



Orange County
Public Schools



Instructional Continuity Plan for Emergency School Closures

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Overview

On rare occasions, Orange County Public Schools may need to close schools due to health, weather or another safety emergency. In the event of a long term closure where students do not report to school, the district will engage in distance learning with students and staff. OCPS will make every effort to ensure that instructional continuity is not disrupted by continuing to provide educational opportunities at home using all available district resources to engage in distance learning.

This plan outlines how the district will manage the following:

- Content Delivery
- Communication
- Supporting Distance Learning
- Internet Access

Content Delivery

During a long term school closure, OCPS will continue to provide standards aligned resources in print and digital formats through a distance learning model. Teachers should expect students to complete no more than 30-45 minutes of daily instruction per course (secondary) or subject area (elementary) per day for students receiving standard curriculum. Instructional topics should be determined based on the scope and sequence for the course and/or student need. Teachers should communicate all assignments with due dates to parents and students.

The chart below provides a guide during a school closure. Teachers have the flexibility to add supplemental resources and teacher-created materials to all assignments.

Elementary

March 30 - April 3, 2020	
Teachers	Students
ELA <ul style="list-style-type: none"> 30-45 minutes i-Ready online or i-Ready offline packets. Additionally, students are encouraged to read a book of their choice for at least 30 minutes a day Math <ul style="list-style-type: none"> 30-45 minutes i-Ready online or i-Ready offline packets Science (3rd - 5th grade only): <ul style="list-style-type: none"> 30-45 minutes of online or offline packets or students can work on Study Island online VPK <ul style="list-style-type: none"> Assign weekly lessons All Subject Areas <ul style="list-style-type: none"> Monitor participation and progress Provide feedback 	ELA <ul style="list-style-type: none"> Login to LaunchPad and click on i-Ready and complete 30-45 minutes of lessons or complete the i-Ready offline packet Read a book of your choice for at least 30 minutes a day Math <ul style="list-style-type: none"> Login to LaunchPad and click on i-Ready and complete 30-45 minutes of lesson or complete the i-Ready offline packet Science (3rd - 5th grade only) <ul style="list-style-type: none"> Type into or write on a downloaded packet for 30-45 minutes a day or login to LaunchPad and click on the Study Island application and complete 30-45 minutes of lessons VPK <ul style="list-style-type: none"> Complete 180 minutes of daily instructional lessons

Elementary (continued)

April 6 - 15, 2020	
Teachers	Students
<p>All Subject Areas</p> <ul style="list-style-type: none"> • If teaching and learning online is best for your students, consider using Canvas in conjunction with other digital resources to post content, instruction and/or assignments with detailed directions • If teaching and learning offline is best for your students, print resources are available at your school, or you can create content, instruction and/or assignments with detailed directions • Monitor participation and progress • Provide feedback <p>VPK</p> <ul style="list-style-type: none"> • Assign weekly lessons 	<p>ELA</p> <ul style="list-style-type: none"> • Login to LaunchPad and click on i-Ready and complete 30-45 minutes of lessons or complete the offline packet. • Read a book of your choice for at least 30 minutes a day <p>Math</p> <ul style="list-style-type: none"> • Login to LaunchPad and click on i-Ready and complete 30-45 minutes of lessons or complete the offline packet <p>Science (3rd - 5th grade only)</p> <ul style="list-style-type: none"> • Type into or write on a downloaded packet for 30-45 minutes a day or login to LaunchPad and click on the Study Island application and complete 30-45 minutes of lessons <p>VPK</p> <ul style="list-style-type: none"> • Complete 180 minutes of daily instructional lessons

Secondary

March 30 - April 15, 2020	
Teachers	Students
<p>All Subject Areas</p> <ul style="list-style-type: none"> • Review Distance Learning Portal • Review CRMs and outside materials to determine content and assignments • Log into Canvas through LaunchPad • Post course specific assignments and quizzes through Canvas • Monitor participation and progress • Provide feedback 	<p>All Subject Areas</p> <ul style="list-style-type: none"> • Log into Canvas through LaunchPad to view assignments from teachers • Continue lessons assigned by individual teachers • Complete course specific assignments and quizzes • Read a book for at least 30 minutes a day (and track in Beanstack to participate in our district challenge!)

