



Illinois State Board of Education

e-Learning Program Verification Form

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 number of e-learning days may not exceed the number of emergency days in the approved school calendar. The district's e-learning program must be verified by the regional office of education or intermediate service center for the school district prior implementation. Before adoption, the school board must hold a public hearing for initial proposal or renewal of e-learning program by:

- District Name: Mattoon CUSD2
- Publication in a newspaper of general circulation in the school district at least 10 days prior to hearing
Date of Publication: July 28, 2020
- Written or electronic notice designed to reach the parents or guardians of all students enrolled in the district
Date of Notification: August 3, 2020
- 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: August 3, 2020
- 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: August 11, 2020 Date of Board Meeting/Resolution: August 11, 2020

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

Tim Condon

Verified by: School Dist. Superintendent (printed)

Kyle Thompson

Verified by: Regional Superintendent (printed)

Signature*

Signature

08/11/2020

Date

8-26-20

Date

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

Customer Ad Proof

60002032 MATTOON COMMUNITY UNIT SCHOOL

Order Nbr 86740

86740 NOTICE

The school board of a school district may, by resolution, adopt a research-based program or research-based programs for e-learning days district-wide that shall permit student instruction to be received electronically while students are not physically present in lieu of the district's scheduled emergency days as required by Section 10-19 of this Code. The research-based program or programs 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 September 1st annually to ensure access for all students. The regional office of education or intermediate service center shall ensure that the specific needs of all students are met, including special education students and English learners, and that all mandates are still met using the proposed research-based program. The e-learning program may utilize the Internet, telephones, texts, chat rooms, or other similar means of electronic communication for instruction and interaction between teachers and students that meet the needs of all learners. The e-learning program shall address the school district's responsibility to ensure that all teachers and staff who may be involved in the provision of e-learning have access to any and all hardware and software that may be required for the program. If a proposed program does not address this responsibility, the school district must propose an alternate program.

(c) Before its adoption by a school board, the school board must hold a public hearing on a school district's initial proposal for an e-learning program or for renewal of such a program, at a regular or special meeting of the school board, in which the terms of the proposal must be substantially presented and an opportunity for allowing public comments must be provided. The meeting will be at 7:00 PM on Tuesday, August 11, 2020, at Riddle Elementary School, located at 4201 Western Avenue, Mattoon, IL.

Purchase Order Number
9282100006

PO Date : 07/28/2020
 Ship Date : 07/28/2020
 Fiscal Year : 2020-2021

VENDOR:

LEE ENTERPRISES-CENTRAL ILLINOIS
 PO Box 4690
 CAROL STREAM, IL 60197-4690

DELIVER TO:

ADMIN SERVICE CTR
 1701 CHARLESTON AVENUE
 Mattoon, IL 61938

INVOICED TO:

MATTOON CUSD 2
 1701 CHARLESTON AVE
 Mattoon, IL 61938-3936

217-238-8850

Purchase Order Description: Legal ad for Hearing Impaired meeting

Quantity	Unit	Description	Unit Cost	Amount
1.00000		Legal ad for Hearing Impaired Program	93.80	\$93.80
		Account # 10 E 1205 4100 00 928 000000		\$93.80
			Total:	\$93.80

TAX EXEMPT: E9998-2153-07

FED ID: 37-6002688

Requested By: MARY BETH PULLEN

Approved by: Tom Sherman

Customer Ad Proof

60002032 MATTOON COMMUNITY UNIT SCHOOL

Order Nbr 86740

Publication MAT Online
Contact MATTOON COMMUNITY UNIT SCHOOL
Address 1 1701 CHARLESTON AV
Address 2
City St Zip MATTOON IL 61938
Phone 2172388850
Fax 2172388855

PO Number
Rate Open
Order Price 93.80
Amount Paid 0.00
Amount Due 93.80

Section Legals
SubSection
Category 0991 Legal Inside

Start/End Dates 07/30/2020 - 07/30/2020
Insertions 1
Size 67

Ad Key 86740-1
Keywords 86740 NOTICE The school board

Salesperson(s) Legals Rep
Taken By Carol Collins

Notes

Ad Proof

eLearning Plan for Mattoon Community Unit School District 2

Mattoon Community Unit School District 2 respectfully submits the following eLearning proposal, designed to:

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 requirements set forth by the Illinois State Board of Education.

