

TEACHER GUIDE

TO EXTENDED LEARNING



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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 Distant 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 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. The time expectation for your students to complete all daily assignments is an hour and a half.
- 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 all students to have a hard copy or "packet instruction" for two weeks at a time. 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.

HOW WILL STUDENTS PICK UP WORK

- Third Grade students will be able to pick up their materials needed for extended learning on Tuesday at the IE from 8:00 am to 1:00 pm.
- Fourth Grade students will be able to pick up their material needed for extended learning on Wednesday at the IE from 8:00 am to 1:00 pm.
- Fifth Grade students will be able to pick up their materials needed for extended learning on Thursday at the IE from 8:00 am to 1:00 pm.
- 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 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: 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 will be provided every two weeks. There will be a checklist of assignments included on the front of each packet. Parents will send a picture of the completed checklist to their child’s teacher at the end of each two week session.

WILL WORK BE GRADED

- Yes, academic expectation and integrity remain in force. Two grades per week can be expected per class.