



**STUDENT LEADERSHIP ACADEMY**

# **Instructional Continuity Plan**

March 23, 2020

200 Field Ave E Venice, FL 34285  
(941) 485-5551

## Table of Contents

|       |  |       |
|-------|--|-------|
| I.    | Introduction.....                        | 3     |
| II.   | Hourly Requirements.....                 | 3     |
|       | a. Work Hours                            |       |
|       | b. Core Credits                          |       |
|       | c. Elective Credits                      |       |
|       | d. High School Credits                   |       |
| III.  | Attendance.....                          | 4     |
| IV.   | Instruction and Content Delivery.....    | 4     |
| V.    | Online Instructional Resources.....      | 4     |
| VI.   | Login Steps for Different Platforms..... | 5-12  |
|       | a. Achieve3000                           |       |
|       | b. Blackboard Learn                      |       |
|       | c. Clever/Big Ideas                      |       |
|       | d. IXL                                   |       |
|       | e. HMHCO                                 |       |
| VII.  | Teacher (Class) Websites.....            | 12    |
| VIII. | Student Support.....                     | 12    |
| IX.   | Assessment/Grading.....                  | 13    |
| X.    | Student Services.....                    | 13-14 |
|       | a. ESE                                   |       |
|       | b. Gifted                                |       |
|       | c. ELL                                   |       |
|       | d. 504                                   |       |
|       | e. Contracted Services (SLP, OT, etc.)   |       |
| XI.   | Mental Health.....                       | 14    |
| XII.  | Technical Support.....                   | 14    |
| XIII. | Technology/Network Guidelines.....       | 14    |
| XIV.  | Additional Information.....              | 14    |

# **Student Leadership Academy**

## **Instructional Continuity Plan**

### **Introduction:**

On rare occasion, it may be necessary to close our school due to weather or other unforeseen emergency situations. With the recent development of COVID-19, Student Leadership Academy will make every effort to ensure that our students' educational opportunities will continue while they are at home. Over the years, our dedicated teachers have compiled and used a comprehensive collection of content and digital resources. Our Instructional Continuity Plan addresses how content will be delivered to our students throughout this unprecedented school closure. The ICP will explain which platforms and resources students will use for core instruction and which supplemental materials and resources will be used to enhance core instruction.

During these unprecedented times, partnerships and communication between parents, teachers and support staff will be an essential component of being successful in monitoring student progress in a distance learning environment.

Please visit the school's website at <http://SLAvenice.org> for more information and to access our teacher's websites.

### **Work Hours:**

- Faculty and Staff are working on-site and from home, based upon their responsibilities and instructional needs.
- Teachers will be available to students and parents online via email, Monday through Friday from 8:00 am – 3:00 pm. Teachers may be available outside of these set hours.
- Support Staff will be available to students and parents online via email, Monday through Friday from 8:00 am – 3:00 pm. Support Staff may be available outside of these set hours.

### **Hourly Requirements:**

#### **Core Classes for Credits (4 hours per week of blended, hybrid instruction):**

- Students will receive 2 hours (minimum) of virtual instruction each week via Zoom, Blackboard, Prezi, Google Hangout and/or teacher YouTube channel.
- The scheduling of the hours for teachers and students are flexible, EXCLUDING the scheduled time teachers set as "Office Hours" and/or Blackboard classroom.
- Students will then be assigned 2 hours of additional assignments and assessments, via Teacher websites, Blackboard and/or other Core resources (HMH, Big Ideas, IXL, Achieve, etc.) to ensure that each student receives at least 4 hours minimum of instruction time per week.

#### **Elective Classes (2 hours per week of blended, hybrid instruction):**

- Students will receive 2 hours per week from their two (2) currently enrolled electives. This is to keep their mental health and interaction enjoyable as well as productive.

#### **High School Courses (4 hours per week of blended, hybrid instruction):**

- High school courses will also meet the 4 hours per week minimum: Two hours via FLVS, Zoom, Blackboard or YouTube channel and 2 hours of assignments and assessments.

### Attendance:

- Attendance will be required each day starting on April 6<sup>th</sup>.
  - Attendance will be taken through Achieve3000 (students only need to login to their account by 5:00 pm, this will automatically log their attendance for the day).
- Students are expected to login daily and complete their required assignments in each of their classes or subjects as they would in a traditional school environment.
- **Distance Learning is not optional.** Participation in the Instructional Continuity Plan is essential to complete the academic 2019-2020 school year.

**Note:** Students who do not have online access, simply need to email Mrs. Joella Cribbs at [Joella.Cribbs@sarasotacountyschools.net](mailto:Joella.Cribbs@sarasotacountyschools.net) each day by 5:00 pm, to be counted present for the day.

### Instruction/Content Delivery:

- Teachers will begin to deliver virtual instruction to students starting the week of April 6<sup>th</sup>.
- Virtual Instruction may be live or pre-recorded video for students to watch via Zoom, Smartphone and/or posted to a YouTube channel, Teacher websites, or on a Blackboard classroom.
- Teachers will utilize current core resources (HMH, Big Ideas, Achieve, etc.) but may also utilize supplemental resources such as:
  - IXL, Algebra Nation (all grade levels), USATestPrep, Khan Academy, etc.
- Teachers may also access Blackboard classroom
  - These classrooms have already been created and activated.
  - Benefits of Blackboard are that all resources used can be located in one place (including assessments) and it is password protected.
  - Assessments may be created in Blackboard, giving teachers flexibility with assessment content as an alternative to using the pre-generated ones from online resources.
- USATestPrep licenses have been created for all core academic subject areas.
  - Students will be notified if a teacher decides to use this learning platform.
  - USATestPrep may be used to provide assessments for students and allows detailed progress monitoring reports.
- Administration will update staff of new resources as they become available.

