



April 3, 2020

Dear HHS Students, Families, Faculty and Staff,

We hope you and your family are doing the best you can right now under the circumstances. As Mr. Sutton shared in his [District Correspondence](#) earlier this week, Illinois Gov. JB Pritzker announced that on-site learning for all Illinois Schools is suspended through April 30, 2020. We realize that families in our community are facing hardships right now and understand that safety, security, and wellness are the top priorities for everyone.

Even though we're entering uncharted waters, HHS faculty and staff remain fully committed to teaching and learning. We will do our best to engage students as we transition to Remote Learning where students participate in school activities while at home. In order to help improve our delivery of educational services, please complete the [Remote Learning Survey](#) so we can gather feedback, reflect, and take action steps to improve the learning process.

During Remote Learning, we kindly and respectfully ask parents to encourage their child, hold them accountable for learning, and ask students to try their best on assignments. Students will get out of this what they put into it. Although school looks and feels very different right now, as a community, it's our responsibility to fight through adversity and navigate the "new normal" that is upon us. We are also mindful that many HHS families are tied up with more important things than school at this time such as loss of employment, reduced income, and medical concerns.

Our teachers will continue to connect with students through multiple avenues to provide support, answer questions, and address student needs. All of us are adapting, making changes to our lives, and dealing with tough issues. As we move forward in the coming months, remember that we are redefining our way of life in multiple ways and challenges will arise. When things come up, let us all display patience, kindness, understanding, and empathy towards others.

Finally, it is clear that our students, parents, faculty and staff, and our community remain strong during this time of uncertainty. It's instilled in our community. And although challenges remain, please continue to do the best you can for you, your family, and loved ones. Be strong, be courageous, and be safe.

Sincerely,

Dr. Chris Becker  
Principal  
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Mr. Caleb Houchins  
Associate Principal  
[chouchins@highlandcusd5.org](mailto:chouchins@highlandcusd5.org)

Ms. Amy Boscolo  
Assistant Principal/Athletics  
[aboscolo@highlandcusd5.org](mailto:aboscolo@highlandcusd5.org)



### **Communication-**

- School and district officials will communicate information using multiple methods such as email, text, social media, and the school and district websites.
- Teachers and staff will do their best to respond to emails and communicate in a timely manner, but may not be able to respond after normal school hours.
- Teachers may establish Office Hours identifying when they are most likely available.
- HHS Teachers, Counselors, Staff, and Admin will attempt to communicate with students and families who are not regularly engaging in Remote Learning activities to provide support and intervention to complete work and assignments.
- [Social & Emotional Support Documents From HHS Counselors and Support Staff](#)

The best way to contact teachers is to log on to PowerSchool or check the Staff List for email addresses.

- **HHS Staff Emails-** <https://www.highlandcusd5.org/o/highland-high-school/staff>
- **PowerSchool Login-** <https://ps.highlandcusd5.org/public/>

### **Highland CUSD #5 Websites-**

- Highland CUSD 5- <https://www.highlandcusd5.org/>
- HHS Website- <https://www.highlandcusd5.org/o/highland-high-school>
- HHS Counseling- <https://www.highlandcusd5.org/o/highland-high-school/page/counseling-department--18>

### **Social Media Communication-**

- HHS Twitter- <https://twitter.com/HHSbulldogsIL>
- HHS Facebook- <https://www.facebook.com/Highland-High-School-IL-501479483667441/>
- Highland CUSD 5 Facebook- <https://www.facebook.com/highlandcusd5/>

### **Remote Learning Guidelines:**

- HHS Faculty and Staff will continue to provide student learning opportunities through [Google Classroom](#), [Google Meets](#) and [Zoom](#), Videos & Online Activities, [Schoolology](#), [Khan Academy](#), Paper Packets of Material, and Others.
- Students without Chromebook access can email Mr. Houchins, Associate Principal at [chouchins@highlandcusd5.org](mailto:chouchins@highlandcusd5.org) or call 618-654-7131 to request a device.



