PPCS

Learning
Continuity Plan

City of Pembroke Pines
Charles F. Dodge

CITY OF PEMBROKE PINES
CHARTER SCHOOL
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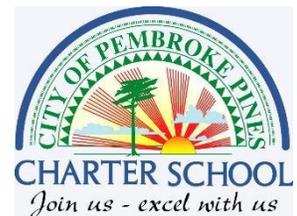
Learning Continuity Plan

This plan outlines how the Pembroke Pines Charter Schools (PPCS) will support students with learning in the event that the schools close for a short or extended amount of time. It is important that students continue to learn and grow regardless of location and method of educational delivery. Based on the current social distancing mandate from the State of Florida, this detailed plan addresses the transition from traditional classroom learning to virtual learning. Pembroke Pines Charter Schools' Learning Continuity Plan is designed to meet the students' needs and provides classroom access to standards-based content. As a result, teachers can easily and effectively guide students in the virtual environment.

The plan is designed to address the following:

- Asynchronous learning to ensure the opportunity to learn for all students
- Synchronous engagements to support learning and socio-emotional well-being
- Limited and/or variable online access to technology and internet for some students
- A commitment to the monitoring and improvement of this plan and the student experience during the time of its implementation

Key points of the Pembroke Pines Charter School Learning Continuity Plan:

- Preparation to start student online learning on March 30, 2020
- Preparation to equip teachers with the tools and ongoing professional development and support necessary to deliver instructional content through the Canvas platform
- Implement the Learning Continuity Plan until deemed unnecessary by health and government officials
- Monitor student participation through:
    - Canvas Log-In Report
    - Assignment Engagement

- Provide feedback to all students utilizing district and/or state-approved virtual tools
- Grades may be issued to all students based upon district and/or state guidelines
- Monitor required teacher office hours (three hours daily) by:
  o Administrative observations
  o Canvas Log-In Report
- Implementation procedure to conduct school remotely until resumption of normal operations
- Details the expectations required of both teachers, students, and administration for the successful continuation of student learning and family communication
- Lesson plans that address developmentally appropriate and meaningful student learning experiences
- Access to various resources that support teaching and learning
- Teachers will be available three hours daily through office hours
- Supporting and providing online access for identified families through device distribution
- Dissemination of information that supports online access (e.g. Comcast Agreement)
- The ability to securely deliver all student-learning content using a single username and password in our Canvas LMS and Clever SSO Platforms
- Grade appropriate instruction delivered through Canvas courses for core content subjects and select electives
- Access to additional learning tools, platforms, and resources that will maintain student engagement while at home

Devices and Connectivity

- Students will be issued devices on an "as needed" basis.
- PPCS will ensure student connectivity through the promotion available to all Broward Students through Comcast.

Monitoring

PPCS is committed to monitoring the Continuity in Learning Plan and student experience. The tools used for monitoring may include, but are not limited to:

- Jupiter Ed/Focus
- Canvas LMS
- Clever SSO
- iReady/SuccessMaker
- Zoom

These monitoring tools will be used to:

- Analyze data on student engagement
- Utilize feedback from all stakeholders in order to assess the impact of instruction and continue to problem solve technical issues
- Support teachers and students in aligning learning to the Distance Learning Plan
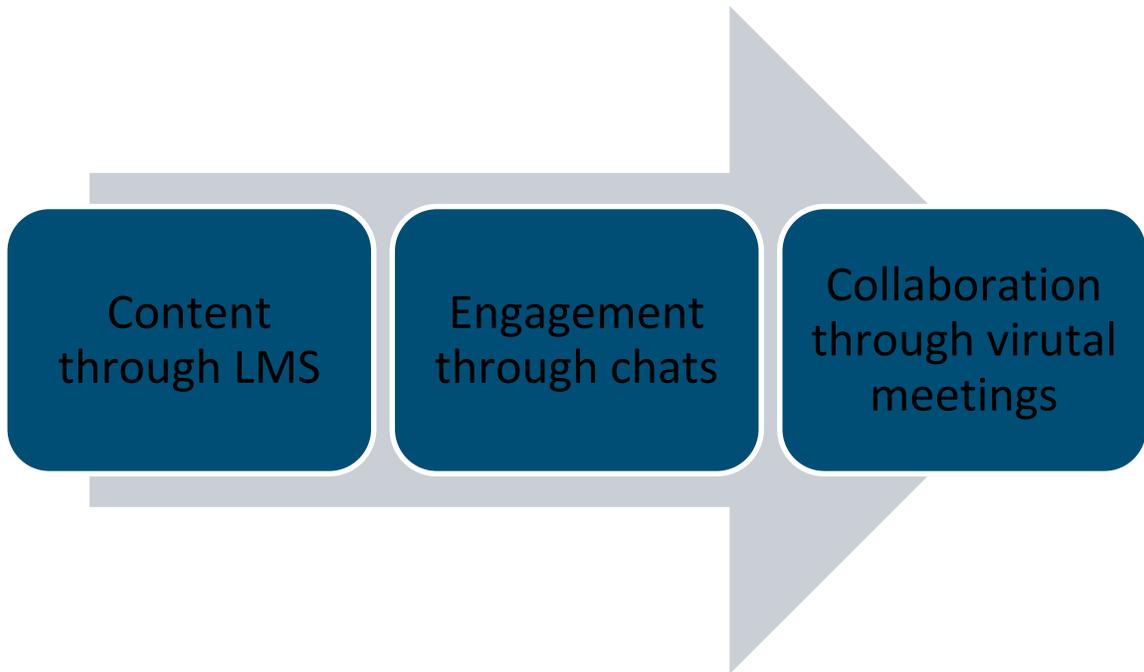
Expectations for Teachers

