

MEMO OF AGREEMENT – E-Learning Emergency Days

This Memo of Agreement (“MOA”) between the Board of Education of DuPage High School District No. 88, DuPage County (“Board”), and the DuPage District 88 Council, Local 571, American Federation of Teachers (“Union”) is made and entered into on December 2nd, 2021, and shall be subject to the terms and provisions of the collective bargaining agreement between the parties (the “CBA” or “Collective Bargaining Agreement”).

The specific provisions of this MOA are as follows:

Background: In accordance with Public Act 101-0012, school districts can use E-Learning days “while students are not physically present in lieu of the district’s scheduled emergency days.” This flexibility in the instructional day gives students and teachers the ability to continue learning and teaching through online and virtual experiences during emergency situations. This also allows students to continue to prepare for high-stakes assessments in the spring and ensures a consistent standard end of the year date. An E-learning day counts as a student attendance day so that emergency days at the end of the school year are not needed to make up for learning time lost due to emergency situations.

Teachers needing to take sick or personal leave on an E-learning day should report the absence through AESOP and also notify his/her immediate supervisor in the event s/he is unable to post lesson plans in the Google classroom.

The Board (represented by the District 88 Administration) and the Union have met to build a framework for ‘E-Learning Days’ in DuPage High School District 88 to share with staff. We would like to emphasize the point that the ‘e’ in an E-Learning Day represents *engagement* more so than *electronic*.

Teacher Expectations

1. Teachers are not expected to be on campus during an E-Learning day. Teachers choosing to work on campus must contact their department head and principal in advance to seek approval to ensure compliance with safety measures.
2. Teachers will use Google Classroom to create virtual learning spaces for students to provide connection, communication, and to post all instructional materials.
3. Teachers will provide synchronous content and skills-based instruction, academic application, support, enrichment, and/or assessment using virtual tools and instructional practices through direct instruction via the District’s ZOOM account.
4. Teachers will assign grades using the Teacher’s syllabus and will be in accordance with District 88 grading practices as outlined in the *District 88 Handbook*.
5. Teachers will take attendance based upon student presence in virtual classrooms and submit attendance to Powerschool by 11:00 am and 3:10 pm daily.

6. Teachers will provide appropriate learning materials through individual communication with families in the case students are unable to use electronic materials due to specific learning needs.
7. In addition to the above, Counselors, Social Workers, Psychologists, Nurses, Speech Pathologists, Library/Media Directors, and Instructional/Technology Coaches will follow all expectations of their job descriptions.
 - a. From 7:45 am to 3:00 pm, counselors, social workers, and psychologists will be available to answer student questions via District email and/or Remind. They will also be available for Zoom meetings called by the Administration.
 - b. The school library director will be available for student and Teacher needs via District email, Google Classroom, and/or Remind.
 - c. Instructional, technology, and CARES coaches will be available to answer Teacher questions via District email and/or Remind during their assigned periods.
8. Recorded lessons shall not be used for Teacher evaluations or discipline.

Any technology issues with Staff laptops/tablets and Student Chromebooks will be taken care of by the school's Technology Department. Please call or email our technology department to resolve any technical concerns and access issues.

Addison Trail Tech Help Desk: 630-628-3343, supportAT@dupage88.net


Willowbrook Technology Help Desk: 630-530-3414, supportWB@dupage88.net

Additionally, to ensure all students have access to the Internet, free mobile WiFi-hotspots will be provided to students who either do not have Internet service at home or do not have WiFi adequate to attend remote classes and complete their schoolwork. Should a student need access to a WiFi hotspot, please contact the school's Technology Department.

General

- The Superintendent/Designee may call for an E-Learning Day due to an emergency school closing up to the maximum number of scheduled emergency days allowed by state law.
- The administration will add E-Learning Days as an ongoing topic on the Professional Dialogue Committee Agenda to review procedures, guidelines, and provide feedback associated with the E-Learning Program.

DuPage District 88 Council, Local 571, American Federation of Teachers

By: 
Union President

Date: 12/2/2021

Board of Education of DuPage High School District No. 88, DuPage County

By: 
Superintendent

Date: 12/2/21

