



Distance Learning Plan

The Wright Technical Center is in the process of developing an ever evolving Distance Learning Plan in accordance with the requirements announced by the Minnesota Department of Education (MDE) and Governor Walz. Teachers and staff have been giving thoughtful planning and consideration on how to best meet the educational needs of all our students. Above all, our first priority is to the health, safety and well-being of our students, families and staff. We encourage students and families to reach out if you need assistance with accessing the education your student deserves.

Main Office: 763-682-4112 or by email: wtc.information@wrighttech.org

The term “Distance Learning” refers to a school day when instead of coming to a school building, teachers and students communicate and engage in learning activities online through email, Google Classroom, phone calls, or other learning platforms. Teachers share assignments and hold virtual office hours while students complete assignments and activities while receiving guidance from teachers. Teachers are still actively engaged with students, directing and overseeing their work.

- Distance Learning instruction will begin for Wright Technical Center/Wright Learning Center students on **April 6th**.
- Parents/Guardians will receive a letter the week of March 27th with login information for your student. If you did not receive a letter, please contact us so we can best assist your student.

Student Expectations:

- Be sure you are able to log into your Wright Technical Center account. You will access your daily lessons/assignments with this account. Daily lesson information will be found in the [Distance Learning Folder](#) under your teacher.
- Participate in the virtual classroom meetings/activities during your regularly scheduled class time.
- Complete all assignments by the due dates as determined by your teachers.
- Communicate with your teacher if you are having difficulties or unable to access the classroom lessons or materials.
- Share your technology needs with your instructor or the main office by completing the [Technology Access Survey](#). We will work with you and your member school to best accommodate your needs.
- Appropriately use technology at all times when interacting with others during Distance Learning days. Please see [Student Technology Use](#) for specific details.

Parent Expectations:

- Assist your student with logging into their Wright Technical Center account. Please contact the office or teacher if you need assistance.
- Your child should be working from home during the school day. We need your help with monitoring your students progress. [Skyward Parent Portal](#)
- Talk with your student concerning appropriate internet and technology use. Please see the WTC Distance Learning [Student Technology Use](#) document for tips and ideas.
- Students who do not have access to the internet or technology, should request items be provided in paper form. An alternate assignment may be made available. Please contact your student's teacher or the WTC main office if accommodations are needed.
- If your student is unable to participate in the Distance Learning day and should be considered absent, contact the WTC main office (763-682-4112) to report this. Please see the [Student Attendance Policy - 503](#) for acceptable excused student absences.

Teacher Expectations:

- Provide orientation to students on Distance Learning and expectations for their individual classes.
- Establish Distance Learning routines for students to best serve their needs.
- Post daily lessons in advance of the start of the Distance Learning day. Lessons are to be loaded in the distance learning folders for students and parents to view.
- Hold virtual class/office hours from 8:00am-2:30pm daily, starting April 6th. Check school emails and classroom phone for messages throughout the school day. Provide virtual instructional support with students during office hours.
- Due dates for assignments and activities should be flexible to accommodate the varying schedules of our member districts. Teachers will communicate specific assignment due dates with students.
- Check on students who are not making progress or interacting on a daily basis. Inform the office when necessary. Keep track of student interactions/attempted contact in your classroom communication log.

Office Expectations:

- Keep information on our website as current as possible to best assist students, families and staff.
- Follow up with parents if their student is not making progress or interacting with their classroom teacher on a regular basis.
- Communicate with member schools concerning the needs of students and families.
- Support students, parents and staff through the development and implementation of Distance Learning.

It is the goal of Wright Technical Center to provide equitable education to all students. Specific information can be found below on how we are serving all of our students.

Students with IEPs:

To the greatest extent possible, each student with a disability will be provided special education and related services identified in the student's IEP developed under IDEA.

Students receiving special education services will continue to be provided a Free and Appropriate Public Education through a distance learning model. Special education case managers and service providers will develop individualized distance learning plans for any student with an Individual Education Plan (IEP) if the student's current IEP would require changes to appropriately support the student's education through a distance learning model. Addendums to IEPs will be created with parent opportunities for involvement in the process. Prior Written Notices will be provided to parents for approval. The addendums will address the type of service, frequency of service and method of delivery. They will also address any necessary post secondary transition activities and supplementary aids and services including accommodations, modifications, support for school personnel and assistive technology needs. Addendums will identify methods for progress monitoring.

Evaluation processes and timelines will remain in effect and will continue to be completed with the exception of any assessment processes that require direct contact with student interaction. If evaluation processes require direct contact, those portions of the evaluations will be delayed until regular school operations resume. Evaluation managers will be in contact with parents regarding the evaluation timeline.

Students with 504 Plans:

Students who have a 504 plan will have Distance Learning assignments designed to meet their needs. Teachers will continue to provide interventions, accommodations and supports where applicable to continue to meet the needs of all students.

After April 6th, Kelsey Segerstrom (504 case manager/school counselor) will reach out to parents of students on a 504 plan who attend Wright Learning Center. Needed changes will be discussed to accommodate for Distance Learning. Students attending the Wright Technical Center, please contact your member high school 504 case manager for Distance Learning information.

Student Mental Health Services:

- Wright Technical Center has been working with Central Minnesota Mental Health Center (CMMHC) to make sure our students who were receiving co-located therapy can continue to receive service. Please contact Amanda Szulczewski at 612-219-6380 or aszulczewski@cmmhc.com for the most up to date information.
- Rivers of Hope is continuing to meet with students via text, phone call, or email. Please contact Hannah-Ruth at 763-295-8902 or HPatterson@riversofhope.org for more information.
- Central MN Sexual Assault Center is meeting with students via the phone and other internet options. Contact Rebecca Hall with the most recent information at 320-251-4357 or RHall@cmsac.org
- As always, students have access to their school counselor, Kelsey Segerstrom at 763-684-2218 or kelsey.segerstrom@wrighttech.org, to help them navigate this challenging time.

Food Service & Student Meals:

Wright Technical Center has shared with each member school district which students may need lunch/breakfast provided to them. We will keep information up-to-date from our member schools to best assist you with providing school meals to students. Please use the [Student Meal & Food Service](#) information link provided for information from our member districts.

Instructor Contact Information:

Staff List: <http://www.wtc.k12.mn.us/staff-elements/>