



Brainerd Public Schools Distance Learning Plan

What is Distance Learning?

- Distance learning is daily academic work for students to complete at home that will be facilitated and monitored by their current teachers.
- This will be the new school structure until further notice, possibly until the end of the school year.
- School assignments will be presented to students through Google Classroom on district issued Chromebooks.
- Teachers have been working hard to create learning activities that will challenge students but will also be manageable for completion at home.
- Distance learning begins on Monday, March 30th.

What isn't Distance Learning?

- Distance Learning is not home schooling. Parents and guardians do not need to provide direct instruction. Certainly parents and guardians are any child's first teachers, and they are essential partners in educating each child. District teachers are still responsible for delivering instruction, assessing student performance and communicating results.
- Parents and guardians are asked to please support teachers in their work by maintaining home expectations for engagement, participation and work completion. Please communicate with the teacher any concerns or questions about student performance just as during normal learning.
- Distance Learning is not impersonal online only learning without daily communication with a teacher and differentiated learning activities.

Ensuring students have access to appropriate educational materials, including technology

- The district has provided all students grades 5 - 12 with a Chromebook.
- The district has provided all families with students in grades K -4 a Chromebook.
- To ensure all students have equitable access to the district approved curriculum, the district has
 - Helped families in poverty or remote areas get internet access via Hotspots and discounted internet access
 - Set up a communication process to support families with the use of technology and to monitor family technology needs.
- The district has scheduled pick up opportunities for families and students to receive instructional resources and technology. In addition, the district is delivering resources to those families unable to participate in the scheduled pickup activities.

Student and family support for technical problems

- A list of resources to assist with technical questions is located at the end of this document or click this link: [BPS Home Tech Information](#)
- The school district technology help desk is open and ready to assist with questions or concerns: Email - helpdesk@isd181.org or 218-454-6940



Contacting teachers

- Students, parents and guardians can contact a teacher via the teacher's school email, office phone or Google Classroom.
- Reminders and information on how to contact teachers will also be communicated on your student Google Classroom pages.
- Communications received outside the business day or late at night may not be addressed until the following day.

Support for students struggling with an assignment or have questions

- Students can contact their teacher via email, office phone or Google Classroom, and the teacher will respond within a day during business hours.
- Teachers will be monitoring student work and will be providing feedback.
- Teachers may also have a specific time in their day for live distance student contact.
- Teachers will provide instructions on how to communicate with them.

Student expectations

- Students are expected to complete all work assigned by teachers. If students are struggling with assignments, they should contact their teacher. Teachers will be checking in with students on a regular basis and will be monitoring work.
- Students are expected to work on assignments every day. If a student cannot work on an assignment for that day, they should contact their teacher.
- Students should be enrolled in a Google Classroom for EACH of their classes during the school day.

Taking attendance

- Teachers will monitor student work and activity daily and will be keeping track of attendance through Google Classroom.
- Students are expected to "attend" each of their classes in Google Classroom and complete the assigned tasks for each class EVERY DAY Monday - Friday.
- Attendance policies will remain in place and be followed through distance learning

Ensuring students receive daily interaction with their licensed teachers

- All students will receive instruction by their originally assigned teachers with the expectations that
 - Each student will be contacted daily by their teacher.
 - Daily lessons will be provided, and teachers will communicate how students can ask for extra help.

Meeting the needs of students with IEPs and 504 Plans

- Brainerd Public Schools recognizes and acknowledges the unique set of challenges distance learning presents to a student with a disability. As we remain responsible for the free and appropriate public education (FAPE) of our students, we remain committed to meeting the requirements of Individuals with Disabilities Education Act (IDEA), Part B and Part C and Section



504 of the Rehabilitation Act. We are working closely with the Minnesota Department of Education (MDE), the U.S. Department of Education, the Office of Civil Rights (OCR), and the Office of Special Education Programs (OSEP) as we develop our plans.

- Brainerd Public Schools will communicate (via phone or virtually) with parents and guardians regarding their child's services, which may include discussion regarding developing an addendum to IEPs and Section 504 plans to address how best to meet the student's needs in a distance learning model. This includes direct specialized instruction, related services, and accommodations. This addendum will be completed through an Individualized Distance Learning Plan (IDLPL).
 - Brainerd Public Schools will review the delivery of special education and related services, as well as general education curriculum to ensure students with disabilities have equal access to distance learning. This includes children from birth through age 21. This includes communication between the case manager, the general education teachers, the parent/guardian and related services providers to ensure students with disabilities can be appropriately involved and make progress toward the general education standards and IEP goals.
 - Brainerd Public Schools will address translation and interpreter needs for students and families when developing and providing instructional materials.
 - Brainerd Public Schools will develop plans to ensure students with disabilities have access to necessary instructional materials, based on an assessment of family needs.
- Paul Bunyan Education Cooperative will communicate with school administrators and educators in order to prepare staff to plan for the needs of students eligible for special education, child find activities, evaluations/re-evaluations, and IEP implementation.
 - IEPs and Section 504 plans will continue to be implemented.
 - Brainerd Public Schools will use virtual meetings and phone conferences to hold IEP, evaluation, and re-evaluation meetings in accordance with regular due process dates.
- Please contact Paul Bunyan Education Cooperative if you have any questions related to special education at 218-454-5504.

