



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.

CCPS has implemented a one-to-one laptop program for students in grades K-12. For K-2 students, the devices typically stay at school. For 3-12 students, the devices travel back and forth to school. When an inclement weather day is anticipated, all students will be reminded to take their devices home (including K-2 students). Any student with a disability that requires Assistive Technology (AT) devices have access to their AT devices on virtual days. Broadband Internet access has been expanded across the county since the onset of the pandemic. In limited occasions where a student/family may not have access to the Internet, paper and pencil assignments will be sent home. We will also work with any student/family that can’t participate in virtual instruction due to an Internet connectivity issue. In these situations, students will be provided time to make-up any missed work. Packets will be provided to families that lose power or have other connectivity issues. All teachers have a CCPS-issued laptop.



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

A Free and Appropriate Public Education (FAPE) will continue to be provided to eligible students with disabilities. Special education and related services will be delivered as identified in Individualized Education Programs (IEPs) to the greatest extent possible on virtual days. This includes the delivery of Specially Designed Instruction (SDI). General educators as well as service providers will implement supplementary aides, services, and accommodations as identified in IEPs on both synchronous and asynchronous virtual days. On asynchronous days, special education and related services will either be provided in advance of the virtual day or made up after the virtual day. Given that the asynchronous days will be planned well in advance (graduation days in June), special education and related service providers will be able to work around the date when delivering services. Carroll County Public Schools (CCPS) will continue to comply with all regulations established in IDEA, COMAR, and MSDE technical assistance.

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 Meeting(s):
Discussion: April 12, 2023
Action: October 11, 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

The CCPS Virtual Day Instruction Plan will be announced following the Board meetings via community email. The plan will be posted on our website. In advance of virtual days being used, schools will remind their communities via electronic communication.

Attendance Procedures for Asynchronous Days

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

Five (5) school days after the virtual school day, teachers will report to the principal, or designee, any student who has not completed required work assigned during the virtual school day. The student's attendance will be coded absent for the day. The principal, or designee, will notify the parent/guardian of the student of their child's absence on the virtual day and request an absence note or provide additional opportunities to complete the required work.

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.

CCPS plans to use an asynchronous day for high school graduations. CCPS will use virtual day(s) for inclement weather if the five inclement weather days programmed into the 2023-24 school year are exhausted.

Additional Factors

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

N/A

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.



Virtual Day Instruction Plan 2023-2024 School Year

- 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.

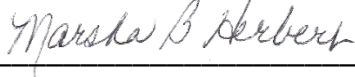
Local Education Agency Carroll County Board of Education

Superintendent Cynthia A. McCabe

Superintendent Signature 

Date December 23, 2023

Board President Marsha B. Herbert

Board President Signature 

Date December 23, 2023