

2022–2023 VIRTUAL DAY INSTRUCTIONAL PLAN

Introduction of the Guide

The Maryland State Department of Education (MSDE) has opened up a pathway for local school systems to repurpose emergency and inclement weather days as virtual school days for the 2022–2023 school year. On January 12, 20223, the Board of Education approved the Virtual Day Instructional Plan. This plan gives Montgomery County Public Schools (MCPS) the option to transition to live virtual learning when or if school buildings are closed due to emergency and inclement weather events. These are days when it is unsafe to run our buses or have students and staff report to school buildings in person. The Board’s approval is for the remainder of the 2022–2023 school year. Virtual instruction days count towards the minimum 180 required days of instruction under Maryland law.

This guidance document is an accompaniment to the approved application and discussions at public Board of Education meetings and other stakeholder settings. The intent is to best prepare our schools and communities with the necessary support and resources to implement virtual instruction, when our operational status has changed.

*****NOTE**All inclement weather will not automatically trigger a switch to MCPS’s virtual plan. MCPS Dept. of Communications has an established process of notifying students, staff, and the community for inclement weather days and will declare which type of inclement day we are experiencing. [The MCPS Operational Status Options](#) provides the list of operational status options, and identifies the expectation of various levels of personnel. A day identified as Code Purple enacts this virtual plan.***

Document Map	
Section 1	Preparation and Communication
Section 2	Classroom and Building Use Guidelines
Section 3	Approaches to Scheduling and Instruction
Section 4	Technology and Materials
Section 5	Parent and Community

2022–2023 VIRTUAL DAY INSTRUCTIONAL PLAN

PREPARATION AND COMMUNICATION	
Preparation and Communication	<ul style="list-style-type: none"> ● MCPS Department of Communications and individual schools will provide a “Get Ready” announcement (when a weather event is imminent) <ul style="list-style-type: none"> ○ When there is pending inclement weather, schools and teachers will start to communicate with families and check with students around their readiness. ○ Students will be encouraged to take home Chromebooks and charging cords, ● MCPS Department of Communications will share the decision to offer virtual learning (Code Purple) by noon the day before. ● During this time, families are asked to: <ul style="list-style-type: none"> ○ Check ParentVUE accounts and, if needed, update the contact information. This will ensure that we can reach you with all necessary school operational status updates. ○ Help students practice logging into Student VUE and Canvas. ○ Notify their school if their student does not have access to reliable internet. ● Families will learn of the decision to shift to virtual through established communication channels—MCPS website, ConnectED emails and text messages, social media and local TV and radio media.
CLASSROOM AND BUILDING USE GUIDELINES	
Decision	<p>There are various options for the school system’s operating status, including closure and virtual instruction.</p> <ul style="list-style-type: none"> ● Many factors are considered and some events only require modifications to the operating status, resulting in a delay or early dismissal ● Traditional snow days remain an option ● Transitioning to virtual learning is considered when: <ul style="list-style-type: none"> <input type="checkbox"/> An the event and its timing is predictable <input type="checkbox"/> When prior preparation and communication has taken place

2022-2023 VIRTUAL DAY INSTRUCTIONAL PLAN

	<ul style="list-style-type: none"> ❑ Commonly, as part of a multi-day inclement weather event (i.e. blizzard, ice storm, etc.)
School Buildings	<ul style="list-style-type: none"> ● Buildings are not open to the public during a virtual inclement weather day.
Bell Schedules	<ul style="list-style-type: none"> ● The starting bell time will align with schools’ two-hour delay start time ● Thomas Edison will create their own delayed opening for inclement weather bell schedule, with times for both the AM and PM sessions to meet. ● Under guidance from the PreK/Head Start team, these programs will create their own delayed opening for inclement weather bell schedule, with times for both the AM and PM sessions to meet.
Staffing	<ul style="list-style-type: none"> ● Staff will support virtual instruction and meet the needs of the public through virtual means
Work Sites	<ul style="list-style-type: none"> ● When schools are closed due to inclement weather and virtual instruction is offered, twelve-month staff who work in school and central administrative offices may be allowed to work remotely using virtual options. ● Decisions for part-time and itinerant employees will be made on a case by case basis by their respective supervisors.
Building Use	<ul style="list-style-type: none"> ● Emergency Staff, such as building service workers will work onsite during virtual days. Their primary objective is to check the facility and ready the facility for normal operational use following closures and virtual days. ● Some teachers may decide to teach virtually from onsite.

