

**VERDIGRIS PUBLIC SCHOOL
DISTANCE LEARNING
“CONTINUAL LEARNING PLAN”
PARENT / STUDENT GUIDANCE**

Overview & Purpose

- To provide Distance Learning in a Safe Environment for all Stake Holders.
- The purpose of this guide is to provide answers and expectations for the remainder of the 2019-2020 school year’s continuous learning plan
- The hope of Verdigris Public Schools is to maintain academic rigor while providing a sense of stability to students and their families.

Expectations

- Students will be required to complete assignments given by their teachers through digital learning, paper packets, or blended.
- Students should expect to participate in learning for suggested time frames as suggested by the State Department of Education per grade level:
 - Pre – K: 45 minutes daily
 - 1st – 2nd 70 minutes daily
 - 3rd-5th 80 minutes daily
 - 6th-12th: 30 minutes per teacher, for a maximum of 3 hours per day
- Parents will need to actively monitor student progress and check for updates.

Personal Items, Supplies & Packet Pick-up

- The district will have scheduled pick-up times for each individual site. The administrators and teachers will provide more information in the coming days via automated call. Pick-up days may begin as early as April 2nd.

Junior High School:

April 2nd – 7th grade (Completed)

9:00am - 10:00am – A – G

10:00am – 11:00am – H – M

11:00am – 12:00 pm – N - Z

April 3rd – 8th grade (Completed)

9:00am - 10:00am – A – G

10:00am – 11:00am – H – M

11:00am – 12:00 pm – N - Z

April 6th – 9th grade

9:00am - 10:00am – A – G

10:00am – 11:00am – H – M

11:00am – 12:00 pm – N - Z

Elementary: Grades PK – 6th

April 6th - Elementary grades PK-6th will be distributed; the first initial of your last name determines the time.

8:30 am – A & B

9:00 am – C & D

9:30 am – E, F, & G

10:00am – H, I, J, & K

10:30am – L & M

11:00am – N, O, & P

11:30am – Q & R

12:30pm - S, T, U & V

1:00pm – W – Z

3:00pm – 5:00pm for those who could not make their scheduled times.

High School:

April 7th – Parents/Guardians will receive an automated call when times are set.

How Students Will Receive School Work

- All lessons will be posted on our districts website www.verdigris.k12.ok.us that will be accessible through a cell phone (smartphone) or any other digital device that can get access to the internet.
- Lessons will be posted by grade level and subject area (example: 3rd Grade - Math or 6th Grade - Social Studies).
- Individual teachers will help the students on their class rosters and the parents of those students with any questions related to assignments. While it likely will be a quicker response during the day, we expect teachers to respond to questions within 24 hours. However, we do ask that students/parents not expect a response over the weekend.
- Individual teachers will work with their students to answer any specific questions for their grade level, subject area, or course.
- We know that many parents and guardians are still working their full-time jobs or may have multiple children in their homes. Therefore, courses may not require a full day of instruction like your students experience when they attend school.

How to communicate with My Child's Teacher(s)

- School sites office staff and teachers will provide specific communication information. School offices will be available for receiving phone calls, emails & appointments Mondays-Thursdays from 9:00am - 12:00pm. All appointments must be made in advance. Contact information for all school sites is provided on page 5.
- Administration Office hours will be Monday-Thursday 9:00am-12:00pm, receiving phone calls, emails, and appointments. All appointments must be made in advance.
- Communication will take place via email, Remind, all-call system and by other methods.

Essential Resources for Families:

As schools moved to distance learning in the wake of COVID-19, families and caregivers are now facing a new role in ensuring their children are taking the necessary steps to finish schoolwork at home.

Here are the State Department of Education's tips for maximizing at-home learning time:

- Work with your child to designate a space for learning that will limit distractions as they complete their schoolwork.
- Create a schedule. At times when life does not feel normal, helping students, stay on a routine is helpful. Remember to maintain time for breaks, lunch and snacks, as well as walks and play.
- Allow children time to interact with friends virtually or on the phone. This will help them maintain relationships and continue to build their social skills.
- Emphasize that learning will continue even though it is not occurring in the normal setting.

Distance Learning Per Site:

Early Childhood -

Pre-Kindergarten students will be provided printed-paper packets and through their pages on the school website. Teachers will provide links to digital resources and interactive sites for read-aloud sessions, literacy skills, reading practice, and math skills. Teacher pages may also offer suggestions for extended learning through outdoor and imaginative play. Teachers will attempt to contact students at least once per week through School Messenger, Remind, Zoom, emails, and phone calls. The guidelines recommended by the Oklahoma State Department of Education for instructional time will be followed.

Lower Elementary –

Lower Elementary will be providing printed packets to all students which will include lessons and digital links on the school website for reading, math, science, social studies and specials. The state time guidelines for instruction will be followed. General Education and Special Education teachers may conduct Zoom meetings weekly, and may video tape themselves teaching specific skills and upload to YouTube . Parents will be contacted using Remind, school messenger and email. The guidelines recommended by the Oklahoma State Department of Education for instructional time will be followed.

