



Virtual Day Instruction Plan 2022-2023 School Year

Directions

The Maryland State Department of Education (MSDE), building on the success of the opportunity provided in the 2021-2022 school year, is opening up a pathway for local education agencies (LEAs) to repurpose certain days as virtual school days in the 2022-2023 school year. To ensure meaningful and equitable virtual instruction during these days, pursuant to the Superintendent's authority under Education Article §2-303, the following process and attestations have been established to seek approval to repurpose certain days as virtual school days.

The days that may be considered for this opportunity include inclement weather days (i.e., snow days), staff professional learning days, high school graduation days to enable teachers to assist with or attend the graduation, or other similar circumstances described in this application.

School systems will have the opportunity to use a total of **eight days** as a virtual school day for the described purposes. The days may be synchronous or asynchronous, however, **no more than three of the eight days** may be used as an asynchronous day.

Please respond to each question within the box provided and review and check the box for each assurance. The completed application must be submitted to the State Superintendent for review and approval.



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Devices and Access to Wi-Fi

Describe the school system’s plan to ensure that all students (especially students who are homeless, students with disabilities, and English learner students) and teachers have the necessary devices at home for virtual days and have access to Wi-Fi.

DCPS has a device available for all students. These devices will be distributed to students in advance of an inclement weather day. Hotspots will be distributed to any student with inadequate or no internet access. These will be distributed to students in advance of an inclement weather day. Google Meet codes will be shared with students and instructional material will be in Schoology.

All teachers have a DCPS issued laptop. Teachers with no internet access at home will also be provided a hotspot to ensure continuity of instruction in advance of the inclement weather day. Staff will have a daily schedule and will practice Google Meet and navigating Schoology in advance with students. DCPS has built in a practice synchronous learning ½ day on September 21, 2022. This day will be used to evaluate areas that need to improve to better serve our students during a virtual learning day.

* In the event that a student’s home is located where a hotspot will not work and there is no internet access, the school system will provide an alternative paper option for the student.

Accommodations

Describe the plan to provide the student with a free appropriate public education and implement the learning continuity plan in the student’s IEP (including specially designed instruction, related services, supplementary aides and services, and accommodations).

All special education services will continue as outlined in the student’s Individualized Education Plan. Services will be provided synchronously, asynchronously or through supplemental materials as outlined in the student’s IEP. Supplementary aids/services will continue to be provided as outlined on the student’s IEP.

General education teachers and special education teachers will work collaboratively to ensure that all students with disabilities receive their accommodations. Students with a 504 Plan will also continue to receive their accommodations through virtual instruction.



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Opportunity for Engagement

The completed Department required Virtual Day Instruction Plan and Attestation Template must be publicly presented and discussed at a local school board meeting. An opportunity for parents to publicly comment or submit comments must be included as part of the school board meeting. The completed Virtual Day Instruction Plan and Attestation Template submitted by the LEA must have been voted on and approved by the local board. This is a required element of the application. There will be no Department review or consideration for approval until this step is completed.

Date of Local Board of Education Meeting(s):

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June 16, 2022

July 21, 2022

The plan presented at the June 16th meeting will be posted on the district website with an opportunity for public comment for at least two weeks prior to the Board vote in July. Public comment will be shared with the Board prior to the vote.

Communication Process

Describe the communication process to students, teachers, parents/guardians, etc. that the day will be virtual (synchronous or asynchronous) and the plan for instruction.

DCPS will provide as much notice as possible. We will inform schools and the community, as soon as it is feasible, before a Virtual Learning Day will be implemented. DCPS will post the Virtual Learning Day Plan on the DCPS main page and all the usual media outlets soon after the plan is approved by the MSDE.

The plan will include sample schedules for each grade band as well as the attendance policy. Schools will communicate the Virtual Learning Plan along with any school specific details with their staff, students, and parents using a variety of strategies (this could include specific student schedules, school specific distribution information etc.).



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Attendance Procedures for Asynchronous Days

Describe the specific procedures on how attendance will be taken on asynchronous days.

DCPS students will access instruction via Schoology on an asynchronous day. Accessing Schoology will serve as a record for attendance for the day. In the event that a student is unable to access Schoology they will be given the opportunity to complete the assignment when they return to in-person instruction.

For students who do not have access to Wi-Fi despite use of county provided hot spot, hard copies of tasks will be provided in advance (as possible) and evidence of attempt to complete will serve as record of attendance on an asynchronous day.

Additional Circumstances anticipated for the use of a Virtual Day

Describe any other days that are anticipated for the use of a virtual day in your LEA.

Snow Days – Hurricanes – Flooding – SAT Day - High School Graduation – Election Day



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Additional Factors

Describe any other factors particular to the plan for virtual days in your LEA.

LMS: All DCPS students and staff access Schoology as the learning management system. Schoology is used as a component of their daily classroom instruction, so all students are familiar with how to access it. All staff have updated their sites to include active Google Meet codes and links for synchronous learning and will have reviewed procedures with students during the first weeks of school. Schools will also be communicating login reminders to parents as well as strategies to foster a productive learning environment during synchronous learning. Staff share access to Google Meet codes with school-based administration who are then able to monitor implementation of synchronous learning. In addition, general education teachers share sites with co-teachers as well as other support staff who serve students.

Attendance: Students will be expected to be present for synchronous instruction to be counted present. If a student is unable to login in, the student will be able to make-up their work.

Schedules: Students will have a minimum of four hours of synchronous instruction on a synchronous virtual day.



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Attestations (Please check each box)

- There will be a minimum of four hours of synchronous instruction for all students on each synchronous virtual day.
- There will be no more than a total of eight virtual days.
- There will be no more than three asynchronous virtual days out of the total of eight possible virtual days.
- Attendance will be taken for all students and teachers during the virtual day.
- For asynchronous days, a transparent process will be used to take attendance.
- Virtual days will not negatively impact a student's grade. There will be meaningful opportunities for students to make up work outside of virtual learning.
- The Virtual Day Instruction Plan was presented at a publicly accessible local board of education meeting. Parents were provided an opportunity to provide comment on the plan and the local board of education voted in favor of the plan presented in this application.
- The Virtual Day Instruction Plan will be posted on the LEA website. The link will be provided to MSDE upon approval of the Virtual Day Instruction Plan by MSDE.
- No employee's pay will be negatively impacted by the decision to have a virtual day. This includes custodians, cafeteria workers, etc.
- Use of a virtual day for any grade or grade band counts as one of the school system's virtual days.



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Signature indicates agreement with the process and attestations for virtual days to be implemented as indicated in the 2022-2023 school year. Please submit the completed plan to State Superintendent Mohammed Choudhury by email at mohammed.choudhury@maryland.gov. The plan will be reviewed and response will be provided in a timely manner.

Local Education Agency_____

Superintendent_____

Superintendent Signature_____

Date_____

Board President_____

Board President Signature_____

Date_____