwear or scarves worn as a part of a student’s religious practice or documented medical reasons)
- Skinny pants, tights, or leggings that substitute as pants are not acceptable
- Pants must be completely fastened, belted, or buttoned without tears
- Pants shall be worn so that the waistband is worn at the waist and not below
- Shorts and skirts may not be shorter than three inches above the knee


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	<p><b>Designs, Emblems and Lettering:</b></p> <ul style="list-style-type: none"> <li>• Any design, emblem or lettering which refers to or promotes drugs, alcohol, profanity, immodesty or racial, ethnic or sexual discrimination is not allowed.</li> <li>• Graphics, pictures, or writing on clothing is not permitted except as part of an insignia and shall be no larger than 4 inches by 4 inches</li> <li>• Long overcoats or sweaters that can conceal contraband will be removed immediately upon arrival at the school or school function.</li> </ul> <p>Students with disabilities may be granted a reasonable accommodation. Such requests shall be produced in writing and submitted to the principal for approval.</p>
<p><b>Special Education</b></p>  <p>Learning Knows No Bounds</p>	<p><b>Scheduling for Students with Disabilities:</b></p> <ul style="list-style-type: none"> <li>• Students with disabilities will remain with the current schedule for specialized programs/supports as outlined in their IEP.</li> <li>• Students in self-contained classes may be moved between teachers in the building to accommodate consistency with face-to-face versus virtual attendance in these specialized programs.</li> </ul> <p><b>Specialized Classrooms with non-mask Wearing Students:</b></p> <ul style="list-style-type: none"> <li>• Classrooms with students with high needs and who are medically-fragile will not require mask usage for students with disabilities (e.g. AU, MOID/SID/PID) due to intolerance and/or medical needs (inability to remove masks, etc.). These classrooms will have additional signage, PPE for staff, and handwashing requirements prior to entry to the classrooms. Students with medical needs requesting to remain in virtual learning based on medical concerns who require direct IEP services and who are not on VLA or may need additional services will be requested to apply for hospital/homebound services.</li> </ul> <p><b>Visitors to Special Education (DES) Classrooms:</b></p> <ul style="list-style-type: none"> <li>• Visitors to the school for parents/staff will follow the district’s visitor guidelines with strict restrictions. Visitors completing outside evaluations and/or observations for evaluation purposes will be scheduled with DES District Leadership. This visitation will be completed virtually as technology is available and set up so that these requirements can still be met without bringing more people into the building.</li> </ul>
<p><b>Immigrant and English Learner Families</b></p>	<p>The International Center staff will continue providing virtual interpreting services this school year. Parents who need assistance for any language can call 770-473-3232.</p> <p>***The International Center will open for face-to-face assistance at 2260 Old Rex Morrow Road, Morrow, GA on Monday, April 12, 2021 from 8:00 a.m. - 4:00 p.m. (Monday-Friday). Appointments are preferred.</p>

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<p><b>Daily Routines</b> *Each site will provide this information</p> 	<p><b>Morning Arrival</b></p> <p><b>Breakfast</b></p> <p><b>Lunch</b></p> <p><b>Transitions within the Building</b></p> <p><b>Specials/Connections/Electives</b></p> <p><b>Dismissal</b></p>
<p><b>School Nutrition</b></p> 	<p><b>Students that attend school during any of the approved models will be provided breakfast, lunch, and a snack during the school day</b></p> <ul style="list-style-type: none"> <li>• Meals will continue to be delivered on bus routes in the community on Mondays, Wednesdays, and Fridays (Monday - Saturday meals) until the end of the school year from 9:30 a.m. through 11:30 a.m.</li> <li>• Curbside meal pickup will continue to be offered Monday – Friday from 9:00 a.m. through 12:00 p.m. at most locations (some sites have been shut down due to low participation).</li> <li>• Breakfast meal service can begin as early as 7:00 a.m. and continues through 7:55 a.m.</li> <li>• Upon arriving at school, students are to report to their assigned classroom prior to the start of breakfast.</li> <li>• Lunch and snack meal service can begin as early as 10:00 a.m. through 12:00 p.m.</li> <li>• Principals reserve the right to choose whether meals will be consumed in the cafeteria or classroom.</li> </ul>
<p><b>Campus Kids</b></p> 	<ul style="list-style-type: none"> <li>• All elementary schools will offer after school care for the remainder of the school year</li> <li>• There will be an electronic check-out process and Online Registration process - No visitors will be allowed in the building</li> <li>• Registration fees have been waived for SY20-21</li> <li>• Tuition Rates:             <ul style="list-style-type: none"> <li>○ A-Day/B-Day = \$20 (2 days/\$10 per day)</li> <li>○ Full Week = \$40 (5 days)</li> </ul> </li> <li>• There will be a 20:1 Student to Teacher Ratio</li> </ul>