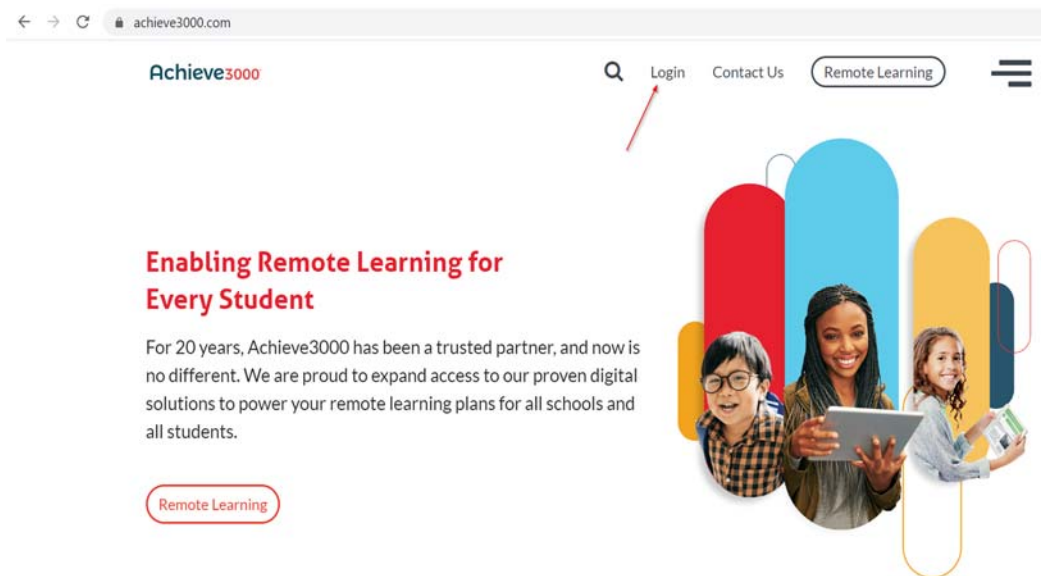
### Online Instructional Resources:

|      |                       | Core Curriculum |                |             |            |             |         | Supplemental Curriculum                  |          |     |          |                 |                |              |                        |
|------|-----------------------|-----------------|----------------|-------------|------------|-------------|---------|--|----------|-----|----------|-----------------|----------------|--------------|------------------------|
|      |                       | Achieve3000     | Big Ideas Math | HMH Science | HMH Civics | USATestPrep | MindTap | Blackboard Learning<br>(select teachers) | Code.org | IXL | Duolingo | Pearson Realize | Algebra Nation | Khan Academy | One Pass Cloud Library |
| 6-8  | Language Arts/Reading | •               |                |             |            | •           |         | •  |          | •   |          |                 |                |              | •                      |
|      | Mathematics           |                 | •              |             |            | •           |         | •  |          | •   |          |                 | •              | •            |                        |
|      | Science               |                 |                | •           |            | •           |         | •  |          |     |          |                 |                |              |                        |
|      | Social Sciences       |                 |                |             | •          | •           |         | •  |          | •   |          |                 |                |              |                        |
| 9-12 | Language Arts/Reading | •               |                |             |            | •           |         | •  |          | •   |          |                 |                |              | •                      |
|      | Mathematics           |                 | •              |             |            | •           |         | •  |          | •   |          |                 | •              | •            |                        |
|      | Science               |                 |                |             |            | •           | •       | •  |          |     |          |                 | •              |              |                        |
|      | Social Sciences       |                 |                |             |            | •           |         | •  |          |     |          |                 |                |              |                        |

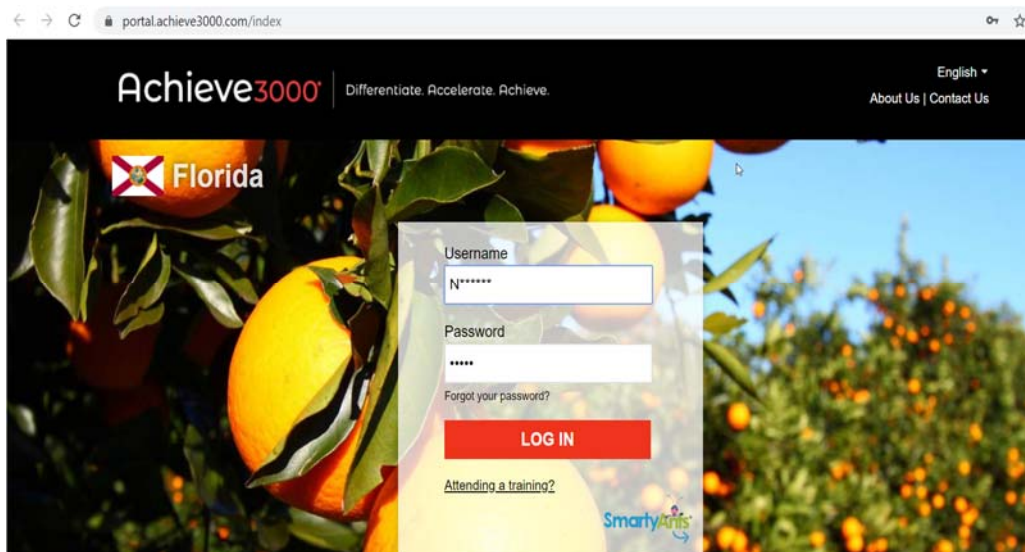
## Login Steps for different platforms:

