

e-Learning Program Verification Form

According to Public Act 101-0012 of 101st Illinois General Assembly, local school district e-learning programs adopted by resolution, may not exceed the minimum number of emergency days in the approved school calendar and must be verified by the regional office of education or intermediate service center for the school district on or before Sept. 1 annually. Before adoption, the school board must hold a public hearing for initial proposal or renewal of e-learning program by:

Publication in a newspaper of general circulation in the school district at least 10 days prior to hearing

Date of Publication: Nov. 20, 2021

Written or electronic notice designed to reach the parents or guardians of all students enrolled in the district

Date of Notification: Nov. 19, 2021

Written or electronic notice designed to reach any exclusive collective bargaining representatives of school district employees and all those employees not in a collective bargaining unit

Date of Notification: Dec. 1, 2021

The school board's approval of a district's initial e-learning program and renewal of the e-learning program shall be for a term of 3 years

Date of Public Hearing: Dec. 14, 2021 Date of Board Meeting/Resolution: Dec. 14, 2021

Specifically, the regional office of education or intermediate service center for the school district must verify that the e-learning proposal will: 1) ensure access for all students; ensure that the specific needs of all students are met, including special education students and English learners; ensure that all mandates are still met using the e-Learning program adopted; and 2) contain provisions designed to reasonably and practicably accomplish the following:

- 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
- 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
- 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
- Ensure appropriate learning opportunities for students with special needs Monitor and verify each student's electronic participation Address the extent to which student participation is within the student's control as to the time, pace, and means of learning
- Provide effective notice to students and their parents or guardians of the use of particular days for e-learning
- Provide staff and students with adequate training for e-learning days' participation
- 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
- 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

- Review and revise the program as implemented to address difficulties confronted
- 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

Dr. Marcus Alexander
Verified by School Dist. Superintendent (printed)

Superintendent
Signature

Dec 14, 2021
Date

GREGG MURPHY

Verified by Regional Superintendent (printed)

Gregg Murphy
Signature

1-11-22
Date

*Supporting documentation for any/all items listed may be required by the regional office of education or intermediate service center

E-Learning Day Plan Document

School Code Requirement	District Plan Response
<p>1. Show evidence that Board of Education has</p> <ul style="list-style-type: none"> i. Given notice of public hearing in newspaper of general circulation ii. Provided written or electronic notice to parents or guardians of hearing iii. Written or electronic notice of hearing to any exclusive collective bargaining unit 	<p>{include on e-Learning Program Verification Form}</p>
<p>2. Show evidence of adopted board resolution of research based program(s) for e-learning days. Describe technology, techniques and procedures that will be used on e-learning days</p>	<p>Teachers in grades PreK-8 will use Class Dojo to communicate with parents and Google Classroom to communicate with students about daily assignments and activities.</p> <p>Teachers in grades PreK-8 will use Google Classroom to deliver and collect assignments on eLearning Days.</p> <p>Each teacher has developed assignments and uploaded those assignments to the various grade level platforms in Google Classroom. Students will be able to access the Google Classroom by entering the district email address. Each student will be provided a Chromebook and internet hot-spot if needed.</p>
<p>3. Identify hardware and software is required by teachers and staff for the program.</p>	<p>Teachers and staff will use computers that are assigned to them by the District. Teachers will use the following software programs that are not limited to : Class Dojo, Google Classroom, Gmail, Google Meets.</p> <p>Teachers and staff will also be provided an internet hot-spot if needed.</p>
<p>4. Do all teachers and staff have access to the hardware and software required to deliver the e-learning program?</p>	<p>All teachers and staff have access to the hardware and software to deliver the eLearning program. Any issues can be resolved by the District's IT team.</p>
<p>5. How will the district 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?</p>	<p>Teachers will disseminate lessons through the district selected programs and will send home non-digital assignments in advance or make the assignments available for pick-up at the school.</p> <p><u>Kdg-8th Instructional Schedule 8:15 AM – 2:15 PM</u> Content-Ara Instruction: 8:15- 12:15 Lunch/Break: 12:15-1:00 Afternoon Check-In: 1:00-1:15 Remote Learning Time: 1:15-2:00</p>

