



## Extended eLearning Information for Students and Parents

### General Information

- Teachers will be accessible via email or another preferred communication tool (e.g. Canvas, Dojo, etc.) during the eLearning day to answer student and/or parent/guardian questions.
- Teachers will be notifying parents how they will be responding to messages throughout the eLearning timeframe.
- Work will be assigned on Monday and will be due by 8:30 a.m. on Monday morning of the following week.
- Students will be able to complete work during ANY day of the week.
- Teachers will post office hours and may conduct live discussions on Monday, Wednesday, and Friday.
- Tuesdays and Thursdays will be utilized for teachers to provide feedback to students, plan upcoming lessons, and for grading assignments.
- Although teachers are not available for office hours on Tuesdays and Thursdays, students may still continue to work on the week-long learning module as their schedule provides.

Teachers will clarify the location of any eLearning day materials.

All K-12 Teachers will post all applicable lessons on their Canvas course.

- Canvas is the Student Learning Management System that will be used during our eLearning days.
- All students will experience logging into Canvas prior to the eLearning days.
- Students can access their work on Canvas via a computer, tablet, or smartphone.
- Students can set their own schedule for completing lessons that day, but please note that teachers have set office hours to answer any questions (see below).

Parents are also able to login to Canvas to observe their students' courses.

- If you have not already created a Parent Account, please contact your student's teacher to obtain your parent login information. This will allow you to be an observer of your student's Canvas courses.
- If you already have an account and need assistance logging in please contact your child's teacher.
- *Please note: logging in with your parent account does not give you access to help your child with their homework. It only allows you to see your child's Canvas account as an observer. In order to assist your child with their eLearning work, you need to have your*

*child log in as themselves into their Canvas course.*

All eLearning assignment(s) will be posted in Canvas **by 8:30 a.m.** on the Monday of the eLearning module-by the teachers.

**Devices for students:**

**K-5:** Students will complete their lessons and assignments using their family's Personal Learning Devices (PLDs) at home.

- If your family does not have access to a device at home, **please contact Mrs. Brandie Muha, Director of Elementary Education at [bmuha@valpo.k12.in.us](mailto:bmuha@valpo.k12.in.us) for assistance.**

**6-10:** Students are provided Chromebooks by the district to take home (1:1).

**11-12:** Students use their own device or use the loaner provided by the district from the beginning of the year.

More information about eLearning can be found from the Indiana Department of Education at the [Indiana DOE Office of eLearning](#).

## Attendance, Grading, Logistics

ALL levels:

- Teachers will plan their eLearning lessons in blocks of one week.
  - Work will be assigned on Monday and will be due by 8:30 a.m. on Monday morning of the following week.
  - If your child has any technical issues or unforeseen circumstances that will prevent them from completing the work, please contact the teacher to apprise them of the situation. Students in this situation will have additional time as necessary to complete the assignments before they are counted as incomplete.

eLearning material assigned by teachers will cover content that would have been addressed on a traditional school day; this is the very essence of blended learning. To further clarify, eLearning lessons may introduce new topics or they may expand upon recent instruction in order to add depth to previous learning.

If a student does not participate in eLearning, they will be marked with an "unexcused absence" unless a valid excuse is given to the school for the missed eLearning day.

- If your child is unable to participate in eLearning due to reasons as stated in the Student Handbook, contact your child's school to report the absence as you would any other day.
- Attendance will be taken by checking for completion of assignments.

Time on task will vary depending on the grade, class, teacher, and subject area. Teachers will assign approximately 20-30 minutes of eLearning material for each class taught. Therefore, the total amount of work a student receives should be approximately 2-3 hours of learning material, depending on grade level. The following times are a reasonable estimate of the time expectations by grade level:

- K-2: 2 hours
- 3-5: 2 ½ hours
- 6-12: 3-3 ½ hours

**Vocational students** should stay in contact with their vocational teachers regarding eLearning assignments.

### Special Education, 504s, ILPs

All students who have accommodations for instruction, students with IEPs or ILPs, will be provided with or have access to those accommodations. Please work with your SpEd teacher and your EL teachers in accordance with IEPs and ILPs.

- For students for whom an online platform is not appropriate, teachers will provide parents with appropriate educational materials and learning activities. To clarify, these students are allowed to receive paper/pencil content.

### The following are possible options for VCS families Wi-Fi:

#### Comcast Internet Essentials:

Provides full Internet access for less than \$10 a month. Parents interested should ask building secretaries for a pamphlet.

Comcast is currently offering low-income families who are new customers 60 days of complimentary Internet Essentials service. More information can be found [here](#).

#### Cell Phone Hotspot or Tethering:

Families may have internet connectivity using a cell phone as a hotspot or through tethering. Families would need to check with their cell phone provider; there could be added data cost.

#### A friend or relative's Internet access:

This could be a great time for students to collaborate with friends or relatives while sharing Internet connectivity.

#### Apartment or Association Clubhouse:

If families live in apartments, associations, or condos, many supply Wi-Fi in their clubhouse. It will also be important to bring a charged computer/iPad and headsets for privacy and the privacy of others.

#### Church and/or Social Club Internet Access:

While VCS is not working directly with any churches or clubs, families may contact their church, house of worship, or social club. It will also be important to bring a charged computer/iPad and headsets for privacy and the privacy of others.

#### Area Businesses:

Local restaurants, coffee houses, or bookstores could be used on occasion for Wi-Fi connection. It will also be important to bring a charged computer/iPad and headsets. VCS will maintain a list

of [local businesses who offer free Wi-Fi](#) on the VCS website.

Valparaiso Public Library: Already has the date on their calendar  
Free Wi-Fi access; public computers available with a valid library card.  
103 W. Jefferson St.  
Valparaiso, IN 46383