

Covington Community School Corporation

“Home of the Trojans”

601 Market Street

Covington, Indiana 47932

Phone: 765.793.4877/Fax: 765.793.5209

Website: www.covington.k12.in.us

Twitter: @ccstrojans1

Kevin Smith Ed.D
Superintendent

Trudie Dillon
Corporation Treasurer

Cathy Smith
Administrative Assistant

RIGOR – RELEVANCE – RELATIONSHIPS

Covington Community School Corporation

E – Learning Plan

(Virtual Learning)

E – Learning/Virtual Learning

Covington Community School Corporation will utilize E/Virtual Learning Days for planned days within the annual school calendar. Further, E/Virtual Learning Days will be utilized in lieu of, as well as to make up, instructional days when weather and other such unforeseen circumstances create an obstacle for the regular operational schedules to be utilized.

Objective

All students will utilize current technology capabilities and educational resources to complete the course level instructional process.

Grades

K – 12

Activity

E – Learning lessons will be developed through the utilization of tools and resources currently being utilized for student instruction. These will include such tools as Canvas, Harmony, Google Classroom, Nearpod, Kahoot, and more.

Rigor

Rigorous lesson instruction is embedded into the leveling of questions with the lessons and assessments. Rigor is based on the identification of relevant lesson objectives, which serve to ensure students are developing the knowledge and skillsets necessary for effective development. The CCSC E – Learning program is directed on a learning path as a form of individualized instruction.

Launching of Lessons

Instructors will introduce the respective lesson prior to 9:00 A.M. on the designated E – Learning Day.

Assignment Window

Students will have a one-week assignment window, as measured from the designated E – Learning Day.

Attendance

Students not completing the assignment, will be counted as absent for the designated E – Learning Day.

Lesson Administration

To ensure the efficient execution of the CCSC E/Virtual Learning strategy lessons will be administered as follows:

1. Students may utilize technology at home, the respective school facility, or through other options in order to complete the respective E/Virtual Learning assignment.
 - a. Other options may include local facilities such as, a public library, a coffee shop, and a restaurant, that offers Wi – Fi and other types of technological access.
2. CCSC Instructors will be available to guide and assist students throughout the lesson assignment.
3. Students will be expected to complete the virtual assignment by utilizing their personal technology, or those provided by the school. These may include 1:1 Devices, such as Chromebook and School Computer Labs.
4. E/Virtual Learning instruction will provide students with work that covers relevant content, which would be addressed in the traditional school setting.
5. All students who have accommodations for instruction will be provided and have access to those accommodations.
6. Students who do not use an online platform for learning, or for whom an online platform is not appropriate, will be provided with the appropriate educational materials and learning activities for their utilization.
7. Students will be provided with lesson information in order to allow them to work off-line if necessary.
8. For planned E/Virtual Learning Days the educational facilities of Covington Community School Corporation will be made available for students to access the required technology resources.
 - a. When safety is a factor, a decision on opening the school facility will be made on a case-by-case basis.
 - b. On Planned E/Virtual Learning Days CCSC will provide opportunities for students to obtain breakfast and / or lunch in one of our facility cafeterias. The actual location and schedule will be announced for the designated E/Virtual Learning Day.
9. For planned E/Virtual Learning Days CCSC may provide opportunities for staff development through the Professional Learning Community concept.
10. When E/Virtual Learning Days are to be utilized for the make-up of a previously scheduled instructional day, CCSC will use best efforts to provide the details associated with the E/Virtual Learning schedule and lesson for students, parents, guardians, and caregivers.

Help Desk

To assist students and staff members, a tech help center will be made available on the designated E – Learning Day.

Frequently Asked Questions

1. What is an E – Learning Day?
 - a. E – Learning is an opportunity for students to have full access to online instruction, without the need for the student to physically attend an educational facility.
2. Why use an E – Learning Day?
 - a. The use of an E – Learning Day provides a number of benefit opportunities, including sustaining the flow of a lesson and/or unit administration, providing timely opportunities for making up days missed due to weather and other uncontrollable events, and allowing a focused and dedication opportunity for our educators to gain professional development.
3. Does an E – Learning Day count?
 - a. Yes, an E – Learning Day may be used as one of the required 180 days.
4. Do I have an Instructor for E – Learning?
 - a. Yes, an E – Learning Day will allow the students regular teacher to provide a lesson and the support instructional activities.
5. What if I need assistance during an E – Learning Day?
 - a. Instructors will be available to assist students during and E – Learning Day.
 - b. A Tech Help Desk will be provided for student and parent use.
6. What may I expect with an E – Learning lesson?
 - a. Teachers will create digital lessons that are interactive and relative to the curriculum for the respective class.
7. How long will I have to complete the E – Learning assignment?
 - a. The student will have one week, or five (5) school days, to complete and submit the assigned E – Learning lesson.
8. What if I do not complete the E – Learning assignment?
 - a. Students electing to not complete the assignment will be counted as absent for the designated E – Learning date.
9. Why utilize the E – Learning approach?
 - a. E – Learning provides an opportunity for our students to develop and practice good digital citizenship skills, while growing experience with 21st Century and workplace skills.
 - b. Provides an opportunity to make-up missed days due to inclement weather and other uncontrollable issues that may prevent school from being in session during the respective school year.
10. What if I do not have good access to the internet at home?
 - a. Students will be provided lesson information prior to a planned E – Learning Day, allowing them to download resources to their device, which will provide an opportunity to work on the assignment while off – line.
 - b. For planned E – Learning Days, CCSC will provide access to our educational facilities, allowing students to utilize resources which may assist them in the completion of the lesson assignment.

- c. Students will have five (5) school days from the time the E – Learning assignment is issued to complete and submit their work. This will allow students flexibility to utilize school and / or other technology resources to successfully complete and submit the assignment.
- 11. Will my child be able to complete the E – Learning work without assistance?
 - a. Yes. Teachers will create lesson assignments that build on the flow of the curriculum at the time of the designated E – Learning Day.
- 12. How will I know about an E – Learning Day?
 - a. Students and parents will receive the relevant details, as related to an E – Learning Day, well in advance of the actual utilization of the CCSC E – Learning plan.
 - b. Schedules of teacher availability, as well as the process for contacting instructors and the Tech Help Desk, will be provided in advanced of a designated E – Learning Day.