

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
Ballard School District	Ballard Elementary School		

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 21, 2025 and adopted by Ballard Elementary School on May 21, 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, Ballard Elementary School 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)
Phone Calls
Email
School Portal
Parent Square

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.

Ballard School has several draft messages ready to get sent to parents via Parent Square or email, and as long as there is cell service, the messages would be able to send. The superintendent/principal has a hot spot to help facilitate emergency internet service. If the internet is out, phones will be used to contact families. For emergency communication between adults on campus, we also have walkie talkies that run on battery. Families have been previously notified (in the school handbook, and the welcome back letter at the beginning of the year) that in the event of an emergency where there is no internet or cell service, families should come to the school to pick up their child. There is a predetermined reunification location.

Support for Special Needs

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

Ballard School has an MTSS/SEL team that meets three times a year or on an as-needed basis, to identify students with social-emotional, mental health and academic needs. This team consists of the Superintendent/principal, Intervention Teacher, School Psychologist and the Classroom Teacher.

Access to Instruction

Timeline for Access to Instruction

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

As required, Ballard Elementary School 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, Ballard Elementary School 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.

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.

Ballard students will be provided instructional materials digitally via Google Classroom and Parent Square. Any necessary non-digital materials will be made available for pick-up.

Access to Schoolwork

Platforms and processes for accessing and submitting schoolwork.

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

Ballard students have access to Google Classroom and Parent Square to receive and submit assignments remotely. As well, students with special needs have remote instruction processes identified in their IEPs that align with expectations of access and equity.

Temporary Reassignment

Procedures and agreements for temporary reassignment with neighboring LEAs.

Ballard Elementary School 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.

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.

To ensure instructional continuity, Ballard staff will implement communication protocols for families and students, minimally, on a weekly basis via Parent Square, Google Classroom or email. This will include a weekly communication for the whole school community through Parent Square as well as individual classroom communication from the teacher.

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.

Ballard School is technologically ready 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, through Google Classroom and Parent Square. Any student needing a device, will be able to come check their own classroom device out from the school office. We will provide online instruction, tutoring and check-ins via Zoom. Individual hot spots for students needing internet access can also be checked out from the office.

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.

To ensure instructional continuity, Ballard staff will prioritize essential learning and making standards-aligned learning objectives. Progress will be monitored via work completion, formative and summative assessments. Additional support for students, including tutoring, check-ins and virtual office hours will be provided by the Ballard staff.

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.

In order to ensure equal access to instructional resources for all students, students with disabilities, those experiencing homelessness, foster youth, or English learner (EL) students will have additional tutoring and teacher check ins when necessary. As well, all students with an IEP, have accommodations and desired methods for

Individualized Education Plans (IEP)

How will IEPs continue to be provided and maintained.

All students with special needs have a distance learning plan incorporated into their IEP plan. This includes several possible modes of instruction based on what the child's needs are.

English Learners (EL)

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

All EL students will continue to be supported in alignment with the California English Learner Roadmap Policy by having access to instructional resources via zoom, tutoring, pick up of supplies, or small group in person learning if possible.

Professional Learning

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

Ballard School would utilize resources provided by the County of Education Office and other online resources. As well, we would collaborate with the neighboring school districts for additional resources.

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.

The LEA will provide access to health professionals, both physical and mental, via zoom and online and can offer services in additional languages, or the ability for Google translation if needed.

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

In the event of an emergency, the LEA has stored water. As well, we have hot spots available for access back-up for anyone needing connectivity. The medicines we have for individual students, can be given to their parents, if needed.

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.

The LEA will ensure continuity of other support services as needed. All students with IEPs have a learning continuity plan incorporated into their IEP. Any student requiring counseling services, will continue those services via zoom. After-school programs are offsite, and transportation to those services could continue as needed. Food services will continue for anyone needing access to the free breakfast and lunch. All of our food items are shelf stable and will be made available to any student or family in need.

Site-Based Collaboration

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

This plan was discussed and input was gathered in two meetings. These meetings were facilitated by the administrator, and included staff, students and parents. The meetings were held on May 6, 2025 and May 21, 2025.

Return to Site-Based Learning

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

Integration with Comprehensive School Safety Plan (CSSP)

Integration of this Instructional Continuity Plan (ICP) into Ballard Elementary School's Comprehensive School Safety Plan (CSSP).

This Instructional Continuity Plan (ICP) will be included as an integral component of Ballard Elementary School'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.

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:

The Instructional Continuity Plan will be reviewed and updated annually in collaboration with Educational Partners. The plan will be reviewed and approved by the Ballard School Board at a regular board meeting.