

Marengo Community High School District #154  
e-Learning Plan  
Fall of 2020  
Revised December, 2021

*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 9-12. 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 email, the Infinite Campus Learning Management System, or other currently used electronic classroom platforms such as Google Classroom. 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 will be posted on currently used electronic platforms for parent and student access.

*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.*

Marengo Community High School District #154 is 1:1 and students have electronic devices assigned and provided to take home each day. All families have access to the internet either on a home device, through a cell phone or through readily available community locations. If necessary the district owned/leased busses have internet ready wifi available and can be placed strategically throughout the community to provide internet access for students in different locations. 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 District #154 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 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. 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. Assignments in these subjects should not exceed the length of a typical assignment administered during the school day. For students in grades 9-12, (we are a high school district) teachers will place assignments in Google Classroom, with assignments focusing on content and skills critical to mastering the board-adopted curriculum. These assignments will also be shortened in such a way as to enable students to complete all activities within the 5 required hours of participation. Also in grades 9-12, students will have the flexibility of completing the assignments from different courses in any order they choose and do not have to complete assignments in the order they have classes during the normal school day.

*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, Infinite Campus, 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 2012. 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. Students and parents/guardians are required to attend a mandatory 1:1 Digital Learning Environment orientation prior to being issued a personal device (Chromebook). Students also receive ongoing training in the use of online learning platforms starting at the beginning of their freshmen year and throughout their time in high school.

*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.*

District 154 first piloted a Digital Learning Environment (DLE) program with the graduating class of 2015-2016. We continue utilizing a DLE where all teachers are provided electronic devices such as laptops or Chromebooks for portability to provide e-Learning from locations outside the school. These have installed software or online resources that are utilized during regular instruction and e-Learning situations to communicate with students who are all provided a Chromebook for school use and while home.

*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.*

Meetings were held between teacher's union representatives and District administration to review the e-learning plan and make 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 during the first two weeks of the school year and were provided with a draft schedule and expectations for a remote learning environment.