

Instructional Continuity Plan

Adopted June 2025



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Purpose

This Instructional Continuity Plan (ICP) outlines the procedures and strategies San Juan Unified School District will implement to ensure the continuity of equitable instruction and support services for all students (Pre-K-12, including district early learning programs, Independent Study, and Homeschool programs) when regular school operations are disrupted due to a natural disaster, public health emergency, or other condition requiring school closure or significantly impacting in-person attendance. This plan was developed by drawing on experience from previous distance/hybrid learning periods and established programs and protocols.

Compliance

This plan is developed in accordance with California Education Code Section 32282, as amended by Senate Bill 153, and is a required component of the San Juan Unified Comprehensive School Safety Plan (CSSP) effective July 1, 2025.

Guiding Principles

The health and safety of students, staff, and the community are the highest priority. San Juan Unified is committed to supporting the 'whole child' and ensuring equitable access to high-quality instruction and support during disruptions.

Activation Triggers & Management

Authority

The Superintendent or their designee is solely authorized to close schools or activate this ICP in alignment with Board Policy (BP) 2210.

Management

San Juan Unified follows the guidance established within the California State Emergency Management System (SEMS) and the National Incident Management System (NIMS). For major incidents requiring ICP activation, the Superintendent or designee serves as the District / Area Commander, supported by a team responsible for planning, operations, logistics, finance, safety, communication, and intelligence/information gathering.

Activation Conditions

Activation may occur due to emergency declarations, public health directives, natural disasters making sites unsafe/inaccessible, or other unforeseen circumstances disrupting in-person instruction, as determined by the superintendent/designee.

- The district recognizes that emergency situations frequently present unforeseen circumstances. This plan is designed to be responsive to a variety of needs, however the response to any one specific situation may be adapted to meet conditions at the time.
- A return to standard operations will be made based on the conditions of each situation but may include factors such as evacuation orders being lifted, power and other utilities functioning properly, healthy air quality, campus free from debris and hazards, staff availability and support service operations.

Communication Plan

Initial Notification

Upon activation, San Juan Unified will establish two-way communication with pupils and families within five (5) calendar days.

Primary Methods

- Mass notification system (FinalSite/Blackboard) for families and staff.
- TalkingPoints (Two-way communication platform) for school-family interaction.
- District Website (www.sanjuan.edu) and relevant school webpages.
- District Social Media (e.g., facebook.com/sanjuanunified).

Staff Communication

District email is used for non-urgent staff communication; Blackboard Connect for urgent matters.

Partners and Service Providers

The district will utilize email or direct phone calls to engage partner organizations and service providers during periods of school closure.

