

**Bemidji Area Schools  
 Distance Learning Plan**

Following an Executive Order issued by Governor Walz, the Minnesota Department of Education has required each district to create a Distance Learning Plan. Bemidji Area Schools is dedicated to ensuring that all students have equitable access to learning during this difficult time. In order to meet the needs of all learners, instructional materials will be provided through Learning Packets or digitally through Google Classroom. Distance Learning is a new process, and we appreciate your flexibility and understanding as we navigate this learning model. The full cooperation of students, teachers and parents will be needed to make instruction meaningful and in compliance with the full expectations of Minnesota statutes.

**Pre-K**

**Priorities**

- Learning will be focused on the core subjects of Reading and Math to maintain current skills and build knowledge around prioritized content.
- Additional Enrichment Activities (Movement and Song) will be posted on the Bemidji Early Childhood YouTube channel to enhance learning.
- Students will receive weekly contact through one of these methods:
  - Remind App
  - Email
  - Phone call
  - IF packets are available, they can be picked up at the Paul Bunyan Center entryway. If your child is on a bus route, you have the option to send the packet on the bus.
- Teachers and families have established the best way to ensure lessons are delivered.
- Teachers will communicate with students on the days they would normally attend school.
- At this time, please contact your classroom teacher if you have questions.

Pre-K	
10-15 minutes per day	Reading or Math
10-15 minutes per day	Additional Enrichment Activities (Movement and Song)

## K-3 Elementary Schools

### Priorities

- Learning will be focused on the core subjects of Language Arts, Math, Science and Social Studies to maintain current skills and build knowledge around prioritized content.
- Art, Music and Technology will provide a weekly 20-30-minute lesson.
- Physical Education will provide a 10-15minute lesson daily.
- Students will receive weekly packets through one of these methods:
  - Google Classroom
  - email
  - guardians will pick up in the school entryway
  - in limited cases delivered by bus with the food delivery

Teachers have established with their students’ family the best way to ensure the lessons are delivered.

- The primary tools for communication between teachers and families will be through phone calls, parent-provided email addresses, Remind, Seesaw, or Google Classroom.
- In addition, enrichment activities are posted on the District Website to enhance learning.
- At this time, please contact your classroom teacher if you have questions.

### Approximate Time Frames for Learning

Kindergarten to Third Grades	
20-25 minutes per day	Reading (Science/Social Studies connections as appropriate)
15-20 minutes per day	Writing
20-25 minutes per day	Mathematics
20-25 minutes per week	Art, Music and Technology teachers will provide a range of activities that continue to support the current program
10-15 minutes per day	Physical Education
Flex Learning	Reading aloud and independent reading Board games and challenges with math/strategy/critical thinking Puzzles Designing and building structures with blocks or other available materials

## Gene Dillon Elementary Schools

**Priorities**

- Learning will be focused on the core subjects of Language Arts, Math, Science and Social Studies to maintain current skills and build knowledge around prioritized content.
  - Art, Music, STEAM and Technology will provide a weekly 20-30-minute lesson.
  - Physical Education will provide a 10-15 lesson daily.
  - Students that have internet access and devices at home will be provided lessons through Google Classroom
  - Students that do not have access will receive weekly packets through one of the following ways:
    - Google Classroom
    - email
    - guardians will pick up in the school entryway
    - in limited cases materials will be delivered by bus with the food delivery
- Teachers have established with their students’ family the best way to ensure that the lessons are delivered.
- The primary tools for communication between teachers and families will be through phone calls, parent provided email addresses, Remind, or Google Classroom.
  - In addition, enrichment activities are posted on the District Website to enhance learning.
  - At this time, please contact your classroom teacher if you have questions.

**Approximate Time Frames for Learning**

Fourth and Fifth Grades	
25-30 minutes per day	Reading (Science/Social Studies connections as appropriate)
25-30 minutes per day	Writing
25-30 minutes per day	Mathematics
20-30 minutes per week	Art, Music, STEAM and Technology teachers will provide a range of activities that continue to support the current program
10-15 minutes per day	Physical Education
Flex Learning	Reading aloud and independent reading Board games and challenges with math/strategy/critical thinking Puzzles Designing and building structures with blocks or other available materials

## Bemidji Middle Schools

### Priorities

- Learning will be focused on the core subjects of Language Arts, Math, Science and Social Studies to maintain current skills and build knowledge around prioritized content.
- Our Allied Art courses will provide a weekly 20-30-minute lesson. Please refer to your child’s fourth quarter schedule in your parent Skyward log in account.
- Students that have internet access and devices at home will be provided lessons through Google Classroom.
- Students that do not have access will receive weekly packets through one of the following ways:
  - Google Classroom
  - email
  - guardians will pick up in the school entryway
  - in limited cases the materials will be delivered by bus with the food delivery
 Teachers have established with their students’ family the best way to ensure the lessons are delivered.
- The primary tools for communication between teachers and families will be through phone calls, parent provided email addresses, Remind, Seesaw, or Google Classroom.
- In addition, enrichment activities are posted on the District Website to enhance learning.
- At this time, please contact your classroom teacher if you have questions on the lessons.

