

Regional Office of Education
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 district; ROE must approve program **prior** to the use of an emergency day. 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: 11/16/2023
- Written or electronic notice designed to reach the parents or guardians of all students enrolled in the district.
Date of Notification: 11/24/2023
- 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: 11/24/2023
- 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: 11/28/2023 Date of Board Meeting/Resolution 11/28/2023

Specifically, the Regional Office of Education 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.

<u>Bruce Law</u> Verified by: School Dist. Superintendent (printed)	DocuSigned by:  Signature: A27B4DD...	<u>12/5/2023</u> Date
<u>Dr. Michael Karner</u> Verified by: Regional Superintendent (printed)	 Signature	<u>12/5/2023</u> Date

District 113 E-Learning Plan 2023-26

Emergency Days and E-Learning

The Illinois State Board of Education (ISBE) provides local school districts the flexibility to employ e-learning days in place of emergency days. Districts may use a maximum of five (5) e-learning days annually to replace emergency days. It is essential that on these e-learning days, students are provided with meaningful learning experiences, and both students and staff are engaged productively.

- E-learning days will be employed on all emergency days.
- E-Learning days will follow the previously communicated class schedule for that day (e.g. Giant Day, 34 Day). Since some classes only run on certain days, not all classes may run on a given E-Learning day.
- The base expectation is that all scheduled classes will run asynchronously on E-learning days. However, teachers and/or course teams may choose to meet synchronously with students and/or plan synchronous (live) lessons as appropriate.
 - Asynchronous lessons mean assignments/activities will be given to the class that is to be completed independently and/or at any time.
 - Synchronous lessons mean there will be some portion of the class conducted via Google Meet. Students are expected to sign in, have cameras on, and engage and participate in the lesson with their peers. If a teacher chooses to hold a synchronous class, it must occur during the regularly scheduled class time.
- Homeroom will not meet on e-learning days.
- Daily attendance will be collected via our learning management system (Schoology) sign-ins.

For LSMs

- By ten minutes prior to the start of the first period of the day each e-Learning day, LSMs must update their Schoology pages (on the “updates” page) for the entire day with details about that day’s classwork and instruction. Teachers with an “Early Bird” class must update their Schoology ten minutes prior to the scheduled start of their initial class.
- Homeroom classes will not meet on E-Learning Days. If there are homeroom announcements, LSMs should update their Homeroom Schoology update page.

- Teachers and/or course teams may choose to teach synchronously (live) for the entire class period or, if not, should provide a relevant learning activity that can be completed within a regular class period.
- Learning activities on e-Learning days should appropriately advance the curriculum, and maintain the level of instructional expectations as during the rest of the year. Given that e-Learning days may not be called with much advance warning, and that staff and families will likely have additional complications due to the abrupt schedule change, LSMs, staff, and students should remember to exercise patience, flexibility, and grace.
- All district policies and procedures, including those for personal and sick days, will be in effect during e-Learning days. LSMs are encouraged to reach out to their supervisors with questions.
- Teachers needing technology support should contact helpdesk@dist113.org.

For students

In the event of school closure due to emergency and the implementation of an e-learning day, the following protocols will be in place:

- Students should sign into the learning management system (Schoology) at the beginning of their first class of the school day to record their attendance as present, check if any classes are meeting synchronously, and review their assignments and expectations for the day.
- While some classes may be meeting asynchronously, follow the previously arranged schedule for each E-Learning day. Students will have learning activities for every class; some classes will be asynchronous, and some will be synchronous. Lunch periods, homeroom, and study halls will not meet.
- Students unable to sign into Schoology must have a parent or guardian report their absence via a telephone call. Students unable to sign into Schoology should contact their teachers via email to obtain make-up work promptly. Students needing technology help should contact helpdesk@dist113.org.
- All school rules will be enforced during e-learning days.

For Longer Emergencies

In the unfortunate event of a longer emergency this plan will be revised to address the new situations.