



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: Panhandle CUSD2
- Publication in a newspaper of general circulation in the school district at least 10 days prior to hearing
Date of Publication: August 4, 2022
- Written or electronic notice designed to reach the parents or guardians of all students enrolled in the district
Date of Notification: August 1, 2022
- 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 1, 2022
- 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 15, 2022 Date of Board Meeting/Resolution: August 15, 2022

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

Aaron Hopper
Verified by: School Dist. Superintendent (printed)

[Signature]
Signature*

8-17-2022
Date

Julie Wouerman
Verified by: Regional Superintendent (printed)

Julie Wouerman
Signature

8/22/22
Date

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

Panhandle CUSD 2 **E-Learning Plan**

Purpose:

Should extreme weather conditions or health-related issues require school closings, Panhandle CUSD 2 will provide our students an opportunity for 'e-learning days'. These learning opportunities will also serve to prepare students for future post-high school education that involve technology or other alternative forms of instructional delivery that traditionally do not happen in a PreK-12 setting. This learning opportunity will:

- Ensure students have the necessary technology and/or paper/pencil materials.
- Ensure specific learning needs of all students are met, including special education students and English language learners.
- Ensure all state mandates are met while using the e-learning plan.
- Follow and accomplish the requirements set forth by the Illinois State Board of Education.

Five Clock Hours:

Panhandle CUSD 2 will ensure and verify at least 5 clock hours of instructional time or schoolwork as required under Section 10-19.05 for each student participating in an e-learning day.

Program Guidelines:

- On e-learning days, students and teachers will use Microsoft Teams, Teacherease, or district platform as the way to interact and engage with each other. Activities for the e-learning day will equate to five hours of synchronous and asynchronous engagement, depending on grade level and internet accessibility.
- For all grade levels, teachers will provide activities which provide consistency for families and students throughout the district.
- The activities and assignments will continue the curriculum and will be relevant to topics of study.
- Teachers will update this folder for each e-learning day.
- Students will be allowed up to three days to complete the assignment from the initial e-learning day. (For example, if the e-learning day takes place on March 10 the assignment will be due on March 13). This will allow time for in-person or electronic communication for help if needed. It will also allow time to access internet resources.
- At the elementary school, students will check in with their teacher between 9:00 a.m. and 2:00 p.m. These students will be working on independent work, group work, or whole class activities. Some activities may occur outside of these hours but will count toward the five clock hours of instruction.
- At the junior and senior high levels, students must check into Microsoft Teams between 9:00 a.m. and 2:00 p.m. in order to be counted present. They will have learning activities and opportunities for each course along with directions and/or videos. Microsoft Teams

or Webex meetings may also take place during specified times with the teachers. They will need to engage in each course in order to be considered present for the e-learning day. This engagement activity will be determined by the teacher.

- Students in grades 9-12 will be supplied with laptops to access lessons, instruction, materials, etc.
- Students in grades PreK-8 will be furnished with e-learning-day materials which will be accessible through technology devices (computers, tablets, etc.) outside of the school building, as well as paper/pencil materials. All staff members have access to laptops and/or tablets/iPads to facilitate the implementation of e-learning days.
- Students will be provided all hardware/software required to complete the assignments. Those assigned paper/pencil work will be supplied with necessary materials that will be sent home with students prior to the scheduled e-learning days.

Access to the Internet:

- In order to ensure all students have access to computers, the internet, and other forms of electronic communication, Panhandle is committed to the following:
 - Provide a technology for students
 - Instruct students on how to use the available technology
 - Provide internet access from the schools' parking lots

Non-electronic Materials:

- The district will ensure that non-electronic materials are available to students who do not have access to the required technology. Students without access and using non-electronic materials will have an additional day to complete assignments.

Special Education Services:

- Panhandle CUSD 2 will ensure appropriate learning opportunities for students with special needs. During each annual IEP review, the team will develop a plan for e-learning days. This plan will include specific services to be provided and how those services will be tied to the student's progress.

