



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: _____
- Publication in a newspaper of general circulation in the school district at least 10 days prior to hearing
Date of Publication: _____
- Written or electronic notice designed to reach the parents or guardians of all students enrolled in the district
Date of Notification: _____
- 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: _____
- 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: _____ Date of Board Meeting/Resolution: _____

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

Verified by: School Dist. Superintendent (printed)

Signature*

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.



SPECIAL EDUCATION DISTRICT 801

T. Greg Wertheim, Executive Director
1318 W. Sixth Street – PO Box 597
Kewanee, IL 61443
Phone: 309-852-5696 Fax: 309-853-4398

TO: Jennifer Piester, Union President

From: Greg Wertheim, Henry-Stark Counties Special Education Dist. #801

RE: Memorandum of Understanding

Date: September 15, 2023

The signatures below indicate a mutual understanding that when an e-Learning Day is utilized according to the approved plan for such days of instruction and student attendance, teachers are required to report for duty as directed. Furthermore, signatory parties acknowledge that any approval of an eLearning plan for the 2023-2024 school year shall remain in place for a 3-year period according to the School Code, provided that an annual review of the program is expected, and revisions, as implemented, may be required to address findings.

Furthermore, on an e-Learning*, the 6-hour workday day for teachers shall be scheduled as follows unless otherwise directed:

- 8:00 a.m.-8:30 a.m.- Planning and Preparations
- 8:30 a.m.- Learning modules and packets posted and delivered.
- 8:30 a.m.- 1:30 p.m.- 5 hours and block of student engagement, instruction, supervision, monitoring, and support as needed.
- 1:30 p.m.-2:00 p.m.- Verification/assessment of student work/engagement; planning/prep. (e-Learning), and professional responsibilities

Jennifer Piester
ExCEL Union.

Steve Wheelock
ExCEL Program Supervisor

T. Greg Wertheim
Executive Director of Special Education



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- Ensure and verify at least five clock hours of instruction or schoolwork, as required under Section 10-19.05, for each student participating in an Off-Site Learning Day, also known as e-Learning.
 - Teacher Accountability
 - Staff will utilize a master document via Google Classroom or Google Documents to post assignments or directions. This master document will be shared/posted to all students by 9 a.m. weekly. Each teacher will assign assignments that collectively will equal at least 5 hours of work time for the students.
 - Staff will be checking Google Classroom and Google Mail throughout the day. Teachers will be available for consultation between the hours of 8:00 a.m. through 2:00 p.m. daily.
 - Teachers will monitor and verify each student's electronic or non-electronic participation throughout the week. Evidence of participation may be demonstrated through receiving documents via Google Classroom or packet, completing and submitting work, emailing questions or responses, participating in online discussions, showing evidence of participation in online sites such as Lexia Core 5 or Prodigy Math, or showing evidence of viewing instructional video and commenting digitally or via written reflection.
 - Secretarial and Technology staff will be available to assist students, parents, and teachers.
- Ensure access from home or other appropriate remote facility for all students participating, including computers, internet, and other forms of electronic communication that must be utilized in the proposed program.
 - K-12
 - Students will receive online learning platforms via Google Classroom and/or printed learning packets.
- Ensure that non-electronic materials are made available for students participating in the program who do not have access to technology or to participating teachers or students who are prevented from accessing technology.
 - K-12
 - Students and/or parents who advise that they cannot access learning material electronically will receive paper-copied learning packets. Learning packets will be available at the school office or can be delivered upon request.