ESE K-8 - Standard Diploma

March 30 - April 15, 2020	
Teachers	Students
ELA <ul style="list-style-type: none"> A minimum of 30 minutes i-Ready online or offline packets Additionally, students are encouraged to read a book of their choice for at least 30 minutes a day Math <ul style="list-style-type: none"> A minimum of 30 minutes i-Ready online 	ELA <ul style="list-style-type: none"> Login to LaunchPad and click on i-Ready and complete a minimum of 30 minutes of i-Ready online or offline packets Read a book of your choice for at least 30 minutes a day Math <ul style="list-style-type: none"> Login to LaunchPad and click on i-Ready and complete a minimum of 30 minutes of i-Ready

ESE K-12 - Access Points

March 30 - April 15, 2020	
Teachers	Students
ELA <ul style="list-style-type: none"> Assign Unique Learning Systems lessons online or develop offline packet A minimum of 30 minutes i-Ready (available K-8 only) online or offline packets Additionally, students are encouraged to read a book of their choice for at least 30 minutes a day Math <ul style="list-style-type: none"> Assign Unique Learning Systems lessons or develop offline packet A minimum of 30 minutes i-Ready (available K-8 only) online 	ELA <ul style="list-style-type: none"> Login to Unique Learning Systems to complete lessons or offline packet A minimum of 30 minutes i-Ready (available K-8 only) online Math <ul style="list-style-type: none"> Login to Unique Learning Systems to complete lessons or offline packet A minimum of 30 minutes i-Ready (available K-8 only) online

ELL K-5

March 30 - April 15, 2020	
Teachers	Students
ELA <ul style="list-style-type: none"> A minimum of 30 minutes i-Ready online A minimum of 30 minutes Imagine Learning or offline packets Dual Language <ul style="list-style-type: none"> A minimum of 30 minutes of I-Station online or offline packets 	ELA <ul style="list-style-type: none"> Login to LaunchPad and click on i-Ready and complete a minimum of 30 minutes of i-Ready online Login in to LaunchPad and click on Imagine Learning and complete a minimum of 30 minutes of Imagine Learning online or offline packets Dual Language <ul style="list-style-type: none"> Login in to LaunchPad and click on I-Station and complete a minimum of 30 minutes of Imagine Learning online or offline packets

ELL 6-8

March 30 - April 15, 2020	
Teachers	Students
English Language Development <ul style="list-style-type: none"> A minimum of 30 minutes of Language Tree daily Developmental Language Arts (Reading) <ul style="list-style-type: none"> A minimum of 30 minutes of System 44 daily 	English Language Development <ul style="list-style-type: none"> Login to LaunchPad and click on Language Tree and complete a minimum of 30 minutes online Developmental Language Arts (Reading) <ul style="list-style-type: none"> Login in to LaunchPad and click on System 44 and complete a minimum of 30 minutes

ELL 9-12

March 30 - April 15, 2020	
Teachers	Students
English Language Development <ul style="list-style-type: none"> A minimum of 30 minutes of Language Tree daily All Subjects (Select Schools Only) <ul style="list-style-type: none"> A minimum of 30 minutes of Apple Routh 	English Language Development <ul style="list-style-type: none"> Login to LaunchPad and click on Language Tree and complete a minimum of 30 minutes online All Subjects (Select Schools Only) <ul style="list-style-type: none"> Login in to Apple Routh and complete a minimum of 30 minutes

Distance Learning Lessons

Teachers should plan standards aligned lessons to be delivered in a Distance Learning format. When the district transitions to a Distance Learning model, teachers and schools must decide if teaching and learning is best for their students delivered online or offline. Regardless of which teaching and learning modality is best, teachers can use the OCPS Curriculum Resource Materials found on [IMS.ocps.net](https://ims.ocps.net) or their Canvas dashboard as well as the district's purchased Core and Supplemental Resources.