### Approximate Time Frames for Learning Sixth, Seventh and Eighth Grades

Approximate Time Frames for Learning Sixth, Seventh and Eighth Grades					
	Monday	Tuesday	Wednesday	Thursday	Friday
Approximately 1 Hour per day	Math	Social Studies	Math	Social Studies	Math
Approximately 1 Hour per day	Language Arts	Science	Language Arts	Science	Language Arts
Approximately 40 Minutes per week per Allied Art Course	Allied Arts-Students attend two allied arts per week. Each class will send home approximately 40 minutes of work each week. To identify which allied art classes your child is to follow refer to your child’s fourth quarter schedule.				

## Bemidji High Schools

### Priorities

- Students will follow their fourth quarter schedule
- Students that have internet access and devices at home will be provided their coursework through Google Classroom
- Students that do not have access will receive weekly packets through one of the following ways:
  - Google Classroom

- email
- guardians will pick up in the school entryway
- in limited cases the materials will be delivered by bus with the food delivery

Teachers will establish with their students’ families the best way to ensure the lessons are delivered.

- The primary tools for communication between teachers and families will be through Google Classroom, phone calls or email.
- Grading scales and methods will not be changed at this time, but will be reevaluated at midterm to determine what changes or adjustments need to be made.
- In addition, enrichment activities are posted on the District Website to enhance learning.
- At this time, please contact your classroom teacher if you have questions on the lessons.

Ninth, Tenth, Eleventh and Twelfth Grades	
Approximately 1 Hour per day per subject	Each scheduled high school course

Student Roles and Responsibilities	
<ul style="list-style-type: none"> <li>• Establish daily routines for engaging in the learning experiences</li> <li>• Identify a space in your home where you can work effectively and successfully</li> <li>• Identify a space in your home where you can participate in live online learning. Sit at a table with a wall behind you, if possible. Follow the school dress code</li> <li>• Regularly monitor online platforms</li> <li>• Engage in all learning with academic honesty</li> <li>• Communicate proactively with your teachers if you cannot meet deadlines or require additional support</li> <li>• Comply with School Internet Safety policies including expectations for online etiquette</li> </ul>	
For questions about...	Contact
a course, assignment, or resource	the relevant teacher
a personal, academic or social-emotional concern	your assigned counselor
other issues related to distance learning	your school principal or assistant principal

Parent Roles and Responsibilities
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**One teacher each day will be communicating to you or your child. Parents/Guardians or student will be asked to respond that they have received the communication.**

Provide support for your children by:

- Establishing routines and expectations
- Defining the physical space for your child to study
- Monitoring communications from your child’s teachers
- Beginning and ending each day with a check-in
- Taking an active role in helping your child process his/her learning
- Establishing times for quiet and reflection
- Encouraging physical activity and/or exercise
- Remaining mindful of your child’s stress or worry
- Monitoring how much time your child is spending online
- Keeping your child social, but set rules around their social media interactions

For questions about...	Contact
a course, assignment, or resource	the relevant teacher
a personal, academic or social-emotional concern	your child’s assigned counselor
other issues related to distance learning	your school principal or assistant principal

### **Technology Access**

Bemidji Area Schools is working to provide our students with devices and internet access. Devices will be distributed to the High School students and then the Middle School. If supplies last, we will attempt to distribute to our Elementary Schools. We will distribute these one per household. Families will need to complete an acceptable use and a Chromebook Agreement form. Paul Bunyan Communication and Midco are working closely with our staff to help provide access where possible.

### **Bemidji Area Schools Grading Systems**

Due to the COVID-19 Pandemic, the Minnesota Department of Education has recommended that each district develop a grading system with an equitable mindset. The district has been asked to consider the stress, anxiety and uncertainty that this pandemic has caused and to design a grading system that causes no harm and minimizes long-term detrimental impact for students. Following the recommendations from the Minnesota Department of Education during these unprecedented times, the Bemidji Area Schools will be implementing the following grading systems:

#### **Bemidji High School**

The Bemidji High School will follow the traditional letter grading plan for students but with two updates: *no pass* rather than failing grades and a *pass* (option) rather than a letter grade. We will not offer failing (F) grades at this time, but rather have a NP (No Pass) grade to be put in its place. Students who earn a NP will not earn the credit for the course and will need to retake the class or recover the credit if it is required. A NP grade will not factor in or affect a GPA positively or negatively. Students will also have the option to OPT IN for a pass (P) grade rather than a letter grade. A “P” on a student’s transcript will

not affect overall GPA, but rather will neutralize it. Please note, College in the High School (CIHS) courses will follow a more specific policy. Please see your counselor for more information and [click here to access the policy](#).

