

Coral Glades High School

Virtual Learning Guidelines



Accessing the Clever Launch Pad

Most of the resources that students need to access are on the Clever Launch Pad.

The image shows two screenshots. The left screenshot is the Broward County Public Schools login page, featuring 'Log in with Active Directory' and 'Log in with Clever Badges' buttons. The right screenshot is the Clever launch pad interface for Marjory Stoneman Douglas High, displaying a grid of application icons such as InSite, Canvas, Office 365, and McGraw Hill.

Students with a Personal (Not School Loaned) Laptop:

1. Open a web browser (chrome is preferred)
2. Go to sso.browardschools.com (bookmark this page)
3. Click "Log in with Active Directory"
4. Enter your student log in information
5. *password resets – call BCPS ETS Department 754-321-0411*
6. You should see your launch pad resources

Students with a School Loaned Laptop:

1. As soon as you log into the laptop, a web browser should open to broward.k12.fl.us/insite/
2. Click on the "Launch Pad" icon
3. You should see your launch pad resources



Accessing the Canvas Platform

All student learning will center around the Canvas platform.

Accessing Your Course in Canvas:

1. On the Clever launch pad click on the Canvas icon (see right)
2. Select the course you want to interact with from the Canvas dashboard
3. Navigate and complete the content assigned by your teacher



Students: What to Do and When

As we migrate towards distance learning, we'll share some best practices below.

Now through April 1st, 2020 (Last day of the 3rd Quarter to submit work)

Quarter 3 Grades will be submitted by teachers on April 2nd, 2020 at 5pm.

April 3rd is reserved as a non-grading day in the 3rd quarter.

- ✓ Log into Canvas once per day to see if there are any announcements regarding make-up work for 3rd quarter from your teachers.
- ✓ Monitor pinnacle to identify what missing assignments from the past few weeks can reasonably be submitted before the close of 3rd quarter on 4/1/20. April 2nd will be reserved for teachers to grade any outstanding work and submit grades. Contact your teacher via email, remind, or Canvas to develop a plan to submit missing work. Your teacher's email address is listed on the syllabus page of their Canvas course and also on the school website under "Contact" → "School Directory" or by clicking [HERE](#).
- ✓ Make sure you can access all the required online resources and platforms that your teacher will utilize for instruction. The Microsoft Teams platform may be used by teachers for live sessions with students; directions for these live sessions will be communicated by the teacher on the Canvas platform.

April 6th, 2020 (Start of the 4th Quarter) until further notice

Quarter 4 Content and New Assignments Start on April 6th, 2020

- ✓ Log into Canvas at the start of each week, and twice daily; click on each of the courses you want to interact with. Navigate the canvas page in order to complete the content. There will be at minimum, one graded assignment per week, per class. Teachers will post instructional activities and assignments to be completed for the week; students need to familiarize themselves with the week's expectations and plan their time accordingly.
- ✓ Monitor pinnacle to track student progress in the course.

Teacher Daily Virtual Office Hours (Follow YOUR A/B Schedule)

Teal (A Day) Office Hours (By Department)	Black (B Day) Office Hours (By Department)
Math: 7:30am-10:30am	Math: 7:30am-10:30am
Science: 7:30am-10:30am	Science: 7:30am-10:30am
World Languages: 10:00am-1:00pm	World Languages: 10:00am-1:00pm
CTE/JROTC/PE/Fine Arts: 10:00am-1:00pm	CTE/JROTC/PE/Fine Arts: 10:00am-1:00pm
Guidance/ESE: 10:00am-1:00pm	Guidance/ESE: 10:00am-1:00pm
English: 12:30 – 3:30	English: 12:30 – 3:30
Reading: 12:30 – 3:30	Reading: 12:30 – 3:30
Social Studies: 12:30 – 3:30	Social Studies: 12:30 – 3:30

The office hours will be used for teacher and student interaction based on our A/B (Teal/Black) Calendar below. Teachers will be available to answer student questions live during the day/time window or via email. Students may be asked to participate in live instructional sessions during the assigned office hours. Any live instructional sessions will be communicated in advance by individual teachers and published on their Canvas course to be viewed later. To help organize office hours, identify the teacher by department and corresponding calendar day/time window.



