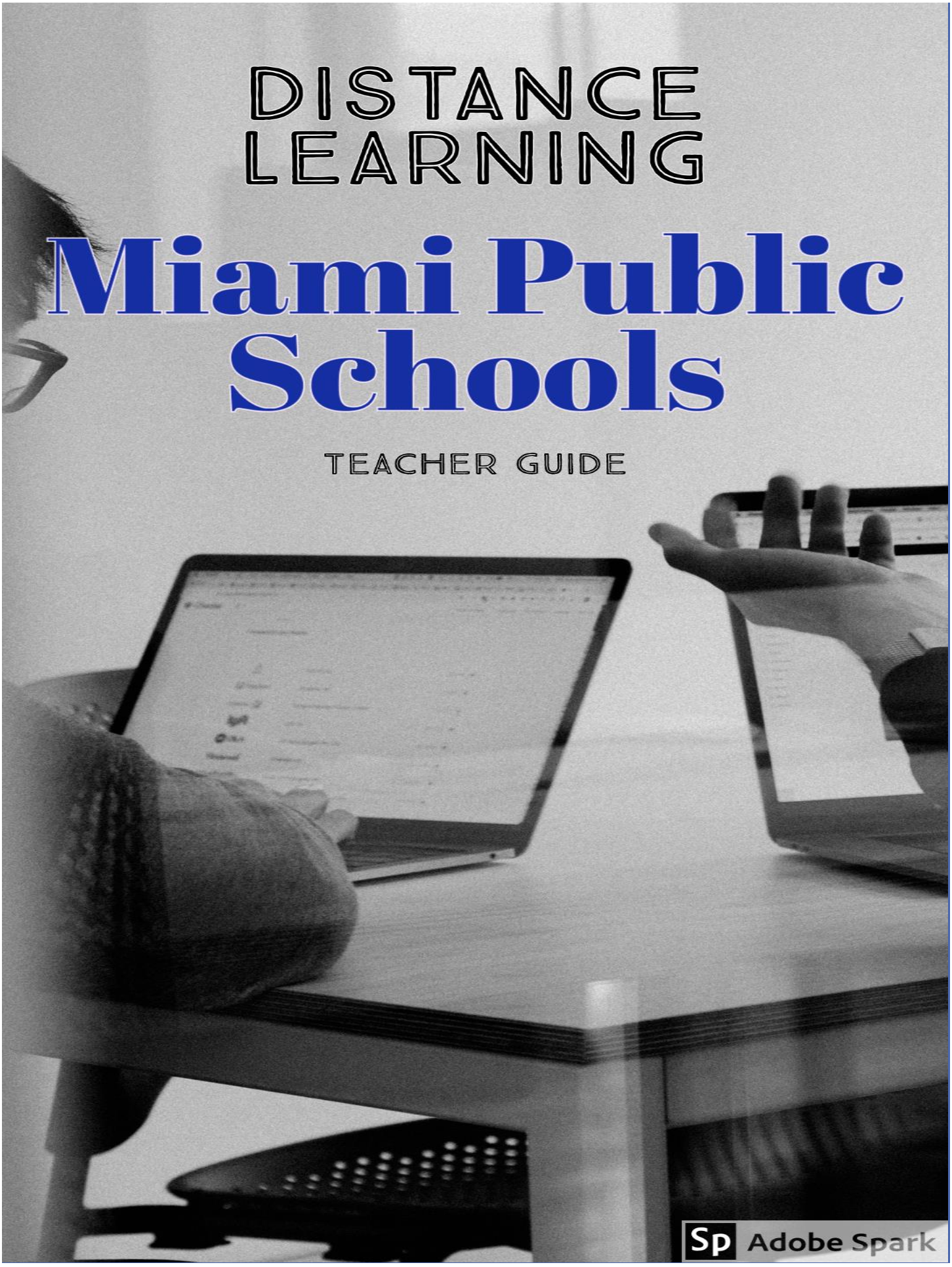
DISTANCE LEARNING

Miami Public Schools

TEACHER GUIDE



Dear Team MPS:

The grit, determination and hard work that encompasses *The Wardog Way* was effectively modeled as many team members worked hard to develop a distance learning plan that will help our students finish the school year strong. As you can imagine, this planning presented its own set of trials, as most of it has occurred digitally or at a distance so we can protect ourselves just as you are at home. However; I feel that our team has met the challenge, and will address any other challenges because that's *The Wardog Way*! The students of MPS deserve a learning plan that will help them grow academically, and that is what we are determined to give them.

The last few weeks have made me even more proud to be the superintendent of Miami Public Schools. From providing meals for our families to delivering essential supplies to Integris Miami, our team continues to exemplify *The Wardog Way*, as well as lift spirits of our families and students. All of this has occurred while taking the necessary precautions to prevent the spread of COVID-19. There's nothing we can't accomplish when we work together as a team.

