



Virtual Day Instruction Plan 2022-2023 School Year

Directions

The Maryland State Department of Education (MSDE), building on the success of the opportunity provided in the 2021-2022 school year, is opening up a pathway for local education agencies (LEAs) to repurpose certain days as virtual school days in the 2022-2023 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.

Every Harford County Public Schools student has been issued an iPad, Chromebook, or Windows device to complete school work both in and out of the classroom. For those students who may reside in areas of weakened internet service, mobile hotspots are available upon request. Technology supports are available on our website at <https://www.hcps.org/students/technologysupports>. These supports include accessibility tools, troubleshooting documents specific to each device type, tips for using apps and programs, and more. All technology support resources are also available in Spanish.



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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).

Comprehensive level-alike curriculum will be created to accommodate continuous learning at the elementary and secondary levels. Pre-Kindergarten students will receive personalized “school readiness” backpacks filled with tools and materials necessary to support critical language arts and mathematics content. Elementary student resources will be housed in Canvas, our established learning management system, with a focus on literacy, numeracy, and the Unified Arts. Secondary student resources will also be housed in Canvas, with a focus on essential skill building exercises which align with the courses they would have attended on that date. Students with Individualized Education Plans (IEPs) will receive asynchronous virtual lessons aligned with the goals and objectives outlined in their plan.

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.

The Harford County Public Schools Virtual Day Instruction Plan and Attestation template were first presented to the Board of Education of Harford County at a public business meeting on Monday, October 24, 2022. Following this presentation, the Plan and Attestations were posted on our website, www.hcps.org, for 14 days of public review. Viewers of the Plan and Attestations were able to submit their thoughts, suggestions, and comments using an online form. From this feedback, a total of 371 responses were received, 284 of which were in favor of adding asynchronous learning days as an option on inclement weather dates. Concurrently, numerous focus groups were held with various stakeholder representatives, outlining the Plan, Attestations, and reviewing the feedback received through the online form. Stakeholder groups included principals, teachers, a union representative, and parents.

At the Board of Education public business meeting on Monday, November 14, 2022, Board Members voted to approve the finalized Plan, inclusive of feedback received.



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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.

In an effort to make our communications process as seamless as possible, if approved, we plan to utilize the three asynchronous days with our first three inclement weather closures. To communicate this with our community, we will use established methods of communication that our community is familiar with, such as our Blackboard Connect5 mass notification system for phone calls, emails, and text messages, our website, district social media accounts, and local news media outlets.

A new communicative resource that will be available to our community is an Inclement Weather and School Closings informational webpage. This webpage will house context behind our decision-making process in an effort to maintain transparency between our school system and the larger community, as well as resources categorized by demographic: parents/guardians, students, and staff. These resources will include direct links to Canvas, our learning management system, guidance documents from the HCPS Office of Curriculum, Instruction, and Assessment, technology supports, videos, and more.

Attendance Procedures for Asynchronous Days

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

Teachers will maintain student attendance in Teacher Access Center, our established classroom management system. Initially, all students will be marked as “present” and teachers will be tasked with updating this information for any student who does not complete the given assignments within the designated time frame. As a part of the recommended feedback received from internal and external stakeholders, a 3-day window will be provided for all students to submit completed assignments following an asynchronous learning day.



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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.

N/A

Additional Factors

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

As a part of the recommended feedback received from internal and external stakeholders, a 3-day window will be provided for all students to submit completed assignments following an asynchronous learning 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.
- For asynchronous days, a transparent process will be used to take attendance.



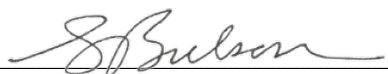
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- Virtual days will not negatively impact a student’s grade. There will be meaningful opportunities for students to make up work outside of virtual learning.
- The Virtual Day Instruction Plan was presented at a publicly accessible local board of education 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 2022-2023 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 Harford County Public Schools

Superintendent Sean W. Bulson, Ed. D.

Superintendent Signature 

Date November 16, 2022



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2022-2023 School Year**

Board President Rachel Gauthier

Board President Signature *Rachel Gauthier*

Date November 16, 2022