MHS Distance Learning Plan for parents

Muskogee High School has developed a Distance Learning Plan to be implemented from April 6, 2020 through May 8, 2020. This plan will require students to access online instruction through the district provided Chromebooks. The instructional material and assignments will be provided by MHS teachers.

The purpose of this plan is to support our students, provide answers to questions, and outline expectations for online learning. Our goal is to provide students with flexibility, continuity of learning, and academic stability throughout this timeframe.

I know that each of you are committed to providing the best educational experience to all students during this time. The Distance Learning Plan also affords the opportunity for enrichment for all students. Within the plan, we have provided on-line activities per grade level that can enhance learning for every student.

Please read the following which details the overall MHS Distance Learning Plan

DISTRICT WEBSITE
- Our district webpage provides the MPS Distance Learning Plan by grade level.
- www.muskogeeps.org
- Students and parents can access all instructional and learning platforms through our Single Sign-On Clever Portal https://clever.com/in/muskogee.
- Instruction, curriculum, and learning apps have been organized in an easy to find design.

RECOMMENDATIONS TO OUR STUDENTS AND PARENTS FOR SUCCESS
- Establish a daily routine
- Locate learning materials in the house
- Designate a specific workspace in the house for the student to focus on school work
- Monitor child's work, review the time spent, and daily communication with teacher
- Reduce environmental distractions

STUDENT EXPECTATIONS
- Students will access digital learning through the Clever Portal and/or Google Classroom on their Chromebooks
- Students 6th through 12th grade will have their assignments submitted through Google classroom.
- Students are expected to complete all assignments and activities assigned by their teachers and submitted virtually through the learning platform as required.

RECOMMENDED TIME PER DAY
- 6th through 12th: 3 hours per day (this is about 30 per 7 hour period)
- 24 days total, last day of school May 8th (no assignments on Good Friday)
COMMUNICATIONS

- **Teachers** will have daily, remote office hours to assist students and parents with questions.
- 6th through 12th: 10:00 am to 1:00 pm
- **Teachers** can be reached through email, phone, text, Class Dojo, Remind and Google Meets. Teachers will make contact with students/parents a minimum of once per week. Administration and counselors will have teacher email addresses and Google classroom codes. If needed, you may contact your child’s grade level principal or counselor.
- **Counselors/PE teachers/Deans/Asst. Principals** will be making contact with established counseling groups, at-risk/failing students, parents/students who have questions/concerns, monitoring students on Courseware (formerly known as PLATO), and assisting with high school enrollment for the upcoming school year.
- When possible we ask that students/parents allow for a 24 hour turnaround regarding responses.

INSTRUCTIONAL LEARNING PLATFORMS

**High School**-
1. Google Classroom
2. Concurrent Enrollment - (College professor will be in contact with each student enrolled to continue instruction)
3. Indian Capital Technology Center (ICTC) - (ICTC will be in contact each student enrolled to continue instruction)
4. Courseware (formerly known as PLATO) Online Learning - Students already assigned to these online classes will remain enrolled and complete those.
5. EdOptions - Students enrolled in this online program will continue to receive guidance from their Edmentum assigned instructor.
6. Supplementary - Apps, reading materials, videos

**Example of a high school distance learning class:**
- Tuesday: Google Meeting with each class (to clarify information and address misconceptions).
- Wednesday: Assignment Given (Over new information covered Tuesday & Wednesday)
- Thursday: Google Meeting (to clarify information and address misconceptions) or for assistance on assignments.
- Friday: Assignment Due.

Additional contact supports will be available via Google Classroom, Remind, Email, Phone (if needed).

**AP Exams**
- Students are encouraged to take the AP Exams for the courses in which they are enrolled, due to the fact that allows them to gain college credit for a passing score. Please note that these exams have been modified by the College Board to include only 3/4ths of the content, considering the extenuating circumstances was surrounding the
global pandemic. Students will also have the option to take these exams virtually. Please see www.apcentral.collegeboard.org for more details.

- Students will remain on a 5.0 scale whether they decide to take the exam or not.
- Student may get information and practice for AP tests at: https://apstudents.collegeboard.org/coronavirus-updates
- New updates coming from CollegeBoard April 3rd.

ENGLISH LANGUAGE LEARNERS (ELL)
- Supplemental apps and learning websites will be posted on the districts Distance Learning page.

GIFTED AND TALENTED
- Parents and students can access enrichment apps and website links on the district’s Distance Learning page.

SPECIAL EDUCATION
- 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, Google Meets, or https://www.freecall.com/. Special Education teachers will be contacting families to set up these meetings.
- 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, OT and PT. These services may look different but we are committed to following through on our students related service needs.

TECHNOLOGY
- Students experiencing issues with Chromebooks or Hotspots can contact the technology helpdesk.
- Students who have not yet picked up a device may do so by contacting the technology helpdesk at 918-684-3700 ext. 4357 or by emailing helpdesk@roughers.net.

GRADES
- Students in 6th through 12th grade will be provided letter grades for the semester.
- There is a misconception out there that grades ended as of March 12th. That is incorrect.
- Teachers will record two (2) grades per week in grades 6th - 12th. Students who do not complete assignments could be given an Incomplete and be required to retake the course. An Incomplete could also figure into their overall GPA as an F.
TESTING
● All state and local testing has been waived for the 2019-20 school year.

MEAL DELIVERY
● MPS will continue to provide meals to students and those age 18 and under at the original four school site and four offsite bus stops. Beginning Monday, March 30, 2020 MPS will add an additional two bus locations at Whittier Elementary and Country Club Apartments.
● This is a curbside “Grab and Go” meal service only. A MPS employee will hand your child their meal while everyone remains in their vehicle or for those who walk to a location we ask that children return home to eat their meal.

Muskogee High School - 3200 E. Shawnee Rd.
Cherokee Elementary - 2400 Estelle Ave.
Pershing Elementary - 301 N. 54th St.
Irving Elementary - 1100 N. J St.
● The school district will provide curbside service at these sites from 7:30 a.m. to 8:30 a.m. for breakfast and from 11:30 a.m. to 1:00 p.m. for lunch. Students must be present to receive a meal and only one meal per student will be provided.
● We will provide “Grab and Go” meals only. Since we are only providing curbside service, a staff member will be available to hand your child their meal while you are still in your car.
● Furthermore, MPS will run buses to additional locations for meal pick up by students. These meals will also be “Grab and Go” as well. Breakfast buses will arrive at 7:30 a.m. and lunch buses will arrive at 11:30 a.m.

Port City Acres Apartments - 2103 N. 36th St.
Riverside Mobile Home Park - 4400 N. Gibson St.
Whispering Pines Apartments - 2061 Carroll St.
Green Country Village - 1518 South 5th Street
Country Club Apartments - 3711 Club Estates Dr. (begins Monday, March 30, 2020)
Whittier Elementary - 1705 E Cincinnati Ave (begins Monday, March 30, 2020)

PARENT RESOURCES
● Muskogee Public Schools will post FAQ links, websites and apps for parents convenience on the districts Distance Learning page. Parents are encouraged to reach out to teachers, counselors and principals for assistance.
● We will also have secondary school supplies to give out at the meal sites if needed.

GRADUATION
● Administration is gathering ideas to put together a plan of how we want to honor our Seniors
• What was supposed to be one of the best times of their year, has turned into an extremely disappointing time for them
• We want to make it as special as possible
• More information to come on this