Notice:

The district will provide notice to students, parents or guardians, and staff of the use of an e-learning day. The notice will be sent via phone message, Teacherease, and the district's website. Teachers will have their e-learning assignments in Microsoft Office 365, and/or Teacherease available by 9:00 a.m. In many cases the school district will anticipate such days and be proactive in the approach they will take with lessons and tasks.

Collective Bargaining:

The district ensured an opportunity for any collective bargaining negotiations with the district's employees that would be legally required.

- E-learning days will not be made up at the end of the year
- Teachers and staff will work a typical workday.
- Staff and teachers will be notified of an e-learning day in order to prepare materials in Microsoft Teams, Teacherease, or like district-wide application.

- Teachers will check in with their students at least once during an e-learning day. If a teacher is ill, sick day provisions apply.
- Case managers and related service providers will meet the details outlined in the IEP.
- Teachers will provide feedback on e-learning work submitted by the student.
- Communication with students is an expectation during an e-learning day.

Staff and Student Preparation:

Panhandle CUSD 2 will provide staff and students with training for e-learning days. Students will be instructed on how to use the necessary resources and how to access the internet. Teachers will receive professional development on an on going basis. Topics include Microsoft applications, internet access and availability, district email, WebEx, and teacherease. Teachers will also have the opportunity to collaborate with each other to relate best use strategies.

Staff Access:

The district will provide teachers with access to hardware and software that may be required. Teachers are issued a laptops for professional use. Professional development is offered through workshops and meetings. District managed email is available for communication with each other as well as students.

Program Review:

The e-Learning program will be reviewed and evaluated yearly to determine if changes need to be made. This evaluation will include administrator input, staff input and parent input through a yearly survey. The administrative team will review data and adjust accordingly.

Dates for Staff Communication:

The district will 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 JOURNAL-NEWS is a newspaper as defined in Act – Chapter 700 Sections 1 and 5 Illinois Revised Statutes.

Certificate of Publication

Hillsboro, IL August 4, 2022

I, Mike Plunkett (his duly authorized agent in this behalf), do hereby certify that I am the publisher of

The Journal-News

which has been continuously published at regular intervals and at least once each week with a minimum of 50 issues per year for at least one year since the first publication of said notice; which is a secular newspaper of general circulation, published in the Town of Hillsboro, City of Hillsboro, County of Montgomery and State of Illinois, and consists of not less than four printed matter; each issue contains at least 130 square inches of print per page; which is printed through the use of one of the conventional or generally recognized printing processes; which annually averages at least 50 percent news content per issue, or which annually averages at least 1,000 words of news content per issue, the term "news content" meaning a matter other than advertising, and which publishes miscellaneous news matter, legal or other announcements and notices and news and information concerning current happenings and the passing events of a political, religious, commercial, financial or legal nature, and advertising bulletins. That the notice, a copy of which is hereto attached, was published for one time in the hereinafter date of August 4, 2022.

I do certify that the first publication of said notice was made on August 4, A.D., 2022, and that the said notice was also published in said newspaper on the following date:

4th day of August, A.D., 2022

Dated at Hillsboro, Illinois this 4th day of August 2022.



Publisher of The Journal-News

PUBLIC NOTICE

PUBLIC NOTICE
Notice is hereby given by the Board of Education of the Panhandle Community Unit School District No. Two in the counties of Montgomery, Macoupin and Christian, State of Illinois, that a public hearing will be held on Monday, August 15, 2022, at 6:45 p.m. in the Lincolnwood Library at 507 North Prairie Street, Raymond in the said Panhandle School District No. Two.

The purpose of this hearing is for modification of the

State Board of Education School Code. In regards to 105 ILCS 5/10-20.56 and the potential use of e-learning days.

Dated this 1st day of August, 2022.

Board of Education of Panhandle Community Unit School District No. Two in the counties of Montgomery, Macoupin and Christian, State of Illinois.

Linda Brown
Board Secretary
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