

TEACHER GUIDE

TO EXTENDED LEARNING



FORT GIBSON EARLY LEARNING CENTER

VIRTUAL

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FORT GIBSON PUBLIC SCHOOLS



OVERVIEW & PURPOSE

- The purpose of this guide is to provide answers and expectations during our time of Offsite extended learning.
- Our hope is to maintain academic rigor while providing a sense of stability to our students and their families
- Support our patrons in every way possible during a difficult time in history.

EXPECTATIONS

- Teachers are the nucleus of our operation. It is imperative that we pull together and extend maximum effort to communicate with our families and love our kids through this challenging time. While many families have a strong network and support system, we have some families that are losing everything! Extend grace, exercise patience and give it all we got for the next month and a half. Difficult roads often lead to beautiful destinations!
- Contact students at least two times per week. Contact can be through any medium, text, voice, Google Meet, email, Facebook, or Google Classroom. Contacts need to be documented and submitted to the building principal weekly.
- Don't over do it adding stress to families. Make sure WE can support what we assign. Stress levels may be at all time highs in homes and be very conscientious about our approach. Challenge kids, not parents.
- Be mindful of what tabs you have open on your computer when screenshotting or sharing images from desktops, we are always the professional so be mindful of attire when presenting via virtual platforms.
- Grade level meetings will take place (pending CDC recommendations) one day a week to plan, organize, and collaborate while exercising social distancing.
- Daily virtual office hours (two hours per day) will be established for each teacher to be available to help facilitate learning and answer questions. These hours should remain static and not fluctuate.
- Have work prepared for any student needing a hard copy or "packet instruction" bi-weekly. We will have scheduled pick-up times and also have a weekly delivery option utilizing bus routes. Coordination and communication of delivery will be done through your building principal.

- **Pre-K (Entrance J) and Kindergarten (ELC front Entrance B)** students will be able to pick up their materials needed for extended learning on **Tuesday from 8:00 am to 1:00 pm**. Students will be able to pick up personal belongings at this time as well. Your child's teacher will have personal belongings in their classroom ready to be taken home. Any school property such as library and guided reading books will need to be returned at this time.
- **1st Grade students** will be able to pick up their materials needed for extended learning on **Wednesday at the ELC front (Entrance B) from 8:00 am to 1:00 pm**. Students will be able to pick up personal belongings at this time as well. Your child's teacher will have personal belongings in their classroom ready to be taken home. Any school property such as library and guided reading books will need to be returned at this time.



HOW TO PICK UP WORK AND PERSONAL BELONGINGS (Following CDC Guidelines) - Continued

- **2nd Grade students** will be able to pick up their materials needed for extended learning on **Thursday at the ELC front (Entrance B) from 8:00 am to 1:00 pm**. Students will be able to pick up personal belongings at this time as well. Your child's teacher will have personal belongings in their classroom ready to be taken home. Any school property such as library and guided reading books will need to be returned at this time.
- Delivery at bus stops on Saturday mornings. Make arrangements by calling the front office.

HOW TO COMMUNICATE WITH STUDENTS

- Teachers will have daily "office" hours to assist students and help with any problems that may arise. Office hours will be held in a virtual platform that will be selected by each teacher and communicated with families. This may include but is not limited to: Facebook, text message, Google Classroom, Google Meet, email, or phone calls.
- Teachers will need to attempt to make contact with each child at least twice a week.

HOW TO RETURN COMPLETED WORK

- Packets/Learning activities will be provided every two weeks. There will be a checklist of activities provided by your child's teacher.
- Parents will need to send a picture of the completed checklist to their child's teacher when the weekly packets/learning activities have been completed.

WILL WORK BE GRADED

- Yes, academic expectations and integrity remain in force. In order to receive credit, parents will need to send a picture of the completed checklist on each packet /learning activity and respond to communication from the teacher.



SUGGESTED ACADEMIC SCHEDULE FOR GRADE LEVELS

Prekindergarten & Kindergarten: 45 minutes a day

- 15 minutes read aloud and literacy skills
- 15 minutes math
- 15 minutes of reading skills practices (i.e. rhyming, sounds in a word, and letter names and letter sounds)
- Extended learning:
 - 30-60 minutes of outdoor play
 - 10-20 minutes of reading with family (books of their choice)
 - 90+ minutes of imaginative play

1st and 2nd Grade: 1 hour and 10 minutes a day

- 30 minutes for read aloud or independent reading, including reading tasks or writing prompts.
- 20 minutes for a combination of math lesson, activities, application practice or games focused on concepts, skills or content (i.e., number sense, computation, problem solving, etc.) three times a week.
- 20 minutes of science/social studies activity or lesson connected to an overarching project or topic of study one time a week each
- Flexible time for specials (physical education, music, art, world language or library)