

MSDE VIRTUAL DAY INSTRUCTION PLAN APPLICATION

MSDE VIRTUAL INSTRUCTION DAY PARAMETERS

- 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.

DEVICES AND ACCESS TO WI-FI

- Every HCPS student has been issued an iPad, Chromebook, or Windows device.
 - *In addition, mobile hot spots available if required.*

ACCOMODATIONS

- Asynchronous virtual lessons aligned with goals and objectives in a student's IEP.

COMMUNICATION

- In the event of utilizing an asynchronous option on an inclement weather day:
 - *Mass communication system phone call, email, and text message*
 - *Posted on hcps.org*
 - *Shared on HCPS social media accounts*
 - *Information provided to media partners*
 - *Inclement weather webpage created with logistics*

**If approved, first three inclement weather days would be asynchronous.*

ATTENDANCE

- Students will initially be marked “present” in Teacher Access Center.
- Teachers will update the attendance information for any student that does not complete the virtual assignments in the 3-day window.

ADDITIONAL FACTORS

- Students will be provided 3 days from the day that is designated as a virtual instruction day to complete assignments

ATTESTATIONS

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.

- 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.