

## SATURDAY, APRIL 4, 2020 EMAIL TO STUDENTS AND PARENTS HOLY WEEK UPDATES AND REMINDERS

Hello students and parents,

As we approach Holy Week, I hope the coming days allow some time of prayer and reflection with your family and with our greater faith community.

I wanted to share some updates and reminders with you.

- Instruction will not occur from Wednesday, April 8th through Monday, April 13th. Teachers will not post any lesson plans in RenWeb on those days. Instruction and lesson plans will resume on Tuesday, April 14th.
- Final Exams will not be given this semester. Semester 2 grades will be determined by averaging the numerical grades from Quarter 3 and Quarter 4.
- The final day for Seniors will be Thursday, May 7th. Since there will be no exams, Seniors will instead follow the full day, 5-period rotation stated on the RenWeb calendar on May 4th - 7th .
- Progress Report Grades will not be uploaded into RenWeb. Students and parents should continue to monitor grades in RenWeb.
- Information regarding scheduling for the 2020-2021 school year (Honors/DE approval, making course requests) will be sent out to students and parents as we develop the process for doing these tasks remotely.
- Please use a browser on your phone or computer to access RenWeb lesson plans.
  - Log in to RenWeb → Click on Students on the left side of the page → Click on Lesson Plans
  - Teachers will have completed lesson plans posted in RenWeb no later than 9 AM on Monday mornings.
  - If you have access to a printer, we recommend printing the lesson plans for the week. This can serve as a “checklist” for academic tasks and a visual reminder to keep up with school work.
- **IMPORTANT:** As we are now into the third week of distance learning, the vast majority of students have been completing and submitting assignments. Teachers have been entering grades in RenWeb as they check for student work. Teachers, guidance counselors and administrators have been in contact with the parents of those students who have not been submitting work. The Technology Department has provided support to students with technology issues. This leads to how missing assignments will be treated moving forward.
  - **As of Tuesday, April 14, grades for missing assignments will become permanent in RenWeb.**
    - Extenuating circumstances that occur between now and April 14th will be considered on an individual basis in regards to the statement above. It is imperative that students and/or parents

- communicate with teachers, counselors and administrators about any extenuating circumstance as soon as it arises.
- After April 14, students will be given a series of 2-week grace periods to submit assignments, before incomplete grades become permanent.
    - For example, suppose an assignment has a due date of April 16th. If the assignment is not submitted on or before April 30th, the grade for the missing assignment will become permanent in RenWeb, barring an extenuating circumstance that has communicated to the teacher, guidance counselor or administration.
    - NOTE: Students should NOT add 2 weeks to the stated due date in RenWeb/Classroom and put off doing assignments when they have the opportunity and ability to complete them before the stated due date. In other words, please take care of your work as you are able to. Please do not procrastinate.

Thank you for your time and your continued support. If you have questions or concerns, please don't hesitate to reach out to your teacher, your counselor or a member of the administration.

We will be keeping you and all members of the TCHS community in our prayers as we prepare for Easter.

Thank you,

Lauren Jeffrey