### Achieve3000

1. Please visit <https://achieve3000.com/>
2. Select 'Login'



3. Type in the username (Student's N number) and password (Student's pin number)  
**\*Make sure to put the letter N in front of the number as seen below\***



4. Select 'LOG IN'

5. You should see a screen similar to this with the student's name at the top-right

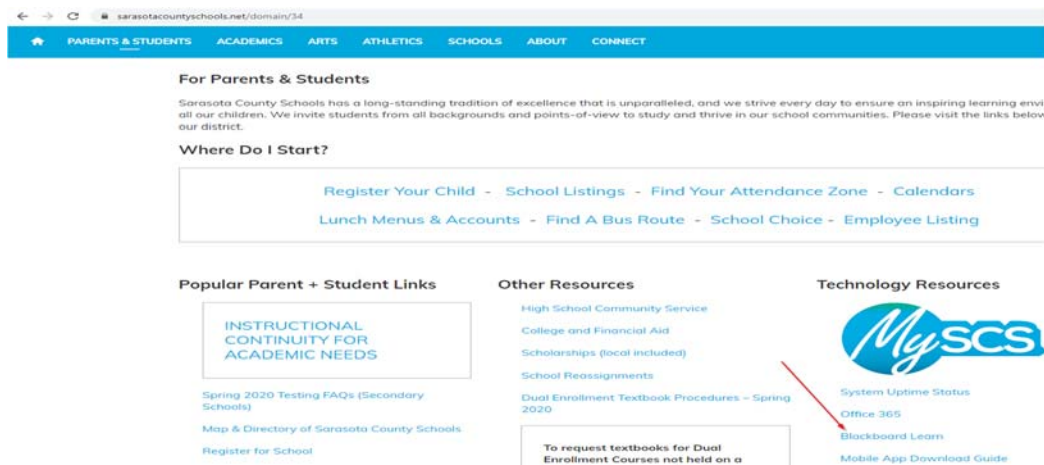


## Blackboard Learn

1. Please visit <https://www.sarasotacountyschools.net/>
2. Select 'PARENTS & STUDENTS' at the top-left



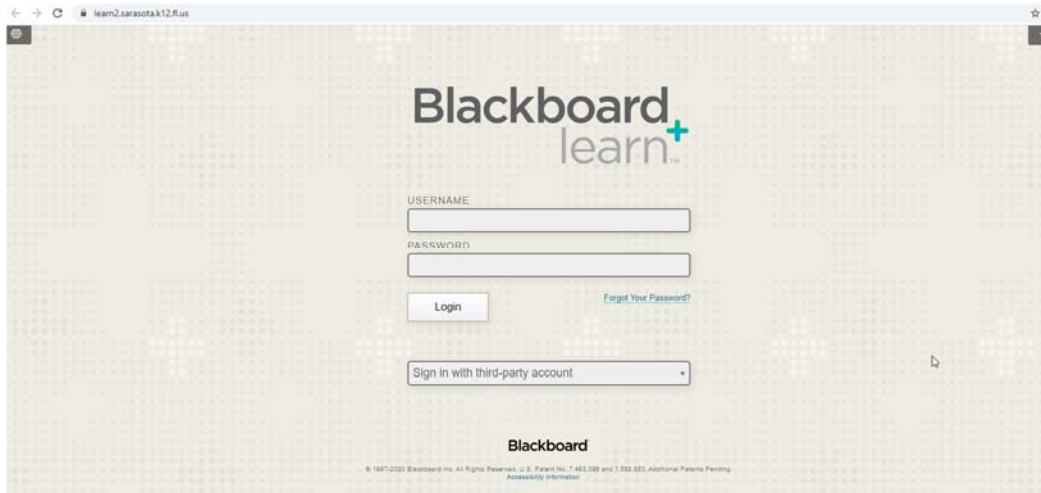
3. Scroll down until you see 'Blackboard Learn'



