



According to Section 10-20.65 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. Consequently, when there is inclement weather, Arbor Park School District 145 may decide to offer an e-learning day for students.

To ensure students access to quality educational programming on an e-learning day, Arbor Park School District 145 has instituted the following procedures and protocols:

- **Ensure and verify at least five (5) clock hours of instruction or schoolwork, as required under Section 10-19.05, for each student participating in an e-learning day is assigned and available**
  - Educators will post student work and will schedule class Teams meetings before the school’s morning start time. On an e-learning day, students follow the same schedule as they do on a regular school day; they attend class virtually via Teams. Should a student need to be absent on an e-learning day, families should report the absence to the school as per normal procedures and request work upon returning to school.
  - On e-learning days, all student work that is done via Classlink/Teams will need to be completed by the scheduled deadline as described in the e-learning day communication to parents.

- Evidence:

PreK	Teams meeting attendance; parent e-mails to teachers
K	Teams meeting attendance, parent e-mails to teachers
1-2	Classlink monitor reports; teams assignment submission
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 surveys indicate that more than 90% of our families have access to the internet. All students have a district-issued device (KG has iPads, 1-8<sup>th</sup> have Surface Go tablets), and families can request a hotspot to enable connectivity.
    - Evidence: Arbor Park School District 145 survey results, technology department device deployment documentation
  
- **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**
  - E-learning experiences will mirror what we currently do on a regular school day. If, on an e-learning day, a student is unable to access the internet (e.g., power outage, internet outage, etc.), hard copies of assignments will be made available. Students will be allowed 15 days to submit the assigned e-learning work with no adverse effect to their grade.
  - Each teacher will be assigned a partner teacher who will communicate with students and assist them with accessing assignments on an e-learning day if the classroom teacher does not have connectivity.
    - Evidence: District e-learning day plan, parent/guardian e-learning day communication, partner teacher Excel document, online gradebooks
  
- **Ensure appropriate learning opportunities for students with special needs**
  - Special education staff will modify student work, adjusting expectations for the work. Also, special education teachers will be monitoring ClassLink and other curricular platforms to view logins and reach out to parents/students to support students in work completion.
    - Evidence: Teams calls and meetings, emails, Teams chats
  
- **Monitor and verify each student's electronic participation**
  - Educators will monitor students' progress and participation via ClassLink, Teams, email, or other approved district platforms. Attendance will be registered in the district SIS, Alma.
    - Evidence: Utilization of ClassLink reports, platform logins 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**
  - Students will have scheduled meetings for a portion of a block; they will have time to work on assignments following meetings and will be allowed to take movement breaks as they need them. Students may submit work up until the scheduled deadline as described in the e-learning day communication to parents.
    - Evidence: e-learning FAQ for families
  
- **Provide effective notice to students and their parents or guardians of the use of particular days for e-learning**
  - 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 (ParentSquare) to provide notice to parents via email, phone, and text.
    - Evidence: FAQ parent communication, ParentSquare reports
  
- **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 the e-learning platforms since September 2019 at school and at home. A practice e-learning day will take place every year on campus where teachers can monitor student technology navigation and review protocols for e-learning.
    - Evidence: Grade level Microsoft Innovative Educator trainings, new staff orientation, tech coach logs, ClassLink reports, and Teams analytics
  
- **Ensure that all teachers and staff who may be involved in the provisions of e-learning have access to all hardware and software that may be required for the program**
  - All certified educators in District 145 have a mobile device (Surface Pro or laptop, and an iPad).
    - Evidence: Teacher computers as assigned by the technology department, AssetPanda inventory reports

- **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**
  - Administration will work in tandem with the APEA to coordinate e-learning plans and scheduling considerations.
    - Evidence: Electronic communications, meeting agendas and notes
  
- **Review and revise the program as implemented to address difficulties confronted**
  - Surveys will be distributed after an e-learning day to assess the success of the day. Suggestions for improvement will be reviewed and plans will be modified to address issues and difficulties.
    - Survey results
  
- **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 stakeholder groups all pertinent information regarding e-learning protocols.
    - Evidence: Teacher e-learning communications, parent FAQs sheet, student FAQ sheet