



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org



August 23-27, 2021

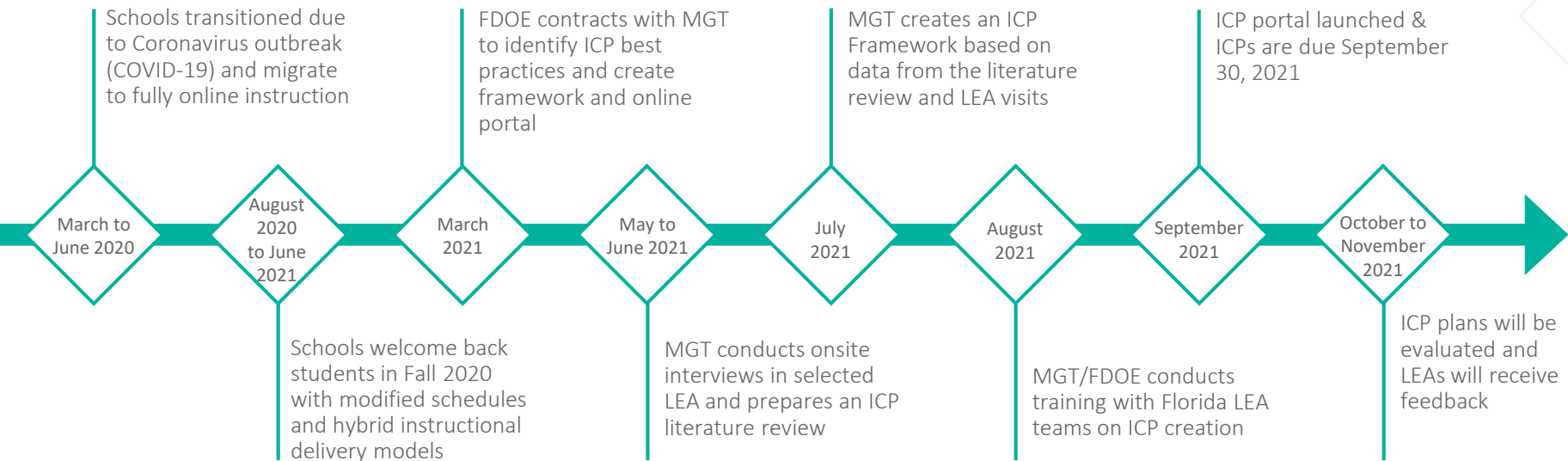
Instructional Continuity Plan (ICP) Training for Florida Local Educational Agencies (LEA) & Charter Schools

— FLORIDA DEPARTMENT OF EDUCATION —

INSTRUCTIONAL CONTINUITY PLANS



Our Journey So Far and What's to Come



Instructional Continuity Plan

- ▶ A plan that details the necessary processes and procedures for the continuation of all educational operations during periods of disruption of in-person learning.
- ▶ Five tenets should guide the development of the plan:
 1. Keep it focused.
 2. Leverage current resources.
 3. Build on micro-level successes.
 4. Set and manage expectations for students, parents, and educators.
 5. Take care of each other.