Specific assurances and requirements are detailed throughout the plan. The information will also be outlined in communication with all families and the Mattoon Education Association on July 28, 2020, and at a public hearing on August 11, 2020.

The following sections specify the district's plan to meet Illinois State Board of Education requirements and provide a high-quality educational experience for all students via eLearning.

Five Clock Hours

Mattoon CUSD 2 will 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 eLearning Days, all engagement will be through the district's Learning Management System, Schoology. The learning activities and opportunities for students will equate to five hours of synchronous or asynchronous engagement, depending on the developmental level.

- For all levels, teachers will have an eLearning folder in their Schoology courses. This folder will be utilized for all required learning activities on an eLearning Day. The purpose is to provide consistency for families and students, regardless of school or course.
 - The content of this folder will be updated by 9:00 a.m. on an eLearning Day.
 - The materials included will continue the curriculum. In other words, this folder will be relevant to the ongoing topics of study occurring in-person.
- For all levels, students will have two school days past the eLearning Day in order to complete the five hour requirement. For example, if Tuesday were an eLearning Day, students would have until 9:00 a.m. on Friday to complete the work associated with the eLearning Day. This will allow for in-person or electronic communication and clarification, when needed, as well as adequate time to permit access to internet resources in a variety of circumstances.
- At the elementary level, students will check in with their teacher and classmates at 9:00 a.m. and 2:00 p.m. The time between those two check-ins will be a combination of independent, group, and whole class activities, depending on the instructional goal. At

times, preschool and elementary school students will have options for family activities that will also count toward the five hours but will not fall between 9:00 a.m. and 2:00 p.m. These activities will count toward the five clock hours of instruction or school work.

- At the middle and high school levels, students must check in to Schoology by 10:00 a.m. to be counted present. From that point forward, they will have course-specific learning opportunities and activities in Schoology with directions from their instructors. They will need to engage with each course during the eLearning Day in order to be considered in attendance for the full day. This may be an exit slip, a Google doc, or another type of assignment, which will be determined by the teacher.

Access to the Internet

MCUSD 2 is committed to ensuring all students participating in the eLearning plan have access to computers, the internet, and other forms of electronic communication, either from home or other appropriate remote facility.

The district will:

- Provide a Chromebook for all enrolled students, K-12.
- Utilize a Learning Management System, Schoology, that can house materials for access when the Chromebook is both off- and online.
- Include a tutorial on how to access content offline.
- Provide Hot Spot mobile access points for check out, as available.
- Open the schools for “office hours” after the school day. For two days after an eLearning Day, schools will open for internet access, as follows:
 - Elementary Schools: 4:00 - 6:00
 - Middle and High Schools: 5:00 - 7:00

Non-electronic materials

All students will receive a district-issued Chromebook, District-managed G-Suite Account, and Schoology Account. Hot Spots will also be available for checkout from the building libraries. In order to 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 District built in two extra days for completion.

Special Education Services

Mattoon Community Unit School District 2 will ensure appropriate learning opportunities for students with special needs by employing the following process:

1. During each student’s annual review, the team will develop a plan for eLearning Days. This plan will include specific services to be provided during an eLearning Day, and those services will be tied to the student’s overall progress toward achieving his or her Individualized Education Plan goals.

Participation

The district will monitor and verify each student's electronic participation as a form of eLearning attendance. The specific process will be for students to "check-in" according to their teacher's instruction by 1:00 p.m. on the eLearning Day. If a student is unable to attend school due to illness or another excused reason, parents should utilize procedures similar to an in-person school day and report the absence.