Content

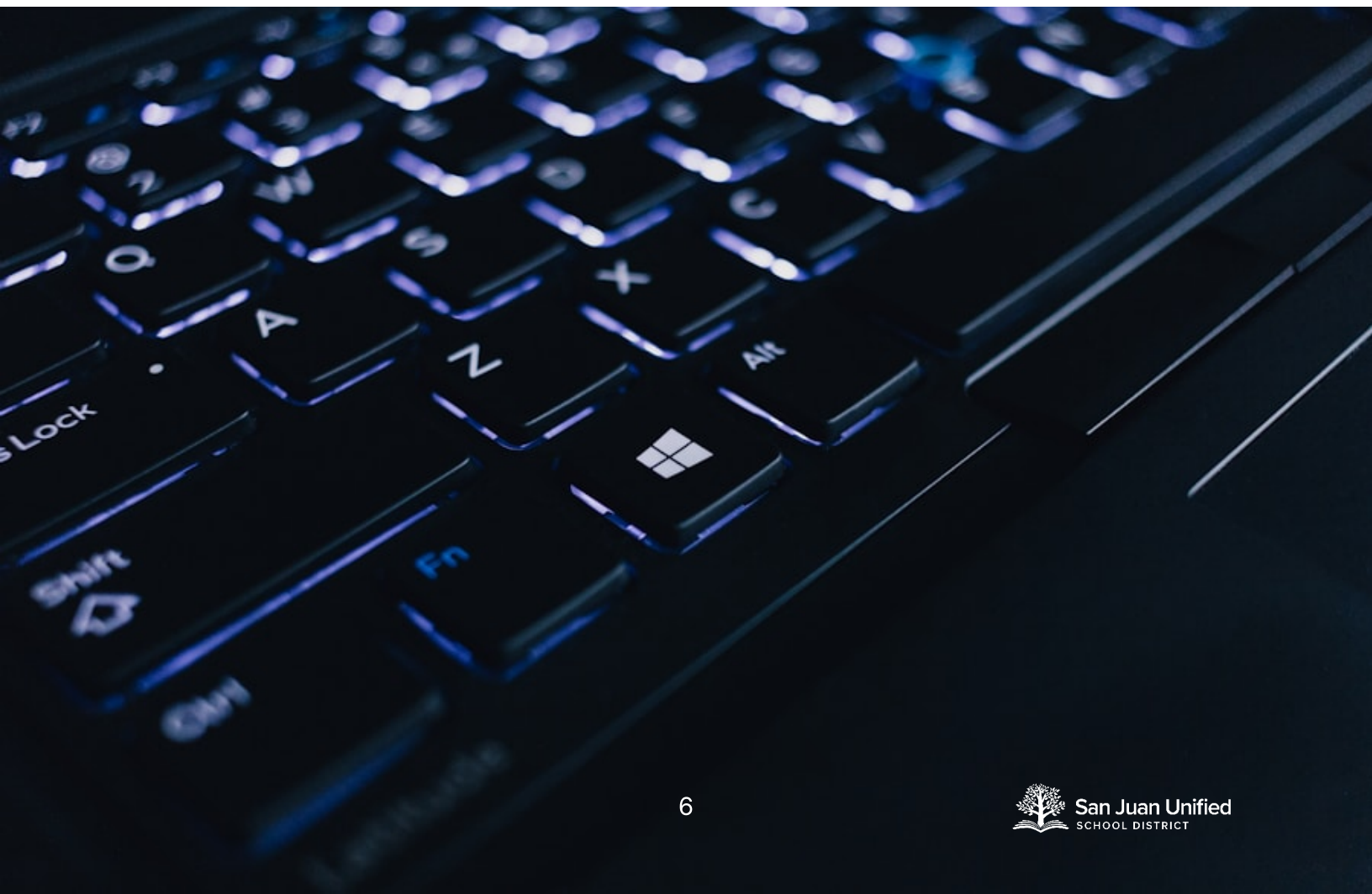
Initial communication confirms ICP activation, provides safety information, outlines the expected timeline for resuming instruction (Goal: within 10 instructional days), and details access to support resources.

Backup Methods

The district maintains backup internet/phone connectivity, and a mass notification system that is cloud-hosted. If primary systems fail, communication will rely on social media channels, news releases to local TV/radio, and potentially physical signage or staff at school sites when safe.

Ongoing Communication

Regular updates will be provided via primary channels (Mass notification system (FinalSite/Blackboard) , TalkingPoints, website, social media). Teachers will use Google Classroom, TalkingPoints, and other approved methods (email, phone) to communicate regularly with students/families regarding progress and engagement. Consistent messaging across the district is coordinated through the communications team.



Instructional Delivery Plan

Timeline

Instruction (in-person or remote) will commence no later than ten (10) instructional days after the activation trigger.

Prioritization of In-Person Learning

If an emergency (e.g., power outage, facility damage) prevents instruction at the regular site but does not pose a widespread health risk, the district's priority is to provide in-person instruction at an alternate safe location (another San Juan Unified facility or a neighboring district's facility).

Remote Instruction Model (for Extended Closures ≥ 5 days)

- When in-person instruction is not feasible (e.g., health emergency, widespread disruption), remote instruction aligned with California Independent Study standards will be implemented.
- Schedule/Structure: Specific schedules and synchronous time expectations will apply and shall be determined based on the nature of the closure and availability of resources in consultation with employees, families and resource providers.
- Platforms: Google Classroom is the default Learning Management System (LMS). Microsoft Teams is available for all staff and students to hold meetings or other live sessions. APEX is used in the 6-8 and high school independent study programs as well as continuation.
- Instructional Time: Daily time will meet state minimums via synchronous or asynchronous activities. Expectations for minimum synchronous time will be defined for extended remote periods subject to needs and capabilities in the specific emergency and taking into account any current agreements on the implementation of independent study, hybrid or distance learning.