Coral Glades High School

2019-2020 TEAL/BLACK DAY CALENDAR

AUGUST					SEPTEMBER					OCTOBER				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
			1	2	2	3	4	5	6		1	2	3	4
5	6	7	8	9	9	10	11	12	13	7	8	9	10	11
12	13	14	15	16	16	17	18	19	20	14	15	16	17	18
19	20	21	22	23	23	24	25	26	27	21	22	23	24	25
26	27	28	29	30	30					28	29	30	31	
NOVEMBER					DECEMBER					JANUARY				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
				1	2	3	4	5	6			1	2	3
4	5	6	7	8	9	10	11	12	13	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	13	14	15	16	17
18	19	20	21	22	23	24	25	26	27	20	21	22	23	24
25	26	27	28	29	30	31				27	28	29	30	31
FEBRUARY					MARCH					APRIL				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7	2	3	4	5	6			1	2	3
10	11	12	13	14	9	10	11	12	13	6	7	8	9	10
17	18	19	20	21	16	17	18	19	20	13	14	15	16	17
24	25	26	27	28	23	24	25	26	27	20	21	22	23	24
					30	31				27	28	29	30	
MAY					JUNE									
M	T	W	TH	F	M	T	W	TH	F					
				1	1	2	3	4	5					
4	5	6	7	8	8	9	10	11	12					
11	12	13	14	15	15	16	17	18	19					
18	19	20	21	22	22	23	24	25	26					
25	26	27	28	29	29	30								

	School Closed
	Exam Day
#	Early Release Day
*	Professional Study Day
	Planning Day



STUDENT ONLINE SUPPORT

Our **School Counselors, ESE Facilitators, and other support staff** are available to students via email and in the designated office hours. You can email any support staff member directly by visiting the school website, clicking "contact" and then clicking "school staff directory", or by clicking [HERE](#).

Ms. Kandetzke - All Grade 9

Ms. Howard - Grades 10-12 Last Names A-GA

Ms. Barreras - Grades 10-12 Last Names Ge-OI

Ms. Francillion - Grades 10-12 Last Names Om-Z

Ms. Aguirre- BRACE Advisor

Ms. Valerie Stein- Social Worker

Ms. Exterkamp- Literacy Coach

Ms. Sanchez-Felser- ESOL Contact

Ms. A Scott- ESE Specialist

Ms. T Scott- Testing Coordinator

Ms. Plass- Cambridge Coordinator

Ms. Cerra- Media Specialist

Communicating via Canvas, Outlook, and Microsoft Teams Platform

Canvas, Outlook email and Microsoft Teams (available in every student's outlook platform) will be the primary methods of communication between teachers and students. Please make certain you access each of these platforms prior to March 31st.

As Microsoft Teams is the only platform most students have never used, here is a brief Tutorial-[Click Here](#)

The use of Zoom, Google, or any other platform is prohibited due to FERPA student privacy concerns.



Update on Academics during Coronavirus Closure

Broward County Public Schools (BCPS) will continue to provide regular updates on operational, academic and other issues of concern related to the closing of schools due to the coronavirus pandemic. This document is specific to the impact on student academics and has questions grouped by topic.

Additional information on any topics related to the District's response to the coronavirus/COVID-19 pandemic is available at browardschools.com/coronavirus.

Questions addressed in this document:

- **School reopening and operations**
- **Computers, internet access and what can be done now**
- **Marking periods, promotion, and graduation**
- **State assessments, college readiness, advanced academics, and dual enrollment**
- **Student services: Exceptional Student Education (ESE), Bilingual/ESOL, counseling, and social work**
- **Academic Programs: e.g. Head Start, Voluntary Pre-Kindergarten (VPK), Adult Education, Career & Technical Education (CTE)**
- **Other topics: transcripts, Bright Futures Scholarships, registration/withdrawal**

School reopening and operations

1. When will schools reopen?

- Online virtual learning for BCPS begins on Monday, March 30, 2020. Currently, physical distancing protocols will keep regular school buildings closed until at least April 15, 2020. It has not yet been decided when, or if, normal school operation will return this school year. The next update on school building operations will occur prior to April 15.

