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INSTRUCTIONAL CONTINUITY PLAN

***TO BE IMPLEMENTED UPON
EMERGENCY SCHOOL CLOSURES***

Division of Learning
Cheryl LaPorta Edwards
Assistant Superintendent

Purpose

While we hope that extended school closings are never necessary, on rare occasions, the District may be required to close a school(s) due to situations of emergency. Contingency plans to support our students away from school are a wise investment. The ***Instructional Continuity Plan*** is a contingency plan. In response to the guidance and recommendations of local emergency health officials, the Center of Disease Control, and the Florida Department of Education stemming from the escalating concerns of the coronavirus (COVID-19), Charlotte County Public Schools have temporarily closed and shifted to district-wide online learning. As a tool for minimizing disruption and maintaining a learning environment during an extended break from brick and mortar instruction delivery, E-Learning (virtual or “online” learning) is an educational platform that requires a commitment of student interaction with content in a meaningful way. It will serve as a tool to ensure our students are provided every opportunity to reinforce and continue their education while at home.

Charlotte County Public Schools will make every effort to uphold its vision of “*Student Success!*” during this time of absence from sustained classroom instruction. Throughout the years, the district has compiled a comprehensive collection of online content and digital resources. The ***Instructional Continuity Plan*** defined herein identifies the most effective means of standards-based & evidence-based learning that, if necessary, can be implemented quickly in times of emergency. However, the partnership between the district, the school, and the home to reinforce the importance of independent student study is crucial to its success.

Description

Designed to minimize disruption to teaching and learning, the ***Instructional Continuity Plan (ICP)*** is organized in a manner to provide flexibility and adaptability for various learners. The online learning platform and digital resources were selected with our student and parents’ needs in mind; therefore, it is customized according to the grade level bands of elementary learning (Grades K-5) and secondary learning (grades 6-8 and grades 9-12). Within each grade-level band, the following components reside:

- *Core Content Delivery via an E-Learning Experience*
- *Supplemental & Enrichment Digital Resources*
- *Student & Parent/Guardian Support*

Core Content Delivery via an Online Instruction Experience explains the online platform students will encounter when launching the program.

Supplemental & Enrichment Digital Resources explains and provides the roadmap to access materials students may use to enhance core instruction.

Student & Parent/Guardian Support explains the steps the District is taking to ensure that any student who needs a mobile device to access the content and resources of the ICP will receive one for the duration of the schools’ closure. In addition, direction regarding tech support is presented as well as quick reference guides and “how to” documents for both the student and parent to utilize in the absence of immediate support with a district, school, and/or online program “live” contact.

Note: Charter Schools are not bound by this ICP. Each charter school will implement an ICP that best suits that school’s specific needs. Each charter school was directed to submit its ICP to the district for review and approval. Parents of charter school students should contact their children’s school for further information.



Core Content Delivery via an E-Learning Experience

General Guidelines

- ❖ Students will have access to core content via an online learning experience to remain engaged in learning during the time schools remain closed.
- ❖ Although campuses are closed, school is still in session. Students will be assessed and earn grades while engaged in the E-Learning experience.
- ❖ Core content via an online learning experience is for all students in the designated grade-level bands. When applicable, students on IEP/504 and Access points receive accommodations as necessary.
- ❖ Teachers will provide clear communication regarding where/how students should ask questions and seek clarification.
- ❖ School-based personnel will actively monitor email for questions and communications from students and families.
- ❖ Teachers will avoid requiring printing. All tasks must be completed on a device or uploaded as an attachment.
- ❖ School Board Policy 7540.03, *STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY and NETWORK and INTERNET RULES, SAFETY and USE AGREEMENT* remain in effect and are part of the **Instructional Continuity Plan**.
- ❖ Language regarding plagiarism and cheating as stated in the District's Code of Student Conduct remains active and enforceable under this **Instructional Continuity Plan**.
- ❖ Teachers will provide students with ample time to complete assignments and will make sure all directions for tasks are clear and detailed.
- ❖ Teachers will strictly follow the guidelines of the **Instructional Continuity Plan** and will not engage in E-Learning platforms or vendors to work with students without prior authorization from the District. Only District-supported on-line platforms are to be used.
- ❖ Chromebooks borrowed from the school district are to be utilized by students only. All activity on Chromebooks will be content filtered regardless of who is logged in.

To the fullest extent possible, it is the District's intent to provide the opportunity for all Charlotte County Public Schools students to experience a successful E-Learning environment conducive to continued instructional support and learning. To that end, all teachers will maintain "office hours."

- It is expected that teachers will provide "office hours" that are no fewer than four (4) hours per day during their regular work hours.
- Teachers are expected to return parent and student contact within one workday. This will provide students with teacher interaction via email, telephone, and/or through the online learning management systems.
- All teachers are strongly encouraged to utilize their District issued devices to facilitate teaching and communication needs, and use the Remind communication system for all student and parent contact (including texting and voice calls) outside of the learning management systems, and must abide by School Board Policy 7540.04 available [here](#). Employees who utilize their personal communication devices during this time will not be eligible for reimbursement.
- Teachers are to declare their "office hours" to the School Principal by Wednesday, March 25.
- Principals will submit a final faculty list of "office hours" to the Assistant Superintendent of Learning by close of business, Thursday, March 26.
- Principals will post faculty "office hours," including the teacher's email or phone number/phone extension, on the school's website before Monday, March 30.



CONTENT DELIVERY

INSTRUCTIONAL CONTINUITY PLAN

AT A GLANCE

SCHOOL LEADERSHIP TEAM

Role and Responsibility

- ✓ To the fullest extent possible, assist teachers in understanding their roles and responsibilities within the *Instructional Continuity Plan* and monitor the implementation of it.
- ✓ Support faculty, students, and families as they transition to an E-Learning experience
- ✓ Evaluate the readiness of teachers to know and be able to use the E-Learning platform identified per their teaching assignment and ensure all teachers have participated in available training opportunities.
- ✓ Ensure the successful implementation of teacher “contact hours”
- ✓ Monitor often student engagement and progress in E-Learning and intervene when necessary to offer additional supports and interventions
- ✓ Provide and encourage ongoing collaboration among faculty when possible
- ✓ Develop and institute a plan for ongoing student and Certified Student Counselor contact

Teachers are expected to identify and participate in relevant and appropriate online training to establish a level of professional competency with the online learning management systems.

ELEMENTARY

TEACHER: Roles and Responsibilities



i-Ready

Core Content (English, Math, and Science,

- ✓ Participate in i-Ready refresher webinars
- ✓ Participate in the i-Ready training webinar (new teachers)

SECONDARY

TEACHER: Roles and Responsibilities



Edgenuity
Courseware

EDGENUITY COURSEWARE (6–12)

Principals will communicate to teachers the course code #s of their teaching assignment associated with Edgenuity.

Core Content (English, Math, Science, Social Studies) curriculum, excluding Advance Placement, Dual Enrollment, AICE, ESOL, and

- ✓ Ensure all students completed the i-Ready online diagnostic for both reading and mathematics
- ✓ Ensure all students have reading and mathematics learning paths assigned
- ✓ Monitor students' online instruction in order to support their learning and progress in the online lesson path
- ✓ Monitor students' lesson alerts
- ✓ Turn Domains on if students are struggling with lessons and the domain has been turned off automatically
- ✓ Create teacher-assigned lessons for individual or groups of students as necessary
- ✓ Communicate with parents weekly about their child's progress on the "My Lessons Path" for Reading and Mathematics
- ✓ Monitor their homeroom class if they departmentalize or team teach
- ✓ Communicate with parents via email, teacher web pages, phone calls or Remind

- ✓ Participate in the CCPS Edgenuity Training webinar - Week of March 23-27
- ✓ Confirm Edgenuity courses for all students on class roster(s) - Week of March 23-27
- ✓ Maintain student progress records/grades and submit to the School Principal upon request
- ✓ Monitor daily student usage and lesson performance
- ✓ Communicate lack of student usage time to School Principal upon request
- ✓ Collaborate with other members of the core team/department to network and support one another in the facilitation of the *Instructional Continuity Plan*
- ✓ Communicate with students and provide timely feedback
- ✓ Communicate with parents via email, teacher web pages, phone calls or Remind
- ✓ In the event that schools remain closed for the duration of the school year, teachers will post Quarter 4 grades issued through Edgenuity



USA Test Prep

GRADES 3-5

- ✓ All 3-5 students will use USATestPrep as core content for Science
- ✓ All 3-5 students have access to video lessons and comprehension checks for all standards
- ✓ All comprehension checks are graded and may only be taken one time
- ✓ Videos may be viewed multiple times
- ✓ All students will have a final EOY assessment that may be taken as many times as necessary. The window for the assessment will open May 1st and students should be expected to score at 80%
- ✓ Teachers will be responsible for monitoring student progress



Principals will communicate to teachers the course code #s of their teaching assignment associated with Google Classroom

All CCPS elective course offerings including CTC dual-enrolled vocational electives, Advanced Placement, AICE, ESOL



CCPS Electives Curriculum

- ✓ Develop lesson plans and assess learning through Google Classroom
- ✓ Participate in Google Classroom training sessions offered by their school or district during the week of March 23-27
- ✓ Access training tutorials located on the CCPS District website or utilize a "Virtual Training Room" through Microsoft Teams



- ✓ monitor and encourage your students to read and pass their accelerated reader tests.
- ✓ communicate with parents via email, teacher web pages, phone calls or Remind

- ✓ Maintain student progress records/grades and submit to the School Principal upon request
- ✓ Monitor daily student usage and lesson performance
- ✓ Communicate lack of student usage time to School Principal upon request
- ✓ Collaborate with other members of the department to network and support one another in the facilitation of the *Instructional Continuity Plan*
- ✓ Communicate with students and provide timely feedback
- ✓ Communicate with parents via email, teacher web pages, phone calls or Remind
- ✓ Supplement instruction with digital enrichment resources identified in the *Instructional Continuity Plan*

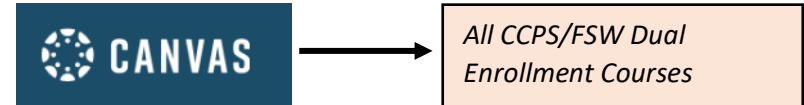


- ✓ College Board guidance promotes the use of Google Classroom to engage all Advanced Placement students in an E-Learning platform
- ✓ To the greatest extent possible, AP Course Syllabi will be facilitated
- ✓ Develop lesson plans and assess learning through Google Classroom
- ✓ Communicate with parents via email, teacher web pages, phone calls or Remind
- ✓ College Board guidance strongly recommends the integration of “AP Classroom” resources within the Google Classroom
- ✓ Teachers are encouraged to monitor the AP Central website for current information provided by College Board:
<https://apcentral.collegeboard.org/about-ap/news-changes/coronavirus-update>
- ✓ The College Board is also developing tools to mitigate the impact of school closures on students in the Advanced Placement Program. All AP students and teachers will be able to draw on the free online resources that were provided to every AP classroom this fall. Additional resources will be made easily accessible to AP

students and teachers through mobile phones and other devices. These include free online AP lessons and review sessions from some of the top AP teachers in the country

- ✓ The AP program is finalizing streamlined AP exam options that would allow students to test at home, depending on the situation, in May.
- ✓ AP teachers are strongly encouraged to incorporate this [one-page overview](#) of how AP teachers can use the free, daily online practice in AP Classroom to check student understanding of each topic and skill in the AP course and ensure that students are well prepared for exam day
- ✓ AP teachers can access these additional resources to help them get set up with AP Classroom:
- ✓ [Foundations](#). Learn how AP Classroom complements the new AP course and exam descriptions and offers students opportunities for practice and feedback throughout the year
- ✓ [AP Classroom Demo](#). See a click-through demonstration of AP Classroom, which highlights how to assign, score, and interpret results from Topic Questions, Personal Progress Checks, and teacher-created assignments and quizzes from the AP Question Bank
- ✓ [AP Quick Start Videos](#). Watch short tutorials on the recent features added to AP Classroom
- ✓ Beginning on Wednesday, March 25, students and schools will have access to free, live AP review lessons, delivered by AP teachers from across the country. The lessons will focus on reviewing the skills and concepts from the first 75% of the course. These mobile-friendly classes are designed to be used alongside the work that may be given by schools, recorded and available on-demand so teachers and students can access them any time, and not dependent on current AP teachers continuing instruction. Click [Here](#) to access these free, live AP review lessons.

