



Virtual Day Instruction Plan 2023-2024 School Year

Directions

The Maryland State Department of Education (MSDE), building on the success of the opportunity provided in the 2021-2022 and 2022-2023 school years, will continue to provide local education agencies (LEAs) with the ability to repurpose certain days as virtual school days in the **2023-2024 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.



Virtual Day Instruction Plan 2023-2024 School Year

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.

Elementary School: In order to ensure access, centrally-developed activities that align to curriculum standards will be sent home in hard copy prior to an inclement weather day as part of the FCPS communication plan. The centrally-developed activities would provide choices of tech-based and non-tech-based activities to allow students without internet access or loss of access due to inclement weather to participate in the instruction. Prior to a known weather event, schools will send home Chromebooks with students in grades three to five. Principals will create a school-wide support schedule for students via Google Meet and telephone. Instructional staff will also monitor email during the school day to respond to any questions.

Secondary School: All FCPS secondary schools are 1:1 with Chromebook access. Secondary schools will post the centrally-developed activities in the student course shells in the learning management system (LMS). Similar to the elementary model, hard copy materials will be sent home with students to ensure internet connectivity concerns can participate in the instruction. Principals will create a school-wide support schedule for students via Google Meet and telephone. Instructional staff will also monitor email during the school day to respond to any questions.

Internet Connectivity. Most FCPS students have access to internet connectivity through their home, outside Wi-Fi spots in the community and at designated schools. Most staff have access in their homes, which will allow for telework approved by a supervisor, however, all staff will have access to internet access via our FCPS buildings. If conditions do not allow for staff to come into a school building, then staff will telework and principals will develop a plan to cover any needed student support sessions. In the event any student may not have or may or may lose access to the internet, students can complete the non-tech-based activities.



Virtual Day Instruction Plan 2023-2024 School Year

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).

Specialized Instruction. Specialized instruction for students with special needs will be provided in multiple formats. For English learners, screencasts of the instructional concepts will be provided utilizing comprehension strategies and a sheltered approach to support unique learner needs. These screencasts will be pre-loaded on student chromebooks to allow access even without an internet connection. Students with disabilities or students with a 504 plan will have their needs met via scheduled Google Meets with instructional and support staff, telehealth sessions, asynchronous activities and telephone touchpoints by special education and other service providers.

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):
XXXXX, 2023

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.



Virtual Day Instruction Plan 2023-2024 School Year

Prior to inclement weather season, FCPS will send systemic messages regarding procedures for how decisions will be made and communicated for inclement weather and possible virtual instruction. Instructional staff will review the procedures with students prior to an inclement weather event. Schools will send hard copies of the centrally-developed activities home with the students. Schools will provide directions for how to access the electronic copies and methods for students to receive any needed instructional supports via normal communication pathways – i.e. Schoology, FindOutFirst, One Call Now and classroom letters.

The school's communication will share with their community the plans for a virtual instruction day that includes: (1) how to access electronic copies of the instruction; (2) schedule of different instructional supports; and (3) how to access technical assistance.

On the inclement weather day, FCPS will send the following announcement to communicate a virtual instructional day via our communication platform in email and text to all parents and students:

Virtual Instruction Day, No in-person instruction

Due to inclement weather, Frederick County MD public schools will have an asynchronous Virtual Day of Instruction on <insert date here>. Each school will be sending a message to their community on how to access instructional materials and student support services. Schedules for support and student assignments can be found via individual school webpages.

All FCPS and community-group afterschool and evening activities are canceled or postponed. School-based daycare programs and Parks and Recreation programs in school gyms make and communicate decisions concerning their schedules.

On the inclement weather day, the FCPS website will post the announcement and links to each school's information in a banner to provide families a central location to access the individual school information to ensure multiple paths to access the instructional materials and support schedule.

FCPS has branded the instructional days as "Learning @ Home" Days as posted [here](#).



Virtual Day Instruction Plan 2023-2024 School Year

Attendance Procedures for Asynchronous Days

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

Attendance on asynchronous days will be taken in one of two ways: (1) systemic logging of students accessing their courses in the Learning Management System (LMS) and (2) completion of the assigned work returned to the teacher after a grace period.

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.

NONE

Additional Factors

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

Grace Period: Given the potential internet challenges with inclement weather and loss of paper packet materials, students will have two (2) additional days to turn in any work assigned on the asynchronous instructional day.

Process Consideration: There will be a teacher preparation day to acclimate students to the plan and share hard copy and web links to the resources.

Expectations for Teachers

- Ensure instructional resources are available in LMS
- Actively monitor and respond to student and parent questions and requests for support during the regular work day hours
- Participate in up to 90-minutes of principal directed time
 - Complete any systemic training requirements
 - Collaborative planning with colleagues
 - Data/core team meetings
- Participate in regularly scheduled planning time (length corresponds to normal daily planning time)
- Participate in the scheduled student touchpoints (via phone or Google Meet)
- Record attendance via LMS login or completion of student work

Expectations for Support Staff (Secretarial and Paraprofessionals)

- Complete regular job responsibilities



Virtual Day Instruction Plan 2023-2024 School Year

- Participate in up to 90-minutes of principal directed time
 - Complete any systemic training requirements
 - Collaborative planning with colleagues
 - Data/core team meetings
- Provide support to students and parents that call the school
- Participate in the scheduled student touchpoints (via phone or Google Meet)
- Assist in collecting attendance information

Expectations for Administrators

- Telework will be approved with notice to Principal or SAIL Director (can be pre-arranged)
- Review expectations with all school staff for virtual instruction days
- Ensuring phones are covered by **office staff** through - (a) in person coverage in the office or (b) forward calls through Skype for telework (Note: School offices will be operating on a two-hour delay schedule)
- Create a schedule of support services for students touchpoints
- Special need accommodations (multiple sessions 30-minutes)
- Grade level/content areas (two 30-minutes sessions)
- Arrangements have been for package and mail deliveries (e.g. signage with custodial number to call to receive the package)
- Complete regular job responsibilities
- Provide up to 90-minutes of principal directed time (i.e. professional learning, collaborative planning, etc.)

Preparation Day (Prior to implementation)

- Systemic and school communications regarding plan for virtual instruction days
- Teachers will review expectations
- Send home elementary devices (secondary always takes devices back and forth)

Food and Nutrition Services: Meals would not be provided on asynchronous days of instruction without the USDA approved congregate waivers. FCPS' Emergency Lunch During Inclement Weather protocol would go into effect if schools are not in session at the physical locations for an extended number of days due to a weather event. Hot lunches would be offered on the third consecutive school closing at the following sites: Ballenger Creek Elementary, Hillcrest Elementary, Monocacy Middle, Waverley Elementary, Walkersville Middle .

For detailed information about emergency meal sites click [here](#).



Virtual Day Instruction Plan 2023-2024 School Year

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.



Virtual Day Instruction Plan 2023-2024 School Year

Signature indicates agreement with the process and attestations for virtual days to be implemented as indicated in the 2023-2024 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: Frederick County Public Schools

Superintendent: Dr. Cheryl Dyson

Superintendent Signature _____

Date _____

Board President: Mrs. Susan Johnson

Board President Signature _____

Date _____