

## **MONDAY, MARCH 16, 2020 EMAIL TO PARENTS AND STUDENTS**

Good afternoon students and parents,

The administration has met with representatives from the Diocese of Lafayette about the school closure and ways to implement distance learning with our students. The faculty and staff have been preparing for this transition over the last two weeks. As there are many academic items to address, I will share the information with you in a bulleted format.

- Instruction will resume for students on Wednesday, March 18 at 7:30 AM. Teachers will continue to post lesson plans on RenWeb. Lesson plans will be posted by Wednesday for this week, and will be posted by Monday morning for the following weeks.
  - You can access RenWeb lesson plans by following these steps:
    - Login to RenWeb → On the left menu bar, click Student → then Homework to view Homework and Lesson Plans to view teacher lesson plans
- Many teachers use or will begin to use Google Classroom to post detailed assignment information and collect student work. Google Classroom is only accessible by the students, as this is a platform that utilizes the [tchs.net](mailto:tchs.net) email accounts for logins. However, parents are encouraged to sit with students when possible so they can see how the platform works.
- We will follow the rotating schedule on the RenWeb calendar to determine which classes will “meet”/will have assignments on each day. For example, Wednesday’s schedule is 7-1-2-3-4. On Wednesday (3/18), any assignments teachers have for those 5 classes will be posted on Google Classroom by 7:30 AM.
- These assignments will count toward the students’ 4th quarter grades. It is imperative that students complete these assignments in accordance with the instructions and directions provided by the teacher.
- We understand there are various obstacles to accessing a device at home at a specific time for a specific class. Therefore, we are not requiring students to log on at a set time or for a certain length of time. There will be due dates and times, but they will be extended accordingly. Students should make every effort to complete and submit assignments, even if the due date/time has passed.
- If you have trouble completing an assignment, please contact your teacher via email immediately and explain your issue. Your teachers will work with you.
- Teachers will work on setting a “chat” time where they will be available on Google Chat or other similar platform to provide answers to general questions. If a student is not able to access Google Chat during the designated time, students can still email teachers with questions. Please be patient with the teachers as they work through setting up this “chat” function.
- If your access to the internet changes, please contact your guidance counselor and me as soon as possible.
- The national ACT date for April has been moved to the summer. We will adjust our processes and deadlines for approval of honors courses and course requests for next school year. You will receive information from the Guidance Department as those adjustments are made.

## Resources

- Simple Parent Guide for Google Classroom

<https://drive.google.com/file/d/11-3y-5u1sEsb08SHqMNCjwlvAaR0daW/view?usp=sharing>

- Links to affordable internet options

<https://docs.google.com/document/d/1JWC-gXSKcklcJ8LBkAy3GvwpSAyieLarOy-mvif8S3s/edit?usp=sharing>

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Please continue checking your email, our website and our social media pages for more information. We will share relevant information and changes with you as we get them. Please do not hesitate to contact us with your questions. We thank you for your continued prayers and patience as we make this transition.