- ✓ Develop lesson plans and assess learning through Google Classroom
- ✓ Communicate with parents via email, teacher web pages, phone calls or Remind
- ✓ AICE guidance strongly recommends the use of “Resource Plus” to support E-Learning. Resource Plus includes high-quality videos, ready-made lesson plans and teaching materials for a limited number of English, Math, and Science syllabi. These materials are accessed by clicking [HERE](#)
- ✓ For additional information, teachers and school leaders are encourage to access the [Frequently Asked Questions webpage](#)
- ✓ Currently, Cambridge intends to continue with all planned exams, but will continue to monitor the ever-changing situation and are planning for the possibility that it may not be possible for all candidates to take all exams



DUAL ENROLLMENT

- ✓ Check FSW emails and the FSW website for continued updates. Click [Here](#)
- ✓ CCPS teachers who serve as FSW Concurrent teachers on our schools' campuses are to adhere to the guidance of FSW to facilitate learning in an E-Learning environment - All instruction is to continue using Canvas
- ✓ Spring 2020 classes will continue online delivery through the end of the spring term utilizing the Canvas Learning Management

System already in place for all FSW Concurrent teachers and dual enrolled students

- ✓ Communicate with parents via email, teacher web pages, phone calls or Remind
- ✓ Utilize the resources offered by the college. To access these resources, click [HERE](#)

STUDENT

STUDENT



i-Ready

Essential Learning Time: Recommended weekly time spent on i-Ready "My Path Lessons" is 180 minutes per subject per week

- ✓ All students will use i-Ready as core content for Mathematics and Reading
- ✓ All students will take the diagnostic assessment
- ✓ Explicit instructions will be provided electronically
- ✓ Teachers will be responsible for monitoring student progress and communicating with parents/guardians



USA Test Prep

GRADES 3-5

Essential Learning Time: View two or three videos per day and complete the comprehension questions

- ✓ All 3-5 students will use USATestPrep as core content for Science
- ✓ All 3-5 students have access to video lessons and comprehension checks for all standards
- ✓ All comprehension checks are graded and may only be taken one time
- ✓ Videos may be viewed multiple times
- ✓ All students will have a final EOY assessment that may be taken as many times as necessary. The window for the assessment will open May 1st and students should be expected to score at 80%
- ✓ Teachers will be responsible for monitoring student progress



- ✓ All K-5 students will have access to the myON digital library, myON News, and Accelerated Reader on myON.

- Students are to be reminded that you are still working in an effort to pass your classes and achieve credit to promote to the next grade or graduate from high school. Continue to take your learning seriously. School is "closed," but school is NOT over.
- Establish daily routines for engaging in the E-Learning experience
- Identify a space in your home where you can work effectively and successfully
- Engage in all learning with academic honesty
- Communicate proactively with your teachers if you cannot meet deadlines or require additional support
- Comply with school internet safety policies
- Do not forget that your school and your teachers are still available to assist you in your learning. This is a partnership. Reach out for help when you need it. Continue to do your very best.

Essential Student Learning Time:

- Students (6-12) are to complete a recommended 50 minutes of online instruction for each of their "core content" **Edgenuity for Instructional Continuity (IC)** assigned courses daily (English language arts, mathematics, social sciences, and science). Daily classroom assignments provided by teachers are the equivalent of 50 minutes of classroom online instructional time.
- Students (6-12) using **Edgenuity for Credit Recovery (CR)** are expected to continue working on their courses at least one hour a day, per course.
- Students are to complete the Student Orientation Video provided by Edgenuity course work
- Students are to participate in the Google Classroom experience for all assigned electives and complete lessons, assignments, assessments, etc as delivered by their teacher.
- AP, Dual Enrollment, and AICE students are to follow the guidance and instruction provided to them by their teachers when engaging in their assigned E-Learning environment (Google Classroom, Canvas)

- ✓ The myON digital library includes thousands of digital books with optional reading supports
- ✓ Students can browse or search the myON digital library to find books on a variety of topics and themes.
- ✓ Use optional reading supports including audio, text highlighting, and an embedded dictionary
- ✓ Students can access myON News to read about current events and other timely topics.
- ✓ Access optional audio and multimedia resources connected to each article, including maps, slideshows, videos, and information about the writer
- ✓ News articles are available in English, French, and Spanish.
- ✓ Digital books are available in English and Spanish



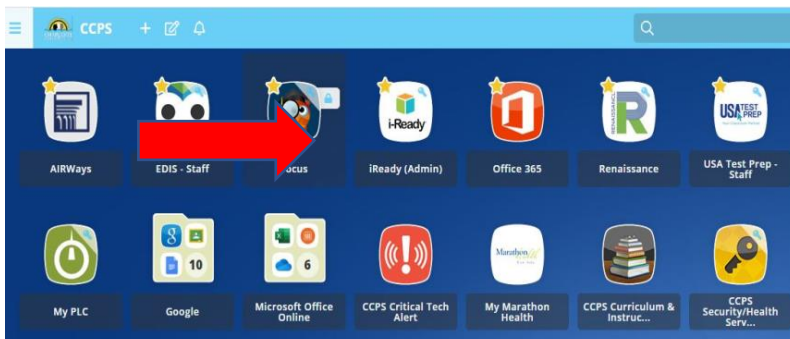
ELEMENTARY LEARNING GRADES K-5



**ELEMENTARY
LEARNING
GRADES K-5**
i-Ready & USATestPrep (3-5)
(TEACHER)

i-Ready Online Instruction:

- All CCPS students K-5 will be utilizing i-Ready online Instruction for Reading and Mathematics.
- Students will take the i-Ready diagnostic for both reading and math (no specific order).
- Students will be assigned their reading lessons and math lessons based upon the results of the diagnostic assessment.
- It is your responsibility to monitor your students' progress and assign specific lessons to your students based upon what they need.
- You will be expected to communicate with your parents and provide them with the help they need while their children are working from home.

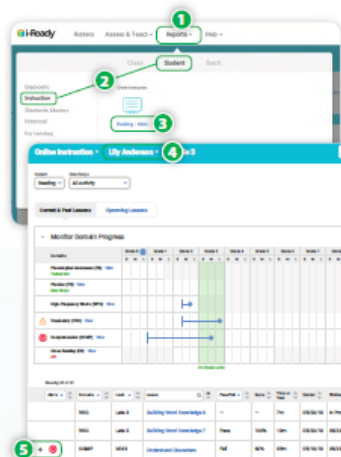


Access the i-Ready website through the CCPS ClassLink Launchpad

Monitoring Student Progress in Online Instruction

It is important to log in to your *i-Ready* teacher account weekly to monitor your students' Online Instruction in order to support their learning and progress in the online lesson path.

1. Select **Reports** from the top navigation. **Class** and **Diagnostic** reports will show by default.
2. Select **Student** and **Instruction** for the report level and category.
3. Select **Reading** or **Math** under **Online Instruction**.
4. Select the **student** whose lesson data you would like to view.
5. Scroll through your student's lessons to see their completed lessons and progress on certain skills. You may see student lesson alerts. Select the **+ Icon** to expand the row for further details.



If students are struggling with online lessons and have failed two consecutive lessons in a row, turn Domains on. Remember, lesson pass rate should be at 70%.

Turning Domains On

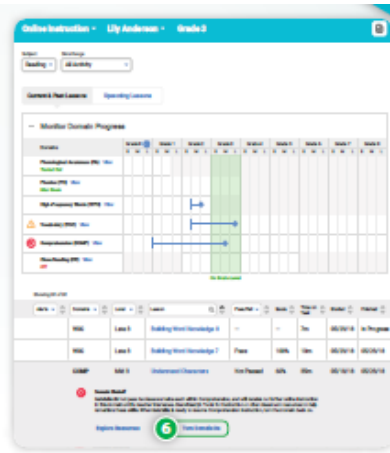
If students are struggling with online lessons and have failed two consecutive lessons twice each within one domain, that domain will shut off automatically. After teachers have taken action in response, they may then turn that domain back on.

There are two ways to do so:

A. Turning on Domains for an Individual Student

Follow steps 1–5 from *Monitoring Student Progress in Online Instruction*.

- In the expanded row, click **Turn Domain On**. If you need additional resources to support student understanding before turning the domain back on, you may also select **Explore Resources** here.



B. Turning on Domains for a Class or Group

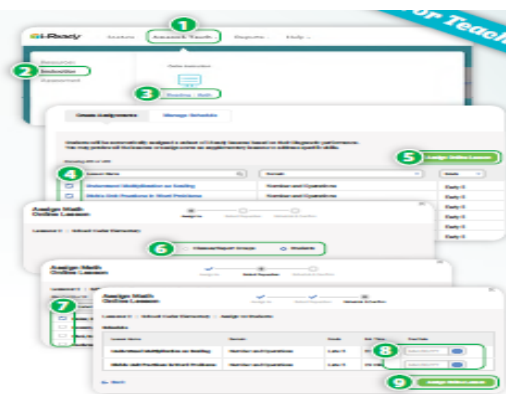
- Select **Assess & Teach** from the top navigation.
- Select the **Instruction** category at left.
- Select **Reading** or **Math** under **Online Instruction**.
- Select **Turn Domain(s) On/Off** under **Adjust Instruction**. The corresponding pop-up will appear.
- Make sure to click the arrow after each step to move forward!**
- Select **Domain(s)** by selecting the checkboxes.
- Select **On**.
- Choose **Classes/Groups** or **Students**.
- Use the checkboxes to select your **population**. Only students with Instruction enabled will appear in this view.
- Select **Save**.



How-Tos, Cont'd.

Adding Teacher-Assigned Lessons

- Select **Assess & Teach** from the top navigation.
- Select the **Instruction** category at left.
- Select **Reading** or **Math** under **Online Instruction**. If you are assigned to more than one school, you will also need to select the appropriate **School**.
- In the **Create Assignments** view, use the checkboxes to select **lessons** you would like to add. You may also select a **lesson name** to view lesson details.
- Select **Assign Online Lesson**. The corresponding pop-up will appear.
- Make sure to click the arrow after each step to move forward!**
- Choose **Classes/Report Groups** or **Students**.
- Use the checkboxes to select your **population**.
- Optional:** Enter a **Due Date** for the lesson(s) you are assigning. If no due date is selected, the assignment will appear at the bottom of the student's queue.
- Select **Assign Online Lesson**.



If necessary, you may select to assign and manage "Teacher-Assigned Lessons" to a single student or group of students.

Managing Teacher-Assigned Lessons

To view your students' Teacher-Assigned Lessons, to cancel any Teacher-Assigned Lessons, or to change assignment due dates:

Follow steps 1–3 from *Adding Teacher-Assigned Lessons*.

- Select **Manage Schedule**.

To view lesson assignments details:

- Select the **+** icon next to the lesson name. When clicked on, it will change to a **-** icon.

To change the due date of an existing assignment:

- Select **Edit** below the **Due Date**.
- Enter** or use the **calendar** to select the new **Due Date** on the **Edit Schedule** screen.

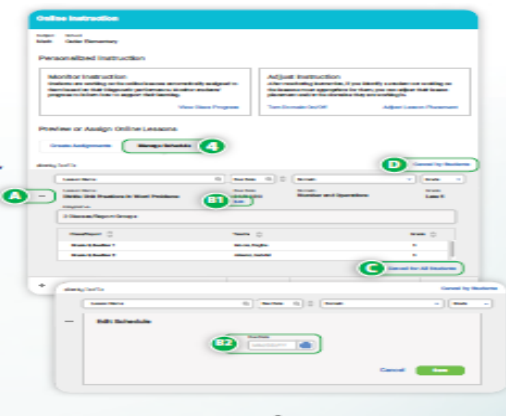
To remove the assignment entirely:

- Select **Cancel for All Students**.

To remove assignments for individual students:

- Select **Cancel by Students** above the lesson assignment table. Follow the steps in the corresponding pop-up to select one or more individual student assignments to cancel. (Steps not pictured.)

- Make sure to save changes when prompted!**



How do I monitor my students' progress in Personalized Instruction and respond to meet their needs (at the class level)?

Report to Use

Online Instruction (Class)*:
Select *Reading* or *Math*.

Report Criteria to Select

- Select the **Class** or **Report Group** you want to review.
- Confirm the **Date Range** for the Personalized Instruction data you want to review. You may select Current Week, Last Week, Last Month, or a custom date range.

