

LINCOLN COUNTY SCHOOL DISTRICT

E-Learning Handbook Grades 7-12

2019-2020

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OVERVIEW

Edmentum is an online program offered by the Lincoln County School District. We believe all students can benefit from access to a robust variety of courses, including electives, foreign language, and Career and Technology Education. Central to our program is the curriculum, which consists of courses developed by experienced classroom teachers and aligned to the Common Core State Standards.

Students are expected to work on a paced schedule within the assigned classroom, but also have the flexibility to work at a time that suits each individual student's needs, such as from home and/or on the weekends. The balance of flexibility and structure through LCSD E-Learning helps build individual accountability that will be invaluable in post-secondary pursuits.

The LCSD E-Learning team works closely with each student. Parents and students are expected to communicate with the student's guidance counselor and E-Learning Monitor on a regular basis to ensure any questions or concerns are addressed and understood in a timely manner.

Pre-tests, post-tests, and finals are proctored by an approved LCSD staff member. Writing assignments are graded by a certified teacher or record. All completed courses are also reviewed and finalized by the assigned TOR for credit transcription.

E-LEARNING TEAM

The guidance counselor, certified Teachers of Record, E-Learning Monitor, and online coordinator support LCSD E-Learning students. Each of these critical support components are described below:

Guidance Counselor

The guidance counselor works with the student to establish course needs and selects classes reflective of student graduation requirements and post-secondary goals.

Newport High School:	Dr. Vicky Roller	Vicky.roller@lincoln.k12.or.us
	Kendall Mulholland	kendall.mulholland@lincoln.k12.or.us
Newport Middle School:	Aaron Bellon	aaron.belloni@lincoln.k12.or.us
Taft Jr./Sr. School:	Lauren Arntt	Lauren.arntt@lincoln.k12.or.us
	Robb Ellis	Robb.ellis@lincoln.k12.or.us
Toledo Jr./Sr. School:	Haylie Rose	Haylie.rose@lincoln.k12.or.us
Waldport Middle/High School:	Denise Krouse	denise.krouse@lincoln.k12.or.us
Future Bound Program	Nate Fingerson	nate.fingerson@lincoln.k12.or.us

Certified Teachers of Record

LCSD E-Learning teachers are certified educators. Teachers are committed to working with each student to ensure the best possible chance for success. We require teachers to respond to student inquiries and grade student work in a timely manner.

Math / Science:	Randy Wiese	Randy.wiese@lincoln.k12.or.us
Language Arts:	Deborah Zirin	Deborah.zirin@lincoln.k12.or.us
Social Sciences:	Daniel Mock	daniel.mock@lincoln.k12.or.us
Health and PE:	Steve Sain	bart.rothenbarger@lincoln.k12.or.us
Spanish / French:	Maggie Moline	margaret.moline@lincoln.k12.or.us
German:	Elizabeth Laroque	elizabeth.laroque@lincoln.k12.or.us

E-Learning Monitor

E-Learning Monitors are typically classified teaching assistants or approved District tutors. The E-Learning Monitors play a critical role in providing mentoring for the student and helping to facilitate communication with the Teachers of Record and guidance counselors. The E-Learning Monitors have access to student courses, reports, and grades.

LCSD E-Learning Monitors

Newport HS:	Stacey Goad	stacey.goad@lincoln.k12.or.us
	Karen Seifert	Karen.seifert@lincoln.k12.or.us
Taft Jr./Sr. School:	Zach Wolff	Zach.wolff@lincoln.k12.or.us
	Janice Hathaway	Janice.hathaway@lincoln.k12.or.us
Toledo Jr./Sr. School:	Janet Lohonyay	Janet.lohonyay@lincoln.k12.or.us
Waldport MS/HS School:	Mary Woods	Mary.woods@lincoln.k12.or.us
Future Bound:	Nate Fingerson	nate.fingerson@lincoln.k12.or.us

Online Coordinator

Stacey Goad, the online coordinator, collaborates with the guidance counselors, teachers of record, and E-Learning Monitors.

CURRICULUM

Our curricular approach includes a variety of objective, interactive, and assessment-based assignments.

Course Materials

Most courses do not require additional materials. All courses use a variety of open educational resources and web-based materials for dissemination of content.

Technology Requirements

Our courses use the Internet as the primary vehicle for instruction and students use a web browser to access their courses. Students must have access to a computer and Internet connectivity.

