

Please do not reply to this email

Pirates:

First of all, I hope this email finds you and your family well. We are in a different and new reality. In these unprecedented times, Palatine High School wants to continue to support you in your new learning environment. Using many of the tools you already have, plus introducing some new technology, e-learning can give us an opportunity to move your education forward. We need to remember that e-learning can never replace your teacher or you sitting physically in a classroom. With that said, your previous preparations have put you in a unique position to continue to learn at home. Your teachers have worked extremely hard to provide the structure and delivery systems to make your transition into e-learning as smooth as possible. Together, we will do this!

Even as our hard work will continue to move us forward, you and your family may be feeling anxious about a range of concerns, including staying healthy, caring for your families and meeting the new reality as an eLearning student. I can guarantee that everyone back at school shares the same feelings. I know that your teachers, counselors, administrators, coaches and sponsors are working together to support you and are committed to your success. There will be frustrations and mistakes along the way. Technology may not always work or cooperate; communication may not always convey what it is you want your teacher to know or do. Patience will be your biggest friend. Empathy and understanding will go a long way in helping this process along for all involved. *Remember that our ultimate goal is to help you to continue to move through the content of the course the best way that you possibly can.* It is important that you have ongoing communication with your teacher, especially during times you may be confused or frustrated so that they can help you.

Homeroom will still be active! Our theme for the month of April is going to be ***“Stay Connected,”*** so that even though we’re not together, we can still be on the same page. Please see the link below for the homeroom page, which will be updated with daily announcements!

<https://phshomeroom.wixsite.com/phshomeroom>

Activities/Athletics/Senior Activities

I know many of you would like to know more details about activities and events that are important to you. Every day we are assessing information and making decisions based on

guidance from experts, along with directives of our state school board. As of right now we do not have all of the answers. I will advise of any updates as soon as I have confirmation.

Student Expectations

1. Students are expected to work from home using their school-issued iPad to access Schoology, or similar online tools, where teachers will have assignments for each day posted by 9:00 a.m.
2. Each course will require that students spend 30-40 minutes completing their schoolwork, and students are expected to complete e-learning day assignments within five days of the schoolwork being issued. Completion of assignments will be recorded in teachers' gradebooks with a special designation noting the assignments as e-learning day coursework.
3. Teachers also will be available to support students during a 3-hour window of time during the start and end times of a typical school day that will be communicated as part of the assignment details. Each teacher will notify students of not less than a 3-hour window of time during regular school day hours during which the teacher will be accessible through electronic means to respond to student communications on a designated e-learning day. Students are encouraged to reach out to teachers if they need clarification about assignment expectations, have questions about course content, or require specific skill support as the e-learning assignments are completed.

Daily Attendance

Daily attendance will be managed using Infinite Campus (IC), where students will indicate their presence by completing an online form between the start time and end time of a typical school day. All PHS students have already done a trial run in homeroom. If you have forgotten, step-by-step instructions on how to record attendance in IC are available [here](#).

Helpdesk Contact Information

Students experiencing technical difficulty should contact our school's Helpdesk (**Palatine High School: 847-755-1761**) for support. Helpdesk staff members will be available to assist students after 7:00 a.m. on an e-learning day.

Student Illness

Parents should report a student's illness on an e-learning day to the school's attendance office using the established procedure for any regular school day during the school year. The student will need to make-up missed work with the same expectations associated with missing a typical school day due to illness.

Social-Emotional Supports Are Available for Students During e-Learning Days

School counselors, social workers, and psychologists will be available to students during the time school is observing e-learning days. These staff members will be monitoring phone calls and email messages to respond and assist students with academic needs, post-high school planning, and social-emotional support. Students and parents alike are encouraged to contact their child's school counselor, social worker, and psychologist as needed. The "Safety Concern" link is still available on the [PHS homepage](#).

I don't believe that any of you ever thought that when you entered high school that you would have to experience anything quite like what you are experiencing at the moment. What we are about to undertake is a daunting task and a significant challenge, but we are going to do this together. I am confident in your ability to succeed. Should you become frustrated or need a question answered be sure to communicate your concerns with your teacher. Remember that patience, empathy and understanding can help calm troubled times. I have never been prouder of every single Pirate and know that together we can rise to the challenge before us. Distance will not keep us from connecting and supporting each other. I am confident in our faculty and staff's ability to deliver the supports you need during our e-learning days. I am equally confident that you will be successful because you are more resilient than you know. Our Pirate family will work together and be stronger for it.

Mr. Medina

State Assessment Information – <https://www.isbe.net>

Advanced Placement Information – <https://apstudents.collegeboard.org/coronavirus-updates>

e-Learning Tips for Students – <https://elearningindustry.com/10-study-tips-for-online-learners-getting-the-most-out-of-your-elearning-course>

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