

Owasso Public Schools



# *Distance Learning Plan*

1501 N. Ash Street | Owasso, OK 74055

[www.owassops.org](http://www.owassops.org)

918/272-5367

# Overview:

As we enter the winter months, we want you to know that OPS teachers have already been planning for the possibility of inclement weather distance learning days to allow for seamless instruction at home. Students are well-practiced logging into Google Classroom daily to access assignments and resources and participating in Google Meet class sessions. Such preparedness will enable students to receive the same quality of instruction at home as they would in the classroom.

Below are the items which will come home with your student in advance of any school closures:

1. Chromebook\* (K-12)
2. Chromebook charger\* (K-12)
3. ClassLink Badge for Elementary / Select Classes for logging into Chromebooks
4. [Directions for signing into elementary Chromebooks](#)

Additional Notes:

- While [\\*Chromebook Insurance](#) is optional for student devices, the nominal \$25 fee can provide peace of mind against costly damages or theft.
- A limited number of hotspots are available for those students who do not have WiFi access at home. Please contact your child's school should a hotspot be needed. Hotspots will not be available for pick up on an inclement weather day.
- Your child's teacher will provide additional communication, as needed, to ensure a successful and productive day of learning.
- We will follow this *\*plan and set of expectations for any type of school building closures.*

Thank you for the opportunity to contribute to your child's long-term flourishing!

*\*Note: Feel free to access the full [OPS Distance Learning Framework](#).*

# Communication:

## District Communication

In the event that our school sites are closed, Owasso Public Schools will communicate in a timely manner the dates the closure will begin, the length of the closure, and whether or not we will initiate the OPS Distance Learning Plan. Information will be disseminated using the district's communication tools.

## School Site Communication

Principals at each site will continue to communicate with their teachers, students, and families using the below technology:

- ❖ X (formerly Twitter), Facebook pages, school website, School Messenger, email, and phone calls
- ❖ Google Meet - virtual conferencing and meetings
- ❖ Previously scheduled in-person meetings will be held via Google Meet unless otherwise communicated

## Teacher Communication

Teachers at each site will continue to communicate with their students and parents during their regular working hours to support student needs using the below technology:

- ❖ Google Meet - virtual conferencing and meetings
- ❖ Phone, email, Google Classroom, Google Sites, and/or Facebook.
- ❖ Previously scheduled in-person meetings will be held via Google Meet unless otherwise communicated

# Student Expectations:

- ❖ **Attendance:** Students in grades K-12 are expected to log in to Google Classroom and follow their regular school schedule during distance learning. ([Directions for signing into elementary Chromebooks](#)). Teachers will take attendance during Google Meet (virtual) classroom time and adjust as needed. School Board policies regarding [Policy #5.03 \(Student Discipline\)](#) and [Policy #5.17 \(Acceptable Use\)](#) are applicable to all distance learning, online, and virtual courses.
  - Elementary
    - (K-5) - 9:00 a.m. - 3:45 p.m.
    - Teachers will communicate the daily schedule for each grade level.
    - Pre-K will not log in to Google Classroom. Activities will be sent home in advance with students. Live engagement opportunities will be provided each day. Details will be communicated via your child's teacher.
  - Secondary
    - (6-12) - 8:00 a.m. - 2:45 p.m.
    - Students will follow their regular schedule.
- ❖ **Absences:** Check Google Classroom for synchronous and asynchronous lessons
  - There is an expectation that if a student misses a school day or cannot attend during the regular class session, they will still complete the assigned classroom activities.
- ❖ **Academics & Grading:** Student learning will continue through the direction of their teachers. Students will report to their teacher/classes via Google Classroom and Google Meet. Think “business as usual.” Expectations and deadlines for the completion of school work remain in effect.
- ❖ **Behavior:** All school rules and disciplinary consequences are applicable when working in a virtual class setting. When completing work online, joining video calls and/or participating in virtual discussions, students are expected to:
  - Have their cameras on and their faces visible by their teacher at all times, unless instructed otherwise by their teacher.
  - Use respectful behavior and language; stick to appropriate topic discussions.
  - Use only appropriate video transmissions, icons, emojis, avatars.
  - Students are not allowed to record, take pictures, screenshots, or videos of the class session without permission from the instructor.
  - Wear school appropriate clothing if attending meetings via video.
  - Ensure backgrounds are distraction free and school appropriate for Google Meet synchronous class sessions.
  - Eliminate distractions including pets, television, social media, apps, music, and cell phones.

# Educator Expectations:

- ❖ **Attendance:** Unless directed otherwise, teachers will conduct class from home via Google Meet and Google Classroom. Teachers will take student attendance during Google Meet (virtual) classroom time and adjust weekly, as needed.

## ELEMENTARY 8:40 - 4:00 regular contract hours

- ❖ Daily monitoring & instruction (whole group, small group, individual)
- ❖ Take student attendance during Google Meet (virtual) classroom time
- ❖ Available to students and parents as needed
- ❖ Follow master schedule from your school site
- ❖ Regular planning period as scheduled during the school day
- ❖ Combination of Synchronous and Asynchronous (recorded) lessons
- ❖ Expectations for instruction
  - PK - Provide live engagement opportunities, with parental support, each day. Details to be communicated via your child's teacher.
    - Provide developmentally appropriate activities for home use in advance
  - K-5th - Two (2) "live" instructional sessions each day
    - Departmentalized Grade Levels - One (1) "live" session per subject
- ❖ Specials - Asynchronous Lessons

## SECONDARY 7:40 - 3:00 regular contract hours

- ❖ Hourly monitoring & instruction
- ❖ Take student attendance during Google Meet (virtual) classroom time
- ❖ Available to students and parents as needed
- ❖ Follow master schedule (class periods)
- ❖ Regular planning period as scheduled during the school day
- ❖ 20 minutes minimum of "live" instruction per class period
- ❖ Combination of synchronous and asynchronous (recorded) lessons

- ❖ **Teacher Absences:**
  - "Substitute" lessons will be created and pushed out through Google Classroom's Master Class ([Google Master Class Screencast](#) and [Google Master Class Slide Deck](#)) by a co-teacher. Co-teachers may be any certified staff member in the building who is added to the absent teacher's Google Classroom / Master Google Classroom.
- ❖ **Roles and Expectations:**
  - [Overarching expectations](#) serve as guidance in supporting students and teachers within the framework of our distance learning plan.
- ❖ **Distance Learning Framework:**
  - You can find a [thorough discussion of our overall Distance Learning approach](#) should schools be closed for an extended period of time.