

eLearning Plan Purpose

The purpose of the Lincoln School eLearning plan is to provide a continuum of learning for all students during a period of emergency closure. This plan addresses the eLearning program requirements as determined by statute and the Illinois State Board of Education (ISBE).

Lincoln School will maintain the momentum of learning and minimize disruptions through the eLearning plan. Staff will leverage the home school's one-to-one resources, as well as our own, to provide students with relevant, meaningful and manageable learning tasks that all students can complete when a short-term closure occurs due to weather or other related building concerns.

Supporting eLearning Due to Emergency Weather

To ensure a continuum of learning for all students during a period of emergency closure this eLearning plan includes requirements to guarantee 5.5 hours of instruction. Students will be working from home. The schedule for an eLearning day is as follows:

Upon Determination / Before 8:30am	Administration Message Home <ul style="list-style-type: none">- Phone call- Email- Posting online
8:45-9:55	Teacher Planning & Prep <ul style="list-style-type: none">- Communicate with students about the day's expectations
10:30	Service Learning <ul style="list-style-type: none">- Teacher should communicate Zoom meeting info by 10:00am
10:30-4:00	5.5 hour Block of Student Engagement <ul style="list-style-type: none">- Teachers available for support via the following (of their choice)<ul style="list-style-type: none">- Comcast business calls- Remind- Zoom- Email- Google Voice texting
4:00-4:15	Recording of Edgenuity progress, points, Service Learning

	participation, etc.
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Staff are also entitled to their regularly scheduled 15-minute break between 10am and 3pm.

Students have the ability to take their devices home on an as-needed basis. Lincoln School students should also have devices available from their home schools. In the event of an emergency eLearning day, at least one Lincoln staff member will be available in the building for families that would like to pick up a computer or internet hotspot for the day. If families are unable to make it to the building for necessary materials, the student's course due date will be extended by one day.

Lincoln School utilizes various learning management systems (LMS) to facilitate both in-person and remote learning during the course of the school year. All students will be familiar with the following LMS. The primary LMS used at Lincoln School is presently Edgenuity, for coursework, and Google Classroom for communicating reminders and posting Service Learning. Google Classroom helps students and staff organize learning tasks and communicate throughout the course of a school day. Staff also utilize Google Voice texting, as well as messaging via the Remind app. All Lincoln students are given an Outlook email address, which can be used to reach any staff member.

If a student is met with circumstances beyond their control (power outages, lack of technology, etc.) the student will have one full school day upon return to school to complete learning tasks assigned during an eLearning day.

Technology support will be available for students and faculty during eLearning Days. Support can be reached by emailing tech support.

Supporting eLearning Due to Insufficient Staffing

The above plan will remain the same.

If Lincoln School does not have sufficient staff to maintain a safe learning environment, our eLearning plan will be followed. Staff who are not precluded from coming into the

building, due to illness or inclement weather, are required to come into the building - while students will be working remotely.

Family Considerations

In an attempt to gain a more thorough awareness of eLearning, an opportunity was created by the staff to engage students in a 'Practice eLearning Day' during an in-person Service Learning time.

Lincoln School will be using two different methods to ensure students' electronic participation. The methods are a 'Check-In' process that can be completed by students at the beginning of an eLearning day, simply by logging into Edgenuity by 10am and Zoom by 10:30am. Students not in attendance on Zoom, will be contacted by Lincoln School teachers immediately following.

Additionally, the teacher will also have the opportunity to mark for student attendance based upon the participation indicated by students joining Service Learning Zoom, as well as by completing activities on Edgenuity. Students must join Zoom and work on Edgenuity in order to be counted as present.

Every attempt will be made to determine that an eLearning Day will be used prior to the end of the previous school day. This will give students a chance to bring home their computers in preparation for the following eLearning day. At the latest, a decision will be made before buses leave for Lincoln School students' pick-up on the morning of an eLearning day. Communication will be sent through Lincoln School email and an automated messaging phone call.

Each teacher will have reviewed the eLearning plan during Service Learning ahead of time, as well as have plans posted on Google Classroom.

Staff Considerations

To maintain the momentum of learning and minimize disruptions through the Lincoln School eLearning plan, instructional staff members have been provided a sample eLearning template to facilitate a productive and efficient day of learning, as well as,

maintain consistency and communication with Lincoln School families throughout an eLearning day. All staff are also in possession of a computer to be taken home.