

CLP Artifact Planner

Below are listed several artifacts that districts across the state have used to complete their Continuous Learning Plan (CLP). These artifacts have been helpful as a starting point as districts have described their plans for re-opening. This list is not meant to be exhaustive or imply that all artifacts are necessary; instead, the list is at the request of Tennessee Directors of Schools, in support of the CLP planning process. This list is also available in the CLP application.

Section Two	Helpful Artifacts
Models	<p>If the district is using a hybrid or online model in the opening of school or for unexpected closures.</p> <ul style="list-style-type: none"> • School Board presentations • Parent Communications
Section Three	Helpful Artifacts
Standards-Based Instruction	<ul style="list-style-type: none"> • Master Schedule (building level) –inclusive of foundational literacy in early grades • Student Schedules • Teacher Schedules • Intervention Schedule (can be embedded in student and teacher schedules) • PLC on Learning Loss (Plan for learning loss) • List of instructional materials by grade level
Section Four	Helpful Artifacts
Attendance	<ul style="list-style-type: none"> • LEA and/or school process(es) for taking attendance • Written policies and procedures, including definitions, for excused and unexcused absences • Procedure for addressing attendance issues, including truancy and chronic absenteeism • Staffing procedure to provide support for attendance • Plans for family communication related to attendance and truancy
Section Five	Helpful Artifacts
Instructional Technology	<ul style="list-style-type: none"> • Survey for teacher and student home access to technology and connectivity • Inventory for technology devices • Procedure for how devices will be distributed and tracked • Policies related to device distribution, use and management • Troubleshooting procedures and related documents, including for devices that are broken, stolen, or otherwise missing to ensure that students do not miss learning • Procedures for how students will access content • Firewall and student acceptable use policies, especially those related to security, safety, privacy, etc. • Plans and documents related to access and opportunity for all students to engage in learning in a reasonable timeframe (especially for households where there are limited devices and multiple students needing access to them during the same periods) • Procedures for providing internet access to all students (if applicable)

Section Six	Helpful Artifacts
Professional Development	<ul style="list-style-type: none"> • Professional development schedules for staff (online or in person) • Plan for how the LEA will provide ongoing support and feedback to all staff working in remote environments (to monitor the effective implementation of the CLP) • Evidence of collaborative planning time embedded in teacher schedules (see section three)
Section Seven	Helpful Artifacts
Implementation Monitoring	<ul style="list-style-type: none"> • Instructional oversight • Audit procedures (attendance, grading, etc.) – with specifics as to who, when, etc. • Plan to allow for differentiated access for academic leadership (principal/coach/Chief Academic Officer) to review alignment to standards, student work, teacher feedback to student work/student work product
Section Eight	Helpful Artifacts
Communications	<ul style="list-style-type: none"> • Stakeholder survey(s) and results • Communications procedure, template and documents for updates or changes for each stakeholder group • Emergency communications procedure, template and documents • Family-specific services and supports provided, such as language translation and multi-media approaches