McHenry Elementary School District 15
e-Learning Plan

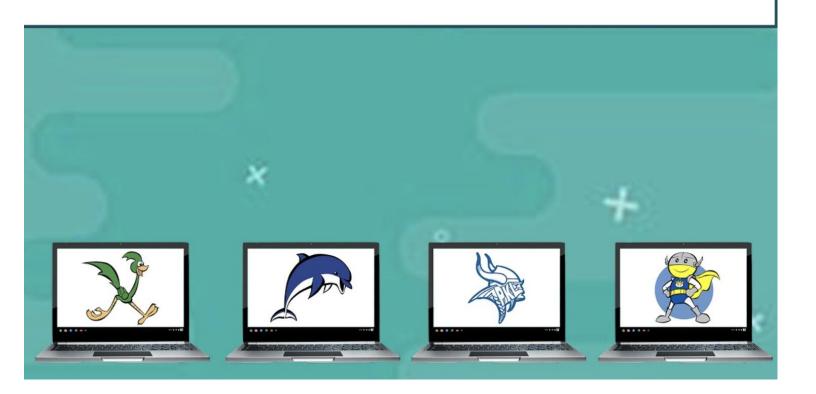# McHenry Elementary School District 15

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e-Learning Plan 2021-2024

According to Section 10‑20.56 of the School Code [105 ILCS 5/10‑20.56], school districts may, by adopted resolution, utilize "e‑Learning days" in lieu of emergency days.

The questions below are the requirements of an e-Learning program per the Illinois State Board of Education e-Learning Program Verification form. The information identifies how McHenry Elementary School District 15 will implement the e-Learning program in the event snow/inclement weather/emergency days are called during the 2021-2022, 2022-2023 & 2023-2024 school years.

1. 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 must be provided work from the teachers that equate to no less than 5 hours of participation. Middle school students will be provided with work from multiple teachers to match the multiple subject areas. If an e-Learning Day is declared, it will be communicated by 9:00 PM the day before the e-Learning Day and work will be assigned to the students the morning of the emergency day.
- Elementary and Middle school certified staff will follow the following 7-hour work-day unless otherwise noted:

Landmark, Riverwood, Valley View		Edgebrook, Duker, Hilltop			PreK	
Time	**Subject**	**Time**	**min**	**Subject**	**Time**	**Subject**
9:10-9:25	SEL-Morning Meeting/Check-In	8:35-8:50	15	SEL-Morning Meeting/Check-In	9:05-9:30	Teacher Planning Time
9:25-10:55	ELA	8:50-10:20	90	ELA	9:30	Student Log In (AM)
10:55-11:25	SS/Science	10:20-10:50	30	SS/Science	9:30-12:00	AM Classes Instruction
11:25-12:25	Math	10:50-11:50	60	Math	12:00	Dismissal (AM)
12:25-12:55	Lunch/Recess Break	11:50-12:20	30	Lunch/Recess Break	12:00-1:00	Lunch/Planning Time
12:55-1:25	Specials (Choice board)	12:20-12:50	30	Specials (Choice board) async	1:00	Student Log In (PM)
1:25-3:10	Asynchronous work/SEL activity/EL/Sped check ins & services	12:50-2:35	105	Asynchronous work/SEL activity/EL/IEP Service check ins & services	1:00-3:30	PM Classes Instruction
3:10	Dismissal	2:35		Dismissal	3:30	Dismissal (PM)
3:10-3:40	Staff - Professional Responsibilities	2:35-3:05		Staff - Professional Responsibilities	3:30-4:00	Office Hours/Planning Time
3:40-4:10	Office Hours/Planning Time	3:05-3:35		Office Hours/Planning Time		

Parkland & McHenry Middle School		
Time	min	Subject
7:35-8:00	25	Homebase/Advisory
8:05-8:45	40	Core A
8:50-9:30	40	Core B
9:35-10:15	40	Core C
10:20-11:00	40	Core D
11:00-11:30	30	Lunch
11:35-12:05	30	Unified Arts/PE (Asynchronous)
12:10-12:40	30	Unified Arts/PE (Asynchronous)
12:45-1:35	50	Asynchronous work/SEL activity/EL & IEP check-ins& services
1:35		Dismissal
1:35-2:50	75	Professional Responsibilities/Office Hours/Plan Time

- School Psychologists, OTs, PTs, ESL staff, Reading Teachers, Social Workers, and School Nurses will be available to teachers, parents and students on the e-learning day and may be issued an assignment from their building administrator in lieu of planning a lesson.
- Specialists or Case Managers are expected to reach-out, individually, to families of students on their case-load to share activities that coincide with related services.
- Special education services may be provided at any time during the instructional day if determined to be the most appropriate. This means that students may not attend all general education classes and/or student's asynchronous work may be modified to accommodate the extra time spent with special education staff or completing targeting activities provided by the special education teacher/staff.