- Attendance/Participation: Daily participation will be tracked via attendance when synchronous instruction is in use and via work completion when asynchronous instruction is in use. Tiered re-engagement strategies will be used for non-participation.
- Efforts must comply with EC 51747, 51749.5, 51865[b][1]

Short-Term Closures (< 5 days)

If a class/school closes for fewer than 5 days and relocation isn't feasible or safe, teachers will assign asynchronous homework tasks. There is no expectation of synchronous instruction during these short closures.

Instructional Materials

Core curriculum access varies. If primary physical materials (e.g., textbooks) lack digital equivalents, teachers will provide supplementary digital materials or arrange for physical/digital distribution as needed.

Technology & Access

Devices

San Juan Unified maintains sufficient Chromebook inventory for 1:1 deployment, though distribution may take 3-5 days in a district-wide emergency (immediate for limited closures). Tablet devices may be used for students below Grade 2.

Internet Connectivity

Multiple commercial providers serve the area. In instances where employees or students/families are unable to obtain commercial service, the district may provide cellular hotspots or other solutions.

Technical Support

The district's Instructional Technology team provides technical support and training resources (on-demand, pre-recorded, in-person) for staff, students, and families.

Equity & Support Services

Students with Disabilities

- Service Priority: Unless the emergency is health-related, the priority is to resume *in-person* specialized services (speech, special day class, occupational therapy, adapted physical education, etc.) at alternate safe locations (district/provider sites, potentially in-home).
- Remote Support: If remote service is necessary, providers will utilize effective platforms/strategies. Instructional assistants and other paraprofessionals will collaborate with certificated staff to support students remotely via online platforms, prepare materials and provide communication assistance.
- Compliance: Individualized education programs (IEP) and section 504 plans will be implemented to the greatest extent possible, with required collaboration between general and special education staff.

English Language Learners

Practitioners will continue providing integrated and designated ELD services. Teachers and bilingual instructional assistants will provide instruction (using district adopted online video meeting platform(s) if remote), If an ELD teacher or BIA is providing designated services, they will collaborate with classroom teachers on scheduling.

Vulnerable Populations

Dedicated district teams provide technology, materials, basic need and community services support:

- McKinney-Vento (MKV) team supports students experiencing homelessness.
- Foster Youth Services team supports students in foster care.

Health and Social-Emotional/Mental Health

School counselors, social workers, nurses, health services team and psychologists provide support, prioritizing in-person delivery if safe, but virtual delivery when necessary. They collaborate with teachers and families, identify student needs, and assist with outreach.



Staff Roles, Responsibilities and Support

Teacher Responsibilities

Deliver instruction aligned with the active model (in-person alternate site, remote extended, or asynchronous short-term); utilize Google Classroom/designated platforms; track attendance/participation; communicate regularly (using tools like TalkingPoints); collaborate with support staff; implement individualized education programs (IEP)/504 plans to extent possible. All teachers have daily prep periods and dedicated weekly collaboration and professional development time.

Support Staff Responsibilities

Provide specialized services and supports aligned with their roles, adapting delivery methods as needed (prioritizing in-person where feasible/safe).

