October 23, 2017

Dear P-H-M Middle School Student and Family,

Another winter is just around the corner, and again we must think about the possibility of bad weather, school closings, and lost instructional time.

There are no snow make-up days built into the 2017 - 2018 school calendar this year. Penn-Harris-Madison has again been approved by the Indiana Department of Education to use eLearning lessons on the day of a school closing. eLearning stands for *electronic learning* that can be accomplished by students working on their Chromebooks or a computer from home through the internet.

Each middle school student will have eLearning lessons for every class. Teachers will maintain up-to-date eLearning assignments that students can access on their Chromebooks. Teachers will have assignments posted at the normal school day start time and be available by email during regularly scheduled school hours on days when school is closed and eLearning takes place.

Please see the *Middle School Technology Instructions for eLearning* on the back of this letter. This sheet will provide the instructions that you and your child will need when you access the eLearning lessons. Please contact your child's Principal with questions you may have.

In the event that your child has an IEP and receives direct service minutes during the school day, the Exceptional Education teacher will contact parents to make alternative arrangements if necessary.

Thank you for partnering with P-H-M teachers and schools. Your support is crucial to your student's success, and it is greatly appreciated.

Sincerely,

Heather Short
Assistant Superintendent for Instruction

Middle School Technology Instructions for eLearning

ALL P-H-M TECHNOLOGY ACCESS

All Middle School Expectations Apply When You Are Using Technology!
I will be responsible with my use of technology and will remember that this is an online public representation of me and our school.
I will report to a teacher any inappropriate posts, comments or use.
I will use school-associated social media appropriately during the school day.
I will use appropriate grammar instead of texting language when communicating.
I will not reveal any personal information such as: telephone numbers, names, addresses, email addresses etc.
I will not post photos or video showing myself or classmates unless authorized by a teacher.
I will bring my Chromebook to school everyday fully charged.
I will use technology to achieve my learning goals.
All school rules and consequences apply.

CANVAS: OUR LEARNING MANAGEMENT SYSTEM
(http://phm.instructure.com)

Location:
- Go to your Middle School Home Page
  Discovery: https://discovery.phmschools.org/
  Grissom: https://grissom.phmschools.org/
  Schmucker: https://schmucker.phmschools.org/
- Scroll down to Quick Navigation at very bottom left of the page, and choose Canvas

Parent Canvas: Username/Password:
- The Canvas parent access Login is your **parent HAC username and parent HAC password**. As a Parent you have view-only rights. Password help is available through email at HAC@phm.k12.in.us or you can contact your Guidance Counselor.

Student Canvas: Username/Password:
- The Canvas student access Login is first initial+last name+last 3 digits of student ID. Password is Student ID#+phm.

Canvas Navigation:
- Once you are in Canvas, hover over **Courses** (top toolbar) and you will be able to drop down and see your child's courses. You can check **Announcements** and the **Calendar** for each class.

Scores:
- Grades for assignments given through Canvas are posted on Canvas. Parents can choose to have updated Canvas scores sent to them if that feature is activated through Preferences. All Progress Report and Report Card grades will show up on HAC.

Help:
- See "Canvas Help" and "eLearning" on the *phmschools.org* Parent Tab under "Programs & Resources" for more details and instruction.
- See the Tip Sheet at the bottom of either web page for an illustrated Quick Reference Guide.

HOME ACCESS CENTER (HAC)

HAC:
- HAC is our online grade book. Parents and students have separate login and password information to access this program. We strongly advise parents and students to check HAC often to monitor academic performance. If you ever have trouble accessing HAC, please email HAC@phm.k12.in.us for password help, or your Guidance Counselor can also provide assistance for parents. Students can get assistance from the IMC. On the PHM homepage under the Parent link on the toolbar under **Programs & Resources**, you will also find a helpful HAC Information page.