



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: North Boone CUSD #200
- Publication in a newspaper of general circulation in the school district at least 10 days prior to hearing
Date of Publication: N/A
- Written or electronic notice designed to reach the parents or guardians of all students enrolled in the district
Date of Notification: 3/30/2020
- 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: 3/27/2020
- 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: Waived Date of Board Meeting/Resolution: N/A

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

Dr. Michael J. Greenlee 3/20/20
 Verified by: School Dist. Superintendent (printed) Signature* 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.

North Boone

Community Unit School District 200

Dr. Michael Greenlee, Superintendent
Ms. Melissa Geyman, Director of Business Services

March 27, 2020

To: Scott Bloomquist, ROE Supt.
From Dr. Michael J. Greenlee
Re: E-Learning Application Contents

North Boone CUSD #200 E-Learning Plan

We are working to obtain the following flexibility regarding the current legal requirements for E-Learning plans:

- Allows district superintendent to adopt the plan without board approval,
- Removes school board requirement to hold public hearing,
- Allows districts to use e-learning days for the duration of the state emergency declaration,
- Removes Sept. 1 plan approval deadline,
- Removes 30-day protocol notification requirement.

Contained in this document is:

- Parent Notification
- E-Learning plan
- ISBE E-Learning Form

North Boone

Community Unit School District 200

Dr. Michael Greenlee, Superintendent
Ms. Melissa Geyman, Director of Business Services

April 2., 2020

Dear Students, Parents, and Guardians,

The Illinois State Superintendent of Education Dr. Carmen I. Ayala informed the state's public school districts that "...the situation regarding coronavirus/COVID-19 is rapidly evolving. Therefore, it is imperative districts begin working on emergency plans immediately, including research-based e-learning plans." All districts have been told to "submit e-learning program proposals to ROEs for approval as soon as possible."

At this time, E-learning plans are being utilized because schools need to be closed for an extended period of time and to ensure the continuity of education. **At this point, schools are closed until at least April 30th, 2020.** The e-learning plan promotes remote educational supports, activities, and opportunities for students during school closures.

E-learning plans will provide appropriate learning opportunities for students via electronic and non-electronic means. Learning online will be utilized in grades 5-12. Lessons for PK-4 will be emailed and posted but will include non-electronic instructional plans. E-Learning plans also include non-electronic instructional modules utilizing school textbooks and books for students who have difficulty accessing the online materials. Contact your principal if paper copies are needed.

With E-Learning days, students will be expected to engage in their school day. All student assignments will be posted by 8:30 AM. Teachers will utilize the internet, email, Google classrooms or other means of electronic communication for instruction and interaction with students to meet the needs of all learners. Teachers will be available during regular school hours. Student participation will be monitored and verified by their teachers.

Local school districts, acting in accordance with guidance from the Illinois Department of Public Health and local public health departments, will make the final decision as to whether or not conditions require the closure of schools. Again, I thank you for your patience in this quickly evolving situation. Further communications will continue to be sent if schools are not in session via email, text, phone calls and local media.

Sincerely,

Dr. Michael J. Greenlee
Superintendent

North Boone CUSD #200 E-Learning Plan

North Boone Community Unit School District #200 with consultation from the Regional Office of Education and local authorities, have developed strategies for remote learning through collaborative agreements, teleconferencing, electronic instructional resources as well as other resources.

North Boone plans to use an E-Learning Program as remote learning in the case of school dismissal for weather emergency days or other act of god days when school cannot be in session.

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.

Grades fifth through twelfth: North Boone's Upper Elementary/ Middle School/High School clock hours are based on attendance data that teachers collect through documentation and logs in their course assignments in Schoology and Google Classroom. Attendance will be transferred to Powerschool. The attendance documentation has a timestamp and collects the student's email address to verify accuracy of the attendance data. Teachers post the Attendance Log in Schoology/Google Classroom for their class by 8:30 AM on the morning of the E-Learning day. Students check in with the attendance form by 1PM. Teachers enter the attendance information into Powerschool, our student information system, between 1PM and 3:30PM to ensure that attendance reports can be run on their normal schedule.

