

Eureka City Schools Instructional Continuity Plan (ICP)
Eureka City Schools
Date of Adoption: June 25, 2025

1. Communication

Objective: Ensure clear and timely communication with students, families, faculty, and staff regarding instructional continuity.

Communication Protocols:

- Primary Communication Channels:
 - School website: <https://www.eurekacityschools.org/> for regular updates and links to important information for the district and each school site.
 - Email and text alerts via automated messaging system
 - Phone calls via automated messaging system
 - Social media updates on Facebook and Instagram
- Frequency of Updates:
 - Regular district and site updates during normal operations
 - Daily updates during an emergency or transition to remote learning
- Emergency Notifications:
 - Immediate alerts through automated systems
 - Emergency contacts established for staff and families
- Point of Contact:
 - Administrator responsible: Jennifer Johnson- Assistant Superintendent of Educational Services
 - Technology support lead: Marcel van Dissel- Director of Technology

2. Technology Readiness

Objective: Ensure all students and educators have access to technology and digital resources to support remote learning.

A. Technical Support Department

Responsible for maintaining the functionality, security, and availability of technology infrastructure and hardware that supports all digital resources in the District.

- **Device & Internet Access:**
 - Maintain and support inventory of student and staff devices.
 - Coordinate with library technicians for distribution and collection of Chromebooks and other loaner devices to staff and students.
 - Manage stock of spare devices for inventory and emergency distribution.
 - Oversee deployment and coordinate support of district-provided Wi-Fi hotspots with libraries and other designated stakeholders.
- **Technical Help Desk:**
 - Provide staff IT support during normal operating hours, with extended or on-call availability during remote learning periods or as needed.
 - Respond to hardware, software, and connectivity issues reported by staff and students.
 - Coordinate with libraries and school site designees for repairs.

B. Educational Services (Ed Tech and Curriculum Support)

Responsible for instructional integration of technology and development of digital learning resources.

- **Training & Support:**
 - Develop and deliver training for students, staff, and families on the use of instructional platforms (e.g., Google Classroom, Zoom, Canva).
 - Provide ongoing coaching and professional development via the Ed Tech Specialists, Instructional Coaches, and/or other designees
- **Digital Backpacks:**
 - Curate and maintain collections of approved digital learning tools, apps, e-books, and curriculum-aligned platforms.

- Ensure equitable access to digital resources for diverse student learning needs.

C. Library Technicians

Support Chromebooks, Hotspots, and other logistics to ensure student access at school sites.

- Assist with issuing, tracking, and basic troubleshooting Chromebooks and other learning devices.
 - Coordinates repairs and inventory with Technical Support staff
 - Support site-based communication with families regarding device checkouts and returns.

3. Instruction and Assessment

Objective: Ensure that learning remains flexible, accessible, and aligned with academic standards, whether in-person or remote.

- Instructional Strategies:
 - Prioritize essential learning and align objectives with state standards to ensure effective learning outcomes.
 - Implement [California's Digital Learning Integration & Standards Guidance](#) for effective technology use in instruction.
 - Ensure content is available in multiple formats (Google Classroom, videos, interactive lessons, PDFs).
 - Provide additional academic support through tutoring, virtual office hours, and small group instruction.
- Monitoring Student Progress:
 - Use state-approved screening tools for students in grades K–2 to assess early reading skills ([EC Section 53008]).
 - Utilize formative assessments (e.g., quizzes, reflection journals, virtual discussions) to check for understanding.
 - Define achievable learning goals that take into account students' unique circumstances and needs.

4. Equitable Access to Learning

Objective: Guarantee that all students, regardless of background or ability, have equal access to instructional resources.

Access Strategies:

- Provide all accommodations and support services for students with disabilities, English learners (ELs), homeless students, and foster youth.
- Follow CDE Special Education guidance to ensure accessibility in remote learning.
- Align the plan with Eureka City Schools EL Master Plan to support EL students' language development.
- Ensure individualized education plans (IEPs) are implemented in both in-person and remote settings.

5. Professional Learning for Educators

Objective: Equip educators with the skills and knowledge to effectively teach in remote and hybrid environments.

Training Plan:

- Professional development on virtual classroom management and student engagement led by site administrators and instructional coaches. Includes use of Google Workspace and Google Meet.
- Utilize Ed Tech TOSA for training and lesson planning resources.

6. Site-Based Collaboration

Objective: Foster a collaborative approach to instructional continuity planning and implementation.

Collaboration Strategies:

- Work with Executive and Leadership Teams to update the plan as needed.
- Review as part of site safety plans with each school Site Council on an annual basis.
- Seek input from staff, parents/guardians, and students to refine the plan after each instance of implementation.

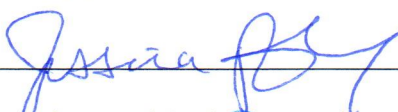
7. Return to Site-Based Learning

Objective: Define the conditions necessary for a safe return to in-person instruction following a disruption.

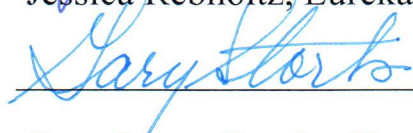
Reopening Criteria:

- Evacuation orders lifted
- Power and utilities restored
- Air quality meets safety standards
- Safe and clean water access
- Campus free from debris and hazards
- Internet connectivity restored
- Adequate staffing levels
- Meal service operations reinstated

Plan Review and Approval

Approved by: 

Jessica Rebholtz, Eureka City School Board President



Gary Storts, Eureka City Schools Superintendent

Date: June 25, 2025

This plan will be reviewed annually and updated as needed based on feedback, emerging best practices, and changes in state and district policies.