



# 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: Henry-Stark Counties SED #801
- Publication in a newspaper of general circulation in the school district at least 10 days prior to hearing  
Date of Publication: 07/24/2020
- Written or electronic notice designed to reach the parents or guardians of all students enrolled in the district  
Date of Notification: 07/29/2020
- 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: 08/04/2020
- 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: 08/13/2020 Date of Board Meeting/Resolution: 08/13/2020

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

T. Greg Wertheim

Verified by: School Dist. Superintendent (printed)

T. Greg Wertheim  
Signature\*

08/13/2020

Date

Angie Zarvell

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

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TO: Steve Wheelock, ExCEL Union Representative

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

RE: Memorandum of Understanding

Date: August 4, 2020

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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 in fact required to report for duty as directed. Furthermore, signatory parties acknowledge that any Board of Education approval of an eLearning plan for the 2019-2020 school year shall remain in place for a 3-year period according to School Code provided that annual review of the program is expected, and revisions as implemented may be required to address findings.

Furthermore, on an e-Learning\*, the 7-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.- 2:15 p.m.- 5 hour and 45-minute block of student engagement, instruction, supervision, monitoring and support as needed.
- 2:15p.m.-3:00 p.m.- Verification/assessment of student work/engagement; planning/prep. (e-Learning), and professional responsibilities

Steve Wheelock  
ExCEL Union Rep.

Casey Miller  
ExCEL Principal

T. Greg Wertheim  
Executive Director of Special Education



# ExCEL



***Excellence through Community, Education & Leadership***

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

***Casey Miller – Principal***

Phone: (309)-936-7790 Fax: (309)-936-7368 Email: [cmiller@hscsed.org](mailto:cmiller@hscsed.org)

Website: [www.hscsed.org](http://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 in place of Emergency days. The school staff has worked to develop plans to facilitate learning on these days. They will be sending home a packet of materials that your child can do on any day we are closed and would normally have a "snow day." The students will be able to choose from a variety of 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 give them the chance to do something that they enjoy, but will also promote learning, health, wellness, and life skills. We will use this year as a "trial run". If all goes well, we will continue in future years. I am happy to discuss the details further with anyone. Please don't hesitate to contact me!

Sincerely,

Casey Miller  
ExCEL Principal



# Henry- Stark Counties

**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

- 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 Off-Site Learning Day, also known as e-Learning.
  - Teacher Accountability
    - Staff will utilize a master document via Google Classroom or Google Document to post assignments or directions. This master document will be shared/posted to all students by 9 a.m. weekly. Each teacher will be assigning 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 others appropriate remote facility for all students participating, including computers, internet, and other forms of electronic communication that must be utilized in 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 are unable to 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 completion of printed learning materials and/or evidence of logging into and/or submission of assignments via electronic platforms.
    - Teachers will document attendance
- Address the extent to which student participation is within the student's control as to the time, pace, and means of learning.
  - K-12
    - 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 effective notice to students and parents or guardians of the use of 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 the use of Off-Site Learning, also known as e-Learning, will be communicated in the students' 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.
    - Student will use established technology skills to interact with teachers and fellow student 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 representative 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 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**
    - **HSCED #801 is submitting this plan under the assumption 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 the event of a school closure.**

COUNTY OF HENRY )  
STATE OF ILLINOIS )

The undersigned hereby certifies that the STAR COURIER is a daily public secular newspaper of general circulation, printed and published once each and every day, except Sunday and Monday, in the County of Henry, in the State of Illinois, for a period of more than six months prior to the first publication of the annexed notice; and, that said newspaper as defined in Notice By Publication Act (715 ILCS 5/1 and 715 ILCS 5/5); and further certifies that the notice whereof the annexed printed notice is a true copy, was printed and published in said newspaper on the following dates:

7/24/2020

In witness whereof, I have hereunto set my hand this 24<sup>th</sup> day of July A.D., 2020.

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Publication cost: \$32.00  
Paid by: Henry-Stark Special Education Dist.  
This 24<sup>th</sup> day of July 2020.

THE STAR COURIER NEWSPAPER

BY: Gail Peart

**NOTICE OF  
PUBLIC MEETING**

On ~~Thursday~~ Thursday, August 13, 2020 at 11:30 a.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 2020-2021 school year. If you have further questions pertaining to this meeting, please contact Greg Werthelm, Director of Special Education, at 309/852-5696, Extension 105.

# Advertising Invoice

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