APPROACHES TO SCHEDULING AND INSTRUCTION	
Infants and Toddlers Program	<ul style="list-style-type: none"> ● Services will be delivered according to the existing 2 hour delayed schedule, beginning at 10:00 AM. ● If children and families do not have sufficient access to technology, the service will be rescheduled.

2022-2023 VIRTUAL DAY INSTRUCTIONAL PLAN

Elementary	<ul style="list-style-type: none"> ● Schools should create a 2 hour delay virtual schedule. This virtual schedule may be similar to the school's 2 hour delay in-person schedule. ● Students and families should have access to school websites and canvas pages for additional details ● Elementary schedules should include 4 hours of synchronous instruction.
PreK, PEP, and Headstart	<ul style="list-style-type: none"> ● Full day PreK, PEP, and Head Start classes will participate in 4 hours of asynchronous instruction. ● Part-day PreK, PEP, and Head Start classes will participate in 2 hours of live synchronous instruction on virtual days. For example, AM class attends from 10:30 – 12:30 and PM students from 1:00 – 3:00. Times will vary by school.
Secondary	<ul style="list-style-type: none"> ● Schools should create a 2 hour delay virtual schedule that is consistent with their 2 hour delay in-person schedule. Students will need access to the zoom links for every teacher. ● All virtual day schedules should include 4 hours of synchronous instruction. ● For Thomas Edison HS, students should follow their homeschool's schedule first. For Edison's classes that conflict with a homeschool schedule, instruction will be delivered asynchronously through Canvas.
Career and Technical Programs and Off Site Work Experiences	<ul style="list-style-type: none"> ● All career and technical education programs (CTE) will remain virtual. ● For off-site internships and other work experiences, the default is to engage virtually with the support of the internship coordinator or place during the virtual day without penalty. ● For paid jobs that must continue, students and local school coordinators should work with the employer and parents to make appropriate safe arrangements, based on the weather conditions
Instruction and Instructional Materials	<ul style="list-style-type: none"> ● Instruction should be synchronous (live). ● School will provide maximum fairness and flexibility to individual student situations, as needed due to extenuating circumstances.
Assessments	<ul style="list-style-type: none"> ● State assessments will not be administered during virtual instruction. Any adjustments to the state testing window will be conveyed from MSDE and shared with families. ● District assessments will not be administered during virtual instruction. ● Classroom teachers will use their discretion regarding the administering of classroom assessments.