Meal delivery and distribution

- Grab and go distribution spots are located at Washington Education Services Building, Forestview Middle School, and Garfield Elementary. Breakfast and Lunch will be served at the same time. Meals are intended to be eaten within 2 hours. Breakfast items are shelf stable.
- District busing will provide meals to vulnerable and homebound students.

Students experiencing homelessness

- The district's Homeless Coordinator has prioritized contacting currently identified homeless students and families and will continue to identify and support students and families in coordination with building principals, liaisons and other district staff.
- The district's Homeless Coordinator will ensure students and families have appropriate access to district technology, food service, transportation and other community based resources.



Early Learning

- The learning opportunities will be provided in small segments with the device used as the tool to explain the directions of the activities. Many of the learning objectives have the students getting up from the screen and locating objects within their home.
- Using the approved curriculum guide and identified the learning goals for lessons, Activities were created using common materials and experiences students would have at home to help meet the same goal just using common home accessories instead of school manipulatives.
- Using each learning domain required according to the Minnesota Early Childhood Indicators of Progress, instruction and activities will involve teaching videos, and a significant amount of focus on transferring the knowledge they have learned while at school this year to now helping them connect that to their own homes.

English Language Learners

- Services for EL students will continue but will be delivered remotely through phone calls, video chats, email, online classrooms and other platforms as necessary.
- EL staff will continue to directly instruct students as well as collaborate with general education teachers to make a concerted effort to make the content accessible to the EL student. Exited students who are on monitor status will continue to be monitored either directly by EL staff or through collaboration with the general education teachers.
- EL staff and general education teachers will continue to make contact with parents regarding progress and any changes in programming via phone call, email or text messages, and video chat with the understanding that technology might be unknown or unfamiliar to families of EL students.

Child Care

- The district is offering child care to the children of parents/guardians in critical professions, including Brainerd Public Schools staff. This service is being offered free of charge at three sites: Forestview Middle School, Nisswa Elementary School, and Riverside Elementary School. Care is offered Monday-Friday, 6:30am-6:00pm for children ages 3 years old to 8th grade and some high school students with developmental and cognitive disorders with very specialized care needs.

American Indian Education

- The district will continue to support American Indian students by guaranteeing access to the district's adopted curriculum.
- District American Indian Education Liaisons will conduct student and family check-ins.
- District American Indian Education Liaisons will continue to communicate with and advocate for American Indian students by facilitating communication and support and directing district support resources to American Indian students and families as needed.

Supporting the mental health needs of students and staff



- Northern Pines Mental Health Center staff will continue to provide mental health support for appropriate students in coordination with principals and families.
- Northern Pines staff will be working from home and providing telehealth therapy and skills to clients. For those without internet access, they will be talking with them on the phone. They are also still taking new referrals. To make a referral, please do so on their website npmh.org
- Lakes Country Counseling has agreed to extend mental health services to staff not currently receiving services from Lakes Country Counseling.

Technology Tips For Families

- Student Login Information
 - Students in grades K-4 were given their login information on a paper upon pick-up.
 - Students in grades 5-12 have been using this login information all school year.
 - You can find your student's username and password on Skyward Family Access. [Click here for how to do that.](#)
 - Username/Email - Grad Year First Name.Last Name@isd181.org
 - Example : 23jane.doe@isd181.org
 - Password - This is the student Skyward password.
- Internet Safety
 - While the district Google logins provide a basic level of safety measures, please be aware that when the district-issued Chromebook is being used on a home or public internet network, any filtering of content will be provided by that home or organization; the school content filters only work within the schools.
 - Resources For Internet Safety
 - [Common Sense Media](#)
 - General Google Information For Families
 - [Chrome & your child's Google Account - Google For Families Help](#)
- Google Classroom How-To For Families
 - We are using Google Classroom as our online classroom. Please watch this video to familiarize yourself with this program.
 - [Google Classroom Video](#)
- Google Meets/Hangouts How-To For Families
 - We are using Google Meets/Hangouts as our online meeting platform. Please watch this video to familiarize yourself with this program.
 - [Google Meets/Hangouts Video](#)
- Helpdesk Information
 - Email - helpdesk@isd181.org OR Phone - 218-454-6940
 - Please contact our district helpdesk with any questions you may have including, but not limited to the following.
 - Broken devices that prevent the use of the device.
 - Examples : shattered screen, missing keys, cannot turn on, etc.
 - Issues logging into device.
 - Issues with any of the digital programs assigned from teachers.