TEACHER 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 TEACHER GUIDE |

The purpose of this guide is to provide expectations and answers for SMS’s distance learning plan. The goal is to maintain academic rigor while providing a sense of stability and guidance to all our students and families. Communication with our students and parents is vital and can be achieved through Google Classroom, email, and phone calls.

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| TEACHER EXPECTATIONS |

Teachers are the foundation of our school and the crucial component of making our distance learning plan a success. It is vital that we pull together and work as a team to communicate with our parents and students to provide the guidance and support they need during this time. Practice patience and empathy with our students as they embark on this new concept of distance learning. There are many challenges ahead for all of us and we must band together as a community for support through this traumatic time.

Core teachers will provide at least two assignments per week for all students. These assignments must include opportunities for review and enrichment in learned concepts. All assignments will be posted in Google Classroom or mailed to the students in a paper packet. Teachers will take two grades per week and will contact students bi-weekly. Communication with students can include Google Classroom Chat, email, or phone.

Elective teachers will contact students/parents and provide the following options:

* Students who have an “A” for the Mid-Term 3 Progress Report will be given that grade for the Semester 2 grade.
* Students who have a grade lower than an “A” will be provided with the opportunity to take his or her Mid-Term 3 Grade as the Semester 2 Grade or be provided with assignments to improve his or her grade. If the student and parent choose the current Mid-Term 3 Grade as the Semester 2 Grade, the parent will need to email the teacher expressing their choice or mail a written statement to the school.

Teachers are not required to write lesson plans during this time of distance learning or paper packet instruction.

Teachers are challenged to provide the students with user friendly instructions and assignments. It is encouraged to be mindful of what you share and screenshot from his or her computer. Also, be mindful of all student learning styles and abilities, especially IEP and ELL students. For additional resources or help with assignments for IEP students contact Rachelle English at 918-696-7001, Ext. 3223 or renglish@stilwellk12.org or for ELL students Shamekah Hargis at 918-575-2021 or shargis@stilwellk12.org.

Teachers will be responsible for corresponding with each other and the principal about student performance and concerns.

Teachers will be required to provide two weekly virtual school hours per week each Monday and Wednesday. Also, during this time teachers will need to check his or her email frequently to answer any student/parent questions. School hours for each Monday and Wednesday:

* Math, Algebra, Geometry 9am – 10am
* English 10am – 11am
* Science, Physical Science 11am – 12pm
* Social Studies, Geography, & US History 12pm – 1:00 pm

All assignments will be available on April 6th. All distance learning assignments need to be posted on Google Classroom and paper packets will be mailed out.

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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. Five weeks of daily assignments need to be posted to Google Classroom beginning April 6th.
* Students without the ability to participate online will have a paper packet of assignments mailed out to him or her on April 6th. The paper packet must include five weeks of daily assignments and should be returned by the student by May 5th. A drop box will be provided for the return of paper packets in front of the gym. Also, students/parents may take pictures of the assignments and email the pictures of his or her assignments back to the teacher. It is vital to check email daily.

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| COMMUNICATING WITH STUDENTS |

Teachers will have two weekly hours on Monday and Wednesday to assist students/parents with any problems that they may 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 students/parents 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 the student is using, distance learning or packets. It is vital that teachers check his or her email frequently to answer any questions students/parents have.

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| COMPLETED STUDENT ASSIGNMENTS |

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.

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| GRADING |

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To maintain academic expectations and integrity, two grades per week will be recorded to Wengage per subject area by Friday. 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.

Teachers may choose to assign daily assignments for the remainder of the school year or may choose to also include a weekly or bi-weekly assessment. When including assessments, design them to be user friendly and as stress free as possible. Be mindful of both the length and difficulty of the assessment. Also, teachers may adjust your grading percentages as needed for each individual student.

TEACHER(S)

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| ADDITIONAL RESOURCES for extended learning |

Google Classroom

Oklahoma Library of Digital Resources – [ossba.org/services/okldr/](file:///C%3A%5CUsers%5Cbwhite%5CDownloads%5Cossba.org%5Cservices%5Cokldr%5C)

IXL – [ixl.com](file:///C%3A%5CUsers%5Cbwhite%5CDownloads%5Cixl.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%3A%5CUsers%5Cbwhite%5CDownloads%5COETA.tv%5CLearningAtHome)

PBS Learning Media – [oeta.pbslearningmedia.org](file:///C%3A%5CUsers%5Cbwhite%5CDownloads%5Coeta.pbslearningmedia.org)