

TEACHER GUIDE

TO EXTENDED LEARNING



FORT GIBSON MIDDLE 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 virtual learning.
- Our hope is to maintain academic rigor while providing a sense of stability to our students and their families.
- Communication may include but is not limited to: Google Classroom, Google Meet, email, and phone calls.

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!
- All core teachers will give assignments 4 days per week, take 2 grades per week, and make contact at least once per week. The contact may be the student answering the question in Google Classroom at the beginning of each week acknowledging they have seen and understand their assignments for the week. Contacts need to be documented and submitted to the building principal weekly.
- Daily virtual office hours (two hours per day) will be established for each core teacher to be available to help facilitate learning and answer questions. These hours should remain static and not fluctuate.
 - Math 9AM - 11AM
 - Language Arts 10AM - 12PM
 - Science 11AM - 1PM
 - Social Studies 12PM - 2PM
- Grade level meetings will take place virtually via Google Meet or in person (pending CDC recommendations) one day each week to plan, organize, and collaborate while exercising social distancing.
- Elective Courses
 - Students will be given the option to:
 - A) receive their current grade in the class
 - 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.
 - Teachers of elective courses will be required to contact their student's PARENT/GUARDIAN, present these options, and record their preference. Contacts and parent/guardian choices for each student needs to be documented in the Google Sheet (located in the "2019-20" MS Shared Drive --> "3T Extended Virtual Learning" folder--> Google Sheet is titled "3T Elective Course Documentation") and turned into the building principal.



EXPECTATIONS (Continued)

- Advisory teachers are expected to CALL parents on Thursday, April 2 to let them know the virtual learning will begin the following Monday, April 6 and then to make contact with students at least once each week for the remainder of the school year. Contact with students can be made through the following mediums: Google Classroom, email, phone call, or Google Meet. If you are contacting a parent after the initial contact you may also text. Contacts need to be documented and submitted to the building principal weekly. Advisory teachers are also 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.
- No teachers are expected to turn in lesson plans through this extended virtual learning process. However, ALL teachers must add their evaluating administrator and department chair to 1 section of a Google Classroom for each course taught. 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 and surroundings when presenting via virtual platforms.
- For your protection please do not hold virtual meetings with only you and a single student. If you need to meet virtually with an individual student for some reason (ex: to answer questions or demonstrate something) please ask a coworker or site administrator to join your Google Meet.

HOW WILL STUDENTS RECEIVE WORK

- MS students will receive their assignments virtually through Google Classroom. A week's worth of daily assignments will be posted in Google Classroom by 8AM each Monday with the expectation that each week's work is due by the following Monday at 8AM.

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 designated by subject area:
 - Math 9AM - 11AM
 - Language Arts 10AM - 12PM
 - Science 11AM - 1PM
 - Social Studies 12PM - 2PM
- Communication may include but is not limited to: Google Classroom, email, and phone calls.
- Advisory teachers will need to attempt to make contact with each child once a week.
- Weekly check-in through question in Google Classroom, similar to normal virtual day attendance process, but only done once each week instead of daily. This question is in the “2019-20 MS” Shared Drive--> “3T Extended Virtual Learning” folder → Google Doc titled “WEEKLY Contact/Attendance Verification”.



HOW TO RETURN COMPLETED WORK

- Work done virtually will be submitted online. The expectation is for each week's work to be submitted by the following Monday at 8AM.

GRADING

- Academic expectation and integrity remain in force and 2 grades per week are expected per core class. Grades are expected to be entered in your gradebook weekly each Tuesday.
- 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 and how to access digital book titles from our local libraries. .