

SHARON-MUTUAL PUBLIC SCHOOLS

STUDENT/PARENT GUIDE

High School 580-989-3231 Elementary 580-866-3333

Distance Learning Plan

As a result of actions taken by the Oklahoma State Board of Education and because of executive order of Governor Stitt, Sharon-Mutual Public School campuses will remain closed and all extra-curricular activities have been cancelled throughout the remainder of the academic year. Starting on April 6th, 2020 Sharon-Mutual Public Schools will be implementing a Remote Continuous Learning Plan for all students enrolled in Sharon-Mutual Public Schools. It is the intention of the Board of Education to develop, implement, and deliver a Remote Continuous Learning Plan that will allow students to remain on track, while also protecting what is most important—their health and well-being.

OVERVIEW & PURPOSE

- The purpose of this guide is to provide answers and expectations during our time of virtual learning.
- Our hope is to maintain academic rigor while providing a sense of stability to our students and their families

EXPECTATIONS

- Students will be required to complete all assignments. In order to receive credit, parents will send a picture of the completed checklist on each packet/learning activity to their child's teacher when it has been completed.
- Some students may need additional time for daily assignments.
- Parents and students will receive additional suggestions for extended learning from their teacher

PROCEDURES

- Contact Information – Please contact your child's school to ensure we have the most up-to-date phone number, email and address on file for your family. This will be important so that we can communicate often.

- Office Hours – The intention of the Sharon-Mutual Public Schools is to protect students and staff to the greatest extent possible. Therefore, administrators and teachers will be available to education stakeholders through telephone and/or videoconferencing only. The business office has office hours of Monday through Thursday 9 am to 3 p.m. Each building principal will have office hours from Monday - Thursday from 9 am to 3 pm and will be available as needed. Teachers and aides will work from home as much as possible and only occupy their work stations as needed to fulfill Sharon-Mutual's Remote Continuous Learning Plan.
- Technology- We know some students may need assistance with access to technology devices and internet access. We are working to help fill this gap for students. If you don't have internet access, contact the appropriate office.
- Paper/Pencil Packets – Sharon-Mutual Public Schools will make available to any student wishing to use a paper/pencil packet as an alternative to any assignment requiring technology. Any parent who wishes to take advantage of the paper/pencil packet will need to contact their child's teacher as soon as possible.
- Access to Buildings – For the duration of this academic year, under no circumstances will students/parents be granted access to any school building. If you need something out of a building, please contact the school and the school will make arrangements for the contents of your locker to be boxed up and made available for you to pick up.
- Meals – Sharon-Mutual Public Schools are providing free meals for pick up. The expectation for meals at this time will be for our food service provider, Keystone, to offer a lunch and breakfast for the next day. Meal pick-ups will be available from 11 a.m.-noon Monday through Thursday. If interested in receiving the meals, please contact the elementary office at (580) 866-3333 from 9 a.m-noon Monday thru Thursday.
- Social-Emotional Services – Sharon-Mutual Public Schools employs one counselor who will be made available to any student wishing to talk to a certified counselor, contact Mrs. Hopper (580-989-3231).
- Special Education Services – It is the expectation of the Sharon-Mutual Public Schools to continue to offer those services normally made available to students who are placed on an Individualized Education Plan. Occupational therapy and Physical Therapy are working on developing activities that can be performed by the student at home under the supervision of the parent. Speech Path services will be performed via paper/pencil packets and phone contact and videoconferencing as needed. Resource room teachers will also be available by telephone and/or videoconference. It is our expectation to provide lessons which meet all the requirements of your child's academic plan and to make our teachers available to help children with any academic needs as they arise.

- Other Resources - Please visit our website at www.Sharon-Mutual.k12.ok.us, SMPS app, or Facebook for information as it becomes available.

ELEMENTARY

• It is the expectation of Sharon-Mutual Elementary for teachers to create academic lesson plans appropriate for remote continuous learning. Teachers will be responsible for contacting all parents of students under their supervision and collaborating with individual parents to customize a learning plan for each student. Lessons will be designed, developed, and made available for dissemination according to the preferred method established by the initial communication between parents and the teacher. Lessons and resources will be available virtually and/or paper/pencil. Elementary teachers and all classroom aides assigned to the teacher will make contact with the parent and/or student (when appropriate) once a week by phone or videoconferencing. Teachers and teacher assistants will maintain a log of attempted contacts and indicate on the log the success or failure of each contact attempt. Teachers will also schedule weekly office hours to be available by phone or videoconferencing to assist students and/or parents with the assigned student learning activities. In addition to individualized telephone and/or videoconferencing, teachers and teacher assistants will work together to schedule group telephone or video conferencing meetings in order for students to be able to interact with their teacher and each other doing lessons developed for group work. Sharon-Mutual teachers will collaborate virtually to develop as many multidisciplinary lessons as possible to ensure students continue to be exposed to all subject areas including electives and physical education. Lessons will be disseminated in two blocks of 3 week units and include regular activities and optional enrichment activities.

• Lessons completed by the students will not be returned to the teacher. Parents will communicate with the appropriate teacher and provide a photo or email copy of the student work product. For those parents who do not have the capacity to provide a digital copy of the student work product, please communicate with the school so other arrangements can be made.

• Assessments – State assessments have been cancelled for this academic year. Teachers will use previously collected data from local assessments to make determinations regarding promotion/retention. Parents will be contacted and consulted with prior to any decisions made on retention.

HIGH SCHOOL

• Sharon-Mutual High School teachers will provide Remote Continuous Learning lessons to students enrolled in specific subjects. Teachers will continue to provide lessons on the Spark platform, communicate through the Spark platform and student email accounts. Again, contact the high school office if you do not have access to that technology. Paper packets will be provided in that event.

- Subject specific teachers will make contact with parents and/or students (when appropriate) to ascertain the delivery method of the remote learning plan lessons.

- Teachers have created office hours where they will be available virtually or by teleconference to assist parents and/or students with learning activities

Mrs. Krows	Monday	9 a.m.-12 p.m.
Mrs. Green	Thursday	10 a.m.-1 p.m.
Mrs. Long	Monday	1 p.m.-3 p.m.
	Tuesday	12p.m.-1 p.m.
	Wednesday	9 a.m.-11 a.m.
Mrs. Elam	Wednesday	12 p.m.-3 p.m.
Mr. Marlatt	Tuesday	9 a.m.-12 p.m.
Mr. Shryock	Monday	1 p.m.-4 p.m.
Mrs. Schmidt	Wednesday	9 a.m.-12 p.m.
Mrs. Shryock	Monday	1 p.m.-4 p.m.
Ms. Brown	Tuesday	9 a.m.-12 p.m.
Ms. Reichenberger	Wednesday	1 p.m.-4 p.m.

- Teachers, students, and parents will develop and implement a plan to return (virtually) completed student work products.

MAJOR EVENTS

Prom - cancelled.

Graduation - Administration is working on a plan to host some type of graduation ceremony subject to the circumstances of the COVID-19 situation at that time.

All-Sports and FFA Banquets - Administration is working on a plan to host some type of awards recognition ceremony subject to the circumstances of the COVID-19 situation at that time.

Awards Assemblies - cancelled

Drivers Education - cancelled

Yearbook completion - to be announced

Device return - Seniors and exiting students schedule to return your chromebooks and ipads with chargers with the appropriate school office; Returning students plan to keep your device and charger for next school year.