Student Leadership and Choice

The extent to which student participation is within the student's control as to the time, pace, and means of learning is graduated developmentally, all intended to support the district's vision of students leading their learning, goals, and progress. Specifically:

- Franklin Preschool
- K-2 Students
- 3-5 Students
- 6-8 Students
- 9-12 Students

Notice

The district will provide effective notice to students, their parents or guardians, and the staff of the use of particular days for e-learning. By 9:00 p.m. the evening before an eLearning Day, notice will be made via Skylert, Schoology, Facebook, and the District Webpage. By 9:00 a.m. the following day, teachers will have their eLearning Folder in their Schoology courses prepared for student participation. This will provide the contractual hours of 7:40/7:50 - 9:00 a.m. for adequate preparation.

Staff and Student Preparation

MCUSD 2 will provide staff and students with adequate training for e-learning days' participation. From July 15 - July 31, 2020, all students will have an individualized tutorial session with Mattoon Initiative for Technology (MIT) members, teachers, and administrators. During this time, all students will be oriented to Google, Schoology. Staff members will receive two full days of professional development on August 13 and 14, 2020, which will include information on how to organize course content for eLearning days. At least once per month, during team time, teachers will collaborate on strategies related to best practices during remote, blended, and eLearning days. This will be reflected in their team notes and saved on a shared Google Drive.

Staff Access

MCUSD 2 will ensure that all teachers and staff who may be involved in the provisions of eLearning have access to any and all hardware and software that may be required for the program. All instructional staff have been issued a Chromebook. Professional development is offered in the form of self-paced courses in Schoology, as well as through instructional technology coaches. G-Suite and associated accounts were provisioned for all instructional

staff, along with Schoology Accounts. A staff survey identified wireless internet needs, and those staff members were issued a district wifi Hot Spot for anytime, anyplace access.

Topics & Approach for Collective Bargaining

The district ensured 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 eLearning day.

- Support Personnel Pay: MESPA Employees will have eLearning duties assigned by their direct supervisor or building principal/director. The duties should be the equivalent of five clock hours or their normal daily schedule, whichever is less, to earn normal pay.
- Time:
 - eLearning Days will not be made up at the end of the year.
 - MEA Member work day will reflect a typical work day. (7:40 - 3:40; 7:50 - 3:50)
 - Staff will be notified by 9:00 p.m. the evening before an eLearning day and will have until 9:00 a.m. on the eLearning day to prepare materials in their eLearning Schoology folder.
 - Instructional staff will check in with their students at least once during an eLearning day. If staff members are ill, all applicable leave provisions apply.
 - Case Managers and Related Service Providers will meet the details outlined in their students' IEPs.
- Grading:
 - Instructional staff will provide feedback on eLearning work within XX work days of its completion.
- Class Meetings:
 - Class meetings are important components to connected classrooms. They are not considered a violation of privacy and will be an expectation during eLearning days.

The Mattoon Initiative for Technology made recommendations and revisions to a draft plan on July 21, 2020. The plan was then reviewed by the Mattoon Educational Association (MEA) Executive Council and with the Mattoon Educational Support Personnel Association. Agreements between all parties were made, as indicated by the signatures on the final page.

Program Review

The district will review and revise the program as implemented to address difficulties confronted with a district technology team. In addition, after each eLearning Day, the district will administer [this survey](#) to understand perception and efficacy of the eLearning experience. Building teams will review the data and make adjustments, as well.

Dates for Staff Communication

The district will 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. It will be a required component of each building's Back to School Teacher Institute Agenda. In addition, each building will place it as a topic for discussion on the Faculty Meeting Agenda for October.

This plan and all of its contents were agreed upon by the Administration and Mattoon Education Association (MEA) as well as the Mattoon Educational Support Personnel Association (MESPA) on July 28, 2020. It was presented to the Mattoon Board of Education for approval on August 11, 2020.



Tim Condron, Superintendent

08/11/2020

Date



Jessica Closson, MEA President

08/04/2020

Date



Deb Berkheimer, MESPA President

8/11/2020

Date



Michelle Skinlo, MCUSD 2 BOE President

Date