



Administrative Policy and Procedure: Hammitt School Use of E-Learning Days	No. AP 1703
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Administrative Policy Approval Date: 11-1-22	Administrative Policy Effective Date: 11-1-22	Administrative Policy Revision History: N/A
CEO Signature: <i>Deanne Schultz</i>		Date: 11-2-22
Regulatory Reference:		
Applies to: Hammitt School Programs		
Administrative Policy Statement: Hammitt Schools can utilize E-Learning Days for up to five “Emergency Days”, as indicated on the Hammitt School Calendar.		
Definition: An “Emergency Day” is defined as a condition beyond the control of the Nonpublic Special Education Facility Program that poses a hazardous threat to the health and safety of students, including adverse weather such as snow, ice, extreme heat or extreme cold, etc., which results in a Nonpublic School Facility closure to maintain comfort and safety for students		
Overview: The requirements for use of E-Learning Days <u>by public schools</u> is stated in the Illinois School Code. The Illinois School Code reference requirements are <u>not mandated</u> for Non-Public Special Education Facilities (i.e. Hammitt School), but the Illinois State Board of Education has provided guidance that allows the use of E-Learning Days at Non-Public School Facilities, under conditions that meet the “Emergency Day” definition. The procedures listed below for use of E-Learning Days at Hammitt Schools mirrors many of the requirements in the Illinois School Code, set forth for public schools. Hammitt Schools communicate the use of designated E-Learning Days through local media sources, social media, or phone calls from Hammitt School Family Advocates and School Counselors. Official notification of designated E-Learning Days is also sent electronically to public school districts and special education cooperatives who have students placed at Hammitt School, as well as reported to the Illinois State Board of Education. Each day’s E-Learning activities are estimated to take 5 clock hours of learning opportunities.		
Last Date of Procedure Review: N/A	Effective Date of Procedure: 11-2-22	Revision History of Procedure: N/A
CEO Signature:		Date:



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RESPONSIBILITY ASSIGNED TO:	PROCEDURE:
Hammitt School Instructional and Related Services Staff	<p>1. Instructional programming for e-learning days (technology, techniques, and procedures).</p> <p>a. We will utilize researched based instructional materials that students receive during a regular academic day. We will provide a selection of activities, worksheets and websites for families to utilize during E-Learning days. Learning topics will be chosen to mirror a student's typical academic day. Materials will be based on student IEP goals and related services, taking into account accommodations that each student needs to successfully engage in the learning materials. Instructional materials will be designed and modified to accommodate family and student language needs. All learning activities will be printed and included in a Learning Packet. The Learning Packet will be sent home prior to the designated E-Learning day.</p>
Hammitt Schools Instructional and Related Services Staff, Family Advocates, School Counselors	<p>b. The Learning Packets include paper, manipulatives and reading materials for utilization in completing assignments. Students will be provided choices of activities to maximize engagement. The learning activities do not require a computer, internet or electronic communication to complete. However, there may be some internet based activities that families may choose as an option. Families and students will receive instructions for the Learning Packet, including social stories and individual contact information to reach Hammitt School Instructional and Related Services Staff, Family Advocates and School Counselors.</p>
	<p>2. Contact information and attendance</p> <p>a. Students and their guardians may contact staff by email or by calling their Family advocate or Counselor for support.</p>



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	<p>b. Attendance for the E-Learning Day will be confirmed when a student returns from an E-Learning day with schoolwork completed</p>
	<p>c. All Instructional Staff, Related Service Providers, and Family Advocates will be available to students and their guardians from 8:00am-2:00 pm on designated E-Learning Days</p>
	<p>3. Training and Technology required by Hammitt School personnel.</p> <p>a. Staff training will include staff meeting discussions, email communication, technology and software resources available. This includes training on E-Learning expectations and implementation.</p>
	<p>b. Instructional staff and related service personnel are provided an agency issued laptop to remote into the agency network so they can access all teaching materials.</p>
Form Reference:	N/A