



Fairfield Union Local School District

Board of Education Office
6417 Cincinnati-Zanesville Road NE
Lancaster, OH 43130

Phone: (740)536-7384

Fax: (740)536-9132

www.fairfieldunion.org

In this letter you will find information that will assist your child with being successful in the Virtual Learning Academy, as well as the expectations for the program. In addition to the information below, the Virtual Learning Academy - Frequently Asked Questions, on the district website, can be a great resource. Please read through the information and don't hesitate to contact the school if you have any questions.

Getting Started

The Chromebook you receive will be in storage mode. To activate it, you will need to plug-in the Chromebook and turn on the power by pressing the power button in the upper right corner of the keyboard. Once on, you will need to connect the Chromebook to your internet connection. Now, your child is ready to log into the device.

Logging In

Students in grades 3-12 will need to log into their Chromebooks by typing in their username and password. Students in grades K-2 will have the option of logging into their Chromebook by holding their 'clever' badge up to the webcam/camera. You should have received the clever badge when you picked up the Chromebook. If you do not have the clever badge, please contact the IT Department at the number listed in the *Support* section. The other way for K-2 students to log into the Chromebook, is by typing in their username and password.

Gmail / Chromebook Username:

Password:

Google Classroom

Fairfield Union teachers will be utilizing Google Classroom as the main launch point for classroom assignments. Depending on your child's grade level, they may be in more than one Google Classroom. Students are expected to check daily in Google Classroom for any updates to assignments. Teachers will email directions on how to enter the Google Classroom(s) to your child's Gmail account. If your child is in grades 1-12, and you do not receive directions by August 28, 2020, please contact your child's teacher(s). If your child is in Kindergarten, you should receive the Google Classroom directions by September 2, 2020. If you do not, please contact their Kindergarten teacher.

ProgressBook for Parents

Parents are encouraged to monitor their child's progress and grades in ProgressBook. If you already have an account, you do not need a new account. If you do not have a ProgressBook account, you will need the ProgressBook registration key which is unique for each family. For questions about ProgressBook accounts, please contact your building Principal.



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Attendance

Attendance will be based on daily logins and progress on assignments. While there is not a requirement to be logged in specifically during the entire school day, the expectation is that students will be logged in and progressing on assignments each day that school is in session.

Changing Your Child's Educational Option

Participation in the online school will be available for the entire school year. However, at the end of each nine weeks, students will be permitted to change their educational option. Students will be able to return to the school building and participate in the building-based educational program being conducted based on the district COVID-19 status level. To return to the building-based program, an emailed request must be received by the building Principal on or before the following dates:

- To return to school the second nine weeks - contact the school on or before October 26, 2020.
- To return to school the third nine weeks - contact the school on or before January 15, 2021.
- To return to school the fourth nine weeks - contact the school on or before March 26, 2021.

Support

We want every child to be successful in the 100% online Virtual Learning Academy. If you have questions on:

Assignments - please contact your child's teacher(s).

Chromebooks and/or technology - please contact the IT department during normal business hours at (740) 240-2001. You may also email the department at IT@fairfieldunion.org at any time. Please be as specific as possible with the issues you are experiencing.

All other questions - please contact your building principal.