- Students who do not have internet or computer resources can request paper packets that can be mailed to the home or arranged for pick-up or delivery.
- Course learning targets should be focused and intentional during Remote Learning and reflect the highest priorities for each class.
- Students are expected to engage and complete assigned work during Remote Learning days. Focus will be on learning and not on compliance; and teachers will work to provide students with formative feedback to advance their learning.
- Examples of learning activities may include teacher/student collaboration, performance based assessments, portfolios, journals, discussion posts, video responses, audio recordings, projects, choice boards, and other artifacts.
- Some class lessons may be live and interactive sessions that utilize tools such as [Google Meets & Hangout](#), [Zoom](#), and other mechanisms. Teachers will work to provide [etiquette and guidelines for online operation](#) and maintain safety.
- Remote Learning is not meant to mimic the school day and time requirements for students will be reduced. Teachers may post a general assignment at the beginning of the week and require submission at a later date. Additionally, some assignments may be due more quickly.

## **Grading**

- Grading at the high school level will focus on the continuation of learning, reflection, and growth. We realize that students and families have varying levels of home support and students are currently dealing with adversity, hardships and social-emotional issues that may restrict learning. Therefore, students' grades must not be negatively impacted during Remote Learning activities.
- Students who remain actively engaged with their classes during Remote Learning will earn at minimum the same grade earned for the 3rd quarter for their final Semester II grade.
- Teachers will continue to enter 4th quarter grades with small point scores or completion scores that may increase the final grade for semester II. Point totals will likely be minimal, but can improve the semester grade.
- Students who fail to engage and complete Remote Learning activities and assignments will have items marked as "Missing" in PowerSchool indicating work is incomplete/missing. Students should complete work as soon as possible under the circumstances to avoid an incomplete grade at the end of the 4th quarter.



- When the school year is marked complete, a traditional grading structure (A-F), will be used for 4th quarter and Semester II grades. Final Semester II grades will be calculated towards GPA and Class Rank if applicable.
- Students have the opportunity to revise, make-up, or redo assignments to complete and show progress during Remote Learning days.
- Students failing to engage and complete assignments during Remote Learning days will be given an opportunity to finish work at a later date. Teachers will work with students who have hardships to avoid incompletes and avoid losing course credit. Students are encouraged to complete assignments on time as incomplete work may be challenging for students to complete at a later date. We will try to avoid incompletes and finalize the semester when the school year is deemed complete.
- Semester exams are waived for all HHS students, with the exception of dual credit classes. Teachers may incorporate end of course assignments or activities.
- Please note that administrative changes regarding grades may occur based on guidance and mandates from Highland CUSD # 5, ISBE, and the State of Illinois.

**Dual Credit-** We are working to maintain dual credit for students enrolled in courses at SWIC and SLU while still meeting the standards for college credit. Dual Credit teachers will continue to share information with students and parents regarding these courses.

**AP Classes & Testing-** Per College Board, students who already signed up for tests can take a 45-minute online exam at home. To be fair to all students, the exam will only include topics and skills most AP teachers and students have already covered in class by early March. Free, optional live AP review courses will be recorded and available on-demand. The full course schedule for the online AP classes is now available and links to upcoming classes can be found here: <http://spr.ly/60121Qibs> and [AP UPDATES](#).

**Standardized Testing-** The SAT, PSAT, NAEP, and ISA Science Test have been cancelled this semester. We know that the free SAT provided by the state is the only opportunity many students get to take a college entrance exam. ISBE is working with the College Board on developing options to allow current 11th grade students to take the SAT in the fall. We hope to have more information on these options by the end of April.



**Driver's Education-** The classroom portion of our driver education program will continue during Remote Learning. Unfortunately, the 6-hour behind the wheel portion of driver education programs must be suspended while schools are closed per ISBE.

**IHSA & Athletic Information-** Extracurricular activities must not take place in person during the mandatory suspension of in-person instruction. We hope that spring sports resume later this summer. See IHSA info for details. <https://www.ihsa.org/default.asp>

**Spring Break-** Highland CUSD #5 Spring Break is scheduled for April 9-April 12. Teachers and staff will not be available during those days. Please enjoy this time with your family and disconnect from Remote Learning for a few days. We will all need a break.

**End of Year Activities-** There are many questions about upcoming events such as Prom, Honors Night, Graduation, and other end of the year functions. We do not intend to fully cancel all of these events as our goal is to adjust dates, times, and venues, as best we can, given the situation. We also know that proclamations given by Governor Pritzker's office and the Illinois State Board of Education will likely impact these decisions and some may not be held at all. We will do our best to make these events happen, with Graduation being a top priority.

**HHS Staff Video-** If you have not seen our staff video, please click the link below. We miss our students very much and hope to see you soon. <https://youtu.be/Dg2Ko5YUjNw>

