

# Carnegie Vanguard Instructional Continuity Plan

## Parent Facing Guidance

### 1. Introduction

- **CVHS Campus Mission/Vision**

The mission of Carnegie Vanguard High School is to provide a unique and challenging learning environment to prepare the diverse gifted & talented population of Houston Independent School District for leadership in a global society.

- **CVHS Instructional Continuity Team**

- Principal: Ramon Moss
- Assistant Principal: Juan Garner
- Dean of Instruction: Melissa Matsu
- Magnet Coordinator: Lamia Moumni

- **CVHS SDMC Roster** – see [www.carnegievanguard.com](http://www.carnegievanguard.com)

- **CVHS Faculty & Staff Directory** - see [www.carnegievanguard.com](http://www.carnegievanguard.com)

- **CVHS instructional conflict resolution process**

- 1) The student contacts and discusses the issue with the teacher

If the issue is not resolved, then...

- 2) The parent contacts and discusses the issue with the teacher.

If the issue is not resolved, then...

- 3) The student and/or parent contact and discusses the issue with the Assistant Principal or Dean of Instruction.

### Instructional- Core

- **CVHS Technology Supports**

- The Campus Instructional Technologist (CIT), Jose Ceja, will support teachers, students, and parents with technology needs. He will assist in laptop deployment, tech support, instructional technology guidance with various online programs and resources provided by the district.

## OVERVIEW OF TECHNOLOGY SUPPORTS

	OFFICE 365	MICROSOFT TEAMS	HUB	GSUITE	DIGITAL RESOURCES	ONTRACK & RENAISSANCE	HISD CONNECT
Students	<ul style="list-style-type: none"> <li>Access HISD email &amp; communicate with teachers</li> <li>Access online office suite</li> <li>Access &amp; save documents to OneDrive</li> </ul>	<ul style="list-style-type: none"> <li>Attend live class meetings</li> <li>Communicate with teachers</li> </ul>	<ul style="list-style-type: none"> <li>Access and turn in-class assignments</li> <li>Access instructional Content &amp; Resources</li> <li>Access Digital Resources</li> </ul>	<ul style="list-style-type: none"> <li>Access &amp; Save Documents to Google Drive</li> <li>Collaborate with classmates for team projects</li> </ul>	<ul style="list-style-type: none"> <li>Access digital textbooks and ancillary resources</li> </ul>	<ul style="list-style-type: none"> <li>Access classroom and district assessment</li> <li>Access report and TEKS performance for instant feedback</li> </ul>	<ul style="list-style-type: none"> <li>Access school calendars and class schedule</li> <li>Monitor grades</li> </ul>
Teachers	<ul style="list-style-type: none"> <li>Access HISD email and communicate with campus administration</li> <li>Access Online Office Suite</li> <li>Access and Save Documents on One Drive</li> </ul>	<ul style="list-style-type: none"> <li>Create Teams Classes</li> <li>Conduct Live Class Meetings</li> <li>Communicate with Students</li> </ul>	<ul style="list-style-type: none"> <li>Share instructional resources with students</li> <li>Create assignments</li> <li>Monitor student progress</li> </ul>	<ul style="list-style-type: none"> <li>Access and save documents to Google Drive</li> <li>Create shared drives for department collaboration</li> </ul>	<ul style="list-style-type: none"> <li>Create and assign assignments from digital textbook</li> <li>Create ancillary assignments from resources</li> </ul>	<ul style="list-style-type: none"> <li>Create or assign assessments from campus or district level</li> <li>Analyze reports for Data Driven Instruction &amp; monitor student progress</li> </ul>	<ul style="list-style-type: none"> <li>Input grades and attendance</li> </ul>
Parents	<ul style="list-style-type: none"> <li>Ability to provide students with support</li> </ul>	<ul style="list-style-type: none"> <li>Participate in Teams Meetings and Teams Live Events</li> </ul>	<ul style="list-style-type: none"> <li>Ability to provide students with support</li> </ul>	<ul style="list-style-type: none"> <li>Ability to provide students with support</li> </ul>	<ul style="list-style-type: none"> <li>Ability to provide students with support</li> </ul>	<ul style="list-style-type: none"> <li>Access data to provide students with support</li> </ul>	<ul style="list-style-type: none"> <li>Access student grades and attendance</li> </ul>

- CVHS Teaching and Learning Routines

## Campus Virtual Schedule

The CVHS expectation is that students attend all virtual classes at the scheduled time.

