



Holly Drive Leadership Academy

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Comprehensive School Safety Plan: Instructional Continuity Appendix

Adopted: February 26, 2026 | **Review Cycle:** Annual (Before March 1)

1. Purpose and Overview

This Instructional Continuity Plan (ICP) establishes operational procedures to maintain high-quality instruction and student support services during an emergency school closure or prolonged disruption. This plan fulfills California Department of Education compliance standards for integration into the annual Comprehensive School Safety Plan (CSSP).

2. Emergency Communication and Timelines (The 5-Day Standard)

- **Immediate Notification:** Within 24 hours of an emergency closure, the administration will deploy alerts via the school's automated calling system, SMS text broadcasts, email lists, and updates to the school website homepage.
- **Family Contact Target:** Within **five (5) operational days** of the initial closure, school staff will establish individual contact with 100% of enrolled families.
- **Tracking Mechanism:** Staff will log contacts via the student information system to track student safety, wellness, and immediate resource needs.

3. Instructional Delivery and Engagement (The 10-Day Standard)

- **Launch Timeline:** Standard-aligned instructional delivery will fully resume for all students within **ten (10) operational days** of the initial school closure.
- **Delivery Pathways:** Instruction will transition to California-compliant Independent Study protocols, utilizing the school's established online platforms and zoom for daily asynchronous and synchronous learning modules.
- **Academic Verification:** Teachers will track student engagement, assign daily participation markers, and host weekly academic progress checks.

4. Digital Access and Technology Distribution

- **Hardware Provisioning:** All teachers will provide a device to every enrolled student at HDLA, ensuring all households have functional student laptops or tablets within 72 hours of closure.
- **Connectivity Support:** The school will maintain a central inventory of cellular Wi-Fi hotspots to distribute immediately to families lacking stable residential broadband internet access.

- **Technical Support Helpdesk:** A dedicated email desk will operate daily to support families with hardware troubleshooting and digital platform navigation.

5. Holistic Student Support Services

- **Nutrition Programs:** The school will establish emergency drive-through meal distribution hubs at designated campus points within 48 hours of closure.
- **Mental Health and Social-Emotional Well-Being:** School counselors and psychologists will transition to a secure virtual platform to provide ongoing mental health counseling, crisis intervention, and student wellness checks.
- **Specialized Student Populations:** Special Education instructors and English Learner specialists will customize learning modifications, implement individualized accommodations, and host targeted virtual support sessions to maintain compliance with all active student learning plans.