

Continuity of Instruction Plans: COVID-19 Guidance

As this situation unfolds, please expect that guidance on COVID-19 and TDOE's Continuity of Instruction Plan (CIP) will continue to evolve. Many districts have requested additional guidance regarding the feasibility and legality of providing online learning in the event of an extended school closure.

1. What is required to receive a waiver?

For waiver consideration, districts are required to submit a Continuity of Instruction plan (CIP) to the Commissioner of Education for use in emergent situations to reduce the loss of instructional time.

2. What should be included in the CIP? In developing its CIP, districts should address the following components/considerations:

- Access: can all students access the learning model? It may be necessary to include a variety of models of delivery: electronic, handouts w phone accompaniment,
- Availability of technology: what does the district have that can be utilized, and what do students have at their homes (computer, internet access, smart phone, ability to participate in teleconference)
- Instructional materials: what is currently available digitally and what materials need to be developed
- Learning model: does the proposed model align with the grade span and skill level of the impacted students. NOTE: multiple delivery options may be necessitated
- Teachers: what training is necessary for teachers to convert face-to-face lessons into online lessons
- Communication plan: how will the Continuity of Instruction Plan be communicated to parents (and in what languages), how will lessons be communicated to students, and how teachers will communicate with principal and others?
- Duration: how long do you anticipate the CIP to be in place?

3. What about supports and services to our students with disabilities?

Regardless of where the learning is happening, supports identified on a student's Individualized Education Program (IEP) must be provided if the district is operating (see OSEP guidance). This may require IEP or 504 teams to convene to determine how to do so.

4. Our district has a number of English learners. How do we support them?

There are a number of resources that may be useful in developing the CIP, and those can be accessed here.

5. Where can my teachers and academic leads find online resources?

Digital copies of textbooks, reference materials, assignments, and audio-visual learning supports are available via online learning platforms and web sites (e.g., school websites, or open source sites).

6. How do I ensure that the E-learning/online plan protects personally identifiable information (PII) of students or staff?

In the development of the plan, it is critical to maintain confidentiality of students or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

This would include considerations on the security of the platform and the type of information being transmitted.

7. What other options are available if all students do not have access for online learning?

- Teachers and education assistants can prepare packets of materials for students. Packets may include photocopied textbook pages, worksheets, calendar/schedule of work to be completed, directions for homework, projects, or written assignments. These packets can be prepared prior to the extended absence or mailed/delivered to students.
- Teachers can record the lesson (audio or video) and shared with students through website, social media, public access television, etc. Districts can also use its school website to host or provide information.
- Teachers can host telephone calls for individual students or groups of students to provide instruction or provide students to ask questions on the provided materials.
- District “robo-call” functionality could be utilized to share assignments with groups of students – with appropriate teacher follow up.

8. How do I submit a Continuity of Instruction plan for consideration?

Districts can submit its CIP plan to the Commissioner of Education via email by submitting a letter on district letterhead and signed by the superintendent. The waiver must contain the information detailed above.