

March 17th, 2020

Dear Parent / Guardian,

We want to reassure you that we will do all that we can to present needed content to your child in a manner that is as student-friendly as possible. Our top priority is to make sure that your child is provided with rigorous content that will ensure he/she is prepared for the next school year.

In order to make lessons as fluid as possible, students will be required to submit work daily through E-Learning unless he or she is completing paper/pencil assignments due to a lack of internet. Electronic work must be submitted by 3:00 p.m. the following day. Students will **NOT** have the 3-5 day window to submit work as has been done in the past. Pencil / paper work can be turned in upon the return to school. You must notify the school office by phone (793-2254) by Tuesday March 17th at noon if you wish to pick up a loaner device or to arrange for pencil/paper work. Both may be picked up at school from 12:00 - 3:00 on Tuesday the 17th.

E-Learning days are scheduled for March 30th, 31st, April 1st, 2nd, 6th, 7th, & 8th.

E-Learning Protocol

- Assignment information will be posted on Google Classroom for students by 9:00 a.m. each day.
- Assignments are due by 3:00 the following day. Students will be given a 0 for work not submitted by the deadline. However, if you are having technical difficulties please notify the teacher.
- Attendance will be taken through Google Classroom. Each student is to click on the "E-learning Attendance" assignment for each individual day of E-Learning and then select "submit".
- Teachers will be available for assistance from 9-11.

Should you have other questions, please check the E-Learning link on our corporation website at www.covington.k12.in.us. Thank you for your patience and understanding as we tread through this unknown territory.