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July 16, 2020

Florida K-12 Private Schools

RE: Instructional Continuity Plan Template

Dear Nonpublic Administrators:

On July 6<sup>th</sup>, the Commissioner signed Emergency Order 2020-EO-06, providing for flexibility in instructional delivery for all schools in the state of Florida, including private schools who serve scholarship students. Both public schools and private schools that serve scholarship students should reopen by offering a five-day-a-week option for families. As stated in the webinar on July 6, 2020, it is not the state's desire to move back to the spring 2020 scenario involving total distance learning. In order to ensure educational continuity in Florida's nonpublic schools and retain high-quality school choices for Florida students and families, the Florida Department of Education's School Choice Office has drafted the following Instructional Continuity Plan Template (ICP).

The purpose of an ICP is to better prepare our schools to continue their educational efforts and focus on eliminating achievement gaps during a time of crisis. This plan contains six sections, with the last being optional: an overview of the plan; information for parents and guardians; an outline of responsibilities for teachers and administrators, school policy and procedures; methods of content delivery; and additional documentation. If you represent multiple schools, one form may be submitted for all applicable schools with each school listed on the document. Please submit your completed forms to **ICP@fldoe.org** by **July 31, 2020**.

As we continue to navigate the impact of COVID-19, we must continue to work together to best serve our students and families.

**Dakeyan C. Graham, Ph. D.**

2020 Florida Teacher of the Year  
Executive Director  
Office of Independent Education & Parental Choice  
Florida Department of Education

**Section I: Overview of the Instructional Continuity Plan**

**School Name:** If you are completing for more than one school, please enter all school names.

**School Code:** If you are completing for more than one school, please enter all school codes.

**District:**

**Point of Contact for Distance Learning (if applicable):** If applicable.

**School Contact Information (Phone/Email):** Contact information for distance learning contact.

**Additional Contact Information:**

**Department of Education School Choice**

**Hotline:**

1-800-447-1636

[COVID-19 Resources](#)

**Department of Health (DOH) hotline:**

866-779-6121 (24 hours)

DOH email: [COVID-19@flhealth.gov](mailto:COVID-19@flhealth.gov)

**Department of Children and Families Abuse**

**Hotline:**

1-800-962-2873

<https://reportabuse.dcf.state.fl.us>

**Center for Disease Control hotline:**

800-232-4636 (24 hours)



Please provide a brief overview of your plan, including how you plan to prohibit the educational digression of your students, an explanation of any educational challenges you may have, key points of your ICP, as well as any relevant contact information not listed above.

## Section II: Information for Parents, Guardians, and Students

**Introduction (explanation of situation and key points of ICP):**

State your school's plan to provide instruction via distance learning. Some examples may include parent pick up packets, virtual instruction, etc.

**Expectations of Parents/Guardians**

*Please describe your school's expectations for parents/guardians during distance learning.*

Indicate your expectations in regards to communication (i.e. daily, weekly or monthly).

Are parents expected to attend virtual trainings, or are they offered any parental support?

**Continuation of Services**

*Please describe how services will be delivered during distance learning:*

Explain how additional services will be delivered to students. Examples of additional services include, but are not limited to, therapies, tutoring and trainings.

**Access to Devices/Internet**

*Please describe how parents/guardians have been notified about access to distance learning devices, internet services, etc.*

**How to Access Online Texts (if applicable):**

**Textbook/Materials Check Out/In**

*Please describe the process for checking distance learning materials in/out:*

*If your school offers parent pick up packets, please state the process and/ or scheduling for parent pick up.*



### Local Meal Programs

*Please list any local meal programs your school may participate in/be aware of:*

### Technical Support Issues

*Please list the point of contact for any technical support issues:*

Do parents have a contact for technical issues?

**Section IV: School Policy & Procedures**

*Please elaborate on your school's policy and procedures on the following subject areas:*

**Attendance:** How will attendance be monitored?

**Grading:** How will students be graded?

**Student Workload:** Please describe the student's class progression expectations and/or policies

**Student Privacy & Safety:** Have your students been provided the Florida Department of Children and Families abuse hotline? What security measures are in place related to the use of online, public educational platforms (Zoom, YouTube, etc. )?

**Student Services:** Elaborate on your school's plan for continuation of student services.

**Technology Usage:** Are students required to have access to technology? Did you supply your students with technology?



## Section V: Content Delivery/Progress Monitoring

Platforms Used (i.e. Google Suite, local Learning Management System):

Please state any educational platforms your school plans to utilize.

### Progress Monitoring

What type of progress monitoring will your school employ (assessments, observation, etc.)? Does your school offer or utilize any additional software or applications that monitor your students' progress such as Khan Academy, iReady, Dreambox, etc? How often will you conduct progress monitoring? How will the results be documented?

Please describe the assessment tool(s) being used to monitor student progress by grade level. In addition, describe how the data is used to determine how adequate progress is being made and how intervention and tiered support is being deployed.

### Section VI COVID-19 Planning

*In the event that any of your teachers/administrators/staff/students receive a confirmed COVID-19 diagnosis, please describe your plan of action related to isolation and transportation; cleaning and disinfecting; and notifying staff, families, and local health officials. The Center for Disease Control guidance on these measures can be found [here](#).*

Isolation and Transportation of Potentially Affected:

Cleaning and Disinfecting:

Notifying Staff and Families:



Notifying Local Health Officials

Please List the Contact Information for Your Local Department of Health:

**Section VII Additional Documentation**

*Please include any additional documentation that may be relevant or informative (may be included as an attachment)*