



## 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.

## 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.

All students in grades 3-12 and all teachers are assigned a laptop device for instruction. Hotspots are provided to families who cannot afford or receive high-speed internet service from their cable provider. Comcast high-speed internet affordability programs via federal grants are sent to all CCPS guardians so eligible families can receive service directly from Comcast at no charge.

To ensure students have access to what they need for a Virtual Instruction Day, CCPS will:

- Notify parents through School Messenger of the Virtual Instruction Day
- Notify students to take home their device the day before using a Virtual Instruction Day
- Provide copies of the assignments for students in prekindergarten through grade 2, especially for these students who do not have access to a device at home
- Have students download the assignments on their device and provide copies of the assignments if they have access to a device but no access to the internet

## 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).

Special Educators and Related Service Providers will upload asynchronous activities to Schoology that support the needs of the student and aligns with the current IEP (Individualized Education Plan). Accommodations, including specially designated instruction, related services, and supplementary aides and services, will be delivered during office hours scheduled throughout the day. Case managers and service providers will post their office hours in advance. Students and parents are encouraged to reach out to providers during these office hours, and in some cases, the provider may schedule some direct service time on an individual basis. Students scheduled for direct service time will have meeting invites populated through one of our approved video conferencing platforms (TEAMS, Google Meet)

## 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):**

- February 9, 2023 – the proposal for the 2023-2024 school year calendar was presented to the Board of Education. That proposal included the use of a Virtual Learning Asynchronous Day to be used for Primary Election Day and was open to public comment.
- March 9, 2023 – The 2023-2024 calendar was again discussed and open for public comment.
- March 23, 2023 – the calendar was voted on and approved to utilize a Virtual Instructional Day for the Primary Election Day during the 2023-2024 school year.
- September 14, 2023 – the Virtual Day Plan was presented to the Board of Education and open to public comment.
- October 26, 2023 – the Virtual Day Plan was approved by the Board of Education.

## 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.

Once approved, CCPS will notify parents, students, and staff via School Messenger, social media platforms, a press release, and a post on the website information sharing that Primary Election Day, May 14, 2024, would be dedicated as Virtual Asynchronous Instructional Day.

### Instructional Materials

All instructional materials and expectations for completing assignments will be posted on Schoology for students to access and submit work by Monday, May 13, 2024. Assignment expectations and directions of completion of those assignments will be reviewed with students on Monday, May 13, 2024. Students in prekindergarten through grade 2 will also receive their assignments via a packet provided on or before May 13, 2024.

### Instruction

Students in prekindergarten through grade 2 will experience instruction through an asynchronous paper packet which will be distributed to students and also posted in Schoology on or prior to May 13, 2024. Teachers will create Teams links for students and parents to use when requesting support and to ask questions to support understanding of the lessons provided in the packet. If necessary for the teacher to meet with an individual or small group of students, teachers will send Teams invites to those students and support their learning during the instructional day. For parents that do not have access to technology during the Virtual Asynchronous Instructional Day, teachers will contact them via phone call to support the child's learning.

Students in grades 3 through 12 will experience instruction asynchronously. All instructional materials and assignments will be posted on Schoology. Teachers will create Teams Links that will be used for small group instruction and office hours to support students and respond to questions regarding the posted lessons. Students will receive the Teams Links for the Virtual Asynchronous Instructional Day on or prior to May 13, 2024.

## Attendance Procedures for Asynchronous Days

Attendance during asynchronous days will be based on student participation. Participation may include completion of assignments, meeting in small group instruction, or attending designate office hours provided hours provided by the teacher.

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

## 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.

Calvert County Public Schools does not anticipate any additional use of Virtual Asynchronous Days at this time during the 2023-2024 school year.

## Additional Factors

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

None

### 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.

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](mailto:mohammed.choudhury@maryland.gov). The plan will be reviewed and response will be provided in a timely manner.

Local Education Agency Calvert County Public Schools

Superintendent – Dr. Andraé Townsel

Superintendent Signature 

Date: October 23, 2023

Board President – Inez N. Claggett

Board President Signature 

Date – November 9, 2023