Teachers will post all necessary instructional materials, assignments, and resources for their classroom courses by 8:30AM the morning of the E-Learning day. Instructional materials will advance the curriculum and provide 40-50 minutes of learning time per class. Teachers will be available to students during the normal school day times via Google Classroom, Google Meet, email, etc. Students at North Boone Upper Elementary, Middle School and High School generally have seven to eight classes per day, so this will provide 5 hours of instruction or school work for the E-Learning Day.

K-4 Elementary: Students will be provided the instruction and work/materials from the teachers they were to complete on the missed day from multiple subject areas that equate to 5 hours of participation. The work will be assigned to the students on the emergency day via the platform that has been created by each grade level K-4, along with parent communication explaining the expectations. Classroom teachers and specials teachers will utilize a sign in system via email or google classroom, along with verified completion of the E-Learning day activities to verify student attendance. This documentation will be submitted to the elementary secretary for attendance records.

Our curriculum during E-Learning will include resources from HMH, Pearson, and McGraw Hill for math, English Language Arts, and science. We will also utilize Study Island, Mystery Science, IXL, Reading Eggs, Newsela, Study.com, and Math Seeds to support our students' learning across multiple content areas. These are all programs that we currently use within our schools, so teachers and students will be familiar with using these resources.

2. 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.

North Boone will survey all families to determine which families have access to devices at home. Families who do not have access to a device at home will be provided with one. Every family will have a device to be able to work from home.

Every student has a Google account with access to core productivity tools via Google Classroom. Available WiFi access information across the district will be provided to families.

If a family does not have internet capabilities at home, the teacher will make accommodations so that the child's work can be delivered in another modality (paper pencil, manipulatives, etc.) The students can complete the work either electronically or on paper to turn in to the teacher. Special Education teachers will provide assignments based on students goals. Teachers will be available during their contractual school day to support student learning and answer any questions. Teachers will schedule office hours to be available to students and parents and will respond to emails within 24 hours.

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 or students who are prevented from accessing the required technology.

In these specific circumstances, the student would be provided with paper materials before the E-Learning day. North Boone will provide multiple ways for families to have Internet access, this is not likely to be an issue. If there is a power outage or another issue out of the families control, staff will work with the student/parent to make arrangements for reasonable opportunities for the work to be completed. For example, the district can use our School Messenger program to communicate with families over the phone.

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 provider.

Special Education students utilize the same technology supports as general education students: Schoology and Google Classroom. Special Education students are familiar with and utilize technology and online resources throughout their academic courses. Special Education students who attend general education courses utilize the procedures in place for general education students. Special Education students receive their accommodations built-in to the course work delivered through E-Learning activities.

Special Education students enrolled in more self contained /life-skills environments will receive their E-Learning Day activities from their case manager/special education teacher. These activities and lessons are specifically developed with instructional materials that are appropriate for each student based on their needs and individualized education plan. The activities and lessons will allow students to continue to work on their IEP goals during the E-Learning day. Since all the E-Learning activities are extensions of the academic activities that students would complete during a traditional school day, special education students continued progress towards skills as if school was in session.

5. Monitor and verify each student's electronic participation.

North Boone will use several district-level reporting tools to monitor E-Learning day participation. In addition to the attendance records described in Section One of this document, we will use the features in Schoology and Google to monitor Gmail, Google Drive, and Google Calendar usage, along with the number of files shared internally and externally. We may also be able to use Powerschool reporting in order to monitor activity on E-Learning days.

Elementary: Students will be provided the instruction and work/materials from the teachers they were to complete on the missed day from multiple subject areas (ELA, Math, Writing, etc.) via the platform that has been created by each grade level K-4, along with parent communication explaining the expectations. Classroom teachers and specials teachers will utilize a sign in system via email or Google Classroom, along with verified completion of the E-Learning day activities to verify student attendance. This documentation will be submitted to the elementary secretary for attendance records.

6. 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 flexibility in the timing of their E-Learning Day activities. Students must complete the Attendance Form by 1PM, allowing them plenty of time for this quick check-in. If students are not able to do this, they will be marked absent for the day.

Each student will need to complete at least 5 hours of school work during the E-Learning day, but will have flexibility as to when they choose to do this work. All class expectations and instructional materials will be posted by their teachers by 8:30AM. It is up to each teacher to decide when the school work will be completed, just as in any regular school day. Teachers are encouraged to provide enough time to complete E-Learning day work, especially since students may be dealing with emergency situations in their own homes. Teachers will be available during normal school hours if students need to reach out to them for assistance or support. Teachers will schedule office hours to be available to students and parents and will respond to emails within 24 hours.

