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July 6, 2020

Florida K-12 Private Schools

RE: Instructional Continuity Plan Template

Dear Non-public Administrators:

In order to ensure educational continuity in Florida's non-public 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 that may be helpful.

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: Click or tap here to enter text.

School Code: Click or tap here to enter text.

District: Choose an item.

Address: Click or tap here to enter text.

Point of Contact for Distance Learning: Click or tap here to enter text.

School Contact Information (Phone/Email): Click or tap here to enter text.

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

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.

Click or tap here to enter text.

Section II: Information for Parents, Guardians and Students

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

Click or tap here to enter text.

Expectations of Parents/Guardians

Please describe your school's expectations of parents/guardians during distance learning

Click or tap here to enter text.

Continuation of Services

Please describe how services will be delivered during distance learning:

Click or tap here to enter text.

Access to Devices/Internet

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

Click or tap here to enter text.

How to Access Online Texts (if applicable):

Click or tap here to enter text.

Textbook/Materials Check Out/In

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

Click or tap here to enter text.

Local Meal Programs

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

Click or tap here to enter text.

Technical Support Issues

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

Click or tap here to enter text.

Section III: Responsibilities

Teachers

Please describe your teacher responsibilities related to the following areas:

Scheduling: Click or tap here to enter text.

Grading: Click or tap here to enter text.

Student Evaluation: Click or tap here to enter text.

Support Access: Click or tap here to enter text.

Instruction: Click or tap here to enter text.

Parent/Guardian Communication: Click or tap here to enter text.

Attendance: Click or tap here to enter text.

Administrators:

Please describe your administrator responsibilities related to the following areas:

Staffing (support, etc.): Click or tap here to enter text.

Sick Teachers: Click or tap here to enter text.

Emergency Decision Making/Delegation of Authority: Click or tap here to enter text.

Parent/Guardian Contact: Click or tap here to enter text.

Guidance Counseling/Mental Health: Click or tap here to enter text.

Non-Instructional Responsibilities: Click or tap here to enter text.

Section IV: School Policy & Procedures

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

Attendance: Click or tap here to enter text.

Grading: Click or tap here to enter text.

Student Workload: Click or tap here to enter text.

Student Private & Safety: Click or tap here to enter text.

Student Services: Click or tap here to enter text.

Technology Usage: Click or tap here to enter text.

Section V: Content Delivery

What methods of instruction has your school utilized during school closures?

Choose an item.

Please explain:

Click or tap here to enter text.

Methods:

Choose an item.

Please explain:

Click or tap here to enter text.

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

Click or tap here to enter text.

Digital Resources

Click or tap here to enter text.

Section VI Additional Documentation

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