2. 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 McHenry School District 15 students will be assigned a computer device for classroom and home use to access digital content and curriculum.
- Families that do not have internet access and qualify for assistance can apply through District 15's Internet Essentials program.
- Teachers will utilize a District 15 learning management system to post, monitor and track student work.
- Email and video chats will be available as needed for communication between teachers and students or between staff members.

3. 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 or students who are prevented from accessing the required technology.

- The school staff will work with individual families to accommodate as needed for non-electronic materials. If there is a power outage or another issue out of the family's control; staff will work with the student/parent to make arrangements for an opportunity for the work to be completed. Parents should reach out to the building Principal to make these arrangements.

4. Ensure appropriate learning opportunities for students with special needs

- Students will receive learning materials with reasonable accommodations and modifications as outlined in their IEP/504 plan. Case managers, teachers, or other school staff will reach out to students who receive services on the day(s) of closure and provide learning materials similar to those they would receive if they were in the building. Staff will be available during work hours to provide additional assistance to students.

5. Monitor and verify each student's electronic participation

- All work will be posted or emailed by McHenry District 15 staff the morning of the e-Learning day. The work will need to be completed and turned in (posted or emailed) to verify the student's participation by 9:00 pm on the e-Learning day unless the student is turning in paper copies. All paperwork will be due once the student returns to school and should be dated with the date it was assigned and completed.
- Elementary students:
  - Complete 4 assignments/learning tasks (Language Arts, Math, Science/Social Studies, Specials) and it will be considered "full day of attendance."
  - Complete 2 assignments/learning tasks and it will be considered "half-day of attendance."
  - Complete no assignments/learning tasks and it will be considered absent.
- Middle School students:
  - Complete the assigned work/learning tasks from at least five out of six teachers and it will be considered "full day of attendance."
  - Complete one to four assignments/learning tasks and it will be considered "half-day of attendance."
  - Complete no assignments/learning tasks and it will be considered absent.
- Based on the duration of any emergency situation, these guidelines will be adjusted accordingly.

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

- e-Learning will look different at each grade level and students will have flexibility in the timing of their e-learning Day activities.
- In order to track participation, teachers will complete attendance in Skyward throughout the emergency day.
- Each student will need to participate in a minimum of 5 hours of school work during the

> e-Learning Day.
- All class expectations and instructional materials will be posted prior to the start of the e-Learning day.
- Teachers will be available per individual school and the school's specific e-Learning schedule.
- If students are unable to login, they must contact their teacher(s) to receive alternative assignments. These assignments will need to be turned in upon the return to school for attendance credit.

7. Provide effective notice to students and their parents or guardians of the use of particular days for e-Learning
- Communication will be sent to parents explaining our e-Learning plan and it will be posted on our website.
- An e-Learning day will be communicated by 9:00pm the day before the emergency day.

8. Provide staff and students with adequate training for e-Learning days' participation
- As a result of school closures and hybrid learning models during the end of the 2019-2020 school year and beginning of the 2020-2021 school year due to COVID-19, staff in District 15 were provided the training needed to support remote learning. The current e-Learning plan was modeled after the remote learning plan. Therefore, appropriate training for staff for the 2020-2021 has already occurred.
- Any staff new to District 15 who would not have received training at the start of the 2021-2022 school year will receive the necessary training and support in order to feel comfortable and confident in supporting an e-Learning day as appropriate. Students in District 15 are familiar with utilizing a variety of platforms and resources as part of their learning.
- Ongoing training will be provided throughout the school year on scheduled professional development days.

9. 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 teachers and support staff are assigned a computer device for use at school and at home.
- School offices have remote access to voicemail, email and phones.
- Teachers can retrieve school voicemails remotely and respond accordingly.

10. 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 following bargaining units that directly work with students during the school day have received, reviewed and approved this e-Learning proposal:
MEEA: July 28, 2021
MESP: July 28, 2021
MSTA: July 28, 2021

11. Review and revise the program as implemented to address difficulties confronted
- District 15's Remote Learning Plan was originally designed and developed to respond to the emergency health situation regarding COVID-19 and has been revised to an e-Learning Plan for the school years of 2021-2024.
- District 15's e-Learning plan will be reviewed, assessed, and revised on an ongoing basis to ensure that difficulties are being addressed and opportunities for improvement are implemented.

12. 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

The notice of a public hearing at the Board of Education on August 17, 2021, was posted in the Northwest Herald on July 31, 2021. Communication was presented at the Board of Education meeting on August 17, 2021. The opportunity to utilize an e-Learning day would be available beginning September 1, 2021. Communication regarding this e-Learning plan is posted on the McHenry Elementary School District 15 website and is accessible to all parents, staff and community members.