The purpose of this document is to share guidance and information on our transition to distance learning. While this is not how we expected to end the school year, our distance learning plan will allow us to keep students on track, while also protecting what is most important – their health and well-being. A change of this magnitude will not occur without bumps in the road; however, with your help, I am confident we will offer the best services possible for our students.

We are at our best when we all work together, and now is the perfect time for us to shine. You were and continue to be a valued member of Team MPS. Now, let us lead the way, by encouraging, supporting and teaching through these challenging times.

Together in Education,
Jeremy Hogan
Superintendent

Miami Public Schools

Distance Learning

Teacher Guidance

Overview & Purpose

- The purpose of this guide is to provide answers and expectations during our time of distance learning.
- Our hope is to maintain academic rigor while providing a sense of stability to our students and their families.

Expectations

- Extend grace, exercise patience and be flexible with students, parents, and lesson delivery.
- Contact students at least one time per week. Contact can be through any medium, text, voice, Google Meet, Zoom, email, Facebook, Google Classroom, and any other method used across the district. Contacts need to be documented and submitted on the district contact form.
- Make sure WE can support what we assign. 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.
- School site faculty meetings will take place via Zoom one day a week to plan, organize, and collaborate. Grade-level and subject-area meetings will be scheduled as needed.
- Grade levels need to collaborate on standards/concepts to ensure equity across the district.
- Specials & Elective teachers will provide weekly activities or resources for students through social media, Google Classroom, or other means of communication.
- Teachers will assure that lessons include differentiation for SPED, 504, and EL students.
- Daily virtual office hours (one hour 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. Weekly plans will be posted for parents and students to view for the following week.

Device, Supply & Packet Pick-up

- The district will have device & supply pick up days and times at the Miami Activity Center based on the last name of parents/guardians at the following times:
    - Thursday, April 2nd
        - A - F 9:00-12:00
        - G - M 1:00-4:00
    - Friday, April 3rd
        - N - S 9:00-12:00
        - T - Z 1:00-4:00
    - Monday, April 6th
        - Open pick up from 9:00-12:00
- Site principals will contact families who fail to pick up devices, packets, or supplies to arrange for delivery or pick up on an as-needed basis.

How to Communicate with Students / Student Contact

- 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, Zoom, Google Classroom, email, phone calls or other means.
- Teachers will need to attempt to make contact with each child at least once a week.
- The district will provide a Google Sheet to track attendance/work progress each day from April 6, 2020 to May 8, 2020.
- Teachers will be expected to track communication with students, track completed assignments, and track lesson delivery.

Suggested Academic Schedule for Grade Levels

- Students can expect to participate in learning for the suggested time frames per grade level:
    - PK: 30 minutes daily
    - K-1st: 45 minutes daily
    - 2nd-3rd: 60 minutes daily
    - 4th-5th: 90 minutes daily
    - 6th-12th: 30 minutes per teacher for a maximum of 3 hours per day
- Resources from the Oklahoma State Department of Education
    - https://sde.ok.gov/distancelearning
    - https://sde.ok.gov/covid19-instruction-support

Grading

- Student's baseline grades will be determined from their 3rd quarter or semester average as of March 13th, 2020.
- Students are graded by participation for each course. This will provide an opportunity for students to improve their standing in each subject area.
- **Course grades can only be improved after March 13, 2020.**

Special Education/504/EL Students

- Individualized Education Plans (IEP), 504s, English Language Academic Plans (ELAP) will be followed to the greatest extent possible.
- Related services will be coordinated by INTEGRIS. Individualized packets will be mailed to individual students. Tele-therapy via ZOOM will be provided and coordinated between INTEGRIS and parent(s)/guardian(s).
- IEP and 504 meetings will be held through phone or video conference according to the current timeline unless an in-person meeting is requested by the parent via letter, email, text, or other form of communication. All IEP/504 team members are required to participate.

Plan Preparation

- Communication to parents via social media, school website, and robo-call
- Lunch service survey
- Technology/internet connectivity survey
- Staff meetings by site to determine needs
- Development of technology contract for device/hotspot checkout
- A professional development plan for supporting teachers in distance learning
- Creation of How-to videos for students and parents on the following:
    - Internet safety
    - Device usage
    - App usage
    - Program usage (Seesaw, USA Test Prep, Google Classroom, Edgenuity, Flip Grid)
    - Zoom
    - Google Hangout
    - How to use a hotspot

Contacts

Site Hours: Administration will be available by phone every Tuesday from 9:00 - 12:00

District Hours: Central office will be open daily from 9:00 -- 12:00

Information Technology - (918) 542-3192

IT Director, Nick Talbert - ntalbert@miamips.net

IT Assistant Director, Aimee Parnell - aparnell@miamips.net

Data Specialist, Sandy Ankenman - sankenman@miamips.net

Instructional Coaches

Amie Whitehill – awhitehill@miamips.net

Angie Murphy – amurphy@miamips.net

Margie Hayes – mhayes@miamips.net