Distance Learning Considerations

Consideration	Possible Resources
<ul style="list-style-type: none">• Where should students expect class updates?• How will assignment information be communicated?	<ul style="list-style-type: none">• Canvas Announcement• Email to students and parents
<ul style="list-style-type: none">• Which resources will teachers use to create daily lessons and/or use to support instruction?	<ul style="list-style-type: none">• District provided resources<ul style="list-style-type: none">○ Elementary packets○ Secondary CRM resources• Google Docs, Slides, Sheets• Supplemental/Core Resources listed on pages 6-10
<ul style="list-style-type: none">• How could you monitor student activity in each class and provide feedback?	<ul style="list-style-type: none">• Canvas Rubrics• Google Docs, Slides, Sheets Comments• Formative/Summative Assessment Feedback (6-12)• Returned student packets (PK-5)• iReady minutes/lesson completion

Core Resources

Core resources include physical and digital textbooks and other curriculum resources. Core resources at all grade levels, except for VPK, can be accessed through LaunchPad (L) with some also being accessible through Canvas (C).

Core Content Areas

VPK-5	6-8	9-12
Math		
VPK: Frog Street Press (W) K-5: Think Central - Go Math (L)	HMH - MyHRW (L) Pearson - Realize (L) Pearson - MathXL (C)	HMH - MyHRW (L) Pearson - Realize (L) Pearson - MathXL (C) Pearson - MyMathLab (C)
Science		
K-5: McGraw-Hill (L)	McGraw-Hill (L)	McGraw-Hill (L) Pasco (L) EMC (L) Cengage (C) Pearson (C)
ELA		
VPK: Frog Street Press (W) K-5: Think Central - Journeys (L)	SpringBoard (L)	MyHRW: Collections (L)
Social Studies		
K-5: Studies Weekly (L)	McGraw-Hill (L)	McGraw-Hill (L) Pearson Realize (C)
Electives		
K-5: Music - McGraw-Hill	Reading- i-Ready (L)	HOPE - McGraw-Hill Spanish/French - MyHRW Reading- ReadingPlus (L) Drama - Basic Drama Projects

Supplemental Resources

Supplemental resources include digital subscriptions and instructional technology tools. Teachers have the discretion to use these resources in addition to the core content listed above to provide the most engaging and meaningful virtual learning experience possible for students. Supplemental resources at all grade levels can be accessed through LaunchPad (L) with some also being accessible through Canvas (C) or web-based (W).

VPK-5					
	Math	Science	ELA	Social Studies	Electives
Discovery Education (L/C)	X	X	X	X	X
i-Ready (L)	X		X		
Gizmos - Grades 3-5 (L)	X	X			
Learning A-Z (L)			X		
Newsela (L)	X	X	X	X	X
Reflex Math - Grades 1-5 (L)	X				
Britannica (L)	X	X	X	X	X
Typing Club (L)			X		X
DBQ Online - Grades 2-5 (L)			X	X	
Study Island - Grade 3-5 (L)		X			
NearPod (L/C)	X	X	X	X	X
PBS Learning Media (L)	X	X	X	X	X

Supplemental Resources (continued)

6-12					
	Math	Science	ELA	Social Studies	Electives
Britannica (L)	X	X	X	X	X
CommonLit (W)			X		
DefinedSTEM (L/C)	X	X	X	X	X
Discovery Ed (L/C)	X	X	X	X	X
i-Ready - Grades 6-8 (L)	X		X		
Gizmos (L)	X	X			
Khan Academy (L)	X		X		
Math Nation (L)	X				
NearPod (L/C)	X	X	X	X	X
Newsela (C)	X	X	X	X	X
NoRedInk (W)			X		
PBS Learning Media (L)	X	X	X	X	X
Reading Plus - Reading Classes (L)			X	X	
Typing Club (L)			X		X

**There are some specific supplemental resources available by course only. If you've had access to a supplemental program for your course this school year, it will still be available.*

