

**ROE/ISC DEPARTMENT**

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 minimum number of proposed emergency days for an 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 to implementation. The school board must hold a public hearing prior to initial adoption or renewal of an e-learning program.

**Please provide the dates for each procedural requirement as outlined below.**

- District Name: \_\_\_\_\_

- Publication in a newspaper of general circulation in the school district at least 10 days prior to hearing

Date of Publication: \_\_\_\_\_

- Written or electronic notice designed to reach the parents or guardians of all students enrolled in the district at least 10 days prior to hearing

Date of Notification: \_\_\_\_\_

- 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 at least 10 days prior to hearing

Date of Notification: \_\_\_\_\_

- 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 that coincides with the school year calendar.

Date of Public Hearing: \_\_\_\_\_ Date of Board Meeting/Resolution: \_\_\_\_\_

*Note:* A district that has an approved e-learning program must utilize all five e-learning days in addition to all proposed emergency days before ISBE will consider approving Act of God Days.

**Annually**, 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

\_\_\_\_\_  
Verified by: School Dist. Superintendent (printed)

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Date (for initial adoption or renewal)

\_\_\_\_\_  
Verified by: Regional Superintendent (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (Verification Year 1)

\_\_\_\_\_  
Verified by: Regional Superintendent (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (Verification Year 2)

\_\_\_\_\_  
Verified by: Regional Superintendent (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (Verification Year 3)

*\*Supporting documentation for any/all items listed may be required by the regional office of education or intermediate service center.*