E-Learning Program Plan
Hononegah Community High School

Background

Section 10-20.56(c) of the School Code requires an E-learning program containing "provisions designed to reasonably and practicably accomplish" certain goals. These goals and tasks are described below

Hononegah Community High School developed the following research-based program for E-learning days. This plan was effectively utilized and updated throughout the COVID-19 Pandemic.

<u>Access</u>

General Education Students

All Hononegah students have been provided a Chromebook since the 2020 school year. Locations of local businesses with free Internet access have been provided to our families. Students who do not have high speed Internet at home are all eligible to check out a mobile hotspot through Hononegah Community High School at no charge and may keep the hotspot for a maximum of one semester.

In the event that students are not able to access their Chromebooks or the Internet on an E-learning day; students may pick up non-electronic copies of lesson materials from the teachers when they return to school. Students have two school days from the date of the e-learning day to turn in any assigned work.

Our Technology Help Desk will continue to monitor any technology issues that are reported by students and staff and will work to resolve those issues as quickly as possible.

Student(s) with Special Needs/Accommodations

Teachers work to create relevant, meaningful, and manageable assignments for students on E-learning days. Activities will be varied according to the course, subject, skills, and knowledge required for the lesson. Students with Individual Education Programs (IEPs) or Section 504 plans will receive their assignments in the same way as their general education peers unless modifications are necessary within the plans. Students are reminded by the teachers before leaving for the day about the process and expectations. Students also have access to their case managers, guidance counselors, teachers and other staff via email, and other digital communication platforms to report any issues or if they require additional support.

Accommodations will be provided as appropriate and reflected in the student's plan. Teachers will provide alternate assignments and extended time if accommodations cannot be implemented electronically. Students may also receive their assignments as hard copies and will also be sent to their school email accounts. Students with significant special education needs will have assignments that are relevant to their individualized goals. These types of assignments would be sent directly home with them in the event of an E-Learning day.

Student attendance and accountability is recorded by the agreed upon process established by the teacher and student. This can be a voicemail, email, or other communication acceptable to fulfill the attendance requirement. For some students, the communication will be between the case manager and the parents.

Students who have itinerant services on their IEPs or Section 504 plan that cannot be completed on an E-learning day will be given compensatory services upon return or through the Extended School Year program. Related services can also be provided based on the Remote Learning Plan written in the IEP.

Information about the process and expectations will be provided to parents/guardians in advance of an E-learning day.

Teachers

All HCHS teachers are issued a Chromebook. They may access Google Classroom, SKYWARD, and other web-based applications remotely via the Internet to engage in posting and responding to assignments.

Instruction

Hononegah Community High school operates on a 8 period day. Each period is 50 minutes in length, and teachers typically plan for a variety of activities within those 50 minutes including direct instruction, collaborative learning, independent learning, and ongoing student projects.

On an E-learning day, teachers will continue to plan for a 50-minute instructional period for each of their classes. Students may also have assignments to complete beyond the regular 50-minute class period. Every teacher intentionally designs their instruction to take 50 minutes (e.g. 30 minutes of instruction and 20 minutes of classwork). Students have access to online text and resources purchased by the district which provide instructional support and rigor and mirror the expectations in a normal instructional day.

Teachers will have until 8:00 a.m. on the morning of the E-learning day to communicate and provide access for the day's instruction. The school day schedule will remain the same; however, all students will be in remote learning.

Classes meet on the same schedule as a regular school day.

- Period 1   7:55-8:45
- Period 2   8:50-9:45
- Period 3   9:50-10:40
- Period 4   10:45-11:35
- Period 5   11:40-12:30
- Period 6   12:35-1:25
- Period 7   1:30-2:20
- Period 8   2:25-3:15

Students are expected to login to Google Meets/Classroom each period during their designated class time.

Teachers may place student assignments for the E-learning day in the SKYWARD gradebook. These assignments do not need to be graded, but they must be added to SKYWARD Gradebook with the prefix E-Day prior to the title of the assignment. The E-learning day assignments will be reviewed to verify student participation.

Attendance

Students are expected to login to Google Meet/Classroom each period during their designated class time. Teachers will take attendance during the class period in Skyward.

Students who are unable to sign in using the Google Meet/Classroom or access the internet can submit an excused absence similar to existing school policies and will have two days to make up any missed work per board policy.

Training

Instructional Staff

Teachers with district issued devices have training on implementing technology in their classrooms, they have the knowledge to use such a device to support students in a digital environment. Teachers have been provided Professional Development for the following: G-Suite, Google Classroom, Google Meet, and other apps and extensions that support a digital learning environment

Staff will learn about the expectations for an E-learning day through email communication, and informational section on the website. Opportunities for in-person support and consultation will be made available during professional time.

Students and families will learn about the expectations and student responsibilities for an E-learning day through direct communication from the HCHS Student Support Services Office via email, website and in writing. They will also be directed to the E-learning day page on the HCHS website for a full overview of the program.

Non-Instructional Staff

In the event of an E-learning day, non-instructional staff shall operate under the following guidelines:

The following Hononegah staff are expected to work their normal day:
- Custodians
- Maintenance
- Security

The following Hononegah staff should refer to their immediate supervisor for instructions:
- Administrators
- Exempt Staff
- Food Service
- Support Staff

Program Evaluation

After holding an official e-learning day, the district will continue to request feedback from stakeholders including students, teachers, non-instructional staff, and families on how the E-learning day went and how it could be improved in the future.

Communication

Students & Families:

Information will be shared with students and families about expectations and protocols for an E-learning day. When an E-learning day is implemented at HCHS, information will be shared as outlined on the Emergency and Severe Weather Notifications on HCHS web page. The HCHS website will also provide links to information regarding E-Learning days.

Staff

Hononegah staff will continue to receive training regarding expectations for district employees on E-learning days. Links to resources and general expectations and responsibilities of the program will be provided for staff.
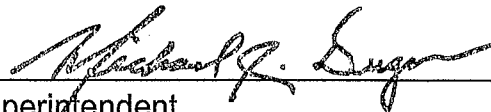
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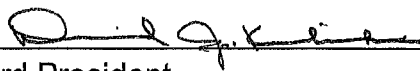HEA President

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HESSA President

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Superintendent

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Board President