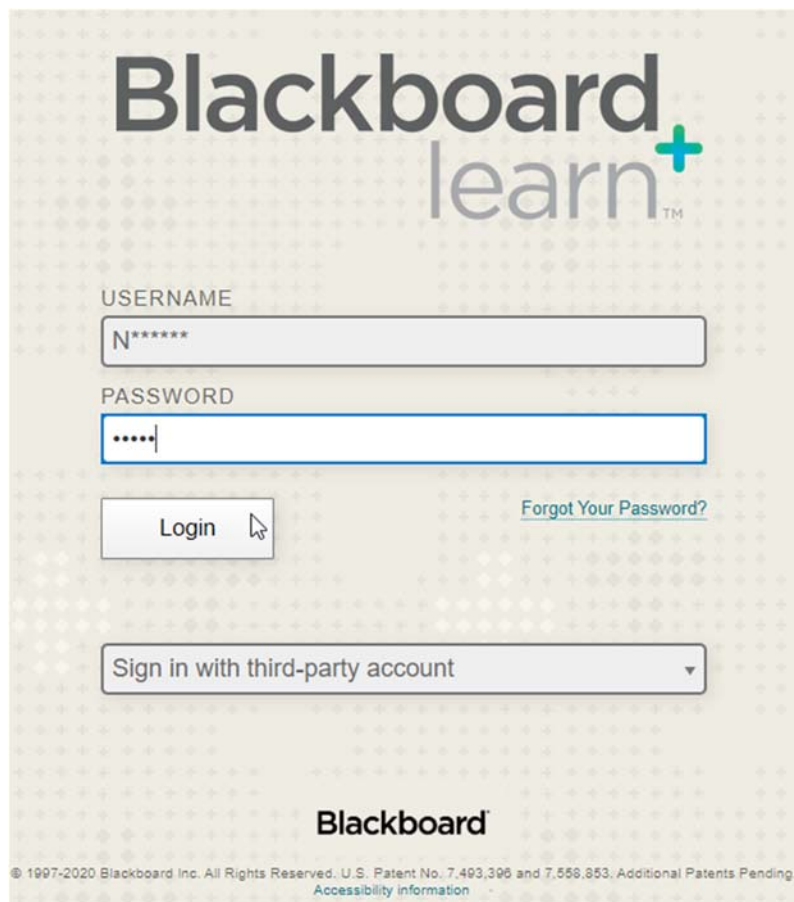
4. Click on it



5. You should see this screen

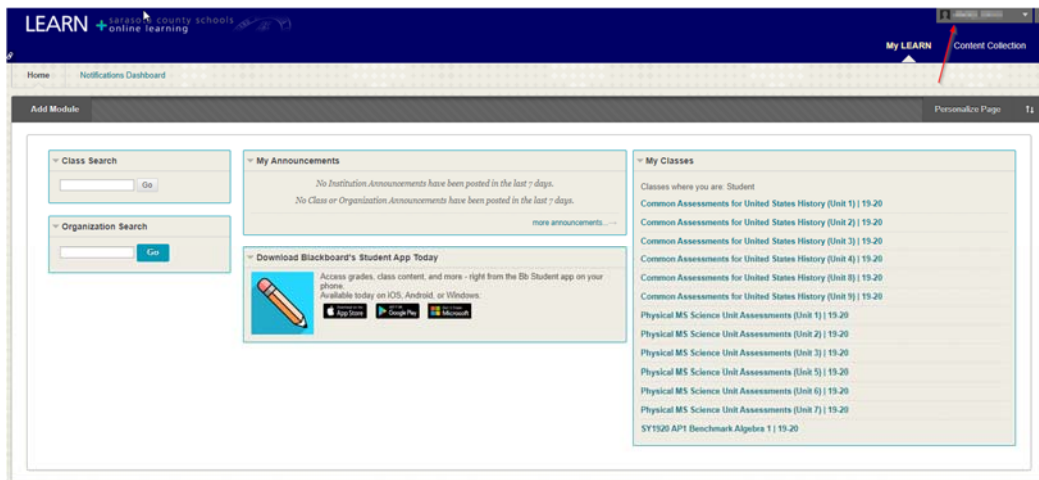


6. Type in the username (Student's N number) and password (Student's pin number)  
**\*Make sure to put the letter N in front of the number as seen below\***



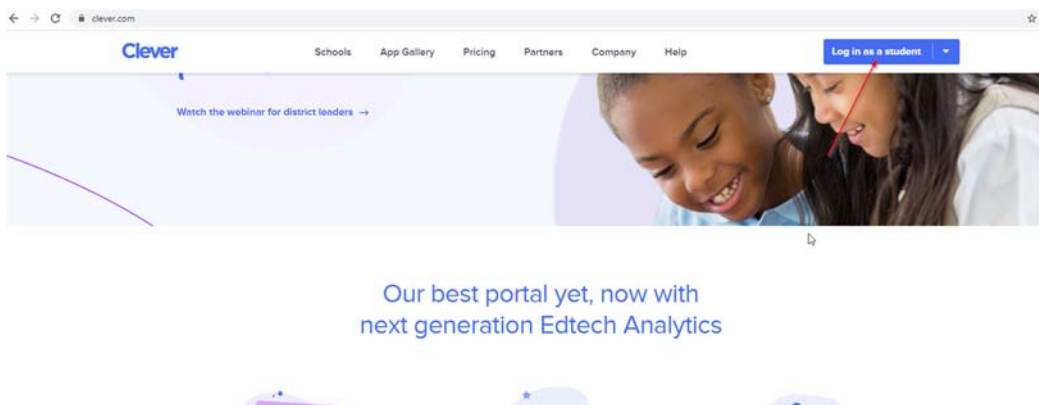
7. Click 'Login'

- You should see a screen similar to this with the student's name at the top-right

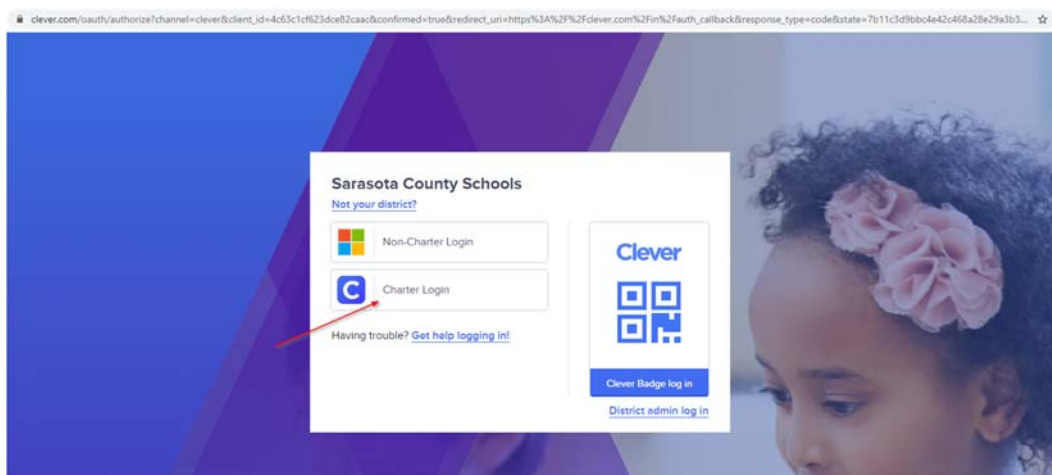


## Clever/Big Ideas

- Please visit <https://clever.com/>
- Select 'Log in as a student' at the top-right

