



SPRING 2020

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# Teacher Guide

TO EXTENDED LEARNING

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# Overview & Purpose

The purpose of this guide is to provide answers and expectations during this time of extended learning. Our is to provide support and encouragement to our students and their families.

## Expectations

Our expectations are always high for our SHS students, but during this situation we need to understand that some circumstances are out of our students' control. We will make every effort to provide accommodations if needed, and work with students in order to accomplish our goals. The following are our expectations:

- **Administrators:** Coordinate all alternative options and communicate expectations and information in a positive and encouraging manner. Provide support and resources to staff, students, and families.
- **Teachers:** Provide support, encouragement, and communicate with students and parents. Check email daily.
- **Teachers:** Make every attempt to participate in scheduled zoom meetings.
- **Teachers:** Please do not come to the building unless you have been approved to do so by a building administrator.
- **Teachers:** Extend grace and exercise patience to everyone involved.
- **Teachers:** Set up virtual office hours for your students
- **Core Teachers:** Provide manageable and preferably project based assignments. Submit an alternative curriculum packet option to the Principal.
- **Elective Teachers:** You do have the option to give a student their current grade. We understand that some electives do not allow for virtual instruction. Please consider options for students if they want to improve on their elective grade.
- **Counselors:** Provide optional Social and Emotional Learning lessons or activities weekly through our Facebook page and by email.
- **Students:** Check your email frequently. Teachers and Administration will be sending you guidance and important information.
- **Students:** Students should not expect to spend over 3 hours per day completing schoolwork. Our teachers understand that each core subject is limited to 30 minutes a day maximum.
- **Students/Parents:** Stay positive! This is new for all of us, so we will be understanding and patient in consideration of your school work.
- **Students/Parents:** If you have any questions or concerns, please email your teachers or administration.



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# How Students Will Pick Up/Submit Work

The goal is to practice social distancing in the interest of safety for our students and staff. Teachers are encouraged to provide curriculum through email contact, google classrooms, edmentum, and/or other already student established platforms.

- Please email Mr. Brunk at [mbrunk@stilwellk12.org](mailto:mbrunk@stilwellk12.org) or call **(918) 696 – 7276 ext. 2234** and leave a detailed message if you require paper packets (Note: This option is limited to students who **do not have access to internet/smart device/Wi-Fi.**) A time will be scheduled to pick up paper packets curbside at the high school. Please understand that this option may take longer to coordinate.
- Work done virtually will be submitted online. Students completing paper packets will schedule a time with administration to return work to a drop box located at the high school circle curbside by May 4<sup>th</sup>, 2020.

## How to Communicate with Your Student(s)

- Check your email frequently and set up virtual office hours with your students. If students are not responding, please reach out through other platforms.

## Grading

- Students should be given consideration during this time. Students communicating and attempting work should only be able to increase their current grade during the last month of the school year.

## Meal Options

- Meals will be served Monday – Friday from 9:30am to 12:30pm as a drive through/grab and go at our High School Cafeteria. Thursday is the High School's designated day. Workers report at 9:00am, please do not work if you are quarantined or do not feel comfortable doing so.

## Resources

<https://www.weareteachers.com/free-teacher-resources/>

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Also, additional resources will be provided through our Google Group.

## Questions/Concerns

- If you have any questions or concerns, please call the High School Office at (918) 696 – 7276 ext. 2234.
- You may also email: Matthew Brunk, HS Principal at [mbrunk@stilwellk12.org](mailto:mbrunk@stilwellk12.org) or Tannen Turman, HS Assistant Principal at [tturman@stilwellk12.org](mailto:tturman@stilwellk12.org)
- For questions about Special Education, please contact Special Services Coordinator, Rachelle English at [renglish@stilwellk12.org](mailto:renglish@stilwellk12.org) or (918) 696-7001 ext. 3223
- For questions about the ELL Program, please email ELL Coordinator, Shameka Hargis at [shargis@stilwellk12.org](mailto:shargis@stilwellk12.org) or (918) 575-2021

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