



*Engage. Inspire. Prepare.*

October 27, 2020

Dear Parents/Guardians of In-Person Instruction Students at Paulding County High School:

We are pleased to report that our continued monitoring of confirmed cases of COVID-19 shows a trend toward the better over the last several weeks. Currently, the trend is sufficiently improved to begin the process of transitioning away from the current hybrid schedule and toward more in-person instruction. However, it is important to note if data trends in a negative direction over the next two weeks, we will continue the current hybrid schedule. We will keep you updated as we monitor this process, but our plan at this time is:

- **Beginning Monday November 9, 2020 Through Friday November 20, 2020:**
  - **In-person instruction will take place Monday, Tuesday and Wednesday of each week.**
  - **Digital Learning will take place Thursday and Friday of each week.**

Following this two-week trial period (11/9-11/20), we hope to continue increasing the number of in-person instruction days. The District will monitor confirmed cases of COVID-19 and resulting quarantines over the two-week period before determining whether to extend in-person instruction to four days per week beginning November 30, 2020.

To keep our high schools as healthy as possible, we want to emphasize the importance of healthy practices to prevent the spread of COVID-19. These include frequent hand washing, social distancing when feasible, and wearing face coverings (masks and shields). Wearing a mask is a simple way to keep both you and your school community healthy. All of these practices are strongly encouraged. With these practices and other COVID-19 prevention protocols in place, we hope to increase in-person instruction to four days per week beginning Nov. 30, 2020 (see **Attachment A**).

## SPECIAL PROGRAMS

### Paulding College & Career Academy

### Work-Based Learning

### Dual-Enrollment

### Special Needs / ESEP

Schools will communicate schedules and expectations with students enrolled in these programs.

## END-OF-COURSE TESTS AND FINAL EXAMS

Schedules for End-of-Course tests and final exams will be communicated to students by their schools.

**EXTRA-CURRICULAR ATHLETICS & BAND**

Will continue to follow GHSA guidelines and program schedules.

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**DIGITAL LEARNING**

Students and teachers will follow the face to face bell schedule. Assignments will be posted in each of their classes and will be approximately 90 minutes per class. Additional information and assistance can be found in **Attachment B**.

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**FOOD DISTRIBUTION**

All meals will continue to be free and will be served at school during In-Person Instruction. Parents may continue to order free pick-up meals.

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We appreciate your patience and flexibility as we continue to monitor the impact of COVID-19 on our school community and make adjustments as needed. Again, we highly encourage everyone to wear masks daily as a means to stop the spread of COVID-19. We will keep you informed if there are further developments.

Sincerely,



**Dr. Brian Otott**  
Superintendent



**Craig Wilcox**  
Principal PCHS

# TRANSITION SCHEDULE FOR HYBRID HIGH SCHOOLS

NOVEMBER 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
	IN-PERSON INSTRUCTION			DIGITAL INSTRUCTION		
15	16	17	18	19	20	21
	IN-PERSON INSTRUCTION			DIGITAL INSTRUCTION		
22	23	24	25	26	27	28
THANKSGIVING BREAK						
29	30					

DECEMBER 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
	IN-PERSON INSTRUCTION*				DIGITAL INSTRUCTION	
6	7	8	9	10	11	12
	IN-PERSON INSTRUCTION*				DIGITAL INSTRUCTION	
13	14	15	16	17	18	19
	IN-PERSON INSTRUCTION*				DIGITAL INSTRUCTION	
20	21	22	23	24	25	26
HOLIDAY BREAK						
27	28	29	30	31		
HOLIDAY BREAK						

\* = Pending Continued Improving/Stable COVID-19 Trend

## Extended Closure

**Digital Learning Days Parent Information****OVERVIEW**

For future extended school closures, we may pivot to “Digital Learning”. Teachers will provide assignments via Canvas, our learning management system, for students to complete at home. Teachers will also hold live sessions, provide feedback, conference with students, and be available for questions through Canvas during normal work hours. The following are expectations for an extended closure.

**DAILY ASSIGNMENT EXPECTATIONS****Kindergarten-5th Grade**

Monday- Thursday: a schedule involving ELA, Math, Science, and Social Studies

Friday: Students will complete work for specials as well as necessary small group/individual sessions with their teacher

**6<sup>th</sup>-8<sup>th</sup> Grade**

Mon/Tues: Math, Science, Connection A

Wed/Thurs: Social Studies, ELA, Connection B

Fri: Complete weeks assignments and participate in individual conferencing as needed.

Each day's work should be approx. 90 min/class

**9<sup>th</sup>-12<sup>th</sup> Grade**

Assignments in each of their classes, can shift to weekly assignments. Each day's work should be approx. 90 min/class

**REQUIREMENTS**

- All Digital Work will be housed in Canvas in clearly labeled modules.
- Teachers will assess learning and record grades as they would in a face to face classroom.

**SYNCHRONOUS VS ASYNCHRONOUS**

All students will be given synchronous and asynchronous opportunities in all classes. Teachers will communicate with their students when synchronous sessions are occurring and how students should access them.

**DIGITAL ACCESS CONCERNS**

- Parents can request a device from school.
- Students may download offline course content from Canvas.
- Local businesses and libraries may offer wi-fi in parking lots.

**ELEMENTARY SPECIALS SCHEDULE**

Each special will post one weekly activity for each grade level. These will be due each week on Friday.

**NEED HELP?**

- Utilize the Canvas parent and student guides
- Contact your child's teacher

**TIPS FOR SUCCESS**

- Make sure your student can access Canvas.
- Set up your parent account.
- Combined work from all classes totals 2-3 hours for elementary students and 4-5 hours for middle and high school students per day.

**DAILY SCHEDULE**

- Check with your child's teacher for details on how to connect with them through Canvas on the Digital Learning Day.
- K-5: Should adhere to the schedule followed by PVEA
- 6-8: School will develop a schedule for synchronous sessions.
- 9-12: Students and teachers will follow their face to face schedule.

**Learn more at**

<https://www.paulding.k12.ga.us/Page/36386>

(Parent Info)

<https://www.paulding.k12.ga.us/Page/36387>

(Student Info)