



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

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**The School Board of
Broward County, Florida**

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March 30, 2020

Dear Teachers,

Welcome back! When we ended the school day on March 13th, we knew that the COVID-19 pandemic was impacting many people around the world and would impact Broward County in the near future. We return to teaching today, seventeen days later, to a community having physical distancing protocols imposed, non-essential travel limited, and economic instability across the world. I hope that you have been able to be with loved ones during this time, have been able to interact with friends and family by email, social media, and phone calls, and have ensured that physical distancing has not meant isolation for yourself or others. Now, our attention returns to our students, their learning, and the application of your professionalism to teaching in a new environment .

Today we return to our professional lives under very different circumstances than when we left work on the 13th of March. We have had to move our educational processes from the physical world to the digital space. Broward County Public Schools (BCPS) has is utilizing its enterprise digital eco-system, Canvas, for all community members to learn, teach, and most importantly, connect with each other. Our response to our situation is founded on the commitment to maintain the relationship between you as the educator and our students as learners. Our curriculum, our instructional materials, our business processes, and our support services are now present online. We will continue to adapt, expand, and mature our support for learning in the digital world over the coming days and weeks.

BCPS is committed to assisting you in this transition with formal trainings, helplines, and peer support. Based on your commitment to our students, we are confident that the challenges of learning new pedagogical methods, while teaching remotely, will be overcome in the near future. To assist you in this transition process a simple primer of “what is to be done” is provided on the following pages.

Our highest priority is to engage with students in high-quality learning experiences. The cancellation of the State’s FSA and EOC examinations means that we can focus on our curriculum without time spent on test preparation or administration. Student progression and graduation will be based on district curriculum expectations implemented by you, the teachers. Further academics updates are provided at www.browardschools.com/coronavirus. We know that you will provide students with flexibility, compassion, and understanding as high-quality instruction is implemented.

With deepest respect and gratitude,

Daniel F. Gohl, Chief Academic Officer



Teachers

1. Publish a Canvas course for each course (and/or course-section) that is on your schedule. Training courses, videos and support collateral for this and all other virtual instruction matters is at <http://browardschools.com/learningnevercloses>.
2. Send an announcement in each course (and/or course-section) informing students on what assignments, tasks, etc. they should do for the week of March 30. Remember, you can start with just Monday and then add announcements throughout the week. You do not have to take attendance for your classes. Student "Daily Attendance" will be taken when students sign-in to <http://sso.browardschools.com>.
3. Have an announcement in each course (and/or course-section) informing students of the teacher's schedule and office hours. This will include if, and if so when, the teacher will be available for video chat through Teams or Zoom. You should have at least three hours of on-line support, via chat, video, or audio for students per school day. The remaining hours of your professional day can be dedicated to grading, posting future work for students in Canvas, professional learning, and other necessary tasks in a manner that respects your personal circumstances.
4. Have an announcement about how Quarter 3 grading will be brought to closure no later than Wednesday, April 1.
5. Familiarize yourself with the "Global Announcement" feature to send a message to all of your students and the "Inbox" to send messages to individual or groups of students. You may opt to continue using other technology to get messages out (e.g. Remind, GroupMe, etc.), but it is imperative that communications also be placed in Canvas.
6. Submit grades in Pinnacle by Close of Business on Thursday, April 2.
7. While grades for the third quarter are due on Thursday, April 2, instruction for the third quarter will continue through the end of the day on Friday, April 3.
8. Begin Quarter 4 instruction on Monday, April 6 on Canvas. Most teachers will retain the same students between quarter 3 and quarter 4. Schools operating on an accelerated block schedule, certain elective classes, and special cases will have newly rostered courses and/or students on April 6.
9. Ensure that you are aware of the additional supports available to you and students in our new digital world. These include resources and services for ESE, Bilingual/ESOL, 504, Rtl, and other student populations. Support services including school counseling, social work, ESE, Bilingual/ESOL, Career and Technical Education, Applied Learning, and most other teacher needs.
10. Look for **BCPS Alerts** for updated training courses on Canvas, Teams, and other topics. Consider joining a training to deepen your understanding of the technologies so that you can use them to enhance your instruction. These will also be posted on <http://browardschools.com/learningnevercloses>.
11. Consider joining a grade level or course specific Yammer group to receive peer support. You will find Yammer in the Office365 Suite of your BCPS LaunchPad. You can also download Yammer for iOS or Android or go to www.yammer.com and sign-in with your BCPS credentials.
12. Please prioritize keeping your students informed of your availability and your expectations during this difficult time of physical distancing. BCPS has enabled learning to remain **focused on student-teacher relationships**, equity of opportunity, and high-quality learning & support services.



Additional Information for Teachers in Special Program Classrooms and Students with Complex Disabilities

ESE Teachers: Contact individual families to share about remote learning opportunities designed to meet the needs of your students and families. Schedule individual time with students and families to address specialized needs and collaborate on IEP goals. Additional information and support for special program teachers and remote instructional resources can be found on canvas at:

Including students instructed on Access points: <https://browardschools.instructure.com/enroll/Y3ANF3>

Supporting Students with ASD: <https://browardschools.instructure.com/enroll/7F78LN>

ESE Learning Never Closes – Parent Resource for Students with complex needs in grades K-5:

<https://browardschools.instructure.com/enroll/XTLXDN>

Middle School SVE : <https://browardschools.instructure.com/enroll/4M6CRM>

High School SVE: <https://browardschools.instructure.com/enroll/BMBJFX>

Secondary Behavior Course: <https://browardschools.instructure.com/enroll/8RN77Y>

Additional information for Early Childhood Education Teachers (Birth to PreK)

Contact individual families to share about remote learning opportunities designed to meet the needs of your students and families. Additional information and support for early childhood education teachers and remote instruction can be found at: <https://browardschools.instructure.com/enroll/GPBEBW>.

Need Technical Support?
Contact your school's Microtech or Administration