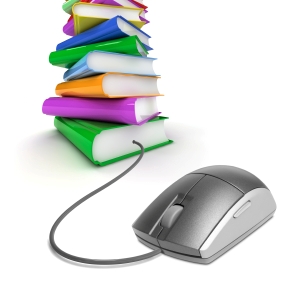


PARENT/STUDENT GUIDE

TO DISTANCE LEARNING



STILWELL MIDDLE SCHOOL

12 NORTH 7TH STREET

STILWELL, OK 74960

918-696-2685

[www.stilwellk12.org](http://www.stilwellk12.org)

Dale Girdner, Principal Brandy White, Counselor

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| PURPOSE OF PARENT/STUDENT GUIDE |

The purpose of this guide is to provide answers and expectations for SMS’s distance learning plan. The goal of the administration and teachers is to maintain academic rigor while providing a sense of stability and guidance to all our students and families.

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| STUDENT EXPECTATIONS |

* Students will be required to complete all assignments received by his or her teachers, whether online through Google Classroom or in paper packet format.
* Students will be expected to spend approximately three hours per day completing assignments.
* All students using the distance learning format for assignments will submit assignments online as they are completed and no later than the following Monday after the student has received the assignment.
* All students using the paper packet format for assignments will submit assignments as completed by taking a picture of the assignment and emailing picture to the corresponding teacher or by completing the entire packet and placing in an envelope with student’s name and grade and placing in the drop off box located in front of SMS gym.
* Student can expect at least two to three assignments per week per class.

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| RECEIVING ASSIGNMENTS |

* Students with a device and Internet access at home will receive his or her assignments virtually through Google Classroom.
* Students without the ability to participate online will have a paper packet of assignments mailed out to him or her on April 6th.

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| COMMUNICATING WITH MY CHILD’S TEACHER(S) |

Teachers will have two hours weekly on Monday and Wednesday to assist your child and help with any problems that he or she might be experiencing. The weekly Monday and Wednesday hours will be held in a virtual platform designated by subject area:

* Math, Algebra, Geometry 9am – 10am
* English 10am – 11am
* Science, Physical Science 11am – 12pm
* Social Studies, Geography, & US History 12pm – 1pm

Each subject area teacher will attempt, to contact your child at bi-weekly intervals. Communication from the teacher(s) will include but not limited to Google Classroom, email, or phone calls. This is regardless of the learning platform your child is using, distance learning or packets. Also, students can email a teacher at any time with questions and the teacher will respond as quickly as possible.

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| RETURNING WORK TO YOUR CHILD’S TEACHER(S) |

Assignments completed by the student through distance learning will be submitted online to the teacher(s). All assignments are expected to be completed by the following Monday and submitted by 12:00 pm. Assignments completed by the student through paper packets will require the student or parent to take a picture of each page of the packet as the student completes it with his or her phone and email the picture(s) of the assignments to the teacher(s). If this is not feasible the paper packets can be returned to SMS by mail (address on cover page) or by dropping off the paper packet (placed in the envelope it came in) and placing it in the drop box that will be located in front of the SMS gym. On the front of the envelope write your child’s name and grade. Also, make sure your child’s name and teacher is written on the top of each assignment. Packets must be turned in no later than May 5th.

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| GRADING OF ASSIGNMENTS |

G WORK TO YOUR

To maintain academic expectations and integrity, two grades per week will be recorded to Wengage per subject area. However, paper packets may take longer to reach the teacher and may not be recorded weekly to Wengage but will be recorded as soon as possible.

TEACHER(S)

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| MEAL OPTIONS |

Three (breakfast, lunch, and supper) grab and go meals will be provided Monday through Friday at Stilwell High School student parking lot for any student ages 18 and under, free of charge. Students do not have to attend SMS to receive meals. If you have any questions about meals, please call 918-696-7001.

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| RETRIEVING PERSONAL BELONGINGS |

If your child has a need for essential items such as medicine or electronic devices, that may be located in the nurse’s office, classroom or lockers in the school building, please contact the SMS office to make arrangements to pick up these essential items curbside during the hours of 9:00 am to 12:00 pm, Monday through Thursday, beginning April 6th. A plan will be put in place at a later date for students to pick-up non-essential personal items curbside from the school.

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| SCHOOL EVENTS |

* At present all events such as the 8th grade graduation and the awards assembly have been put on hold to be held at a later date or there is the possibility of having a virtual 8th grade graduation. If this plan is determined to not be feasible in the near future, parents will be notified of how and when to pick up student diplomas and awards.
* SMS is currently working with our Cheerleading Sponsor to develop a plan for cheer tryouts. Once a plan is in place and finalized it will be posted on our Facebook page and school website.
* If your student has placed an order for a yearbook, the school will notify, you the parent by phone, that they have arrived and are available for pick up curbside. If your child has not purchased a yearbook and would like to, we will post on our Facebook page that the yearbooks have arrived and you the parent can call the school to make arrangements for payment and pick up curbside. Any extra yearbooks will be sold on a first come, first serve basis.
* All 8th graders will need to email Mrs. Brandy White ([bwhite@stilwellk12.org](mailto:bwhite@stilwellk12.org)) a baby picture and a current picture for the 8th grade slideshow.
* All 8th grade t-shirts and tassels will be provided by the school.

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| QUESTIONS |

If you have any questions, please call the Stilwell Middle School office at 918-696-2685, Ext. 3221, Monday through Thursday from 9am to 12pm. You may also email: Dale Girdner, [dgirdner@stilwellk12.org](mailto:dgirdner@stilwellk12.org), Brandy White [bwhite@stilwellk12.org](mailto:bwhite@stilwellk12.org), or Lara Brewer [lbrewer@stilwellk12.org](mailto:lbrewer@stilwellk12.org). If you have questions about a student with an IEP, please call Rachelle English at 918-696-7001, Ext. 3223 or email at [renglish@stilwellk12.org](mailto:renglish@stilwellk12.org) or a student in our ELL program, please call Shamekah Hargis at 918-575-2021 or email at [shargis@stilwellk12.org](mailto:shargis@stilwellk12.org).

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| ADDITIONAL RESOURCES for extended learning |

R(S)MUNICATING WITH MY CHILD’S TEACHER(S)

Google Classroom

Oklahoma Library of Digital Resources – [ossba.org/services/okldr/](file:///C:\Users\bwhite\Downloads\ossba.org\services\okldr\)

IXL – [ixl.com](file:///C:\Users\bwhite\Downloads\ixl.com)

PebbleGo Next – Grade 5 – [www.pebblegonext.com](http://www.pebblegonext.com) – username: engaged – password: learning

Capstone Interactive eBooks – [www.mycapstonelibrary.com](http://www.mycapstonelibrary.com) – username: continue – password: reading

OETA – [OETA.tv/LearningAtHome](file:///C:\Users\bwhite\Downloads\OETA.tv\LearningAtHome)

PBS Learning Media – [oeta.pbslearningmedia.org](file:///C:\Users\bwhite\Downloads\oeta.pbslearningmedia.org)