



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: Ford Heights 169
- Publication in a newspaper of general circulation in the school district at least 10 days prior to hearing
Date of Publication: August 1, 2020
- Written or electronic notice designed to reach the parents or guardians of all students enrolled in the district
Date of Notification: August 12, 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: August 12, 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: August 11, 2020 Date of Board Meeting/Resolution: August 11, 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

Dr. Gregory T. Jackson
Verified by: School Dist. Superintendent (printed)

Signature

Date

Vanessa J Kincaid
Verified by: Regional Superintendent (printed)

Signature

Date

[Signature]
Vanessa J Kincaid

8/11/2020
8/11/2020

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

Ford Heights School District 169
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In accordance with Ford School District 169 Board of Education Policy 4.180 Pandemic Preparedness, and Illinois Compiled Statutes (ILCS) 105 5/10-19.05, e-Learning days. Ford Heights School District 169 has developed a plan for e-Learning to be implemented in case of an emergency closure of schools.

When school is closed due to an emergency, an e-Learning day may be called. e-Learning allows for student instruction to be received electronically while students are not physically present in the school. The following plan details the expectations for implementation of e-Learning days. Per (ILCS) 105 5/10-19, e-Learning days. It has been designed to reasonably and practically 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**
 - An e-Learning day is a regular school day. Faculty and Administration will be accessible to students from 8:00 A.M. – 2:30 P.M. Student will access either print or electronic learning materials, and complete it within the given the time frame.
 - **Expectations for Teachers:**
 - ✓ Post assignments in Google Platform
 - ✓ Be available from 8:00 A.M. – 2:30 P.M. via District issued email, District school phone, and/or video conference.
 - ✓ Teachers will take lunch and planning period at the regular scheduled time.
 - ✓ Assign activities that meet the same expectations for in class learning
 - ✓ Address various learning styles of students, provide differentiated lessons, accommodations, and ensure lessons are interactive and have appropriate rigor.
 - **Acceptable e-Learning Day Activities:**
 - ✓ Continuation of learning assignments
 - ✓ Assignments and textbooks, workbooks, or other hard copy formats
 - ✓ Avoid busy work or lengthy packets
 - ✓ Use instructional materials that advanced the curriculum and provide the appropriate minutes of learning time by grade level. **(See Exhibit 3)**
 - ✓ Provide clear and easily understood directions for each assignment
 - ✓ Collaborate with your team, content area, or co-workers on items needed or/want to plan
 - **Expectations for Social Worker and Student Advocate:**
 - ✓ Be available for questions, support, and/or conferences via email, phone, and video conference
 - ✓ Communicate with families via preferred method (phone, email, home visit, or video conference)

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- **Expectations for Administrations:**
 - ✓ Administrators will report to work from home per the direction of the Superintendent. Administrators must be available from 8:00 A.M. – 4:00 P.M. and as needed to engage in the following:
 - Monitor e-Learning implementation
 - Supervise work conducted in the school or on grounds
 - Attend meetings in person
 - Be available to address questions or problems that may arise

- **Expectations for Students:**
 - ✓ Students will complete assignments during the given timeframe.
 - ✓ Students will communicate with their teachers, social worker, and administrators as needed during the school day hours.
 - ✓ Students will have access to the e-Learning program via the Google Platform.
 - ✓ Students may need to access print learning from time to time.

- **Communication Expectations:**
 - ✓ An e-Learning day will be announced no later than 10:00 P.M. the night before via written notification, Robo calls, District electronic mediums and local news outlets.
 - ✓ Students and parents have several options to communicate with school faculty and staff. Students and parents who reach out between the hours of 8:00 A.M. to 2:30 P.M. should receive a response by the next business 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.**
 - ✓ Students will receive e-Learning print from their classroom teachers to take home.
 - ✓ Students will access the Google Platform through their District issued electronic device (Pre-K – Amazon Fire Tablet; K-1 – iPad; 3-8 – Chromebook)
 - ✓ All families will receive one (1) MiFi card to access Internet connectivity
 - ✓ Any student who is absent from school, will receive their print materials and/or device through by delivery to their home.
 - ✓ Print materials and electronic devices will be on hand at the both school (Medgar Evers P.A.C. & Cottage Grove U.G.C.) should a parent need to pick up.

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- **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**
 - In these specific circumstances, students will be provided with paper materials for the e-Learning day at the school by their classroom teacher. Materials will also be on hand at each respective school building for parents to pick up. In addition, should materials need to be delivered to the homes, staff will be on hand to make deliveries to the homes of students. All students will be encouraged to bring textbooks home each day so that assignments/resources are available in the event of an emergency closure. Materials can also be left at facilities in the community. They are:
 - ✓ Community Organization Center
 - ✓ Boys and Girls Club
 - ✓ Community Churches
 - For those parents who refuse a device and connectivity accommodations will be made to assist them to complete their work and an extended window of five (5) days will allow students time to complete their work.

