



## Virtual Day Instruction Plan 2023-2024 School Year

**DRAFT for April 19, 2023**

### 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.



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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.

All students in grades PreK-12 have a Talbot County Public School (TCPS) issued technology device to access learning in a remote environment. PreK-8<sup>th</sup> grade students have been provided iPads and students in grades 9-12 utilize laptops. Students in grade 6-12 routinely take their devices home with them and each elementary school has a plan for ensuring students have access to their individually assigned devices in the event of impending inclement weather or any other day designated for virtual learning. TCPS has made a concerted effort to identify families and staff who do not have access to the internet and update that information regularly. All instructional staff have TCPS issued devices as well, including instructional assistants who serve students in the classroom setting and related service providers.

### 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).

In the event of a virtual school day, all special education services will continue as outlined in the student’s Individualized Education Plan. General education teachers and special education teachers will work collaboratively to ensure that all students with disabilities receive their accommodations. This will include co-teaching, small group and individualized instruction through the synchronous delivery model as appropriate to meet student needs. Supplementary aids/services will continue to be provided as outlined on the student’s IEP.

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):

April 19, 2023

May 17, 2023

The plan presented at the April 19 meeting will be posted on the district website with an opportunity for public comment for two weeks prior to the Board vote in May. Public comment will be shared with the Board at the May 17 meeting 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.



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TCPS will continue to employ its process for decision-making for weather related closings. TCPS will provide as much notice as possible. Every effort will be made to inform schools and the community as soon as it is feasible the day before a virtual day will be implemented. TCPS recognizes that there may be instances in which a traditional inclement weather day with full school closures may be necessary. As with all weather-related changes to school scheduling, information will be shared through local media outlets, on the district webpage and by phone, text messaging, and emails to families and staff. The district Virtual Instruction Plan will be available on the county website and each school will share school virtual day specifics with families through school communications and on the school website.

### Attendance Procedures for Asynchronous Days

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

Students will access instruction via FROG on an asynchronous day. Accessing FROG will serve as a record for attendance for the day. In the event that a student is unable to access FROG, he/she will be given the opportunity to complete the assignment when the student returns to in-person instruction.

For students who do not have access to Wi-Fi, 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.

At this time, TCPS is only seeking approval of a virtual day if needed in the event of inclement weather.



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### Additional Factors

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

LMS: All TCPS students and staff access FROG as the learning management system. FROG 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 links for synchronous learning and have reviewed procedures with students. 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 FROG sites 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.

### 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.



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- 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\_\_ Talbot County Public Schools\_\_\_\_\_

Superintendent\_\_\_\_\_ Dr. Sharon Pepukayi\_\_\_\_\_

Superintendent Signature\_\_\_\_\_



**Virtual Day Instruction Plan  
2023-2024 School Year**

Date \_\_\_\_\_

Board President \_\_\_\_\_ Mrs. Emily Jackson \_\_\_\_\_

Board President Signature \_\_\_\_\_

Date \_\_\_\_\_