



**Kimberly Butts**  
Principal

**DoDEA AMERICAS – SOUTHEAST DISTRICT**

**Fort Campbell High School**

912 Carentan Road

FORT CAMPBELL, KENTUCKY 42223

Ph: (270) 640-1219

Fax (931) 431-9386

[www.dodea.edu/FortCampbellHS](http://www.dodea.edu/FortCampbellHS)

**Joi Gause**  
Assistant Principal

April 10, 2020

**MEMO:** Revised Fort Campbell High School Digital Learning Schedule

After reviewing our current format for Digital Learning, reviewing parent and student feedback, researching best practices, and meeting with our colleagues at the DoDEA Virtual School; we have determined it is in the best interest of our students to modify the FCHS daily schedule beginning April 13, 2020. What does this mean for our students, parents, and teachers? We have designed a standard of delivery that reduces the amount of classes/assignments per day and screen time expectations in this new learning environment.

On Monday, students will access all assignments for the week (assignments will be posted each Monday, no later than 8:00AM). The remainder of the day, students will begin working independently but they are welcome to contact teachers during their set office hours for individual help, explanation of the assignments, or for other needs. Students will not attend live virtual classes on Monday. **ALL assignments for the week will be due by 11:59 pm on Sunday** of that week.

Tuesday through Thursday, there will be two virtual class sessions each day that will not exceed 45 minutes (8:00 – 8:45 and 9:00 – 9:45). To be clear, virtual sessions will be conducted in a number of different ways. The sessions could be by video, face-to-face, Google Chat, Schoology, in small groups, and whole group. Students desiring individual one-on-one time may do so by contacting the teacher and setting up an individual meeting time. By 9:45, all virtual instruction will be complete and students can work to complete assignments at their own pace. On Fridays, only 7<sup>th</sup> Block will meet and students will be finished with virtual instruction at 8:45 with the remainder of the day being used to complete work independently. The amount of work assigned to students has been reduced. Students should not have to spend more than 4 hours per day to complete all of their assignments for the week.

It is important to know that teachers will have office hours for individualized support for students and parents for 2 hours each day (10:00 – 11:00 AM and 1:45 – 2:45 PM). Please review the attached **FCHS Student Daily Instructional Schedule** and contact [FCHS.Helpdesk@dodea.edu](mailto:FCHS.Helpdesk@dodea.edu) for any additional questions. We recognize that transitioning to digital learning has been a work in progress and we appreciate your ongoing patience and support! We also recognize how change has impacted this entire community and we sincerely hope these adjustments are of benefit to all. Please know that we miss our Falcons and we are here to assist you in any way possible.

Thank you,

*Kimberly Butts*

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