- **Ensure appropriate learning opportunities for students with special needs**
 - Students with special needs will have access to special education teachers to assist with instructional tasks during the regular school day, as well as, via email, school phone, and video conference.
 - Special education students will complete the attendance process and given assignments with access to their accommodations and special education teachers and case managers for guidance and assistance.

- **Monitor and verify each student's electronic participation**
 - Educators will be available to monitor students' progress and participation via video conference, print copies of assignments, and parent signature of students' participation (**Exhibit B**) will be submitted at a determined due date which will provide ways to track attendance.

- **Address the extent to which student participation is within the student's control as to the time, pace, and means of learning**
 - Students will work and complete assignments at the pace that is appropriate and best for the individual student.

- **Provide effective notice to students and their parents or guardians of the use of particular days for e-Learning**
 - Ford Heights School District 169 will send notification of e-Learning days to parents via written communication, Robo calls, District electronic mediums, and local news outlets.

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- **Provide staff and students with adequate training for e-learning days' participation**
 - All faculty members will engage in training each year related to e-Learning day participation. In addition, blended learning workshops will take place throughout the school year to increase teachers' skills and effectiveness on how to prepare e-Learning activities.
 - All students will receive training on the District appropriate digital platform during their Business Lab/Media Center visits.

- **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**
 - Teachers will have access to the appropriate digital platform that are in each schools' Media Center to take home to use in order to communicate with students and parents via email and/or video conference for any questions that they may have regarding the assignments.

- **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**
 - The Central Administrative Team met with the Union Leadership to discuss any impact to the bargaining unit members.

- **Review and revise the program as implemented to address difficulties confronted**
 - After each e-Learning day, administrators will meet and discuss any difficulties with the faculty and make needed adjustments.

- **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**
 - Parents, students, and staff should refer to the e-Learning Program Verification Form for general expectations and responsibilities that will be posted on the District website for the duration of the plan (3 years). All other questions and/or concerns regarding the e-Learning Plan should be directed to the office of the Assistant Superintendent of Curriculum and Instruction.

Ford Heights School District 169
E-Learning Program Certified Staff Schedule
School Year: 2020 - 2021

7:45 A.M.

Staff report to work (Sign-In via Raptor)

8:00 A.M. – 10:00 A.M.

Student/Parent Support

10:01 A.M. – 10:40 A.M.

Staff Planning Period

12:00 P.M. – 12:30 P.M.

Lunch

12:31 P.M. – 2:30 P.M.

Student/Parent Support

2:45 P.M.

Staff departure (Sign-Out via Raptor)

Ford Heights School District 169
E-Learning Student Activity Log
School Year: _____

Student's Name: _____

Grade _____

Teacher: _____

School: _____

Date	Activity/Subject	Time Spent

Parent/Guardian's Signature: _____

Date: _____

Exhibit C

Grade Level	Minimum	Maximum	Recommended Length of Sustained Attention
PreK	20 minutes/day	60 minutes/day	3-5 minutes
K	30 minutes/ day	90 minutes/day	3-5 minutes
1-2	45 minutes/day	90 minutes/day	5-10 minutes
3-5	60 minutes/day	120 minutes/day	10-15 minutes
6-8	Class: 15 minutes/day Total: 90 minutes/day	Class: 30 minutes/day Total: 180 minutes/day	1 subject area or class
9-12	Class: 20 minutes/day Total: 120 minutes/day	Class: 45 minutes/day Total: 270 minutes/day	1 subject area or class

Further, we encourage teachers to give additional optional work, engagement opportunities, and enrichment opportunities (e.g., independent research projects) as long as it is made clear to students and families that the work is optional and will not negatively impact a student's grade. Additional engagement is especially important for primary grades, where it is not developmentally appropriate to expect a student to attend to academic tasks for a long period of time. Instead, students and families should be supported in having access to varied enrichment opportunities. In addition, students and families are encouraged to support academic skills and social-emotional health through activities that extend beyond assigned remote learning work.

Suggestions for Additional Activities				
Mind	Body	Sprit	Environment	Family
<ul style="list-style-type: none"> • Reading, e.g., independent reading, listening to someone else read, audiobooks • Puzzles, Word Searches • Write a story or in a journal • Count money • Draw a map of your neighborhood • Building with blocks or Legos • Listen to a podcast • Watch a documentary 	<ul style="list-style-type: none"> • Take a walk • Dance • Exercise • Fine/gross motor activities • Stretch or do yoga • Play a sport 	<ul style="list-style-type: none"> • Listen to music or sing • Playing (inside or outside) • Creative arts • Coloring or drawing • Imaginative play • Meditate • Do something you've been avoiding 	<ul style="list-style-type: none"> • Clean up your room • Do age-appropriate chores • Gardening • Fix something broken • Take care of pets or plants • Cook or bake 	<ul style="list-style-type: none"> • Write a letter to someone • Play board games with a family member • Tell jokes or riddles • Build a fort and tell stories in it • Offer to help someone