

Litchfield CUSD #12
E-Learning Days

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: 7/3/2020
- Written or electronic notice designed to reach the parents or guardians of all students enrolled in the district
Date of Notification: 7/16/2020
- 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: 7/15/2020
- 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: 7/14/2020 Date of Board Meeting/Resolution: 7/16/2020

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

8:00 a.m. - 9:00 a.m.:	Planning/preparation
9:00 a.m.:	Learning modules posted and student instruction/supervision/support begins
9:00 a.m. - 2:00 p.m.:	5-hour block of student instruction, supervision, monitoring, and support as needed
2:00 p.m. - 2:30 p.m.:	Duty Free
3:30 p.m. - 3:30 p.m.:	Verification/assessment of student work/engagement; planning/prep. (e-Learning)

In a survey to our staff, all teachers have either reliable internet connectivity at home or are able to use their phones as a personal hot spot.

Grades K-5

Morning Message: Delivery of core curriculum is the primary goal during online continuous learning. To begin the school day, students will watch a recorded video announcement (approximately 10 minutes in length) posted to the building selected app, which will include:

- A greeting
- The reading standards for the day
- The math standards for the day
- The writing mini-lesson of the day

Literacy: Students will participate in scheduled small-group activities each day aligned with daily building app activities. Handouts and theme reader materials brought home from school will be supported with:

- "Must Do" and "May Do" activities from teachers aligned with small groupwork
- Reading A-Z/RAZ Kids online reading program
- Edgenuity – daily

Math: Students will participate in whole group math instruction each day, aligned to standards-based learning targets and assigned daily the building selected app activities. Math worksheets and take home materials will be supported with:

- Go Math online
- Edgenuity – daily

Grades 6-12

- Students are responsible to log into each teacher's Google Classroom page to find assignments.

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

Realizing that adequate technology resources are needed to effectively provide required remote learning, the district has procured the technology necessary to ensure that each student has access to a high-quality digital device that meets the needs of today's learners.

- At the high school level, Chromebooks were already in the hands of the students.
- At the middle school level, the district has moved to a 1:1 model similar to the high school.
- At the elementary school level, the district has purchased Chromebooks for students in grades 2-5. Students in grades K-1 will receive a tablet.
- All devices will come with a protective case.

The district has outdoor wireless access points at all 6 school buildings in the district. These access points provide community members with free internet access from Wi-Fi zones located in school parking lots. Those utilizing a Wi-Fi zone are able to do so from their vehicle in order to reinforce appropriate physical distancing efforts.

The Litchfield Public Library is also a dedicated Wi-Fi access point for student use.

Should weather prevent students from reaching one of the hot spot facilities, all students have been provided tablet/chromebook at the beginning of the school year. Google Classroom assignments and apps are preloaded with the next day's work so students are able to work on the majority of assignments off-line.

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

All students have been provided tablet/chromebook at the beginning of the school year. Google Classroom assignments and apps are preloaded with the next day's work so students are able to work on the majority of assignments off-line. Teachers will also provide appropriate and meaningful lessons in paper/pencil format. Students will receive one extra day (such as an excused absence day) to complete the assigned work, if it is a paper/pencil assignment.

Ensure appropriate learning opportunities for students with special needs

Students with IEPs will follow lessons provided by classroom teachers and those modified by their caseworkers online or otherwise (i.e. hard copies, projects, reading, etc.) All lessons will be appropriate and follow the students' IEP guidelines.

- Related certified service providers and/or specialists are available for student support, individualized or otherwise, according to the same schedule as teachers.
- Accommodations for students without access to the Internet will be addressed on an individual basis.

Monitor and verify each student's electronic participation

Grades K-8

- Students will be considered in attendance for the day if they have logged in to Clever before 3 p.m. on each school day.
- If a student will be absent for the day, the parent should send a message to the teacher via the building selected app or email to inform them of the absence.

Grades 9-12

- Students will be considered in attendance for the day if they have logged in to Clever for the class period per instructor's direction.

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

As a district, we recognize that in an online continuous learning setting, middle and high school students may have responsibilities at home to support elementary school siblings. As such, much of the learning delivery will be delivered in a largely asynchronous (on demand) format that allows students to complete school work at the time of the day it is most possible for students to achieve. The goal is to ensure flexibility for students and families.

Teachers and support personnel are available for support from 9:00 am – 3:30 pm during e-learning. If students have questions after 3:30 pm, they should email the teacher.

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

GoogleClassroom assignments must be live by 9:00 a.m. on the first day of e-learning. Parents (PreK-12) will receive notification via Skyward email or district app/social media by 9:00 a.m. In many cases, the school district will anticipate such days and be proactive in the approach they will take with lessons and tasks.

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

All staff members have been issued laptops and chromebooks to facilitate the implementation of e-learning days. Staff members have been offered opportunities for professional development since March regarding remote learning.

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 members have been issued laptops and chromebooks to facilitate the implementation of e-learning days.

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 district has established an understanding with the LEA in regards to e-learning days. A memorandum of understanding will be included in the district's CBA.

Review and revise the program as implemented to address difficulties confronted

Building principals, through the use of surveys, will gain feedback of the e-learning days and work with staff, students, and parents to evaluate the program and implement changes where necessary.

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 will be notified of e-learning days through the use of social media as well as the district's all-call notification system. A letter will be sent out yearly explaining the process and this policy will be located on the district website as well as building handbooks.

 Gregory W. Fuestner Gregory W. Fuestner 7/29/2020
Verified by: School District Superintendent (printed) Signature Date

 Julie Wollerman Julie Wollerman 7/29/2020
Verified by: Regional Superintendent (printed) Signature Date