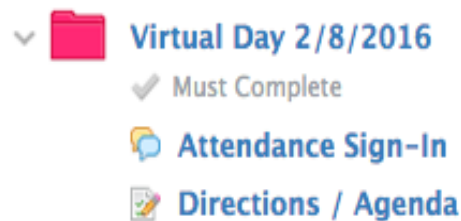


Hello Students,

As you know, Park Ridge Jr./ Sr. High School will be conducting Virtual School during the school closure for health-related concerns. The expectations for these days are as follows. You will be expected to participate in online virtual lessons administered by your teachers. These “lessons” will vary in form from videos, to discussions, to online research, depending on the class.

Please be aware that in order to be marked “present” in class and receive credit for the school day, you will have to log into Schoology and access each of your courses as if you were physically in the school building. Each of your teachers will be posting a folder with the Virtual Day materials in Schoology. The folder (pictured below) will contain the following in every class:

1. *Attendance* – this discussion board will be used to record your attendance for that class period. All you have to do is post the word “present” to the board prior to or at the start of class.
2. *Directions / Agenda* – Use this to access the directions for how to complete the virtual activity.
3. Any other materials you may need for the virtual activity.



You are responsible for making every reasonable effort to complete the virtual lessons and remain engaged in your classes throughout the day.

Didn't finish an activity during the period? That's ok – move on to your next class, anyway. The folders will stay open for you to revisit later. If you need help during the activity/lesson – fear not! Your teacher is also online for the day! He or she can be reached through email or Schoology message.

#### Helpful Tips:

- Find a place in your house that's free from distractions and comfortable.
- If you're concerned about not moving onto your next class in a timely fashion, set an alarm on your phone modeling the bell schedule.
- Get up, stretch and allow your eyes to relax off-screen when possible.
- Don't panic! If you are having trouble, just contact your teacher. We are on-call waiting to assist you!