



Parent /Student Guide TO DISTANCE LEARNING



Hilldale Middle School



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 given by their teachers, whether by Google Classroom or in packet/worksheet form.
- Students should expect to spend approximately 3 hours per day completing schoolwork. Some students may need additional time.
- Virtual assignments should be submitted digitally.
- Paper packets will be mailed out to students and will be returned by taking a picture of completed assignments and sending them to their teacher using email, text, or DOJO..

WORK STUDENTS RECEIVED BEFORE SPRING BREAK

- Students received virtual assignments or instructional packets on March 13, 2020 before Spring Break. This is work to be completed from April 6, 2020 and April 17, 2020. If your student does not have their instructional packet or access to their online work please contact your school principal.
- All work done virtually will be turned in virtually. The students using instructional packets will receive a self-addressed stamped envelope to return their work.
- Your student's classroom teachers will be in contact with parents to help with questions. If you have had a change in your contact information please contact your school as soon as possible so we can provide you information.

HOW TO RECEIVE WORK

- Students will receive work virtually or through packets that will be mailed out on April 13, 2020. Teachers will be in contact with parents and students to be sure they received their work.
- Before Spring Break, March 13, 2020 students were provided work either in packets or virtually. If you student does not have this work please contact your building principal.
- **ALL virtual and paper packets will be alike addressing the same skills.** Packets will only be available to those without internet. ***This is to provide a safe environment for families and staff.***



HOW TO COMMUNICATE WITH MY CHILD'S TEACHER

- Teachers will have daily office hours to assist your child and help students with any problems that might arise. Office hours will be held in a virtual platform that will be selected by your child's teacher. This may include but is not limited to: Facebook, text message, Remind, DOJO, Zoom, Google Classroom, email or phone calls.

Math Department: 9am - 11am, Language Arts: 10am -12am, Science Department: 12pm-2 pm

Social Studies Department: 11am-1pm, Electives: 10am – 12pm

- Teachers are available through email from 8:00am to 3:00pm. Our teachers commitment is to get your students the help and answers they need as immediate as possible. If you email or contact outside of the hours listed above teachers will answer the emails as promptly as possible but please allow for a 24 hour turn around understanding most teachers have 140 or more students to answer.
- Teachers will make contact twice per week to check in on your child.
- If you need assistance please contact your student's counselor or principal.
- Tracy Fenton (Grades 6 and 8) tfenton@hilldaleps.org or 918-683-0763 ext. 239
- Darren Riddle (Principal) driddle@hilldaleps.org or 918-683-0763 ext. 237
- Amber Horn (Assistant Principal) ahorn@hilldaleps.org or 918-683-0763 ext.

HOW TO RETURN WORK

- Work done virtually will be submitted online. Students completing paper packets will return their work by taking a picture of the completed work and sending it to teacher by email, text, or DOJO.
- **Please note as your child is completing the work packet you may take a picture of the assignments completed and email them to your teacher in order to get immediate feedback instead of waiting till the due date of May 8th.**

WILL WORK BE GRADED

Yes, academic expectation and integrity remain in force. Two grades per week can be expected per class.



ELECTIVE COURSES

- Students will be given an option to
 - Receive the current grade in the class or
 - Be given the opportunity to complete virtual coursework in order to improve their grade. This will be done in a good faith effort to allow students to improve their grades
- Students can expect a phone call from their elective coursework teacher outlining these options so that they provide guidance and record their preference.

SPECIAL EDUCATION AND 504

- Students on 504s or IEP will be contacted by a member of our special education team or counselor to ensure we are all working together to meet the individual needs of students.
- All IEPs and 504 meetings that are due to be reviewed and updated before the end of the school year will be done. We will be using conference calls or Zoom. Special Education teachers will be contacting you to set up these meetings and find out your preferences.
- If your student is experiencing difficulties academically or emotionally please reach out to our staff for help. We understand our students may experience different difficulties in this changing time.
- We will be reaching out to parents as we strive to resume related services such as speech, counseling, OT and PT. These services may look different but we are committed to following through on our students related service needs.

ACCESS TO BUILDING

- ALL buildings are under the CDC's **NO ADMITTANCE RESTRICTION**. In order to protect our staff and families, no one enters the building.
- If you have medication that you need immediately please contact the building principal and we will make arrangements to get this to you.
- The school is following recommendations from the CDC and the State Department of Education. When we receive word that the **NO ADMITTANCE RESTRICTION** is lifted the Superintendent will notify you of the procedure to retrieve your personal belongings.

MAJOR EVENTS



PROMOTION

We will not be rescheduling promotion ceremony.

AWARDS ASSEMBLIES

We will not be rescheduling awards assemblies at this time.

YEARBOOKS

If you have ordered a yearbook, will send out a notification once they have arrived and are available for pickup.

FORMAL DANCE

We are not rescheduling dance.

CALENDAR

- April 10 3rd Nine-week Report Cards will be mailed home
- April 13 Packets for students without internet will be mailed home
- May 8 Deadline to turn in all work for this school year. (both packets and virtual)
- May 11-12 Teachers will complete grades
- By May 29 Report cards will be mailed home