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Hello Cougar Families,

We are very pleased at the number of students who have been in attendance in our live sessions and logging into Canvas this week. We hope that each of our families is finding its groove in the new schedule. Our teachers are figuring out tips and tricks that they are sharing with each other, and everyone seems to be settling in well.

Here are a few items that we have discovered need to be addressed:

1. Students should follow the odd/even periods according to the [red/blue calendar](#). Many students tried to log into period 2 immediately after their first period block on Tuesday instead of period 3. Tip: odd and red both contain three letters (an odd number), so students attend the odd classes on red days. Even and blue both contain an even number of letters, and students attend even classes on blue days.
2. The daily schedule indicates that live sessions are the first 30 minutes of each 100 minute class block. Please note that the 30 minute live session is a minimum expectation, and the teacher has discretion to use the 100 minutes allotted to them in the best way they see fit, just as they do when we conduct classes face-to-face. Therefore, the live session may last more than 30 minutes, and students are expected to stay in the live session for the entire time. Students are also expected to use the remaining time of that 100 minute block to complete the assignments given by the teacher. This is considered classwork, and should be done when school is scheduled.
3. Teachers must take attendance daily for the classes scheduled to meet on the red/blue days. Therefore, students MUST 1.) Log in to a live meeting, 2.) Complete and turn in assignments on that day, OR 3.) Communicate with the teacher regarding their progress in the class. If one of the above items is not completed on the assigned school day, the student is absent, and must submit a note to the attendance office to excuse the absence. Excuse notes must contain the student's name, student ID, dates of absence, reason for absence, parent's signature and phone number and can be emailed to coronadoattendance-user@nv.ccsd.net.
4. Parents must complete the survey that was pushed out to them in the Infinite Campus Parent Portal on August 21st. To access it, log into your Parent Portal, click on the Message Center, then the Survey tab (or Inbox). There is only one question in the survey-Do you give permission for the classroom teacher to video record your child as a member of the class to be used for those students who were absent to view at a later date?
5. Please review the [Authorization for Usage Permit \(AUP\)](#) that is required for students to access school computers and programs. Please note, misuse of technology may result in the privilege being revoked, and the student completing paper packets instead. Students should not share their class Google Meet codes with others who are not enrolled in the class, nor attend/join any class Google Meets for which they are not assigned. Disrupting a Google Meet Live session is considered a classroom disruption and will receive progressive discipline consequences.
6. Students must use their school Gmail account to access all class Google Meets, and the teacher must be the first person logged into the meeting. This allows the teacher to record attendance for all students. Tip: keep a list of Google Meet codes for all classes separately so that you can access the instruction even if Canvas is not working. You would log into Google, click on the nine dots in the upper right corner of the screen, choose the Meet icon with the picture of the video camera, click on "join or start a meeting", and then enter your code.

We hope this information will be helpful for you all, and we are looking forward to making this a great new experience. Please contact teachers directly if you have questions about their classes, or the school if you have general questions, concerns, or compliments.

Jamie Gilbert
Assistant Principal