



Virtual Day Instructional Plan - Duncan Public Schools

Duncan Public Schools
1702 W Spruce, Duncan OK 73533
580-255-0686

Dr. Channa Bylerly Superintendent
Plan for School Year: 2027-2028

Date of Board Approval -October 13, 2026

Board Meeting Minutes Reference Pages Attached at the End of the Document

Link to Published Plan www.duncanps.org

1. Purpose and Overview

The intent of this proposal is to utilize up to two instructional days of virtual instruction each academic year to ensure continuity of learning in the event of unforeseen circumstances such as inclement weather, building closures, safety concerns, or district-wide professional development. The use of virtual instruction days will allow instruction to continue uninterrupted and maintain compliance with the required instructional time as defined by the Oklahoma State Department of Education.

2. Governance and Approval

Summary of board approval date and process.

Statement of superintendent or designee responsible for plan oversight and submission to OSDE.

The DPS Virtual Instruction Plan will be reviewed quarterly for updates and ongoing compliance.

3. Instructional Delivery

Duncan Public Schools utilizes the following virtual learning platforms for instructional delivery:

- Google Classroom (Grades 3–12)
 - Edgenuity (7-12)
 - Rooms App for communication with students and parents
 - Imagine Math (Pre-K–2)
 - Amira (PreK-5)
 - Imagine Math (K-5)
- Zoom or Google Meet for live instruction and student conferencing.

Standards Alignment and Seat Time Equivalency:

Virtual instructional days will:

- Prevent loss of academic momentum during unexpected closures.
- Allow students to engage with grade-level content aligned to the Oklahoma Academic Standards.
- Lessons will be designed to meet Oklahoma Academic Standards for each subject.
- Ensure equity by providing both digital and non-digital options for all learners.
- Allow teachers to deliver meaningful instruction through both synchronous and asynchronous methods, depending on student needs and available technology.
- Teachers will provide clearly defined schedules, learning objectives, and required assignments to ensure instructional time is maintained.

Attendance and Engagement Measures:

- Student logins are tracked through each online program. Teachers are

able to take attendance and determine student engagement based on the times collected. Login data to virtual platforms.

- Assignment submission and completion records.
- Participation in synchronous sessions (where applicable).
- Teacher/parent check-ins via phone, the Rooms app, or email for students not logging in or Grade levels without one on one computers
- When electricity is available, in grades 3rd through 12th teachers will have 2 scheduled virtual check-in meetings each day for students to login for any clarifying questions and assistance.
- When electricity is available, in grades PK-2 teachers will send messages to families through the Room app, creating a line of communication to ask clarifying questions and ask for assistance.

Instructional Methods DPS will using when implementing virtual instruction days:

Synchronous: When allowable, teachers will coordinate live lessons and discussions via District approved Zoom/Google Meet sessions

Asynchronous: Using the district approved Rooms app and email, teachers will push out recorded lessons, post assignments in Google Classroom, and/or send home paper copies of instructional work for younger students and students with limited internet access

Hybrid: Combination of live and independent work.

Paper Packets: Provided for students without internet or device access, with structured timelines for completion and submission.

Teacher availability: Teachers are expected to be available to students and families through email, the Rooms app, or any of the approved online platforms throughout the hours assigned to the virtual school day.

Staff Training

Teachers and support staff will receive annual professional development on virtual instruction tools, student engagement strategies, and digital communication protocols.

Annually, through the district Champions of Excellence (COE) PD days, teachers will review virtual instructional plans.

PK-5th will ensure instructional packets address current instructional planning

6th - 12th will ensure instructional platforms are operating and aligned to current instructional planning.

During the fiscal school year DPS will host an in-district Ed Camp to provide opportunities for teachers to choose a variety of sessions to attend on ideas for instruction, intervention, and extension of content.

Instructional Support and Feedback:

- Teachers will provide feedback through comments in digital platforms, email, or during live sessions.
- Special Education teachers, counselors, and coordinated services will reach out to student families through email or the Rooms app to coordinate services and ensure IEP requirements are met.
- Parent/Student Contact Protocol: Parents and students can contact teachers through email, Rooms app, or district-approved communication tools. Response is expected within 24 hours on school days.

4. Attendance and Accountability

Documenting Attendance:

Attendance will be verified through one or more of the following:

Logins to assigned virtual platforms.

Submission of daily assignments or exit tickets

Teacher confirmation of participation in live sessions. Google Meet and Zoom provide a meeting attendance log after the meeting. This will be used to confirm student attendance.

Non-Participation:

Students who do not participate in assigned instructional activities synchronous or asynchronous, will be marked absent.

Teachers or designated staff will follow up with families to identify barriers and provide support or make-up assignments.

Intervention plans may include alternate assignments, rescheduled sessions, or additional instructional support.

5. Communication Plan

Notification Process - Families, students, and staff will be notified of a virtual instruction day through multiple channels:

- District automated alert system (phone/text/email) through the Rooms app, email, and text messages.
- District website and social media platforms.
- Local media announcements as appropriate.
- Notifications will include clear expectations, schedules, and platform login instructions.

6. Evaluation and Continuous Improvement

Feedback Collection: After each virtual day, the district will collect feedback.

Teachers, students, and families will be asked to share their experiences with the following:

Notification of the virtual day

Expectations regarding attendance, participation in instructional

activities, and assignment completion.
What went well and what was challenging
Instructional staff will be asked to reflect and plan for future virtual days using the most recent experiences.

Effectiveness Metrics that will be used:

Student attendance and engagement rates.
Assignment completion data.
Reported technology access issues.
Feedback trends across stakeholder groups.

Annual Review:

District leadership will review data and feedback each fall and spring and make recommendations for improvement.
Proposed updates will be submitted for Board of Education approval prior to the beginning of the next school year.

7. Summary

This plan ensures that virtual learning days are educationally comparable to in-person instruction, accessible to all students, and designed to maintain instructional quality and continuity. The district is committed to ongoing evaluation and improvement to ensure success for all learners.

Dr. Channa Byerly, Superintendent

Date

Date submitted to OSDE: _____



Duncan Public Schools

P.O. Box 1548
Duncan, OK 73534-1548
<http://www.duncanps.org>

Channa Byerly, Ph.D.,
Superintendent
580.255.0686
channa.byerly@duncanps.org

As Superintendent of Duncan Public Schools, I hereby designate Kim Ellis, Assistant Superintendent of Instruction, as the individual responsible for the oversight, implementation, and submission of the district's Virtual Education Plan to the Oklahoma State Department of Education (OSDE).

This designation authorizes the Assistant Superintendent of Instruction to ensure compliance with all applicable state statutes, administrative rules, and OSDE guidance related to virtual education, and to serve as the district's primary contact for all matters pertaining to the Virtual Education Plan.

Sincerely,

Dr. Channa Byerly

Superintendent, Duncan Public Schools