

Marengo Union Elementary CSD # 165 E-Learning Plan

DRAFT FORM

This plan would go into effect should school need to be cancelled due to an emergency where an emergency school day would be required at the end of the year in order to make up this day of non-attendance. The e-learning day would allow for instruction to occur during the emergency day, and there were be no need to make up the instructional day at the end of the year.

A. 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 e-learning, students will be assigned grade-appropriate work by their teachers in grades K-8. Staff may require synchronous instruction depending on the instructor, students, and class needs, or they may facilitate class asynchronously. All learning activities will equate to the required minimum 5 hours a day of participation for students. Work assigned to students will be posted in a timely fashion on a daily basis as to allow students adequate time for completion and participation. Teachers will respond and interact with students throughout the day, either via Google Classroom, student school email account, or Class DoJo. Learning activities will be assigned that are currently the board-adopted curriculum. Students will provide an artifact or product of some kind for teachers so evidence of student learning and mastery can be gathered and timely formative feedback to students will be provided. These learning activities may be posted on currently used electronic platforms for parent and student access as well as print-copy (age appropriate: Grades K-2)

B. 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.

All families have access to the internet either on a home device or a district-loaned hot spot. Students that would need to utilize a non-home based internet connection would be provided additional time for assignment and activity completion.

C. Ensure that non-electronic materials are made available for students participating in the program who do not have access to the required technology or to participating teachers of students who are prevented from accessing the required technology.

The amount of families at Marengo Union Elementary CSD # 165 that do not have access to the technology required to participate in e-learning is quite minimal; the District will identify and work with those individual families in order to help them fully participate. For any other issues that would disrupt access to the online platforms where the learning activities are housed (i.e., unforeseen power outages), then parents should reach out to building or district administration to make other arrangements for work completion. All teachers in the district have internet access from home as well as a school-issued laptop that have all required software installed or online programs/apps that they can use during the e-learning days. All students have chromebooks or laptops assigned to them that they can utilize on e-learning days.

D. Ensure appropriate learning opportunities for students with special needs.

Students with special needs will have assignments modified or accommodated per each student's IEP or 504 plan.

E. Monitor and verify each student's electronic participation.

Students will be asked to demonstrate their participation for attendance in completion of the class lesson as required by their instructors. Students in grades K-2 will check-in on Class DoJo. Students in grades 3-8 will check in on Goggle Classroom. Students will be required to check in by 8:00 am for grades 4-8 and 8:30 am for grades K-3. Assignments for students should either be completed and turned in by the end of each learning day or, if an assignment is to span multiple days, use a technological component that will allow the teacher to see that the student was engaged in the activity during the e-learning day (i.e., version and access history features in Google Docs) in order to verify student participation.

F. Address the extent to which student participation is within the student's control as to the time, pace, and means of learning.

Student participation will vary depending on course and subject area. Grades K-2 will have paper packets that align to the electronic platform. Teachers will use Class DoJo for checking in with students and discussing the instruction.

- Kindergarten and 1st grade: Students will follow their daily schedule with assignments as appropriate for that schedule and allowable by the students' cognitive ability.
 - Assignments focusing on content and skills critical to mastering the board-adopted curriculum.
 - Assignments will also be shortened in such a way as to enable students to complete all activities
- Grades 2-8
 - Will deliver instruction via Google Classrooms
 - Assignments focusing on content and skills critical to mastering the board-adopted curriculum.
 - Assignments will also be shortened in such a way as to enable students to complete all activities

G. Provide effective notice to students and their parents or guardians of the use of particular days for e-learning.

Communication via our district-wide student information system –SKYWARD. Logistics will also be posted on the district website will go out to all of our students and parents, and the information regarding e-learning expectations and logistics will also be posted on the district website.

H. Provide staff and students with adequate training for e-learning days participation.

Ongoing professional development for staff has taken place regarding the use of technology as an instructional tool since we became a 1:1 school in 2020. Staff will also be provided with additional

information and training regarding e-learning days. Teacher and student expectations for e-learning will be identified and communicated.

I. 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 staff have access to technology based equipment and training. The District has a "Help Desk" ticketing system that allows for technology staff to interface with any equipment problems.

J. Ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, 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.

Teacher representatives were made aware of the E-Learning plan and had access for commenting. District administration reviewed the the e-learning plan and made adjustments as necessary in order for the plan to align with current contractual specifications.

K. Review and revise the program as implemented to address difficulties confronted.

The e-learning plan will be reviewed annually through a committee process that involves representatives of all district and community stakeholders.

L. 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.

All teachers, staff, and students were informed of their expectations and responsibilities at staff meetings to in classrooms (age appropriate).