March 18, 2020

CTHS Students and Parents,

We hope that all of you are doing well and staying safe and healthy during these most unusual circumstances. We are working diligently to prepare online learning opportunities for our students. I would like to share our plans for maintaining instruction during the days we are away from campus.

**Instructional Hours**

In order to maintain consistency, support students, and provide regular instructional services, CTHS teachers will be available from the hours of 9:00 am – 11:00 am and 12:00 pm – 2:00 pm each regular school day.

**Instructional Plan**

For their core classes, students will complete online learning activities including watching videos, taking notes, completing quizzes, and taking assessments using the Edgenuity platform. The district is assigning students to these courses aligned to the Texas Essential Knowledge and Skills. For elective courses, students will be completing online coursework specific to their pathway or elective (art, physical education, etc.). Students in the Connect personalized learning program will continue to complete their online learning activities using the Connect platform. Projects and assignments may be adjusted to fit our current situation.

**Expectations for Students**

Beginning on Monday, March 23, 2020, students will log in and complete their online learning activities on a regular basis. It is best if students complete their online course work during the regular instructional hours listed above. Teachers will be available for support during those hours. Students who log in, complete their assignments, and demonstrate genuine effort will be successful. Student grades will come from the completion of the online learning activities and will be recorded by teachers in the Skyward gradebook.

**Support for Students and Parents**

Teachers and administrators will be regularly monitoring student effort, progress, and grades. Teachers and administrators will be contacting students through Remind, Google Meets, email, and telephone to check on students and provide instructional and personal support. Parents will be contacted if students are reluctant or struggling with the online learning process. Students receiving support through special education and/or English Language assistance will continue to receive those supports. Staff working with those students will also be making regular contact to provide support.

**Library and Reading Support for Students**

Our librarians are ready to provide support for students with reading assignments. We encourage our students to check out books through our e-book collection and maintain their literacy skills through regular reading.

Thank you for your patience and continued support as we move forward during these most unusual days.

Signature

(autographed name)