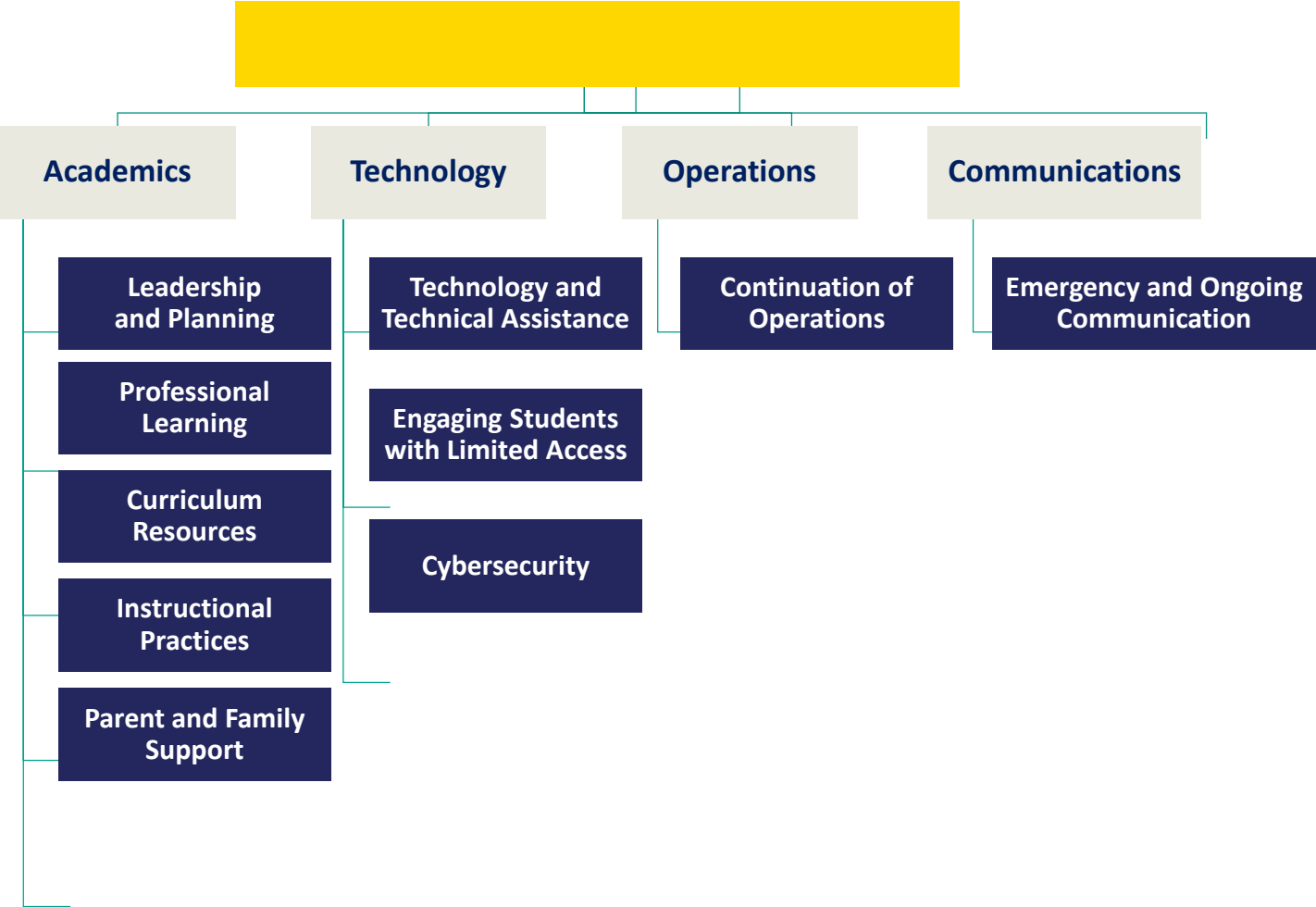


Our Work Today

For each of the ten ICP components, we will discuss and explore:

- ▶ The guiding principles/best practices as identified in our review of the literature.
- ▶ Guiding questions for building an ICP (LEA Team Discussion).
This will feature the lessons learned from all the work completed in Spring 2020.
- ▶ Reflection on enhancements that will need to be added to existing plan elements (LEA Team Discussion).

The Instructional Continuity Plan Framework



Academics

Component 1: Leadership and Planning

Rationale/Best Practice

- ▶ The LEA must have a cross-disciplinary leadership team representing all aspects of school operations.
- ▶ The team must determine the five questions of the ICP:
 - ▶ What?
 - ▶ Who?
 - ▶ When?
 - ▶ Where?
 - ▶ How?





Academics

Component 1: Leadership and Planning

Guiding Questions

In your LEA team...