Upper Elementary –

Upper Elementary will be providing a blend of online assignments, digital resources, and inquiry based learning. Those who do not have access to a computer or internet will be offered printed packets pertaining to the same lessons. Teachers may upload non-interactive video(s) to YouTube or Google Classroom teaching the specific skills being presented. The lessons will include digital links on the school website and Google Classroom for reading, math, science, social studies and specials. The guidelines recommended by the Oklahoma State Department of Education for instructional time will be followed.

Junior High School –

Junior High teachers will be providing printed packets to students who need them, and for students with online access, our instruction may include lessons and digital links on the school website for Math (using ALEKS), Language, Geography, Science, Keyboarding/Civics, History, Algebra, Physical Science, Government/OK History, English and Electives. The Oklahoma State Distance Learning Guidelines will be followed and teachers will conduct meetings or contact students through ZOOM or whatever method is best suited for that individual student, to ensure that there is two-way communication. Parents will be contacted through Remind, ZOOM, School Messenger and email. Teachers will keep daily “office hours” of times that they can be reached for questions or clarification.

High School –

Students and parents will be notified via Remind, email and School Messenger that assignments will be available on the school website starting April 6th, 2020. The Oklahoma State guidelines for instruction will be followed. Teachers may conduct classes through several avenues including Zoom, Google Classroom, Google Meetings, Remind and YouTube. If a student has no internet access, we will continue with phone calls and alternate assignments (paper packets, etc.)

ZOOM Meeting Rules, Guidance and Etiquette:

- Please show up on time.
 - Find a quiet place free from disruptions. Make a learning space just for you.
 - Stay on mute. Raise your hand if you have a question relating to the lesson.
 - Maintain RESPECT in both speaking and appearance. Treat your classmates and teacher with respect.
 - Refrain from chewing gum, eating, or drink during our visits.
- ❖ ZOOM meetings are a valuable educational platform for Distance Learning. But if used inappropriately, ZOOM meetings would have to be eliminated.

Meals:

- **Meals will continue to be available for our students through the end of the school year.**
 - Lunch is served between 10:45 a.m. and 12:15 p.m. at Verdigris Upper Elementary Parking lot.
 - Starting April 6th, 2020, meals will be available Monday, Tuesday & Thursday. Two lunches will be provided on Tuesday's and Thursday's.
 - Lunches will be served up to May 15th, 2020.
 - Meals are available for all students in our district in a drive-through style setting.
 - These meals are complimentary, and there is no charge to the students' family.

I encourage every parent or guardian reading this information to know that your Verdigris Public Schools staff is here for you and your children. This is a unique time that we have never experienced before as parents, educators or as a community.

This time spent learning from home for our students will be challenging at times, and uncomfortable. However, our teachers understand this and are working hard to create lessons with those difficulties in mind. We have gifted, caring, phenomenal teachers in Verdigris Public Schools and they - not the school building - have always been the source of truly great teaching and learning!

In the days ahead, you will continue great partnerships with your children's teachers and principals. Please contact your site administrator if you have any questions.

Contact Information

Verdigris Administration Building – 918-266-7227

Superintendent, Mike Payne – mpayne@vps.k12.ok.us

Executive Assistant, Yvonne Pace – ypace@vps.k12.ok.us

Activity Funds/Accounts Payable, Robyn Willis – robynwillis@vps.k12.ok.us

Child Nutrition, Tina Jenkins – tjenkins@vps.k12.ok.us

Verdigris High School – 918-266-2336

Principal, Randy Risenhoover – risenhoover@vps.k12.ok.us

Counselor, Leigh Frederick – lfrederick@vps.k12.ok.us

Secretary, Sheri LaBarr – slabarr@vps.k12.ok.us

Verdigris Junior High School – 918-266-2336

Principal, Greg Kelley – gkelley@vps.k12.ok.us

Counselor, Dee Monroe – dmonroe@vps.k12.ok.us

Secretary, Donna Daley – ddaley@vps.k12.ok.us

Verdigris Upper Elementary – 918-266-6333

Principal, Amanda May – amay@vps.k12.ok.us

Counselor, Sharelle Hushbeck – shushbeck@vps.k12.ok.us

Secretary, Jessica Neal – jneal@vps.k12.ok.us

Verdigris Lower Elementary – 918-266-6333

Principal, Amy Moyer – amoyer@vps.k12.ok.us

Counselor, Sharelle Hushbeck – shushbeck@vps.k12.ok.us

Secretary, Leslie Davey – ldavey@vps.k12.ok.us

Verdigris Early Childhood Center – 918-266-

Principal, Shauna Myers – smyers@vps.k12.ok.us

Counselor, Sharelle Hushbeck – shushbeck@vps.k12.ok.us

Secretary, Jennifer Dorse – jdorse@vps.k12.ok.us