- Create lesson plans for the instructional week
- Create a daily set of instructions for students in their Canvas Course
- Upload any necessary content files or links to content for adequate instructions
- Monitor student progress and activity through Canvas and other programs
- Monitor student attendance Canvas Log-In
- Assess students on provided content through Canvas quizzes or other programs
- Canvas remains the hub for providing instructions to all students
- Grade and provide feedback to students through Canvas and/or Jupiter Grades
- Have clear expectations for students:

- o engagement expectations
- o due dates
- o access to teachers
- Provide content in digestible bites
- Continue communication with students and parents via Canvas, Jupiter ED, or Gmail
- Adhere to established office hours aligned to Broward County policy (3 hours)

Student Expectations

- Login to Canvas daily, complete attendance requirement: Elementary students login to homeroom, Secondary login to each class, according to the block schedule.
- Review assignments in Canvas, note deadlines, class announcements and teacher directions
- Complete modules of coursework as directed by the teacher
- Adhere to coursework due dates and submit on Canvas
- Communicate with your teacher as needed through Canvas, email, and/or Jupiter/Focus
- Post on-topic and appropriate content on course discussion boards
- When available, participate in interactive and collaborative virtual learning activities as assigned by teacher
- Follow Digital Citizenship and Plagiarism policies

Transition Goals

| Content through LMS | Engagement through chats | Collaboration through virutal meetings |

	Phase I	**Phase II**	**Phase III**
Instructional Design	Students will be introduced to the LMS, Canvas and its features. Students will have access to appropriate challenging curriculum through Canvas. Teachers will publish content through	Students will be provided the opportunity to engage with their teacher and/or peers through a chat discussion option. Teachers will facilitate the "chat option" in their course to promote	Students will continue to engage in online learning and will have the opportunity to participate in a virtual meeting with their teacher. Teachers will provide students the opportunity to

	Canvas and provide support to students through JupiterEd, Canvas, and email. Administrators will monitor engagement by logging in to published courses.	authentic engagement. Administrators will comment on various chats throughout the Canvas platform.	participate in a virtual meeting. Administrators will monitor teacher online learning schedule.
Professional Development	Learning opportunities will be provided to students through Google Meets to help students transition to online learning. Professional Development will be provided to all staff on digital learning tools and instruction through our Published Meeting Calendar.	Videos will be provided to students on accessing and engaging on Canvas' chat feature. Information and workshops will be provided to students and teachers on Zoom.	Professional development specific to digital learning strategies will be conducted throughout the week.
Platforms and Technologies	Canvas, Jupiter, Google Suite, Clever ect.	Canvas, Jupiter, Google Suite, Clever, and Zoom	Canvas, Jupiter, Google Suite, Clever, and Zoom
Monitoring Engagement and Progress	Students will monitor their learning progress using teacher provided tools such as rubrics and assignment due dates. Teachers will monitor students by providing	Students will submit assignments to teacher through Canvas and/or any other approved platform. Teachers will provide specific feedback to	Students will continue to monitor their learning utilizing teacher provided rubrics and assignments. Teachers will continue to monitor student engagement

	feedback and messages to students based on their work. Administrators will monitor teacher engagement by logging in to Canvas to ensure updated information is being provided by the teachers.	students on their weekly progress. Administrators will login to teacher courses to look for updated content. Administrators will provide feedback to teachers based on their content and instructional strategies.	and provide feedback on assignments and participation. Administrators will continue to monitor teacher content and will participate in various online meetings between teachers and students.
Digital Community	Students will have access to the digital citizenship page that provides guidelines to appropriate digital behaviors.	The guidance department will provide support to all teachers and students through the use of Canvas and a virtual meeting schedule.	The guidance department will continue to provide support to all teachers and students through the use of Canvas and a virtual meeting schedule.