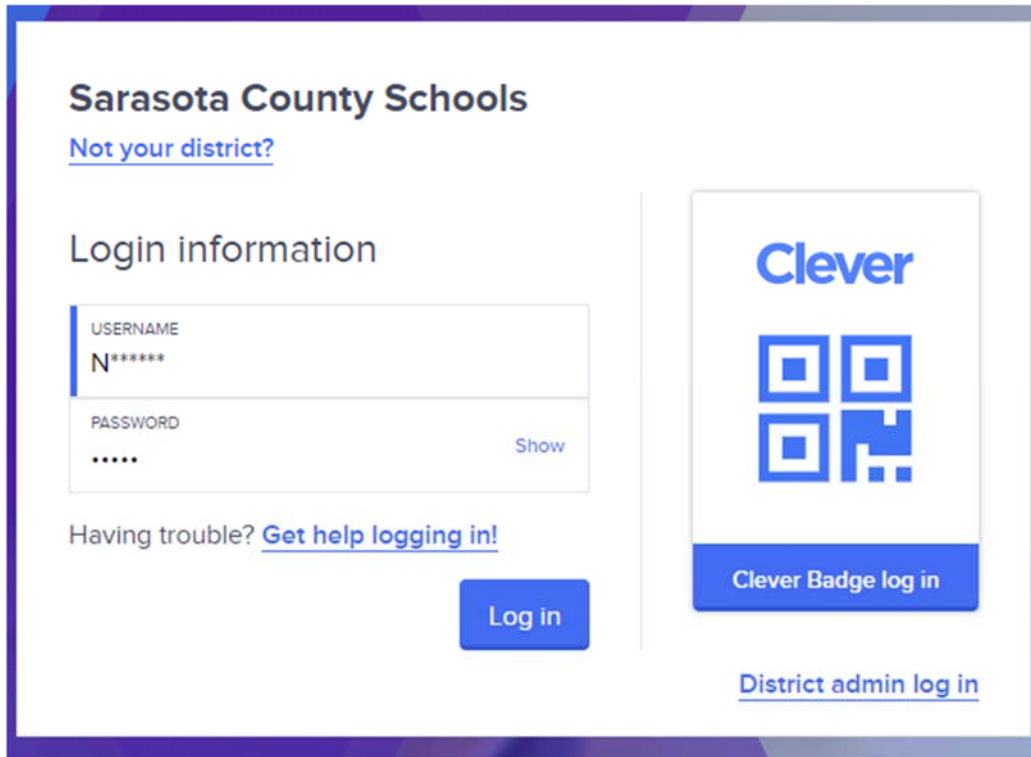


- Choose 'Charter Login'



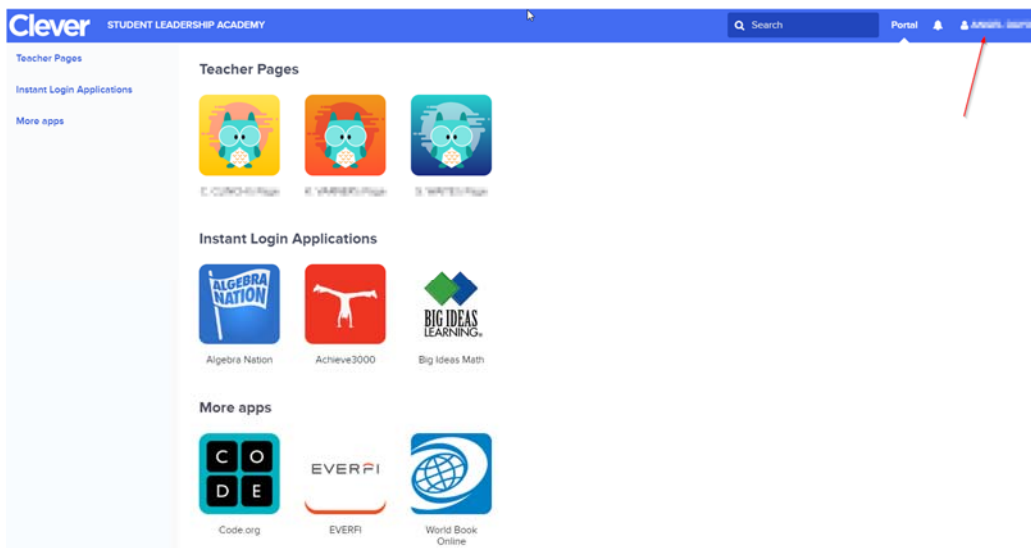


4. Type in the username (Student's N number) and password (Student's pin number)  
**\*Make sure to put the letter N in front of the number as seen below\***



