

**MEMORANDUM OF UNDERSTANDING REGARDING  
REMOTE LEARNING DAYS**

This Memorandum of Understanding (“Agreement”) is made on this 31<sup>st</sup> day of March, 2020 by and between The Board of Education of Illini West School District No. 307 (“Board” or “School District”, as applicable), the Illini West High School Education Association (“Union”). The School District and the Union shall collectively be referred to herein as the “Parties”.

WHEREAS, On March 27, 2020, Governor Pritzker issued Executive Order 2020-15 authorizing the State Board of Education to implement rules allowing the State Superintendent of Education to create, define and determine the use of Remote Learning Days subsequent to March 30, 2020; and

WHEREAS, On March 27, 2020, the State Board of Education issued emergency regulations (“Emergency Rules”) requiring school districts without approved statutory e-learning plans to adopt a Remote Learning Day Plan approved by the school district’s Superintendent or Chief Administrator; and

WHEREAS, the Emergency Rules provide that work connected to Remote Learning Day Plans must be bargained with any applicable bargaining unit in the District; and

WHEREAS, the School District Administration and the Union have developed the attached Remote Learning Day Plan; and

WHEREAS, the Superintendent has approved the Remote Learning Day Plan.

NOW THEREFORE IT IS AGREED:

1. The recitals set forth above are found to be true and correct.
2. The attached Remote Learning Day Plan is adopted.
3. The Parties agree that the Remote Learning Day Plan may be modified from time to time after bargaining any proposed changes that effect the terms and conditions of employment of Union employees.

This Agreement shall become immediately effective on the date first written above when signed and executed by the Parties below.

For the Board of Education of Illini West High  
School District No. 307

Illini West High School Education Association



Its: Superintendent [Board President]



Its President

**Illini West HSD 307 Alternative Learning Day (E-Learning) Implementation Plan**  
**Emergency Remote Learning Days**

The Illini West HSD 307 may implement an alternative learning day in the event school may be cancelled due to an emergency. As defined by the Illinois State Board of Education, an alternative e-learning day may be issued in place of an emergency day. The goal of this document is to summarize the District's approach to implementing an alternative learning day, also referred to as an e-learning day.

**Issuing an e-learning day:** In the event of a school cancellation due to an emergency, administration will make its best effort to determine if an alternative learning day will be implemented by 9:00 PM the night prior. Once this decision to implement has been made, students, staff and parents will be notified in the following ways:

Through the district call and SMS text system (School Messenger)  
Through the district website and the district Facebook website.  
Through local tv stations

If an alternative learning day is implemented, students will be expected to utilize the day to work on their required activities described in the Student Activities section below.

**Student Activities:** Student activities and associated assignments will vary based on subject matter. Although there will be variance in the activities, the amount of instruction time will amount to at least five hours. It is important to recognize students may be at different locations than their primary residence (grandparents, daycare, etc.) and have other responsibilities during the day. Flexibility will be provided so that students will be able to complete the school activities at their own time and pace. Students will have a choice of activities including options that do not require internet and technological resources at home. A list of locations near the students' homes that have public wi-fi and support our e-learning plan will be provided to students and families in case they do not have access to the internet, but wish to access it for one or more of the student activities.

**9th - 12th grade:** Teachers will directly provide students with an email and an announcement the morning an alternative learning day is implemented by 8:30 am. A range of assignments and activities will be provided to students that they may choose from. Some activities will not be dependent on technology, allowing for flexibility based on the home learning environment.

**Students with special needs and EL students:** Students with special needs will have assignments modified or provided based on their IEP goals from their special education teacher or related service provider. SPED staff and Social Workers will meet virtually with each student on their caseload when possible. For unique individual cases, minutes will be adjusted to allow for make-up when they can next meet face-to-face. EL students will continue to receive the same support(s) they receive during a traditional school day.

**Monitoring and Verification of Student Participation:** Students will be accountable for completing the available activities in the same manner as any other excused absence. Students will have two school days to make up work for each alternative learning day utilized. Students will be marked as “in attendance” once work is verified as complete. Teachers are encouraged to hold students accountable and to verify completion of alternative learning day assigned activities. Student participation will be verified by teachers through a variety of ways including using email, schoolreach student data management, google forms, google classroom, via phone and/or signed documentation.

**Student Attendance:** Parents, or the students themselves when applicable, will be able to “sign in” for attendance purposes will be done with the classroom teacher each period. The District’s SIS coordinator will compile and verify student attendance. If a student does not provide an acceptable verification they will be marked “absent”. Teachers will email a list of students that did not complete assigned activities to the building administrator. This list will be sent by the end of the first regular school day after an alternative learning day.