Administration Responsibilities

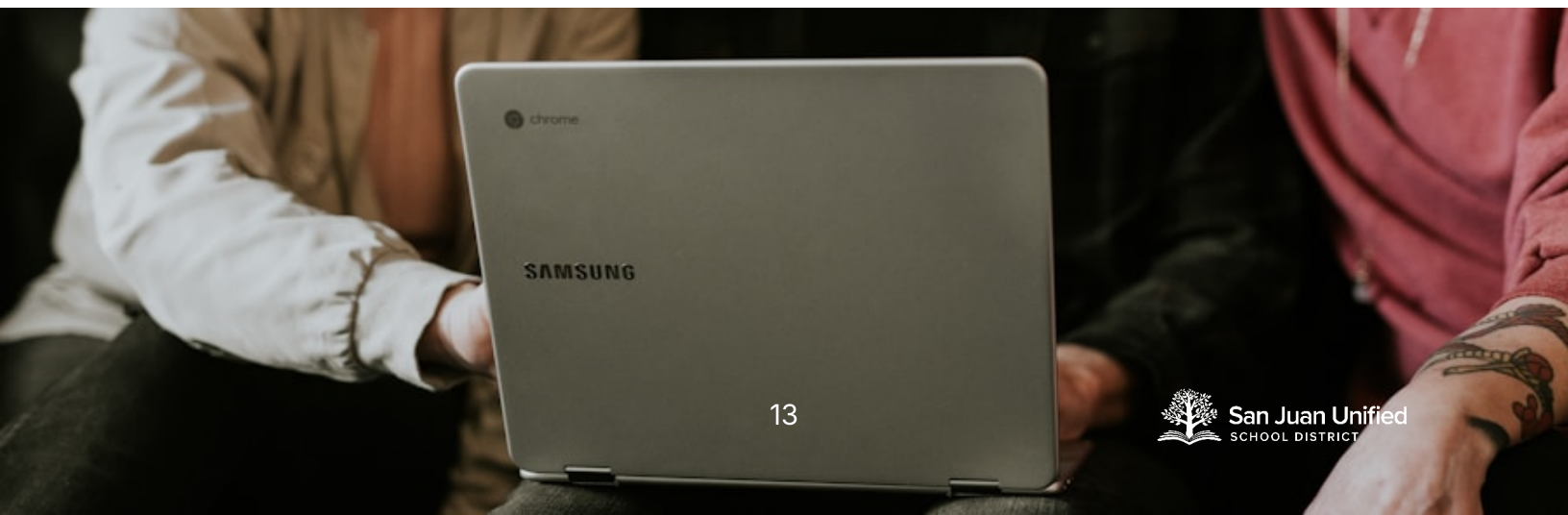
Ensure collaboration between staff, maintain communication, identify additional needed resources and evaluate effectiveness of efforts.

Work Location

Staff will be required to work at their assigned school site or another designated San Juan Unified facility unless the site is determined to be unsafe or space is unavailable to perform assigned duties. When a district facility is not provided, staff may be assigned to an alternate facility in a neighboring district or potentially work from home.

Professional Learning

The Instructional Technology team and Technology Services provide professional learning and support on relevant tools and strategies for remote instruction.



Operations

Meals

During limited closures, meal service continues via grab-and-go distribution at nearby, operational school sites. During a districtwide closure, the intent is to provide grab-and-go meal service at select locations throughout the district following all practicable health and safety precautions.

Safety

Physical safety protocols are detailed in the main CSSP. Health protocols during ICP activation follow guidance from Sacramento County Department of Public Health and state officials.

Transportation

If safe to do so, students who receive mandated transportation services will be provided transportation to alternate locations where instruction takes place during an emergency situation.

Business & Tech Services

The district maintains and will implement a business continuity plan which addresses access to essential systems such as the student information system and business support.

Interagency Cooperation

San Juan Unified works closely with external agencies, particularly public health and first responders, during emergencies. Based on their advice and/or needs of the larger community, elements of this plan may be modified.

Plan Maintenance & Review

Annual Review

This Instructional Continuity Plan, as part of the schools' Comprehensive School Safety Plan, will be reviewed and updated annually.

Adaptive Implementation

Elements of this plan will be modified as needed due to circumstances of each closure including but not limited to the availability of resources, guidance from state and local health officials, staffing availability and student need.

Process

The review process is overseen by the district's Safe Schools office in collaboration with Teaching and Learning.

Educational Partner Consultation

Annual review includes consultation with administrators, staff representatives, parents/guardians, students, and others as required by EC 3228

Adoption

This plan was adopted by the superintendent's cabinet in June of 2025. Contact the Chief of Staff's Office at (916) 979-8281 with suggested changes or questions.