Lostant Community Unit School District #425
Dr. Sandra Malahy, Superintendent
March 13, 2020

Responses to E-Learning Program Verification Form

1. **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.**
   - Staff will be available throughout the day via email between 8:30am through 1:30pm. Each teacher will be assigning an assignment that collectively will equal at least 5 hours of work time for the students.
   - Teachers will monitor each student's electronic participation throughout the day on digital school programs.
   - Students who do not have access to Internet capabilities will be provided an instructional packet that covers daily assignments. This will be sent home with every student.

2. **Ensure access from home or other appropriate remote facilities for all students participating, including computers, the Internet, and other forms of electronic communication that must be utilized in the proposed program.**
   - Lostant students have access to digital programs for learning, if they have a home computer and Internet access. If a family is without digital devices or Internet, the Lostant Public Library provides Internet services and computers.

3. **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 who are prevented from accessing the required technology.**
   - As mentioned above, an instructional packet that covers daily assignments will be sent home. If there is a power outage, the staff will work with the students and parents to make arrangements for an opportunity for work to be completed with no penalties. Parents should reach out to the building principal or superintendent to make these arrangements.

4. **Ensure appropriate learning opportunities for students with special needs.**
   - Students with special needs will have assignments modified or provided based on their IEP goals from their special education teacher or related service provided.

5. **Monitor and verify each student's electronic participation.**
   - Each teacher will be checking for student access to the digital programs the school uses. This is the verification that the students worked on the assignments for the set amount of time.
   - Online work and packets will also be posted daily to the school website and facebook accounts.

6. **Address the extent to which participation is within the student's control as to the time, pace, and means of learning.**
   - The student will have 100% control over time, pace, and means of learning assuming the student completes the activity within the time block allowable by Lostant CUSD #425.

7. **Provide effective notice to students and their parents or guardians of the use of particular days for e-learning.**
   - Notice will be sent via social media, website, and through a phone blast of e-learning days.
   - The local radio station will be advised of the e-learning day for broadcast.

8. **Provide staff and students with adequate training for e-learning days' participation.**
   - A Q&A document will be created to explain the e-learning day participation and procedures. The principal and superintendent will review these protocols with all staff members and students. Those who are absent will meet independently with the principal or superintendent to review information.

   - Lostant CUSD #425 has been using digital programs for several years. The students are familiar with the
     …where all students are given the opportunity to reach their highest potential.

programs and have used them just as long.

9. **Ensure that all teachers and staff who may be involved in the provision of e-learning have access to any and all hardware and software that may be required for the program.**
   ○ All teachers have been assigned a laptop for use at school or home.
   ○ Teachers will be available for support from 8:30am to 1:30pm.
   ○ Parents/students can email their teachers.
   ○ Parents/students who do not have Internet capabilities may contact the school and the principal or superintendent will contact the needed teacher who will then return the phone call.

10. **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.**
    ○ Formal meetings have been had with all bargaining units regarding e-learning Days and provisions are in place for all anticipated issues.

11. **Review and revise the program as implemented to address difficulties confronted.**
    ○ After the first e-learning day and each subsequent e-learning day, our building leadership team will review the process and procedures and make recommendations for improvement.

12. **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.**
    ○ Meetings with staff regarding e-learning have been ongoing.
    ○ Expectations and responsibilities have been communicated to all staff members clearly.

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