2. When learning through virtual school begins on March 30, how do students access their course work?

- Students will sign into: sso.browardschools.com.
- Students report to class by clicking on the Canvas tile on LaunchPad.
- Directions, including when the teacher will be online, will be in the Canvas Classroom.
- Elementary students may find a separate Canvas course for each special.
- Middle and high students will find a separate Canvas course for each class.

3. When will the school year end?

- At this time, the last day of school for students is scheduled to be **Tuesday, June 2, 2020**. If school is able to operate virtually beginning on March 30, 2020, until either a return to normal operations or until June 2, 2020, the school year will not need to be extended. The need to extend the school year may change as events unfold. School districts have been directed by the Florida Department of Education to develop contingency plans to operate schools through June 30, 2020, if necessary.

4. Can I contact my school?

- Yes, schools will be operating using a variety of technology-based supports. School phones and emails will be answered.
- Students will be able to request counselor and other support from within Canvas.

PLEASE DO NOT VISIT A SCHOOL UNLESS EXPLICITLY DIRECTED TO DO SO.

Computers, internet access, and what can be done today

5. What if my student(s) needs a computer?

- There will be a second opportunity to be issued a computer device from the District on Saturday, March 28 from 8 a.m. to 1 p.m., at designated school sites. More information can be found at browardschools.com/coronavirus.
- Parents/guardians will need to complete a property pass and other forms prior to receiving a device. To expedite the distribution process, parents/guardians are encouraged to complete the required forms online. Visit browardschools.com/bcpspropertypass to access the forms.

6. What if my home needs internet access?

- From Comcast
 - i. Information on how to get two months of free internet access is available at internetessentials.com. The website also includes the option to video chat with customer service agents in American Sign Language.
 - ii. As a second option, customers can contact the Internet Essentials call center. There are two dedicated phone numbers:
 1. 855-846-8376 for English
 2. 855-765-6995 for Spanish
- From AT&T
 - i. Information on how to get two months of free internet access is available at att.com/shop/internet/access.

7. What should students and families do prior to Monday, March 30?

- Visit your virtual school before Monday, March 30, by going to sso.browardschools.com. Students and families can explore the resources on their BCPS LaunchPad.
- Go to the BCPS Learning Never Closes website at browardschools.com/learningnevercloses, which provides detailed information on how to continue learning 24/7/365.
 - i. The Highlighted Links section on the righthand edge provides quick links to parent resources, teacher resources, textbooks and support for Canvas, the BCPS learning management system.
 - ii. The bottom of that page provides specific information by grade level, designation and open resources.
- Download and install up to five copies of the Microsoft Office suite of applications for free at browardschools.com/Page/38732.

Marking periods, promotion, and graduation

8. When is the conclusion of the third (3rd) quarter marking period?

- Instruction will continue until the last day of the 3rd quarter, which will be Friday, April 3. However, the last day for students to submit work for the 3rd quarter marking period will be Wednesday, April 1, 2020.

9. When will the fourth (4th) quarter begin?

- The 4th quarter marking period begins Monday, April 6. This will be the first day of virtual attendance in any new courses or specials for students in schools that operate on an accelerated block schedule or a specials rotation.

10. How will students be eligible to graduate?

- Student eligibility for graduation in Spring 2020 is dependent only on credits earned and minimum GPA. **All state testing and concordance requirements have been waived.** More information can be found at the [School Counseling & BRACE Advisement](#) website or by contacting your school counselor via the Canvas tile.

11. What about community service hours requirements?

- Community service hours requirements will be waived for graduation and promotion this school year. Students are strongly encouraged to find ways to contribute to their family and community in ways above and beyond regular responsibilities and chores.
- Students who are able to provide community service through physical efforts or digital means should maintain a record of the time and the product/contribution for submittal upon return. The BCPS Service Learning log sheet is available at browardschools.com/studentvolunteerlogsheet.

12. How will students be promoted to the next grade level?

- Promotion decisions to the next grade level will be based on teacher professional judgment, discussions with parents and principal recommendation under [School Board Policy 6000.1](#). **All state testing and concordance requirements have been waived.** It is recommended that only students whose current level of performance indicates profound concerns for social or academic success in the next grade level be considered for retention.