Courses may contain links to outside websites, and while every effort is made to maintain

these links, Edmentum and LCSD cannot guarantee that users following links from within a course will not encounter sites hosting malware or viruses. We strongly recommend all users install malware/virus protection from a reputable vendor, and make sure that the definitions are updated regularly to prevent infection when using personal devices.

Students can view lesson content, submit course assignments and fully participate in most courses on mobile devices, including iPads, iPhones, and Android devices.

Technology Support

Students who need technical support should contact their E-Learning Monitor.

E-Learning Course Offerings

MIDDLE SCHOOL

English 7	English 8
Math 7	Math 8
MS US History S1	MS US History S2
MS World History S1	MS World History S2
Science 7	Science 8
MS Health	

ENGLISH - CR/Gen Ed

English 9 S1	English 9 S2
English 10 S1	English 10 S2
English 11 S1	English 11 S2
English 12 S1	English 12 S2

MATH - CR/Gen Ed

Algebra I S1	Algebra I S2
Algebra II S1	Algebra II S2
Consumer Math	Geometry S1
Geometry S2	Pre-Calculus
Financial Algebra S1	Financial Algebra S2
Probability & Statistics	

SOCIAL SCIENCES - CR/Gen Ed

US History S1	US History S2
World Geography S1	World Geography S2
World History S1	World History S2

GOVT. / ECON - CR/Gen Ed

Government	Economics
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SCIENCES - CR/Gen Ed

Biology S1	Biology S2
Chemistry S1	Chemistry S2
Earth Science & Space 1	Earth Science & Space S2
Environmental Science 1	Environmental Science S2
Physical Science S1	Physical Science S2
Physics S1	Physics S2

WORLD LANGUAGES

Spanish I, II, III, Advanced, Conversational
French I, II, III German I, II

HEALTH & PE

Anatomy	Drugs & Alcohol
Family & Consumer Sci	Family Living & Healthy Relationships
First Aid & Safety	Health - CR/Gen Ed
Nutrition & Wellness	Physical Education
Physiology	

CAREER AND TECHNOLOGY EDUCATION (CTE) ELECTIVES

Career Explorations
Child Dev. & Parenting S1
Child Dev. & Parenting 2
Electronic Comm. Skills
Essential Career Skills
Intro. to Criminology
Principles of Education & Training S1
Principles of Education & Training S2
Principles of Hospitality & Tourism S1
Principles of Hospitality & Tourism S2

ELECTIVES

Art History & Appreciation	Creative Writing
Intro to Anthropology	Intro to Forensic Study
Intro to Marine Bio	Intro to Vet Science
Music Appreciation	Mythology & Folklore
Personal Finance	Psychology S1
Psychology S2	Sociology
Structures of Writing	Theater, Cinema & Film Production
Sports Entertainment & Marketing	

STRATEGIES FOR SUCCESS

Online classes through Edmentum take approximately 60-70 hours to complete and are on a semester schedule. Since class time and homework are combined in an online course, expect to spend at least 5 hours total on your online course per week.

Course Orientation

Students should take the time to go through the 20-minute course orientation at the beginning of each course, as well as review the syllabus. The course orientation provides instructions about how to navigate through the class, stay on track, and contains information about how to use the features of the program.

Pace Yourself

When former have been asked what piece of advice they would give students new to online learning almost every student gave the same advice: Don't save all your work till the end of the semester. Log on and do some work everyday. Often what might look like a quick lesson takes a bit of time. If you leave assignments until the end of the semester, you will not have time to submit high quality work. Help yourself by planning and setting goals for due dates throughout the semester.

Plan Ahead

There are times when life is hectic – if you have a valid reason why you might not meet course deadlines, communicate with your guidance counselor and E-Learning Monitor ahead of time.

Get to Know Your E-Learning Monitor

Your E-Learning Monitor will help you sort out any problems you may encounter. Check-in with your E-Learning Monitor regularly and ask for help prioritizing work or for tips and strategies for success. Don't wait until you are struggling before you ask for help.

REQUESTING HELP

Self-advocacy

In addition to time management skills and strong work habits, our students develop self-advocacy skills. Self-advocacy means taking responsibility and initiative to get what you need – not waiting for others to take action for you. For some students this skill comes naturally, while for others it takes effort to improve in this area.

One way to be a strong self-advocate is to ask questions of your teacher and E-Learning Monitor. It is natural to have many questions. The answer to some will be clear, but when the answer is not, communication is key. We can't answer a question or solve a problem if we don't know the question or problem exists.