Distance Learning Resources

Core Distance Learning Platforms	
Resource	Description
LaunchPad	LaunchPad allows students to easily access all of the district's online resources, including Canvas, G Suite, digital textbooks and instructional technology tools.
Canvas	Canvas allows teachers to continue instruction with students outside of the face-to-face modality. Communication, lesson creation and student monitoring are all possible through our Learning Management System.
G Suite for Education	G Suite for Education allows teachers to continue instruction with students outside of the face-to-face modality. Teachers can share Google Docs, Slides, Sheets and more with students to learn, work or create.
Additional Digital Resources to Support Distance Learning	
Resource	Description
Beanstack	Beanstack allows students to track the number of hours they are reading from any device. Students can participate in district reading challenges and be entered to win prizes.
BrainPop	BrainPOP is an educational application with over 1,000 short animated movies for students in grades K-12. Together with quizzes and related materials, BrainPOP supports various subjects including science, social studies, English, math, health, music, art and more.
CommonLit	CommonLit provides free reading resources for students to use at the website
Discovery Education	Discovery Education is a simple-to-use K-12 learning platform that combines curated curriculum resources with on-demand videos, games and teaching strategies.
eBooks	Follett eBooks are electronic versions of traditional print books and come in a variety of popular and classic titles for K-12 students. The district has purchased the Sunshine State Young Readers Award Books and the Florida Teen Reads books for each school.
Encyclopedia Britannica	Encyclopedia Britannica is an online encyclopedia database with hundreds of thousands of fact checked articles, biographies, copyright free images and videos. These resources are also available in Spanish.
Florida Electronic Library	Florida Electronic Library is a collection of online databases provided by the Florida State Library. Students and teachers can research current events, history primary source documents, photographs and scholarly articles by grade band.

Additional Digital Resources to Support Distance Learning (continued)

Resource	Description
Gizmos	ExploreLearning Gizmos is a library of interactive online simulations for math and science. These lessons help K-12 students develop a deeper understanding of the assigned concept through inquiry and exploration.
Khan Academy	Khan Academy offers practice exercises, SAT practice, instructional videos, and a personalized learning dashboard.
Math Nation	Online resources are available for 6th-8th Grade Math, Algebra 1, Geometry, and Algebra 2 courses as well as PSAT and SAT preparation materials. To meet the diverse needs of all students, closed-captioned videos are available and every Algebra 1 topic has been filmed in both English and Spanish. There are also Spanish glossary videos for every vocabulary term in each course.
Nearpod	Nearpod is an interactive classroom tool used to engage K-12 students in lessons. Teachers can upload existing presentations into Nearpod and make it interactive and engaging for up to 200 participants at a time.
Newsela	Newsela is an online library of high-interest, cross-curricular, adjustable nonfiction texts. Teachers can select and assign articles to K-12 students to read, annotate, respond to in writing and take quizzes.
No Red Ink	NoRedInk is an online tool used for teaching grammar, usage, mechanics and style to students in 4th through 12th grade.
PBS Learning Media	PBS Learning Media is your destination for direct access to thousands of classroom-ready, curriculum-targeted digital resources including videos. PBS Learning Media builds on the strength of public media and is designed to improve teacher effectiveness and student achievement.
Read & Write for Google	Read&Write for Google makes documents, files and web pages more accessible. With tools such as highlight, dictionary and read-aloud, Read&Write for Google supports reading and writing skills for all students.
Reflex	ExploreLearning Reflex is an adaptive and individualized program that helps students in grades 2-5 gain math fluency.
Typing Club	TypingClub is a free online program that helps students learn and improve their typing speed.
Virtual Library Card	The Virtual Library Card, as provided by the Orange County Library System, provides access to eBooks, online tutoring and many other resources to all students and teachers. The Virtual Library Card found in the Library Research Tools folder on Launchpad.

OCPS Distance Learning Portal

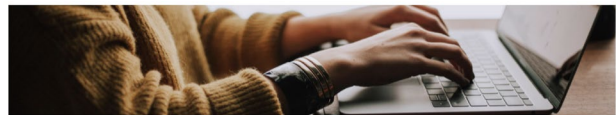
During school closure, students, parents and teachers will have access to the OCPS Distance Learning Portal. For extended school closures, students and parents will continue to have access to how-to guides and tutorials for OCPS resources, but should be using the materials and assignments provided by teachers. Additionally, during an extended school closure, teachers will have access to how-to guides, tutorials and webinars for OCPS resources.

Student Distance Learning Portal

To access the student section of the OCPS Distance Learning portal, students should go to tinyurl.com/ocpsclo and click on the students icon.