13. What about promotion from 3rd grade to 4th grade and high-stakes state testing?

- **The State has waived all testing requirements for this year.** Parents of 3rd grade students will receive an indicator of readiness for independent reading aligned with the District's Good Cause promotion criteria to inform discussions on readiness for fourth grade. Promotion decisions to the next grade level will be based on teacher professional judgment, discussions with parents and principal recommendations under [School Board Policy 6000.1](#).

State assessments, college readiness, advanced academics and dual enrollment

14. Florida Standards Assessments (FSA) and End-of-Course (EOC) exams

- All FSA and EOC exams for Spring 2020 have been **canceled**. Promotion and graduation decisions will be based solely on District criteria of total course credits, distribution of courses across academic disciplines and minimum GPA.

15. College Board Advanced Placement examinations

- Advanced Placement examinations will occur under modified test administration conditions and modified test design. Students will take the examination at home and the examination will be completely free response. That means only essays and problem-solving prompts, with no multiple-choice questions. Students have been pre-registered by the College Board and will be contacted by the College Board and their classroom teacher with further directions. More information can be found apcentral.collegeboard.org/about-ap/news-changes/coronavirus-update.

16. Cambridge (AICE) examinations

- Cambridge has **canceled** examinations for Spring 2020. Course credit will be determined by the local teacher. Eligibility for a Cambridge diploma will be based on credits earned at the local level.

17. International Baccalaureate examinations

- International Baccalaureate has **canceled** examinations for Spring 2020. Course credit will be determined by the local teacher. Eligibility for a Cambridge diploma will be based on credits earned at the local level.

18. Dual enrollment classes

- All of the public colleges and universities that have dual enrollment agreements with BCPS have moved to online learning until further notice.
- Each institution of higher learning is providing specific guidance.
 - i. Broward College: bit.ly/2Wiwev6
 - ii. Embry Riddle Aeronautical University: bit.ly/2Wsr5Rx
 - iii. Florida Atlantic University: bit.ly/33kUkad
 - iv. Florida International University: bit.ly/38ZDyid
 - v. University of Florida: bit.ly/2TWZC8V

19. College Board SAT examinations

- The SAT make-up test date on March 24, 2020, was canceled.
- The SAT administration on May 2, 2020, has been **canceled**. Further information from the College Board can be found at: bit.ly/391OXOi.

20. ACT examinations

- All ACT test administrations in April and May have been **canceled**.
- ACT, Inc. information is at: bit.ly/2QmMMP1.

Student Services: Exceptional Student Education (ESE), Bilingual/ESOL, counseling, and social work

21. What if my student requires Exceptional Student Education (ESE) services?

- General guidance, including resources and tips to support ESE students are provided in the ESE accordion link at the bottom of browardschools.com/learningnevercloses.
- Students will be receiving ESE services, with modifications, during the period of virtual instruction. All teachers have visibility into individual student's ESE status on their Canvas class roster. The class roster also informs teachers of other academic program participation including Gifted, Bilingual/ESOL, 504, and Response-to-Intervention (RTI).
- Parents can always access their child's Individualized Education Plan (IEP) online. BCPS sent a reminder of this feature to all parents who consented to being contacted by email or text. Parents who have not previously consented to having this feature can request access at bit.ly/2WDEwxM or by emailing edplanconnect@browardschools.com to request this feature be enabled. Verification of identity procedures will apply.
- Comprehensive guidance on ESLS services can be found at browardschools.com/Page/34158.

22. What if my student requires Bilingual/ESOL services?

- Guidance, including resources and tips to support Bilingual/ESOL students, are provided in the Bilingual/ESOL accordion link at the bottom of browardschools.com/learningnevercloses.
- Communications are available in Haitian Creole, Portuguese and Spanish.

