

## August 2023 Safe Return to In-Person Instruction and Continuity of Services Plan (Reopening Plan) Rubric

**Name of Local School System:**

**Date Submitted:**

### Background:

The federal American Rescue Plan (ARP) Elementary and Secondary School Emergency Relief (ESSER) Fund requires the review of Safe Return to In-person Instruction and Continuity of Services (Reopening) Plans every six months for the duration of the grant period. Reopening Plans detail the process that school systems will use to maximize student learning in safe environments. All school systems must provide the opportunity for public input on Reopening Plans. Public input must be used to determine if revisions are necessary and to inform revisions to the Plan. Reopening Plans must include elements that are consistent with current guidance from the [Center for Disease Control and Prevention \(CDC\)](#) and [Maryland Department of Health](#) and must include updated baseline and projected student data disaggregated by race, gender, and service group. The Reopening Plan Rubric will be used to evaluate the level of completeness and degree to which content meets requirements of the Reopening Plan.

### Rating Guidelines:

Teams of trained reviewers rate each component in Reopening Plans. Reviewers provide descriptive feedback justifying a rating as:

**Comprehensive-** Evidence exceeded component requirements. The component contains a high level of specificity.

**Acceptable-** Evidence met component requirements. The component was clear and specific.

**Developing-** Evidence did not meet component requirements. The component is vague or incomplete.

**Unable to Be Rated** - The component was not included in the submitted plan.

Components rated as *Developing* or *Unable to Be Rated* must be revised and submitted to the MSDE for a second review.

### Review Process

Each school system will submit the link to their updated Reopening Plan and self-assessment to the Maryland State Department of Education (MSDE) for review by August 1, 2023. The review of the Reopening Plans is conducted by a panel of MSDE reviewers. All reviewers participate in training to identify evidence that is both objective and accurate and to calibrate reviews. Reviewers form a consensus on the rating of the Reopening Plan. Any item rated as *Developing* or *Unable to be Rated* must be revised and submitted to the MSDE for a second review.

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### Requirement 1:

Local school systems must post their Reopening Plan on a public-facing website.

<b>Requirement 1:</b> All requirements are posted on the website for the school system.	<b>Component is Included in the Plan</b> Yes   No	If the component was not modified since the last review, then write “No Changes” in the table. If the component was modified, then identify where revisions are located.	<b>Rating:</b> <ul style="list-style-type: none"> <li>● Comprehensive</li> <li>● Acceptable</li> <li>● Developing</li> <li>● Unable to be Rated</li> </ul>
<b>Reopening Plan is posted to and easy to locate on the school system’s website.</b>			
<b>Reopening Plan is in an understandable and uniform format.</b>			
<b>Reopening Plan is available in an accessible and translatable format for all stakeholders.</b>			

Requirement 1 Areas for Improvement and Recommendations – Areas marked Developing or Unable to be Rated must be revised and submitted to the MSDE for a second review.

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### Requirement 2:

**Local school systems must reflect their equity plan throughout the Reopening Plan.**

Local school systems must prioritize equity as schools reopen. Local school systems can use the [Equity and Excellence: The Guide to Educational Equity in Maryland](#), as a resource to develop equity goals and strategies.

<b>Requirement 2:</b> Educational equity is reflected through the Reopening Plan.	<b>Component is Included in the Plan</b> Yes   No	If the component was not modified since the last review, then write “No Changes” in the table. If the component was modified, then write the page number(s) from the Reopening Plan where the component can be found.	<b>Rating:</b> <ul style="list-style-type: none"> <li>● Comprehensive</li> <li>● Acceptable</li> <li>● Developing</li> <li>● Unable to be Rated</li> </ul>
<b>Reopening Plan demonstrates that all students have equitable access to educational rigor, resources, and support designed to maximize academic success and social/emotional well-being.</b>			
<b>Reopening Plan describes procedures and practices to ensure that there are no obstacles to accessing educational opportunities for any student.</b>			
<b>Reopening Plan prioritizes the use of data and focuses on students who face obstacles in engagement in the learning process.</b>			

Requirement 2 Areas for Improvement and Recommendations – Areas marked Developing or Unable to be Rated must be revised and submitted to the MSDE for a second review.

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### Requirement 3:

**Local school systems must consult with a variety of stakeholders in the review of the Reopening Plan.**

Stakeholders must be provided the opportunity to provide feedback on the Reopening Plan every six months for the duration of the grant.

