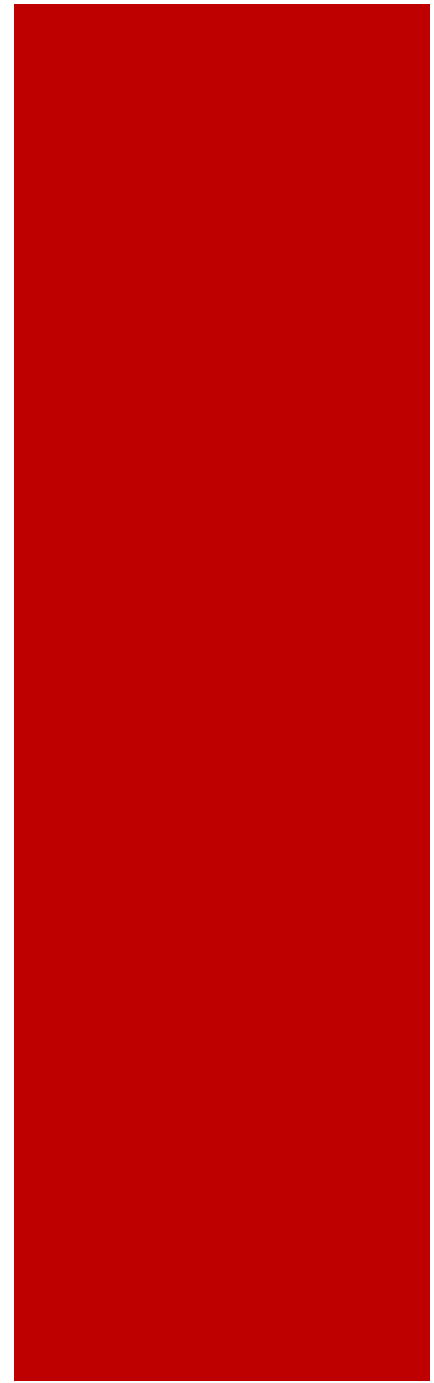


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Central High Red Day Protocols



Quick Notes

- Central will be on red from December 9th-18th
- Daily virtual attendance is required, just like a normal school day. Students must login live on Teams for every class.
- All classes will happen on Microsoft Teams.
- All assignments will be accessed/submitted on Canvas.
- All official grades & attendance will be in Aspen.



Programs Used for Virtual Learning

Canvas	The digital backpack. All coursework and assignments are posted here.
Microsoft Teams	Class meetings will occur at scheduled times. Please refer to schedule below.
Aspen	Please check to ensure daily attendance. Grades are updated frequently.



Central High School

Day 1: 12/9

Red Day Schedule

Time	Block
9:50-10:55	First Block
11:05-12:10	Second Block
12:20-1:05	Lunch
1:10-2:15	Third Block
2:25- 3:30	Fourth Block



Central High School

Red Day 12/10-12/18

Schedule

Time	Block
8:50-10:10	First Block
10:20-11:40	Second Block
11:45-12:30	Lunch
12:35- 1:55	Third Block
2:05- 3:30	Fourth Block



Where to find class meetings:

- Classes meet on Microsoft Teams.
- Each Canvas course should have a link to the course's Microsoft Teams meeting.
- Teachers may also send invitations for students to login to each class.



Where to find Courses:

-<https://knoxschools.instructure.com/>

-Courses will either be listed on a student's Dashboard as soon as he/she logs in or they will be listed under the "Courses" sidetab

-If a course is not appearing, please contact the teacher of the course or, if you do not know the teacher, your child's counselor.



Who is my counselor:

Students	Counselor
Freshman	Kelsie Cardio Hurst kelsie.cardio@knoxschools.org
10th-12th grade Last names A-G	Terry Sharp terry.sharp@knoxschools.org
10th-12th grade Last names H-N	Dwayne Montgomery dwayne.montgomery@knoxschools.org
10th-12th grade Last names O-Z	Lauren White lauren.white2@knoxschools.org



Contacting your teacher:

Most teachers prefer contact via email

Teacher emails can usually be found on Canvas or by following this format

teacherfirstname.lastname@knoxschools.org

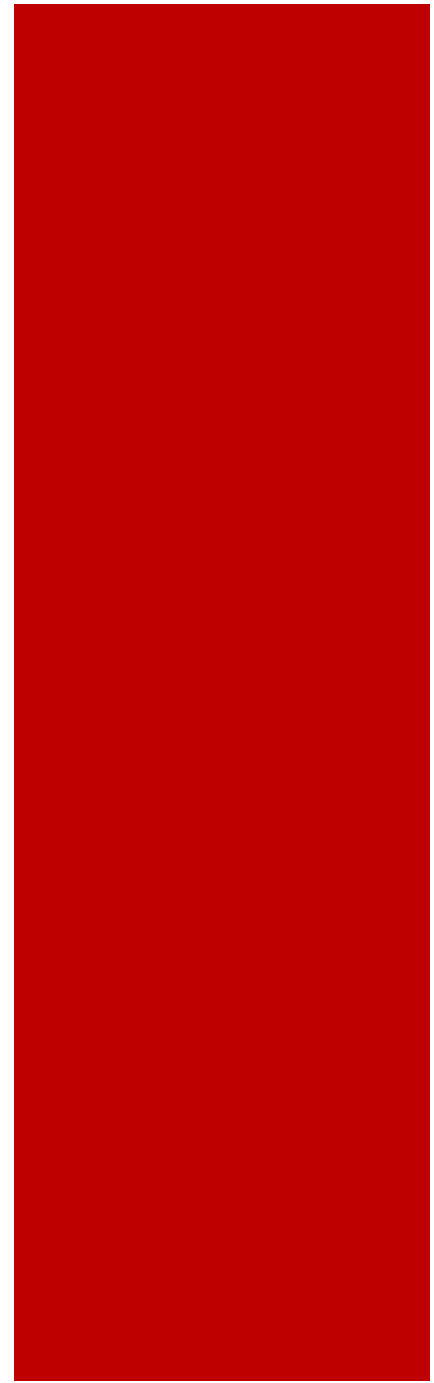
. Teachers are available for virtual conferences upon request.



