



Princeton High School

District #500

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Responses to E-Learning Program Verification Form
Princeton High School District #500
August 2026

- **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.**
 - Staff will utilize Google Meets to virtually meet with their students during their scheduled block classes. Google Meets will be accessible via a live link found in each teacher's Google Classroom.
 - Staff will then utilize Google Classroom to post assignments. Each teacher's Google Meet instructional meeting/class and assignments will collectively equal at least 5 hours of work time for the students.
 - Staff and students will be using Google Meet, Google Classroom, and Google Mail throughout the day starting at 8:00 a.m. through 2:00 p.m.
 - Teachers will monitor and verify each student's electronic participation throughout the day. Evidence of participation may be demonstrated through participation in the class Google Meet, completing or submitting a Google Form (reflecting on work), emailing questions or responses, participating in Google Classroom discussion, showing evidence of viewing and instructional video, etc.
- **Ensure access from home or other appropriate remote facility for all students participating, including computers, internet, and other forms of electronic communication that must be utilized in the proposed program.**
 - PHS is a technology-saturated school. The most recent technology survey (2020) showed that over 92% of our students have internet access at home. In a situation of advanced notice, students will be given copies of work in lieu of needing an electronic version. In 2021, PHS transitioned to a 1:1 device environment. All students have a school-issued device. Students who do not have access to the internet at home will be given copies of assignments when they return to school.
- **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.**

- As stated above, students who do not have internet access or devices at home have already been afforded the opportunity to pick up a take-home device (Chromebook) and/or a wifi hotspot so they can connect with their teachers/peers in the event of advanced notification.
- Students who advise they could not access the material electronically will be provided paper copies and/or alternative assignments to complete with no penalty upon returning to school.
- **Ensure appropriate learning opportunities for students with special needs.**
 - Special needs students and teachers have been using Google Meet, Google Classroom, and Google Mail along with our regular education population. Students with special needs are able to use Google Meet, Chromebooks, and Google Classroom to access their instruction and for their daily assignments now.
 - Students with special needs will be participating in E-Learning based on their IEP goals/accommodations. Make-up days and alternative means for compensatory-related services will be established for addressing the lost minutes included on the IEPs if necessary.
- **Monitor and verify each student's electronic participation.**
 - Teachers will monitor and verify each student's electronic participation throughout the day by taking attendance at the beginning of their Google Meet and entering it into our Teacherease Student Information System. Evidence of participation may be demonstrated through participation in the class Google Meet, completing or submitting a Google Form (reflecting on work), emailing questions or responses, participating in Google Classroom discussion, showing evidence of viewing and instructional video, etc.
- **Address the extent to which student participation is within the student's control as to the time, pace, and means of learning.**
 - The time and pace of learning with the teacher will be dictated by our schedule utilized for classes.
 - Beyond that, the student will have 100% control over time, pace, and means of learning, assuming the student completes the activity within the block of time allowable by PHS.
- **Provide effective notice to students and their parents or guardians of the use of particular days for E-Learning.**
 - Notice will be sent via the website, text message services, and through parent and student emails of E-Learning days.
 - The local radio stations and television networks will be advised of the E-Learning day for broadcast.
- **Provide staff and students with adequate training for E-learning days' participation.**
 - The staff has been trained on (and has been using) Google Apps for Education for over ten years. The students have also used them for the same amount of time. Teachers will have been given time via School Improvement Days, Institute Days, and prep time to prepare lessons that can be delivered through Google Meet and Google Classroom to the students on an as-needed basis.

- Staff training for E-Learning days took place on rescheduled institute days in advance of any extended school breaks or “cancellations”. Topics addressed include Google Meet, Google Classroom, Screencastify, in addition to other topics brought up by teachers.
- **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 has been issued electronic devices that they are able to take home with them. All teachers have internet access at home. Teachers would still be allowed to work from the school building if necessary.
- **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 have been had with our lone bargaining unit regarding E-Learning days and provisions are in place for anticipated issues.
- **Review and revise the program as implemented to address difficulties confronted.**
 - After the first E-Learning day and each subsequent E-Learning day, our Division Committee will review the process and procedures and make recommendations for improvement.
- **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.**
 - Princeton High School has taken the following steps to communicate with the above stakeholders:
 - Parents, students, and community members were given advance notice of the public hearing on E-Learning held on August 26.
 - Parents, students, and community members have been given access to this document since its approval by the PHSD #500 Board of Education.
 - This plan only extends the current format of instruction (Blended) to all students in the event an E-Learning day is needed.