

## APPENDIX F Gadsden County's Virtual Instruction Procedural Plan

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)	<ul style="list-style-type: none"> <li>- Team rosters</li> <li>- Sign in Sheets</li> <li>- Agenda, notes, and minutes from meetings</li> </ul>	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)	<ul style="list-style-type: none"> <li>- Sign in sheets</li> <li>- Agendas, notes, and minutes from meetings</li> <li>- 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</li> </ul>	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 implementation  Contracts must include: student-teacher ratios; data quality requirements; minimum required security controls, and provider compliance with contract terms or quality of instruction.  March-May	<ul style="list-style-type: none"> <li>- Team rosters</li> <li>- Agendas, notes, and minutes from meetings</li> <li>- Rubrics and other paperwork associated with analyzing the curricula and quality of service</li> </ul>	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	<ul style="list-style-type: none"> <li>- Cost Analyses</li> <li>- Budgets</li> <li>- Quotes</li> <li>- Contracts</li> </ul>	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	<ul style="list-style-type: none"> <li>- School Board approval (notes/minutes)</li> </ul>	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.		<ul style="list-style-type: none"> <li>- Gadsden County's Virtual Education Portal (web-based)</li> <li>- Post cards distributed to all students registered in GCPS (preK-12)</li> <li>- Flyers and postings to be displayed in every school's office and guidance department</li> </ul>	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 1 <sup>st</sup> for Summer Open Enrollment  No later than May 1 <sup>st</sup> for Fall Open Enrollment  No later than October 1 <sup>st</sup> for Spring Open Enrollment	<ul style="list-style-type: none"> <li>- Gadsden County's Virtual Education Portal (web-based)</li> <li>- Instant messages (via Lan, mobile, and email) through use of the district's home-to-school communication tool</li> <li>- Postal Receipts</li> <li>- Mailing Lists</li> </ul>	Media and Technology, site-based administrators and guidance counselors; designee from Deputy Superintendent's Office  <b>NOTE: Skyler notification must be 90 days before the open enrollment date and must include the enrollment dates.</b>

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<b>Initiate the enrollment process.</b>	<i>(per F.S. 1004.25(1)(b) – 90 days before open enrollment dates)</i> 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.)	<ul style="list-style-type: none"> <li>- Flyers and postings to be displayed in every school's office and guidance department</li> <li>- Enrollment documents</li> <li>- Course schedule</li> </ul>	Site-based guidance counselors and administrators for curriculum
<b>Verify students' receipt of instructional materials, tools and equipment, including internet access.</b>	Varies based on enrollment period. However, all verifications will be completed prior to the commencement of the first day of the course(s).	<ul style="list-style-type: none"> <li>- Verification records from the VIP</li> </ul>	Designee from Deputy Superintendent's Office
<b>Attendance Audits</b>	Every 9 weeks	<ul style="list-style-type: none"> <li>- Attendance records</li> <li>- Early Warning Systems (EWS) data</li> </ul>	Designee from Deputy Superintendent's Office Curriculum and Instruction
<b>Program Evaluation</b>	Ongoing A comprehensive summative analysis will take place at the close of each academic year.	<ul style="list-style-type: none"> <li>- Sign in sheets</li> <li>- Agendas, minutes, notes, etc.</li> <li>- Evaluation analyses paperwork (See Appendix D)</li> </ul>	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.