



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: Geneseo CUSD 228
- Publication in a newspaper of general circulation in the school district at least 10 days prior to hearing
Date of Publication: July 31, 2020
- Written or electronic notice designed to reach the parents or guardians of all students enrolled in the district
Date of Notification: July 31, 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: July 31, 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 13, 2020 Date of Board Meeting/Resolution: August 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

Adam Brumbaugh
Verified by: School Dist. Superintendent (printed)

Signature*

9/13/20
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.



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Geneseo CUSD #228 e-Learning Implementation Plan

The Geneseo Community School District 228 may implement an e-Learning day in the event school may be cancelled due to an emergency. As defined by the Illinois State Board of Education, an alternative e-Learning day may be issued in place of an emergency day. The goal of this document is to summarize the District's approach to implementing an e-Learning day, also referred to as an e-Learning day.

Issuing an e-Learning day: In the event of a school cancellation due to an emergency, administration will make its best effort to determine if an e-Learning day will be implemented by 9:00 PM the night prior. Once this decision to implement has been made, students, staff and parents will be notified in the following ways:

- Through the district call and SMS text system (School Messenger)
- Through the district website and the district Facebook page.
- Through the district student data and information system (Skyward)
- Through email
- Through the District's TV and Radio Station WGRG 100.5 and Channel 50
- Through local tv stations

If an e-Learning day is implemented, students will be expected to utilize the day to work on their required activities described in the Student Activities section below.

Student Activities: Student activities and associated assignments will vary based on grade levels and subject matter. Although there will be variance in the activities, the amount of instruction time will amount to at least five hours. It is important to recognize students may be at different locations than their primary residence (grandparents, daycare, etc) and have other responsibilities during the day. Flexibility will be provided so that students will be able to complete the school activities at their own time and pace. Students will have a choice of activities including options that do not require internet and technological resources at home. A list of locations near the students' homes that have public wi-fi and support our e-Learning plan will be provided to students and families in case they do not have access to the internet, but wish to access it for one or more of the student activities.

PreK - 5th grade: Teachers will provide students and parents with a range of activities (menu) that will be sent home and made available electronically to students and parents. Students will have a choice to select multiple activities that will amount to 5 clock hours of instruction. Students will be able to submit evidence of completion in a variety of ways based on access to technology., including SeeSaw. We recognize that not all students will have access to internet connected technology during an e-Learning day, so evidence of completion will be accepted in a variety of formats and timelines. For example one student may bring in photos demonstrating completion of an activity or provide a signed document from a parent or guardian. Another option could be to submit electronic assessments or email evidence of completion for those with access to the internet.

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6th - 12th grade: Teachers will directly provide students with an email and an announcement the morning an e-Learning day is implemented by 8:30 am. A range of assignments and activities will be provided to students that they may choose from. Some activities will not be dependent on technology, allowing for flexibility based on the home learning environment.

Students with special needs and EL students: Students with special needs will have assignments modified or provided based on their IEP goals from their special education teacher or related service provider. Speech therapists, social workers, nurses and SPED staff will meet virtually with each student on their caseload when possible. For unique individual cases, minutes will be adjusted to allow for make-up when they can next meet face-to-face. EL students will continue to receive the same support(s) they receive during a traditional school day through assignments in both their native language and English and access to translating devices that have been assigned to them for home use.

Monitoring and Verification of Student Participation: Students will be accountable for completing the available activities in the same manner as any other excused absence. Students will have two school days to make up work for each e-Learning day utilized. Students will be marked as “in attendance” once work is verified as complete. Teachers are encouraged to hold students accountable and to verify completion of e-Learning day assigned activities. Student participation will be verified by teachers through a variety of ways including using email, skyward student data management, google forms, google classroom, SeeSaw, via phone and/or signed documentation.

Student Attendance: Parents, or the students themselves when applicable, will be able to “sign in” for attendance purposes using a Google Form link or by phoning into each school’s attendance hotline. The District’s SIS coordinator will compile and verify student attendance. If a student does not provide an acceptable verification they will be marked “absent”. Teachers will email a list of students that did not complete assigned activities to the building administrator. This list will be sent by the end of the first regular school day after an e-Learning day.

Teacher Availability: Teachers will be expected to be available to students and parents through “office hours” from 8:30 am to 3:00 pm via email and/or phone. Teachers may launch a variety of systems to engage the student besides email including: Google Classroom, Google Hangouts, Skyward, Class Dojo, etc. Staff is encouraged to utilize the communication platform they believe will be most effective. Teachers will be required to check email no less than per hour to assist students and parents with activity completion or communicate alternative plans for communication when not available during those times.

Non-Certified Staff: Non-certified staff will be expected to work regular hours, although duties and hours may be shifted to earlier or later as necessary. For example, cafeteria workers could be provided make-up hours by providing additional work time throughout the work week when applicable. Maintenance and custodial staff will be expected to work regular hours and perform regular duties unless the conditions for the implementation of the alternative working day does not permit. Teacher

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Aides may be available digitally or via phone to students if applicable. If an aide's services are not required, they could be provided additional hours throughout the work week to make up the lost work time. All made up hours must be approved by building principals or directors. In the event an e-Learning day is mandated through a state or federal emergency, non-certified staff may not be provided the option to make up lost work time.

Staff and Student Training: Staff and students will only utilize existing implemented technology systems during an e-Learning day. No new technology platforms will be initiated during the e-Learning day that have not already been in place and utilized by both students and staff members. This restriction will ensure that students and staff utilize technological tools and systems they are already familiar with (Google Classroom, Skyward, Class Dojo, SeeSaw, Reflex Math, etc.) and minimize the need for much additional training. Training will be provided to staff during no less than one inservice day on implementation. Prior to implementation, building administration along with building leadership teams will meet and provide staff with guidelines on creating and providing learning activities for an e-Learning day. Building leadership, in conjunction with building leadership teams, will approve of all activities prior to implementation. This process will help ensure the activities presented to students and parents can reasonably be completed and meet time requirements of at least 5 clock hours of instruction. It will also address the extent to which student participation is within the student's control as to the time, pace, and means of learning.

Collective Bargaining:

The Geneseo Education Association is in support of the e-Learning day. The collective bargaining agreement between the GEA and the Board of Education does not need a memorandum of understanding at this time. Our non-certified employees are not unionized, therefore there is no violation of their contract.

Review Process: Geneseo CUSD 228 will work to review and revise the e-Learning day program throughout the school year. Feedback from parents, students, teachers and administrators will be gathered and reviewed by both building administration and building leadership teams. The use of digital surveys, forms, and phone calls will be used to gather additional feedback (Google Forms, School Messenger, Survey Monkey, building meetings, etc). Through the review process, new digital tools and educational platforms may be implemented after adequate training has been provided to staff, students, and parents.

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