7. Provide effective notice to students and their parents or guardians of the use of particular days for E-Learning.

E-Learning Day communication will follow the standard communication protocols that North Boone uses for emergency day notifications. These include North Boone's School Messenger automated phone call and emailing service, social media (Facebook, Instagram and Twitter), the North Boone Website, and traditional media (local TV news and radio).

8. Provide staff and students with adequate training for E-Learning days' participation at the Upper Elementary/Middle School/High School:

We have had Schoology and Google Apps available for over 5 years and have provided training to staff throughout this time period. North Boone has used Powerschool district-wide for over ten years and has provided training to staff on this student management system. All new certified staff members are provided training on how to use digital resources and district devices.

North Boone offers numerous professional development opportunities during the school year and many of these offerings focus on how to use technology effectively in the classroom. If staff members have technical issues on the E-Learning Day, or at any time, they can contact the building administrator or Technology Help Desk for assistance.

North Boone is in the process of immediately training staff in order to implement E-Learning Days. We will host these training sessions through Google Meet.

9. 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

Every 5th-12th grade teacher is provided with a windows device. We will survey K-4 teachers to determine which teachers need a district-issued device for home use.

Teachers and specialists will be available for support from 8:30 am to 3:30 pm during designated office hours. Parents/students can email their teacher/specialist, do a virtual chat with their teacher in Google, or post a question in Google Classroom.

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.

The E-Learning Program was developed in collaboration with union leadership from the North Boone Education Association. Documentation including the sign-off from the respective union presidents is included in the original submission. This plan will be reviewed yearly by administration and the NBEA.

11. Review and revise the program as implemented to address difficulties confronted.

The North Boone E-Learning Program will be reviewed annually by the North Boone Administration and District Curriculum Committee. The district will collect feedback from families and students regarding the implementation and procedures of E-Learning Days.

12. Ensure that the protocol regarding general expectations and responsibilities of the program is communicated to teachers, staff, and students prior to utilizing an e-learning day.

Families and students will be notified via North Boone's School Messenger automated phone call and emailing service, social media (Facebook, Instagram and Twitter), the North Boone District Website, traditional media (local TV news and radio). Teachers will receive a set of E-Learning guidelines to ensure each staff member's responsibilities are known.

Remote Learning Expectations

Platforms for Use:

- Email will be used for communications between staff.
- Email will be used to communicate formally with parents.
- Online Learning Tools: **“If the teacher hasn’t already used the tool in class, they shouldn’t use it now. It may be ok, but it could also be a point of frustration for the child and the parents. Subsequently, this could take away from the actual learning.”**
 - For example, if teachers have been using Google Classroom or Schoology, they can continue to use these online platforms. But, now may not be the time to begin using these platforms if the students are not familiar with them.

Expectations for Teaching and Learning:

- Teachers will not exceed 3 lessons a day for students or 2-3 hours per day, depending on the grade level. Quality is more important than quantity. For K-4 students, keep on the lower end of the hours. For 5-12 students, each content area should consider no more than 2 hours of work for the entire week.
- Grade level teachers of the same subject and in the same building will offer consistency within reason. Teams may lesson share to assist in workload.
- Lessons should capitalize on the home environment. Reduce screen time and include physical activity as much as possible.
- Teachers will track student progress to ensure participation and check-in with students if students are struggling or non-participatory. Grace and understanding should always govern decisions.
- Feedback to students will be given on assignments in order to inform students of their learning progress.
- Teachers will email parents as needed. Include admin on emails.
- Monitor the morale of your class and the workload of the students carefully. You have the latitude to make good decisions for the well being of your students.
- Teachers will create a weekly schedule of when they will be available to students and parents through email. Teachers need to be available for one hour each school day. Please share the schedule with admin, parents, and students.
- Please maintain a healthy work/life balance. Keep lines of communication open between all departments and consult your admin. if you are having any difficulty in this new frontier of learning. We are here to support you!

