

Excellence in Leadership Academy



Plan for Instructional Continuity During High Absenteeism and School Closures

**For Assistance with Curriculum or
any other questions please call
956-424-9504.**

I. Communication Strategies:

1. Plan for Instructional Continuity During High Absenteeism and School Closures document will be posted on the district website.
2. Administrator Meetings to communicate plan and timeline will be held March 20, 2020. Additional meetings will be held as deemed necessary.
3. The campus principal will conduct teacher grade level meeting to communicate the plan.
4. All district staff need to monitor their Outlook account for important emails.
5. All district staff need to monitor their GroupMe app for important communications.
6. Updates of the district status regarding COVID-19 will be communicated via the district website, Messenger and through staff email.
7. District will be closed until further notice; we will be monitoring weekly.

Support Systems Available at the District

II. Technology Resources:

1. All teachers have been issued laptops for communication and online learning.
2. I-Station is available to students in Pre-Kinder through 8th Grade.
3. Education Galaxy for 3rd through 8th Grade.
4. Pearson Reading Home Access for Kinder through 8th Grade.
5. Google Classroom for 6th through 8th Grade.
6. Optional Resources are Accelerated Reading, EPIC for reading, Star Fall for PK & K, Writing City for 4th & 7th Grade.
7. Spectrum is providing free Internet access. Parents need to call 1.844.488.83.98
8. Currently, we have the following technology available to distribute to students with technology needs.

Devices	Count
Chrome Books (Laptops)	73
Tablets	51
IPADS	20
Total	144

Instructional Delivery at a Distance

III. Administrators Responsibilities:

1. Maintain clear communication with Administration, Teachers, Staff, parents and students to ensure contribution of the Instructional Continuity During High Absenteeism and School Closure.
2. Work collaboratively to provide solutions to stakeholders.
3. Ensure that students receive the necessary TEKS based instructional resources to meet the needs of all students.
4. Keep open communication with all stakeholders through various avenues, such as District Website, Outlook emails, phone calls, or text messages.
5. Email Instructional Continuity Plan to all staff members.
6. Principal will provide necessary TEKS based instructional resources/print packets.
7. Ensure teachers are communicating with students twice a week.
8. Communicate with parents as necessary through phone calls & Messenger.
9. Verify the teacher's weekly grade entry through PEIMS and the submission of teacher contact logs.

IV. Teacher Responsibilities:

1. Lesson plans must be completed to reflect weekly instructional packets and online learning.
2. Teachers will provide assignments to students through I-Station, Education Galaxy and 6th-8th grade will use Google Classroom.
3. Teachers will need to communicate with parents through Class Dojo, Google classroom, Remind, or email a minimum of 2 times per week per student for any questions or concerns regarding the instructional home assignments.

4. Teachers are expected to work from home. Communication parent log documents and hard copies of these conversations need to be placed in a binder.
5. Our Pearson Reading curriculum has home access for students' use. Please give parents their child's login credentials.
6. PK4-8th students will need to login daily to their I-station accounts for Math & Reading for a minimum of 30 minutes each day for each subject. Teachers must ensure that students are logging in daily beginning next week by looking at the students' usage time. If students are not logging in, then teachers must contact parents.
7. Teachers need to print I-Station and Education Galaxy Student Reports.
8. 3rd-6th grade students will also need to work on Education Galaxy for a minimum of 30 minutes a day.
9. Teachers will still be responsible for picking up grades and posting them on a weekly basis for the following:
 - Kinder-3rd grade Math & Reading
 - 4th grade Math, Reading, & Grammar/Writing
 - 5th Grade Math, Reading, & Science
 - 6th Grade Reading & Math
 - 7th Grade Math, Reading, and Grammar/Writing
 - 8th Grade Math, Reading, Social Studies, & Science
10. Include in your homework packet additional online resources that students can use at home such as Accelerated Reader (A.R.), Epic, Star Fall, Writing City, etc.
11. Students will return instructional packets when they return, or they can take a picture of the assignment that will count as a grade and either email it or send it to the teacher through Class Dojo. Parents will be given those options.
12. Middle school teachers will need to assign their assignments through Google Classroom.
13. Teachers will create a private Facebook account or other types of media account to communicate lessons with students.
14. Counselor will be providing teachers with Character Education lessons.

V. Campus Staff:

1. Campus Staff will come in to assist with the distribution of assigned work to our students. Campus Staff is defined as Superintendent, Business Office, Principal, Instructional Facilitator, Counselor, PEIMS, Librarian, Front Office Secretary, Nurse, Paraprofessionals and Custodians.
2. March 23rd will be utilized to meet with staff and prepare instructional resources for distribution. Grade Level Meetings will be scheduled as needed throughout the day to avoid more than 10 individuals in a room.

Special Education Program

VI. Special Education Teacher:

In order to provide FAPE for our special education students, we must allow them the educational opportunities offered to general education students.

1. Special education teacher will provide packets of instructional materials for students in Special Education Program.
2. Special education teacher, as you assist with the packets, please remember that the packets must have the instructional accommodations in the IEP that were agreed upon at ARD.
3. Packets also need to be provided for homebound students that are enrolled.
4. Special education teacher must keep a phone call log for the students in your caseload just like general education teachers. You must make contact with the parents twice a week to offer educational support.
5. For any annuals that are scheduled in the next two weeks, contact the parent by phone to inform them that an annual ARD will be scheduled as soon as school opens, and we have the personnel required for ARDs. Document your phone call in a prior written notice.

Since schools will be closed for the next two weeks, we will not be able to evaluate students, have ARD meetings, or provide related services. The expectation is that

when we return, we will return to business as usual. Therefore, continue to work on paperwork for ARDs so that when we return you will be ready.

VII. Initial Evaluations and ARDs:

In reference to any initial evaluations and ARDs that were scheduled in the next two weeks, below is a list of expectations:

1. For any initial evaluations that are due within the next two weeks. Please call the parents to inform them that schools are closed, and we will not be able to test their children until students return to school, because our testing requires face-to-face assessments. Complete a prior written notice that states that we are going to test, but testing will be completed when school opens and students return to school.
2. If you were going to present results of an initial at ARD, contact the parent by phone and inform them of the evaluation results and complete a prior written notice. Inform them that an ARD will take place as soon as we open the schools.
3. For any annuals that are scheduled in the next two weeks, contact the parent by phone to inform them that an annual ARD will be scheduled as soon as schools open and we have the personnel required for ARDs.

Instructional packets that are sent home for special education students need to have the instructional IEP accommodations agreed upon at ARD. Related services such as Speech, and Occupational Therapy will not be provided to students until our district opens.

Child Nutrition Program

1. Mrs. C. Alfaro will apply for Summer Seamless Program.
2. Meal services will begin March 23rd.
3. Grab and Go for Breakfast and Lunch from Monday through Friday.
4. Meals can be picked up for all week for both Breakfast and Lunch.
5. Seamless Summer Feeding Program:
 - a. Breakfast from 8:00 am. to 9:30 am.
 - b. Lunch from 10:30 am. to 12:00 pm.