- ▶ **What** are the critical elements/success factors of your ICP?
- ▶ **Who** is involved in the creation of the plan?
- ▶ **When** will you activate the plan?
- ▶ **Where** is the plan maintained (who owns it)?
- ▶ **How** will your team coordinate their efforts to create and execute the plan?



Academics

Component 1: Leadership and Planning Reflections/Enhancements

In your LEA team...

- ▶ Reflect on your responses to the questions and your current plan.
- ▶ Based on your reflection and discussion, how would you enhance your plan?
- ▶ What would you add, remove, or amend?

Academics

Component 2: Curriculum Resources and Digital Content Rationale/Best Practice

- ▶ LEAs must ensure that curriculum resources are available and accessible for all core content and electives and all learners and leverage existing resources.
- ▶ When students' digital access is limited, alternate curriculum delivery systems must be provided.
- ▶ The LEA must select a learning management system (LMS).
- ▶ There must be ongoing monitoring of the LMS to ensure it is functioning optimally.
- ▶ There needs to be a consensus on whether/how content will be provided through self-paced learning, teacher-guided learning, synchronous learning or asynchronous learning.





Academics

Component 2: Curriculum Resources and Digital Content

Guiding Questions

In your LEA team...

- ▶ **What** LMS will you put in place to support remote learning (e.g., Canvas, Blackboard, Google Classroom)? Did you use multiple platforms; if so, for what subjects?
- ▶ **What** type of a cross-functional team will you create to monitor content and functioning of the LMS (e.g., Content Specialists, ESE, ESOL, etc.)?
- ▶ **How** will teachers be trained on these systems and what plans are in place for ongoing training?
- ▶ **Which** delivery models will be used (self-paced learning, teacher-guided learning, synchronous learning or asynchronous learning)?



Academics

Component 2: Curriculum Resources and Digital Content Reflections/Enhancements

In your LEA team...

- ▶ Reflect on your responses to the questions and your current plan.
- ▶ Based on your reflection and discussion, how would you enhance your plan?
- ▶ What would you add, remove or amend?

Academics

Component 3: Professional Learning

Rationale/Best Practice

- ▶ The migration to a virtual learning environment required many educators to acquire new or additional skills. LEAs should determine the learning needs of these educators.
- ▶ Professional learning opportunities must be continuous.
- ▶ Learning opportunities should include a focus on both the tools and best instructional practices in a virtual and/or hybrid learning.





Academics

Component 3: Professional Learning Guiding Questions

In your LEA team...

- ▶ **How** will you determine their teachers' professional learning needs?
- ▶ **How** will time be scheduled for virtual and/or in-person professional learning?
- ▶ **How** will the effectiveness of professional learning efforts be assessed?
- ▶ **What** systems are in place to continuously improve the process and provide relevant opportunities in the future?



Academics

Component 3: Professional Learning Reflections/Enhancements

In your LEA team...

- ▶ Reflect on your responses to the questions and your current plan.
- ▶ Based on your reflection and discussion, how would you enhance your plan?
- ▶ What would you add, remove, or amend?

Academics

Component 4: Instructional Practices

Rationale/Best Practice

- ▶ With the shift to entirely remote (and/or hybrid) learning, instruction had to be reimagined.
- ▶ The curriculum remained in most cases, but to effectively deliver instruction, teaching strategies significantly changed.
- ▶ Teaching practices should effectively incorporate technology tools and techniques.





Academics

Component 4: Instructional Practices Guiding Questions

In your LEA team...

- ▶ **How** will you identify teachers' learning needs relative to online and hybrid instructional delivery?
- ▶ **How** will you develop guidance resources and training on the best practices for distance/hybrid education delivery?
- ▶ **How** will you assess the effectiveness of delivery methods and alter strategies as needed to engage all students?
- ▶ **How** will you review of virtual lessons and websites to ensure alignment with state and LEA curriculum standards?
- ▶ **How** will instructional planning time be structured?



Academics

Component 4: Instructional Practices Reflections/Enhancements

In your LEA team...

