



Parent /Student Guide TO DISTANCE LEARNING



Hilldale Elementary 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 be able to complete daily assignments:
 - PreK and Kind: [scholastic.com/learnathome](https://www.scholastic.com/learnathome) or packets taking approximately 45 minutes
 - 1st and 2nd: [IXL.com](https://www.ixl.com) or packet taking approximately 1 hour and 10 minutes
 - 3rd – 5th: [IXL.com](https://www.ixl.com) or packet taking approximately 1 hour and 30 minutes
- Some students may take additional time for daily assignments.
- Students on IEPs or 504s will be contacted by their special education teacher or counselor to be sure assistance, accommodations modifications and are provided.
- Parents and students can find additional suggestions for extended learning from our school website.

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

- All students who have access to internet will have receive assignments through IXL. Packets will be prepared for all students without internet. **ALL VIRTUAL AND PAPER PACKET WORK WILL BE THE SAME SKILLS**.
- Packets will be mailed out on April 13, 2020 to all students without internet.



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.

PK – 1st 9am -11am, 2nd & 3rd 10am – 12pm, 4th & 5th grades 1pm -3pm

- 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 25 or more students in 6 different subject areas to answer.
- Teachers will be making contact twice per week to check in on your child.

If you need assistance please contact your student's counselor or principal.

- Marla Walkup (Counselor) mwalkup@hilldaleps.org or 918-683-1101 EXT. 428
- Bailey Ross (Counselor) bross@hilldaleps.org or 918-683-9167 EXT. 266
- Patti Bilyard (Principal) pbilyard@hilldaleps.org or 918-683-9167 EXT. 431
- Christina Hamm (Assistant Principal) chamm@hilldaleps.org or 918-683-9167 EXT. 436
- Donna Lorenz (Assistant Principal) dlorenz@hilldaleps.org or 918-683-1101EXT. 422

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. Teachers will takes grades from IXL or the completed packets.



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.

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