Data to Focus On

- Lesson Alerts:** Monitor and respond to lesson alerts.
 - Shutoff alerts:** Which students have a domain that's been shut off?
 - Struggling with Lessons alerts:** Which students are struggling with lessons?
- Overall:** Review the distribution of students for Lesson Time-on-Task and % Lessons Passed.
 - Individual students should aim for 45 minutes of Personalized Instruction per subject with high % Lessons Passed in order for each student and class/report group to consistently maintain the recommended range of 30–49 minutes of Personalized Instruction per subject weekly and 70%–100% of lessons passed for the year.
- Student Performance:** Sort by Lesson Time-on-Task and % Lessons Passed. It's critical to look at both Lesson Time-on-Task and % Lessons Passed together to accurately assess individual students' progress and areas of need. Consider which students:
 - Have completed 45 minutes, less than 30 minutes, or more than 50 minutes of Personalized Instruction
 - Are in the range of 30–49 minutes of Lesson Time-on-Task
 - Are in the range of 70%–100% of lessons passed for the year

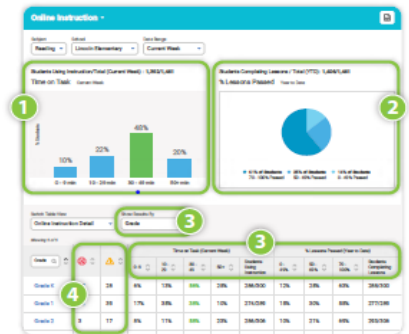


Online Instruction report (District/School):
Select *Reading* or *Math*.

- Select the **School*** and **Subject**.
 - Confirm the **Date Range** you want to review.
- *District administrators choose **All Schools** to view results for the district.

Data to Focus On

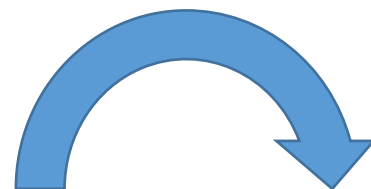
- Review Overall Time-on-Task:** Review how your school or district is using Personalized Instruction.
 - What percentage of students is in the healthy range of 30–49 minutes of Time-on-Task?
- Review Overall Percent Lessons Passed:** Review how your school or district is progressing with Personalized Instruction.
 - What percentage of students passed more than 70% of their lessons?
- Detailed Review:** Sort by Class, Report Group, or Grade. (District Administrators, sort by School or Grade). It's critical to review both Time-on-Task and Percent of Lessons Passed together to accurately assess progress and identify the best response.
- Lesson Alerts:** Review Personalized Instruction lesson alerts.
 - Which schools, grades, or classes have a significant number of Domain Shutoff alerts (⊗) and Struggling with Lessons alerts (⚠)?



Teacher Worksheet

Monitoring and Responding to Personalized Instruction during a School Closure

Monitor	Analyze <i>While students are away from school...</i> <i>List the students who are in each category and think about the possible causes. Review individual student data as needed.</i>	Take Action <i>I will...</i>
Lesson Alerts		
<ul style="list-style-type: none"> ⊗ Shutoff alerts ⚠ Struggling with Lessons alerts 		<ul style="list-style-type: none"> <input type="checkbox"/> Inform student and/or family, assuming communication channels are in place <input type="checkbox"/> Consider assigning prerequisite activity if family member can assist <input type="checkbox"/> Other:
Time on Task		
Less than 30 minutes (per subject/ per week)		<ul style="list-style-type: none"> <input type="checkbox"/> Inform student and/or family, assuming communication channels are in place <input type="checkbox"/> Consider that student may not have access to broadband internet connection and suggest alternate learning activities <input type="checkbox"/> Other:
More than 50 minutes (per subject/ per week)		<ul style="list-style-type: none"> <input type="checkbox"/> Review lesson path to ensure student is working on lessons appropriate for their chronological grade. <input type="checkbox"/> Consider assigning extension or enrichment activities. <input type="checkbox"/> Other:
Percent of Lessons Passed		
Less than 70% of lessons passed		<ul style="list-style-type: none"> <input type="checkbox"/> Review student's instructional path to confirm they are working on lessons appropriate for their chronological grade level. If not, consider assigning extension or enrichment activities. <input type="checkbox"/> If Teacher-Assigned Lessons have low scores, consider assigning lessons on prerequisite skills or prioritizing "My Path" lessons. <input type="checkbox"/> Inform families about low pass rates and suggest using trackers or creating incentives for lessons passed, if communication channels are in place. <input type="checkbox"/> Other
On Track		
<ul style="list-style-type: none"> ✓ No lesson alerts ✓ 30–49 minutes of Time on Task ✓ At or above 70% of lessons passed 		<ul style="list-style-type: none"> <input type="checkbox"/> Celebrate achievements with students and families. <input type="checkbox"/> Consider assigning extension and/or enrichment activities. <input type="checkbox"/> Other:



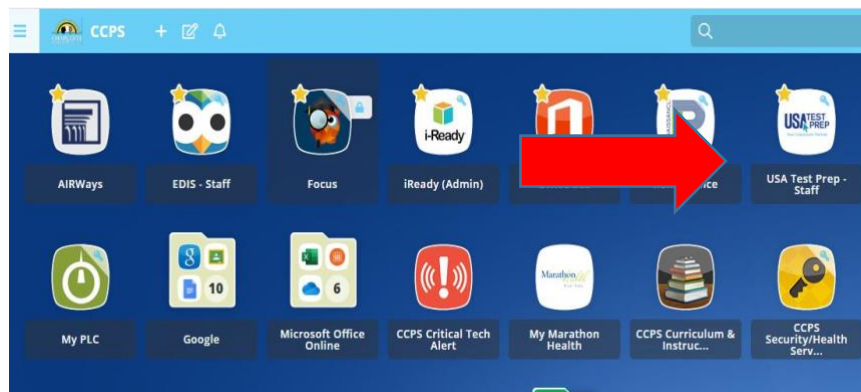
Please refer to this worksheet to help you monitor your student's progress and provide you with the details you need when communicating with your parents. During school closure, communication with parents will be done via email, phone calls, your school web page and by using Remind.

USA TestPrep

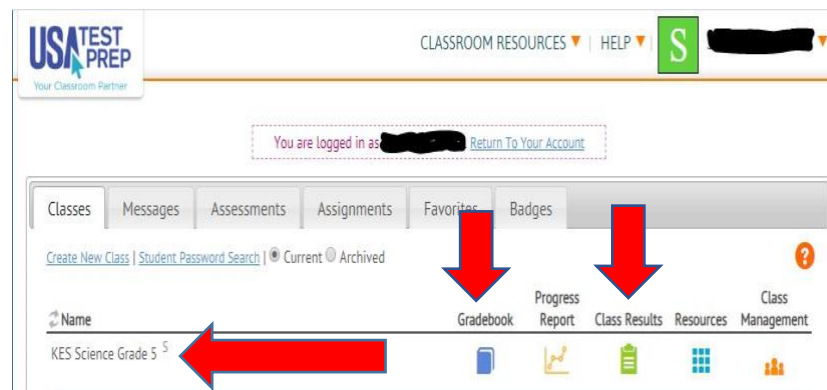
USA TestPrep online lessons provide students with 2 to 3-minute video presentations for the Domains (Nature of Science, Earth and Space Science, Physical Science and Life Science)/Science standards. Each video presentation has a 3 to 5 question comprehension check. There are a series of 69 videos for grade 3, a series of 79 videos for grade 4 and a series of 141 videos for grade 5. Some of the videos for each grade level do repeat. We suggested to parents that each child view two or three videos per day and complete their comprehension check questions. Students will receive a score for each assignment. The comprehension questions for each video may only be answered once, however, the video may be viewed as many times as necessary. Children may select the “show transcript” link, if available, from the video page so that they are able to read along while the video is playing. After all videos have been viewed and all comprehension checks are complete, students will take an EOY standards-based Science assessment. They may complete the assessment as many times as necessary until they have mastered the assessment at 80% accuracy. The teacher will:

- Monitor the number of assignments completed by each student using the “Gradebook” page (see below).
- Monitor all students’ comprehension check scores using the “Class Results” page (see below). We recommend all students score at 60% or better.
- Communicate with parents weekly about:
 - the number of assignments completed each week (recommended 2-3 videos per day).
 - comprehension check scores (reminder students should be scoring at 60% or better). Students may not take the comprehension check a second time. Therefore, communicate with parents to encourage their child to view the videos multiple times before submitting their answers.

1. Access the USA TestPrep website through the CCPS ClassLink Launchpad



- ### 2. Click on the USA TestPrep icon and the teacher homepage will appear. Teachers will see a Science class has been created for them (all students at the grade-level will be shown). Teachers will focus on two areas: Gradebook and Class Results.



3. Clicking on Gradebook will show the number of assignments that have been completed for each student.

USA TEST PREP
Your Classroom Partner

CLASSROOM RESOURCES | HELP | S [Redacted]

HOME > GRADEBOOK

You are logged in as [Redacted] [Return To Your Account](#)

KES Science Grade 5 Gradebook

Gradebook data is based on completed **Assignments** and **Assessments**. Student results from self-guided practice are found under "Class Results" on the Classes tab.

Grades: **Original** Values: **Percents** Show: **Current** Sort: **Date**

From: All Dates [Choose Date](#) To: All Dates [Choose Date](#) Show By: **Due Date** [Go](#)

Export: **.xls - Excel 2003 and older** [Export](#)

Print Grades
Gradebook Info

Life Science

Student	Date	Score
[Redacted]	0/26	
[Redacted]	0/26	
[Redacted]	0/26	

4. Clicking on Class Results will show all pertinent information for each student's completed assignments (date, standard assessed, assignment name and score).

USA TEST PREP
Your Classroom Partner

CLASSROOM RESOURCES | HELP | S [Redacted]

HOME > STUDENT RESULTS

You are logged in as [Redacted] [Return To Your Account](#)

Class Results

KES Science Grade 5

Class Results from - | [See More Results](#) **Class Results Info**

Export: **.xls - Excel 2003 and older** [Export](#) 1/1

Date <i>Elapsed Time</i>	Student	Class	Test	Activity	Assignment	Score <i>Retry Score</i>
03/18/2020 00:23:56	Student, KES	KES Science Grade 5	5th Grade Science SSA (NGSSS) Organization & Development Of Organisms: Plants	VideoAir, Water, and Plants	Life Science	100% (3/3)
03/17/2020 00:06:41	[Redacted]	KES Science Grade 5	5th Grade Science SSA (NGSSS) Properties Of Matter: States And Properties	VideoProperties of a Solid		0% (0/4)
03/17/2020 00:04:13	[Redacted]	KES Science Grade 5	5th Grade Science SSA (NGSSS) Properties Of Matter: States And Properties	VideoPhase Changes		67% (2/3)

**ELEMENTARY LEARNING
GRADES K-5
i-Ready Reading & Mathematics
(Student & Parent)**

As part of our preparations for an extended school closing, the Elementary Learning Department of Charlotte County Public Schools (CCPS) wishes to ensure a multitude of ways for students to keep learning if they are out of school. Two tools that can help are *i-Ready* online lessons that provide instruction and practice based on students' individual needs, and *At-Home Activity Packs* that provide printable materials aligned to the skills we want them to learn.

What is i-Ready?

i-Ready online lessons provide students with lessons based on their individual skill level and needs, so your child can learn at a pace that is just right for them. Driven by insights from the *i-Ready Diagnostic*, *i-Ready's* online K–5 lessons in Reading and Mathematics provide tailored instruction that meets students where they are in their journey and encourages them as they develop new skills. These lessons are fun and interactive to keep students engaged as they learn.

iReady Diagnostic Assessment:

The i-Ready Diagnostic is an adaptive assessment. It is designed to provide a complete picture of student performance, pinpoints student ability levels and identifies the specific skills students need to learn to accelerate their growth. The i-Ready Diagnostic establishes a personalized learning path for each student that matches their unique learning needs.

Recommended weekly time spent on iReady “My Path Lessons” is 180 minutes per subject per week.

Using i-Ready at Home:

When students log into the i-Ready application (instructions below), they will be able to select:

- ***Reading or Mathematics, and they will take the diagnostic assessment:***



Based upon your child's i-Ready diagnostic test results, they will be assigned "My Path Lessons" that match their unique learning needs.

- We recommend that you complete the mathematics assessment first and the reading assessment second. Your child can use pencil and paper for the mathematics assessment but they may not use a calculator.
- Please do not help your child with the content of the assessment, so they are not assigned a “My Path Lesson” that is too difficult. Your child must take the assessment independently. It is okay for you to help them navigate through the program.
- The assessments may need to be taken in multiple sessions. It is okay for your child to log out of i-Ready before completing their assessment. The next time they log into i-Ready the diagnostic assessment will continue where they left off.
- Your child’s classroom teacher will be monitoring their progress on the diagnostic assessment and as they progress through their “My Path Lessons.” If necessary, your child’s teacher may assign additional lessons based upon your child’s needs:



How do I log in?

