

March 16, 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 as student-friendly manner as possible in these difficult circumstances. Our top priority is to make sure that your child has the opportunity to be presented and work with content necessary to have him/her prepared for the next school year.

In order to make lessons as fluid as possible, students will be required to submit or hand in work daily through E-learning unless specified differently by the teacher. Students **will not** have the 3-5 day window to submit or hand in work as has been done on past E-learning days. We realize that for some of you without easy access to the internet, this might be difficult. We will provide paper/pencil alternative assignments for anyone needing them. **You MUST notify the school by phone (793-2286) by Tuesday, March 17th by noon if your child will need alternative assignments.** Someone will contact you about drop off and pick up times for assignments.

E-learning assignments for March 13, 2020 will be due by midnight March 18, 2020.

E-learning protocol reminders or changes

- Assignment information will be posted on Canvas for students by 9:00 am each day.
- Assignments are due by 8 am the following school day unless specified differently by teachers.
- Hourly attendance will be taken daily in Canvas. Students are expected to respond to a not graded assignment each day to track attendance. This will need to be done before 8 am the following school day.
- Students will be given a 0 for work not submitted or handed in by the teacher deadline. If there is a technological reason you can't submit an assignment, please email your teacher and contact the technology hotline.
- Teachers will be available for student assistance from 9-11.
- Technology assistance will be provided from 9-11.
- Students are asked to check email daily as this will be the tool we use to communicate with students.

Should you have other questions, please check the E-learning page on our school website at www.covington.k12.in.us. If your questions are not answered, please email your teacher or office staff.