

TEACHER GUIDE

TO EXTENDED LEARNING



FORT GIBSON HIGH SCHOOL

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!
- Core subject area teachers will contact students at least two times per week. Contact can be through any medium, text, voice, Google Meet, email or Google Classroom. Contacts need to be documented and submitted to the building principal weekly.
- Teachers of elective courses: Students will be given an option to:
 - A) Receive the current grade in the class or
 - B) Be given the opportunity to complete virtual coursework in order to improve their grade.
 - This will be done in a good faith effort to allow students to improve their GPA, qualify for scholarships etc.
 - Elective coursework teachers will be required to contact their student and present these options and record their preference. This documentation needs to be turned into the building principal.
- Advisory teachers are expected to post a SEL (social emotional learning) lesson that will be provided by the counselor each Monday. This lesson will be optional for students. (Beginning April, 6th)
- 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.
- Teachers will not be expected to turn in lesson plans through this extended virtual learning process. However, ALL teachers must add building administrators and your department chair to each of your Google Classrooms. Special Education teachers also need to add Jodi Doke.
- 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.
- Department 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.
 - Math 9am - 11am
 - English 10am - 12pm
 - Science 11am - 1pm
 - Social Studies 12pm - 2pm



EXPECTATIONS (Continued)

- Have two weeks of work prepared for any student needing a hard copy or “packet instruction.” We will have scheduled pick-up times and also have a bi-weekly delivery option utilizing bus routes, if necessary. Coordination and communication of delivery will be done through your building principal.
- Have work prepared for any student needing a hard copy or “packet instruction” bi-weekly on: Friday, April 3; Friday, April 17; and Friday, May 1.

HOW WILL STUDENTS PICK UP WORK

- HS students will be able to pick up their materials needed for extended learning on Monday at the HS from 8:00 am to 1:00 pm in the west hall in front of the auditorium

HOW WILL STUDENTS PICK UP POSSESSIONS

- **Students who need to pick up laptops, textbooks or other items essential to learning will need to contact the HS office beginning Monday, April 6th in order to schedule a time (10 min increments) to pick up their possessions.** Please know that we will be following CDC guidelines through this process. No loitering will be allowed. Students must get their equipment and immediately leave campus. HS office phone # 918-478-2452
- Pick-up dates/times:
 - 9th grade: Tues. April 7th
 - 10th grade: Wed. April 8th
 - 11th grade: Thur. April 9th
 - 12th grade: Fri. April 10th

HOW TO COMMUNICATE WITH STUDENTS

- Teachers will have daily “office” hours to assist students and help with any problems that might 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: text message, Google Classroom, 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

- Work done virtually will be submitted online. Students completing paper packets will return their work every two weeks, according to the pick-up/drop-off schedule.



GRADING

- Academic expectation and integrity remain in force and 2 grades per week are expected per core class - No more/No less. Grades are expected to be entered in your gradebook weekly each Tuesday morning.
- There will be no trimester tests.
- You may choose to just assign daily assignments for the remainder of the school year.
- If you chose to give assessment(s) they should not be designed to be stressful for students. Be mindful of both difficulty and length if you choose to give assessments.
- You may adjust your grading category percentages as needed.

LIBRARY RESOURCES

- We will be posting links on the district website about how to access the digital resources within our school library, how to check out books from our library during the school closure, and how to access digital book titles from our local libraries.