Academic Programs: e.g. Head Start, Voluntary Pre-Kindergarten (VPK), Adult Education, Career & Technical Education (CTE)

23. How can young learners be supported (up to 5 years old)?

- BCPS Early Childhood teams (Head Start, VPK, Early Head Start and PreK ESE) have created a variety of tools and resources to support families and caregivers of young children as they implement at-home learning plans, including a model daily schedule, learning activities across the content areas, suggested websites and tools to support online learning, and learning resources.
- Families should visit the Supporting Young Learners open Canvas course at bit.ly/SupportingYoungLearners to access resources. By March 30, 2020, early childhood teachers will be sharing these resources with families directly and providing daily opportunities for virtual connections, instruction and family supports. Families and caregivers with infants, toddlers and PreK (ages 3 – 5) children are encouraged to implement a daily at-home schedule to provide learning opportunities and consistency in the daily routine for their young child.

24. How will my Career & Technical Education (CTE) courses work?

- All secondary CTE instructors are creating Canvas courses for continued remote instruction. Depending on the program and instructor, students will have a variety of relevant, engaging assignments using live meetings, online curricular resources and teacher made content.

25. Internship and apprenticeship courses

- Currently on-the-job training, internships, and clinical experiences are suspended due to coronavirus concerns. Summer internships are expected to run as normal, but we will continually monitor Centers for Disease Control and Prevention (CDC), state and local guidance.
- Career Dual Enrollment courses at our technical colleges are switching to a remote format. Technical Colleges are not currently using Canvas. Students will be contacted directly by their school and or instructor with access details.
- Broward College Work Development Education (WDE) programs in Aviation and Marine are suspended, as there is no remote option. High School staff will be reaching out to students to ensure they are aware.
- Embry Riddle Aeronautical University (ERAU) Dual Enrollment courses will be moving to an online format. We are awaiting final instructions from ERAU for student and teacher access. ERAU stated this information would be distributed by Friday, March 27, 2020. Schools will reach out to students to ensure they understand the new ERAU remote model.

26. Adult Education and GED

- All Adult General Education (AGE) programs will be delivered remotely utilizing web-based software programs with Canvas. The technical colleges already have e-learning in place for AGE students.
- Community school programs will have access to D2L and Blackboard Collaborate for live sessions. Instructors and schools will contact students to ensure access.

Other topics: transcripts, Bright Futures Scholarships, registration/withdrawal

27. Transcript requests for college applications, scholarships or other purposes?

- High School students can request their transcript through Naviance. Naviance is accessed through the student's LaunchPad page at sso.browardschools.com.

28. Florida Bright Futures scholarships

- Students can still qualify for Bright Futures scholarships.
 - i. Students can view Bright Futures requirements at the [Office of Student Financial Assistance](#) website.
 - ii. Students can check their progress towards earning a Bright Futures Scholarship by visiting floridashines.org.
 - iii. Currently, there have been no announced changes to the requirements for earning a Bright Futures Scholarship but we will add updated information on the School Counseling and BRACE website at browardschools.com/schoolcounseling, as information becomes available.

29. Will families be able to register and/or withdraw from school?

- Yes, a centralized, online registration process will be available on or before Monday, April 6, 2020. Please check back for updates.

30. Will students be able to transfer between schools during this school year?

- No, the deadline to transfer between schools has already passed.

Want more details? Other questions about academics?

Please email cao@browardschools.com.

[Back to Topics](#)

For more information and updates, visit browardschools.com/coronavirus.

Please note information is always changing and we will provide the latest updates as soon as possible.

The School Board of Broward County, Florida Lori Alhadeff • Robin Bartleman • Heather P. Brinkworth • Patricia Good • Donna P. Korn Laurie Rich Levinson • Ann Murray • Dr. Rosalind Osgood • Nora Rupert • Robert W. Runcie, Superintendent of Schools

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School Counseling Website Updates

Helpful District links:

Covid-19 School Counseling Updates and Announcements: <https://www.browardschools.com/Page/35251>

District updates: <https://news.browardschools.com/>

Mental Health Resources: <https://www.browardschools.com/Page/52426>

Helpful documents:

(attach CGHS Virtual Guidelines)

(attach Coronavirus Information Update March 26, 2020)

Please contact your School Counselor via email with any questions or concerns.
School Counselors have office hours from 10:00am to 1:00pm.