	<p>The entire 5 hours of instruction will be synchronous. Students will be provided instruction via Google Classroom. During the 1-hour Remote Learning, teachers will assign the students activities on an online platform that the student will do while logged into Google Classroom. This will also be time when teachers can conduct small groups. In the event that the teacher is out for day, a Sub (Ancillary Teacher) will take over the class. In the event that the teacher has connectivity issues, they will notify administration so that they can place another teacher in the class to provide supervision and instruction. Through the Google Classroom platform, there are multiple teachers and administrators assigned to each virtual classroom section.</p>
<p>6. How will the district 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?</p>	<p>Our District is one-to-one for all students (PreK-8th). In addition, students who do not have access to the internet will be provided paper copies of assignments for student engagement with a similar level of work.</p> <p>The District has purchased adequate internet hot spots to provide students that do not have adequate internet access at home. The parent can check out the hotspot in the school's Main Office.</p>
<p>7. How will the district ensure that non-electronic materials are made available to 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?</p>	<p>Students who do not have access to required platforms will receive non-digital instructional materials.</p> <p>Teachers have created assignment packets for students ahead of time and will be sending them home in advance of any emergency day so students will already have work at home. Students will also have access to teacher via email if needed.</p> <p>Teachers are free to explore other modes of communication with their students via phone or email.</p> <p>The District has purchased adequate internet hot spots to provide students that do not have adequate internet access at home. The parent can check out the hotspot in the school's Main Office. Teachers can also be reached via email or by calling the school. They will be provided the message and will return the call before the end of the school day.</p>
<p>8. How will the district ensure appropriate learning opportunities for students with special needs?</p>	<p>Special Education Teachers will be available through their chosen platforms for their students and their caseload. All general education teachers will add special education case managers to their Google Classrooms as an additional teacher. This will allow the case managers to access assignments and their</p>

	caseloads process while remote. Teachers will build into their platforms any accommodations that the students require to have as listed in their IEPs or 504s. Students with check-in and check-out in place as an accommodation will continue to have this in place on eLearning Days through the grade specific platform. Students who cannot access technology will receive non-digital assignments.
9. How will the district ensure appropriate learning opportunities for students with English Learners?	Students that are English Learners will be provided the proper translations that support the lessons that the teachers will be providing. In addition, students that receive resource services will still receive them during eLearning Days.
10. How will the district ensure appropriate learning opportunities for other students' unique needs as identified by the district?	Students with unique needs who cannot access technology will receive non-digital assignments. Those students who seem to be having difficulty may be given extra time to complete assignments or will be given extra help when they return.
11. How will the district monitor and verify each student's electronic participation?	Teachers will send out student assignments using grade-specific platforms (Google Meets and Google Classroom) and check to see that students have completed and submitted their assignments. Student who do not have access to the electronic platform will turn in assignments within one day of returning to in-person attendance or equal to the amount of eLearning Days utilized.
12. How will the district address the extent to which student participation is within the student's control as to the time, pace, and means of learning?	Our teachers will be available to assist students with their assignments during the hours of the regular school day. eLearning activities are designed to mirror activities used in daily classroom instruction. Assignments will focus on application activities where students can apply their understanding of concepts and use skills to solve problems.
13. How will the district provide effective notice to students and their parents or guardians of the use of particular days for e-learning?	<p>In the event it becomes necessary to close the school, we will notify parents by sending a message through the All-Call system which automatically call each phone number in a student's profile, and also posts the information to the District's website and to Facebook.</p> <p>At the beginning of the semester, teachers will send home paper packets with each student that will last for 5 days. Those packets are to be utilized in the event of an unplanned eLearning Day. Teacher will send home new packets at the top of each month.</p>
14. How will the district provide staff and students with adequate training for e-learning days' participation?	Students in our District have been one-to-one for the last 4 school years. The staff and students during this time were trained in their grade specific platforms. The students and are experienced with online

	<p>learning as our school was closed in Remote Learning due to the pandemic for almost one full calendar year.</p> <p>As part of the annual Summer Teacher PD teacher will be provided updates and any new training to support eLearning. Students will be provided this same information and training during the first Quarter of the school year.</p>
15. How will the district 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?	In an effort to ensure collaboration and understanding by all classification of employees, a committee was formulated to solicit input from a wide array of students from across the District. In addition, the Superintendent has communicated with the Association President throughout the entire process. The plan has been distributed to all employees.
16. How will the district review and revise the program as implemented to address difficulties confronted?	We will survey students, faculty and parents after the eLearning Days have occurred. The survey will gauge the students' and parents' experience with eLearning. The feedback will be used to improve the delivery and provide more training if needed.
17. How will the district 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?	Parents in all grade levels will receive notification of protocols regarding general expectations and responsibilities of the program.