Tips for Requesting Help

Here are some tips for getting help from your teacher or E-Learning Monitor:

- Don't be shy and or afraid to ask your E-Learning Monitor for help. Other students probably have the same question as you.
- Make your questions specific – providing detail helps your teacher solve your problem or provide information that will help you understand the concept more fully.
- Be patient. It might take a little while to hear from your teacher. Teachers are expected to respond to your question in a timely manner, Monday through Friday.
- If you are struggling to get answers to your questions, ask your E-Learning Monitor. We are all happy to help provide you with additional support.

- Complete assignments in a word processor, then cut/paste work into the assignment. This is helpful in case a technical issue creates a problem for posting work.

ENROLLMENT PROCESS

Enrollment

Students may enroll in LCSD E-Learning at any time. The enrollment process begins with your school guidance counselor. Completing the Online Learner Readiness survey (a free, short, online course) is highly recommended for new online students or students who have been unsuccessful in online courses in the past. [Online Learner Readiness](#)

Course Placement

Placement in courses is a collaborative decision made by the student and guidance counselors and may include parents, teachers, and other school staff. Prior school performance, schedule, and transcript are key components of the placement decision, as are math and reading assessments. It is recommended that students take no more than two online classes at any given time, however, guidance counselors may approve up to four courses.

Graduation Requirements

Subject	Years/Credits	Notes
English	4 years (4 credits)	
Mathematics	3 years (3 credits)	Algebra I and above
Science	3 years (3 credits)	Scientific Inquiry and Lab Experience
Social Studies	3 years (3 credits)	Must include World History, U.S. History, Economics, and Government
Second Language The Arts Career and Technical Education	3 years (3 credits)	
Health	1 year (1 credit)	
Physical Education	1 year (1 credit)	
Electives	6 credits	
TOTAL	24 credits	

STUDENT POLICIES (“Code of Conduct”)

Attendance

E-Learning Monitors track student attendance. In the case of students working from home, the E-Learning Monitors record positive attendance.

Examples of positive attendance include the following:

- Logging into Edmentum and making progress in a class.
- Email to a Teacher of Record or E-Learning Monitor.
- Phone call to E-Learning Monitor.

An online student working from home must produce four positive attendance contacts a week in order to maintain good standing. The E-Learning Monitor will report attendance to the school registrar.

Failed Courses and Repeat Credit

Students must earn a final grade of 70% or better to pass an e-learning course. Failed and/or incomplete courses are not recorded on the student’s transcript.

Plagiarism and Academic Honesty

- Students are expected to have academic integrity and submit work that is their own. Students are required to conduct themselves honestly at all times. Students are responsible for understanding what behavior constitutes plagiarism and cheating, and properly crediting sources when submitting work.

Plagiarism and how to avoid it:

Middle School: <https://www.youtube.com/watch?v=brOoE7SufRA>

High School: https://www.youtube.com/watch?v=UsFcU1PH_8E

- Submitting work that you claim as your own but derives from a source other than yourself without properly citing the source is considered plagiarism and is not allowed in our classes. There are consequences for students who plagiarize their assignments.
- To learn about how we approach consequences to plagiarism cases, review LCSD policy **Policy IIBGA-AR**. Students who plagiarize or cheat will be referred to the student’s administration for discipline.

Respectful Discourse

Tone of voice and attitude can be difficult to convey in writing, but they are extremely important in an online class. It is important to say what you mean and mean what you say. We expect that you will treat your online teachers with the same respect as you would treat your teachers in any face-to-face environment. Students who are disrespectful will be subject to consequences aligned with our Acceptable Use Policy. Here are some specific reminders about respectful posting in an online course:

- Use proper English: It is easy to fall into the habit of using texting shorthand. This is a

classroom, just like any other classroom. Use proper English and do not use unusual screen names, slang or abbreviations in your posts.

- Choose words carefully: When we talk to someone in person they can hear our words and see our faces. In online classrooms, it is easy to be misunderstood. Read your post back to yourself to make sure your word choices convey your feelings.
- Don't make it personal: Expressing your opinion is encouraged, but don't make disagreements personal.
- NO YELLING: Refrain from using all capital letters – it is like yelling at your teacher.
- Keep it clean: No profanity, links to inappropriate websites, or inappropriate images.
- Don't forget: all things you post in the course are recorded and saved, including edit history.