2020-2021 Continuous Learning (Distance Learning) Plan
For Parents
Details

Rev. August 11, 2020

With the lingering effects of the COVID-19 pandemic, we anticipate the need for distance learning.

- Some students will be out of school while they are being confirmed positive or negative with COVID.
- Some students will enroll but will take their TCM courses online rather than come to school.
- A resurgence of the virus may create widespread school closures as happened last year.

Framework:

- Each teacher has a virtual classroom on Zoom.us
- You do not need Zoom account to get access.
- Go to the teacher's class page in Sycamore (the school news and grades site). "News" should come up on the teacher's home page. If not, click the menu tab "News."

    If you need login information, please call the school office: 795.349.5950

- Classes are livestreamed if anyone is absent.
- Students attend virtual classes in real time: the teacher's daily schedule (elementary) or the TCM bell schedule (secondary).
- All tests, worksheets, or other similar materials pass between home and school electronically.
- Students are issued regular paper books.

Parents of students who must work from home, please follow these procedures.

- Families who are participating in the Continuous Learning Plan (TCM school from home) must sign the Continuous Learning Plan consent form. (Separate document)
- Parents provide supervision for the child/teen at home during class meeting times.
- Elementary students (Gds. K5-6) will have one virtual classroom to log in to. This is their teacher's meeting room on Zoom.
- Secondary students will have a different virtual classroom for each teacher.
  This is like walking through the hall to a different physical classroom.
- The student must be logged in, on screen, and actively engaged in class to be counted "present."
- Students should be in at least "game-day" attire. (For details, see Parent Handbook, pp. 22-24)
- If the child is well enough to do schoolwork, participation is required.
  Same standards as usual apply for students to be excused from schoolwork:
  ✓ A parent calls the school (765.349.5950) before 8:30 a.m. of the day on which the student should not be expected to work.

- ✓ This call should be made each day that the student is not able to participate in distance learning.
- ✓ Teachers will scan and send home papers not knowing whether or not the absence is excused. The fact that papers are sent does not mean that the student will be allowed to make up that work for credit. [1]
- We are not recording classes, only livestreaming. This is a matter of potential privacy issues.
- Tests and quizzes are taken with the parent (or other adult caretaker) present with the student. The parent can be doing other things but should be in the room and in a position to observe the student at work.
- Returned work—options:
  - ✓ Best:
    If you have a printer/scanner at home: Print tests and quizzes; student takes the test; parents scan and email the completed test to the teacher.
    Other assignments, like essays, could be typed in Microsoft Word and sent as email attachments, or they may be handwritten and scanned. Some high school assignments have always required typing on the computer as part of the skill-building. [2]
  - ✓ OK: The student reads the test or quiz on screen and types answers on the computer as an email or Word doc. A heading for student work is provided at the end of this doc.
  - ✓ OK: Take a cell phone picture of the student's work and send that to the teacher's phone if the teacher has given out a cell number.
  - ✓ OK: cell phone scan. Some iPhones can scan the text. Use the "Notes" app. Choose "Create a new note." Click the "+" sign. Select "Scan document." Click to scan. Send from your phone to the teacher's email (not as a telephone text message).

- When in doubt about any process, please read the instructions one more time and then communicate with the teacher.

  Communicate by

  - ✓ Primary means: Sycamore (website) Pass-a-Note
  - ✓ Email (if you do not have the teacher's TCM email, please call the office.)
  - ✓ School phone 765.349 5950
  - ✓ Respond to a Remind.com message from the teacher.

- We will simplify the platforms this year. Maximum is four:
  - ✓ Online classroom, Zoom.us
  - ✓ Sycamore.com LMS (Pass-a-note, each teacher's classroom page)

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[1] For the sake of getting a good education, the student should diligently complete all make-up work, whether or not the student earns credit. Learning for life preparation is more than grades.

[2] Type the essay (etc.) as a Word doc, then print and proofread the paper copy. Make changes, save, and email the doc as an attachment. When people type more than a few words in the email text area, the results usually do not reflect the students' best effort. Email messages do not have sufficient formatting.

- ✓ School email
- ✓ Remind.com
- The online classes will by live in real-time as the teacher is teaching at school. (synchronous)
- Teachers will scan and email any paper handouts that are necessary for the at-home learner.
  - ✓ The teacher may not scan and send every paper.
  - ✓ The teacher may have fewer graded items for the at-home student.
- Returning papers to the teacher
  - ✓ If the student had a test, quiz, or other return-type paper in hand during the school day, please scan and return (or other return by another listed way) by 4 p.m. that day or as soon as possible thereafter. The teacher's job is easier if he or she has all the papers at one time.
- If the student is not functioning well in the online environment, please call the teacher. You may also call Dr. Krueger, the academic director. 765.349.5950

Best Practices:
- Communication is key
- Routines

  Keep routines of bedtime, morning routines, being "in class" virtually.

- A success-building student space
  - ✓ At a desk or table (not on bed or couch)
  - ✓ Supplies there every day: pencils, pens, paper, etc.
  - ✓ Supervising adult frequently present, but otherwise minimize passers-by
  - ✓ Quiet
  - ✓ Well lit
  - ✓ Turn the screen away during extended breaks, like lunch and recess. Eye fatigue makes the child feel tired "all over."
- Keep students engaged.

  Parents need to watch for the student drifting off course during virtual learning.

  Be persistent. For the child's sake, do not give up.

  Staying up-to-date on assignments encourages a child. Getting behind discourages. Stay current, even when it is hard.

Example standard heading:

Joe Student
Teacher Name
August 20, 2020
Prime Numbers, Ex. 3.2, p. 31

If you need help with Internet connectivity

These resources are listed on the Indiana Department of Education site.

https://www.doe.in.gov/covid-19/resources On that page, click "Connectivity."

- Spectrum continues to offer [Spectrum Internet Assist(link is external)](#), their high-speed broadband program to eligible low-income households.

- Comcast, which owns Xfinity, will off new [Internet Essentials(link is external)](#) customers two free months of Internet service if you apply and are approved by December 31, 2020. After promotion, regular rates apply. For all new and existing Internet Essentials customers, the speed of the program's Internet service has increased to 25 Mbps downstream and 3 Mbps upstream.

- AT&T has expanded its [Access from AT&T(link is external)](#) initiative to to households who participate in the National School Lunch Program and Head Start.

- [Indiana Public WiFi Locations(link is external)](#)

- [Xfinity Wifi Hotspot Map(link is external)](#)