



December 5, 2018

Dear Parents/Guardians -

We have currently missed two school days due to icy roads and fog. We had one built-in snow day in this year's school calendar. We will now be in school, as a make-up day, on May 10.

As a result of the fog day on November 30, Manchester Community Schools designated Saturday, December 15 as an eLearning day. The following information is provided to help MCS parents/students understand the eLearning process. Additional information will be shared at the building level, posted on the school website, and shared via social/local media.

Here is the timeline for our eLearning day at MCS:

Wednesday, December 12	Lesson Suites <sup>1</sup> released to students
December 12 - December 18 (eLearning window)	<ul style="list-style-type: none"> <li>• Lessons will be available for students to complete as time permits after school on these evenings and all day Saturday, Sunday, and until Tuesday.</li> <li>• Students will need to watch and complete all lessons and activities for their classes.</li> <li>• Teachers hold posted "office hours<sup>2</sup>" outside of the school day to help students with assignments</li> <li>• School buildings will be open from 8:30-12:30 as an OPTION for students to come and complete their lessons on Saturday morning with staff available to assist them. Parents will need to provide transportation if you choose this option.</li> </ul>
Saturday, December 15	Official make-up day on MCS calendar (eLearning format) <b>Note: Please understand that students do not need to attend school on Saturday.</b>
Tuesday, December 18	Assignments due to classroom teacher by the end of the school day (students may turn assignments in anytime during the eLearning window)

eLearning information will be shared via our website:

<https://www.mcs.k12.in.us/resources-information/elearning-info>

<sup>1</sup> Lesson Suite - term branded by MCS for teacher created eLearning lesson plans

<sup>2</sup> Office Hours - dedicated time teacher is available to assist with eLearning assignments