

# PHHS E-Learning Guide

## 1 Attendance

All students will be required to complete the Google Form to document their attendance each day by NOON. The link can be found on the main high school website, the HS Facebook page, and [here](#).

## 3 Google Classroom

Students will be expected to access their lessons and assignments via Google Classroom. Assignments are to be submitted via Google Classroom. How the assignments are submitted will vary- sometimes the student will attach their work, other times the work is completed via an outside link, and sometimes the work is done via a Google app or extension and is simply shared with the teacher. If a student has a question about submitting their work they should communicate with the teacher. Students will be responsible for submitting all assigned work by deadlines established by their teachers. Due dates will change if we have consecutive days of e-learning.

## 2 Schedule

Students will be expected to follow our 2 hour delay schedule, with classes starting at 10am. Students will need to access Google Classroom to see their lessons and assignments for the day. Teachers may be providing video lessons or interactive instruction during their designated class period.



Teachers will be available to respond to emails and questions from 10-3:30. The high school main office will be staffed from 9:30-3:30 as well, weather permitting. If you have any questions, please call 260-351-3039.

Please inform the school if your student is ill, going to the doctor, attending a funeral, or attending court. Call the high school office as normal to report these events.