

## E-Learning Day Plan Document

School Code Requirement	District Plan Response
<p>1. Show evidence that Board of Education has</p> <ul style="list-style-type: none"> <li>i. Given notice of public hearing in newspaper of general circulation</li> <li>ii. Provided written or electronic notice to parents or guardians of hearing</li> <li>iii. Written or electronic notice of hearing to any exclusive collective bargaining unit</li> </ul>	<p>{include on e-Learning Program Verification Form}</p>
<p>2. Show evidence of adopted board resolution of research based program(s) for e-learning days. Describe technology, techniques and procedures that will be used on e-learning days</p>	<p>{include on e-Learning Program Verification Form} {attach a signed copy of the board resolution}</p>
<p>3. Identify hardware and software is required by teachers and staff for the program.</p>	<p>All K-12 staff members will communicate with parents and students by email or phone.</p>
<p>4. Do all teachers and staff have access to the hardware and software required to deliver the e-learning program?</p>	<p>All K-12 staff members have access and will communicate with parents and students by email or phone.</p>
<p>5. How will the district 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?</p>	<p>Prior to any student engagement days all students will be sent home with a packet with several days' work from each teacher which would total the normal amount of work for an entire class period on a normal school day. Licensed and non-licensed staff have been issued a school email address and they are expected to be available during the 8-1 window on an e-learning day(s). Teachers will also supply their phone number for texting and/or to receive a phone call from the student or parent. Students must turn in their packets the next day school is in session or another date determined by the school district to be counted present.</p>
<p>6. How will the district 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?</p>	<p>Elementary teachers will send homework packets with students in paper format to ensure all students have access to the materials needed.</p>
<p>7. How will the district ensure that non-electronic materials are made available to 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?</p>	<p>Teachers will send homework packets home with students prior to the use of e-learning days.</p>
<p>8. How will the district ensure appropriate learning opportunities for students with special needs?</p>	<p>The Cissna Park School District encourages students and/or parents to communicate with their teachers to ask questions and to help us ensure that their child's individual educational needs are being fully met. The Iroquois Special Education</p>

	<p>Association (ISEA) will communicate directly with their students and families under a plan that they have developed. Our special education will also be available by email and phone just as our regular education teachers are. ISEA teachers will continue to collaborate with our regular teachers about educational activities and resources during this process.</p>
<p>9. How will the district ensure appropriate learning opportunities for students with English Learners?</p>	<p>Cissna Park Schools currently do not have any English Language Learners.</p>
<p>10. How will the district ensure appropriate learning opportunities for other students' unique needs as identified by the district?</p>	<p>The regular education teachers and special education teachers will ensure that the IEPs of students are being followed. IEP students will have a Resource study hall the following day with their IEP case manager to make up for missed time and to ensure that their learning needs were met on e-learning days. We do not have any other students with unique needs that are not covered by a IEP.</p>
<p>11. How will the district monitor and verify each student's electronic participation?</p>	<p>No electronic communication is required with this plan. Teachers will send home packets for K-12 students to complete. If there are problems on the Student Engagement Day, parents must make contact with the teacher via Email/Class Dojo/Phone if possible. If packet is lost, contact must be made during the Student Engagement Day. Students will then have one day to make up the work. Students will be counted "present" for the Student Engagement Day if the work is turned in the next day school is in session.</p>
<p>12. How will the district address the extent to which student participation is within the student's control as to the time, pace, and means of learning?</p>	<p>Students will be counted "present" for the Student Engagement Day if the work is turned in the next day school is in session.</p>
<p>13. How will the district provide effective notice to students and their parents or guardians of the use of particular days for e-learning?</p>	<p>The Cissna Park School District provides notice to staff, parents, and students as soon as possible once we make the decision to have an e-learning day. This notice is provided by our emergency calling system that leaves all our parents a voice message.</p>
<p>14. How will the district provide staff and students with adequate training for e-learning days' participation?</p>	<p>Last year was our first year for e-learning so our staff and students have gone through the process before. In addition to last year, our policy will be added our student handbook and our district will use one of our early release professional development days for training on e-learning. Teachers will explain to all of their students how this process will work as part of 1<sup>st</sup> day of class instructions and it will be reviewed with all students periodically after that.</p>
<p>15. How will the district ensure an opportunity for any collective bargaining negotiations with representatives of the school district's employees that would be legally required, 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?</p>	<p>We will forward this proposed plan to the Cissna Park Education Association upon completion, with an invitation to collectively bargain any impact it may have on our school staff. Currently, the plan we had in place last year was successful and both parties agreed to it.</p>

16. How will the district review and revise the program as implemented to address difficulties confronted?	The district will form an e-learning committee that will meet once a semester to review the processes and to discuss any problems or success. The committee will then submit recommendations to the superintendent.
17. How will the district 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?	The district will hold training for staff members at the beginning of the school year to go over the guidelines and expectations. The students will have the policy outlined in their student handbook.