



Based on these requirements laid out in Public Act 101-0012, the district has developed a proposal to have eLearning as an option for our students.

In order to facilitate a quality program for students, Arbor Park School District 145 will address each of the following requirements:

- **Ensure and verify at least five (5) clock hours of instruction or school work, as required under Section 10-19.05, for each student participating in an eLearning day is assigned and available**
 - Educators will provide students with the appropriate lessons, activities, and work in advance of beginning the eLearning Day. Educators will be available and monitoring Classlink/Teams and other curricular platforms to monitor logins and to be ready to communicate to parents/students as needed. All student work that is done via Classlink/Teams will need to be completed by the scheduled deadline as described in the eLearning day communication to parents.

- Evidence:

PreK	Parent e-mails to teachers
K	Turn in Workbooks
1-2	Classlink Monitor Reports
3-4	Classlink Monitor Reports Teams Assignment Submission
5-8	Classlink Monitor Reports Teams Assignment Submission

- **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**
 - Arbor Park School District 145 informal surveys indicate that more than 90% of our families have access to the Internet and a device that could be used to facilitate eLearning. Students who do not have Internet access will submit written work to classroom teachers within 15 days of returning to school.
 - Evidence: Arbor Park School District 145 survey results

- **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**
 - Procedures and processes will be developed to provide students with learning experiences that are similar to what we currently do on a normal school day.
 - If, on an e-learning day, a student is unable to access the internet for some reason (e.g. power outage, internet outage, etc.), students will be allowed 15 days to submit the required e-learning assignments with no adverse effect to their grade.
 - Each teacher will be assigned a partner teacher who, in the event that a classroom teacher is unable to access their electronic platform, will communicate with students and assist them with accessing assignments.
 - Evidence: District e-learning day plan, parent/guardian e-learning day communication, partner teacher Excel document. Online gradebook will be utilized to determine if late e-learning assignments were submitted

- **Ensure appropriate learning opportunities for students with special needs**
 - Special Education staff will provide students with modified work and adjust expectations for the work. Likewise, Special Education Teachers will be available and will be monitoring ClassLink and other curricular platforms to measure logins and be ready to communicate to parents/students as needed to support students.
 - Evidence: Table of activities and educator contact information made available to students and families.

- **Monitor and verify each student's electronic participation**
 - Educators will be available to monitor students' progress and participation via ClassLink, Teams, email, or other approved district platforms.
 - Evidence: Utilization of ClassLink reports and assignment submissions

- **Address the extent to which student participation is within the student's control as to the time, pace, and means of learning**
 - Each student can complete assignments in any order and at whatever pace is appropriate for the individual learner. While educators will be available on a set schedule, students can work on and submit lessons until the scheduled deadline as described in the eLearning day communication to parents.
 - Evidence: eLearning FAQ for families

- **Provide effective notice to students and their parents or guardians of the use of particular days for e-learning**

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- Parents will be provided with a FAQ sheet that outlines the logistics of an e-learning day, along with additional resources. The district will also use our notification system (SwiftK12) to provide notice to parents via email, phone, and text.
 - Evidence: FAQ parent communication
- **Provide staff and students with adequate training for e-learning days' participation**
 - All staff have been trained regarding usage of grade level platforms necessary for student learning. Students have been using all of the e-learning platforms since September 2019 at school and at home.
 - Evidence: Grade level Microsoft Innovative Educator trainings, ClassLink Reports, and Teams Analytics
- **Ensure that all teachers and staff who may be involved in the provisions of eLearning have access to any and all hardware and software that may be required for the program**
 - All certified educators in District 145 have a mobile device (SurfacePro or laptop, and access to an iPad).
 - Evidence: Teacher computers as assigned by the technology department. AssetPanda inventory report
- **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 affective in the event of an e-learning day**
 - Administration will work in tandem with the APEA to coordinate e-learning activities and schedule considerations.
 - Evidence: Meeting agendas and meeting notes
- **Review and revise the program as implemented to address difficulties confronted**
 - All certified educators in District 145 have a mobile device (SurfacePro or laptop, and access to an iPad).
 - Evidence: Teacher computers as assigned by the technology department
- **Ensure that that 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**
 - District administration will communicate to various stakeholders groups all pertinent information regarding e-learning protocols.

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- Evidence: Teacher e-learning communication, parent FAQs sheet, student FAQ sheet