

**Lincoln Elementary School District 156**  
**Guidelines for E-Learning Program**  
***Revised on 2/28/2024***

Specifically the regional office of education or intermediate center for the school district must verify that the E-learning proposal will: **1) ensure access for all students; ensure that the specific needs of all students are met, including special education students and English learners; ensure that all mandates are still met using the E-Learning program adopted; and 2) contain provisions designed to reasonably accomplish the following:**

- **Ensure and verify at least 5 clock hours of instruction or school work, as required under Section 10-19-05, for each student participating in an E-learning day**
  - During an E-Learning Day students in grades Pre-K - 4 will have a packet of work to be completed at home. Upon return to the school building, the daily attendance will be documented based on the submission of the completed packet(s). Teachers will post office hours via ClassTag and Google Classroom. The students in grades 5-8 will have their chromebooks. The expectation is that teachers post a morning check in prompt for their homeroom students. Students will need to respond to the prompt by 8:20 a.m. for attendance purposes. Students will follow their regular class schedule, including attending their specials.
- **Ensure access from home or other appropriate remote facility for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program**
  - Students in grades 5-8 will use their school issued chromebooks. Upon request, students are able to receive a hotspot to provide Internet access while working at home remotely. Grades 5-8 students have access to all digital curricular materials and licenses that have been purchased by the District with a single sign on through Clever. Finally, students and parents are able to email the Technology Department to troubleshoot and receive tech support when needed.
- **Ensure that non-electronic materials made available for students participating in the program who do not have access to the required technology or to participating teachers or students who are prevented from accessing the required technology**

- Any non-electronic and paper materials are distributed to students as needed to ensure they will have what is required. Students will receive packets to complete that will be distributed ahead of time and copies will be kept on file at the school, as well.
- **Ensure appropriate learning opportunities for students with special needs**
  - The students with special needs will be provided their services during E-Learning days since the special education teachers work alongside the classroom teachers to ensure students receive any accommodations needed through Google Classroom or by working with students in a smaller group setting should there be a need.
- **Monitor and verify each student's electronic participation**
  - During E-Learning days, Grades 5-8 students will be required to log in to the Google Classroom to participate in a live session per class period. At that time, teachers will take attendance. All students who are absent from class will be documented in PowerSchool. The Google Meet will send teachers a timestamped chart of all students as to what time they logged in and the time they logged off. When students submit assignments, teachers can check to see if the assignment was submitted on time or late.
- **Address the extent to which student participation is within the student's control as to the time, pace, and means of learning**
  - Assignment due dates will be communicated via ClassTag, email, and Google Classroom by the teacher. Students will be expected to complete all assignments given within the hours of the school day at their own pace.
- **Provide effective notice to students and their parents or guardians of the use of particular days for E-Learning**
  - When the District institutes an E-Learning day, Robo Calls with clear instructions on where to go for additional information will be sent out to parents. The District will post the information on the District's website, social media pages, and the Emergency Closing Center Site. Information will be posted in Google Classroom, Classtag, and an email will go out to parents through PowerSchool. Information will also be presented to parents and students during Open House and Parent Teacher

Conferences in order to better prepare them for any unexpected E-Learning Days.

- **Provide staff and students with adequate training for E-Learning days' participation**
  - At the beginning of the school year staff and students will be provided with an orientation as to what to expect on the E-Learning days. Staff will receive a copy of the guidelines and what needs to happen on E-Learning Days. The information will also be posted on the District's website.
- **Ensure that all teachers and staff who may be involved in the provisions of E-Learning have access to any and all hardware and software that may be required for the program**
  - All certified and support staff have been provided with a District issued laptop to utilize during E-Learning days. All District instructional software programs are accessible to staff through login codes.
- **Ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, and including all classifications of school district employees who are represented by collective bargaining agreements and who would be affected in the event of an E-Learning day**
  - The Administrative Team will meet with the Collective Bargaining Unit members to discuss any ramifications the E-Learning Plan may have on the members. Upon submission of the E-Learning Plan, it will be shared with School District Employees.
- **Review and revise the program as implemented to address difficulties confronted**
  - During team meetings, discussion will be held to provide feedback to Building Administrators on how the E-Learning Days are going and what suggestions they may have for improvement. During meetings, the Curriculum Committee will have discussions about any E-Learning Days that may be taken and provide feedback on any improvements that might need to be addressed.

- **Ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students at least 30 days prior to utilizing an E-Learning Day**
  - Parents, students, and staff will have access to the E-Learning general expectations and responsibilities by reviewing the Guidelines for E-Learning Days that will be posted on the District's website for three (3) years. The guidelines will be reviewed and adjusted as necessary and the revised information will be posted to the website. Staff can also refer to the District's Staff E-Learning Plan that has been developed with information on what happens during days when staff and students work remotely. The plan is posted on the District's website.