From a Computer:

Go to the Charlotte County Public Schools Website and scroll to the middle of the page to access the ClassLink login. Your child will need to log into ClassLink using their 88 number (student identification number) and password. Once you access ClassLink, find the iReady app and open it. As soon as you access the iReady app, your child will be able to select:

- **Reading, Mathematics, or teacher assigned lessons if the teacher has manually assigned lessons:**

Once students make their selection, they will take the iReady diagnostic. Once the diagnostic assessment is complete, students will have access to the online lessons that provide instruction and practice based upon the results of the test.

From a CCPS issued Chromebook: Remember to connect to your at home wireless/Wi-Fi connection

The CCPS Launchpad screen will appear. Your child will need to log into the Launchpad using their 88 number (student identification number) and password. Next, select the iReady app from the selection of apps provided. As soon as you access the iReady app, your child will be able to choose:

- **Reading, Mathematics, or teacher assigned lessons if the teacher has manually assigned lessons:**

Once students make their selection, they will take the iReady diagnostic. Once the assessment is complete, students will have access to the online lessons that provide instruction and practice based upon the results of the test.

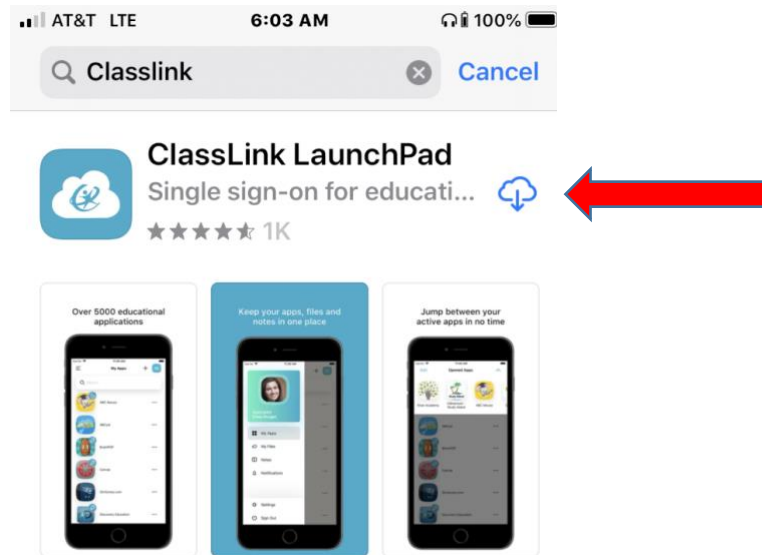
On an iPad/Android Device:

Download the ClassLink app and the iReady app from the App Store. Open the ClassLink app first, select “Charlotte County SD,” and the CCPS Launchpad will appear. Your child will need to log into the Launchpad using their 88 number (student identification number) and password. Next, select the iReady app from the selection of apps provided. As soon as you access the iReady app, your child will be able to choose:

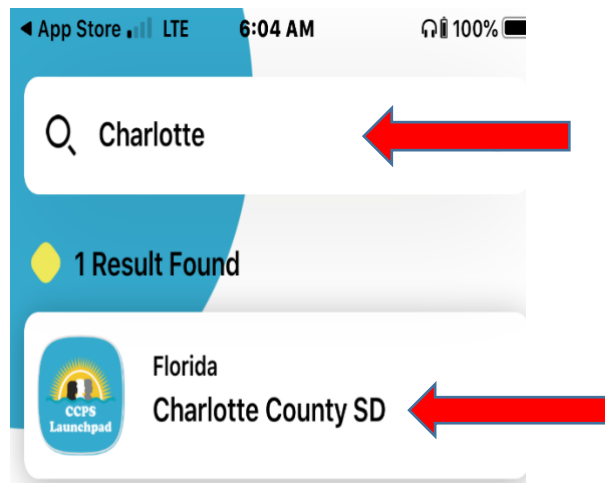
- **Reading, Mathematics, or teacher assigned lessons if the teacher has manually assigned lessons:**

Once students make their selection they will take the iReady diagnostic. Once the diagnostic assessment is complete, students will have access to the online lessons that provide instruction and practice based upon the results of the test.

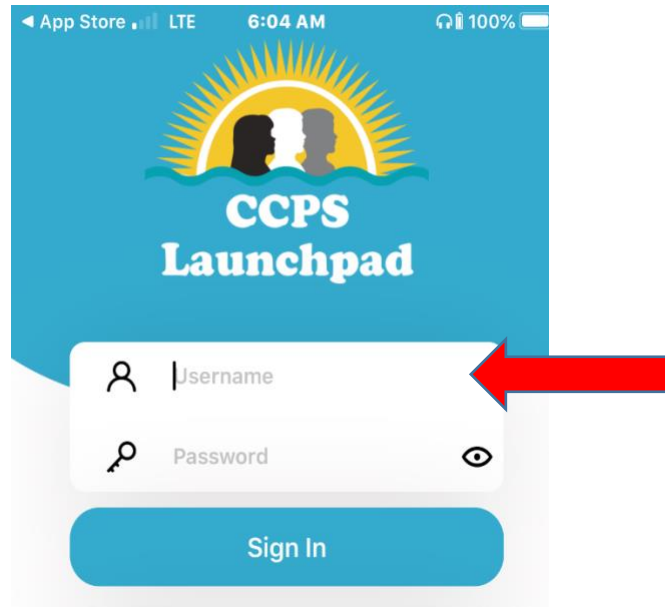
1. On your iPad/iPhone/ Android device download ClassLink LaunchPad from the App Store/Google Play.



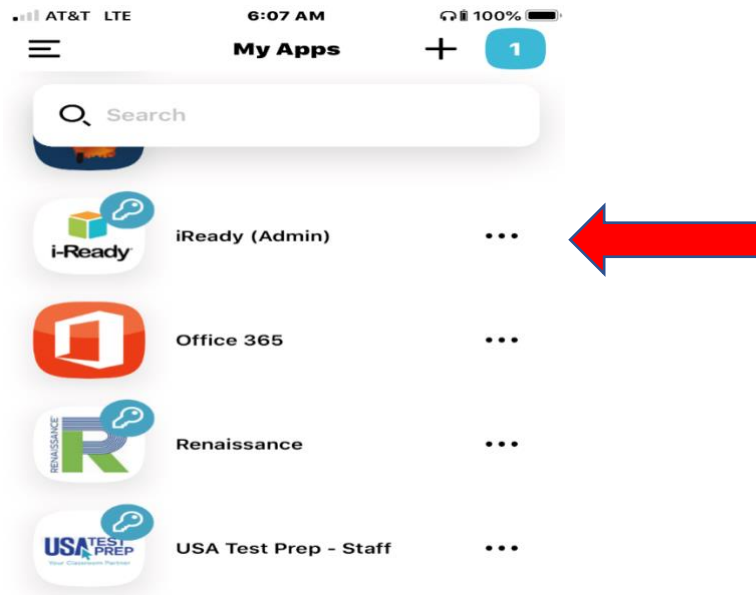
2. Once the app is downloaded: open the ClassLink app, search for “Charlotte”, and select “Florida Charlotte County SD”



3. Sign on to the CCPS Launchpad with your student's CCPS 8-digit ID and password



4. Once on the Launchpad, click on the "i-Ready" icon.



Paper-Based At-Home Activity Packets

Mathematics and reading paper-based at-home activity lessons are available for grades Kindergarten through grade 8. These lessons offer multiple ways for your child to engage with learning during their time outside of school.

A link will be provided for grade-level **At-Home Activity Packets** for Reading and Mathematics.

ELEMENTARY LEARNING GRADES 3-5

USATestPrep (Student & Parent)

What is USATestPrep?

USA Test Prep online lessons provide students with 2 to 3-minute video presentations for the Domains (Nature of Science, Earth and Space Science, Physical Science and Life Science)/Science standards. Each video presentation has a 3 to 5 question comprehension check. There are a series of 69 videos for grade 3, a series of 79 videos for grade 4 and a series of 141 videos for grade 5. Some of the videos for each grade level do repeat. **We suggest that your child view two or three videos per day and complete their comprehension check questions.** Once the comprehension check questions are complete for a video, hit the “submit” button to view your child’s score. The comprehension

questions for each video may only be answered once, however, the video may be viewed as many times as necessary if your child is unsure of the answer for any comprehension questions. Your child may select the “show transcript” link, if available, from the video page so that they are able to read along while the video is playing. After all videos have been viewed and all comprehension checks are complete, students will take an EOY standards-based Science assessment. They may complete the assessment as many times as necessary until they have mastered the assessment at 80% accuracy. The classroom teacher will keep track of comprehension check scores and the EOY assessment data. The EOY assessment will be available to take beginning May 1, 2020. In order to access USA test prep videos, your child will:

From a Computer:

Go to the Charlotte County Public Schools Website and scroll to the middle of the page to access the ClassLink login. Your child will need to log into ClassLink using their 88 number (student identification number) and password. Once you access ClassLink, find the USA Test Prep app and open it. As soon as you access the USA Test Prep app, your child will be able to select:

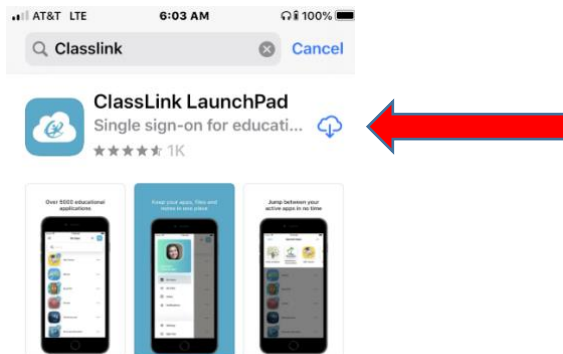
From a CCPS issued Chromebook:

The CCPS Launchpad screen will appear. Your child will need to log into the Launchpad using their 88 number (student identification number) and password. Next, select the USA Test Prep app from the selection of apps provided. As soon as you access the USA Test Prep app, your child will be able to choose:

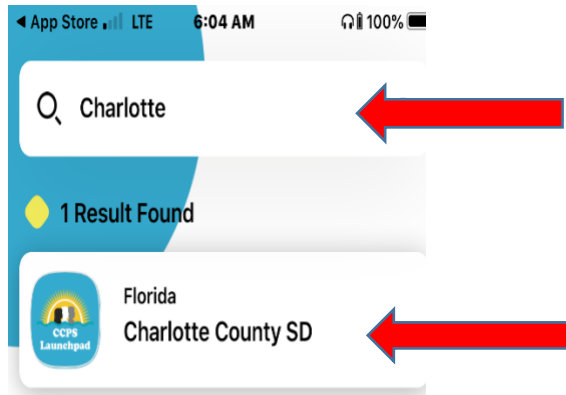
On an iPad:

Download the ClassLink app from the App Store. Open the ClassLink app first, select “Charlotte County SD,” and the CCPS Launchpad will appear. Your child will need to log into the Launchpad using their 88 number (student identification number) and password. Next, select the USATestPrep app from the selection of apps provided. As soon as you access the USATestPrep app, your child will be able to choose:

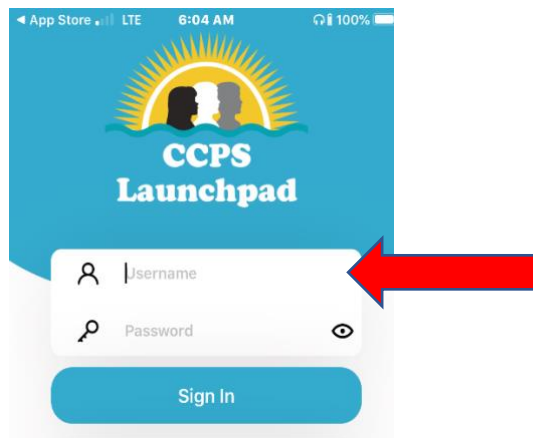
1. On your iPad/iPhone/ Android device download ClassLink LaunchPad from the App Store/Google Play.



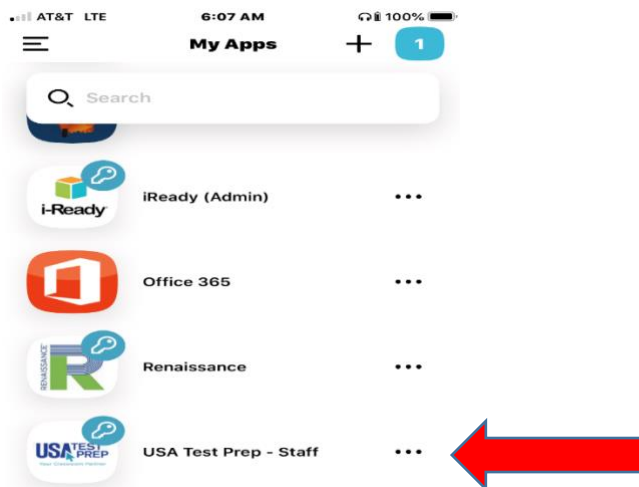
2. Once the app is downloaded: open the ClassLink app, search for “Charlotte”, and select “Florida Charlotte County SD”



3. Sign on to the CCPS Launchpad with your student’s CCPS 8-digit ID and password



4. Once on the Launchpad, click on the “USATestPrep” icon.



5. Once the “USATestPrep” icon is clicked, USATestPrep will open to the student page. To see the student’s assignments, make sure you are on the “Assignments” tab. Students will click on “Begin” or “Continue” to access their assignments.

