



**GALENA PARK INDEPENDENT SCHOOL DISTRICT**  
*Curriculum and Instruction*

14705 Woodforest Blvd. Houston, TX 77015 832.386.1081

**Marley Morris, Ed.D.**  
**Career and Technical Education Director**  
[www.galenaparkisd.com/cte](http://www.galenaparkisd.com/cte)

August 17, 2020

RE: Career and Technical Education Skills Course Enrollment

Dear Parent/Guardian:

According to our records, the high school student associated with this email address and Skyward account has elected to take courses virtually. It is also determined that the student has selected a Career and Technology (CTE) course as part of his/her schedule that is included on a list of CTE courses that require skill development. The purpose of this letter is to inform both the student and parent that the CTE course in which the student is enrolled has been designated by the Texas Education Agency (TEA) and GPISD as a course that requires skills development. To that end, students may be required to attend face-to-face instruction at the school in order to receive practice on skills or specialized equipment in order to successfully complete the course. There is not a pre-determined number of minutes that students must attend to receive credit for the CTE course, however, each course instructor may require proficiency with skills as assessed in a face-to-face environment. Further communication from each CTE teacher requiring face-to-face instruction will follow this letter throughout the semester as needed for the individual course. Communication may be in the form of an email, letter, message in Google Classroom, or other means by which a teacher or administrator will contact the student. Transportation to and from the CTE course which requires in-person skills practice is the responsibility of the student and family. Although the district will work diligently to accommodate the scheduling of the in-person visits, the district is unable to guarantee a certain time of day. Face-to-face meetings may take place anytime from 7:00 A.M. to 6:00 P.M. based on the needs of the students and availability of space.

Galena Park I.S.D. continues to monitor Center for Disease Control and Prevention (CDC) and local guidelines and will operate within these guidelines whenever face-to-face instruction is required. Steps to limit exposure include but are not limited to: (1) limiting the number of students in the lab at one time, (2) wearing approved personal protective equipment (PPE), (3) collecting health screening forms from students and educators, and (4) sanitizing equipment after use.

In the event that the student referenced in this letter chooses to change courses, the student will need to contact his/her counselor and request a schedule change-following the campus protocols.

Sincerely,

Dr. Marley Morris  
Career and Technology Director