- Ensure appropriate learning opportunities for students with special needs.
 - K-12
 - 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 or paper-based participation
 - K-12
 - Attendance will be verified based on completing printed learning materials and/or evidence of logging into and/or submitting assignments via electronic platforms.
 - Teachers will document attendance.
- Address the extent to which student participation is within the student's control regarding the time, pace, and means of learning.
 - K-12
 - The student will have 100% control over time, pace, and means of learning, assuming the student completes the activity within the block of time allowable by HSCSED #801.
- Provide adequate notice to students, parents, or guardians of using particular Off-Site learning.
 - K-12
 - Students and parents will be notified of Off-Site Learning, also known as e-Learning, through the Excel Facebook page, school messenger, and Google Classroom.
 - All communication on using Off-Site Learning, or e-Learning, will be communicated in the student's home language.
- Provide staff and students with adequate training for Off-Site Learning, also known as e-learning participation.
 - K-12
 - Prior to any Off-Site Learning, also known as e-learning, there will be staff and student training.
 - Instructional Coaches and technology staff will be available to support teachers, students, and parents.
 - Students will use established technology skills to interact with teachers and fellow students via Google Classroom and/or other online educational platforms.
- Ensure all teachers and staff who may be involved in the provisions of Off-Site Learning have access to any and all hardware and software, as well as paper-based materials that may be required for the program.
 - K-12
 - All teaching staff have been issued electronic devices for use at school and home.
 - The district will ensure teachers have access to the internet to be available to students.
 - Copy machines will be available for staff to complete learning packet materials for students.

- 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 the school district employees who are represented by collective bargaining agreements and who would be affected in the event of an Off-Site Learning day.
 - K-12
 - A meeting has been held with the sole collective bargaining unit regarding Off-Site Learning, also known as e-learning, and they have agreed to support the plan.
- Review and Revise the program as implemented to address the difficulties confronted.
 - K-12
 - Following the first Off-Site Learning, also known as e-Learning Day(s), and each subsequent Off-Site (e-Learning) day, our administration and staff will review the process and procedures and make recommendations for improvement.
- Ensure that the protocol regarding general expectations and responsibility for the program is communicated to teachers, staff, and students at least 20 days prior to utilizing an Off-Site Learning day, also known as e-learning.
 - K-12
 - HSCSED #801 is submitting this plan assuming that this and other provisions/requirements will be waived by either ISBE or the State Legislature. We have had staff approval to move forward with Off-Site Learning days, also known as e-learning days, in case of a school closure.



ExCEL



Excellence through Community, Education & Leadership

Henry-Stark Counties District #801 105 S. State Street, Atkinson, IL. 61235

Steve Wheelock– Program Supervisor

Phone: (309)-936-7790 Fax: (309)-936-7368 Email: swheelock@hscsed.org

Website: www.hscsed.org

Dear ExCEL Families,

The State changed the laws on Extended Learning days and our calendars. We are now allowed to use the E-Learning days instead of Emergency days. The school staff has worked to develop plans to facilitate learning these days. They will send home a packet of materials that your child can do on any day we are closed and would generally have a “snow day.” The students can choose from various activities, and you sign off that they did them and return them to school. They will then get credit for attending on the E-learning day. Teachers and other staff will all be available via email and school phones to talk with students or assist them in any way. You will see that the activities they can choose from are from all different subjects and skills. We want to allow them to do something they enjoy but will also promote learning, health, wellness, and life skills. I am happy to discuss the details further with anyone. Please don’t hesitate to contact me!

Sincerely,

Steve Wheelock
ExCEL Program Supervisor

LOCALiQ

The State Journal Register | Canton Daily Ledger
The Courier | The Register-Mail | JournalStar
The McDonough County Voice | Star Courier
Pontiac Daily Leader | Pekin Daily Times
Journal-Standard | Rockford Register Star

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STATE OF ILLINOIS, COUNTY OF HENRY

The Henry County Republic, a daily newspaper of general circulation, printed and published in Geneseo, Henry County, Illinois; that the publication, a copy of which is attached hereto, was published in said newspaper in the issues dated:

09/29/2023

That said newspaper was regularly issued and circulated on those dates and that the fees charged are legal.

Sworn to and subscribed before on 09/29/2023

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

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PO #:

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

AMY KOKOTT
Notary Public
State of Wisconsin

NOTICE OF PUBLIC MEETING

On Thursday, October 12, 2023 at 1:30 p.m., a meeting will be held at the Henry-Stark Counties Special Education District Administrative Offices located at 1318 W. 6th Street, Kewanee, Illinois. The purpose of the meeting will be to discuss the district's E-Learning plan to provide services to students for the 2023-2024 school year. If you have further questions pertaining to this meeting, please contact Greg Wertheim, Director of Special Education, at 309/852-5696 Extension 105.