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**TIPTON COMMUNITY SCHOOL CORPORATION**  
**MEMORANDUM**

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**TO:** Board of School Trustees  
**FROM:** Kevin Emsweller, Superintendent  
**DATE:** 04/23/2018  
**RE:** eLearning Days

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*"The most important thing to remember [for eLearning] is you should not be preparing for inclement weather days....but redesigning teaching and learning to be blended on ALL days and then the virtual option falls in place."*

TCSC is again asking the School Board to approve up to four (4) days that may be used as eLearning Days in case of inclement weather during the 2018-2019 school year. This would be in addition to those eLearning Days previously approved for professional development. While such days were approved last year, only one was used this year. An updated outline of the implementation plan is attached.

One of the corporation goals is: TCSC will develop an integrated plan for technology that will enhance the use of technology by staff and students for learning. One strategy to meet that goal is the development and practice of eLearning lessons for the classrooms.

Teachers and students continue to explore ways to integrate technology in the learning process to better be prepared for an eLearning Day because of inclement weather.

**Tipton Community School Corporation**  
**Virtual eLearning Plan**  
**April 2018**

**Goal:**

1. To provide a virtual learning opportunity for students in grades K-12 that supports our school corporation's goal of making technology an integral part of the education process.
2. To provide instruction during the school year for cancelled school days that is more effective than instruction on days that are added to the end of the school year.

**Classroom Information:**

1. In the event of the cancellation of school because of weather related conditions, the administration may announce an eLearning Day. This announcement will be made through the normal means of communication for announcing a school cancelation.
2. Upon receiving the notice of an eLearning Day, each school will be responsible for sending information to their parents for accessing eLearning classroom assignments and materials.
3. Virtual lessons will be an extension of current classroom curriculum.
4. Virtual eLearning lessons will be made available no later than 9:00 AM on an elearning day. Lessons must consist of digital content and may also include paper/pencil resources and activities. Activities should be delivered to students through, Google Classroom, email, Harmony or similar resources. Any paperwork should be turned in to the assigning teacher. Grades may be given on assignments.
5. Teachers will be available throughout the day. Exceptions must be approved by building principal. Digital office hours can be conducted via email, Google Chat, Google Classroom, or other digital resource.
6. Students with special needs will be contacted by his/her special education teacher. It is the responsibility of the teacher and special education teacher to ensure that work is appropriate and accommodations are made.

**Accessibility Information:**

1. Like a normal school day, student assignments must be completed by the next school day. This is at teacher discretion based on student Internet access.
2. It is expected that most assignments for the eLearning day will be completed at home. For those families without Internet connections or computers, schools will remain open after school for three days after the last inclement weather day.
3. The Tipton County Public Library and Pizza King have public Internet access if parents or students would prefer to use their facilities.

**Attendance**

1. Students' attendance will be determined by their completion of assignments. Attendance must be reported to the office by the teacher no later than the end of the third school day after an elearning event. Incomplete or missing work will be assigned the appropriate grade and will result in an unexcused absence.

**Internet Access** – What solutions are available for those students who don't have Internet access?

While we foresee the vast majority of students to have Internet access at home, it is understood that some will not. Extended time will be given to students to complete work assigned during the elearning day.

**Instructor Access** – What social media and other tools will teachers use to communicate with their students?

Teacher will choose and communicate to students which option(s) will work best for them and their students. Those options include but are not limited to: Google Classroom, email, Google Hangout, Skype, Facebook, Twitter, or web pages. Teachers will be available to students throughout the day.. The corporation will communicate and maintain a Technology Support Line during those hours to assist with any technical issues.

The corporation will use push out information using their mass communication system to communicate general information to parents about access elearning materials.

**Platform Experience** – What is a platform for virtual learning? How has the schools prepared students and teachers for virtual days?

The school corporation is focused on incorporating the SAMR Model to transition technology in instruction. Where 1-1 computing actually exists (middle and high school) Google Classroom will be the platform used. Elementary will use a variety of platforms such as web pages, Google Classroom, Facebook, and email.

**Learning Targets** – How will the schools get the word out about virtual work and expectations?

Learning targets will be communicated no later than 9:00 AM on the eLearning Day.

Communication tools (Google Classroom, School Messenger, Web Pages, etc) will be used to help communicate the learning targets.

**Work Continuity** – What kind of content and classwork is expected on a virtual option day?

What work is there for administrators on a virtual option day? Key Components of the elearning days are: instructional and practice/application/assignment components. eLearning Days will be a continuation of the normal instructional process. Teachers are provided ongoing professional development to help insure they are comfortable and can effectively maintain the continuity of instruction. The administration will actively monitor activities of the eLearning Day through an LMS or other means available.

**Accommodation Support** – How will the corporation accommodate students with special needs and IEP's in the virtual option?

A resource folder with recorded instructions for students may be made available for those students. The school/teacher will provide appropriate non-virtual educational materials and resources where appropriate. But the two main ways of assisting these students will be direct contact with home and using the extended window for students to complete their work. The school will begin the process of including virtual option into students' IEPs.

**Individual Needs** – How will you meet the individual needs of students on an ILP, or ESL students?

Meeting the needs of the EL students will be the same as the special needs students above.

**Work Measurement** – How will the corporation track and report attendance on virtual days? Attendance will be tracked through the completion of the assigned work. Log forms for attendance and time on task may also be used. Teachers will provide a final report on attendance based on completed work. If the work is not completed by the student, they will be counted absent for that period/day