Students will find the following resources:

- LaunchPad and My Backpack access
- Using Canvas through the “Passport to Canvas” course
- Beanstack and eBook overview



OCPS Distance Learning Student Resources

Students have three core resources for accessing digital resources, Launchpad, Canvas, and the Library Research Tools folder on LaunchPad. Students access Launchpad through the website <https://launchpad.ocps.net/>. On LaunchPad students can find all the resources needed for learning. The My Backpack app contains the core resources organized by class. The Library Research Tools folder contains research and informational resources that a student can use in any subject area. Many teachers already use Canvas to organize student resources. If a student is not familiar with Canvas, the Passport to Canvas site will teach you how to use the different features of Canvas. Every student may not have reliable internet access at home. Please visit the [Student Internet Access webpage](#) to find more information about low-cost internet options and our hotspot request form. Hotspots are distributed based on availability.



MY BACKPACK

This resource provides a quick overview of how to login to LaunchPad and access the My Backpack app.



PASSPORT TO CANVAS

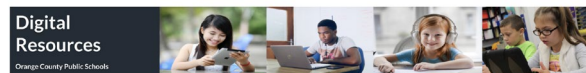
Pack your bags! In this [Passport to Canvas course](#), students embark on a journey to learn about using Canvas.

Parent Distance Learning Portal

To access the parent section of the OCPS Distance Learning portal, parents should go to tinyurl.com/ocpsclo and click on the students icon. Parents will find the following resources:

- Grade level digital resources available
- Overview of what resources could be utilized to continue learning in an emergency

OCPS Digital Resources Parents Information Site



Welcome to the Curriculum and Digital Learning OCPS Digital Resources Portal! Here you can learn more about the digital resources provided throughout Orange County Public Schools. In the event of an emergency school shutdown, students may need to continue to use instructional materials and digital resources. Below under Elementary, Middle, and High School, you will also find recommended applications for each subject area if an emergency school shutdown occurs. Please note, these resources are not intended to reflect daily usage recommendations. These are simply intended to provide you resources to support at home learning.

Click on the grade level below for your child and then select the digital resource or subject area you would like to learn more about.

Note: OCPS is a Single Sign On District. This means access to instructional resources is managed through our Student Information System, Skyward. Parent information is not shared between OCPS and vendors to create parent accounts. Most vendors do not support parent accounts. Parents can view the content of any resource shared through a student's LaunchPad login.



Elementary School



Middle School



High School

Teacher Distance Learning Portal

To access the teacher section of the OCPS Distance Learning portal, teachers should go to <https://ocps.instructure.com/courses/1165971> and click on the students icon. Teachers will find the following resources:

- Support documentation and videos for transitioning to Distance Learning

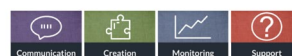


The Curriculum and Digital Learning department supports several resources that allow educators and students to either extend their learning online or to conduct online learning. To access online textbooks, digital subscriptions, and Canvas, our Learning Management System, go to <https://ocps.instructure.com/>.

Canvas allows you to continue instruction with students outside of the face-to-face modality. Communication, lesson creation, and student monitoring is all possible through our Learning Management System. To help facilitate these features with your students, guiding questions and guides have been provided for each area. The support button will provide options for both Canvas teacher and student support.

PDF Overview | [Google Docs Overview](#)

Distance Learning Features



Communication

During a school closure, employees, parents and students are encouraged to follow or use the communication channels listed in the table below.

Where	What
BigBlueButton	Secondary teachers could use BigBlueButton to schedule conferences with students.
Canvas	Secondary teachers could use Canvas to share assignments and announcements with students and parents.
District Website	Employees, parents and students are encouraged to visit our district website to keep up-to-date on all district announcements.
Email	Teachers and administrators can be reached through our district email addresses. Visit the Faculty and Staff page of any school website to locate a teacher or administrator's email address.
Parent Portal	Parents can use the Parent Portal to access LaunchPad, Canvas and Skyward.
Phone	Staff members who wish to make calls from a remote work location can dial *67 before entering the telephone number they want to reach in order to block their phone number for being displayed to the person they are calling.
School Messenger Calls	The district or school administrators may contact parents using school messenger phone calls.
School Website	Parents and students should visit the school website to keep up to date on any school specific information related to the closure.

