



Plainfield North High School

12005 S. 248th Avenue
Plainfield, IL 60585

August 24, 2020

Tigers,

As we head into a new school year starting with remote learning, I wanted to share some information to provide clarity on expectations for students and staff. I think transparency is critical in this unique situation and providing this information prior to the August 31st start date is important for a successful experience day one.

Student Remote Learning Expectations

- Students are expected to login on time every day during their assigned class periods for live instruction with their teacher
- Students are expected to use their District 202 login and email account
- Students will follow the set schedule for high school remote learning (attached on this document)
- Students do not need to login during their lunch/study hall periods unless they have a guided study hall listed on their schedule
- Guided study halls will login for 20 minutes to meet with their teacher, based on their lunch/study hall time
- Attendance will be taken EACH period to ensure students are logging in daily to receive instruction
- Students will be accountable for completing assigned work and submitting it on time
- Students will be accountable for completing assessments throughout remote learning
- Students are responsible for checking teacher Google Classroom pages daily
- Students are responsible to ask questions when needed through email or virtual platforms
- Students are responsible for producing high-quality work
- Do not plagiarize work or demonstrate academic dishonesty (homework, projects, assessments). Violations will be subject to consequences.
- Respect yourself, teachers, and peers in virtual classrooms
- Check grades in Home Access Center (HAC) weekly to monitor your progress

Teacher Remote Learning Expectations

- Google Classroom is required as remote learning platform
- Live in-person instruction will take place every day for each scheduled period
- Live instruction will be recorded and posted to Google Classroom by the end of the workday
- Student work will be assigned and collected through Google Classroom
- Use District 202 pacing guides and curriculum to drive your planning and instruction
- Focus on the standards of learning
- Collaborate with colleagues teaching the same classes to ensure similar pacing, content, and assessment on weekly basis
- Post basic outline for the week in Google Classroom on Monday by 9:00 a.m.
- Supplemental learning materials can be posted to Google Classroom as a resource for students
- Be available between 2:10 and 3:00 p.m. for office hours so students can ask questions, receive additional support, or reteaching if necessary

- A signed one-on-one consent form is required when only one student is in the virtual classroom with a teacher
- Respond to parent emails within 24 hours, during normal business days
- Provide weekly feedback to students on assignments
- Coordinate time weekly with special education case managers and/or related service providers, as applicable
- Create an asynchronous (emergency plan) if needed for a sick day
- Examples of what instruction/lessons could look like
 - 40 min. of instruction
 - 20 min. of instruction, 20 min. of activity/worksheet, teacher available, exit slip or submit work
 - 10 min. of review, students access assessment, students complete and submit before the end of the period while teacher stays on to assist with questions
- Teach the way you would if kids were seated in front of you whenever possible
- Provide the following information to students and parents when remote learning begins:
 - Work email address
 - How to engage teacher during office hours
 - How to access Google Classroom
 - How to access primary resources used in class
 - Attendance expectations
 - Expectations for learning
 - Grading guidelines

Parent Remote Learning Tips

- Ensure student is logging in for class on time and for each scheduled class
- Remind student about following behavior expectations
- Visit Home Access Center (HAC) to monitor student grades weekly
- Discuss the best possible location at home for remote learning with student.... designate a learning area for consistency
- Teachers will post outline for the week by Monday at 9:00 a.m. on their Google Classroom. Visit them with your student to preview the week.
- Encourage student to ask questions when needed.... let them advocate for themselves
- Remind student to check their school email account daily
- Remind student to be responsible for their own work.... sharing answers through social media is academic dishonesty

Grading Expectations

- 60% Assessment
- 40% Practice
- No final exams for first semester
- All classes will follow these categories unless it is a dual credit class
- Dual credit classes will follow the college or university grading expectations

Student Remote Learning Behavior Expectations

- Students will be accountable for following all District 202 policies in the student handbook
<http://pnhs.psd202.org/documents/1597420689.pdf>
- Use your real first and last name only
- Wear appropriate clothing
- Use appropriate language
- Follow school behavioral expectations
 - Be respectful
 - Be kind
 - Be supportive
 - Stay Focused
- Only attend classes you are enrolled in
- Do not distribute virtual classroom links to anyone else
- Do your best to minimize distractions
- Put away your phone please
- Only school appropriate backgrounds
- Follow the expectations the teacher has set for your class
- Recording of class activities by anyone (student or parent) other than the teacher is strictly prohibited
- Failure to follow these simple guidelines could result in the teacher muting or disabling student's video and additional disciplinary action

Student Attendance

- If a student will not be attending scheduled remote learning classes for a specific period or day, contact the appropriate attendance line

Attendance line to report the absence:

- PnattendanceA-L@psd202.org
- PnattendanceM-Z@psd202.org

WILCO Classes

- Click on the following link for WILCO information:

[Wilco Program Information for D. 202 Students](#)

- Important points regarding WILCO:

1. Transportation is on the students to drive or be dropped off
2. In-person learning will take place on campus based on a schedule that is TBD
3. If you do not want to do in-person learning, every program can be done 100% remotely.
Students must contact WILCO to set up expectations for learning if choosing remote learning.

