

## Virtual Instructional Days – Criteria Checklist

<b>Culture and Management:</b>	<b>EVIDENCE</b>	<b>COMMISSIONER REVIEW</b>	<b>COUNCIL APPROVAL</b>
<i>LEA secured stakeholder support.</i>			
<i>LEA secured local school committee approval.</i>			
<i>LEA secured an agreement with all bargaining unit members.</i>			
<i>LEA established and communicated the plan for participation in virtual instructional days to staff, students, and parents.</i>			
<i>LEA established a method for determining staff participation and student attendance.</i>			
<i>LEA planned for the accessibility of student services.</i>			
<i>LEA defined protocols for instituting and communicating the occurrence of virtual instructional days.</i>			
<i>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>			

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

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