CCPS Instructional Plan
for COVID Related Impacts

In order to reduce the need to close classrooms or schools due to staffing shortages the following strategies can be used.

Elementary	Middle	High
Use building level staff for coverage	Use building level staff for coverage	Use building level staff for coverage
Combine classes where possible/practical	Combine classes where possible/practical	Combine classes where possible/practical
Ex. There are 3 teachers in a grade level with low class sizes- 1 teacher is out; split absent teacher's students among other 2 teachers	Use large space (cafeteria during non-lunch shifts) for various classes of students with a "Monitor" Students can.. - Access google Classroom assignments - Use time as a study hall	Use auditorium or other large space for various classes of students with a "Monitor" Students can.. - Access google Classroom assignments - Use time as a study hall
Ex. 1 grade level has numerous teachers out- another grade level has all teachers present; split grade with all teachers present among less teachers, move 1 teacher to a different grade level		

Central Office Personnel
- Supervisors/ Coordinators continue to help cover administrator absences.
- Teacher Specialists may assist to cover classes- reach out to the supervisor and director for coverage

While there is **no plan** to move to virtual instruction across the district, that does not mean that there won't be a need to have virtual instruction for a short period of time for a smaller subset of students, such as a classroom, grade level, or a school building. Teachers will provide instruction from their classrooms.

Teachers
- Be sure your Google Classroom is up to date
- If you are in person (in the school building), you will hold a Synchronous class following the schools' regular schedule.
  - Post a message in your Google Classroom that it will be a Synchronous Class
  - Post a Zoom link for students to log in for class
- If you are absent (absence in Frontline/Aesop), you will post an asynchronous assignment.
  - Post a message in your Google Classroom that it will be an Asynchronous Class
  - Post the Asynchronous Assignment which will be used for attendance purposes.

Special Considerations:
Special Education Students
English Learner Students
Prek Students
Infant & Toddler

Students
(to be shared with families by principals in order to be prepared if a closure occurs)

The schools have been tasked to ensure that students have their devices and know where to go on Google Classroom in the event of a virtual day. Teachers will post on their Google Classroom if their class period will be synchronous or asynchronous.

Please note that teachers will be taking attendance for Synchronous classes just like they do for regular school days. Asynchronous class assignments will be used for attendance for those classes.

If a student is unable to log in for a synchronous class, the student should email the teacher requesting work so that the teacher knows the student is still engaging.

Take some time to discuss a plan for your student if their school needs to move to virtual instruction. Think about the following:
- Where will my student work?
- Is there a power source nearby the designated workspace for my student so he/she can charge the computer?
- Does my internet work well enough for my student to be online?
- If I do not have internet..
    - is there a place my student could go to get online?
    - does my student need to contact their school to have a Kajeet (hotspot) device provided for them? Please call your child's school directly.