<b>Requirement 3:</b> <i>A successful reopening plan must include input from diverse stakeholders.</i>	<b>Component is Included in the Plan</b> Yes   No	Identify the page number(s) from the Reopening Plan where the component can be found.	<b>Rating:</b> <ul style="list-style-type: none"> <li>● Comprehensive</li> <li>● Acceptable</li> <li>● Developing</li> <li>● Unable to be Rated</li> </ul>
<b>Reopening Plan identifies a diverse stakeholder group, as stated in the federal requirement, and is representative of schools and communities within the school system (e.g. parents, teachers, students, educators, and community members).</b>			
<b>Stakeholders had the opportunity to review and provide feedback on the Reopening Plan within the last six months (March 2023 to August 2023).</b>			
<b>Stakeholder feedback was used to determine if revisions to the Plan were necessary.</b>			

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<p><b>Requirement 3:</b> A successful reopening plan must include input from diverse stakeholders.</p>	<p><b>Component is Included in the Plan</b> Yes   No</p>	<p>Identify the page number(s) from the Reopening Plan where the component can be found.</p>	<p><b>Rating:</b></p> <ul style="list-style-type: none"> <li>● Comprehensive</li> <li>● Acceptable</li> <li>● Developing</li> <li>● Unable to be Rated</li> </ul>
<p><b>Stakeholder feedback was used to inform revisions to the Plan.</b></p>			

Requirement 3 Areas for Improvement and Recommendations – Areas marked Developing or Unable to be Rated must be revised and submitted to the MSDE for a second review.

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### Requirement 4:

**Local school systems must establish a process to determine student instructional readiness early in the school year and a plan is established for student success.**

School systems must identify the process to gather evidence of student readiness for new learning and baseline and projected student outcome data. Plans must identify how data-informed decisions will be used to enable students to recover learning losses and/or accelerate learning to experience success.

<b>Requirement 4:</b> Collect and use data to develop systems to recover learning loss and accelerate learning to support student success.	<b>Component is Included in the Plan</b> Yes   No	If the component was not modified since the last review, then write “No Changes” in the table. If the component was modified, then write the page number(s) from the Reopening Plan where the component can be found.	<b>Rating:</b> <ul style="list-style-type: none"> <li>● Comprehensive</li> <li>● Acceptable</li> <li>● Developing</li> <li>● Unable to be Rated</li> </ul>
<b>Reopening Plan determines the process (including the metrics) to identify readiness, learning gaps, by grade level and course, early in the school year.</b>			
<b>Reopening plans include baseline and projected student outcomes data that is disaggregated by race, service group, and gender.</b>			
<b>Reopening Plan includes a plan for instructional success.</b>			

Requirement 4 Areas for Improvement and Recommendations – Areas marked Developing or Unable to be Rated must be revised and submitted to the MSDE for a second review.

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### Requirement 5:

Local school systems must ensure that Maryland College and Career Ready Standards (MCCRS) and other State standards are taught in content areas.

Content standards are essential to ensuring that PreK-12 students have a strong command of the essential skills and knowledge expected with each content area and course.

<b>Requirement 5:</b> State standards are taught in all content areas.	<b>Component is Included in the Plan</b> Yes   No	If the component was not modified since the last review, then write “No Changes” in the table. If the component was modified, then write the page number(s) from the Reopening Plan where the component can be found.	<b>Rating:</b> <ul style="list-style-type: none"> <li>● Comprehensive</li> <li>● Acceptable</li> <li>● Developing</li> <li>● Unable to be Rated</li> </ul>
<b>Reopening Plan sets the expectation that <a href="#">PreK-12 MCCRS</a> and <a href="#">State Standards</a>, which include <a href="#">career and technical education</a> (CTE), must be taught in all content areas.</b>			
<b>Reopening Plan sets the expectation for and establishes guidance on the use and integration of the <a href="#">PreK-12 MCCRS Curriculum Frameworks</a> for applicable content areas across schools.</b>			

Requirement 5 Areas for Improvement and Recommendations – Areas marked Developing or Unable to be Rated must be revised and submitted to the MSDE for a second review.

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### Requirement 6:

Local school systems must follow the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act (Section 504), and Title II of the Americans with Disabilities Act (ADA).

This requirement makes clear that federal guidance is upheld at all levels of the school system. The rights of students with disabilities to a Free and Appropriate Public Education (FAPE) and equal opportunity to educational services are not abridged during a national health crisis or any extended school closure.

