



# MTS Secondary E-Learning Plan 25-26

## I. Overview

- **E-Learning Days Defined:** E-learning days are school days during which instruction is delivered fully online due to inclement weather. The school may use up to five e-learning days per school year.
- **Applicability:** The plan applies to all students in grades 7-12 and ensures equitable access to learning for all students, including those without internet or technology at home.

## II. Key Components of the Plan

### 1. Teacher Accessibility

- All teachers will be accessible during regular school hours via email, the school's current Learning Management System (e.g., Google Classroom, Moodle, Canvas), and by telephone.
- Teachers will provide timely feedback, assist with student questions, and monitor participation and engagement throughout the day.

### 2. Student Accessibility

- **Internet Access:**
  - For students without internet at home, alternative materials (e.g., printed packets or flash drives) will be provided in advance to ensure continuity of learning.
  - Local resources (libraries, community centers) with internet access will be shared with families, if applicable.
- **Technology Access:**
  - All students will be issued a school-provided device (e.g., Chromebook) at the beginning of the year to support e-learning.
  - Families with insufficient devices for multiple children can request additional devices through the school's technology loan program.
- **Students with Disabilities:**
  - Accommodations will be provided for students with IEPs or 504 plans to ensure all activities are accessible.





- Special education teachers and support staff will coordinate with students and families to adapt materials and provide necessary support.

### 3. Instruction

- Teachers will prepare lessons aligned with the curriculum, including assignments, projects, or assessments that can be completed independently at home.
- Learning platforms such as Google Classroom will host all materials, assignments, and instructions.
- Instruction will include a mix of asynchronous (recorded videos, assignments) and synchronous (live video sessions) learning to support flexibility.

### 4. Attendance

- Students must log in to the designated platform and complete the assigned activities by the end of the e-learning day.
- Attendance will be tracked through a variety of methods including:
  - Login records.
  - Submission of assigned work.
  - Communication with teachers (email or participation in live sessions).
- Families will be contacted if a student does not participate or complete assigned work.

## III. Communication

### 1. Annual Notification

- Parents and students will receive an overview of the e-learning day plan at the start of the school year via:
  - Parent-student handbooks.
  - Back-to-school newsletters.
  - Parent information sessions.

### 2. Daily Notification

- On e-learning days, the school will notify families **at least two hours before the normal start time** via:
  - Automated phone calls.
  - Email.
  - Updates on the school's website and social media channels.





## IV. Roles and Responsibilities

### Teachers

- Create and post accessible, standards-aligned lessons and activities.
- Be available online and by phone during school hours to support students and families.
- Monitor student engagement and provide feedback.

### Support Staff

- Special education staff will ensure accessibility of lessons for students with disabilities and provide direct support as needed.
- Office staff will answer parent questions and provide support for technical or logistical issues.

### Administration

- Oversee implementation and ensure compliance with statutory requirements.
- Monitor staff and student participation in e-learning activities.
- Address and resolve any issues with technology, attendance, or equity.

## V. Equity and Accessibility

- **Technology and Internet Access:**
  - Families will receive support in obtaining devices or connectivity, including resources for discounted or free internet services.
- **Accessibility for Students with Disabilities:**
  - Materials will be provided in accessible formats, including audio, large print, or braille, as necessary.
  - Related service providers will be available for consultation and support during e-learning days.



## **VI. Evaluation and Adjustment**

- After each e-learning day, the school will solicit feedback from students, parents, and staff to identify challenges and successes.
- Adjustments will be made to the plan to improve the experience for all stakeholders.

## **VII. Compliance**

This plan complies with Minnesota Statutes Section 120A.414, ensuring that:

- Students and teachers have the resources and support necessary to succeed.
- E-learning days are counted as instructional days.
- Accommodations are in place for all students, including those with disabilities.