

From: **Palo Alto Unified School District** <[Palo\\_Alto\\_Schools@ic.pausd.org](mailto:Palo_Alto_Schools@ic.pausd.org)>  
Date: Fri, Aug 7, 2020 at 3:44 PM  
Subject: Important information from Palo Alto HS -- A Message From: Kristine Ludemann

Good Afternoon Viking Families!

August 7, 2020

We are excited to welcome students back on August 17th! The Paly staff members have all been busy preparing for distance learning and are looking forward to reconnecting with students. We would like to provide additional information to help our students prepare for the upcoming school year.

### **Textbook Return/Pickup**

Textbook pickup will take place Wednesday through Friday, August 12-14. Students will be given a one-hour window to complete the checkout process. Students who cannot make it at their scheduled time may come on a make-up date and time the following week. Those times will be announced soon.

Students should arrive at the Embarcadero parking lot and park near the Tower Building. They should come to the tables at the front of the Tower Building, wearing a mask. Books will already be bagged up for each student, but the student must go through the checkout process in order for their books to be scanned. Students should not remain on campus to socialize after they pick up their books. Please note, certain books will not be in their bag. Since English books are used in a “rotation”, students will need to come on campus occasionally during the year. This will be arranged by their English teachers.

**For those students who were unable to return books at the end of last year, please bring these books on your scheduled day. There will be a book return area for you to drop the books off.**

***The days/times for book checkout have been adjusted, since our previous notification due to scheduling constraints that were unavoidable.***

#### **12th Grade Wednesday August 12**

9:00-10:00 Aoytes–Galbraith  
10:00-11:00 Galindo Macias–Lucich  
11:00-12:00 Lundy-Santos  
12:00-1:00 Santullo-Zschiezschmann-Meek

#### **11th Grade Wednesday August 12**

1:00-2:00 Aalami-Esquer  
2:00-3:00 Evans-Lee  
3:00-4:00 Lengre-Sama  
4:00-5:00 Sanches-Ziv

### **10th Grade Thursday August 13**

9:00-10:00 Abel-Fetter

10:00-11:00 Filter-Li

11:00-12:00 Lin-Scheel

12:00-1:00 Schilling-Zych

### **9th Grade Friday, August 14**

1:00-2:00 Abbassi-Feng

2:00-3:00 Finot-Li

3:00-4:00 Lilly-Seeger

4:00-5:00 Siebert-Zhu

### **Technology Devices and Access**

Students who do not have access to a computer at home for distance learning can check out a District-issued Chromebook in portable room 10 (P-10) during your assigned textbook pickup time below.

We will send out a separate email with information for students that will need a wireless hotspot for internet connectivity from home.

### **Counseling Center and Scheduling Update**

Our Guidance Team is actively working on ways to improve your student's distance learning experience in Advisory as well as continue our Wellness, Counseling, and College and Career Center services, while we are distance learning. You can expect consistent communication from our Guidance Team throughout the year to help keep you informed.

Students will be able to access their schedule using Infinite Campus, starting at 5pm on Sunday, August 7th. We've worked very hard to create the best schedule for each student, based on student course requests for this year. Please note the following procedures for this school year:

- We will only be able to accommodate scheduling errors this year. A scheduling error includes:
  - Course has already been completed
  - Duplicate classes (i.e. two English 9A classes)
  - Missing grade-level Graduation requirement
  - Incorrect level placement
  - Two classes listed during the same period

- The following courses are not running this year. Students have been put into their alternative choices based on availability and graduation needs: Advanced Problem Solving, Digital Art Spectrum, Game Design, Japanese 1, Sports Lit, Sports Nutrition
- This year, scheduling errors will be done digitally with follow-up zoom meetings when needed. Here is the [schedule correction form](#). Please complete the form by **Tuesday August 11th at 3pm**.
- Forms submitted will be reviewed by school counselors and administration in the order they are received. We will not be able to respond to any emails sent directly to school counselors, teacher advisors, or administration requesting course changes - only requests made through the form will be reviewed.
- If the school counselor is able to make the change, you will see the change in your schedule on IC. We will be unable to contact you directly if a change can or cannot be made. You can expect changes to be made within 24-48 hours.
- School Counselors will be unavailable for scheduled visits until the second week of school. We will communicate our updated procedures for scheduling appointments at that time.
- The last day to add a new course is Friday August 28th.

If you need help logging into Infinite Campus, please click on this link: <https://www.paly.net/learning/tech-help> for instructions.

### **PTSA Sponsored New Parent Meet & Greet**

New to Paly? Join our PTSA on **Tuesday, August 11th from 4:30-5:30pm** for a New Parent Meet & Greet, where you will meet the Paly Administration Team and get to know the important facets of our community through the lens of parents who are active on campus! (The zoom link will come soon from the PTSA.)

### **Freshman Orientation**

**Friday, August 14th, from 10:00am-12:00pm**, our spirited ASB will be leading our 9th graders in their Orientation to Paly. Students will learn about all of the things that make Paly such a great community, including our wonderful staff and departments, programs, and athletics, along with who to go to for what and how to stay connected.

The link to the online Freshman Orientation will be sent out next week.

### **First Week of School Information and Schedule**

The overall goal of this schedule is to bring the students back to the academic world with a slow and steady approach, while also addressing their social and emotional needs. We will start each day with a Paly Welcome, which will provide us an opportunity to bring positivity and community to our students before they head off to their classes.

On Monday, following our Paly Welcome, students will be meeting with our Counseling team, ASB, and the other students in their grade level at a Class Meeting. This will be a time for the students to come together and address class-specific needs.

The last notable time of the week is our Drop-in hour on Friday, 8/21/2020 from 2:10pm-3:10pm. This is a time where students are able to meet with Counselors, Wellness staff, and teachers to get clarification on any lingering questions from the week.

Please stay tuned for the links for the first day of school to be sent out via Schoology next week!