Communication
PPCS will continuously communicate relevant information with all stakeholders via the already established systems of communication, including the system website, Parent Link emails, JupiterEd emails and Canvas emails.

Teachers will communicate with students via Canvas courses, JupiterEd, and Focus.

Resources
PPCS is committed to providing the best resources to all stakeholders. Instructional and supplemental resources are available through the Clever portal and the Canvas LMS.

ESE

Exceptional Student Education students with IEPs and 504s will continue to receive support from their campus Academic Support Facilitators. All ESE teachers will become co-teachers in any course that includes one of the students they support. In addition, they will be providing support through digital meetings with their students. All information relevant to ESE services will be disseminated to teachers via the Canvas ESE course.

ELL

English Language Learners (ELLs) will continue to be taught using grade-level standards and core materials. In addition, they will have the opportunity to practice and apply skills across the curriculum. They will have access to various academic programs that enhance academic vocabulary and background knowledge. These resources include and are not limited to Follett eBook, Imagine Learning, and BrainPop.

Guidance

The PPCS School Counseling Department will be offering academic and social-emotional support to encourage engagement in the virtual school setting during school closures. School Counselors will continue to provide direct and indirect services through the system-wide approved platforms.

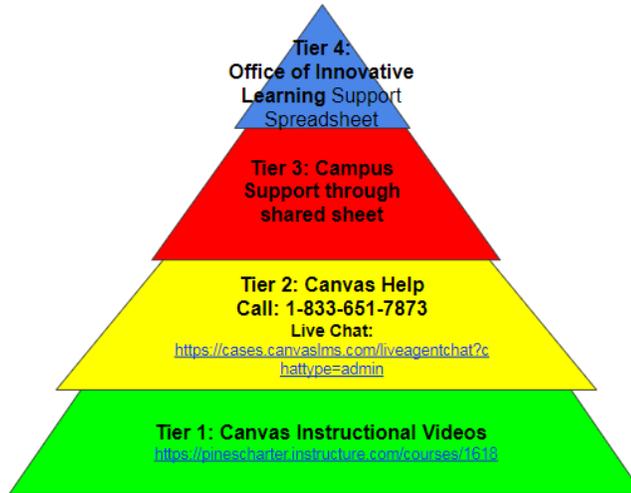School counselors working with students in a virtual setting will:

• Adhere to the same ethical guidelines in a virtual setting as school counselors in a face-to-face setting

• Recognize and acknowledge the challenges and limitations of virtual school counseling

• Implement procedures for students to follow in both emergency and nonemergency situations when the school counselor is not available

• Recognize and mitigate the limitation of virtual school counselor confidentiality, which may include unintended viewers or recipients

• Inform both the student and parent/guardian of the benefits and limitations of virtual counseling

• Educate students on how to participate in the electronic school counseling relationship to minimize and prevent potential misunderstandings that could occur due to lack of verbal cues and inability to read body language or other visual cues that provide contextual meaning to the school counseling process and school counseling relationship

• Educate students about appropriate conduct in the online setting and using digital literacy as a tool to have an impact on students

• Incorporate lessons that align with academic, career and social/emotional domains

Technical Support
PPCS's IT department will troubleshoot connectivity and device issues for families with school-issued devices. There is also a dedicated team that will be continuously troubleshooting Canvas and Clever issues. Parents will communicate technical issues through the link provided to families on the PPCS website.

Staff Tiered Support System

Tier 4:
Office of Innovative
Learning Support
Spreadsheet

Tier 3: Campus
Support through
shared sheet

Tier 2: Canvas Help
Call: 1-833-651-7873
Live Chat:
https://cases.canvaslms.com/liveagentchat?c
hattype=admin

Tier 1: Canvas Instructional Videos
https://pinescharter.instructure.com/courses/1618

Family Tiered Support System

Tier 3: Pines Charter
Support Ticket
www.pinescharter.net

Tier 2: Canvas Help
Call: 1-833-651-7873
Live Chat:
https://cases.canvaslms.com/liveagentchat?c
hattype=admin

Tier 1: Frequently Asked Questions
www.pinescharter.net