Students must communicate with each of their teachers which option they prefer: traditional letter grades or a pass/no pass grade. Students' decisions on grading may differ from one class to the next. Decisions must be shared and communicated with each teacher by the final school day of the 2019-2020 school year. For seniors, this will be May 22nd. For all freshmen through juniors, this will be June 3rd.

#### Summary

- All students will receive a letter grade (A, B, C, D, or No Pass (NP)) for their Term 4 courses and Semester 2 courses.
- If a student does NOT want the letter grade they are currently earning (A, B, C, or D), they need to OPT IN for a Pass (P) grade. All students earning an F will be given a No Pass (NP) grade.
  - Students will OPT IN for a P with their teacher for EACH class.
  - Decisions are FINAL as of the last day of the window. Students will not have the opportunity to change this decision after the window is closed.
    - For 12th grade, class of 2020, the last day to decide is **Friday, May 22nd, 2020**.
    - For 9th-11th grade, classes of 2021-2023, the last day to decide is **Wednesday, June 3rd, 2020**.
- **Students will need to communicate their choices directly with their teacher for EACH class.** College in the High School (CIHS) students need to follow the specific CIHS grading policy and process. [Click here to access the policy](#).

#### **Bemidji Middle School**

Bemidji Middle School's grading policy will have two updates for Term 4 grading: A No Pass (NP) will be given in place of a failing/unsatisfactory grade and all other grades will default to a Pass (P) grade unless the student OPTS IN to receive a letter grade. We will not offer Unsatisfactory (U) grades at this time, but rather a NP (No Pass) grade put in its place. Students who earn a NP will not earn the credit for the course, but may be assigned to retake the portion that they missed, or will be offered supplemental programming in the 2020-2021 school year. A Pass (P) or No Pass (NP) grade does not factor in or affect a GPA positively or negatively. Students have the option to OPT IN to receive a letter grade for any class.

Students must communicate with each of their teachers if they want to OPT IN to a traditional letter grade or they will receive a P/NP for each class. Students' decisions on grading may differ from one class to the next. Opting in for a letter grade must be shared and communicated with each teacher via Google Form, or the hard copy form in the paper packets, no later than June 3, 2020.

All BMS finals tests will be given and corrected prior to May 30th so students are aware of their final grade and can make decisions about taking the pass/no-pass or graded option prior to June 3rd.

#### Summary

- All students will receive a Pass (P) or No Pass (NP) for their Term 4 classes unless they OPT IN for a letter grade (A, B, C, or D). They need to OPT IN by June 3rd, 2020.
- Students would need to OPT IN for a Letter grade with their teacher for EACH class - as an example - a student could have three letter grades on their report card and three (P) or (NP)'s.
- Students will need to communicate their choices directly with their teacher for EACH class on the Google Form their teacher sends to them.
- If a student has chosen the packet learning option, they will have a paper sent to them in their packet directing the student to choose Pass/No-pass, or a Grade option for each class.

- For any classes that a student was not able to take due to the distance learning model, but were still scheduled to take during the fourth quarter, the student will receive a “P” for a grade.
- Decisions are FINAL for 6th, 7th, and 8th graders as of the last day of school - June 3rd.

### **Bemidji K-5 Elementary Schools**

*Central Elementary, Horace May Elementary, J.W. Smith Elementary, Lincoln Elementary, Northern Elementary, Solway Elementary and Gene Dillon Elementary*

The Bemidji K-5 Elementary Schools will follow a P-Pass or U-Ungraded grading system. Students will receive a P-Pass if the student has participated in their learning.

- Any student who has not participated will receive a U-Ungraded identifying that they did not participate in their learning.
  - Students who receive a U may be required to participate in alternative or extended learning opportunities to make improvements in the areas that they struggle in the following school years.

### **Lakeside Learning Center**

During distance learning, grading at Lakeside Learning Center will be based on a Pass/No Pass basis, therefore grading during this time will not impact your child’s GPA. If your child receives a No Pass (NP), they have not earned credit. He/She will have the opportunity to make up work to earn credit.

### **Oshki Manidoo**

During distance learning, grading at Oshki Manidoo will be based on a Pass/No Pass basis, therefore grading during this time will not impact your child’s GPA. If your child receives a No Pass (NP), they have not earned credit.

### **First City School**

During distance learning, grading at First City School will be based on a Pass/No Pass basis, therefore grading during this time will not impact your child’s GPA. If your child receives a No Pass (NP), they have not earned credit. Students attending First City since the end of January or before may have the option to receive a letter grade.