Supporting Distance Learning

Teacher Preparation Support

Teachers can visit the [OCPS Distance Learning Portal](#) for teachers to find resources to help them prepare for the transition to Distance Learning. The district will host webinars about our core distance learning platforms, additional digital resources and content specific webinars to assist teachers in planning for distance learning instructional delivery.

Schools may choose to host their own webinars using district-provided tools to help their teachers prepare for the transition to distance learning. To access these supports, teachers use the Distance Learning icon from their LaunchPad dashboard and then click the Support link.

Student Attendance

Teachers should make a good faith effort to take daily attendance in the current Skyward System. When the distance learning model is in place, it will be assumed that all students are present and working on assignments based on the flexibility of their daily schedule. Currently, resources for monitoring strategies can be found in the [monitoring section](#) of the OCPS Distance Learning portal.

Student Grades

Teachers should make a good faith effort to input grades in a timely manner as assignments are reviewed and graded. Teachers should use their best judgment to determine which assignments to grade. As with traditional instruction, Skyward remains the system of record for all grades.

Packet Distribution

The district will provide packets for elementary school students (VPK-5), including ESE and ELL, who do not have internet access and **who request them**. Teachers will contact their students by Wednesday to determine if they will access lessons online or need a paper packet by email or phone. Parents will be printed and mailed home by the school to the address of record. It will include a pre-addressed stamped envelope for parents to return the work to the school.

The district will provide packets for access points and ELL students, **who request them**, in grades 6-12. Requests can be made by calling or emailing the school. Parents who request packets will receive them at their home address listed in Skyward. These packets will be printed and mailed home by the school of record. It will include a pre-addressed stamped envelope for parents to return the work to the school.

Device Distribution

During a school closure, all middle and high school students will take their assigned device and charger home from school with them. Students are expected to follow best care practices for these devices while distance learning. Teachers in Cohort 8 who do not yet have a device, can complete a Prop 4 form and check out a device from the available student laptops on campus.

At Home Device Care

In partnership with the manufacturers of district purchased devices, the following guidance has been provided to clean and care for devices. Before cleaning, devices should be off and unplugged. Liquid should not be poured onto any device for cleaning or disinfection purposes.

Several of our computer manufacturers have posted cleaning documents for mobile devices:

- [Apple Device Care](#)
- [Dell Device Care](#)
- [HP Device Care](#)
- [Lenovo Device Care](#)

Internet Access

During all school closures, the district will continue its efforts to implement strategies to support students without internet access at home. Below are the district's current options to ensure students have internet access at home to continue their work and education without interruption.

Low and No Cost Internet Service Providers

The district currently supports relationships with Spectrum, Comcast and other internet providers who provided internet access at \$14.95 per month to families who qualify for the National Free and Reduced Lunch Program. During a school closure we will continue to leverage these partnerships and work to ensure local cable providers open access to the internet at no charge to students.

The following local Internet Service Providers have taken the [Keep America Connected Pledge](#) and are offering low and no cost services at this time:

- [AT&T](#)
- [CenturyLink](#)
- [Comcast](#)
- [Spectrum](#)

Hotspots

The district currently supports partnerships with two mobile providers: Sprint and T-Mobile. These partnerships support tens of thousands of free hotspots and data for middle and high school students. The vast majority of these hotspots are already in the hands of students who need them and they would remain there in the event of a school closure.

Resource Appendix

Below is a listing of resources available to support teachers and staff to continue instruction.

Teacher Resources	Description
Distance Learning Document for Teachers	Overview document for teachers to assist with online learning utilizing digital resources. Contains links to guides and videos to support the transition to distance learning.
Distance Learning Canvas Course	Course for teachers that outlines online learning with digital resources and links to support.
Distance Learning Landing Page	This is the course landing page for Parents and Students and will be the primary point for online learning continuity resource access for Parents. This outlines recommended resources and access for our students in an emergency.
Growing with Canvas	Online course available through the PD Catalog for teachers to learn about the basic features and uses of Canvas.
The IMS	The IMS is the hub for teachers to access their Scope and Sequences, CRMS and other instructional resources.
CDL Support Site	The CDL support site provides an overview, access information and support documentation for all district supported digital resources.