<b>Requirement 6:</b> Educational services for students are protected under IDEA, Section 504, and ADA federal programs guaranteeing services continue during any extended school closure.	<b>Component is Included in the Plan</b> Yes   No	If the component was not modified since the last review, then write “No Changes” in the table. If the component was modified, then write the page number(s) from the Reopening Plan where the component can be found.	<b>Rating:</b> <ul style="list-style-type: none"> <li>● Comprehensive</li> <li>● Acceptable</li> <li>● Developing</li> <li>● Unable to be Rated</li> </ul>
<b>Reopening Plan provides guidance on ensuring schools comply with IDEA, 504, and Title II.</b>			
<b>Reopening Plan provides clear direction on compliance with local, state, and federal guidelines for the development, or changes, and implementation of a student’s special education program within the context of distance learning.</b>			
<b>Reopening Plan provides considerations for school operations, teaching, learning, technology, and the social-emotional needs of students.</b>			



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<b>Requirement 6:</b> Educational services for students are protected under IDEA, Section 504, and ADA federal programs guaranteeing services continue during any extended school closure.	<b>Component is Included in the Plan</b> Yes   No	If the component was not modified since the last review, then write “No Changes” in the table. If the component was modified, then write the page number(s) from the Reopening Plan where the component can be found.	<b>Rating:</b> <ul style="list-style-type: none"> <li>● Comprehensive</li> <li>● Acceptable</li> <li>● Developing</li> <li>● Unable to be Rated</li> </ul>
<b>Reopening Plan specifies health and safety strategies for providing appropriate and reasonable accommodations for students with disabilities.</b>			

Requirement 6 Areas for Improvement and Recommendations – Areas marked Developing or Unable to be Rated must be revised and submitted to the MSDE for a second review.

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### Requirement 7:

Local school systems must follow procedures and safety protocols consistent with current guidance from the Centers for Disease Control and Prevention (CDC). Local school systems and schools include elements that are consistent with current [CDC](#) and [Maryland Department of Health](#) guidance.

<b>Requirement 7:</b> Safety, prevention, and mitigation elements, as recommended by the <a href="#">CDC</a> and <a href="#">Maryland Department of Health</a> are included in the plan.	<b>Component is Included in the Plan</b> Yes   No	If the component was not modified since the last review, then write “No Changes” in the table. If the component was modified, then write the page number(s) from the Reopening Plan where the component can be found.	<b>Rating:</b> <ul style="list-style-type: none"> <li>● Comprehensive</li> <li>● Acceptable</li> <li>● Developing</li> <li>● Unable to be Rated</li> </ul>
<b>Reopening Plan describes the policies and procedures adopted for following health and safety strategies.</b>			
<b>Reopening Plan specifies health and safety strategies on universal and correct wearing of masks, physical distancing, handwashing, and respiratory etiquette.</b>			
<b>Reopening Plan specifies health and safety strategies for cleaning, disinfecting, and maintaining healthy facilities, including improving ventilation.</b>			

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<b>Requirement 7:</b> Safety, prevention, and mitigation elements, as recommended by the <a href="#">CDC</a> and <a href="#">Maryland Department of Health</a> are included in the plan.	<b>Component is Included in the Plan</b> Yes   No	If the component was not modified since the last review, then write “No Changes” in the table. If the component was modified, then write the page number(s) from the Reopening Plan where the component can be found.	<b>Rating:</b> <ul style="list-style-type: none"> <li>● Comprehensive</li> <li>● Acceptable</li> <li>● Developing</li> <li>● Unable to be Rated</li> </ul>
<b>Reopening Plan specifies health and safety strategies for contact tracing in combination with isolation and quarantine, in collaboration with <a href="#">State</a>, local, territorial, and Tribal health.</b>			
<b>Reopening Plan specifies health and safety strategies for diagnostic and screening testing, and efforts to provide vaccinations for educators, staff, and students (if eligible).</b>			
<b>Reopening Plan promotes health equity for groups disproportionately affected by COVID-19.</b>			

Requirement 7 Areas for Improvement and Recommendations – Areas marked Developing or Unable to be Rated must be revised and submitted to the MSDE for a second review.

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### Requirement 8:

Local school systems must follow protocols for the safe transportation of students to and from school.

<b>Requirement 8:</b> Protocols are established for mitigating the spread of COVID-19 on school buses or other modes of transportation for students.	<b>Component is Included in the Plan</b> Yes   No	If the component was not modified since the last review, then write “No Changes” in the table. If the component was modified, then write the page number(s) from the Reopening Plan where the component can be found.	<b>Rating:</b> <ul style="list-style-type: none"> <li>● Developing</li> <li>● Acceptable</li> <li>● Comprehensive</li> <li>● Unable to be Rated</li> </ul>
<b>Reopening Plan describes safety protocols (protective equipment, seating, face coverings, etc.) for transporting students.</b>			
<b>Reopening Plan describes school bus safety which must include regular and routine inspections, cleaning and disinfection, and school driver training.</b>			
<b>Reopening Plan addresses transportation options and suggestions for students traveling to and from school (see <a href="#">Transportation Consideration</a>, Department of Education COVID-19 Handbook, p.15-16).</b>			

Requirement 8 Areas for Improvement and Recommendations – Areas marked Developing or Unable to be Rated must be revised and submitted to the MSDE for a second review.

