LINCOLN COUNTY SCHOOL DISTRICT

Secondary 7-12
E-Learning Handbook
2020 - 2021

INTRODUCTION

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 of records. All completed courses are also reviewed and finalized by the assigned TOR for credit transcription.

ENROLLMENT

Enrollment Process
Students (K-12) may enroll in LCSD E-Learning once online registration begins (August 1st, 2020). Students are able to switch between both academic options being provided by LCSD. All change of placements will be at the conclusion of the present term (~9 weeks). (If, for some reason, a family would like to switch into or out of the E-learning program more than once during a school year, they must schedule an appointment with the E-Learning administrator and building administrator to discuss the reason for the request and the potential impact on a student's learning path.)

The enrollment process begins with the school guidance counselor. Students have the first week of each quarter to determine if E-Learning fits their academic needs and learning environment desires. After this week, students will be expected to complete the courses within their schedule for the present quarter. 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

Course placement 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. Students must be enrolled in 4 online courses which aligns online learners with traditional learners within LCSD. Guidance counselors are able to add additional courses under specific circumstances.

E-LEARNING TEAM

The LCSD Edmentum administrator, secondary level building guidance counselors, 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 secondary students 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 Belloni 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	Brent Belveal Brent.Belveal@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

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.

Online Coordinator
The online coordinator collaborates with the LCSD Edmentum administrator, guidance counselors, teachers of record, and E-Learning Monitors.

CURRICULUM
Our curricular approach includes a variety of objective, interactive, and assessment-based assignments designed by Edmenturm instructors.

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

Classlink/Edmentum
As an element of Lincoln County School District, Classlink is our district's Learning Management System (LMS) students will use to gain access to their online curriculum via the Edmentum app.

Once logged into Edmentum, students will have access to their classes, assessments, and to communications tools. In addition to class work, students are able to view their current progress and grades in each of their classes. Edmentum's online platforms offer parent/guardian access to student information, including grades, progress and course activity. These are great tools to help students progress towards completing assignments, tasks, and assessments.

Hardware & Internet Requirements
LCSD issued technology is required when working within our online program, unless an individual education plan (IEP) makes an exception. Our district has invested in

our technologies in order for our Chromebooks to meet the system requirements set forth by Edmentum.

In addition to LCSD issued Chromebook, a reliable internet connection is required to ensure our students reach their potential within our online platform. Families/Students partaking in online learning should have a backup plan in place in case of computer or internet failure.

Technology Support

LCSD Issued Chromebook Assistance: click here

Edmentum Tech Support: click here
Phone: 800-447-5286
Email: support@edmentum.com
* Students can access technical guidance via E-Learning Monitor

STRATEGIES FOR SUCCESS

Secondary E-Learners will be registered for four courses each term (~9 weeks) using Edmentum as their platform for online learning. With instruction time and work being combined in an online course, expect to spend 90 minutes a day for each course enrolled.

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 students 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 quarter.

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.

Instructional Tutor

It is imperative for students to utilize content area office hours to support academic progress, answer questions, and get additional feedback/support, as needed. Instructional tutor office hours will be provided in the Edmentum Google Classroom.

INDIVIDUAL EDUCATION PLAN/504

Courseware is used with the Edmentum program for secondary students. The students/families will work with the school building guidance counselor to determine the classes in which to enroll the student, keeping the student on track for graduation. If a student has an IEP, the team may meet for a revision to the IEP and determine that the student needs to access Exact Path and Study Island. The IEP team will work with the grade level counselor to determine how this will fit into the student's graduation path.

EMERGING BILINGUAL/ENGLISH LANGUAGE DEVELOPMENT

Students who qualify for ELD services will be provided those services through LCSD but will remain an Edmentum student for their core content learning. Edmentum provides program support for parents in Spanish and English, but instructional videos and content are not always available in Spanish.

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.
- Scheduled office hours will be established to provide support to our LCSD E-Learning students. Students are expected to use these office hours to get help with assignments, ask questions, and collaborate with district personnel.
- 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.

GRADUATION REQUIREMENTS

Subject	Years/Credits	Notes
English	**4 years (4 credits)**	
Mathematics	**3 years (3 credits)**	**Integrated I (Algebra 1) and above**
Science	**3 years (3 credits)**	**Scientific Inquiry & Lab Experience**
Social Studies	**3 years (3credits)**	**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
Lincoln County School District E-Learning program will follow attendance guidelines put in place by the Oregon Department of Education. Attendance must be taken at least once per day for all students enrolled in school, regardless of the instructional model. When there is no evidence of student participation/interaction during the 24-hours of a scheduled school day, students are reported as absent.

Failed Courses and Repeat Credit
Students must earn a course grade of 70% or higher to pass an E-Learning credited course. Failed and/or incomplete courses will reflect on the student's final transcript at the end of the quarter. Students that use Edmentum for credit recovery will have more flexibility within course completion.

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. These actions are direct infractions of LCSD Student Code of Conduct (JFC-AR), Academic Integrity (IKI) and Electronic Communication System (IIBGA-AR) policies. There are consequences for students who plagiarize their assignments.

● To learn about how we approach consequences to plagiarism cases, review LCSD policies: [JFC-AR](), [IKI]() and [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 grammar and conventions: It is easy to fall into the habit of using texting shorthand. This is a classroom, just like any other classroom. Use proper grammar and conventions 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.