District Instructional Continuity Planning Overview

March 20, 2020
Instructional Continuity Planning Overview

What is the goal of Instructional Continuity Plans?
Launch “At-home Schools” that maximize the amount of instructional time for students this school year and support student mastery of grade level standards.

How can the agency help?

- Provide planning and resource supports to districts to launch at-home schools across four main phases of work:
  - 1) Assessing the landscape
  - 2) Designing an at-home curriculum and instruction model
  - 3) Operationalizing at-home schools
  - 4) Providing ongoing support
- Collect and share exemplar district continuity plans and best practices on instructional continuity during high absenteeism and school closures.
# Critical Success Factors for Student Learning

Strong Instructional Continuity plans will help districts meet the following success factors:

<table>
<thead>
<tr>
<th>Continuous Student Learning</th>
<th>Optimize Resources</th>
<th>Set Clear Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connect learning from school year to remote instruction to provide continuous learning experience for students</td>
<td>Maximize use of existing and available district resources</td>
<td>Create clear roles and responsibilities for all stakeholders for duration school year</td>
</tr>
</tbody>
</table>
The agency has organized instructional continuity supports into four phases of work that districts will complete as they move to an at-home learning environment.

<table>
<thead>
<tr>
<th>Phase 1: Conduct Landscape Analysis</th>
<th>Phase 2: Finalize At-Home Curriculum &amp; Instruction Model</th>
<th>Phase 3: Operationalize At-Home Model</th>
<th>Phase 4: Provide monitoring and support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assess student and teacher at-home access related to technology, delivery methods and instructional materials</td>
<td>Make decisions on model based on landscape analysis</td>
<td>Solidify and execute plans related to scheduling, staffing, communications, professional development and obtaining resources</td>
<td>Oversee ongoing operations, monitor student learning progress and continuously improve at-home model</td>
</tr>
</tbody>
</table>
Instructional Continuity Framework

Many districts are already in the process of working through these phases so resource may be used to improve or enhance at-home models over time.

|------|------|------|-----|------|------|------|-----|------|------|------|-----|

Short-term Solution

Many districts have, or will soon have, a short-term at-home model to provide immediate guidance

**Leverage Agency Resources to Improve & Enhance At-home Model**

- **Phase 1:** Landscape Analysis
- **Phase 2:** *Enhance* At-Home Curriculum & Instruction Model
- **Phase 3:** Operationalize *Enhanced* At-Home Model
- **Phase 4:** Provide monitoring and support
Resource Development Overview

Guidance resources will be released aligned to the Instructional Continuity phases of work

Instructional Continuity Framework Guidance Resource

**Purpose:**
The TEA Instructional Continuity Framework supports school districts in planning, operating, and continuously improving at-home instructional models for students during school closures.

**Framework Overview:**
The TEA Instructional Continuity framework is composed of two resources: The Instructional Planning Tool and the Instructional Continuity Planning Guide (this document).

1) The Instructional Continuity Planning Tool provides a step-by-step roadmap to help districts develop at-home instructional models. After establishing a district's planning phase (step 1), district leaders work through the planning tool to assess current capabilities and necessary processes for continued instruction.

   The planning tool is separated into four phases that are further divided into planning categories. The categories include considerations like at-home technology access, student needs, and ongoing support for students and teachers.

2) The Instructional Continuity Planning Guide provides a detailed extension of the Instructional Planning Tool to give district leaders additional guidance, resources, and tools. This guide allows district leaders to explore options for decisions outlined within the planning tool, ensuring that leaders have the resources to meet district needs.

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**Sample District Instructional Continuity Project Planning Tool**

<table>
<thead>
<tr>
<th>Phase</th>
<th>Rel</th>
<th>Planning Category</th>
<th>Activities</th>
<th>Suggested Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase I: Project Management</td>
<td>1.1</td>
<td>Establish Planning and Management Structure</td>
<td>Develop cross-departmental task force focused on instructional continuity planning.</td>
<td>3 4 5 6 7 8 9 10 11 12 13 14 15</td>
</tr>
<tr>
<td>Phase I: Conduct Landscape Analysis</td>
<td>1.2</td>
<td>Assess Access to Instructional Delivery Methods</td>
<td>Identify gaps in systemic and instructional delivery model limitations.</td>
<td>16 17 18 19 20 21 22 23 24</td>
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</tbody>
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Instructional Continuity Framework

Additional planning categories can be followed within each phase of work.

**Phase 1: Conduct Landscape Analysis**
- At-Home Technology Access (internet and devices)
- Instructional Delivery Method Access (LMS options)
- Access to Quality Instructional Materials

**Phase 2: Finalize At-Home Curriculum & Instruction Model**
- Determine At-home Curriculum and Instruction Model

**Phase 3: Operationalize At-Home Model**
- At-Home Scheduling
- Staffing Models
- Stakeholders Communications
- Professional Development
- Distribute Materials

**Phase 4: Provide monitoring and support**
- Student Progress
- Ongoing Teacher Supports
- Troubleshoot Problems
- Support Ongoing Operations
- Continuous Improvement
Resource Development Overview

Additional resources will be developed in the coming weeks related to each phase of work.

1. Phase 1: Conduct Landscape Analysis
   - Sample student and teacher technology surveys
   - Database of learning platform resources
   - Database of instructional materials resources

2. Phase 2: Finalize At-Home Curriculum & Instruction Model
   - District sample templates to finalize at-home model

3. Phase 3: Operationalize At-Home Model
   - Sample templates and guidance for:
     - Master schedules
     - Staffing models
     - Communications
     - Professional development plans

4. Phase 4: Provide monitoring and support
   - Sample templates and guidance for:
     - Ongoing teacher coaching
     - Troubleshooting systems and processes
     - Feedback tools

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