**PARENT GUIDE**

***DISTANCE LEARNING GUIDE FOR***

***OKLAHOMA UNION MIDDLE SCHOOL***

**OVERVIEW & PURPOSE**

● The purpose of this guide is to provide answers and expectations during our time of distance learning.

● Our hope is to maintain academic stimulation while providing a sense of stability to our students and their families

**EXPECTATIONS**

● MS Students will be required to complete all assignments given by their teachers, in Google Classroom, in packet/worksheet form, or any other medium suggested by the teacher.

● 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 should be submitted according to the drop-off/pick-up schedule. Unless otherwise stated by the teacher in the packet.

**HOW TO PICK UP WORK**

● There are 3 scheduled pick-up/drop off times.

* Wednesday April 8th 9am-1pm (first set of classwork)
* Wednesday April 22nd 9am-1pm (Drop off 1st set of work and pickup 2nd set)
* Wednesday May 13th 9am-1pm (Drop off only)

● Packets will be picked up outside in front of the High School entrance.

● Numbers for packet pick-up are traditionally small. No more than **5** people will be allowed in the pick-up area at a time. Please follow social distancing guidelines of 6 feet or more.

**HOW TO COMMUNICATE WITH MY CHILD’S TEACHER(S)**

● 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: text message, Google Classroom, email or phone calls. If the teacher does not respond during their office hours we expect they will make contact within one school day. We do ask that students/parents not expect a response Friday-Sunday. Office hours are listed on the following page.

○ Math Dept. - 9am - 11am

○ English - 10am – 12pm

○ Science - 11am - 1pm

 ○ Social Studies - 12pm - 2pm

 Electives-1pm - 3pm

* Teacher emails can be found: <https://www.okunion.k12.ok.us/vnews/display.v/SEC/MID/SENIOR%20HIGH%7CSTAFF>

● Teachers will be attempting to make contact weekly to check in on your child via phone, text, email, or other medium.

**HOW TO RETURN WORK**

● Work done virtually will be submitted online. Students completing paper packets will return their work according to the pick-up and drop-off schedule listed above. Please ensure your child has their name and grade level clearly marked on each assignment and on their packet. You may return completed work at any time to the building drop box located at the front of each site..

**WILL WORK BE GRADED**

● Yes, academic expectation and integrity remain in force. Two grades per week can be expected per class. However, a student’s grade cannot be negatively impacted during this time of distance learning.

**ELECTIVE COURSES**

● Students will be given an option to:

○ A) Receive the current grade in the class or

○ B) Be given the opportunity to complete virtual coursework in order to improve their gradE

The respective teacher will contact you about these options

**HOW DO I GET PERSONAL BELONGINGS FROM THE SCHOOL**

● We will create a plan to allow students to pick-up remaining personal items at a later date.

**MEAL OPTIONS**

● Meals will be served Monday – Thursday at Lenapah Post Office, Delaware Post Office, Wann Post Office, Childers store, and the High School parking lot for any student or child ages 18 and under, free of charge. Pick up time for meals will be from 11:30am to 12:30pm at each location. We will be providing breakfast and lunch each day. To get your meal each day, either fill out the form on our school website or call the school before 8:00am each morning.

**SCHOOL ISSUED DEVICES, UNIFORMS, ETC**

● Students will be required to turn-in their school issued devices and uniforms. School officials will be in contact to discuss drop off times when they are determined

**MAJOR EVENTS**

CHEERLEADING TRYOUTS

● School officials will be in contact soon

**YEARBOOKS**

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

● If you have not purchased a yearbook, they will be available for purchase on a first come, first serve basis.

**HOME BASED LEARNING TIPS**

Learn how to maximize your child’s at-home learning time by following the tips for families below.

* Work with your child to designate a space for learning that will limit distractions as they complete their school work.
* 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.