- ▶ Reflect on your responses to the questions and your current plan.
- ▶ Based on your reflection and discussion, how would you enhance your plan?
- ▶ What would you add, remove, or amend?

Academics

Component 5: Parent and Family Support

Rationale/Best Practice

- ▶ Parents and families of learners will need supports on a many levels, including the following:
 - ▶ Devices, high-speed internet access and training to use them appropriately, students
 - ▶ Guidance on overseeing student learning
 - ▶ Supports for families of special populations (e.g., ESE, ESOL, homeless, etc.)
- ▶ In addition to academics, LEAs should also make provisions for the resiliency of students and their families during extended periods of at-home learning.





Academics

Component 5: Parent and Family Support Guiding Questions

In your LEA team...

- ▶ **How** will you establish effective two-way lines of communications with parents and families of students using a variety of media?
- ▶ **How** will you provide guidance and direction to students, parents, and families on how to create distraction-free learning environments at home that are conducive to learning?
- ▶ **How** will you develop and communicate to staff and parents/families the protocols for providing special education services and accommodations for students in need?
- ▶ **What** is your plan to conduct regular outreach and wellness checks to help support the health and safety of students and their families?
- ▶ **How** will your plan ensure that the needs of special student populations, e.g., ESE, ESOL, homeless, etc., are being supported in keeping with the requirements of IEPs and other educational specification documents.



Academics

Component 5: Parent and Family Support Reflections/Enhancements

In your LEA team...

- ▶ Reflect on your responses to the questions and your current plan.
- ▶ Based on your reflection and discussion, how would you enhance your plan?
- ▶ What would you add, remove, or amend?

Technology

Component 6: Technology and Technical Support

Rationale/Best Practice

- ▶ The choice of which hardware, software and platforms used to engage the learning community will be key to the success of any online learning transition.
- ▶ Selecting products and systems that can handle the demands of the school system is critical as is engaging the proper training for teachers and students on using the tools available.
- ▶ Support for users is critical so that issues can be resolved quickly to provide consistent access to users.





Technology

Component 6: Technology and Technical Support Guiding Questions

In your LEA team...

- ▶ **Which** technology staff members were key to the ICP planning process?
- ▶ **How** will you determine the robustness of the LEA's technology infrastructure for delivering synchronous and asynchronous instruction with crashes or other service disruptions and upgrade as needed?
- ▶ **How** will you determine which students will need devices (if the LEA does not already have a 1:1 initiative)?
- ▶ **How** will you determine which families needed internet access and provide this access as needed?
- ▶ **What** processes were used to provide devices and complies with Free and Appropriate Public Education (FAPE)?
- ▶ **What** type web content filtering solution was found for all devices used by students and staff?
- ▶ **What** type of technical help desk support was created to support remote learning?



Technology

Component 6: Technology and Technical Support Reflections/Enhancements

In your LEA team...

- ▶ Reflect on your responses to the questions and your current plan.
- ▶ Based on your reflection and discussion, how would you enhance your plan?
- ▶ What would you add, remove, or amend?


Technology

Component 7: Cyber Security

Rationale/Best Practice

- ▶ LEAs should develop and integrate their cyber and information security plans, strategies and necessary cybersecurity controls to ensure continuity of learning in remote and in-person learning environments.





Technology

Component 7: Cyber Security

Guiding Questions

In your LEA team...

- ▶ **What** cyber security framework will be used?
- ▶ **How** will you specify a business continuity plan has been tailored to LEA operations?
- ▶ **How** will an incident response plan be tailored to operations during remote learning?
- ▶ **What** cyber security-related policies and procedures aimed at safeguarding the entire LEA information system and IT infrastructure will be identified by the LEA?



Technology

Component 7: Cyber Security

Reflections/Enhancements

In your LEA team...

- ▶ Reflect on your responses to the questions and your current plan.
- ▶ Based on your reflection and discussion, how would you enhance your plan?
- ▶ What would you add, remove, or amend?

