Martin County West Schools
2026-2027 eLearning Days Plan

eLearning Day Requirements

Minnesota Statute, section 120A.414 governs the use of elearning 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 elearning days include:

- Related to inclement weather
- Maximum of five days in one school year
- Counted as instructional day and included as hours of instruction
- eLearning 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 regular start time of the school day
- Access to teachers via telephone and/or online during normal school hours

Staff Availability

Elementary teachers will be available from 8:00 am-12:00 pm and 12:30-3:00pm. High School teachers will be available from 8:00 am-12:00 pm and 12:30pm-3:00pm, but assignments may not be available to students until 10:00 am. 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 elearning 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 elearning day include:

- Students will check in with their grade level teacher (elementary) or advisory teacher (jr/sr high school) using Google Meets for attendance purposes using the following schedule:
    - 8:30 am - Kindergarten
    - 9:00 am - 1st grade and 5th grade
    - 9:30 am - 2nd grade and 6th grade
    - 10:00 am - 3rd grade
    - 10:00 am - all Jr/Sr High School meet with their advisory teacher
    - 10:30 am - 4th grade

    - Google meets links will be emailed to the students (elementary school) or available on their Google Classroom (Jr/Sr High school)
- **K-6 Attendance** - Attendance is mandatory. Students will be marked present by participating in their grade-level session at the assigned time. They are also required to complete the assigned work provided by the teacher. Students who do not participate in the Google Meet and planned assignments are considered absent, unless a parent/guardian communicates with the teacher regarding why they did not participate in the Google Meet. **Students must turn in their work by the end of the second school day after an elearning day.**
- **K-6 Absences -** Students who do not check-in with their grade level teacher will be marked absent unexcused. As in the case with an absence on a traditional school day, parents must contact the office to report an absence. Absence reasons that fall under current policy as excused will be marked as excused (see student handbook). If there are extenuating circumstances, the principal may review the absence.
- **7-12 Attendance** - Attendance is mandatory. Students will be marked present by participating in their advisory session with their advisor via Google Meets at 10:00 am. They are also required to complete the assigned work provided by each of their teachers. Students who do not participate in planned activities are considered absent. **Students must turn in their work by the end of the second school day after an elearning day.**
- **7-12 Absences -** Students that do not check-in with their advisory teacher at 10:00 am will be marked absent unexcused. As in the case with an absence on a traditional school day, parents must contact the office to report an absence. Absence reasons that fall under current policy as excused will be marked as excused (see student handbook). If there are extenuating circumstances, the principal may review the absence.
- **How will students be expected to "make-up" their learning if not in attendance?** Students will be responsible for completing the required work on their own as they would in any situation in which they may have been absent from school. Students will have 2 school days to complete elearning assignments.
- **Technology Issues?** If there are technology issues, students or parents should report these to the school office and/or classroom teacher, and students have until the end of the second school day after the elearning day to turn in their assignments. This allows time for students who do not have access to the internet or devices on the elearning day and/or have constraints with parent/guardian assistance to complete work.
- **On vacation, sick, or other excused absences?** As with any other absence, parents should contact their school's office to let them know of the absence. Students will still need to make up the eLearning day assignment, just as they would with any other absence.
- **Elementary Specialists** - Physical Education, Art, Music and Reading Intervention instructors will provide an assignment for the elearning day in the packet of materials sent home with students. These teachers will check in with the grade levels at the grade level meetings.
- Staff members will communicate absences to building secretaries.

School Site	Student Work Guidelines
Sherburn Elementary	Students will receive a paper copy of an elearning activity guide in October. This guide should be kept at home in the event of inclement weather. This guide will also be available via email. If there are technology issues, students can turn in their assignments to their classroom teachers up to two school days after the elearning day.
Trimont Elementary	Students will receive a paper copy of an elearning activity guide in October. This guide should be kept at home in the event of inclement weather. If there are technology issues, students can turn in their assignments to their classroom teachers up to two school days after the elearning 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 elearning 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). If there are technology issues, students can turn in their assignments to their classroom teachers up to two school days after the elearning day.

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 elearning days.

Technical Support

If you are in need of basic technical support, please contact Jake Helmstetter at jakehelmstetter@mcwmavericks.org.