



February 4, 2019

Dear Parents/Guardians -

As a result of the snow/ice day on January 23, Manchester Community Schools designated Saturday, February 9 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, February 6	Lesson Suites ¹ released to students
February 6 - February 12 (eLearning window)	<ul style="list-style-type: none"> • Lessons will be available for students to complete as time permits after school on these evenings and all day Saturday, Sunday, and until Tuesday. • Students will need to watch and complete all lessons and activities for their classes. • Teachers hold posted “office hours²” outside of the school day to help students with assignments • 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.
Saturday, February 9	Official make-up day on MCS calendar (eLearning format) Note: Please understand that students do not need to attend school on Saturday.
Tuesday, February 12	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>

¹ Lesson Suite - term branded by MCS for teacher created eLearning lesson plans

² Office Hours - dedicated time teacher is available to assist with eLearning assignments