Student-Initiated Level Changes

- Students have 10 days to level change (deadline: Sept 14th)
- Teacher can initiate a level change from September 15th through the six-week mark

Student and Parent Remote Learning Resource

- <http://www.psd202.org/page/elearning-parent-resources>

-See additional attachments

-Any additional resources will be sent home as they are developed

Updated School Calendar

-<http://www.psd202.org/documents/1597715724.pdf>

-Please note the end of first quarter change

-Please note the end of first semester change

-Please note the end of school year change

Technology Issues

-Please call the **Help Line at (815) 577-4344** for assistance

-Hours of operation are 7:00 a.m. to 5:00 p.m.

Daily Student Schedule

-Students should visit their teacher's Google Classroom prior to August 31st

-Students will have access to their teacher's Google Classroom

-Students will follow the schedule below based on their school issued schedule

-Students should have picked up their laptop and books the week of August 17th

-Students will login at 8:45 a.m. to access their SEL (Social-Emotional Learning) lesson posted on their first period teacher's Google Classroom page

-An attendance link will be provided for students to check-in during the SEL time

-Students need to be logged in and ready for instruction when classes are scheduled to begin

-Attendance will be taken by teachers during periods 1-7 daily

SEE SCHEDULE ON THE NEXT PAGE

| Grades 9 - 12 High School Weekly Schedule | | | | | |
|--|---|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Times | Monday | Tuesday | Wednesday | Thursday | Friday |
| 8:00 - 8:45 | Staff Meeting Time - Teacher Collaboration Time | | | | |
| 8:45 - 9:00 | Daily Message / SEL Attendance | Daily Message / SEL Attendance | Daily Message / SEL Attendance | Daily Message / SEL Attendance | Daily Message / SEL Attendance |
| 9:00 - 9:40 | 1st Period | 1st Period | 1st Period | 1st Period | 1st Period |
| 9:40 - 9:45 | Break | Break | Break | Break | Break |
| 9:45 - 10:25 | 2nd Period | 2nd Period | 2nd Period | 2nd Period | 2nd Period |
| 10:25 - 10:30 | Break | Break | Break | Break | Break |
| 10:30 - 11:10 | 3rd Period | 3rd Period | 3rd Period | 3rd Period | 3rd Period |
| 11:10 - 11:15 | Break | Break | Break | Break | Break |
| 11:15 - 11:55 | 4th Period | 4th Period | 4th Period | 4th Period | 4th Period |
| 11:55 - 12:00 | Break | Break | Break | Break | Break |
| 12:00 - 12:40 | 5th Period | 5th Period | 5th Period | 5th Period | 5th Period |
| 12:40 - 12:45 | Break | Break | Break | Break | Break |
| 12:45 - 1:25 | 6th Period | 6th Period | 6th Period | 6th Period | 6th Period |
| 1:25 - 1:30 | Break | Break | Break | Break | Break |
| 1:30 - 2:10 | 7th Period | 7th Period | 7th Period | 7th Period | 7th Period |
| 2:10 - 3:00 | Check Out - Teacher Office Hours | | | | |
| 3:00 - 5:00 | Administrator Office Hours | | | | |
| 3:00 - 9:00 | Student independent work time. This should not be more than 1.5 hours (max. 15 minutes per class excluding AP/dual credit courses). | | | | |

BUILDING CONTACT INFORMATION

Building Administration

Ross Draper, Principal – rdraper@psd202.org
Stan Bertoni, Associate Principal - Curriculum & Instruction – sbertoni@psd202.org
Darnell Weathersby, Assistant Principal - Building & Operations – dweather@psd202.org
Art Stafford, Assistant Principal - Student Services – astafford@psd202.org
Ashley Meyers, Special Education Administrator – emeyers@psd202.org

Division Chairs

Rachel Hidalgo, Creative Arts Division Chair – rhidalgo@psd202.org
Brandie Schlott, English & Social Studies Division Chair – bschlott@psd202.org
Ginger Brest, Math & Science Division Chair – gbrest@psd202.org
Lynette Bayer, PE/Driver's Ed/Health Division Chair – lbayer@psd202.org

Athletic Department

Ron Lear, Athletic Director – rlear@psd202.org
George Sam, Assistant Athletic Director – gsam@psd202.org
Leslie Goodson, Athletic Department Secretary – lgoodson@psd202.org

Deans

Sean Carlson, Dean (A – E) – scarlso1@psd202.org
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Counselors

Tom Scheaffer, Counselor (A – CH) – tscheaff@psd202.org
Suzanne Smiley, Counselor (CI – GOL) – ssmiley@psd202.org
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Rebecca Voss, Counselor (KP – O) – rvoss@psd202.org
Karla Ortiz, Counselor (P – SK) – kortiz@psd202.org
Stacey Harrison, Counselor (SL – Z) – sharriso@psd202.org

Social Workers

Jennifer DePrey, 504 Coordinator – jdeprey@psd202.org
Kassandra Foleno, Social Worker (A – G) – kfoleno@psd202.org
Alexis Warnecke, Social Worker (H – O) – awarneck@psd202.org
Ashlee Wright, Social Worker (P – Z) – awright@psd202.org
Alyssa Kaplan, Social Worker (Gen. Ed.) – akaplan@psd202.org