2022-2023 VIRTUAL DAY INSTRUCTIONAL PLAN

<p>Assignments & Grading</p>	<ul style="list-style-type: none"> ● Grades may be collected during or as a result of virtual instruction. ● In alignment with the MSDE requirements, there will be opportunities for all students to make up work missed during the virtual inclement weather day. ● During a period of virtual learning, teachers will exercise maximum flexibility with due dates, deadlines, and opportunities for reassessment.
<p>English Language Development (ELD) Instruction</p>	<ul style="list-style-type: none"> ● Grade level ELD instruction and interventions will continue during virtual learning. ● Virtual Instruction may include co-teaching, breakout rooms, and 1:1 instruction to meet the needs of individual students. ● Instruction will maximize comprehensible input using visuals, sentence frames, audio and video resources, oral student discourse opportunities, and chunking directions and assignments into smaller segments.
<p>Special Education Services</p>	<ul style="list-style-type: none"> ● Students with disabilities, pre-k - Age 21 will continue to receive specially designed instruction, related services, supplementary aids and services, and accommodations indicated on their Individualized Education Program (IEP) through the virtual platform. ● Assistive technology and accessibility features on Chromebooks will continue to be accessed in the same manner that students are familiar with when in the physical school setting. ● In the event of an extended closure, additional guidance will be provided and school teams will implement students' Learning Continuity Plans (LCP) as set forth in each student's IEP.
<p>General Education Pre-Kindergarten and Head Start Programs</p>	<ul style="list-style-type: none"> ● Instruction and interventions will continue during virtual learning. ● Schools and teachers will work to orient students and families who are new to virtual learning to the technology, e.g., newcomers, pre-kindergarteners. ● Virtual Instruction may include co-teaching, breakout rooms, and 1:1 instruction to meet the needs of individual students.
<p>Counseling Services</p>	<ul style="list-style-type: none"> ● Student support may continue to be provided with services and are bound by confidentiality and privacy concerns when it comes to group virtual sessions.

2022-2023 VIRTUAL DAY INSTRUCTIONAL PLAN

<p>Athletic Teams, Academic Teams, Fine Arts, Student Organizations and Extracurricular Activities</p>	<ul style="list-style-type: none"> ● In-person practices, activities, and contests are canceled ● Virtual engagement is allowed during typical engagement times, in compliance with MCPS procedures and protocols ● If conditions allow, exceptions may be considered for systemwide events in extenuating circumstances
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TECHNOLOGY AND MATERIALS

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<p>Technology</p>	<ul style="list-style-type: none"> ● School-based administrators will work to ensure all students have a chromebook at home and access to WiFi. ● All teachers will use Zoom to connect with students during scheduled class time. It is in the Zoom that teachers can push out assignments, videos, and directions for logging into myMCPS Classroom (Canvas) if necessary. ● MyMCPS Classroom (Canvas) may be used for communicating the syllabus, class assignments, class resources, assessments, due dates, and Zoom links. ● Schools may provide a shared Google Sheet of Zoom links to assist families and help troubleshoot. ● All teachers will use Synergy to take attendance. ● Detailed Instructional Technology Guides are provided to teachers and families, and provide step by step directions and links to support materials. Here is the student and family resource: <ul style="list-style-type: none"> ● Student & Families Emergency Closure Virtual Instruction Technology Plan

2022-2023 VIRTUAL DAY INSTRUCTIONAL PLAN

Meal Distributions	<ul style="list-style-type: none"> ● Regular meal service will not take place when the school system shifts to the Virtual status ● MCPS has identified 20 geographical sites located throughout the county for the potential of meal service. Depending on accessibility, deliveries, and utilities, MCPS will communicate which of the sites will provide “meals to go” for a virtual day. <ul style="list-style-type: none"> ○ Identified sites will prioritize the use of available hot packs (hot meals) and will add produce, dairy and bread, to meet all nutritional guidelines and regulations established by USDA. ○ These geographical sites are available for all MCPS students to access food. During these limited offerings, students should access a nearby school, even if it is not their home school. ○ The meals will be available at dismissal, and additional times later the last day students are in school when a decision has been made ● When a virtual learning decision is made, Communications will share the final details of which sites are open and their respective operating time
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PARENT AND COMMUNITY

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Community Use	<ul style="list-style-type: none"> ● While Emergency Personnel will report to work, school buildings are not open to the public <ul style="list-style-type: none"> ○ Before and After school programs are canceled on virtual learning days ○ Community Use is canceled on virtual learning days
IEP/ Section 504 Meetings	<ul style="list-style-type: none"> ● Meetings should continue virtually. ● Special Education teachers and counselors will not provide Individualized Distance Learning Plans for IEP or 504 students
PTA Meetings and Events	<ul style="list-style-type: none"> ● Meetings/events may continue virtually.