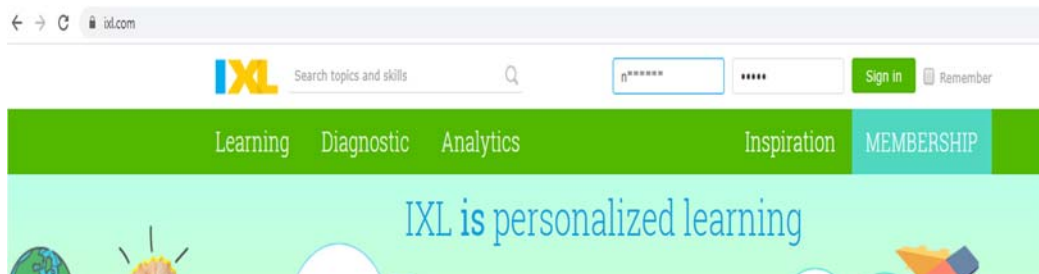
The image shows the login page for Sarasota County Schools. At the top, it says "Sarasota County Schools" with a link "Not your district?". Below this is a "Login information" section with two input fields: "USERNAME" containing "N\*\*\*\*\*" and "PASSWORD" containing "\*\*\*\*\*". There is a "Show" link next to the password field. Below the fields is a link "Having trouble? Get help logging in!". A blue "Log in" button is at the bottom left. On the right, there is a "Clever" logo with a QR code and a "Clever Badge log in" button. At the bottom right, there is a link "District admin log in".

5. Click 'Log in'
6. You should see a page like this with the student's name at the top-right of the page

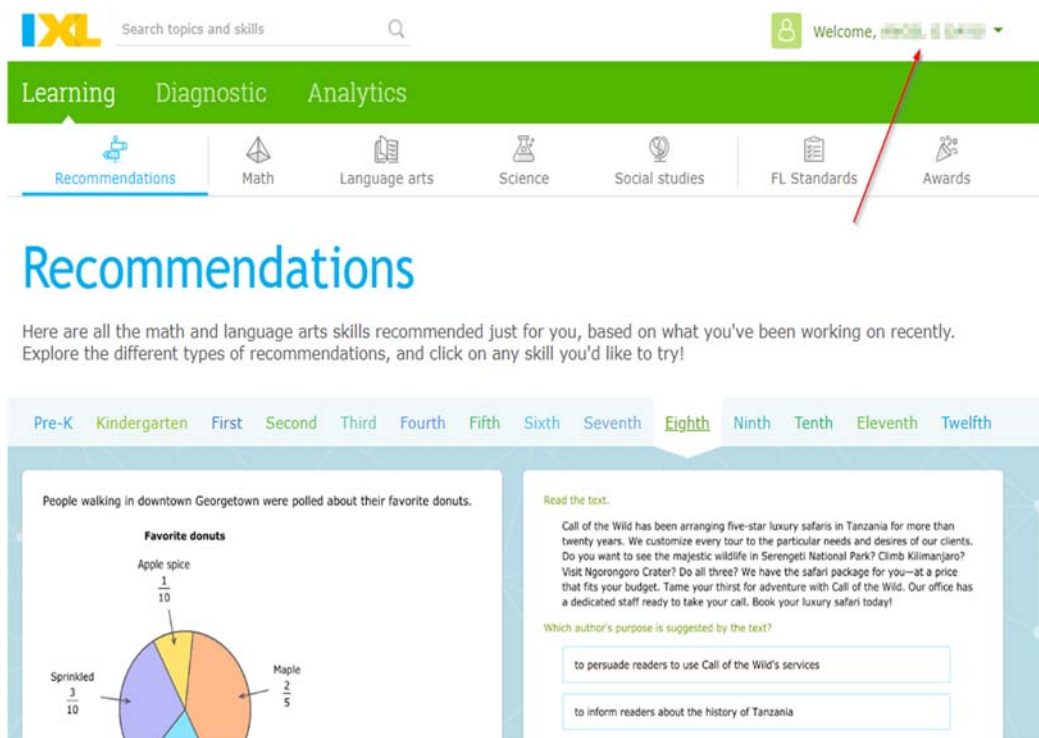


## IXL

1. Please visit <https://www.ixl.com/>
2. Type in the username (Student's N number) and password (Student's pin number)  
**\*Make sure to put the letter N in front of the number\***  
**\* Few students' usernames will be the N number with 941 after it – eg. N\*\*\*\*\*941 \***

