

**Kewanee Community Unit School District #229**  
**1001 North Main Street**  
**Kewanee, IL 61443-1361**  
**Ph: (309) 853-3341 Fax: (309) 852-5504**  
**Christopher D. Sullens, Ed. D., Supt. / James L. Golby, Supt. Emeritus**  
**“Striving for Excellence in Education”**

Responses to E-Learning Program Verification Form  
Kewanee CUSD #229  
July 8, 2021

- **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.**

Pre-K

- Educational materials will be developed and delivered digitally through Classtag.
- Teachers will communicate daily lessons and assignments by 8:00 a.m. via Classtag.
- Students are expected to complete and submit all activities and assignments at a pace and time that works best for them and are within the teachers’ due dates. For those students who still cannot complete learning online, they will need to complete the assignments within 48 hours of the return to school.

K-1<sup>st</sup> Grades

- Educational materials will be developed and delivered digitally through Google Classroom.
- Teachers will communicate daily lessons and assignments by 8:00 a.m. via Google Classroom. Students are expected to complete and submit all activities and assignments at a pace and time that works best for them and are within the teachers’ due dates. For those students who still cannot complete learning online, they will need to complete the assignments within 48 hours of the return to school.
- Students are strongly encouraged to attend and participate in any live, real-time instruction their teachers may conduct through Google Meet at scheduled and announced times.

2<sup>nd</sup>-6<sup>th</sup> Grades

- Educational materials will be developed and delivered digitally through Google Classroom or Google Meet.
- Teachers will be communicating daily lessons and assignments starting at 8:00 a.m.
- Students are expected to complete and submit all activities and assignments at a pace and time that works best for them and are within the teachers’ due dates. For those students who still cannot complete learning online, they will need to complete the assignments within 48 hours of the return to school.
- Students are strongly encouraged to attend and participate in any live, real-time instruction their teachers may conduct through Google Meet at scheduled and announced times.

7<sup>th</sup>-8<sup>th</sup> Grades

- Educational materials will be developed and delivered digitally through students’ school email accounts and Google Classroom/Google Meet.
- Teachers will be communicating daily lessons and assignments starting at 8:00 a.m.
- Students are strongly encouraged to attend and participate in any live, real-time instruction their teachers may conduct through Google Meet at the class’s regularly scheduled time.
- Students who cannot log in to each class session in real-time will still need to view recordings of the lessons posted on Google Classroom after the class is finished, and the recording is available. Students not viewing real-time lessons will still be expected to complete all coursework by the deadlines communicated by individual teachers. For those students who still cannot complete learning online, they will need to complete the assignments within 48 hours of the return to school.

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### 9<sup>th</sup>-12<sup>th</sup> Grades

- Educational materials will be developed and delivered digitally through students’ school email accounts and Google Classroom/Google Meet. All students will be expected to complete all assignments for all classes; teachers will communicate expectations and specific due dates for all coursework. For those students who still cannot complete learning online, they will need to complete the assignments within 48 hours of the return to school.
  - Students are strongly encouraged to attend and participate in any live, real-time instruction their teachers may conduct through Google Meet at the class’s regularly scheduled time.
  - Students who cannot log in to each class session in real-time will still need to view recordings of the lessons posted on Google Classroom after the class is finished, and the recording is available. Students not viewing real-time lessons will still be expected to complete all coursework by the deadlines communicated by individual teachers.
  - Questions about Google Classroom, Google Meet, assignments, deadlines, etc., should be sent directly to the assigned classroom teacher.
- **Ensure access from home or other appropriate remote facility for all students participating, including computers, internet, and other forms of electronic communication that must be utilized in the proposed program.**
    - Pre-K: Classtag, Skylert
    - Grades K-12: Remind, Skylert, Google Classroom, District-issued Chromebooks
  - **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.**

### Pre-K-12

- Students who advise they could not access the material electronically will be provided paper copies or alternative assignments to complete with no penalty. For those students who still cannot complete learning online, they will need to complete the assignments within 48 hours of the return to school.
- **Ensure appropriate learning opportunities for students with special needs.**

### Pre-K

- Students with special needs will be participating in E-Learning based upon their IEP goals/accommodations. If necessary, make-up time and/or alternative means for related services will be established for addressing the lost minutes included on IEPs. Special education teachers will communicate with students with special needs by 8:00am on Classtag.

### K-12<sup>th</sup> Grades

- Students with special needs will be participating in E-Learning based upon their IEP goals/accommodations. If necessary, make-up time and/or alternative means for related services will be established for addressing the lost minutes included on IEPs. Special education teachers will communicate with students with special needs by 8:00am through students’ school email accounts and/or Google Classroom/Google Meet.

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- **Monitor and verify each student’s electronic participation.**

Pre-K

- Families need to log into Classtag and “check in” for attendance on school days by 8:15 a.m.

K-6<sup>th</sup> Grades

- Students/Families need to log into Google Classroom and “check in” for attendance on school days by 8:15 a.m.

Grades 7-12

- Students need to log into Google Classroom and “check in” to their first period class for attendance on school days by 8:15 a.m.

- **Address the extent to which student participation is within the student’s control as to the time, pace, and means of learning.**

Pre-K-12<sup>th</sup> Grade

- The student will have 100% control over time, pace, and means of learning, assuming the student completes the activity within the block of time allowable by Kewanee CUSD #229.

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

Pre-K-12<sup>th</sup> grade

- Notice will be sent via school outreach, website, text message services, social media, and through parent and student emails of E-Learning days.

- **Provide staff and students with adequate training for E-Learning days’ participation.**

Pre-K-12<sup>th</sup> grade

- Staff training for E-Learning days has begun and will additionally take place on an institute day in advance of any extended school breaks or “cancellations.” Topics addressed will include: what time materials have to be posted on Google Classroom, how to take attendance via Google Forms, Live Instruction via Google Meets, transferring that attendance information into Skyward, in addition to other topics as needed.

- **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.**

Pre-K-12<sup>th</sup> Grades

- All staff has been issued electronic devices that they are able to take home with them.
- The District will ensure that all teachers have access to the internet to be available to students.

- **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.**

Pre-K-12<sup>th</sup> grades

- A meeting was held with our sole bargaining unit regarding E-Learning days. They are currently reviewing the proposed plan. They are in support of utilizing E-Learning days (up to 5) so that teachers will not have to travel in possible inclement weather.

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- **Review and revise the program as implemented to address difficulties confronted.**  
Pre-K-12<sup>th</sup> Grades
  - After the first E-Learning day and each subsequent E-Learning day, our Administration and faculty will review the process and procedures and make recommendations for improvement.
  
- **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 the utilizing an E-Learning day.**  
Pre-K-12<sup>th</sup> Grades
  - We have had staff approval to move forward with E-Learning days in the event of a school closure. Parents and staff were notified of the exploration of E-Learning days in a notice on our website from July 9, 2021-July 19, 2021. On July 8, 2021, notice was given to the Star Courier publication to notify the community, school personnel, and parents of our intent to utilize E-Learning days in lieu of closing school and using emergency days. A formal hearing was also set for July 19, 2021 at 5:45 p.m. to hear from our stakeholders. Students will be notified of the general expectations.