**APPENDIX F**

**Gadsden County’s Virtual Instruction Procedural Plan**

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| **Task** | **Timeframe** | **Evidence, Artifacts, and/or Documentation** | **Persons Responsible** |
| **Development of the Gadsden County School’s Virtual Education Team (VET).** | Late Summer/Early Fall (prior to implementation) | * Team rosters
* Sign in Sheets
* Agenda, notes, and minutes from meetings
 | The district’s Virtual Education Team (VET), which will be comprised of all critical stakeholders with a vested interest in on-line education (finance, lead counselors, site level administrators, etc.) The Director for Media & Technology along with a designee from the Deputy Superintendent’s Office will serve as co-chairs of the committee and be accountable for the implementation of the review process. |
| **Decision making regarding the option and/or framework to be used for Virtual Education for the upcoming school year. And, develop, collaboratively, a draft calendar for virtual instruction.** | Late Summer/Early Fall (prior to implementation) | * Sign in sheets
* Agendas, notes, and minutes from meetings
* Calendar outlining enrollment dates as well as critical points within the year such as completion dates and deadlines for submitting grades to the district office
 | The district’s Virtual Education Team (VET), which will be comprised of all critical stakeholders with a vested interest in on-line education (Finance, lead counselors, site level administrators, etc.) The Director for Media & Technology along with a designee from the Deputy Superintendent’s Office will serve as co-chairs of the committee and be accountable for the implementation of the review process. |
| **Launch the content review/vetting process for prospective Virtual Instruction Providers for the next school. Potential vendors will be selected from the FLDOE’s list of approved providers.** | January-March proceeding the academic year of implementationContracts must include: student-teacher ratios; data quality requirements; minimum required security controls, and provider compliance with contract terms or quality of instruction. | * Team rosters
* Agendas, notes, and minutes from meetings
* Rubrics and other paperwork associated with analyzing the curricula and quality of service
 | The district’s Virtual Education Team (VET), which will be comprised of all critical stakeholders with a vested interest in on-line education (Finance, lead counselors, site level administrators, etc.) The Director for Media & Technology along with a designee from the Deputy Superintendent’s Office will serve as co-chairs of the committee and be accountable for the implementation of the review process. |
| **Selection of program(s), acquisition of quotes and/or cost analyses, and drafting of contract(s).** | March-May | * Cost Analyses
* Budgets
* Quotes
* Contracts
 | The Director of Media and a designee from the Deputy Superintendent’s Office. |
| **Submission of contract to the School Board for approval.** | June of the summer prior to the year of implementation | * School Board approval (notes/minutes)
 | Designee from the Deputy Superintendent’s Office. |
| **Development of advertisement in various formats and/or mediums to notify parents, families, and the community of the option of virtual education and open enrollment periods for Virtual Education.** |  | * Gadsden County’s Virtual Education Portal (web-based)
* Post cards distributed to all students registered in GCPS (preK-12)
* Flyers and postings to be displayed in every school’s office and guidance department
 | Media and Technology |
| **Distribution of media both digital and print notifying parents, families, and community members of the Virtual School options and advising them of the open enrollment periods.** | No later than March 1st for Summer Open EnrollmentNo later than May 1st for Fall Open EnrollmentNo later than October 1st for Spring Open Enrollment***(per F.S. 1004.25(1)(b) – 90 days before open enrollment dates)*** | * Gadsden County’s Virtual Education Portal (web-based)
* Instant messages (via Lan, mobile, and email) through use of the district’s home-to-school communication tool
* Postal Receipts
* Mailing Lists
* Flyers and postings to be displayed in every school’s office and guidance department
 | Media and Technology; site-based administrators and guidance counselors; designee from Deputy Superintendent’s Office***NOTE: Skylert notification must be 90 days before the open enrollment date and must include the enrollment dates.***  |
| **Initiate the enrollment process.** | Varies based on enrollment period(s) – but it will be 90+ days ending 30 days prior to the first day of the school year (per Section 1002.45 F.S.) | * Enrollment documents
* Course schedule
 | Site-based guidance counselors and administrators for curriculum |
| **Verify students’ receipt of instructional materials, tools and equipment, including internet access.** | Varies based on enrollment period. However, all verifications will be completed prior to the commencement of the first day of the course(s). | * Verification records from the VIP
 | Designee from Deputy Superintendent’s Office |
| **Attendance Audits** | Every 9 weeks | * Attendance records
* Early Warning Systems (EWS) data
 | Designee from Deputy Superintendent’s OfficeCurriculum and Instruction |
| **Program Evaluation** | OngoingA comprehensive summative analysis will take place at the close of each academic year. | * Sign in sheets
* Agendas, minutes, notes, etc.
* Evaluation analyses paperwork (See Appendix D)
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