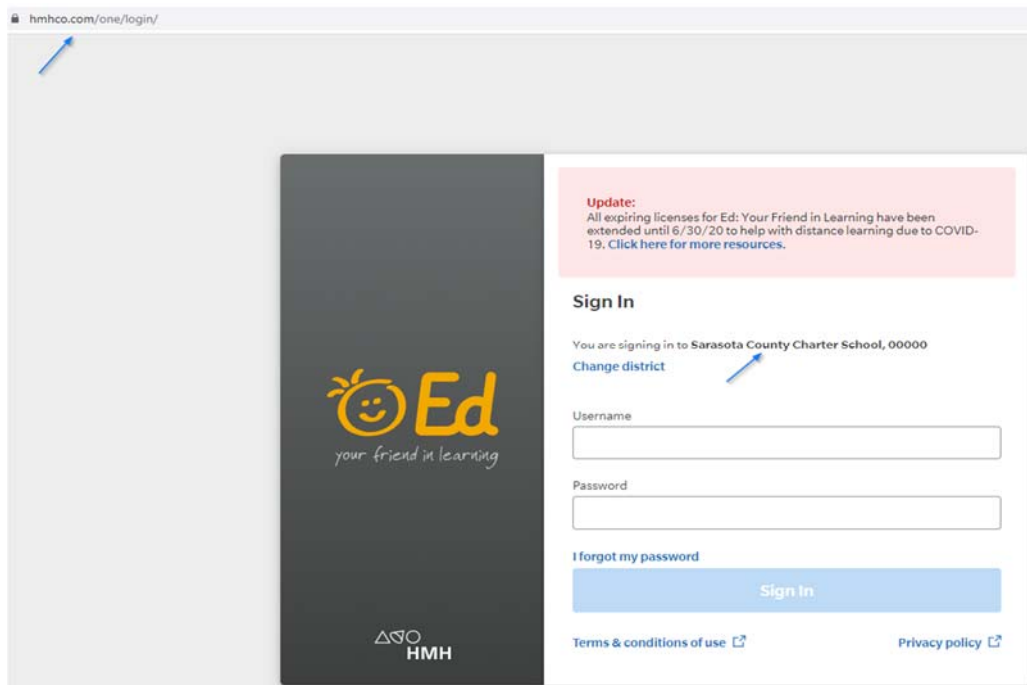


3. Click 'Sign in'
4. You should see a page like this with the student's name at the top-right

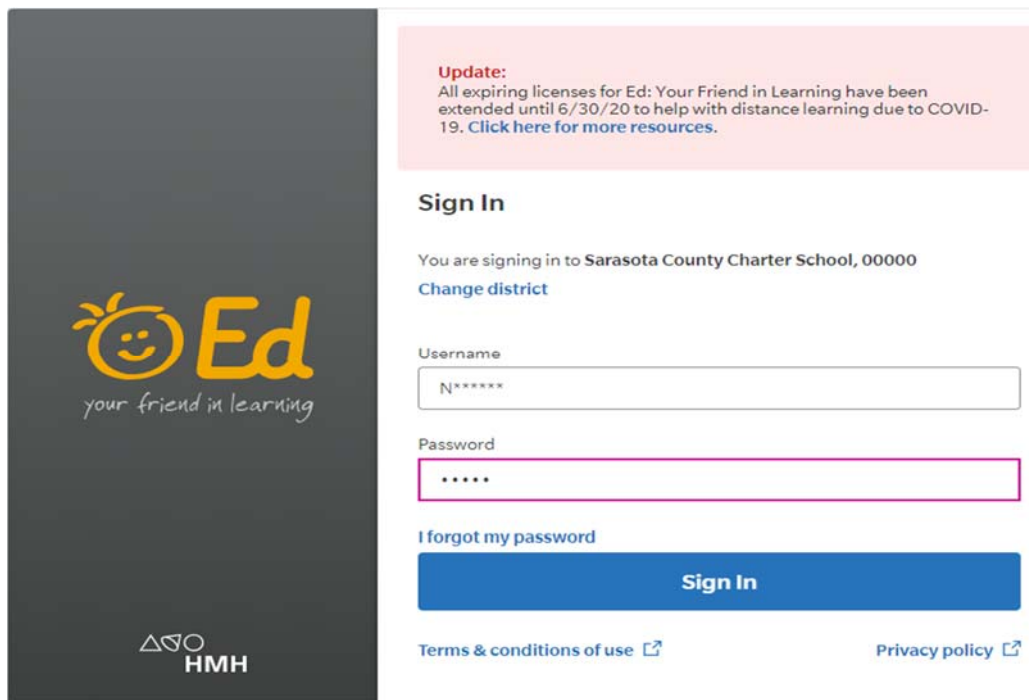


## HMHCO

1. Please go to <https://www.hmhco.com/one/login/>
2. Once there, ensure you select 'Sarasota County Charter School' as the district

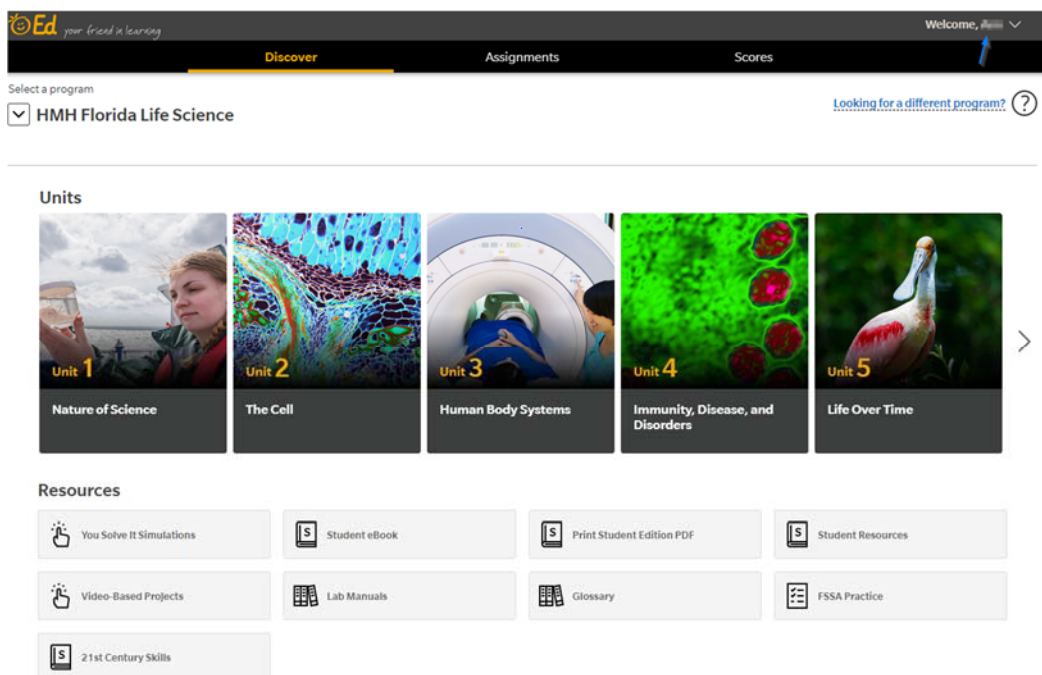


3. Type in the username (Student's N number) and password (Student's pin number)  
**\*Make sure to put the letter N in front of the number as seen below\***



4. Select 'Sign In'

5. The student should see something like this when he/she is logged in. It will say 'Welcome, \*name\*' in the top-right



**NOTE: Paper-based packets will be available at school every Friday by 2:00 pm for students who do not have online access.**

### Teacher (Class) Websites:

- Teacher websites will be the point of contact for each class, regardless of what core or supplemental resources they choose to utilize.
- Teacher websites will be updated regularly to communicate to parents and students using clear expectations.
- Teachers may include weekly messages and instruction for students.
  - This is the main platform of interaction with our students.

