



Date: February 5, 2018  
To: Parents/Guardians  
From: Chip Mehaffey, Superintendent  
Re: eLearning Days

As Loogootee Community Schools continue to make technology and blended learning an active part of teaching and learning in our district, we have been planning and training our staff to implement eLearning days. eLearning days allow school districts to offer instruction to students so that schools are able to make up lost days due to inclement weather.

As you know, we have missed 6 days of school due to inclement weather and we only have five (5) days left built into our schedule before graduation on Friday, May 25th. We would like to avoid bringing students back to school the week after Memorial Day (assuming we don't have more days missed).

Through our Digital Learning Initiatives, the Indiana Department of Education has approved Loogootee Schools to utilize planned eLearning days for the 17-18 school year. An eLearning day would count as a day of school but it would have to be done on a day we don't already have school scheduled.

Because every Monday - Friday besides Spring Break is now a scheduled school day, we have decided to use Saturday, February 17 as our first eLearning day. By using this option, students will complete the school year BEFORE Memorial Day (assuming we don't have any more snow days). We do have the option to utilize additional eLearning days should we have more inclement weather.

Components of this eLearning day (February 17) will include:

1. Teachers will spend time outside their normal contract day to prepare lessons that students will complete for the eLearning day.
2. All eLearning assignments will be posted on the corporation website at 4:00 pm on Friday, February 16. If paper copies are given to students earlier in the day, the assignment instructions along with an electronic copy will be posted as well.
3. Assignments for the eLearning day will be due at the end of the school day on Wednesday, February 21st. Additional time will be allotted at each individual teacher's discretion.
4. Teachers will be available on their phone for a total of 3 hours on either Saturday, Feb. 17, Monday, Feb. 19, or Tuesday, Feb. 20. Every teacher will be available for a minimum of one (1) hour on Saturday, the 17th. Students will not physically come to school on this day.

5. Teacher "office hours" and contact information will be listed with the assignments on the corporation website and/or through handouts from the teacher to students before the eLearning day.
6. Teachers will be expected to return any phone calls they are not able to answer during their posted "office hours" within one hour.
7. Two information meetings will take place for parents to learn more about the E-learning process - both meetings in the evening in the evening. Meetings will last no longer than 15 minutes.
  - a. MS/HS parents (Feb 7) at 5:45 pm in the LHS auditorium
  - b. Elementary parents (Feb 15) at 5:45 pm in the LES Library
8. Information will be published in the Loogootee Tribune on both February 8th and February 15th.
9. All students, grades 7-12, will be taking Chromebook devices home over the weekend of February 17th. Teachers in grades K-6 will be deciding by class whether or not Chromebooks will be going home or not - based on parent feedback and assignments each teacher determines to give.
10. By participating in the eLearning day through providing evidence of work, a student will earn attendance credit for the school day.
11. For students with limited or no access to the Internet, assignments may be downloaded on Chromebooks and/or paper copies of assignments will be provided and given to those students before going home on Friday, Feb 16.
12. The High School Library will be open from 8:00 am - 11:00 am on Saturday, February 17 for all students to get technology help or to just have access to the Internet. We are currently reaching out to local businesses and organizations with wifi access to allow students access at their facilities during the eLearning assignment window. That information will be posted soon on the school website.
13. The MS/HS Library will be open Monday, Tuesday and Wednesday mornings Feb. 19 - 21 from 7:00 am- 8:00 am.
14. The LES library will be open from 3:00 - 5:00 pm on Monday, February 19th and the LMHS library will be open from 3:00 - 5:00 pm on Monday, February 19th and Tuesday, February 20th for students who need help on their assignments or for students who have limited Internet access at home.
15. Additional eLearning information will be available on the corporation website at [www.loogootee.k12.in.us](http://www.loogootee.k12.in.us) and you are always welcome to contact your school office with any questions.
16. Information about the Indiana eLearning Day program can be found on the Indiana Department of Education website at <https://www.doe.in.gov/elearning/elearning-day-program>.