Continuity of Learning Plan Tool

Please use this template to document your SUs/SDs plan. You may use the Continuity of Learning (COL) Reference document which has questions to consider and related resources for each Essential Element to inform the design of your plan. If you would like assistance from your education colleagues at the Agency of Education, please check the box for help, and we will gladly work to assist you.

# Communication

| **Essential Element**  |
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| 1. **Describe your communication plans/routines for student to teacher, teacher to student, staff to staff, and staff to family/community.**
 | **Person(s) Responsible**  | **Help?**  |
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# Structures for Student Success

| **Essential Element**  |
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| 1. **Describe how you will establish consistent expectations of teachers, in terms of providing learning opportunities for their students. These expectations should include regular office hours/check-ins and feedback loops for students.**
 | **Person(s) Responsible**  | **Help?**  |
|        |        | [ ]  |
| 1. **Describe your system/structure for ensuring that all students, especially those struggling, get**

**support (academic, social/emotional, or technology/material needs) in a timely fashion.** | **Person(s) Responsible** | **Help?**  |
|   |        | [ ]  |
| 1. **Describe how you will structure student learning that is flexible enough (e.g., asynchronous to synchronous interactions, weekly vs. daily planning, etc.) to meet student needs and provides predictability for students, families, and educators.**
 | **Person(s) Responsible** | **Help?**  |
|   |        | [ ]  |
| 1. **Describe how you will monitor and evaluate the effectiveness of your remote learning plan.**
 |  **Person(s) Responsible** |  **Help?**  |
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# Instruction and Feedback

| **Essential Element**  |
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| 1. **Describe how you will identify critical proficiencies for the remainder of the year and how you will design learning activities that support students to meet these critical proficiencies [appropriate for each grade level cluster (PreK, primary, intermediate, middle and high school)].**
 |  **Person(s) Responsible**  |  **Help?**  |
|  |        | [ ]  |
| 1. **Describe your process to create opportunities for teachers and staff to work collaboratively or in teams around curricular design and support of students, and to ensure continuity in case of staff illness.**
 |  **Person(s) Responsible**  |   |
|        |        | [ ]  |
| 1. **Describe your plan to support and provide professional learning opportunities for teachers, counselors, and staff around effective remote (including virtual) instructional design, delivery and practice.**
 |  **Person(s) Responsible**  | **Help?**   |
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# Ensuring Accessibility

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| **Essential Element**  |  |  |
| 1. **Describe how you will ensure the provision of FAPE.**
 |  **Person(s) Responsible**  |  **Help?**  |
|        |        | [ ]  |
| 1. **Describe how you will address adherence to FERPA.**
 |  **Person(s) Responsible**  |  **Help?**  |
|       |        | [ ]  |
| 1. **Describe how you will address equitable student access to instructional materials and instructional experiences.**
 |  **Person(s) Responsible**  |  **Help?**  |
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