

Guidance on Virtual Instructional Days

In 2017, the Governor signed a bill into law requiring that the Rhode Island Department of Education (“RIDE”) establish a policy that allows districts to submit detailed plans if their schools intend to conduct instruction through virtual education when schools have been closed due to inclement weather or other emergencyⁱ. This guidance document contains information about the process a Local Education Agency (“LEA”) should use to submit a plan, the components that should be included in the plan, and a rubric establishing criteria as to how the plan will be evaluated.

Process for Plan Submission by LEAs

1. Once a LEA has completed a plan, in consideration of the items included in this guidance, they should be submitted to the Commissioner, electronically, at this email address: virtualinstructionaldayplans@ride.ri.gov.
2. The LEA will receive confirmation from RIDE that the plan has been received.
3. Within three (3) business days of receipt of the plan, the LEA will be notified if any additional information needs to be submitted in order for the plan to be considered complete and moved to be reviewed.
4. Within thirty (30) days from the date that confirmation of receipt has been acknowledged, the LEA will receive notification from RIDE that the plan has either been placed on the next Council agenda for approval by the Council or that it has not; a copy of the rubric will be provided to the LEA.
5. Plans may be submitted to the Commissioner at any time during the year and the timelines in this section will apply.
6. If the plan is submitted in accordance with an emergency event, a request for an expedited review can be made and tentative approval may be given within five (5) business days, but would be subject to approval by the Council at their next scheduled meeting.

What are the components of the plan?

The [Evidence Requirement Guide](#) contains the checklist for what LEAs should include in the plan. When attaching corresponding evidence, please label it according to the order of the guide (e.g., 1.a., would indicate evidence provided for Culture and Management; LEA secured stakeholder support).

How will the plan be evaluated?

The [Application Review Rubric](#) will be used to review plans. LEA plans must receive five out of six possible points on the rubric to be considered for approval by the Council on Elementary and Secondary Education.

ⁱ [R.I.G.L. 16-2-2\(c\)](#)