USATEST PREP
Your Classroom Partner

Welcome, KES Student | Tokens: 0 | LOGOUT | HELP

RESOURCES: 3RD GRADE | 4TH GRADE | 5TH GRADE | OTHER

You are logged in as KES Student. [Return To Your Account](#)

K KES Student

- Join a Class
- Take an Assessment
- Join a Class Party
- Complete a Saved Test
- Game Arcade

Assignments Graded Work Messages Badges

-- View by Class

View: [List Icon] [Calendar Icon]

Due Date	Type	Name	Teacher / Class	Notes
05/29/2020	+	Physical Science and Life Science 44 Assignments	Carmel Kisiday KES Science	Begin
05/29/2020	+	Nature of Science and Earth and Space Science 25 Assignments	Carmel Kisiday KES Science Grade 5	Begin

6. USATestPrep Assignment Example

Red Arrows show:

- the “play” button
- the “audio” button (reads the question and answer choices)
- the “Show Transcript” link (allows student to read what is being said in the video)
- the “Submit” button (submits student’s answers for grading)

[HOME](#) > [ASSIGNMENTS](#) > [ASSIGNMENT - LIFE SCIENCE](#)


You are logged in as KES Student. [Return To Your Account](#)

Air, Water, and Plants

Life Science

Air, Water, and Plants

6CO_2 Carbon dioxide + $6\text{H}_2\text{O}$ Water $\xrightarrow{\text{Light}}$ $\text{C}_6\text{H}_{12}\text{O}_6$ Sugar + 6O_2 Oxygen



Permalink: https://www.usatestprep.com/modules/video/video_6

[Show Transcript](#)

[Video Feedback](#)

To improve quality, we now host our videos at Vimeo. If your school or district blocks Vimeo, please contact us.

Comprehension Questions:
 Available in **00:39**

1. What is the process that plants go through to create their own food?
 - [pasteurization](#)
 - [photosynthesis](#)
 - [germination](#)
2. Which resource is not necessary for plants to grow?
 - [air](#)
 - [soil](#)
 - [water](#)
3. What do plants create that helps human beings survive?
 - [oxygen](#)
 - [chlorophyll](#)
 - [carbon dioxide](#)

Teacher: Carmel Kisiday
Class: KES Science Grade 5
Assignment: Life Science

[Submit](#)

7. USATestPrep Graded Assignment Example

Red Arrows show:

- Student percentage for that assignment
- The "Next Assignment" button (student may continue to the next video assignment)

USATESTPREP | Your Classroom Partner | Welcome, KES Student | Tokens: 4 | LOGOUT | HELP

RESOURCES: 3RD GRADE | 4TH GRADE | 5TH GRADE | OTHER

HOME > 5TH GRADE SCIENCE SSA (NGSSS) > VIDEO RESULTS

You are logged in as KES Student. [Return To Your Account](#)

Video Results

SCORE 100% ←

Tokens Earned: 4

KES Student

Total Score	100% (3/3) ←
Correlation Score	N/A
Date Completed	03/18/2020 09:18 AM EDT
Video	Air, Water, and Plants
Test	5th Grade Science SSA (NGSSS)
Domain	Life Science
Standard	Organization & Development Of Organisms: Plants

[Details](#)

[View Video](#)

[Next Assignment](#) ←

Question Results:

#	Question	Correct	Details
1)	What is the process that plants go through to create their own food?	✓	View
2)	Which resource is not necessary for plants to grow?	✓	View
3)	What do plants create that helps human beings survive?	✓	View

[Back to Top](#)



myON Reader, myON News and Accelerated Reader on myON:

Your students have access to the myON digital library and myON News during the current school closure period. A special district-level shared account has been set up to provide them with 24/7 access to thousands of digital books and daily news articles written just for them.

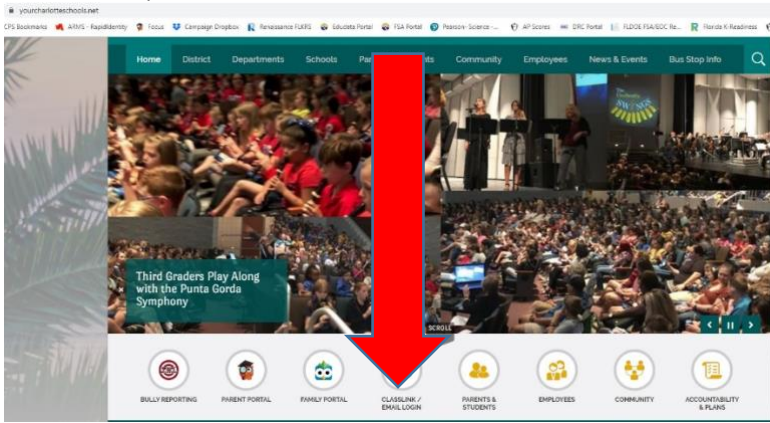
This will help them continue reading and learning and provide additional opportunities for them to explore topics they are interested in.

What's available:

The myON digital library includes thousands of digital books with optional reading supports for students from pre-K through grade 12. Five daily myON News articles, which are written by journalists and reviewed by a child psychologist, are available along with an archive of previous issues. These resources can be accessed on any digital device that is connected to the Internet and are available 24/7. Books from the myON digital library can also be downloaded onto mobile devices for offline reading.

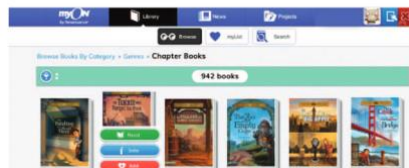
How do I log in?

From a Computer:



Go to the Charlotte County Public Schools Website and scroll to the middle of the page to access the ClassLink login. Your child will need to log into ClassLink using their 88 number (student identification number) and password. Once you access ClassLink, find the myON app and open it. As soon as you access the myON app, your child will be able to select: Digital Library from the myON screen:

myON Books:



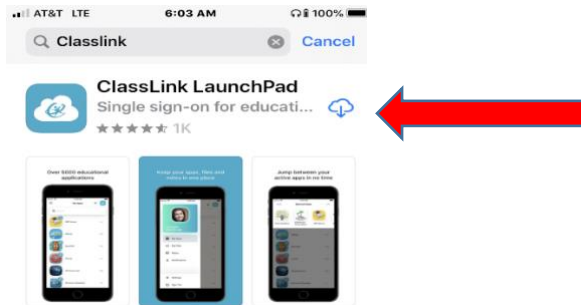
From a CCPS issued Chromebook: Remember to connect to you at home wireless/Wi-Fi connection

The CCPS Launchpad screen will appear. Your child will need to log into the Launchpad using their 88 number (student identification number) and password. Next, select the myON app from the selection of apps provided. As soon as you access the myON app, your child will be able to select the Digital Library from the myOn screen.

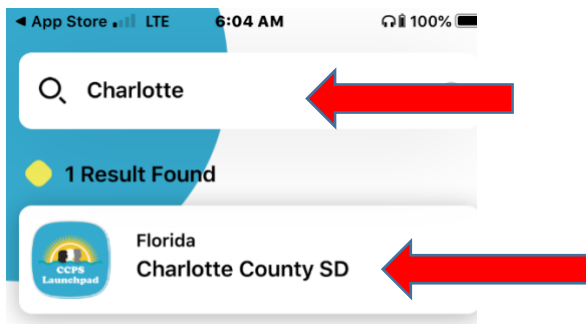
On an iPad/Android Device:

Download the ClassLink and the myON app from the App Store. Open the ClassLink app first, select “Charlotte County SD,” and the CCPS Launchpad will appear. Your child will need to log into the Launchpad using their 88 number (student identification number) and password. Next, select the myON app from the selection of apps provided.

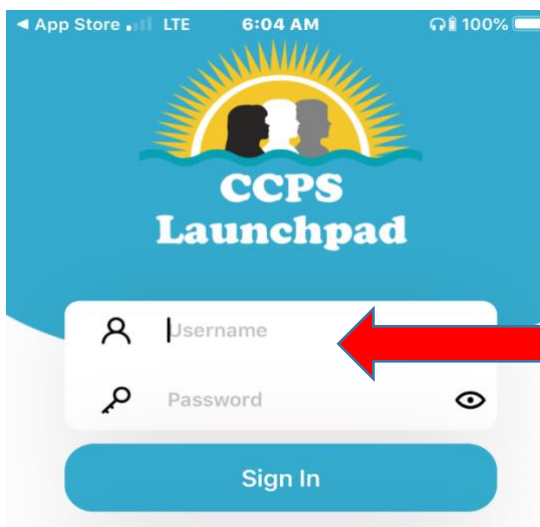
On your iPad/iPhone/ Android device download ClassLink LaunchPad from the App Store/Google Play.



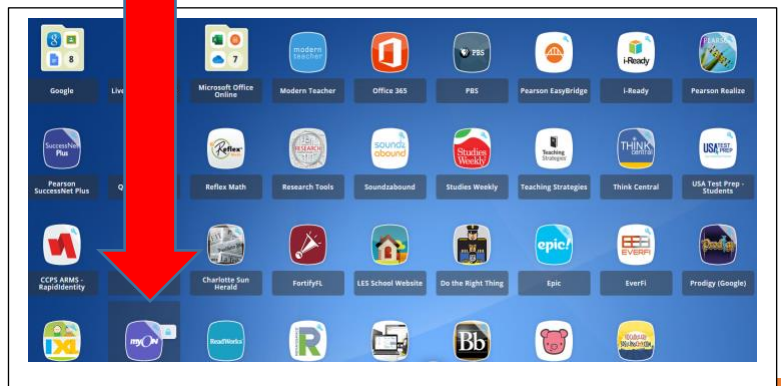
Once the app is downloaded: open the ClassLink app, search for “Charlotte”, and select “Florida Charlotte County SD”



Sign on to the CCPS Launchpad with your student’s CCPS 8-digit ID and password



Once on the Launchpad, click on the “myON” icon.

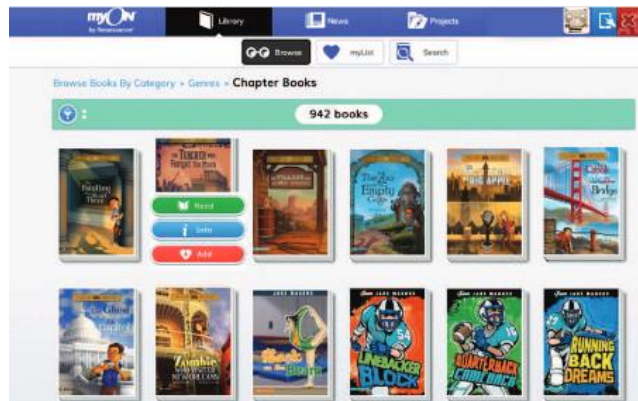


GETTING STARTED:

Once student's login, they can read books within the myON digital library and daily news articles from myON News.

myON Books:

Books are available in English and Spanish



Digital library

Students can browse or search the myON digital library to find books on a variety of topics and themes.

They can:

- Read books online on any web-enabled device that is connected to the Internet
- Read books offline with free mobile apps
- Read the same book as many times as they want to read it
- Use optional reading supports including audio, text highlighting, and an embedded dictionary

Books are available in English and Spanish

myON News:



News articles

Students can access myON News to read about current events and other timely topics.

They can:

- Choose from five daily, age-appropriate news articles written just for them and reviewed by a child psychologist
- Access optional audio and multimedia resources connected to each article, including maps, slideshows, videos, and information about the writer
- Extend their knowledge of news topics by reading

Recommendations for at-home reading every day:

20 Minutes: Reading outside of school is very important for students to enhance learning growth. Set aside 20 minutes a day for this important activity.

Get Cozy:

Cuddle up and read to your students every night before going to bed, regardless of their ages. Older students often enjoy this as much as younger ones!

Reading Corner:

Designate an area in your home for a reading corner! Create a sign together that you can hang or display in that area.

Encourage Exploration: Help students choose books on topics that capture their interests or themes that pique their curiosity. What have they been wondering about?

Read to an Audience: Reading to an audience is fun! Have young children read aloud to their stuffed animals, siblings, or you. Choose a scene from the book and act it out.

