



# Martin County West Schools

## E-Learning Days Plan

### E-Learning Day Requirements

Minn. Stat. § 120A.414 governs the use of e-learning days. These days can be counted as full instructional days for students. Learning must be aligned with current instruction within the classroom and should be a continuation or extension of classroom work. Requirements for e-learning days include:

- Related to inclement weather
- Maximum of five days in one school year
- Counted as instructional day and included as hours of instruction
- E-learning Day Plan approved by the School Board
- Accommodations for internet connectivity issues
- Accessible digital instruction for students with disabilities
- Family notification at the beginning of the school school year
- Family notification at least two hours before the school day begins
- Access to teachers via telephone and/or online during normal school hours

### Staff Availability

Elementary teachers will be available from 8:00 am to 12:00 and 1:00-4:00. High School teachers will be available from 10:00-12:00 and 1:00-4:00. Staff may work from home or from a school building on these days. Staff will be available via a designated Google Phone number, email, and Google Meets during the designated hours.

Staff that are unavailable to provide instruction during an e-learning day will be required to take the appropriate leave for the absence. Staff will need to leave an “out of office” automatic reply on their email and voicemail if they are unable to provide instruction.

### Student Work & Attendance

The expectations for students on an e-learning day include:

- Student work from e-learning days will be completed and turned in to track attendance on e-learning days.
- Student work must be turned in by the end of the third school day after a cancellation/e-learning day. This allows time for students who do not have access to the internet or devices on the e-learning day and/or have constraints with parent/guardian assistance to complete work.
- Staff members will communicate absences to building secretaries.
- Absences on e-learning days will be considered excused.

## School Site

## Student Work Guidelines

### Sherburn Elementary

Students will receive a paper copy of an e-learning activity guide in November. This guide should be kept at home in the event of inclement weather. This guide will also be available via email. Students can turn in their assignments to their classroom teachers up to three days after the e-learning day.

### Trimont Elementary

Students will receive a paper copy of an e-learning activity guide in November. This guide should be kept at home in the event of inclement weather. Students can turn in their assignments to their classroom teachers up to three days after the e-learning day.

### Jr/Sr High School

Students will have an assignment for each class period posted to Google Classroom no later than 10:00 am on the e-learning day. Activities may require virtual sessions or other technology-based work. Lessons are intended to take learners approximately 20-30 minutes to complete per class (some learners may take slightly more or less time). Students can turn in their assignments to their classroom teachers up to three days after the e-learning day.

## E-Learning Day Preparedness Checklists

Staff will annually review requirements and expectations of e-learning days. PLC time may be used to complete this activity for teachers. Checklists will be provided for teachers, students, and parents.

- Link to Sherburn & Trimont Elementary [Checklist](#)
- Link to Jr/Sr High School [Checklist](#)

## Paraprofessionals on E-Learning Days

Paraprofessionals will be a crucial support for students and teachers during e-learning days. Paras may work at home when they have the equipment and materials available or at their assigned building on the tasks outlined [here](#). Paras may use personal time rather than work on e-learning day. E-learning days are school days that will not be “made up” during the school year and MCW Schools reserves the right to make modifications or adjustments to this assignment, work hours and days at any time during the school year. All other classified staff will follow their respective contract language regarding poor weather days.

## Students on IEP or 504

Students on an IEP or 504 must communicate directly with their case manager or classroom teacher for appropriate accommodations and modifications based upon the unique needs of each individual student. Parents are also encouraged to communicate directly with case managers to ensure the needs of their children are being met during e-learning days.

## **Technical Support**

If you are in need of basic technical support, please contact the media center paraprofessional assigned to your building:

- Sherburn Elementary - Jake Helmstetter, [jakehelmstetter@mcwmavericks.org](mailto:jakehelmstetter@mcwmavericks.org)
- Trimont Elementary - Glynis Stoffel, [glynisstoffel@mcwmavericks.org](mailto:glynisstoffel@mcwmavericks.org)
- Jr/Sr High School - Biny Claussen, [binyclaussen@mcwmavericks.org](mailto:binyclaussen@mcwmavericks.org)