



La Porte Community School Corporation

La Porte Community School Corporation is excited to be approved by the Indiana Department of Education for the 2018-2019 school year to utilize eLearning days. During this pilot year, LPCSC will be using the feedback provided by parents and faculty to shape eLearning days for the future.

Using the blended learning model of technology and traditional learning methods, students are taught not only how to learn in a digital environment but also how to work independently or in a collaborative setting. Our goal of using eLearning days is for students to gain the experience of doing online course work and digital curriculum that is currently being provided in colleges and businesses. The planned eLearning days also provide opportunities for staff to participate in professional development and evaluate changes that may be needed in curriculum based on data collected throughout the year.

With this planned eLearning day model, LPCSC staff are given adequate time to prepare quality lessons that are consistent with the normal school week. This work continuity is a requirement set by the Indiana Department of Education. As not all students take home a device on a daily basis, this planned model allows students to have the opportunity to check out devices, if needed. As LPCSC continues to move forward with 1:1 (one device per child) and blended learning, we will evaluate our progress and how we integrate eLearning days.

GENERAL INFORMATION

- Student assignments will be released to students by 5 p.m. on the school day before the eLearning day. Students may choose to work on assignments upon their release.
- ALL teachers, K-12, have the same office hours to create consistency across the district and ease for parents and students. eLearning day office hours are as follows: **10:00 a.m. - 11:00 a.m. and 12:45 p.m. - 2:45 p.m.**
Note: Teachers are required to communicate during eLearning office hours.
- As a general guideline, elementary students will have **approximately 2-3 hours** of assignments including specials and support classes. Secondary students will have **approximately 3-4 hours** of assignments including specials


and support classes.

- After-school activities may still be held after the normal school hours.
- Elementary and Middle School students who checked out Chromebooks must return the Chromebooks the school day following the eLearning day.
- **WIFI:** Children and families who may not have connectivity at their homes, may try to find open WiFi hotspots like local libraries and other locations around town. If this is not an option, students will be allowed to stay after school for an hour and a half on the three school days following an eLearning day in a location designated by the building to work on eLearning day materials. Students may not work on eLearning assignments during the normal school days following an eLearning day as this is seen as “double dipping” by the Indiana Department of Education.
- **DEVICES:**
 - PC - Windows 7 and Higher. We recommend always using the latest version of the Chrome browser
 - MAC - OS X Yosemite 10.10 or later with Chrome browser
 - Chromebook
 - Android Tablet - running Android 4.4 KitKat OS or higher. Must support latest version of Chrome. To access all information easily, we recommend downloading Google Drive, Google Sheets, Google Docs, Google Slides, the Puffin web browser (for iready) and the Google Classroom app. If you need assistance adding your child’s Google account to the android device, follow this link <https://support.google.com/android/answer/7664951?hl=en>
 - iPad - iPad Air and higher. Must support latest version of Chrome. To access all information easily, we recommend downloading Google Drive, Google Sheets, Google Docs, Google Slides and the Google Classroom app.

LOGGING IN

- **SCHOOL ISSUED CHROMEBOOK:** Students are issued a username and password upon entering the school corporation. The typical username and password scheme is the student’s first name, middle initial and last name. Example: johnsmith and the password is their student ID number. If the student does not know their password and parents have access to Skyward family access, this can be found in the student’s profile under “other ID.”
- **HOME DEVICE:** All students have access on any device by going to Google.com and clicking the sign in button in the upper right corner. When

signing in, students will need to use their full Google username which is username@lpcsc.k12.in.us and their student ID password.

- **GRADES K-5:** If a student is on a school owned Chromebook, they should launch Chrome where in the upper right corner they will find the Google apps launcher icon . When this icon is clicked, Google Classroom can be chosen.

If a home device is being used, enter the student's username once clicking on the Google Classroom icon (username@lpcsc.k12.in.us) and password (student ID #)

- **GRADES 6-12:** Grades 6-12 log into Canvas LMS by going to <https://lpcsc.instructure.com> and logging in with their normal computer username (example johnsmith) and password.

Attendance and Grading

Assignments and coursework will be consistent with the continuation of the normal school week curriculum.

- IEP accommodations will be followed on eLearning days.
- Attendance will be determined based on assignment completion.
- To accommodate technical difficulties, students will have opportunities to stay after school 3 consecutive days following the eLearning day to complete assignments.
- Buildings will be open for an hour and a half after school for the 3 consecutive days following the eLearning day.
- Assignments must be submitted no later than 5 p.m. on the third school day after the eLearning day.
- If your student does not participate in the eLearning day (turn in work), they will be marked with an "unexcused absence" unless a valid excuse is given to the

school for the missed eLearning day.

WiFi Availability on an eLearning day

- La Porte County Library hours of availability on the eLearning day

Main 9 a.m. - 8 p.m.

Coolspring 10 a.m. - 7 p.m.

Fish Lake 9 a.m. - 1 p.m.

Hanna Noon - 6 p.m.

Kingsford Heights 1 p.m. - 7 p.m.

Rolling Prairie 10 a.m. - 6 p.m.

Union Mills Noon - 7 p.m.

At Main, the library has reserved meeting room B for most of the day so that students have plenty of table space. Ages 14 and up have the ability to reserve a study room. Main, Coolspring, and Rolling Prairie all have study rooms.