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Central High Red Day Student Expectations



Attendance :

- Students should log into class meetings on time and stay the entire period.
- Students who leave class early or repeatedly exit and reenter the class will be marked absent.
- If your child will be absent, please email the excuse note to our attendance secretary at cindy.sharp@knoxschools.org.
- Just telling teachers a student will be gone for an appointment is not enough-- the parent/guardian must contact the attendance office.



Assignments :

- Assignments are given due dates on Canvas.
- If this deadline passes, the assignment on Canvas will be locked and the assignment is now LATE.

If you fail to submit an assignment on time, it is up to the teacher to decide whether or not the assignment will be accepted late.

-If you are having technology issues, communicate this to the teacher before the assignment is due.

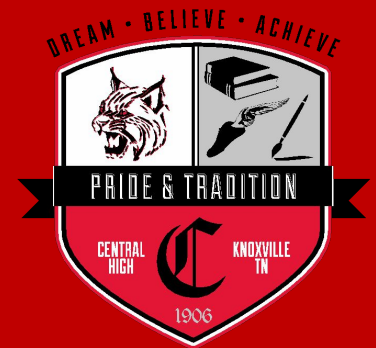
- Missing work must be made up in a timely manner
 - o The student handbook allows students the number of days absent plus one



CHS Teacher Expectations:

Contact parents if a student has been absent for unknown reasons for more than two days in a row.

- Communicate deadlines clearly and frequently.
- Give students resources for tech help
- Maintain attendance records



Student Behavior Expectations :

Please arrive on time for classes.



During Teams meetings, work in an area with a neutral background and free of noise disturbances.



Do NOT have friends, siblings, etc. attend virtual classes with you.



KCS and CHS bullying, harassment, and all other disciplinary policies apply to the virtual environment.



Responsible Use of Technology :

Video meetings may be recorded by the teacher and all chats are logged by KCS.

Do not record class meetings yourself, take screenshots, etc.

Be respectful of your classmates.

Chromebooks are KCS property. Using them for any inappropriate purposes can result in the device being revoked, disciplinary actions, and possible revocation of virtual student status.



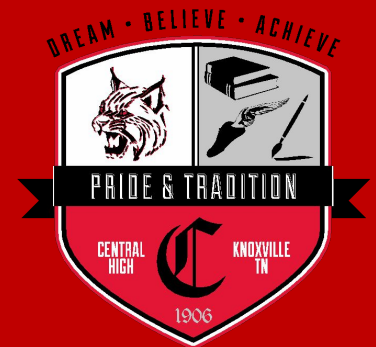
Supporting your student :

Frequently check on your child's progress using Aspen.

Contact your child's teacher first if you have concerns about progress or assignments.

Counselors can also be helpful in connecting you with your child's teacher if you have difficulties.

Help your student develop good habits by encouraging him/her to keep a regular sleep schedule, get dressed in the morning, and work from a space free of distractions.



We are all in this together

We kindly ask that you be considerate of the following:

Be respectful of our teachers and the challenges they are facing.

Student grades may not be posted as quickly as they have been in the past.

Give teachers at least one (1) business day to reply to any emails.

Teachers are not obligated to reply to emails or calls after 3:45 PM or before 8:00 AM.



CHS Failure to Meet Expectations:

- Families will be contacted by the teacher
 - Families will be contacted by counselors and/or administrators
 - Students may be “written up” by the teacher and face disciplinary actions
- The school social worker must be notified if a student accumulates 10 or more unexcused absences. Excessive unexcused absences may result in juvenile court becoming involved.



Need help? :

KCS has an entire section devoted to virtual learning resources on its website.

- <https://www.knoxschools.org/connect>

You will find information for parents and students. There are user guides for Chromebooks, Canvas, and Microsoft Teams available as well as answers to common problems

<https://www.knoxschools.org/Page/23160>



We are happy to help:

Students	Principal
Executive Principal	Dr. Andrew Brown andrew.brown@knoxschools.org
Last names A-G	Amanda Cagle amanda.cagle@knoxschools.org
Last names H-N	Danielle Rutig danielle.rutig@knoxschools.org
Last names O-Z	Bill Baldwin william.baldwin@knoxschools.org
Athletic Director	J.D. Lambert james.lambert@knoxschools.org