**Teacher Availability:** Teachers will be expected to be available to students and parents through “office hours” from 8:30 am to 3:00 pm via email and/or phone. Teachers may launch a variety of systems to engage the student besides email including Google Classroom, Google Hangouts, etc. Staff is encouraged to utilize the communication platform they believe will be most effective. Teachers will be required to check email no less than per hour to assist students and parents with activity completion or communicate alternative plans for communication when not available during those times.

**Non-Certified Staff:** Non-certified staff will be expected to work regular hours, although duties and hours may be shifted to earlier or later as necessary. For example, cafeteria workers could be provided make-up hours by providing additional work time throughout the work week when applicable. Maintenance and custodial staff will be expected to work regular hours and perform regular duties unless the conditions for the implementation of the alternative working day does not permit. Teacher Aides may be available digitally or via phone to students if applicable. If an aide’s services are not required, they could be provided additional hours throughout the work week to make up the lost work time. All made up hours must be approved by building principals or directors. In the event an alternative learning day is mandated through a state or federal emergency, non-certified staff may not be provided the option to make up lost work time.

**Staff and Student Training:** Staff and students will only utilize existing implemented technology systems during an alternative learning day. No new technology platforms will be initiated during the alternative learning day that have not already been in place and utilized by both students and staff members. This restriction will ensure that students and staff utilize technological tools and systems they are already familiar with and minimize the need for much additional training. Training will be provided to staff during no less than one in-service day on implementation. Prior to implementation, building administration along with building leadership teams will meet and provide staff with guidelines on creating and providing learning activities for an alternative learning day. Building leadership, in conjunction with building leadership teams,

will approve of all activities prior to implementation. This process will help ensure the activities presented to students and parents can reasonably be completed and meet time requirements of at least 5 clock hours of instruction. It will also address the extent to which student participation is within the student's control as to the time, pace, and means of learning.

### **Collective Bargaining:**

**Illini West and the Illini West High School Education Association have agreed to the emergency implementation of the Remote Learning Plan until the end of the 2019-2020 school year. The Plan will be revisited before the 2020-2021 school year.**

**Illini West HSD 307 and their bargaining units will still need to work together to provide e-learning after the emergency we find ourselves in at this time.**

**Review Process:** Illini West HSD 307 will work to review and revise the alternative learning day program throughout the school year. Feedback from parents, students, teachers and administrators will be gathered and reviewed by both building administration and building leadership teams. The use of digital surveys, forms, and phone calls will be used to gather additional feedback (Google Forms, School Messenger, Survey Monkey, building meetings, etc.). Through the review process, new digital tools and educational platforms may be implemented after adequate training has been provided to staff, students, and parents.

### **Remote Learning Plan Emergency Guidelines**

1. There will be NO educational harm to any student.
2. Remote learning will take place on-line or through homework packets that will be picked up by parents or delivered to the student's home. **Assignments will be graded.**
3. SPED students IEP's will be followed and accommodations will be given.
4. Teachers will notify Mr. Schneider of students that are not engaged. The classroom teacher, Mr. Schneider, Mr. Bliss, Mr. Surprenant will contact the students and parents to see what can be done to get the student engaged.
5. Grading: No F's will be given, a student who is not able to be engaged, or who chooses to disengage in remote learning should receive an incomplete. Document every attempt made to engage the student.
6. Students will be given the opportunity to make up missed work due to remote learning.
7. A Transition Plan will be developed by a committee of teacher's and Mr. Schneider. The plan will include how remote learning should be made up.
8. On-Line class periods will be 20 minutes. Monday, Tuesday, Wednesday, Thursday and possibly some Fridays.

Teacher Prep	8:00 – 9:00 a.m.
1 <sup>st</sup> Period	9:00 – 9:20 a.m.
2 <sup>nd</sup> Period	9:25 – 9:45 a.m.
3 <sup>rd</sup> Period	9:50 – 10:10 a.m.

4<sup>th</sup> Period 10:15 – 10:35 a.m.

5<sup>th</sup> Period 10:40 – 11:00 a.m.

6<sup>th</sup> Period 11:05 – 11:25 a.m.

7<sup>th</sup> Period 11:30 – 11:50 a.m.

Lunch 11:50 – 1:30 p.m.

Teacher On-line/Phone Office Hours 1:30-3:00 p.m.

9. 5 Remote Planning Days will be scheduled (usually on Fridays) for teacher preparation.