Salina Elementary School

## **Procedure: Implementation of Virtual School Days for Partial Emergency Closures**

**Purpose:** This procedure outlines the implementation of virtual school days during partial emergency closures. It ensures compliance with the Michigan Department of Education's instructional hour requirements and provides continuity of learning.

**Applicability:** This procedure applies to all staff members (teachers, support staff, administrators) within Dearborn Public Schools

**Background:**

* The Michigan Department of Education mandates a minimum of 1,098 instructional hours for K-12 students (Section 101(3)(a) of the State School Aid Act).
* Districts are allowed up to six forgiven school days per year for emergency closures.
* To address situations where emergency closures exceed these six forgiven days, virtual school days will be implemented.
* Virtual school days are separate from forgiven days and do not impact the district's ability to request up to three additional forgiven days from the State Superintendent.
* Virtual school days are designated for emergencies and cannot be used as make-up days at the end of the school year.
* Virtual school days can be used for:
	+ Emergency closures
	+ Student testing days
	+ Professional development needs

**Procedure:**

1. **Declaration of a Virtual School Day:**
	* The Superintendent or designated administrator will determine and declare a virtual school day based on emergency conditions or pre-approved events (e.g., student testing, professional development).
	* Notification of a virtual school day will be communicated to all staff, students, and parents/guardians via [Specify communication methods: e.g., district website, email, phone call, social media].
2. **Teacher Responsibilities:**
	* **Asynchronous Instruction:** Virtual school days will be asynchronous. Teachers will post assignments and learning materials on Class Dojo by 8:30 am
	* **Availability and Communication:** Teachers will clearly communicate their availability to students and parents/guardians from 8:30 AM to 3:30 PM. This communication should include:
		+ Methods of contact (e.g., Class Dojo messaging, email).
		+ A statement explicitly stating their availability between 8:30 am and 3:30 pm.
	* **Special Education (Special ED) and English Language Development (ELD):** Special ED and ELD teachers will follow the same procedures as general education teachers, ensuring appropriate student accommodations and modifications. This includes posting assignments on Class Dojo, stating their availability from 8:30 to 3:30, and stating how to contact them.
	* **Assignment Content:** Assignments should be designed to be completed independently by students and should align with the curriculum.
	* **Monitoring Student Participation:** Teachers will monitor student participation through Class Dojo engagement. Traditional attendance will not be taken.
3. **Student Responsibilities:**
	* Students are expected to access and complete assigned work on Class Dojo.
	* Students should communicate with their teachers if they have questions or need assistance.
	* Students should attempt to complete assignments during the regular school hours.
4. **Parent/Guardian Responsibilities:**
	* Parents/guardians are encouraged to help their children complete their virtual school day assignments.
	* Parents/guardians should communicate with teachers with questions or concerns.