

# 2025-26 Instructional Continuity Plan (ICP)

This template provides a framework for the Instructional Continuity Plan (ICP) and should be tailored to the unique needs and resources of the LEA and its school sites.

Guidance regarding completion and requirements of the Instructional Continuity Plan (ICP), including SB 153 requirement that this ICP be included in the Comprehensive School Safety Plan (CSSP) by July 1, 2025 can be found at <https://www.cde.ca.gov/re/di/or/icpguidance.asp>.

Local Educational Agency (LEA) Name	School Name	Contact Name and Title	Email and Phone
California School of the Arts - San Gabriel Valley	California School of the Arts - San Gabriel Valley	Nicole Read Principal of Academics	nicole.read@sgv.csarts.net 6573214000

## Introduction and Purpose

Information about the Instructional Continuity Plan (ICP) requirements, revision and adoption dates.

This Instructional Continuity Plan (ICP) was last revised on May 6, 2025 and adopted by California School of the Arts - San Gabriel Valley on May 18, 2025 to ensure all students have access to instruction during a natural disaster or emergency, as mandated by Senate Bill 153, Chapter 38, Statutes of 2024 (SB 153), which adds a provision to California Education Code (EC) Section 32282.

This ICP will be included in the LEA's Comprehensive School Safety Plan (CSSP) by July 1, 2025. Inclusion of this ICP in the CSSP will be required to obtain approval of a Form J-13A waiver request beginning in fiscal year 2026-27. This plan is intended to minimize disruptions to instruction and provide support for pupils' social-emotional, mental health, and academic needs.

## Engagement with Pupils and Families

### Protocol for Engagement

Protocol for engagement with pupils and their families.

As required, California School of the Arts - San Gabriel Valley will engage with pupils and their families as soon as practicable, but **no later than five calendar days** following an emergency.

## Methods of Two-Way Communication

Methods for two-way engagement.

The protocol for engagement with pupils and their families is designed to establish two-way communication. Current existing methods include:

- Short messaging service (SMS)
- Email
- School Portal
- Social Media

The school will primarily use the following three ways to communicate with families after an emergency: Email communications to all in partnership with our Communications Team and school administration, posts to ParentSquare to all families and staff, as well as text smart alerts.

## Plans for Unforeseen Events

Plans to address unforeseen events such as power outages and damage to infrastructure and how they may impact methods for two-way communication.

Even with our network down, the three methods of communication mentioned should still work. That said, if there are a bigger and more regional emergency prevented all digital communication, the school would use the printed copies of students' emergency cards to divide up the school population among staff and start communicating via phone call.

## Support for Special Needs

Plans designed to identify and provide support for pupils' social-emotional, mental health, and academic needs.

CSArts-SGV includes emergency plans in all of their students' IEP plans.

# Access to Instruction

## Timeline for Access to Instruction

Timeline for access to instruction no more than 10 instructional days following the emergency.

As required, California School of the Arts - San Gabriel Valley will provide access to in-person or remote instruction as soon as practicable, but **no more than 10 instructional days** following the emergency.

## Conditions for Resuming Access to In-Person Instruction

Conditions under which in-person instruction will resume and any alternative sites or arrangements considering various aspects of recovery.

Outlined below are conditions under which in-person instruction will resume and any alternative sites or arrangements considering various aspects of recovery, including:

- Evacuation orders lifted
- Power and utilities functioning

- Healthy air quality
- Access to safe and clean water
- Campus free from debris and hazards
- Internet fiber lines connected and functioning
- Sufficient staff available
- Kitchens operational for meals

## Remote Instruction

Plans for remote instruction.

As required, California School of the Arts - San Gabriel Valley remote instruction will align with EC sections 51747 and 51749.5, governing Independent Study instruction modalities. Remote instruction will be designed to meet instructional standards that are, at minimum, equivalent to those applicable in independent study programs.

If an emergency is longer than a few days, but shorter than 15, CSArts-SGV will utilize its short-term independent study policy to make sure students are completing work on their own via instructions from teachers on Google Classroom and StudentSquare. However, if the closure persists, a virtual system will be put into place, similar to how we functioned during remote instruction during the COVID-19 pandemic.

## Access to Instructional Materials

Methods for distributing digital and non-digital materials.

As required, remote instruction offered will align with expectations of access and equity.

Forms will be sent out to all students and families to determine who will need access to a computer or wifi during the emergency. Those supplies will be delivered or made available for campus pick up. Classroom materials and/or textbooks will also be made available for families in pick-up events or based on an individual students needs. Digital materials will be distributed utilizing Google Classroom and Parent/Student Square.

## Access to Schoolwork

Platforms and processes for accessing and submitting schoolwork.

As required, remote instruction offered will align with expectations of access and equity.

Google Classroom will be the collection site for classroom and teachers will continue to use Aeries to hours digital gradebooks. Various other online platforms that teachers use during in-person learning can continue to be used. Google Meet will be used for instructional minutes once the duration of the emergency has been established.

## Temporary Reassignment

Procedures and agreements for temporary reassignment with neighboring LEAs.

California School of the Arts - San Gabriel Valley provides support to pupils and families to enroll in or be temporarily reassigned to another site, school district, county office of education, or charter school if an emergency or natural disaster disrupts in-person learning:

Students, in this scenario, would be encourage to re-enroll in their home school or other school of join during temporary reassignment.

# Instructional Continuity

## Communication Protocols

Communication protocols for families, students, staff and faculty, including how information will be made available and with what frequency including methods and timelines.