### **Meal Delivery**

Meals are available at each of our school locations for all Bemidji community students Monday, Wednesday, and Friday from 8:30-1:00 p.m. Bundled meals for breakfast and lunch are served on Monday and Wednesday for both the current and following day. Friday meals will serve a single day of meals. All communications about our meal service will be provided through emails, posted on our website, and broadcasted by our local radio and television stations. Meals are provided by delivery, curbside pickup, and for our onsite childcare during the day. If you are in need and unable to pick up the meals, please go to our website and complete our form at or call 333-3100 x31141.

### **Bemidji Area School Mental Health Support**

A team composed of area mental health agencies, the Executive Director of our Area Service Collaborative, our Special Education Team, Indian Education Coordinator and school social workers met and addressed community needs. Each agency discussed and shared forms of



communication that were going to be used to facilitate meetings. The main form of communicating to families will be through email and teleconference, and the main form of therapy will be delivered through tele therapy. The team plans to meet bi-weekly to discuss supports, continued need and action planning throughout distance learning.

Bemidji Schools plan to continue our school-linked mental health partnership. All of our students that were receiving mental health services will continue to receive services, all of the students currently being evaluated/screened will be referred as necessary. The established referral process will continue for all students as needed.

Bemidji Schools will have links to online resources that include interactive activities as well as Social and Emotional Learning Lessons, community resources, and the mental health mobile crisis line, not only on the district website, but they will also be given out to all families via phone calls, text message, packets and us mail.

Our mental health support staff will be working directly with classroom teachers to identify those students who are at risk and/or those that need additional resources. Resources will be provided in a variety of ways that include but are not limited to, phone calls, text messaging, emails and U.S. mail.

Our community will utilize our Community Resource Connections - CRC organization. They update their available resources daily and directly help families to obtain medical assistance benefits. Our district will provide this information not only online, but via telephone, email, text, and U.S. mail.

Bemidji Schools are working with our community agencies and have identified how they will be delivering services to students that are not part of the school-linked mental health providers. They have reached out to families and have scheduled telehealth meetings.

### **How will the needs of students with IEPs be met?**

Students requiring additional supports, such as those on an IEP, will have a Contingency Plan attached to their IEP. This plan is developed by the team including the parent/guardian, case manager, general education teachers, service providers, and administrator to provide special education services and activities via distance learning.

Special education teachers will work with general education teachers to determine what accommodations/modifications are needed and provide them in a similar format to parents as the general education curriculum, if applicable. If not applicable, the case manager will work with the parent/guardian to determine an alternate plan.

Case managers coordinate communication and service delivery via different formats (e.g. Google Classroom, Google Meet, videos, phone conversations, email, etc.) that are mutually agreed upon with parents and school. Materials will be provided to families who are not able to access them via online following the procedures outlined by the District.

Case managers will determine how to measure progress on IEP goals with each child's team.

Special education teachers and related service providers have been instructed to complete IEPs and complete evaluations within timelines.

- IEP meetings will be held using video chat (Google Meet) or phone conferencing.
- Case managers have been given instruction to complete evaluations within timelines and what to do if an evaluation tool cannot be completed because it requires face-to-face contact with students.

Teachers who have students on a 504 in their class will work with the students and their families to ensure the student's needs are met through the 504. Services will be provided via, online, email, phone and us mail. Delivery of information will depend on student and family access.

### **Meeting our Needs of Families in Transition**

Our district's McKinney Vento Liaison has worked with our families in transition to ensure a point of contact to be able to communicate regularly during this difficult time. For the families that we are unable to reach we will continue to work towards making connections. We are also collaborating with Evergreen, our youth crisis shelter, to ensure that our students educational needs are met. The McKinney Vento Liaison maintaining contact and ensuring that the families has access to food service, mental health services and community resources.

### **Meeting our English Language Learners Needs**

Our district's English Language Learner teacher is working closely with our ELL families. She will be providing support and meeting their educational needs during this time.

### **Meeting our Tribal Community Needs**

We are not only using web-based learning to deliver services, we are using email, phone contact, and learning packets to ensure equal access to all students.

The home/school liaison and/or academic advisors assigned to each individual building, will work with school staff to ensure needs of American Indian students are being met by tracking family contact, academic progress, food insecurity, and mental health needs.

Home/school liaisons and/or academic advisors will maintain a database and update weekly on family contact and how it was delivered. This will not only assure delivery of content, but serve as a means of identifying needs that arise with students and families, allowing for opportunity to make necessary referrals.

Our Indian Education staff have been in contact with Minnesota Department of Education, collaborated with local Indian Education programs, met with mental health providers, working alongside food service, our technology department, and shared resources with local tribes and Indian Health Services. We are planning collaboratively with the district as we roll out distance learning.

### **Monitor and Adjust-Distance Learning Plan**

Bemidji Area Schools will monitor and adjust this plan on a regular basis. Adjustments that are made will be communicated to parents through our Skyward Alert System, email and through mail as needed.