

Marquardt School District 15
E-Learning Plan
2021-2022 School Year

- **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:

Marquardt School District's E-Learning sets the minimum expectation of 5 clock hours for instruction from multiple subjects by following the District's early release Monday schedule. Elementary student hours are 9:00-3:00 and middle school student hours are 8:05-2:30. These schedules include a 45-minute elementary lunch break and a 30-minute middle school lunch break when the decision is made to enact the E-learning plan on an emergency day. Teacher expectations are defined by the "2021-22 Teaching and Learning Expectations for E-Learning" document.

All electronic programs utilized have an attendance tracker to verify student attendance. Teachers monitor attendance and communicate with parents/guardians and students when an attendance issue is identified.

Marquardt has 1:1 technology program for K-8 all students. Students are able to take computers home on a daily basis throughout the school year. When the decision to use an E-Learning day is decided, staff and students will follow the its early release instructional schedule and instruction will take place virtually.

Menus of Learning in music, visual arts, physical development, health and literacy provide additional choices for students to complete if determined by the teacher and are found on the district's At-Home Learning page. Students can complete the work either electronically or on paper to turn in to the teacher.

- **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

Our district has the infrastructure and informal data on the technology capacity within the community to support an E-Learning plan and instructional day/s in place of traditional school days. School staff will work with individual families to accommodate as needed internet and remote technology support (e.g. Access to Reduced Rate Programs, etc.), if there are families unable to secure internet, or in case of a power outage or another issue out of family control, staff will work with the student/parent to make arrangements for work to be completed in a non-electronic way as needed. Parents should reach out to the school Principal to make these arrangements.

- **Ensure** appropriate learning opportunities for students with special needs

Students with special needs will have assignments modified or provided based on their IEP goals from their special education teacher or related service provider. All specialist groups have responsibilities for monitoring, providing feedback, and communicating during the E-Learning time period with a designated group of students.

- **Ensure** monitor and verify each student's electronic participation

Most of the electronic programs utilized have an attendance tracker to verify student attendance. Teachers will monitor attendance and work completion of students turned in electronically to verify student participation. Teachers communicate with parents/guardians and students when an attendance or work completion issue is identified.

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

The E-Learning plan will follow a common Monday format that students are familiar with and all students are 1: 1 with computers. Teachers will record instructional lessons if a student is absent for the day or period which will allow the student time to review any recorded instruction. This adds additional flexibility and control to the time and pace of learning for the student and parent/guardian through our electronic delivery of learning. Students are able to access all electronic platforms at any time of the day in order to continue their learning during times that fit with at-home schedules. Additionally, teachers and students with access to the internet and the electronic tools also have the ability to utilize the menus of non-electronic experiences in order to vary the means of learning.

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

Communication will go to parents explaining our e-learning plan for the year and it will be posted on our website. Upon activation of the e-learning plan, the district will provide consistent information to parents through communication distributed by teachers, schools and district systems.

- **Provide** staff and students with adequate training for e-learning days' participation

A document titled "2021-22 Teaching and Learning Expectations for E-Learning" document provides details of the e-learning day responsibilities and procedures. Principals will review expectations with staff at a staff meeting. Principals will have a sign-in sheet to indicate that all staff received the information during the staff meeting. Those that are absent on the day of the meeting will need to meet with their school administrator and/or grade level/department team members to independently review the information.

The internal district website will provide additional information to support staff regarding the E-learning day/s. Teachers can access that information at any time to support their effective use of the electronic platforms.

- **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 staff and paraprofessionals have a district computer for use at school and at home. District programs, electronic learning tools, and online communication systems are all available on district-issued computers provided to all staff.

- **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 e-learning plan was reviewed and discussed with MEA leadership. MEA leadership indicated support for, and agreed to implementation of, the e-learning plan following those discussions.

The plan will be reviewed and revised to address any difficulties confronted by staff, students, and/or parents.

- **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

At the start of each school year, principals will review the e-learning plan with all staff to facilitate easy transition to the plan if deemed necessary during the school year.