Columbia Family:

Below you will find information on how Columbia will navigate the district’s Blended Learning Plan.  Please take time to read over it carefully.  Please be patient with me and the faculty and staff as we navigate through uncharted territory.  Know that we are working hard to ensure your students, OUR students have the best instructional opportunities possible.  This is no break for us.  The teachers are grieving this situation.  We entered education to teach.  We will continue to do that to the very best of our ability.

Monday, April 6th is an Eagle Day.  We will continue the alternating block schedule just as we have since August. Crimson Days will be on Tuesdays and Thursdays. Gold Days will be on Wednesdays and Fridays. Teachers will teach/post instruction and assignments on ManageBac.

**Daily Class Schedule (Mondays)**

9:00 AM – 10:00 AM                    Teacher Office Hours

10:00 AM – 10:30 AM                  1stBlock

10:30 AM – 11:00 AM 2nd Block

11:00 AM – 11:30 PM                   3rd Block

11:30 PM – 12:00 PM                    4th Block

12:00 PM – 1:00 PM                      Teacher Office Hours

1:00 PM – 1:30 PM                        5th Block

1:30 PM – 2:00 PM                        6th Block

2:00 PM – 2:30 PM 7th Block

2:30 PM – 3:00 PM 8th Block

3:00 PM – 4:00 PM Teacher Office Hours

**Daily Class Schedule (Tuesdays through Fridays)**

9:00 AM – 10:00 AM                    Teacher Office Hours

10:00 AM – 11:00 AM                  1st/2nd Block

11:00 AM – 12:00 PM                   3rd/4thBlock

12:00 PM – 1:00 PM                      Teacher Office Hours

1:00 PM – 2:00 PM                        5th/6th Block

2:00 PM – 3:00 PM                        7th/8th Block

3:00 PM – 4:00 PM                        Teacher Office Hours

During these times, students are encouraged to check ManageBac and work on their assignments and communicate with their teachers when appropriate. Some teachers may set up Google Meet sessions or other videoconferencing sessions for class. Students should check ManageBac for those meetings. All assignments are due on Mondays by 8:00 PM to ensure students are progressing through the assignments successfully.

**Teacher Office Hours**

During teacher office hours students may email their teachers to ask questions about assignments.  Teachers may setup Google Meets, GroupMe, or Remind or other digital tools during these times.

**Instruction**

Teachers will post their plan for instruction to ManageBac no later than Monday, April 6th.   Please ensure your student checks their ManageBac page regularly as this will be the primary source of information.  The student issued laptops have no video capability as the camera was disabled when the laptop was imaged.  It cannot be turned on without reimaging and that is not possible at this time.  However, students can use a cellphone or other digital device when the teacher uses videoconferencing programs. Students can work at their pace. All work is due on Mondays by 8:00 PM. To help students stay on track, we encourage them to remain on schedule or check that class for announcements and assignments during the time that class meets.

**Daily Lunch**

HCS will not be providing curbside lunch at any location until further notice.

 **Monday, April 6th****– Digital Open House**

On April 6th we will hold our digital open house.  This day is meant to help students access their teacher’s class platforms and re-connect to their classes.  Assignments are no longer optional for students starting April 6th.  Students are encouraged to log on to ManageBac for all classes. Teachers will be available via email, Google Meets, or by phone as directed by each specific teacher. Each teacher will post a 4th quarter syllabus in order to give students guidance over the last quarter of school during this e-Learning period. Students should also fill out the google form in messages to give the email address they most frequently use in order for us to keep in contact.

**Communication – ManageBac, Email, Schoolcast**

Communication is vital at this time.  Teachers will be communicating with you regularly.  It is important that you and your student communicate with the teachers as needed.  You may find their email addresses on the school website: <https://www.huntsvillecityschools.org/schools/columbia-high-school> I will post a weekly Schoolcast with any new updates.  If you need your Schoolcast email updated please email me at Clifford.porter@hsv-k12.org

 **Laptops / Chargers**

If your student has a broken laptop or broken, missing charger please visit this link to an online survey: <https://forms.gle/NkgBa5ukBPiaEYU88>. Some of you may have already inputted your need into this form when it was sent out a week ago. You do not need to resubmit your name.  Supplies are limited. So, it will be on a first come/first serve basis. However, we will work to ensure we can get what students need. We will contact you with more information on how to address your IT issue.

**Internet Needs**

Each HCS school will have curbside WiFi beginning Monday, April 6th.  If your student needs to download or upload anything you may drive them to an HCS school and do that from your car.  The WiFi will extend approximately 300 yards from the school building.  Please do not exit your vehicle on campus.

**Counselor and Assistant Principal Assignments**

If you need anything instructional, please go first to your teacher first, then to your assistant principal and counselor.  If your concern needs to be escalated after contacting your grade-level administrator, you may contact the Principal, Clifford Porter, by email at Clifford.porter@hsv-k12.org

**9th Grade and 11th Grade**

Assistant Principal – Terence Hayden, Terence.hayden@hsv-k12.org

Counselor – Ruthie Whitman, Ruthie.whitman@hsv-k12.org

 **10th Grade and 12th Grade**

Assistant Principal – Richard Jernigan, Richard.jernigan@hsv-k12.org

Counselor – Jill Queeney, jill.queeney@hsv-k12.org

**AP Coordinator** – Clifford Porter, Clifford.porter@hsv-k12.org

**IB Coordinator (DP & CP Programmes) –** Karli LeCompte, karlton.lecompte@hsv-k12.org

**IB Coordinator (MYP Programme) –** Morgan McCants, morgan.mccants@hsv-k12.org

**ManageBac** **Assistance** – Contact your grade-level administrator

**Fees/Bookkeeping** – Marquetta Whittle, Marquetta.whittle@hsv-k12.org

**Laptop/Charger Issues** – Theresa Anderson – Theresa.anderson@hsv-k12.org

**Enrollment/Withdrawal –** Karina Cannon, karina.cannon@hsv-k12.org

INOW Support- Tina Stallings, tina.stallings@hsv-k12.org

**General School Information** – Shelley Christmas – Shelley.christmas@hsv-k12.org

Very Respectfully,

Clifford Porter, Ed.S.

Principal

*“Fly Like an Eagle!”*

Sent from my iPhone