

Virtual Instructional Evidence Requirement Guide

I. Culture and Management	COMMISSIONER REVIEW	COUNCIL APPROVAL
<i>a. LEA secured stakeholder support.</i>		
<i>b. LEA secured local school committee approval.</i>		
<i>c. LEA secured agreements with all bargaining units.</i>		
<i>d. LEA established and communicated the plan for participation in virtual instructional days to staff, students, and parents.</i>		
<i>e. LEA established a method for determining all staff and student attendance.</i>		
<i>f. LEA planned for the accessibility of student services.</i>		
<i>g. LEA defined protocols for instituting and communicating the occurrence of virtual instructional days.</i>		
<i>h. LEA determined a process for monitoring the implementation and evaluating the efficacy of virtual instructional days and a method to share results with the SEA.</i>		

2. Curriculum and Instruction	COMMISSIONER REVIEW	COUNCIL APPROVAL
<i>a. LEA provides professional development on curriculum design for asynchronous instruction that considers developmental appropriateness.</i>		
<i>b. LEA offers professional development on instructional and classroom management practices for virtual environments.</i>		
<i>c. LEA offers guidance on creating curriculum and content that is appropriate and meets fair use and copyright requirements.</i>		
<i>d. LEA provides instructional exemplars constructed to progress student learning in support of course objectives.</i>		
<i>e. LEA planned for all subject areas and student subgroups.</i>		
<i>f. LEA provides tools to facilitate assessments to ensure student engagement and mastery.</i>		
<i>g. LEA provides synchronous instructional supports for students seeking assistance.</i>		
<i>h. LEA demonstrates comparable levels of rigor between online and offline instruction.</i>		

3. Technology and Supports	COMMISSIONER REVIEW	COUNCIL APPROVAL
<i>a. LEA established technology standards that support complete access to online learning services and resources utilized during virtual Instructional days.</i>		
<i>b. LEA has procedures for identifying and resolving inequitable off campus student and teacher access to online services and resources.</i>		
<i>c. LEA provides and/or supports the technical solutions requires for modification and/or accommodations during virtual snow days.</i>		
<i>d. LEA established acceptable use policies and employs measures to ensure internet safety and security of students accessing school services and resources.</i>		
<i>e. LEA offers training to staff, students, and (if applicable) parents on how to access and use online services and resources.</i>		
<i>f. LEA offers technical assistance and support during virtual Instructional days.</i>		