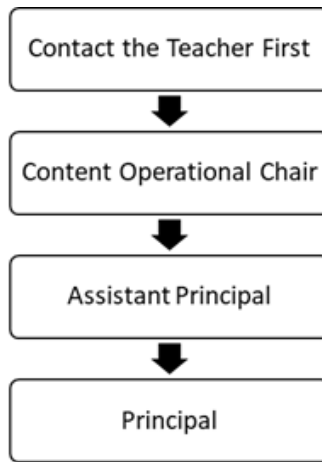


COMMUNICATION

Academic Communication Protocol

Students and parents who have an issue with progress in a class, with a grade in a class, or who may need help in a class should follow the Cambridge Communication Protocol. At Cambridge, we promote student self-advocacy. Healthy communication is a life skill. All Cambridge students should leave high school with the ability to advocate for themselves, as it will be needed in their pursuit of college or a career.

The first step in seeking help or clarity is for the student to advocate directly with the teacher. This can be done through email, through TEAMS, or by setting up a meeting. If the student is not satisfied or needs additional help to resolve a situation, the parents with their student should then approach the teacher together. Should the situation remain unresolved, the student and parents will next meet with the teacher and the Operational Chair. If the student still needs support, the student and parents should contact his/her child's administrator. In extreme situations where the situation is still unsettled, the student and parents would contact Principal, Ms. Agans, for assistance. In all communications through the protocol, the student should be present and an active part of the conversation.



Administrator and Counselor Teams

Principal

Ashley P. Agans

Assistant Principals

Support Students	Assistant Principal
A – D	Cindy Weatherford
E – K	Dr. Rebecca Myers
L – Q	Dr. Olga Glymph
R - Z	Dr. Jeff Harrell

Administrative Staff

Administrative Assistant	Dr. Jon Karschnik
Athletic Director	Leslie Broadwell

Counselors

Supporting Students	Counselor
A – Cr	Amey Rishel
Cu – Hi	Victoria Klingel
Ho – Me	Jennifer Evans
Mi – Sa	Frances Meredith
Sc – Z	Samiah Garcia

Department Chairs

Department	Instructional Department Chair (IDC)		Email	Administrator	Email
	Operational Department Chair (ODC)				
English	IDC	Renee Westlake	westlaker1@fultonschools.org	Jeff Harrell	harrellj@fultonschools.org
	ODC	Megon Garcia	garciam1@fultonschools.org		
Science	IDC	Anubha Singh	singha@fultonschools.org	Cindy Weatherford	weatherfordc@fultonschools.org
	ODC	Lacy George	georgelk@fultonschools.org		
Math	IDC	Anu Krishna	krishnaa@fultonschools.org	Cindy Weatherford	weatherfordc@fultonschools.org
	ODC	Brian Wynne	wynneb@fultonschools.org		
Social Studies	IDC	Lauren Hall	halllauren@fultonschools.org	Olga Glymph	glympho@fultonschools.org
	ODC	Sarah Rhodes	rhodess@fultonschools.org		
World Language	IDC	Thomala Wright	wrightt3@fultonschools.org	Jon Karschnik	karschnikj@fultonschools.org
	ODC	Jeff Davis	davisj123@fultonschools.org		
TAG	ODC	Kari Flores	floresk@fultonschools.org	Rebecca Myers	myersr@fultonschools.org
Special Education	ODC	Adam Bailey Sara Smith	Baileya1@fultonschools.org Smiths22@fultonschools.org	Jon Karschnik	karschnikj@fultonschools.org
IST	ODC	Renee Jerome	jerome@fultonschools.org	Jeff Harrell	harrellj@fultonschools.org
CTAE	IDC/ODC	Katie Morgan	morgank5@fultonschools.org	Rebecca Myers	myersr@fultonschools.org
Fine Arts	IDC/ODC	Elizabeth Justice	justicee@fultonschools.org	Olga Glymph	glympho@fultonschools.org
Health and PE	IDC/ODC	Evan Tieles	tielese@fultonschools.org	Jeff Harrell	harrellj@fultonschools.org
Support Staff	ODC	Carol Bybee	bybeec@fultonschools.org	Ashley Agans	agans@fultonschools.org
Counselors	ODC	Sam Garcia	garcias@fultonschools.org	Rebecca Myers	myersr@fultonschools.org

Student and Parent Communication

Students receive a daily "Cambridge Headlines" email to their Fulton County Schools email account. Cambridge Headlines are also posted to www.CambridgeHS.org. This daily email includes announcements about student life, as well as information on upcoming events and opportunities. Additionally, announcements will contain important information regarding deadlines and instructions. Students must check the daily "Cambridge Headlines" email to ensure they are aware of what is expected of them and the opportunities available to them at Cambridge High School.

Parents will receive an email once per week during the school year to the guardian email addresses listed in Infinite Campus. This weekly email will share information on upcoming events, recent student awards and accolades, opportunities, and messages from Fulton County Schools, Ms. Agans, CAA, and the PTSA.

Communication of Progress

Progress reports will be issued every 4.5 weeks, and report cards every nine weeks to reflect the student's performance at those times.

Students in Danger of Failing

Teachers should notify parents/guardians by personal contact or in writing if a student is in danger of receiving an F every IPR (9 weeks) or is experiencing a serious decline in achievement.

Canvas

Canvas is a web-based learning management system, or LMS. Canvas LMS provides the essential digital foundation for learning, whether students are in face-to-face, blended, or virtual environments. It's the classroom that goes where you go, providing equitable learning for all.

There are separate Canvas mobile apps for parents, students, and teachers. Start by downloading the appropriate Canvas App on your mobile device. All apps are available for Android and iOS devices from the Apple App Store or on Google Play.

For Students

1. Download the Canvas for Students Mobile App
 - a. Download the Canvas app from the Google Play or Apple App store.
2. Open the Canvas app.
 - a. Click Find My School.
 - b. Type in Fulton County and select "Fulton County Schools Staff/Student."
3. On the next screen:
 - a. STUDENTS: Type your FCS credentials in the format below:
 - i. Username: FCS Student ID#@fsctu.org
 - ii. Password: Default password is date of birth with no special characters (mmddyyyy).
 - iii. If you are unable to log in, please call the Fulton IT Service Desk at 470-254-4357 or have your teacher submit an IT ticket.
 - b. PARENTS: Follow the instructions on page three.
4. After entering your FCS credentials, you will see your Canvas dashboard which displays the different courses.

For Parents: Observer Account

The observer role can be given to parents, family members or guardians to give them visibility into the student's Canvas courses. Family members and guardians can set up an observer account and pair it with student account(s) using a student pairing code. Once the observer is paired with their student(s) they will be able to see the courses that those student(s) are in.

Follow the instructions below, to generate the student pairing code and then create an observer account.

1. Ask your student to log into their Canvas account.

2. Then, go to Account and select Settings.
3. On the right-hand side of the screen, click Pair with Observer.
4. Then write down or copy the code.
 - a. Please note that this code is only valid for 7 days. After 7 days, if you have not yet set up your observer account, you will need to generate a new pairing code.
5. Navigate to <https://fultonschools.instructure.com/login/canvas>.
6. Click Parent of Canvas User? in the top right-hand corner.
7. Fill out the form with your personal information (your email address, password, and the Student Pairing Code you wrote down in Step 4).
8. Now, you can download and log into the Canvas for Parents App.
 - a. Click Find My School.
 - b. Type in Fulton County and select “Fulton County Schools Observer (Families/Guardians).”
9. On the next screen, login with the email and password you created during account setup.