Technology

Component 8: Engaging Students with Limited Access

Rationale/Best Practice

- ▶ Printed materials may be necessary for students with limited internet access and plans should be made for both their production and distribution.
- ▶ Digital content that isn't internet dependent (such as DVDs or USB drives) will also offer these learners the chance to develop the skills they need to progress.
- ▶ Traditional accommodations for those with IEPs and 504 plans may need to be reimagined in a remote learning environment.
- ▶ LEAs must determine how will these students remain connected and engaged with teachers, counselors and other staff when face-to-face interactions are limited.





Technology

Component 8: Engaging Students with Limited Access Guiding Questions

In your LEA team...

- ▶ **What** plan has been devised to communicate early and often with students and parents to identify needs and ensure supports?
- ▶ **Who** is the point person for communicating with families about their needs for supports for their children?
- ▶ **When** will the team of service providers ensure student access to all learning materials and instruction?
- ▶ **How** will school leadership engage with special education service providers to provide needed supports and resources to educators, learners and families?
- ▶ **What** partnerships have been established with local internet providers and other vendors to support remote learning?



Technology

Component 8: Engaging Students with Limited Access Reflections/Enhancements

In your LEA team...

- ▶ Reflect on your responses to the questions and your current plan.
- ▶ Based on your reflection and discussion, how would you enhance your plan?
- ▶ What would you add, remove, or amend?

Operations

Component 9: Continuation of School Operations Rationale/Best Practice

- ▶ Planning for instructional continuity will require a close look at these aspects of the school operation with a clear focus on safety and security for school staff, learners and their families.
- ▶ School counselors will need to be engaged to plan how to deliver instruction and services that meet the requirements of students' established IEPs and 504 plans.
- ▶ Partnerships with existing and new community connections may be necessary to continue to provide much needed services to the learning community, e.g., Department of Health, Emergency Management Services, etc.





Operations

Component 9: Continuation of School Operations

Guiding Questions

In your LEA team discuss how you will...

- ▶ Identify the facets of school operations that are impacted by extended school closures along with the essential personnel needed to support learning continuity through remote teaching and learning.
- ▶ Identify and communicate expectations of charter school or LEA staff related to schedules and work performance during periods of remote learning.
- ▶ Develop and communicate an execution plan to provide food services to students and families in need during periods of remote learning.
- ▶ Develop and execute a plan to provide special education services and accommodations to students in need during periods of remote learning.
- ▶ Conduct outreach to community organizations to provide comprehensive support to students and families during periods of remote learning.



Operations

Component 9: Continuation of School Operations Reflections/Enhancements

In your LEA team...

- ▶ Reflect on your responses and your current plan.
- ▶ Based on your reflection and discussion, how would you enhance your plan?
- ▶ What would you add, remove, or amend?

Communications

Component 10: Emergency and Ongoing Communications Rationale/Best Practice

- ▶ Communication is critical to any educational enterprise. When face-to-face interaction is limited, it is important communication lines remain open for school personnel, learners and their families.
- ▶ School leadership must develop plans for a manner in which they will communicate internally with students and staff and externally with families and the local community.





Communications

Component 10: Emergency and Ongoing Communications Guiding Questions

In your LEA team discuss how you will...

- ▶ Identify stakeholder groups within the school community along with the appropriate communication channels for each group.
- ▶ Clarify roles and responsibilities of school personnel assigned to communicate with stakeholder groups.
- ▶ Define the scope of communications to be sent to stakeholders along with a schedule for such communications to ensure coordination and mitigate overwhelming stakeholders.
- ▶ Publish guidance for stakeholders and instructional continuity plans on the school and/or LEA website leading up to and throughout the duration of extended school closures.



Communications

Component 10: Emergency and Ongoing Communications Reflections/Enhancements

In your LEA team...

- ▶ Reflect on your responses and your current plan.
- ▶ Based on your reflection and discussion, how would you enhance your plan?
- ▶ What would you add, remove, or amend?



FDOE Instructional
Continuity Plan Portal
<https://icp.fldoe.org>