Main Character: Talk with students about the books they are reading. Ask, "If you were the main character in the story, would you make the same choices?"

Alternative Ending: Before students finish reading a book, ask them to write down what they think will happen at the end—then compare it to what actually happened.

New Hobby: Find a hobby you can share with your student and read books that help you learn about that hobby together.

Family Adventure: Talk with your student about one of your favorite travel adventures. Then read books to learn more about the place you visited and the things you saw.

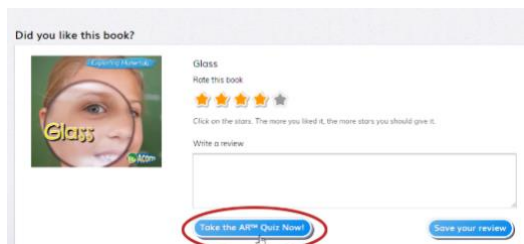
Reminisce: What was your favorite story when you were your student's age? Can you find that book or one with a similar story line?

Book Review: Ask students about books they are reading. Did they enjoy the book? What were their favorite parts? What would they change about the book?

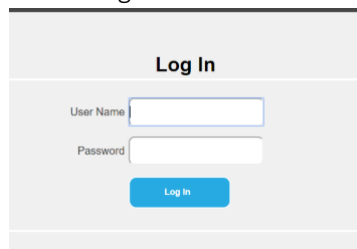
ACCELERATED READER QUIZZES in myON

Students will have the option to take an Accelerated Reader quiz (AR Quiz) after reading a myON book.

1. If the AR Quiz is available, select the **Take AR Quiz Now** button.



2. A new browser tab or new window will open for your **Accelerated Reader Quiz**. If you are asked to log in, enter the user name and password that you use to log in to Accelerated Reader.



All CCPS students K-5 will be utilizing myON, myON News & Accelerated Reader on myON

- Teachers will monitor and encourage students to read and pass their accelerated reader tests.
- Teachers will communicate with parents and provide them with the help they need while their children are working from home.



SECONDARY LEARNING GRADES 6-12



EDGEUNITY COURSEWARE (6–12)

Notes:

- ~ Nightly imports of students are active, K-12
- ~ Edgenuity is browser-based & device agnostic. If a student can pull up google, the program can be accessed.
- ~ No bandwidth requirement.

Edgenuity courses contain standards-based instruction with lessons from expert, on-screen teachers and multimedia tools and resources. Students will be presented with real-world applications, allowing opportunity to build content knowledge and essential skills, while also inspiring a deeper understanding.

Virtual Solution for All Students

- Teaching and learning continues using Edgenuity’s digital curriculum and learning management system.
- Teachers relinquish their lesson plans to the Edgenuity online curriculum.
- Students learn remotely as independent learners and are held accountable to online activity.
- Students work asynchronously and at their own pace, but are expected to strive for 50 minutes of online instruction for each of their “core content” **Edgenuity for Instructional Continuity (IC)** assigned courses daily (English language arts, mathematics, social sciences, and science).
- Each course launch represents Semester 2 of course content. Students will work through Quarter 3 content to confirm understanding and provide review before entering content representative of Quarter 4 from the Charlotte County Public Schools Curriculum Maps and Pacing Guides. Content will consist of lessons, quizzes, unit tests, and a cumulative exam. *Student learning will be assessed and will be graded in Edgenuity.
- Reporting includes a time active report of student engagement that can be translated to “attendance” and documented instructional time.
- Teachers will be trained in live and recorded webinars to assist them in understanding the “student experience” within Edgenuity in order to offer live support to students during daily “classroom office” hours when students can contact their teachers by email or phone to ask questions regarding course content, navigating the student platform, completing lessons, and taking assessments.

Edgenuity Comprehensive Teacher Training

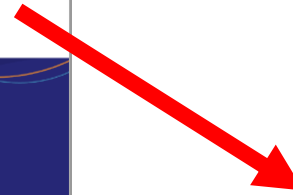
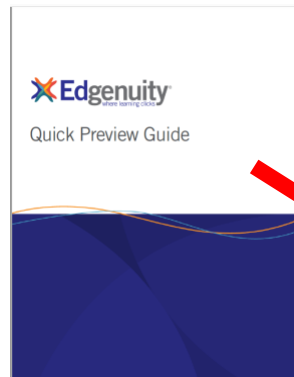
Edgenuity's teacher training plan includes live webinars, dedicated support, and intentional training resources that will be available to all secondary teachers. Teachers are provided the tools necessary to manage remote learning in case of an emergency school closure.

In addition, the District's Technology Trainers will serve as tech support for CCPS Teachers to supplement the training mechanisms offered by Edgenuity.

- Series of recorded "how to" videos
- Live & recorded webinars for additional training and support
- Dedicated Edgenuity phone and chat support

Click the following link to access the Educator's "Quick Preview Guide:"

<https://media.edgenuity.com/Manuals/eCo/edgenuity%20quick%20preview%20guide.pdf>

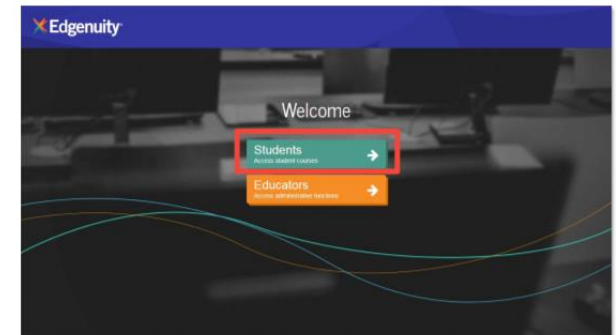


The Student Experience

For students, the Edgenuity LMS allows them to easily access their coursework, communicate with educators, monitor their progress, and view a variety of reports that help them to stay on track. The following is a brief overview of the experience students have within Edgenuity.

Please bookmark the following site in your web browser so that you can easily navigate to the Edgenuity LMS:

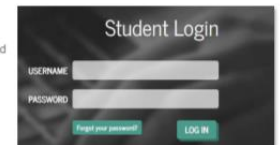
<http://learn.edgenuity.com>



Log In To Edgenuity

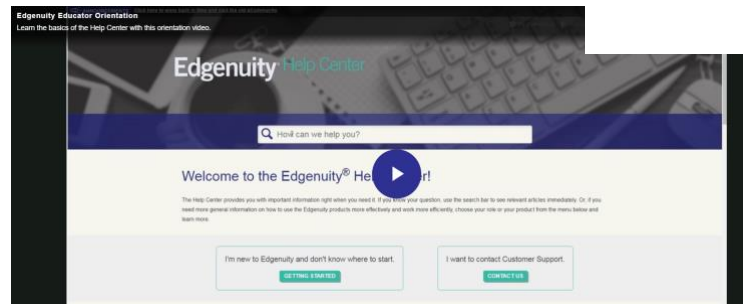
Your account grants you access as both an educator and a student by selecting the appropriate button on the main link included at the beginning of this document.

- Click the **Students** button to log into the student experience.
- Enter your username and password that were provided to you via email.
- You are now at your home screen.



Click the following link to access a series of "how to" videos:

https://players.brightcove.net/2827488281001/36YQXudC9_default/index.html?videoId=5788132602001





Live Teacher Webinar Topics

Teachers assigned to the Edgenuity E-Learning plan will participate in customized training webinars that will cover topics specific to Charlotte County's *Instructional Continuity Plan*.

These one (1) hour "live" webinars will be delivered during the week of March 23-27.

Principals will distribute their school's webinar training schedule to teachers.

**Overview of Edgenuity Courseware

Topic Edgenuity Courseware :: Overview

Mon/Wed
10am & 2pm EDT

March 18, 23, 25, 30
April 1

Description The Edgenuity platform provides numerous resources to educators and students. This session provides an overview of the content and features available that will increase your student engagement and achievement.

**Student Experience

Topic Edgenuity Courseware :: Student Experience

Mon/Wed
12pm & 4pm EDT

March 18, 23, 25, 30
April 1

Description Edgenuity's student platform includes a number of student tools to enhance learning. This session will cover the Edgenuity student experience plus student tools such as course reports, session logs, translation, text to speech and enotes.

**Monitoring Student Progress

Topic Edgenuity Courseware :: Monitoring Student Progress

Tues/Thurs
10am & 2pm EDT

March 19, 24, 26, 31
April 2

Description Edgenuity provides numerous tools and reports to monitor student progress. This session will explore the dashboard, student progress reports, course reports, and session/attendance logs.

**Grading Student Work

Topic Edgenuity Courseware :: Grading Student Work

Tues/Thurs
11am & 3pm EDT

March 19, 24, 26, 31
April 2

Description Teachers are asked to grade some student work within the Edgenuity platform. This session provides guidance on all aspects of grading student work in Edgenuity.

**** These webinars cover basic information; however, they are NOT specific to Charlotte County as they are open to any Edgenuity customer. Teachers are free to view these webinars, but not in lieu of participation in the required "Live" customized CCPS webinar.**

Click this link to access the basic webinars:

<https://www.edgenuity.com/products-and-services/professional-development/covid-19/#virtual-school>

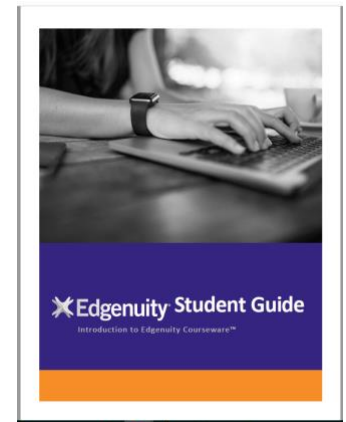
EDGENUITY STUDENT TRAINING

Training documents are to help students become comfortable navigating their courses by walking them through everything they need to know to be successful with the Edgenuity program.

Student Edgenuity accounts not only provides access to their coursework, it is also where students can find view their progress report, monitor their daily assignment calendar, and access additional features designed to keep them informed and in control of their own education.

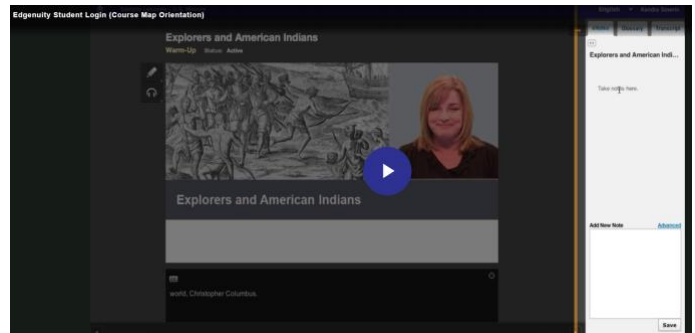
Click the following link to access the
"Edgenuity Student Guide:"

[https://media.edgenuity.com/Manuals/
Edgenuity_Student_Manual.pdf](https://media.edgenuity.com/Manuals/Edgenuity_Student_Manual.pdf)



Click the following link to access the
Student Orientation Video (Course
Map):

[https://players.brightcove.net/2827488
281001/36YQXudC9_default/index.html
?videoId=5999702153001](https://players.brightcove.net/2827488281001/36YQXudC9_default/index.html?videoId=5999702153001)



In addition, upon logging into a course for the first time, the student will encounter a Student Orientation Video that will teach the student how to navigate Edgenuity's Learning Management System!

Students are strongly encouraged to watch this video before beginning the course!

GRADES

Will students receive grades while they are in an E-Learning environment?

YES. Although campuses are closed, school is still in session and students are still earning grades. Teachers will incorporate the evaluation system of the Edgenuity platform into the student's final Quarter 4/Semester 2 grade.

Grade Weights

To be successful in your online courses, it's important to know how your work will be graded. Your overall grade is determined by calculating the weighted averages of your activities. Your teacher will be able to provide you with the grade weight percentages that have been assigned to your course, and you can keep track of those activity weights here.

Activities	Weight
Assignments	%
Essays	%
Labs	%
Projects	%
Additional Activities	%

Assessments	Weight
Quizzes	%
Tests	%
Exams	%

Courses may not include every activity listed here, so be sure to check with your teacher about which of these activities will be in your course.

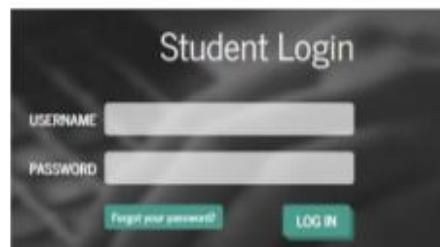
Accessing Courses

1. Log in to <https://learn.edgenuity.com> and click the **Students** button. Or follow your teacher's login instructions if they are different.



2. On the login screen:

- Enter the **username** and **password** provided to you by your teacher.
- Click the **Log In** button.