• Time	Odd Day	Even Day
8:30 – 10:00	Period 1	Period 2
	<ul style="list-style-type: none"> <li>• Synchronous Instruction</li> <li>• Discussions, activities, small group, individual support</li> </ul>	<ul style="list-style-type: none"> <li>• Synchronous Instruction</li> <li>• Discussions, activities, small group, individual support</li> </ul>
10:05 – 11:35	Period 3	Advocacy
	<ul style="list-style-type: none"> <li>• Synchronous Instruction</li> <li>• Discussions, activities, small group, individual support</li> </ul>	<ul style="list-style-type: none"> <li>• Synchronous: SEL lessons</li> <li>• Discussions, activities, small group, individual support, intervention, retakes, tutoring</li> </ul>

<b>11:35 – 1:05</b>	LUNCH (90 minutes) <ul style="list-style-type: none"> <li>• Teachers have a 30-minute duty free lunch</li> <li>• Teachers have “office hours” each day (email for appointment)</li> <li>• Interventions, retakes, tutoring, club and organization meeting, etc.</li> </ul>	
<b>1:05 – 2:35</b>	Period 5	Period 4
	<ul style="list-style-type: none"> <li>• Synchronous Instruction</li> <li>• Discussions, activities, small group, individual support</li> </ul>	<ul style="list-style-type: none"> <li>• Synchronous Instruction</li> <li>• Discussions, activities, small group, individual support</li> </ul>
<b>2:40 – 4:10</b>	Period 7	Period 6
	<ul style="list-style-type: none"> <li>• Synchronous Instruction</li> <li>• Discussions, activities, small group, individual support</li> </ul>	<ul style="list-style-type: none"> <li>• Synchronous Instruction</li> <li>• Discussions, activities, small group, individual support</li> </ul>

- **Attendance is required to be taken for each and every period.**
- Students complete activities via the HUB and other district-provided digital resources (AP Classroom, Google suite of tools, OneNote, Office365 tools, digital textbooks, etc.)
- Teacher delivers synchronous instruction through the use of real-time, live instruction via Microsoft Teams
- **Grading Policy**
  - All cycle grades will be used in the calculation of the final average for any class. Final exams will be administered.
  - At least 2 grades per week per class will be taken. Students and parents are encouraged to check their grades in PowerSchool regularly.
  - No single assignment can weigh more than 20% in the 6-week cycle average.
  - The HUB will be used as the central location for all assignment instructions. Teachers may link to other sites, but all information about those links will be on the HUB landing page for each course.
  - If at any point during the school year you have questions or concerns related to grades, please contact the individual teacher directly at the email listed on our school website ([www.carnegievanguard.com](http://www.carnegievanguard.com)). Should your concern go unresolved, please contact a member of administration: Principal Ramon Moss, Assistant Principal Juan Garner, or Dean of Instruction Melissa Matsu
- **Attendance Policy**
  - Students who engage in learning activities via the HUB, participate in a Teams meeting with teachers, or submit assignments via the HUB are considered “present” and will not be marked absent. Students assignment submission is via the HUB for each scheduled class. When unable to submit via the HUB students can submit assignments via email, phone conferences, or other forms of documentation. Failure to act on one of these options for each class period will result in being marked ABSENT for that class period.

- Students must be marked present at least 90% of each of their classes to receive credit for that class.
  - An absence can be resolved if the student engages in activities assigned by their teachers and submits by 11:59 PM.
  - A student must be engaged each and every day. If a student is engaged in remote learning and completes the entire week's worth of learning activities on Monday and does not participate for the remainder of the week, he/she will be marked "present" on Monday only and counted "absent" for Tuesday - Friday.
  - If at any point during the school year you have questions or concerns related to attendance, please contact Student Information Representative (SIR) Claudia Alvarenga at [calvaren@houstonisd.org](mailto:calvaren@houstonisd.org). Should your concern go unresolved, please contact a member of administration: Principal Ramon Moss, Assistant Principal Juan Garner, or Dean of Instruction Melissa Matsu.
- Social-Emotional Learning (SEL) Programing
    - CVHS now has a Communities in Schools Student Support Manager, Elizabeth Reed, who will be involved with SEL programming. Social and emotional learning for the entire student body will occur formally two to three times weekly during advocacy.
    - An SEL newsletter will be distributed regularly.
  - Advanced Placement (AP)
    - Students will continue to use AP Classroom with their teachers. Students will continue to work with their teachers to prepare for AP testing in May. The expectation is that all students enrolled in an AP class will take the corresponding AP Exam.

### **Instructional- Special Populations**

- Special Education
  - All teachers will follow and document the IEP for each SPED student. A teacher will attend the ARD meetings.
- 504/Dyslexia
  - All teachers will follow and document the 504 accommodations for each 504 student. A teacher will attend the 504 meetings or give requested feedback.
  - Dyslexia: The librarian, Cindy Schulze, will provide appropriate instructional services and resources for students with dyslexia.
- English Language Learners
  - CVHS has a sheltered instruction (SI) coach, Robert Houghton. He is an AP English teacher and ESL certified. He will support other teachers in all content areas with our ESL students.
- Tier II and III Student Intervention
  - IAT students will be identified and placed in the IAT class with the IAT teacher, Erica Harris. Appropriate and regular interventions will be determined, implemented, and tracked. The teacher meets with IAT students as part of their regular schedule.

### 3. CVHS Communication Tools

- E-mail - Our teachers, staff, and administrators will reply to all emails within 24 - 48 business hours. Should your email go unanswered past that point, please contact the next point of contact (either the grade level administrator or campus principal).
- School Messenger
- PTO Newsletter
- Social Media (Facebook, Twitter, Instagram). Links on school website.
- CVHS website: [www.carnegievanguard.com](http://www.carnegievanguard.com)
- E-mail newsletters
- Frequently Asked Questions (FAQ) section on the school website