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# Hybrid Learning: pointers to help you manage it all

## Schoology is the key to your learning routine.

- Schoology is the way teachers communicate with you about what is happening in your class each time it meets. Read all the messages your teachers leave you. Read carefully and thoroughly. If you do not understand something your teacher has posted, contact him or her and ask questions that will help you understand your teacher's expectations.
- On their Schoology pages, teachers will have their Zoom links for you. Pay attention to where your teachers put their Zoom links and locate them the night before you have to Zoom.
- Also on the Schoology page, a teacher who has a sub will put a link to a Google form for you to complete. Completion of this Google form records your attendance. Please be sure you complete that right away, before you move on with your assignments for that period.



## When your cohort is on-campus, you must attend classes on-campus!

- If you are ill or have another parent-approved reason to be absent, your parent must contact the attendance office by leaving a voicemail at 773-467-4618 by 9 a.m. These days will be recorded as absences, and you are able to make up all the course work.
- If you need to leave school before the end of your school day or arrive at school late, your parent must contact the attendance office well ahead of schedule and arrange an early dismissal or a late arrival. It is preferred that this is arranged the day before the early dismissal or late arrival.
- **Very Important: When a student has an early dismissal, she must request an e-pass from her teacher that sends her to the Main Office. The student arrives at the Main Office where her e-pass is ended and then she is dismissed from the building.**

## Students can attend classes remotely *only* on the days that their cohort or the entire school is learning remotely.

- If you do not feel well and your parent notifies us that you are not attending on-campus classes, then rest and get better. You should **not** attend classes remotely.

## Students must be on time for their classes!

- Please be sure that you are physically in your classroom or in the waiting room of the Zoom session at the time the class begins. That is your responsibility!
- If you are unsure about the Hybrid Schedule, it is on line at [Hybrid Bell Schedule](#).
  - When learning remotely, try to set alarms on your phone that will alert you at least five minutes ahead of the start of each class.
- If you are learning remotely and are having technology issues, please immediately email your teacher and copy Mr. Lascon or Mr. Czernik and Ms. Bernardin.
- If you arrive more than 5 minutes late to your Zoom class, your teacher will not be able to admit you because she/he has started the class. With a parent call to Attendance, this will be considered a verified absence.

## Zoom, Zoom, Zoom . . . when you are learning remotely, you are Zooming for every class period scheduled on that day.

- All teachers -- unless your teacher is not present and there is a sub -- will have zoom sessions that you **must** attend on your cohort's remote learning days and on Black Days.