DISTRICT MANDATED EDGENUITY PARAMETERS

The following parameters will be set in place for all schools, teachers, and students to follow. No parameter is to be modified or “turned-off” by school staff.

School-level requests for “user rights” are to be submitted to and approved by the Assistant Superintendent for Learning.

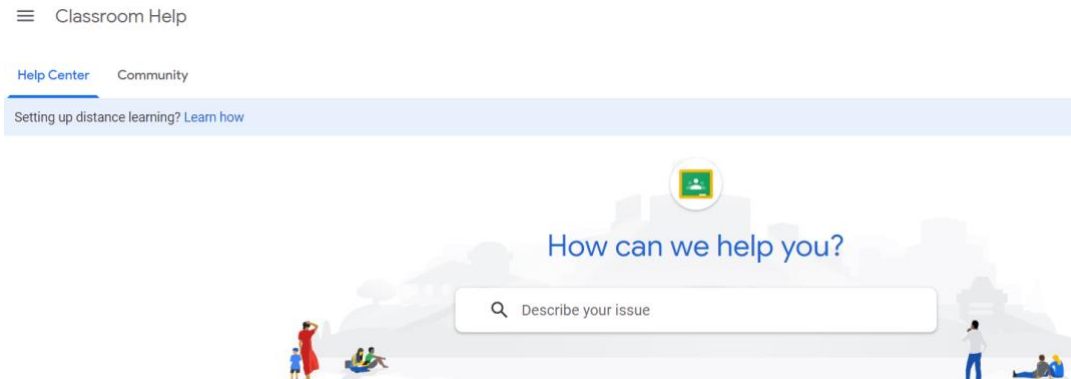
- **Turn ON Automatic with Grade** so student progress is not stopped when they are struggling with content. Teachers will not have to unlock anything. However, they also will not be alerted when they are struggling.
- **Turn ON the Student Orientation Video** so students learn how to maneuver through the LMS.
- **Turn ON Text to Speech and Text Translation** to accommodate all students.
- **Turn ON Quizzes** to allow for some form of assessment to ascertain student comprehension, learning, mastery.
- **Turn ON Prescriptive Testing** to enable a diagnostic test taken at the very beginning of a course. This will automatically customize the course for the student allowing the student to “test out” of content the student has already encountered and mastered during the school year to date. It will also allow a “review” of content the student has encountered but may not have mastered, and allow a student to “engage” in new content that has not yet been taught by the teacher in the classroom thus allowing the student to maintain pace of a course of study and/or accelerate his or her own learning. **Important – Students must be encouraged to work through the diagnostic test in a focused manner or else risk the chance of being required to work through material previously taught in class thus delaying their access to Quarter 4 content.*

- **Turn OFF Pre-Testing** as this is the sole feature that makes courses non-compliant with NCAA. We shouldn’t assume the NCAA would change their policy due to the crisis and potentially risk student athletes possibility of playing in an NCAA school

- **Turn OFF items that require Manual Grading** such as writing prompts/essays/projects.
- **Turn OFF Unit tests and *Cumulative Exams.** *If schools close for the remainder of the school year, Unit tests and Cumulative Exams may be turned back on, and the teacher will receive the rights to “unlock” these tests and exams while students are working from home.

This Instructional Continuity Plan to move the District (Grades 6-12) into the Edgenuity LMS allows for detailed reporting for all stakeholders from District Administrators to the teacher level. Upon returning to the classroom, teachers will pull a “Manage Enrollments” report and evaluate where their students are academically. Teachers could then create a short “check your understanding” assessment to ascertain exactly where they should begin with the content in class.

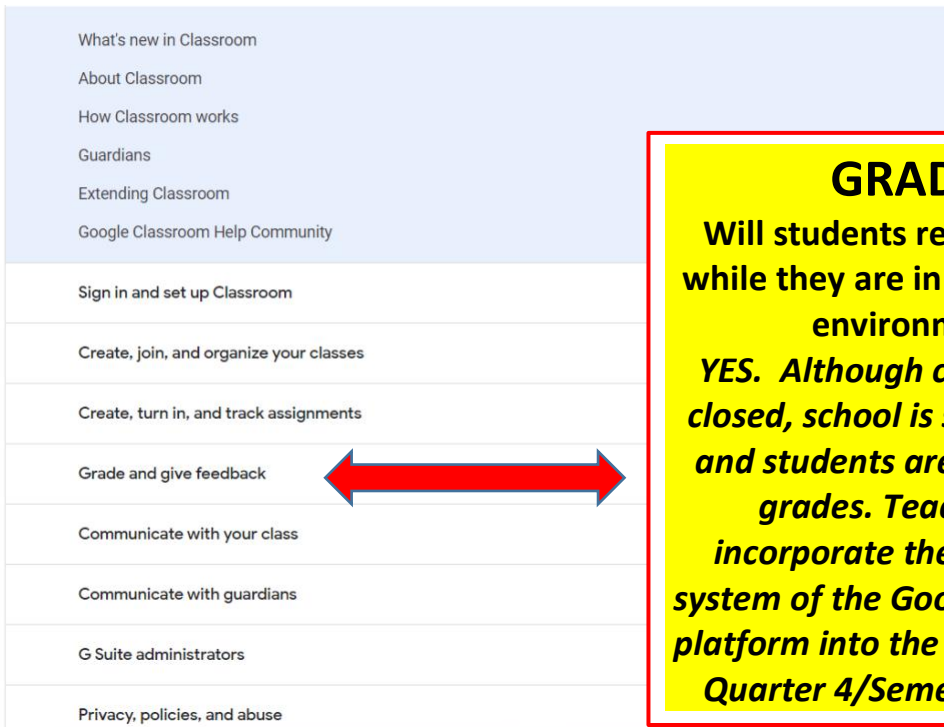
GOOGLE CLASSROOM TEACHER & STUDENT TRAINING



Here is the Google Classroom Help Center link:
<https://support.google.com/edu/classroom#topic=>

[Classroom Help](#)

Official Google Classroom Help Center where you can find tips and tutorials on using Google Classroom and other answers to frequently asked questions.
support.google.com



GRADES
Will students receive grades while they are in an E-Learning environment?
YES. Although campuses are closed, school is still in session and students are still earning grades. Teachers will incorporate the evaluation system of the Google Classroom platform into the student's final Quarter 4/Semester 2 grade

STUDENTS – [CLICK HERE](#) to access the Google Classroom Student Tutorial: How to Access Your Class!





CONTENT
DELIVERY

Exceptional Student Education

PHILOSOPHY

It is the goal of the Charlotte County Public School's Exceptional Student Education Department to guarantee the right to a complete educational opportunity to every child by providing the special learner with programs designed to meet individual needs.

This plan is based on the US DOE guidance document entitled *QUESTIONS AND ANSWERS ON PROVIDING SERVICES TO CHILDREN WITH DISABILITIES DURING THE CORONAVIRUS DISEASE 2019 OUTBREAK*, published by the US DOE March 2020. "*FACT SHEET: ADDRESSING THE RISK OF COVID-19 IN SCHOOLS WHILE PROTECTING THE CIVIL RIGHTS OF STUDENTS*" published by the Office of Civil Rights March 16, 2020 and guidance from DOE and Commissioner Richard Corcoran provided on March 17, 2020.

At all times in our virtual learning support of students with disabilities (SWDs), our focus will be on supporting our students and families while maintaining compliance with IDEA and the continued provision of FAPE "to the greatest extent possible" during these uncertain times. We acknowledge the flexibility given by Commissioner Corcoran to utilize alternative means of providing services or possible delays in service through the remainder of the school year. Teachers will be maintaining documentation on student progress during the school closure, and will carefully monitor student needs.

Plan for Instruction in Core Curriculum for SWDS instructed on FSA Standards

K-12 SWDs instructed on FSA standards

All K-12 SWDS currently receiving classroom instruction on the FSA standards will follow either the Elementary or Secondary *Instructional Continuity Plan*. ESE teachers will consult daily with students on their respective caseloads, and weekly with parents. Teachers of SWDS will oversee accommodations, adjust learning plans when needed, and maintain the provision of Specially Designed Instruction when possible.

K-12 SWDS instructed on FSAA standards

All students currently receiving classroom instruction on the FSAA standards will utilize i-Ready as their modified curriculum for Reading and Math. The adaptive content of i-Ready and the ability of the program to meet an individual student at his or her instructional level allow SWDS on ACCESS points to learn on an individualized "learning path". ESE Teachers will monitor student progress, provide daily check-ins with students and adjust learning path as needed.

CHC students on west campus (students with significant cognitive needs, or medically fragile): Teacher determined activities provided to parent and virtual support of parent and student as appropriate.

Related Services

To the extent possible, these services will be provided by our current therapists/related service providers via an online platform such as Google Meet or Zoom. All HIPPA, FERPA and IDEA regulations will be maintained through the chosen virtual learning platform.



ESE Core Content Delivery via an Online Instruction Experience

- ❖ Students will have access to core content via an online learning experience to remain engaged in learning during the time schools remain closed.
- ❖ Core content via an online learning experience is for all students in the designated grade-level bands. When applicable, students on IEP/504 and Access points receive accommodations as necessary.
- ❖ School Board Policy 7540.03, *STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY and NETWORK and INTERNET RULES, SAFETY and USE AGREEMENT* remain in effect and are part of the **Instructional Continuity Plan**.
- ❖ Language regarding plagiarism and cheating as stated in the district’s Code of Student Conduct remains active and enforceable under this **Instructional Continuity Plan**.

*Teachers of SWDS and Gifted	*Related Service Providers/ Behavioral Specialists
TEACHER	TEACHER
<ul style="list-style-type: none"> ✓ Participate in Google Classroom, i-Ready, Edgenuity, and virtual support training sessions offered by their school or district during the week of March 23-27. Teachers may also access training tutorials located on the CCPS District website or utilize a “Virtual Training Room” through Microsoft Teams. Schedule to be released shortly. ✓ Maintain classroom “office” hours for regular student and parent support as outlined on pg. 3 of this document ✓ Monitor and track student progress, review student work and adjust learning as needed ✓ Continue to keep detailed data on student progress towards goals and objectives ✓ Participate in virtual IEP meetings scheduled by your ESE Liaison ✓ Facilitate the provision of Specially Designed Instruction or enrichment 	<ul style="list-style-type: none"> ✓ <i>Therapists and Behavior Specialists</i> are to participate in Google Classroom, Teach Town and other virtual support training sessions offered by their school or district during the week of March 23-27. Teachers may also access training tutorials located on the CCPS District website or utilize a “Virtual Training Room” through Microsoft Teams. Schedule to be released shortly. ✓ <i>Therapists and Behavior Specialists</i> are to maintain classroom “office” hours for regular student and parent support as outlined on pg. 3 of this document ✓ <i>Therapists and Behavior Specialists</i> monitor and track student progress, review student work and adjust therapy/services as needed ✓ <i>Therapists</i> continue to keep detailed data on student progress towards goals and objectives

- through on-line learning platforms, student interactions and parent support
- ✓ Continue to provide consult services via phone or virtual platform (Email is not appropriate)
 - ✓ Monitor daily student usage and lesson performance
 - ✓ Communicate lack of student usage time to School Principal upon request
 - ✓ Collaborate with assigned general ed team members (co-teachers and support facilitation providers) to collaborate and support SDI through the facilitation of the *Instructional Continuity Plan*
 - ✓ Communicate with students and provide timely feedback.
 - ✓ Teachers are strongly encouraged to complement their instruction with supplemental and digital enrichment resources identified in the *Instructional Continuity Plan*

- ✓ Participate in virtual IEP meetings scheduled by your ESE Liaison
- ✓ Therapists facilitate the provision of related services through on-line learning platforms, student interactions and parent support and the utilization of a virtual interactive platform (such as Zoom, Google Meet, or Skype) for provision of services
- ✓ Continue to provide consult services via phone or virtual platform (Email is not appropriate)
- ✓ Collaborate with other members of the core team/department to network and support one another in the facilitation of the *Instructional Continuity Plan*
- ✓ Communicate with students and provide timely feedback
- ✓ Communicate with parents on a weekly basis to discuss learning needs and supports for generalization in the home setting
- ✓ Monitor and track student progress on therapy goals and objectives
- ✓ Continue to keep detailed data on student progress towards goals and objectives
- ✓ Participate in virtual IEP meetings if needed
- ✓ Continue to provide consult services via phone or virtual platform (Email is not appropriate)
- ✓ Develop a schedule to be shared with families, gen ed teachers and liaison of the provision of virtual supports to students

STUDENT

- Students are to be reminded that you are still working in an effort to pass your classes and achieve credit to promote to the next grade or graduate from high school. Continue to take your learning seriously. School is “closed,” but school is NOT over.
- Establish daily routines for engaging in the E-Learning experience
- Identify a space in your home where you can work effectively and successfully

STUDENT

- Students are to be reminded that you are still working in an effort to pass your classes and achieve credit to promote to the next grade or graduate from high school. Continue to take your learning seriously. School is “closed,” but school is NOT over.
- Establish daily routines for engaging in the E-Learning experience and be “on-time” to log in to the chosen platform at the scheduled therapy time

- Engage in all learning with academic honesty
- Communicate proactively with your teachers if you cannot meet deadlines or require additional support
- Comply with school Internet safety policies
- Do not forget that your school and your teachers are still available to assist you in your learning. This is a partnership. Reach out for help when you need it. Continue to do your very best.

