

## E-Learning Info for Parents

### *Info to ensure students are present for each day of learning*

Students have been doing an excellent job of attending school on their cohort's on-campus days, as well as the days they are attending classes remotely. Among the top reasons students have missed classes while learning remotely are locating Zoom links, schedule confusion or connectivity issues. To help with this, students were provided with the following information:

- Schoology is the way teachers communicate with students about what is happening in class each time it meets. Students will manage their learning well if they review the materials thoroughly on each of their classes' Schoology pages.
- Students will have a smoother day of learning if they review the day's [bell schedule](#) and locate Zoom links that teachers have posted the night before. We suggest that students attending remotely set alarms on their phones so that they do not miss the times that they are to attend Zoom sessions.
- All teachers -- unless the teacher is not present and there is a sub -- will have Zoom sessions that students **must** attend on their cohort's remote learning days and on Black Days.
- Also on the Schoology page, a teacher who has a sub will put a link to a Google form for students to complete. Completion of this Google form records students' attendance. Immediate completion of this form is required.

What parents can do to help their students:

- Call the Attendance Office (773.467.4618) to report a day of absence by 9 am. Messages can be left at this office extension 24/7 if it is more convenient to call the day before.
- Contact the Attendance Office the day before a student will require a late arrival or early dismissal. Provide the student's name, grade level and times of arrival and/or departure.
- If a student is reported absent for on-campus learning because she is ill, she should **not** attend classes remotely. If a student is ill, she needs time to rest and recover so that she is able to attend her next day of on-campus classes. This does not apply to students who are quarantined.
- Students who are attending remotely **must** be on time and in the Zoom waiting room when the class begins. Students who are late by more than five minutes cannot be admitted once the teacher has moved into teaching the lesson. Admitting late students disrupts the teaching and learning.
- Students who are having technology issues are to immediately email their teacher and copy Mr. Lascon or Mr. Czernik and Ms. Bernardin.
- If a student is late to a class due to home technology issues, and a parent contacts the Attendance Office to report that a student was late to class due to a home technology issue, this will be considered a verified absence. It is helpful for a parent to contact the Attendance Office to report home technology or wi-fi issues.

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Shared in Res Reminders - Week of Sept 20  
Students received [HANDOUT](#) via Schoology 9.17.20

