



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: Millstadt CCSD #160
- Publication in a newspaper of general circulation in the school district at least 10 days prior to hearing
Date of Publication: March 23, 2023
- Written or electronic notice designed to reach the parents or guardians of all students enrolled in the district
Date of Notification: April 1, 2023
- 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: April 1, 2023
- 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: April 18, 2023 Date of Board Meeting/Resolution: June 20, 2023

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. Bradley W. Landgraf

Verified by: School Dist. Superintendent (printed)

Signature*

05/17/2023

Date

Verified by: Regional Superintendent (printed)

Signature

Date

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



Millstadt Community Consolidated School District #160



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Per Illinois School Code: (105 ILCS 5/10-20.56) Sec. 10-20.56. E-Learning days.

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 e-learning students will be provided assignments from multiple subject areas that equate to no more than 5 hours of participation. The work will be assigned to the students on the emergency day, Act of God day, or Election Day, and will be due to be submitted back to the teacher at the beginning of the next in-person day of student attendance.

Elementary and Middle School Certified Staff: On an E-Learning Day, the 7-hour workday for teachers shall be scheduled as follows unless otherwise directed:

8:00 a.m. – 8:45 a.m. Planning/preparation - contact paraprofessionals/special education/specials staff for any support.

8:45 a.m. - 1:45 p.m. - 5-hour block of student engagement, instruction, supervision, monitoring and support as needed

1:45 p.m. - 2:30 p.m. - Duty Free

2:30 p.m. - 3:00 p.m. - Verification/assessment of student work/engagement; planning/prep, contact support staff as needed, professional responsibilities. (E-Learning)

All certified personnel without direct teaching responsibility, including administrators, social workers, psychologists are expected to support classroom teachers by responding to school needs, including being in communication with the school as needed. Additionally, personnel without teaching assignments may be issued assignments from administrators as needed.

Most e-learning days will occur due to inclement weather with staff expected to work remotely. In the event weather is not an issue (i.e. election day), all staff will report to their assigned building for the duration of the 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

Sixth through eighth grade students have the ability to 'check out' chrome books to take home and have assignments to complete in Google classroom on a regular basis. The majority of middle school students have access to the internet and Google classroom. Students will be assigned work through Google classroom (with the understanding that non-electronic materials may also be utilized). K-5th students utilize chrome books during school hours. Assignments will be created for students to have the option to complete electronically or via hard copy with the assignment due upon returning from the e-learning day. Learning activities will be assigned for math, language arts, science, and social studies. Special Education teachers will provide assignments based on student goals. Music, Art, Technology, and P.E. teachers will provide assignments for students to choose one special to participate in. Teachers will be available from (8:45-1:45) to support student learning and answer any questions through email, Google Classroom, or scheduled Google Meetings.

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 school staff will work with individual families to accommodate any non-electronic material needs. E-learning days will only be utilized when appropriate planning has been allowed to prepare non-electronic materials for all students needing them. Due to the need for non-electronic materials, no more than one e-learning day will be utilized during an extended closure. In the event of unforeseen circumstances, staff will work with the student/parent to make arrangements for an opportunity for the work to be completed. Parents should reach out to the building Principal to make these arrangements.

Ensure appropriate learning opportunities for students with special needs

Students with special needs will have assignments modified or provided based on their IEP goals from their special education teacher or related service provider.

Monitor and verify each student's electronic participation

All work will be provided in advance or posted on Google classroom by 8:30 a.m. on the E-Learning day. The work will need to be completed and turned in when students return to school for paper assignments or by the due date for electronic assignments. Students who do not submit assignments may be counted absent on E-learning days. Teachers will use their discretion in assigning grades for work completed during E-learning days.

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

Student Participation will vary based on the grade level:

- For Early Childhood and Kindergarten students will be engaged for 45 min
- For Grades 1-2, students will be engaged for 60 minutes
- For Grades 3-4, students will be engaged for 90 minutes
- For Grades 5-8, students will be engaged for approximately 120 minutes

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

Communication will go to parents explaining our e-learning plan for the year and it will be posted on our website.

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

Principals will review the expectations with staff at an upcoming staff meeting. Principals will have a sign-in sheet to indicate that all staff received the information during the staff meeting. Those that are absent on the day of the meeting will need to meet with their building administrator independently to review the information. Students will be informed of requirements from classroom teachers in advance of any scheduled e-learning day.

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 teachers and aides have access to a laptop or Chromebook for use at school and at home. Teachers and specialists will be available for support from 8:30 am to 1:30 p.m. Parents/students can email their teacher/specialist, do a virtual chat with their teacher in Google, or post a question in Google classroom.

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

If a memorandum of understanding is needed, it will be created and agreed upon and will follow all requirements according to Illinois School Code. Union representation has been included in the development of this plan.



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E-Learning Plan

EXPECTATIONS

Student Expectations for E-Learning Days:

- Check your email/backpack on the morning of e-learning days to access your assignments for the day as directed by your teachers.
- Complete and return all of your assignments by the due date your teacher provided. This will be the next day in school for most assignments
- Perform your best work possible and seek assistance if needed.
- Teachers are available to assist during the hours of 8:45 a.m. until 1:45 p.m. Email or contact your teacher between these hours with questions or to seek assistance.
- Attendance for the day will be determined by assignment completion.

Teacher Expectations for E-Learning Learning Days:

- The teacher workday is from 8:00 a.m. until 3:00 p.m.
- All student/parent communication will occur through email, Google Classroom, or other advanced administrator approved method.
- All assignments will be posted to the Google Classroom by 8:30 a.m. on the day of the e-learning day or sent home via non-electronic method in advance of the e-learning day.
- All assignments need to include a due date. Most assignments will be due on the day school is back in session.
- Accommodations for students with an IEP or 504 plan are expected from the caseload manager.
- K-5 teachers will provide non-electronic assignments to all students.
- 6-8 teachers will survey their homeroom for internet access to determine whether to provide non-electronic assignments or Google Classroom assignments.
- Teachers will check email/Google classroom, etc. minimally every hour and will respond to students/parents accordingly.
- Specials teachers will post/provide assignments. Students are expected to choose one activity from any of the specials teachers (P.E., Art, Music, Tech) for completion.