Essential Student Learning Time:

- Students K-12 utilizing i-Ready
- Students (6-12) are to complete 50 minutes of online instruction for each of their “core content” **Edgenuity for Instructional Continuity (IC)** assigned courses daily (English language arts, mathematics, social sciences, and science).
- Students (6-12) using **Edgenuity for Credit Recovery (CR)** are expected to continue working on their courses at least one hour a day, per course.
- Students are to complete the Student Orientation Video provided by Edgenuity course work
- Students are to participate in the Google Classroom experience for all assigned electives.

- Identify a space in your home where you can work effectively and successfully
- Engage in all learning with academic honesty
- Communicate proactively with your teachers if you cannot meet deadlines or require additional support
- Comply with school Internet safety policies
- Do not forget that your school and your teachers are still available to assist you in your learning. This is a partnership. Reach out for help when you need it. Continue to do your very best.

Essential Student Learning Time:

Speech, Language, OT and PT services will continue to be provided in accordance with IEP whenever possible.

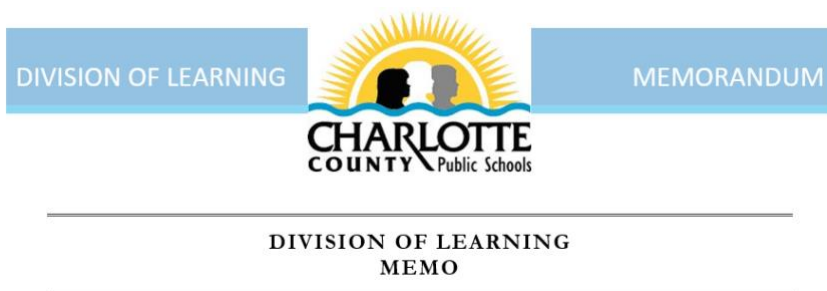
ESE Director will provide a detailed list of roles and responsibilities to each principal and ESE teacher/ services provider.



MOBILE
DEVICES

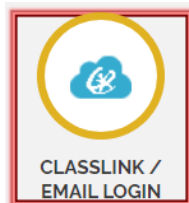
Supplemental & Enrichment Digital Resources

- ❖ Online instruction should not be limited to core content only. Students will have access to supplemental and enrichment materials to continue and enhance learning.
- ❖ Supplemental and enrichment materials will cover a variety of areas and interests such as English language arts, science, social studies, mathematics, fine arts, music, etc.
- ❖ Supplemental and enrichment materials support learning by offering suggestions for high-interest activities and supports.
- ❖ Students should never underestimate the power of a good book! Supplemental and enrichment activities may include conducting research on a topic of interest or recreational reading.



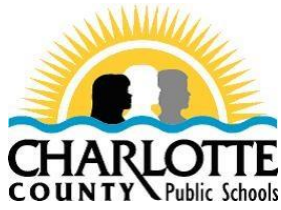
Dear Parents and Guardians:

In the unfortunate event that the Charlotte County Public Schools must close schools in response to Covid-19, we have prepared a list of supplemental resources and on-line tools to support continued learning and keep students engaged. The list of supplemental resources include websites that students can access through their Classlink homepage, as well as links to additional educational websites. Students can access Classlink from the yourcharlotteschools.net website, scroll down and click on the following icon:



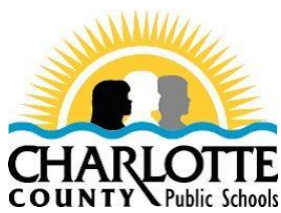
Please note that a majority of students can access their adopted core instructional materials (their textbooks) from their Classlink homepage. Parents and guardians can also access the adopted core [Curriculum Maps & Pacing Guides](#) from the CCPS website at [Curriculum & Instruction](#). We are committed to supporting our students and families during this unfortunate time of school closure.

Sincerely,
The Curriculum & Instructional Specialists Team
Division of Learning



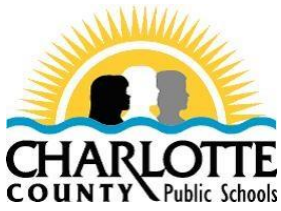
**Supplemental Resources
in ClassLink**

	K-5				6-8				9-12			
	Language Arts/Reading	Mathematics	Science	Social Sciences	Language Arts/Reading	Mathematics	Science	Social Sciences	Language Arts/Reading	Mathematics	Science	Social Studies
i-Ready	●	●			●							
iXL					●		●		●			
Renaissance (AR)	●											
Reflex Math, ExploreLearning		●				●						
Algebra Nation						●				●		
Studies Weekly				●								
USA Test Prep	●		●				●	●			●	●
Edgenuity					●	●	●	●	●	●	●	●
Charlotte Sun Herald	●	●	●	●	●	●	●	●	●	●	●	●
Everfi	●	●	●	●	●	●	●	●	●	●	●	●



**Hotlinks to Additional
Supplemental Resources**

	K-5			6-8				9-12			
	Art	Music	Physical Education	Art	Music	Physical Education	World Languages	Art	Music	HOPE & Physical Education	World Languages
Duo Lingo app							●				●
Quaver Music		●									



Hotlinks to Additional Supplemental Resources

	K-5				6-8				9-12			
	Language Arts/Reading	Mathematics	Science	Social Sciences	Language Arts/Reading	Mathematics	Science	Social	Language Arts/Reading	Mathematics	Science	Social Studies
iCivics				•				•				•
NoRedInk	•				•				•			
Novel Effect	•	•										
Positive Physics							•				•	
SplashLearn		•										
Times Tables Rock Stars		•										
Wonderopolis	•		•	•	•		•	•				
Circle Time Fun *PK-K	•											
Discovery ED *includes PK	•	•	•	•	•	•	•	•	•	•	•	•
Scholastic Learn at Home	•	•	•	•	•	•	•	•				
Khan Academy for Kids app	•	•	•	•								
Khan Academy		•				•			•	•	•	•
Florida CPalms Tutorials	•	•	•	•	•	•	•	•	•	•	•	•
PBS Learning Media	•	•	•	•	•	•	•	•	•	•	•	•
eReading from SORA					•	•	•	•	•	•	•	•
Mystery Science	•		•									
2Simple Purple Mash & Serial Mash *includes PK	•	•										
Literacy Central	•		•	•	•		•	•	•		•	•
Actively Learn					•		•	•	•		•	•

Accessibyte	•				•				•			
Delta Math Delta Math Overview						•				•		
Geopolaris								•				•
Phet		•	•			•	•			•	•	
Hotlinks to Additional Supplemental Resources	ELL	K-5			6-8				9-12			
	English Language Learners	Art	Music	Physical Education	Art	Music	Physical Education	World Languages	Art	Music	HOPE & Physical Education	World Languages
	Art Tango	•										
	Incredible Art				•				•			
	Music Theory					•				•		
	Hip Hop Public Health										•	
	GoNoodle			•								
	Fluency and Fitness <small>*includes PK</small>			•								
	Learning Chocolate	•										
	Colorín Colorado!	•										
Activities for ESL Students	•											

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Student & Parent/Guardian Support



- ❖ The district will continue its efforts to ensure that every student has access to a mobile device. Read on to learn more.
- ❖ District identified E-Learning experiences do not come without tech support. Read on to learn more.
- ❖ When learning from home, it is inevitable that questions will arise and so will difficulties in finding someone to talk to in order to answer those questions and resolve issues that are blocking the continuation of learning. The District recognizes the difficulty and frustration that our students and families may experience when facilitating an emergency E-learning plan. This section of the *Instructional Continuity Plan* offers support in the form of “Frequently Asked Questions” documents and “How-To” quick guides for students and families wishing to support their children when learning from home.



MOBILE DEVICES

- ❖ Parents/Guardians of grades K-12 students were given the opportunity to complete a survey to determine if they have a need for a mobile device at home to access online learning. The *Home Technology Survey* is accessed by clicking [HERE](#).
- ❖ Schools will check out mobile devices to those students or parents/guardians who have indicated they need a mobile device for use at home for the duration of the school closings. The *District Mobile Device Check-Out* form is accessed by clicking [HERE](#).
- ❖ Schools will use their current inventory of mobile devices, including devices in carts, to check out to students.



INTERNET ACCESS

- ❖ The District encourages students & parents/guardians to research free internet providers and other options to identify hot spots in our community.



Frequently Asked Questions & Other Guides



- Click this link to find answers to many iReady questions:
<http://i-readycentral.com/familycenter/faqs/>
- Click this link to access the iReady Family Center:
<http://i-readycentral.com/familycenter/how-can-i-support-my-student/>



- Click this link to access the Edgenuity Help Center:
[https://help.edgenuity.com/Classroom_Resources/Parent_Resources/Introduction for Parents](https://help.edgenuity.com/Classroom_Resources/Parent_Resources/Introduction_for_Parents)

❖ Charlotte County Public Schools

- Division of Learning
 - Elementary Learning: (941) 255-0808 ext. 3006
 - Secondary Learning: (941) 255-0808 ext. 3010
 - ESE: (941) 255-0808 ext. 3100
- Innovation Through Technology (941) 255-0808 ext. 3144
- Student Support Services (941) 255-0808 ext. 3073





TECH SUPPORT

❖ **iReady**

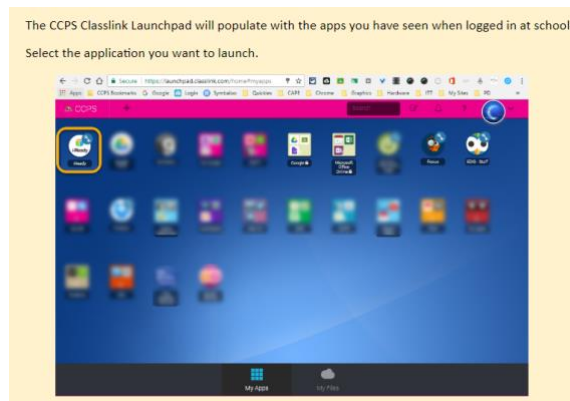
- Customer Service: (800) 225-0248
- Technical Support: (800) 225-0248

❖ **Edgenuity**

- PHONE: 877.202.0338
- EMAIL: CustomerSupport@edgenuity.com
- HOURS OF OPERATION:
Monday–Friday: 4:30 a.m. to 6:30 p.m. (PST)
Saturday–Sunday: 6:00 a.m. to 2:00 p.m. (PST)
- Click on this link to access the Help button and start a conversation with a support team member. From there, you can chat, phone call, or email:
https://help.edgenuity.com/Help_Center/Resources/Contact_Us

❖ **Charlotte County Public Schools**

- Click on this link for more information on requesting District technology support:
<http://links.yourcharlotteschools.net/techsupport>
- Click on this link to access at home directions for students to access Classlink's CCPS Launchpad:
https://docs.google.com/document/d/1Tq5MOKzVq60ZkzIP1-Is346x_l7RSjEpjxgF86ZpUE/edit



INSTRUCTIONAL CONTINUITY PLANS

CHARTER SCHOOLS

Babcock Neighborhood School

Crossroads Hope Academy

FSW Collegiate High School

Note: Charter Schools are not bound by this ICP. Each charter school will implement an ICP that best suits that school's specific needs. Each charter school was directed to submit its ICP to the district for review and approval. Parents of charter school students should contact their children's school for further information.

[Visit
School
Website](#)

BABCOCK NEIGHBORHOOD SCHOOL



Please address all inquiries to:
Principal: Shannon Treece
Contact BNS
Phone: (239) 567-3043

[Visit
School
Website](#)

CROSSROADS HOPE ACADEMY



45991 Bermont Rd
Punta Gorda, FL 33982
Phone: (941) 575-5790
Director: Cynthia Kusha

[Visit
School
Website](#)

FLORIDA SOUTHWESTERN COLLEGIATE HIGH SCHOOL



23600 Airport Road
Punta Gorda, FL 33950
Phone: (941) 637-5673
Principal: Michelle Wier

