STILWELL GRADE SCHOOL

10 South Sixth Street

Stilwell, Oklahoma 74960

Mark Lea, Principal

Phone 918-696-7656 - Fax 918-696-6040

stilwellk12.org



# Spring 2020

**Stilwell Grade School Teacher Guide for Distance Learning**

## **Overview and Purpose**

* The purpose of this guide is to provide answers and expectations during this time of distance learning.
* Our hope is to provide academic rigor while maintaining a sense of stability to the students and their families.
* We want to support our patrons in every way possible during this difficult time in history.

## **Expectations**

* The teachers are the heart of the school. It is very important that we pull together and extend to our families every effort possible to have open communication and show love to our kids and their families. Many families have strong roots and have strong connections to support systems while others may see their world is falling apart. Please be patient with students and their families and have a bit of humility for the next month and half. These families are traveling some very rough roads now and need our support.
* Contact students once a week. Contact can be made through any median, text, email, phone call, Facebook or Google classroom.
* We do not want to add any additional stress to the families. We must support what assignments we give to them. Stress levels may be at an all time high in the home so be very cautious about your approach style and manner with the families. Our goal is to continue to challenge the student not to challenge the parents. Daily assignments should take no longer than 1 hour and 30 minutes a day to complete.
* Be professional at all times with students and parents. If you are presenting a lesson on a virtual platform be mindful to dress in a professional manner.
* Grade level meetings should take place weekly either via a conference call or by Zoom.
* Practice social distancing in all other meetings with people or in public.
* Daily office hours need to be set by the teacher to help any student who may need their assistance or to answer parent questions. These office hours need to be maintained at the same time each day and should not be over two hours each day.
* Student work packets need to contain 5 weeks worth of work. We will have a place and time for packets to be dropped off at the Grade School upon completion. Parents will be informed with either a phone cast or an alert put on the Grade School Facebook page as to when and where to drop off packets.

**How will students pick up work**

* On April 6, 2020 all student work packets will be mailed out to the students at that time.

## **How to communicate with students**

* Teachers will have daily office hours, not to exceed two hours, set aside to assist students with any problems that may arise. Office hours will be held in a virtual platform that will be selected by each student’s family. This may include but is not limited to: Facebook, Google Classroom, email, text or phone calls.
* Teachers will attempt to make contact with each student at least once a week.

## **How to return completed work**

* Packets will be returned to the Grade School by May 6, 2020 to a drop box in front of the Grade School office. Students can also take a picture of completed work and send it to the teacher via email or text. Teachers will check online websites for students who are working on that platform for completed work.

## **Will work be graded**

* Yes, academic expectations remain in place. Three grades per week in math and reading can be expected.