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### Requirement 9:

Local school systems must develop a system for tracking attendance when students are engaged in distance learning.

<b>Requirement 9:</b> <i>School systems must develop a process to track attendance.</i>	<b>Component is Included in the Plan</b> Yes   No	If the component was not modified since the last review, then write "No Changes" in the table. If the component was modified, then write the page number(s) from the Reopening Plan where the component can be found.	<b>Rating:</b> <ul style="list-style-type: none"> <li>● Comprehensive</li> <li>● Acceptable</li> <li>● Developing</li> <li>● Unable to be Rated</li> </ul>
<b>Reopening Plan describes the platform used to manage and track attendance.</b>			
<b>Reopening Plan identifies the process utilized to collect and monitor attendance data.</b>			
<b>Reopening Plan describes a process to engage students that are consistently marked absent.</b>			

Requirement 9 Areas for Improvement and Recommendations – Areas marked Developing or Unable to be Rated must be revised and submitted to the MSDE for a second review.

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### Requirement 10:

**Local school systems must continue to implement or enhance their communication plan.**

School systems must establish regular channels of communication as schools reopen.

<b>Requirement 10:</b> A communication plan is established with a clear coordination process.	<b>Component is Included in the Plan</b> Yes   No	If the component was not modified since the last review, then write “No Changes” in the table. If the component was modified, then write the page number(s) from the Reopening Plan where the component can be found.	<b>Rating:</b> <ul style="list-style-type: none"> <li>● Comprehensive</li> <li>● Acceptable</li> <li>● Developing</li> <li>● Unable to be Rated</li> </ul>
<b>Reopening Plan describes the communication plan.</b>			
<b>Reopening Plan identifies a process to coordinate communications through a communication officer, point person, or small team.</b>			

Requirement 10 Areas for Improvement and Recommendations – Areas marked Developing or Unable to be Rated must be revised and submitted to the MSDE for a second review.

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### Requirement 11

Local school systems must implement the Maryland Public Secondary Schools Athletic Association (MPSSAA) Athletic Program.

<b>Requirement 11:</b> Interscholastic athletics and activities during COVID-19 are addressed in the plan and show the integration of national, state, and local health and safety recommendations.	<b>Component is Included in the Plan</b> Yes   No	If the component was not modified since the last review, then write “No Changes” in the table. If the component was modified, then write the page number(s) from the Reopening Plan where the component can be found.	<b>Rating:</b> <ul style="list-style-type: none"> <li>● Comprehensive</li> <li>● Acceptable</li> <li>● Developing</li> <li>● Unable to be Rated</li> </ul>
<b>Reopening Plan includes evidence that the school system is implementing the MPSSAA Athletic Program.</b>			

Requirement 11 Areas for Improvement and Recommendations – Areas marked Developing or Unable to be Rated must be revised and submitted to the MSDE for a second review.

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### Requirement 12:

Local school systems must establish a plan for the continuity of learning and services for any students who may need to quarantine.

<b>Requirement 12:</b> Plan must ensure that access to a free and appropriate public education will continue for any student who is quarantined due to exposure or possible exposure to COVID-19.	<b>Component is Included in the Plan</b> Yes   No	If the component was not modified since the last review, then write "No Changes" in the table. If the component was modified, then write the page number(s) from the Reopening Plan where the component can be found.	<b>Rating:</b> <ul style="list-style-type: none"> <li>● Developing</li> <li>● Acceptable</li> <li>● Comprehensive</li> <li>● Unable to be Rated</li> </ul>
<b>Reopening Plan describes the process to communicate quarantine procedures to students, staff, and the community.</b>			
<b>Reopening Plan identifies the method of instruction designed to continue learning for all students in quarantine.</b>			
<b>Reopening Plan describes the process to record attendance, engage students, provide and collect assignments and assessments, record grades, and provide technology support for families and students transitioning in and out of quarantine.</b>			



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<b>Requirement 12:</b> Plan must ensure that access to a free and appropriate public education will continue for any student who is quarantined due to exposure or possible exposure to COVID-19.	<b>Component is Included in the Plan</b> Yes   No	If the component was not modified since the last review, then write “No Changes” in the table. If the component was modified, then write the page number(s) from the Reopening Plan where the component can be found.	<b>Rating:</b> <ul style="list-style-type: none"> <li>● Developing</li> <li>● Acceptable</li> <li>● Comprehensive</li> <li>● Unable to be Rated</li> </ul>
<b>Reopening Plan identifies staff that will support instruction of students in quarantine.</b>			
<b>Reopening Plan describes protocols that will be implemented to ensure the continuity of education and services for students with disabilities during the period of quarantine.</b>			

Requirement 12 Areas for Improvement and Recommendations – Areas marked Developing or Unable to be Rated must be revised and submitted to the MSDE for a second review.