The school will primarily use the following three ways to communicate with families and staff after an emergency: Email communications to all in partnership with our Communications Team and school administration, posts to ParentSquare to all families and staff, as well as text smart alerts. The frequency will be determined by the nature of the emergency; however, typically early on it is daily if not several times a day, then will become daily for a while or several times a week, and then eventually will resume with once a week on Fridays.

## Technological Readiness

Technology readiness for educators and students to support a pivot from in-person to remote learning through independent study including early access to independent study program written agreements, online access to assignments and academic resources, assignment of devices, online instructional platform and access to internet and devices.

Forms will be sent out to all students and families to determine who will need access to a computer or wifi during the emergency. Those supplies will be delivered or made available for campus pick up. Classroom materials and/or textbooks will also be made available for families in pick-up events or based on an individual students needs. Digital materials will be distributed utilizing Google Classroom and Parent/Student Square.

## Instruction and Assessment

Prioritization of essential learning, making standards-aligned learning objectives, methods for monitoring progress and additional support whenever possible, including tutoring, check-ins, virtual office hours or other methods.

Teachers will continue to meet in teams and with administration to prioritize essential learning and plan digital assessments. Go Guardian continues to work in a virtual setting and teachers will continue to hold digital Office Hours via Google meet to provide extra support for students.

# Access (Equity, Accessibility, and Inclusion)

## Equity, Accessibility, and Inclusion

How all students, including those with disabilities, those experiencing homelessness, foster youth, or English learner (EL) students will continue to have equal access to instructional resources.

These groups will receive additional follow up from school counselors to make sure they have the materials, devices, and supports necessary for school success. Our students with disabilities will continue to have access to their Case Carriers during Academic Lab time (even if virtually) and Office Hours.

## Individualized Education Plans (IEP)

How will IEPs continue to be provided and maintained.

Teams will continue to meet their timelines by using digital communication tools including holding Zoom IEP meetings, much like they do now. During a prolonged emergency, teams will use the plans laid out in the IEPs to update goals and services for students. School Psychologists and other support providers will use their virtual platforms to continue assessing and meeting students needs.

## English Learners (EL)

How will EL students continue to be supported in alignment with the California English Learner Roadmap Policy.

Teachers will continue to meet students specific needs during their digital Office Hours and the ELD class will continue to meet virtually. Google meet utilizes Closed Captioning to support all students.

## Professional Learning

Professional learning opportunities and resources utilized if the need to pivot to remote instruction and assessment arises.

We would retrain staff digitally early in the emergency to remind them of the structures we have in place to transition back to virtual learning. If need be, home visits will occur to get teachers set up with the appropriate equipment. We will utilize other resources such as LACOE as needs arise.

## Well-Being and Support Services

How the LEA will provide access to physical and mental health professionals, including those who speak languages other than English.

Our School Psychologists and School Counselors will continue to meet with students virtually via Google meet. Most of them are bilingual. Our school nurse can also make house visits if necessary and will be available to phone home when needed. We have a great relationship with public health officers and will continue to follow their local guidance.

Plans to provide access back-up, water and medicines in the event of an emergency.

Our Cafeteria staff has a local back up of items and we would partner with the DUSD Food Services program to distribute meals when and where appropriate. Classrooms are all stocked with an emergency ration that could also be collected and distributed as necessary. We would work with local Red Cross and FEMA representatives to assist our local community as needs arise.

Plans to ensure continuity of other support services, including special education, counseling, after-school programs, and access to kitchens and food services, adapting these services to the online or hybrid environment when necessary.

Students IEP emergency plans would take effect and case carriers would communicate that home to families and meet virtually to adjust goals and services as needed. School Counselors will be available for drop-in and scheduled meetings via Google meet. Conservator instruction would continue virtually, similarly to academic teaching. DUSD Food Services would offer pop up stations for students to pick up meals and we would follow their guidance.

## Site-Based Collaboration

How administrators, faculty, information technology staff, students, and parents in the development and implementation of this ICP.

This ICP was developed by our Safety Committee, which meets monthly. The Safety Committee is made up of administrators, students, parents, and teachers. The plan, once developed, gathered input from our IT Administrator and the rest of the school leadership team, before going to the Board as an attachment to our Emergency Manual and CSSP.

## Return to Site-Based Learning

Conditions that must be met prior to returning from disruption including reopening sites.

Outlined below are conditions under which in-person instruction will resume and any alternative sites or arrangements considering various aspects of recovery, including:

- Evacuation orders lifted
- Power and utilities functioning
- Healthy air quality
- Access to safe and clean water
- Campus free from debris and hazards
- Internet fiber lines connected and functioning
- Sufficient staff available
- Kitchens operational for meals

-Local guidance from Duarte Unified School District and the greater LA area

## Integration with Comprehensive School Safety Plan (CSSP)

Integration of this Instructional Continuity Plan (ICP) into California School of the Arts - San Gabriel Valley's Comprehensive School Safety Plan (CSSP).

This Instructional Continuity Plan (ICP) will be included as an integral component of California School of the Arts - San Gabriel Valley's Comprehensive School Safety Plan (CSSP) by July 1, 2025, as required by SB 153. The information in this ICP will be considered in relation to other aspects of the existing safety plan. A locally-adopted CSSP must include this ICP to obtain approval of a Form J-13A waiver request beginning in fiscal year 2026-27.

Upon adoption on May 18, 2025, the ICP will be incorporated along with the updated CSSP and our Emergency Manual.

## Review and Updates of this Instructional Continuity Plan (ICP)

Frequency of review and update of this ICP.

This Instructional Continuity Plan will be reviewed and updated in collaboration with Educational Partners, considering feedback and lessons learned on the following basis:

Every year during Safety Committee Meetings and inline with the CSSP timeline.