### Student Support:

- Teachers will be available on a daily basis from 8:00 am to 3:00 pm via email and during set “office hours” via Zoom to answer questions and help support their students.
- Teachers will utilize Zoom to offer help sessions for students.
  - These sessions (“office hours”) will be pre-arranged by each teacher and offered to students several days per week.
  - Using Zoom, teachers will also have the capability of creating a “waiting room” where students can enter for help. Teachers are notified when a student has entered the room.
- Teachers may also help students via email or by posting helpful videos directly onto their websites.
- Teachers may also use examples of work or include rubrics with assignments.

**Assessments:**

- Assessments may be given through online platforms (i.e. Big Ideas or HMH).
- Teachers may choose to create their own assessments for students.
  - Assessments may be posted in Blackboard for students to complete.
- Assessments won't always be quizzes/tests but could also be project-based.
- Teachers will define clear expectations for students so they know how to be successful.

**Grading/Feedback:**

- Grades will be entered into TeacherEase in a timely manner.
  - This will allow parents and students to see when assignments have been received and if a grade has been entered.
  - Due to these extraordinary circumstances, no student will receive a grade of below 70% in any course in which they are making an effort to participate. Teachers will apply generous grading methods and content submission/completion timelines.
- Assignments are to be graded for completion only during these first two weeks.
  - Starting April 6th, assignments may be graded for accuracy.
  - Teachers will choose meaningful assignments that are a demonstration and reflection of their students learning.
- Our goal in providing timely feedback is to remind our students that we are holding them accountable for expectations but also helping them grow and reflect on every assessment.

**Exceptional Student Education (ESE):**

- Students will follow grade level or course curriculum with applicable accommodations.
- Students with Individual Educational Plans (IEPs) will continue to receive access to educational and related services.
- ESE teachers will provide services and supports in collaboration with the content area teacher.
- ESE staff will set up support through electronic delivery (Zoom) for students who receive related services.
- The ESE Liaison will be responsible for scheduling and conducting virtual IEP meetings.

**Gifted Students:**

- Gifted endorsed teachers will provide students with enrichment activities and online resources that align to gifted frameworks.
- Students will continue to receive access to related services.
- The ESE Liaison will be responsible for scheduling and conducting virtual EP (Educational Plan) meetings.

**English for Speakers of Other Languages (ELL):**

- Students will follow grade level or course curriculum with applicable accommodations.
- The ESOL Liaison will provide supports in collaboration with the content area teacher.
- The ESOL Liaison will be responsible for scheduling and conducting virtual ELL (English Language Learner) meetings.

**Student 504 Plans:**

- Students will continue to follow grade level or course curriculum with applicable accommodations.
- Students will continue to receive access to related services.
- The 504 Coordinator will be responsible for scheduling and conducting virtual 504 meetings.

**Speech and Occupational Therapy:**

- Our contracted Speech and OT personnel will schedule and conduct these services.

**Mental Health:**

- Students can reach out to our school psychologist, Dr. Kim LaCivita by email at [Kimberly.LaCivita@sarasotacountyshools.net](mailto:Kimberly.LaCivita@sarasotacountyshools.net).
- Dr. LaCivita will schedule a face to face Zoom conference with your student, if necessary.
- Students/Parents can visit our Mental Health page on the school's website for more information and additional resources.

**Tech Support:**

- Students/Parents can email our Tech Support at [Phillann.Prendergast@sarasotacountyshools.net](mailto:Phillann.Prendergast@sarasotacountyshools.net).

**Technology and Network Guidelines:**

- It is the expectation that all users of this communication system demonstrate common politeness and courtesy.
- If any user violates any of these provisions, his or her access to electronic information services will be terminated. Willful violations will lead to disciplinary action, and if a criminal offense is committed, the user will be prosecuted per Florida Statute 815.04.
- **Unacceptable use of computers and electronic information services includes:**
  - Sending Electronic email which harms or injures the reputation of others;
  - Using network access to alter or destroy information belonging to others;
  - Profanity, obscenity, or other language which may be offensive to another user;
  - Copying or forwarding personal communications to others with malicious intent;
  - Copying software or other copyright protected material in violation of copyright law;
  - Using school board computers or the school district network for any illegal activity or for any private business purposes;
  - Spreading computer "viruses" deliberately, or by importing files from unknown sources;
  - Using any computer or program in a manner other than that which was intended;
  - Viewing, storage, or disbursement of pornographic material;
  - "Hacking" or gaining unauthorized access to school/district supported computer systems.

**Additional Information:**

- Student Leadership Academy implemented their educational continuity plan on March 23rd, 2020. Teachers and Support Staff worked during Spring Break to create and submit an online and paper-based curriculum. SLA will not require additional school days beyond the approved calendar school year, as we have not had a break in providing our students their educational services.
- Please continue to monitor the school and district websites, as well as your email during this extended closure. We will continue to update you as needed and also support our families in every way possible.