NBCUSD 200

Grading - Extended Closure

Grades 5-12:

- Pull grades as of March 13, 2020. This was the last day of in-person student attendance.
 - 1st, 2nd, and 3rd quarter grades are posted. We can use these grades to see an overall grade for the year.
 - If students had an F as of March 13th, they can either increase their grade or earn an "incomplete".
 - For High School, students must complete work in order to earn a credit for the course.
- Students' grades cannot be lowered during our remote learning days. No grades can be entered after March 13th that negatively affect a student's grade.
- If students are not completing work, they will receive an "incomplete" or "missing" for the assignment.
 - Teachers will reach out to students and parents if students are not completing work.
- Tracking Student Evidence of Learning
 - PowerSchool
 - Scores entered into PowerSchool will be coded as "exempt" so they do not affect a student's grade.
 - Teachers will offer feedback to students through email or notes on assignments so that students know strengths and limitations of their submitted evidence. Students can resubmit evidence that is either incomplete or missing.
 - Once a learning cycle (unit, module, etc.) is complete, teachers will review the multiple pieces of evidence from students. Based on these pieces of evidence throughout the learning cycle, a unit score that **increases a student's grade** will be given. If this score will increase a student's grade, it will be entered into the gradebook without being "exempt".
 - **Focus on feedback, not on grades.**
- Schoology: If using Schoology, teachers will need to mark the assignment "exempt" in PowerSchool.

Student Attendance Guidelines for E-Learning

Beginning Tuesday April 14, 2020:

1. Students will go to their school homepage on the district website.
2. They will click on the "***e-Learning Attendance Sign in***" link.
3. Students will be asked to click on this everyday while e-Learning is taking place.
4. Principals and teachers should make sure that students are actively participating in e-Learning.
5. Students that are not signing in regularly will be contacted by administrators or staff.
6. On Fridays, attendance will be entered by secretaries and students that have logged in will be counted as present for the week.
7. Teachers should let administrators know if they are not getting communication or participation in learning activities.
8. Being marked present for attendance does not mean students have successfully completed assigned learning assignments.

North Boone

Community Unit School District 200

Dr. Michael Greenlee, Superintendent
Ms. Melissa Geyman, Director of Business Services

March 25, 2020

Dear Parents and Guardians,

The North Boone School District is continuously looking for ways to help keep some continuity in your student's education while we work through the COVID-19 outbreak. The device that is being shared with you while classes are not in session will help your child take part in learning activities that are structured by our teachers. The device is able to access Wi-Fi if you have it available. If you currently do not have Wi-Fi there are some options available for you to access it:

- AT&T, Spectrum and Comcast currently have made it available to families for free or at a low cost. We have included a handout with details if you are interested.
- Your phone may be set up for a Hot Spot which could be used for internet access.
- All of our schools have Wi-Fi internet access points that are available for you to connect to. Simply park in one of our parking lots close to our classrooms and you should be able to receive a signal. Access instructions have been included with your computer.
- Candlewick residents can access the internet in the Savannah Oaks Clubhouse parking lot by connecting to the *SO Clubhouse Guest* network.
- We currently have a website page for options to network accessibility at <http://www.nbcusd.org/internet> that you may find useful. If you click on your child's school, there will be learning activities available.

Hopefully this will help with continuing to offer our students opportunities to learn while we work our way through this COVID 19 break. If you are having difficulty gaining access, please feel free to contact the building principal and hopefully they will be able to support you. If you need tech support they can get you in touch with that as well

Please stay healthy and safe.

Sincerely,

Dr. Michael J. Greenlee
Superintendent

North Boone

Community Unit School District 200

Dr. Michael Greenlee, Superintendent
Ms. Melissa Geyman, Director of Business Services

Student Name: _____ Grade: _____ -

Device Serial #: _____ Asset Tag # _____

North Boone School District Electronic Device Agreement - Parents

By signing below, I agree to the following:

1. I will take an active role in my student's use of the Electronic Device.
2. I will strongly encourage my student to take proper care of their Electronic Device and accessories. I have already signed the NBCUSD 200 Acceptable Use Policy and agree that my student will follow this policy.
3. I understand that the cost of the Chromebook and accessories is covered by the 19/20 Book Rental, Technology, and Course fees, just as textbook usage is. My student and I are liable if lost or stolen and for damages to this equipment and will be charged for repair or replacement if needed.

Parent/Guardian Signature

Date