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	<ul style="list-style-type: none"> <li>● PPE will be provided to all students and staff, and there will be a cleaning routine that will be followed in all facilities</li> <li>● A healthcare technician or a COVID-19 Response team member will operate the isolation room during Campus Kids</li> </ul>
<p><b>Safety Protocols for Facilities</b></p> 	<p><b>Safety Measures in the Classroom</b></p> <ul style="list-style-type: none"> <li>● Students should have assigned seats in the classroom and all other locations for efficient contact tracing. Teachers should maintain physical copies of seating charts.</li> <li>● Seating should have students facing the front of the classroom and/or not seated directly behind another students as possible.</li> <li>● Staff and students should have their own assigned resources, equipment, and supplies - as feasible.</li> <li>● Resources, equipment, and supplies must be disinfected in between uses if they are being shared.</li> <li>● Staff and students should frequently wash and/or sanitize their hands.</li> <li>● Frequently-touched surfaces must be disinfected regularly.</li> <li>● The virtual learning platform should be leveraged as much as possible to minimize physical interaction, especially during group work.</li> <li>● Teachers should use plexiglass or physical distancing during small group instruction.</li> <li>● Staff and students must wear face masks when they are not eating or drinking.</li> <li>● It may be necessary to leave classroom doors open for ventilation purposes.</li> </ul> <p><b>Ensure that high touch surfaces are cleaned every hour throughout the school day</b></p> <ul style="list-style-type: none"> <li>● High touch surfaces include: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, chairs, phones, tables, etc.</li> <li>● Food-contact surfaces must be washed, rinsed, and sanitized after each use</li> <li>● Surfaces and objects in public places, such as keypads should be cleaned and disinfected before each use (i.e. teacher sign-in keypad, student breakfast/lunch keypad, etc)</li> <li>● Schools\Custodians are being provided reusable microfiber towels to enhance their current cleaning system</li> </ul> <p><b>The following PPE will be provided and the Safety Protocols will be implemented:</b></p> <ul style="list-style-type: none"> <li>● Desk Shields</li> <li>● Face masks for all students</li> <li>● All classrooms have been equipped with a spray bottle of sanitizing solution to be used to clean desks, tables, computers, etc. in the classroom</li> <li>● Hand sanitizer stations</li> <li>● Temperature checks upon entry to the building</li> <li>● Frequent hand-washing will be encouraged</li> <li>● Social distancing encouraged</li> <li>● A plexi-glass partition has been provided to all schools and has been placed on the front office counter</li> </ul>
<p><b>Transportation</b></p>	<p><b>Guidelines and Expectations:</b></p> <ul style="list-style-type: none"> <li>● Transportation will use the pre-existing routes to transport students</li> <li>● Students will be transported to and from school</li> <li>● If a student boards a bus on the wrong day during the A Day/B Day Hybrid Model, the driver will transport the student(s) to school and place them in the care of school administrators to contact parent(s) in order to secure transportation home.</li> </ul>

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- Students' temperatures will not be checked at bus stops, but will be checked when the student enters the building.
- Elementary routes and Nutrition routes will be posted on the Transportation website for parents to review. Parents can utilize WebQuery to identify stop locations - click [here](#).
- There will be a maximum of 40 students per bus load
- Students will be required to wear masks on the bus while being transported
- Transportation will deliver meals to the community beginning at 9:30 a.m. daily on Monday, Wednesday, and Fridays for students who are enrolled in virtual learning.
- Transportation will make adjustments to ridership counts within 30 days of school reopening to ensure routes are safe and efficient
- Transportation staff will be equipped with PPE equipment
- Drivers and Transportation shop staff will spray the interior of each bus with sanitizing chemicals daily between routes. This will take approximately 10 minutes between each route.

## Procedures for transporting special needs students

- Staff will create and/or modify routes based on transportation requests
- Students in Self-Contained classes (Autism, Intellectual Disabilities) will begin on an A/B Rotation and increase to a full 5-day (Monday-Friday) option if attending face-to-face after two weeks of orientation. The Special Education Department will communicate this through phone calls/email to parents once final A/B day rotation and start dates are established.

## Student pick-up and drop-off times for each level in an A/B Day Hybrid and Face-to-Face Instructional Model

### Elementary School:

- 1st load drop-off @ 7:00 a.m.
- 2nd load drop-off @ 7:30 a.m.
- Pickup @ 2:15 p.m.

### Testing Drop-Off & Pick-Up:

- Drop-off @ 7:50 a.m.
- Pick-up @ 11:45 a.m.
- Pick-up @ 12:45 p.m.

### VLA Nutrition Route Delivery:

- Delivered between 9:30 a.m. - 11:30 a.m.
- Feeding schedule Monday, Wednesdays, and Fridays

## Visitor Expectations



## Non-essential visitors will not be allowed in the building

- Meetings and parent conferences will be scheduled virtually to the extent possible. Parents will be permitted to enter the building (wearing a mask) for early checkouts.

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## Health Protocols



All Students and Staff will wear masks at all times.  
All Students and Staff will have their temperatures taken upon entry to the building.  
Frequent handwashing will be encouraged and hand sanitizer will be available.

**If staff or students become ill, they will be quarantined in a designated area (the isolation room) and students will remain isolated until they are picked up by a parent/guardian.**

- The school nurse and/or other health care technicians will render the necessary medical attention or first aid based on the symptoms being exhibited.
- The parent or guardian will be immediately notified and advised to expeditiously respond to the school to retrieve the student for further medical treatment.
- Staff members and students with confirmed COVID-19 should not return until they have met the state Department of Public Health (DPH) criteria to return to work.
- Those who have had close contact with a person diagnosed with COVID-19 should remain home and follow state DPH guidance if symptoms develop. If a person does not have symptoms, follow appropriate state DPH guidance for home quarantine. The healthcare technician will assist with next steps.