Metamora Township High School Emergency E-Learning Plan

I. Purpose and Scope

In accordance with Section 10-20.56 of the Illinois School Code, Metamora Township High School (MTHS) adopts this Emergency E-Learning Plan (ELD) to ensure the **continuity of instruction** in the event of a school closure (e.g., severe weather, facility emergencies).

This plan ensures:

- Equitable access to learning opportunities for all students.
- Accountability for staff and student participation.
- Fulfillment of the state requirement for **five clock hours** of instruction on an ELD.
- A maximum of **five (5)** ELDs may be used per school year in place of an emergency day.

II. Declaration and Notification

Step	Action	Deadline/Method
1. Declaration	Superintendent or designee determines the need for an ELD.	By **6:00 AM** the day of closure.
2. Notification	The school will communicate the ELD via the primary communication channels.	District Call System (phone, text, email) and MTHS website/social media.

III. Technology and Instructional Delivery

A. Primary Platform (All Grades 9-12)

- **Platform: Google Classroom** shall be the mandatory platform for posting assignments, providing directions, and facilitating student-teacher interaction.
- **Posting Deadline:** All teachers **must** post assignments by **9:00 AM** on the declared E-Learning Day.
- **Standardized Format:** Teachers will use a consistent topic heading in Google Classroom (e.g., Topic: E-Learning Day [Date]) for easy student access.

B. Equity and Access (Non-Electronic)

- MTHS will provide devices (laptops/Chromebooks) to families with demonstrated need.
- Students without internet access must notify the school/teacher and will be given **two (2) school days** upon return to submit work.

IV. Staff Responsibilities and Workday

The teacher workday on an ELD is a structured 7-hour block, scheduled from **8:00 AM to 3:00 PM**.

Time Block	Activity	Responsibility
8:00 AM – 9:00 AM	**Planning & Preparation**	Finalize Google Classroom postings and communication templates. (1 hr)
9:00 AM – 2:30 PM	**Student Engagement & Support**	Teachers are available via Google Classroom/Email to answer questions, provide feedback, and offer synchronous help (as appropriate). **Email must be checked hourly.** (5.5 hrs)
3:00 PM – 3:30 PM	**Verification & Follow-up**	Teachers verify Google Form Attendance and note any students with immediate participation barriers. (0.5 hrs)

V. Student Accountability and Special Populations

A. Student Accountability

Requirement	Details
Attendance Basis	Students must both **log in to Google Classroom** and **submit the required attendance form** to be counted present.
Submission Deadline	All electronic assignments are due by the start of the next in-person class period.
Failure to Submit	Students who do not submit the required attendance form will be counted absent and will have a maximum of **two (2) school days** following the ELD to turn in the work for credit and clear the absence.

B. Special Populations

- **Students with IEPs/504 Plans:** Accommodations and modifications **must be implemented and documented** in the ELD assignments consistent with the student's individual plan. Special education personnel will be available for support.

VI. Review and Communication

1. **Training:** Annual training for all staff and a mandatory student/parent informational session will be provided to ensure familiarity with ELD procedures and troubleshooting.
2. **Communication Protocol:** The protocol regarding general expectations and responsibilities of the program must be communicated to students, staff, and parents/guardians at least **30 days** prior to the first potential utilization of an ELD.
3. **Annual Review:** The MTHS administration will annually survey students, staff, and families regarding the effectiveness of the ELD Plan and make updates based on feedback and compliance requirements.